

SPICES BOARD INDIA
LIMITED TENDER ENQUIRY

Bid No. CCSCH/6/Bids/2022/2

**Requirements for Translation of conference documents for the Sixth Session (Virtual) of Codex
Committee on Spices and Culinary Herbs (CCSCH6)**

July 28, 2022

Tender Due Date: August 29, 2022, 5:30 PM IST

Tender opening Date: August 30, 2022, 3:00 PM IST

(Participation in this tender is by invitation only and is limited to selected service providers.

Unsolicited offers are liable to be ignored)

(Hindi version will follow)

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 has been developing international standards for spices and culinary herbs, since 2014. On behalf of India, Spices Board holds the secretariat for CCSCH.

The sixth session of this committee (CCSCH6) is scheduled to be held virtually using Zoom video conferencing platform during 26, 27, 28, 29, 30 September and 3 October, 2022, with three hour sessions per day. Texts of CCSCH documents arising from the meeting need to be translated into English, Spanish and French.

Two kinds of translation services are required:

- (a) **In-session:** Time-bound translation of all documents arising during the CCSCH6 session, to be quoted as a unit, and
- (b) **Post-session:** Translation of all documents related to CCSCH, that are generated after CCSCH6 session, until commencement of CCSCH (tentatively in February 2024), at per-word rates.

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 requirement of services for the upcoming session of the Codex Committee on Spices and Culinary Herbs (CCSCH) scheduled to be held online are as follows.

(a) In-session translation:

- The CCSC6 session would be held on the dates 26, 27, 28, 29, 30 September and 3 October, 2022 10:30 – 13:30 CET.
- 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 emailed to the translation coordinator. These have to be translated into French and Spanish, and returned by email the next day.
- The session report will be assembled from the document pieces, finalized in English and sent to the translation coordinator, after the last day of the session. This might incorporate changes in the document pieces sent earlier, which might need to be incorporated into the translated document. The final document will be sent to the translation coordinator latest by 1st October 2022 evening. The translated final report in Spanish and French should be returned by email by 2nd October, 5.00 PM, IST.
- Approximately **10,000 – 12,000 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 total amount for the in-session translation, based on the above details, has to be quoted as a single unit of work.

****** If the number of source words exceeds 12,000 in the in-session translation, then the additional words have to be translated at post-session word rates, separately.

(b) Post-session translation:

- This requirement is for translating documents arising during the period between CCSC6 and CCSC7 sessions. The period would be tentatively from October 2022 to February 2024.
- Total volume of translation required would be approximately 45,000 source words.
- The post-session documents for translation would be emailed to the translation coordinator, and should be translated and returned with a period of two weeks (maximum). If the documents are in mixed languages, individual English, Spanish and French documents needs to be prepared as per the requirement.
- Per-word rates for English < > French and English < > Spanish have to be quoted. These rates have to remain fixed during the period between CCSC sessions (tentatively October 2022 to February 2024).

- To calculate cost for post- session translation works in each language, the word count in the translated documents (English/French/Spanish) will be used.

3. Document requirements

The quote should be submitted as **hard copy**, in two separate sealed covers as detailed below:

- A) **Cover 1:** Documents in support of the competency requirements for the translation coordinator/ team. Requirements are detailed in Table 1 in Section 4 below. This cover should be labelled as technical bid.
- B) **Cover 2:** Cost details, as Section 5. This cover should be labelled as financial bid.

4. Cover 1: Technical Bid

Provide documents in support of the eligibility criteria and competency requirements as detailed below in cover 1: Technical bid.

Table 1: Eligibility Criteria and Technical Requirements.

Quotation shall be submitted by experienced and qualified translators. The following documents have to be submitted along with the quotation:

	Requirements	
1	Professional and academic qualifications and relevant experience of the coordinating translator and translation team	Please provide a résumé with copy of relevant certificates
2	Experience in interpretation and/or translation services provided to international conferences on the level of Codex Committee sessions	Please provide a list of most relevant assignments during 2018-2021 period

5. Cover 2 - Details of translation costs

The following work items should be quoted **separately**, including all applicable charges/ taxes:

- a. **Charges for In-Session Translation**, as detailed in Section 2, for an estimated total number of 10,000 – 12,000 source words
- b. **Post-session translation:** Per-word rates for English <> Spanish and English <> French, valid from October 2022 to next session of CCSCCH, tentatively February 2024.

The format for submitting financial details and the terms and conditions of the bid as per the Manual of Procurement, 2017 are given in **Annexure 1**. The details may be filled in this format and submitted in **Cover 2**.

6. Submitting bid documents

Both cover 1 and cover 2 should be sealed separately and put in a single sealed cover, superscribed as follows: “Requirements for Translation of conference documents for the Sixth Session (Virtual) of Codex Committee on Spices and Culinary Herbs (CCSCH6)”

The bid should reach the following address by August 29, 2022, 5:30 PM IST

Organizing Secretary, CCSCH Secretariat
Spices Board (Ministry of Commerce, Government of India)
Sugandha Bhavan
Palarivattom PO
Kochi – 682025
Kerala, India
Ph: +91 484 2333610 (Extension – 520, 340)
Email: codex.sb-ker@gov.in

Annexure-I

Limited Tender Form

[Based on Annexure 5 from Manual of Procurement of Goods 2017
Para 4.4.2 and 5.5.1, Ministry of Finance Govt of India)

(This form is to be used only for financial bid)

(Hindi version will follow)

Name of Procurement Entity : **Spices Board**
Govt of India, Ministry of Commerce & Industry
Sugandha Bhavan
Palarivattom, NH By-pass
Ernakulam, Kerala- 682025
India

Date:

Name and address of Firm	
Firm's reference no. for quotation	
Firm's Registration No. (If applicable)	
PAN (if applicable): Attach copy	
GST No. (if applicable)	
Phone	
Fax	
Email	
Enquiry No. and Date	Bid No. CCSCH/6/Bids/2022/2 Requirements for Translation of conference documents for the Sixth Session (Virtual) of Codex Committee on Spices and Culinary Herbs (CCSCH6) , dated July 28, 2022
Tender due date	August 29, 2022, 5:30 PM IST
Date of tender opening	August 30, 2022
	The tender would be opened 3.00 pm (IST) on the date of tender opening above, at the address mentioned above.

Please submit, on or before 3.00 PM on the date of tender opening for the following services, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with: **Cover 2 - Enquiry Number CCSCH/6/Bids/2022/2, Translation Services, Financial bid**

Tender schedule:

All rates to be given in figures and words.

	Requirement	Details
1	Currency in which quote is submitted	
2	Charges for In-Session Translation as a single unit of work (for an estimated total number of 10,000 – 12,000 source words)	
3	Charges for Post-session translation (per-word rate) (Valid from October 2022 to next session of CCSCH, tentatively February 2024)	
	English <> Spanish	
	English <> French	
4	Any other charges (Specify below, add rows as necessary)	

I / we engage to provide translation services for CCSCH6 session, and comply with the following:

1. Tender schedule and technical specifications in the tender document (Enquiry No. CCSCH/6/Bids/2022/2)
2. Specific conditions for this tender
3. Terms and conditions printed overleaf
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Undertaking.
6. That the rates quoted are not higher than the rates quoted for same service to any Government/Undertaking.
7. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Name of Authorized Signatory:

Signature & Seal Place & Date:

Terms and Conditions of Limited Tender

1. Please refer to the Tender Document for detailed technical requirements.
2. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
3. Quotation will be opened on due date at 3.00 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
4. The Board reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
5. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's identified for providing service. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: to get registered as an approved supplier with the Procuring Entity, please download service provide approval form from Board's website and submit.
6. All Service providers are subject to verification and approval before acceptance. Service provider's previous contracts may be submitted and the contact person to whom the service was provided for verification.
7. The Board reserves the right to modify the specifications specified in this inquiry.
8. The prices quoted should be firm till the service is completed. Please quote the charges in words and figures. Charges quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
9. In case your quotation is accepted and order is placed on you, the service should be provided within the conditions stipulated in the order. The Board reserves the right to recover any loss sustained due to delayed / incorrect service by way of penalty. Failure to provide service as per the specification and within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the order as penalty per instance of deviation from the deliverables subject to a maximum of 5% (five percent) unless extension or relaxation is obtained in writing from the office on valid ground.
10. If the service is not provided and due to that account Procuring Entity is forced to get the service at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting service provider.
11. Dispute clause: Any dispute relating to the inquiry shall be subject to the jurisdiction of the court at HIGH COURT OF KERALA only.
12. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of service as per condition. As per Government of India rules, a maximum 30% of the total bid value can be paid in advance.