



स्पाइसेस बोर्ड
भारत

SPICES BOARD INDIA

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF TRANSLATION
WORK OF CONFERENCE DOCUMENTS FOR CODEX COMMITTEE ON SPICES AND
CULINARY HERBS (CCSCH)**

Ref no. SB/CODEX/CCSCH/Empanelment/ Translation services

Dated: 16 March 2026

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

(Hindi version follows)

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1. **NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF TRANSLATION WORK OF CONFERENCE DOCUMENTS FOR VARIOUS SESSIONS OF CODEX COMMITTEE ON SPICES AND CULINARY HERBS (CCSCH)**

Expressions of interest (EOI) are invited from reputed and competent firms for empanelment, in order to undertake translation of conference documents for upcoming sessions of Codex committee on spices and culinary herbs (CCSCH) sessions hosted by Spices Board's (Ministry of Commerce and Industry, Govt of India) for two sessions, CCSCH9 (first half of 2027 tentatively) and CCSCH10 (second half of 2028 tentatively). The notice inviting EOI can be downloaded from the Board's website (www.indianspices.com) and central public procurement portal (<https://eprocure.gov.in/eprocure/app>)

EOI- Data Sheet

SI No	Reference	Description
1	Name of the Organisation	Spices Board, Ministry of Commerce and Industry, Govt of India
2	Name of the work	Empanelment of translation work of conference documents for codex committee on spices and culinary herbs (CCSCH) for two sessions of CCSCH as detailed in section 3 and section 6.1
3	Reference Number	SB/CODEX/CCSCH/Empanelment/ Translation services
4	EMD (exempted for agencies with valid MSME registration)	Rs.1 Lakh (As demand draft drawn in favour of 'The Secretary, Spices Board', payable at Cochin)
5	Last Date and Time for submission of bids	6 th April 2026, 4.00 PM
6	Place of opening of Bids & Date and Time	Spices Board, Sugandha Bhavan, NH Bye Pass, Palarivattom P.O., Cochin-25 7 th April 2026, 4.00 PM
7	Contact person	Dr. N Ramesh Babu, Organizing Secretary, CCSCH Scientist C, Spices Board Ph: 0484 2333 610, Extn: 520

2. INTRODUCTION

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices. The Board is an international link between the Indian exporters and the importers abroad.

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. So far Spices Board has hosted 8 sessions of CCSCH.

3. EXPRESSION OF INTEREST FOR EMPANELMENT OF TRANSLATION WORK OF CONFERENCE DOCUMENTS FOR VARIOUS SESSIONS OF CODEX COMMITTEE ON SPICES AND CULINARY HERBS (CCSCH)

The Spices Board of India under the Ministry of Commerce and Industry, Government of India invites Expression of Interest (Eoi) from experienced and reputed agencies for translation of the texts of CCSCH documents arising from the meeting into English, Spanish and French, for two sessions, CCSCH9 (first half of 2027 tentatively) and CCSCH10 (second half of 2028 tentatively).

Interested and eligible firms, capable of meeting the requirements specified in this document, and willing to comply with the stated terms and conditions, are requested to participate.

When requirement of translation work arises, the empanelled firms will be requested to submit financial bids for the work, and the work will be awarded to the empanelled agency quoting the lowest amount.

4. SCOPE OF WORK

Translation services required during the empanelment period is as per the details given below.

In-session translation: This involves time-bound translation of all documents generated during CCSCH sessions. This will include overnight translation of CCSCH session report based on source texts shared in English during the session days, and the final report would need to be translated from English to French and Spanish typically within 8-10 hours on the final day of the session. This work should be done at a lump-sum rate for the entire work. Specific details of the work required are given below:

- The agency should provide a dedicated **translation coordinator** and **qualified translators in French and Spanish** for the duration of the CCSCH session.
- The translation coordinator will be responsible for coordination with the CCSCH Secretariat of Spices Board and the translators to effectively complete the in-session translation work in the stipulated time. The translation coordinator should mandatorily be present at the venue of the CCSCH session.
- The translation coordinator may function as a member of the translation team for only one language, i.e., French or Spanish.
- The translators in the team for French and Spanish should possess scientific and technical translation experience. For the purposes of this tender, "scientific and technical translation experience" is defined as the demonstrated experience of translating official, peer-reviewed, or regulatory documents within the domains of science/ agriculture/quality specifications/ export specifications/international standards setting/food technology/ engineering.
- 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 night of the 4th day of the session. 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 fourth day midnight/ 5th day early morning latest by 2 AM.
- Approximately **10,000 – 15,000 source words** would need to be translated during each in-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 30%.
- This work should be done at a lump-sum amount for the entire work, and should be quoted accordingly, when financial bids are requested from empanelled agencies for a CCSCH session.
- Spices Board will not arrange the travel and accommodation for the translation coordinator / translation team. The costs for travel and accommodation has to be borne by the agency.

5. ELIGIBILITY CRITERIA AND COMPETENCY REQUIREMENTS

1. The applicant must be a legal entity registered in India.
2. The agency must be able to provide service anywhere in India.
3. The agency should ensure that the team providing the translation service should mandatorily have experience related to translation in the requested languages viz. English, Spanish and French.
4. The vendor should have executed three work orders involving translation to foreign languages (foreign language is defined as any language other than English and Indian languages, and is used in this context hereafter) in the last three calendar years, viz. 2023, 2024 and 2025.
5. The agency should have an average annual turnover of at least ₹25 lakh during the last three financial years (2022-23, 2023-24 and 2024-25)
6. The agency shall meet all the terms and conditions, eligibility criteria and competency criteria as defined in the following sections of the document.

6. GENERAL TERMS AND CONDITIONS

1. The empanelment of the agency will be for two sessions, i.e. CCSCH9 (first half of 2027 tentatively) and CCSCH10 (second half of 2028 tentatively), unless the service of the agency is curtailed or terminated by Spices Board owing to deficiency of service, substandard quality of work, breach of contract, reduction or cessation of the requirement of work. The empanelment may be extended for subsequent year/s as deemed fit by the Board based on satisfactory performance by the agency.
2. In the event of unsatisfactory performance, the agency shall be disqualified from consideration for future tenders, including during the empanelment period.
3. The agency should not be blacklisted by any state or central government body.
4. Spices Board reserves the right to remove any agency from the empanelled list, along with forfeiture of EMD, if the service provided by the agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false at any stage.

5. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Contractor without the prior written consent of the Board.
6. Spices Board reserves the right to reject any application without assigning any reason thereof.
7. Spices Board does not make advance payments. Any request of Advance payment will be rejected summarily. However, in exigencies and if approved by competent authority, advance payment will be released only against an equivalent unconditional Bank Guarantee.
8. Only agencies that agree to all the above terms and conditions will be considered for empanelling.

An agency can submit only one proposal. If an agency submits more than one proposal, such proposals shall be disqualified. Bids received after the closing date and time will be rejected without any further communication on the matter.

All documents mentioned in the bid submission including the annexures should be duly signed and uploaded on the central public procurement portal (<https://eprocure.gov.in/eprocure/app>).

7. SELECTION PROCEDURE FOR EMPANELMENT

- i. Shortlisting of the agencies will be done strictly on the basis of the information furnished in the bid. The Agencies shall be evaluated based on their experience of providing similar services.
- ii. The scoring pattern shall be

No.	Description	Score Calculation	Minimum marks
1.	<p>Experience of the agency in events involving translation to foreign languages</p> <p><i>Number of events in the last three calendar years, viz. 2023, 2024 and 2025, in which translation services for at least 2 foreign languages (i.e. other than English and Indian languages) were coordinated</i></p>	<p>2 events minimum: 15 marks</p> <p>More than 2 events: 25 marks</p>	15
2.	<p>Experience of translation coordinator in events involving translation to foreign languages</p> <p><i>Number of events in the last three calendar years, viz. 2023, 2024 and 2025, in which translation services were coordinated with the translators for at least 2 foreign languages (i.e. other than English and Indian languages)</i></p>	<p>2 events minimum: 15 marks</p> <p>More than 2 events: 25 marks</p>	15
3.	Experience of French Translator(s):	2 events minimum: 15 marks	15

No.	Description	Score Calculation	Minimum marks
	Number of events in the last three calendar years, viz. 2023, 2024 and 2025, in which scientific / technical translation services were provided from English < > French	More than 2 events: 25 marks	
4.	Experience of Spanish Translator(s): Number of events in the last three calendar years, viz. 2023, 2024 and 2025, in which scientific / technical translation services were provided from English < > Spanish	2 events minimum: 15 marks More than 2 events: 25 marks	15
		Maximum total marks: 100	60

1. Agencies who score 60 marks and above as per the above evaluation shall be shortlisted for empanelment. Agencies shall be ranked based on the score secured by them. Based on the ranking, not more than eight agencies shall be considered for empanelment.
2. Spices Board reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.
3. The shortlisted agencies will be asked, as and when required and based on specific requirement of an event, to submit a financial bid (also a technical bid if deemed necessary) specific to the event.

8. SUBMISSION OF THE EXPRESSION OF INTEREST

The agency shall submit the EOI with the (a) Technical Bid in Annexure and (b) Details of applicant in Annexure II, along with the documentary evidence.

9. EMD

An EMD of Rs. 1,00,000/- (Rupees one lakh only) in the form of DD from any nationalized bank, drawn in favour of 'The Secretary, Spices Board' payable at Cochin. Agencies possessing valid MSME registration are exempted from the EMD requirement.

ANNEXURE I: TECHNICAL BID

The Technical Bid should have a covering letter signed by the agency's authorized signatory, with an index listing the following documents included as annexures in the technical bid. The documents should be uploaded in PDF form on the CPP portal.

Part A – Documentary evidence for general requirements

Serial No.	Document required (Each document to be labelled with the Serial No. in the uploaded PDF)	Evidence for clause
1.	Copy of PAN card and GST registration	5.1
2.	Copies of 3 work orders for events involving translation to foreign languages in the last three calendar years, viz. 2023, 2024 and 2025.	5.4
3.	CA certified statement indicating average annual turnover of the company, at least Rs 25 lakhs for the three financial years 2022-23, 2023-24, 2024-25	5.5
4.	Self-declaration, signed by the authorized signatory of the agency, stating that the applying agency has not been blacklisted by any central or state government body	6.3
5.	Upload valid MSME registration certificate for exemption from the EMD requirement	9

Part B – Documentary evidence for competency requirements

No.	Document required (Each document to be labelled with the Serial No. in the uploaded PDF)	Evidence for clause
6.	Experience of the agency in events involving translation to foreign languages (i.e. other than English and Indian languages). Minimum 2 events. List the names, dates and duration of the events. Provide work orders and completion certificates (or letters issued by the event organizers) clearly indicating the name of the agency and confirming their role in the event.	7.1
7.	Professional and academic qualifications and relevant experience of the coordinating translator.	7.2

	<p>(a) CV with Professional and academic qualifications and relevant translation coordination experience of the coordinating translator</p> <p>(b) Documentary proof of experience of the translation coordinator as work order from translation agency or event organizer, minimum 2 events.</p>	
8.	<p>Professional and academic qualifications and relevant experience of the French Translator (s):</p> <p>For each translator:</p> <p>(a) CV with Professional and academic qualifications and relevant experience in translation, English <> French</p> <p>(b) Documentary proof of scientific / technical translation experience of French translator(s) as work order from translation agency or event organizer, minimum 2 events.</p>	7.3
9.	<p>Professional and academic qualifications and relevant experience of the Spanish Translator (s):</p> <p>For each translator:</p> <p>(a) CV with Professional and academic qualifications and relevant experience in translation, English <> Spanish</p> <p>(b) Documentary proof of scientific / technical translation experience of Spanish translator(s) as work order from translation agency or event organizer, minimum 2 events.</p>	7.4
10.	<p>The following undertakings, signed by the authorized signatory of the agency are to be provided:</p> <p>Undertaking 1: stating that the translation coordinator will be physically present at the venue during the CCSCH session period (Session happens for usually 5 days approximately in 18 months interval)</p> <p>Undertaking – 2: The empanelled agency shall ensure that the Translation Coordinator and Translators (whose experience was evaluated for empanelment) will provide the translation services. In case of replacement due to unavoidable reasons, the substitute personnel shall possess equal or higher qualifications/experience as prescribed in the EOI criteria, and such replacement shall be subject to prior written approval of the Spices Board, before the commencement of the session.</p>	-

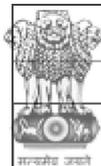
Annexure II: Details of Agency

SI No.	Specifications	Details
	Name	
	Year of Establishment	
	Address of Registered Office	
	Details of branches/associates anywhere in India	
	Company profile	
	Legal status of Agency: (proprietor/partnership/private ltd/public ltd)	
	Contact details of CEO/head of the agency: (Name, address, phone, email, mobile)	

(Signature & Name of Applicant)

(Seal)

Place & Date:



Basic Details			
Organisation Chain	Spices Board		
Tender Reference Number	SB/CODEX/CCSCH/Empanelment/ Translation services		
Tender ID	2026_SB_902658_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments			Cover Details, No. Of Covers - 1			
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	Demand Draft	1	Fee/PreQual/Technical/Finance	.pdf	Notice inviting EOI

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00	EMD Amount in ₹	1,00,000	EMD Exemption Allowed	Yes		
Fee Payable To	Nil	Fee Payable At	Nil	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No	EMD Payable To	Secretary, Spices Board	EMD Payable At	Spices Board		

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Work /Item(s)					
Title	NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF TRANSLATION WORK OF CONFERENCE DOCUMENTS FOR CODEX COMMITTEE ON SPICES AND CULINARY HERBS (CCSCH)				
Work Description	Expressions of interest (EOI) are invited from reputed and competent firms for empanelment, in order to undertake translation of conference documents for upcoming two sessions of Codex committee on spices and culinary herbs (CCSCH9 and CCSCH10)				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	7,00,000	Product Category	Consultancy	Sub category	Translation Services
Contract Type	Empanelment	Bid Validity(Days)	999	Period Of Work(Days)	NA
Location	Spices Board	Pincode	682025	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Spices Board Head Office Kochi
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	16-Mar-2026 04:00 PM	Bid Opening Date	07-Apr-2026 04:00 PM
Document Download / Sale Start Date	16-Mar-2026 04:00 PM	Document Download / Sale End Date	06-Apr-2026 04:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	16-Mar-2026 04:00 PM	Bid Submission End Date	06-Apr-2026 04:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Notice inviting EOI	513.28

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	ATCBB.pdf	Notice for EOI	497.60

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	amrutha.m.george@nic.in	Amrutha George	Amrutha M George
2.	s.sreelatha713@nic.in	SREELATHA SIVAN	SREELATHA S
3.	jsaravanan.c850@nic.in	JAISARAVANAN C	C JAISARAVANAN

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Urgent nature
Document Name	ATCBB.pdf
Document Size (in KB)	513.28

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	NIL	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Director Research
Address	Spices Board, Sugandha Bhavan, NH BY Pass, Palarivattom PO, Kochi-682025

Tender Creator Details

Created By	Mohammed Shameer Cheriyaath
Designation	Assistant Director
Created Date	16-Mar-2026 12:06 PM