



बिड संख्या/Bid Number: GEM/2025/B/6611004

दिनांक /Dated: 26-08-2025

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-09-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-09-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Spices Board
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Translation/ Transliteration/ Transcreation/ Transcription Services - Translation; Per Word; Science
अनुबंध अवधि /Contract Period	17 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

### बिड विवरण/Bid Details

बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	300000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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### एमएसई खरीद वरीयता/MSE Purchase Preference

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एमएसई खरीद वरीयता/MSE Purchase Preference

Yes

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Financial Bid - [1756189446.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Translation/ Transliteration/ Transcreation/ Transcription Services - Translation; Per Word; Science ( 15000 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Service	Translation
Service Basis	Per Word
Domain	Science
Method of Translation/ Transcription/ Transliteration/ Transcreation required	Through Human Resources
Accuracy Level Required	More than 99%

विवरण/ Specification	मूल्य/ Values
Format of the translated content (deliverable)	Word Document
Source Language Type	English
Source Language	English
Target Language Type	Foreign Language
Target Language	French , Spanish
Font of the Delivery Output	Unicode
<b>एडऑन /Addon(s)</b>	
Requirement of management and maintenance of the website	NA
If SDH Captioning (captions for deaf and hard of hearing )	NA
Requirement of Printing of Translated Document	NA
Designing Support	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Estimated number of words or minutes	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriya	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	15000	N/A

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

#### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

**SPICES BOARD INDIA**



**Ref no. SB/CODEX/CCSCH7/Tenders/ Translation services/2025**

August 26, 2025

**Notice for inviting tender for requirements for Translation (In-session) of conference documents for the eighth Session of Codex Committee on Spices and Culinary Herbs (CCSCH8)**

**(In-session translation)**

(Hindi version will follow)

Issuing Authority  
For the Secretary Spices Board India,  
Director Research  
Spices Board  
(Ministry of Commerce & Industry, Govt. of India)  
'Sugandha Bhavan"  
N.H.By Pass, Palarivattom.P.O  
Cochin - 682025  
Kerala, India

## **1. Introduction:**

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under the Codex Alimentarius Commission (CAC), established jointly by FAO and WHO, and is tasked with developing Codex standards for spices and culinary herbs. India is the host country for CCSCH, and on behalf of India, Spices Board functions as the secretariat for this committee.

The eighth session of this committee (CCSCH8) is scheduled to be held in India during 13-17 October 2025 at **Guwahati, Assam, India**. The Spices Board of India under the Ministry of Commerce and Industry, Government of India invites online bids through a two-bid system (comprising technical and financial bids), for translation of the texts of CCSCH documents arising from the meeting into English, Spanish and French.

Interested and eligible bidders, capable of meeting the requirements specified in the GeM Bid/RA and willing to comply with the stated terms and conditions, are requested to submit their bids through the GeM Portal only. Bidders must ensure that all required documents are completely filled, properly signed, and uploaded before the closing date and time as mentioned in the bid document. The Tender document can be downloaded free of cost from the websites [https:// www.indianspices.com/tenders.html](https://www.indianspices.com/tenders.html) and <https://gem.gov.in>

**Translation services** is required for:

- (1) **In-session:** Time-bound translation of all documents arising during the CCSCH8 session

Quotations are to be submitted for the translation cost of texts of CCSCH documents as per Section 2: Scope of work, as detailed below.

## **2. Scope of work:**

There should be a translation coordinator who will function as the single contact point for all activities pertaining to the translation work. The coordinator should be physically present during the session. The requirement of translation services for the upcoming CCSCH8 session are as follows.

### **(a) In-session translation:**

- The CCSCH8 session would be held at Guwahati, Assam, during 13-17 October 2025.
- There will be the requirement of overnight translation of documents during the session days. At the end of each session day, pieces of documents (Word files) in English would be given to the translation coordinator. These have to be translated into French and Spanish, and returned by the next day.
- The session report will be assembled from the document pieces, finalized in English and given to the translation coordinator, by evening of the 3<sup>rd</sup> day of the session (15<sup>th</sup> October 2025). This may incorporate changes in the document pieces sent earlier, which may need to be incorporated into the translated documents. The translated final report in Spanish and French should be returned by 16<sup>th</sup> October 2025, midnight.



- Approximately **15,000 source words** would need to be translated during the session. If the documents are in mixed languages, individual English, Spanish and French documents needs to be prepared as per the requirement. The word count may vary by 25%.
- The total amount for the in-session translation, based on the above details, has to be quoted as a single unit. This should include all other applicable charges.
- Spices Board will not arrange the travel and accommodation for the translation coordinator / team. The costs for travel and accommodation have to be borne by the bidder.

### **3. Submission of Bids**

The bid must be submitted in two-bid system on the GeM portal as detailed below:

A) **Technical bid:** Documents in support of the competency requirements for the translation coordinator/ team. Requirements are detailed in Table 1 in Section 4 below. This filled-in table should be uploaded as a PDF file.

B) **Financial bid:** Cost details, as in Section 4, Annexure I, to be uploaded.

**[Financial details must not be mentioned in any of the technical bid documents uploaded on GeM Portal]**

### **4. Eligibility criteria for Technical Bid**

The bidder should ensure that the translation team should mandatorily have experience related to translation in requested languages viz. English, Spanish and French. Provide documents in support of the eligibility criteria and competency requirements as detailed below in Table 1. The documents proving eligibility criteria, as required should be uploaded as a single PDF document, with section labels as detailed below. All pages in the technical bid should have sign and seal of the authorized signatory.

**Table 1: Mandatory eligibility criteria and competency requirements (upload signed copies of the table below, and all the necessary supporting documents, in the technical bid)**

Sl.no	Requirements
1.	<p><b>Experience of translation coordinator:</b></p> <p><i>Details of international events from 2020 to 2025 in which translation services in at least 2 languages other than English were coordinated</i></p> <p><b>(minimum 2 events)</b></p> <p>(Please provide full details as evidence and label the section as Eligibility Criteria - Sl.no 1, and upload the PDF file )</p>

2.	<p><b>Experience of the firm in translation services provided to international conferences of scientific/ technical nature.</b></p> <p>(Please provide full details specifying the nature of conference and label the section as Eligibility Criteria - Sl.no 2 and upload the PDF file)</p> <p><b>(minimum 2 events)</b></p>
3.	<p><b>Experience of translation coordinator in intergovernmental meetings</b></p> <p><i>Details of intergovernmental meetings from 2020 to 2025 in which in-session translation services were coordinated</i></p> <p><b>(minimum 1 event)</b></p> <p>(Please provide full details as of each member as evidence and label the section as Eligibility Criteria - Sl.no 3, and upload the PDF file )</p>
4.	<p><b>Experience of French Translator:</b></p> <p>Details of international events from 2020 to 2025 in English &lt;&gt; French translation by the translator in scientific/ technical events and conferences</p> <p><b>(minimum 1 event)</b></p> <p>(Please provide full details as of each member as evidence and label the section as Eligibility Criteria - Sl.no 4, and upload the PDF file )</p>
5.	<p><b>Experience of Spanish Translator:</b></p> <p>Details of international events from 2020 to 2025 in which English &lt;&gt; Spanish by the translator in scientific/ technical events and conferences</p> <p><b>(minimum 1 event)</b></p> <p>(Please provide full details as of each member as evidence and label the section as Eligibility Criteria - Sl.no 5, and upload the PDF file )</p>
6.	<p>The translation coordinator should be physically present at the venue during the entire session period (from 13-17 October 2025)</p> <p>(Provide an undertaking and upload the document as Eligibility Criteria - Sl.no 6)</p>

Bids will be evaluated by committee members of the Board. The tender will be awarded to the technically qualified hotel which offers the lowest cumulative rate inclusive of all applicable charges and taxes. Financial bids will be opened for only those bidders who comply with the technical requirements. In all other cases, the financial bid will be returned unopened

## 5. Submission of Financial Bid

Each of the following work items must be detailed separately by the bidder in the financial breakup sheet (Annexure 1), including all applicable charges and taxes, and submitted on the GeM Portal as part of the financial bid in excel (xls) format.:

- a. **Charges for In-Session Translation**, as detailed in Section 2, total cost as a single unit, including all charges. Estimated number of source words would be 15,000.

The details may be filled in the format for submitting financial details and the terms and conditions of the bid as in Annexure I

## **6.Critical dates**

Bid start date: August 26, 2025

Bid due Date: September 8, 3.00 PM IST

Bid opening Date September 8, 3.30 PM IST

For any clarifications required bidders may contact as per the details given below on working days (Monday to Friday 09.00 hrs to 17.30 hrs)

Email id: codex.sb-ker@nic.in

Tel: 0484-2333610- 616 (Extn: 520)

Mob: +91 94475 30605 (Dr. Shameer Cheriya, Assistant Director)

+91 89215 61130 (Dr. N Ramesh Babu, Scientist C, Organizing Secretary, CCSCH)

## **7. General Terms and Conditions**

1. Please refer to the Tender Document for complete technical requirements.
2. The Board reserves the right to modify the specifications stated in this inquiry.
3. Quoted prices must remain firm until the completion of the service. Charges should be net and valid for at least six months from the date of bid opening.
4. Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.
5. Bidders are solely responsible for ensuring their bids and all supporting documents are submitted on time and as specified.
6. If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.
7. Any extension of the bid opening date by the Buyer will be duly communicated to bidders.
8. Bid validity must comply with the requirements on the GeM portal.
9. Bids must be submitted only through the GeM portal; bids sent via any other means will be considered invalid.
10. All bid documents must be fully completed, duly signed, and uploaded on the GeM portal before the specified deadline.
11. For clarifications, bidders may submit queries through the representation column on the GeM portal, clearly stating the information needed.
12. All required documents as per the Terms and Conditions must be submitted online along with the Technical Bid and must be legible.
13. Failure to submit requested documents or information may lead to rejection of the bid.
14. Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.
15. Only Technical Bids will be opened on the specified date and time.
16. Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.
17. The date of Financial Bid opening will be communicated through the GeM portal after technical evaluation.
18. The bid document can be downloaded free of cost from the GeM/ CPP portals and the official Spices Board website ([www.indianspices.com/tenders.html](http://www.indianspices.com/tenders.html)).
19. Bidders should keep track of any corrigenda published on the GeM/ CPP portals and the official Spices Board website related to this bid.
20. Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.
21. Spices Board reserves full rights to accept or reject any tender, wholly or partially, without assigning reasons.

22. All service providers must undergo verification and approval before acceptance. Previous contracts and contact details of recipients may be requested for verification purposes.
23. If the service is not provided and the Procuring Entity must obtain the service elsewhere at your risk and cost, any resulting loss or damage will be recovered from the defaulting provider.
24. Disputes related to this inquiry shall be subject exclusively to the jurisdiction of the High Court of Kerala.
25. Payment terms are 100% within 30 days of receipt and acceptance of services, as per conditions. As per Government of India rules, a maximum of 30% of the total bid value may be paid in advance.

Annexure-I  
FINANCIAL BID

Break-up of the financial bid quoted on the GeM Portal. Details are to be filled in the format given below and submitted along with financial bid.

	Requirement	Cost in INR
<b>In-session translation</b>		
<b>A</b>	<p><b>Total Cost for In-Session</b> Translation (overnight on 16<sup>th</sup> October 2025, for an estimated total number of <b><u>15,000 source words in English to be translated to Spanish and French</u></b>, as per the requirements in the scope and Table 1 of tender document) as <b>a single unit of work</b>, Lumpsum</p> <p>i.e. , 15000 words from English to Spanish 15000 words from English to French</p> <p>*This number of source words is for calculation purposes only. Payment will be made at actuals, after each translation set. There may be a variation of up to <math>\pm 25\%</math> in the number of source words over the period.</p>	
<b>B</b>	Taxes and other charges as applicable	
<b>C</b>	<b>Total for in-session translation (A+B)</b>	

*\*The final amount in **Row C** should be the sum of all applicable components and taxes at which the service will be provided, which is **quoted on the GeM Portal** as the total bill value.*

Name of Authorized Signatory:

Signature & Seal Place & Date: