

**Tender Notice**

for

**Translation of Conference Documents**

for the Fourth Session of

**The Codex Committee on Spices And Culinary Herbs**

(CCSCH4)

**23-10-2018**

(Hindi version will follow)

## SPICES BOARD INDIA

### 1. Introduction:

Spices Board (Ministry of Commerce and Industry, Government of India) is the flagship organization for the development and worldwide promotion of Indian spices.

Codex Alimentarius Commission (CAC) is an international organization which develops international food standards by harmonizing various national and regional standards.

The Codex Committee on Spices and Culinary Herbs (CCSCH) is one of the subsidiary bodies under CAC which works for the development of Codex standards for spices and culinary herbs. For details, refer to <http://ccsch.in> and <http://www.fao.org/fao-who-codexalimentarius/committees/committee/en/?committee=CCSCH>.

On behalf of India, Spices Board holds the secretariat for CCSCH. The fourth session of this committee, CCSCH4, is scheduled to be held at The Leela Kovalam at Thiruvananthapuram, Kerala, India during 21<sup>st</sup> to 25<sup>th</sup> January 2019.

### 2. Instructions to Bidders:

Tender should be submitted in the prescribed tender document downloaded from the website [www.indianspices.com](http://www.indianspices.com). The tenders submitted should strictly follow the instructions specified below, failing any of which the tenders would be deemed incomplete and liable for rejection.

The last date for the submission of the tender will be **8-Nov-2018, 5:30 PM**, at the following Address:

Codex Cell,  
Spices Board  
Sugandha Bhavan, NH Bye-Pass,  
Palarivattom PO,  
Kochi, Kerala – 688025

Ph: 0484 2333610 – 616 (Ext. 520)

Tenders received after the due date and time for whatever reasons will not be considered.

The opening of the tender will be on **9-Nov-2018 10:30 AM**, at the same address specified above. Only one authorized representative per tenderer will be allowed to participate during the opening of tender.

A two-bid system will be followed, i.e, a **technical bid** and a **financial bid** should be submitted **separately**, in separate covers. Only the technical bid would be opened initially on the designated date. For tenders that comply with the technical specifications, the financial bids will be opened at a later date.

## **2a. Technical Bid:**

Technical bid should be placed in a sealed cover marked as 'Technical Bid – Translation Services - CCSCH4'. The cover should contain the following:

1. Compliance (yes / no) marked in the Eligibility and Technical Requirements table in Part A, Section 4, Table 1 below.
2. Documentary proof for the criteria as indicated in this table.
3. Any additional supporting documents relevant to the tender.
4. A covering letter signed by the tenderer, with full contact details.

## **2b. Price Bid**

The price bid should be placed in a sealed cover marked as 'Price Bid - Translation services - CCSCH4'. The cover should contain the following:

1. The details filled in the tables 2, given in Part B, Section 5.
  - a. Mention all terms and conditions for the services provided in the table. If necessary, use additional pages.
  - b. Mention payment terms in the table.
2. A covering letter signed by the tenderer, with full contact details.

Incomplete technical or price bids are liable to be rejected. The individual, sealed covers of the technical bid and price bid should be placed in a single large cover superscribed with 'Spices Board Tender - Translation services - CCSCH4' and sealed. The tender should reach the address mentioned in Section 2 above on or before the tender closing date.

## **3. Scope of work:**

The requirement of services in this tender, for the forthcoming session of the Codex Committee on Spices and Culinary Herbs (CCSCH) scheduled to be held at The Leela Kovalam in Thiruvananthapuram, Kerala, India during 21st to 25th January 2019, are as follows:

(a) Translation of texts of CCSCH documents before, during and after the session, are required in English, Spanish and French. Various documents are required to be translated between English, French and Spanish (mainly from English to French and Spanish, but also vice versa).

(b) There will be the requirement of overnight translation of documents during the session days (21st to 25th January 2019).

## **PART A: ELIGIBILITY AND TECHNICAL REQUIREMENTS**

### **4. 1 Eligibility Criteria and Technical Requirements**

The eligibility criteria and technical requirements for participating in the tender are given below. Mark compliance against each item. Supporting documents proving the eligibility criteria shall be enclosed along with the tender.

Tender shall be submitted by experienced groups with qualified translators with experience in services provided in Codex Committee sessions and other international conferences.

The tenderer should primarily submit evidence of their capability to provide a professional service in the areas detailed below. The compliance to the eligibility and technical requirements should be marked in the table below, and where indicated, documentary evidence is to be provided.

**Table 1:** Compliance with eligibility criteria and technical requirements.

	<b>Requirement</b>	<b>Compliance</b>	<b>Documentary proof</b>
1	Experience in translation of documents between English, French and Spanish, in Codex Committee sessions and other international conferences (provide details of services provided in the last three years).	Yes/No	Provide details of Codex Session / International Conference, with date, and languages in which translation service was provided. Provide copies of relevant work orders.
2	Document with detailed description of service provided, including overnight translation (selection and organization of translators)	Yes/No	Attach document
3	Professional and academic qualifications and relevant experience of the consultant translators and the proposed translators.	Yes/No	Attach documents (Professional / Academic Certificates)
4	The bidder should mention clearly whether the quote is for on-site or for distant translations <ul style="list-style-type: none"> <li>• If onsite, the terms and conditions of working hours</li> <li>• If distant translation, the time required for getting back the translated texts in the required language.</li> </ul>		Attach document with details

5	In the case of distant translation, it is required that an authorized, professional, responsible person be posted at the venue during the session days to coordinate and undertake the responsibility.	Yes / No	Attach document with details
6.	<u>Spices Board will arrange the air tickets for onsite member(s) of Translation team.</u> Bidders must mention the airport from where the members of the team will be traveling and the tentative travel date (to and fro)	Yes / No	Attach details.

#### 4.2 Terms and conditions for Travel and Accomodation

1. Comparison of the financial bids will be made taking into consideration the air fare as on the tender opening date for the dates of travel.
2. Necessary documents for travel should be submitted by team members of the qualifying bidder along with the tentative itinerary immediately on award of the work order.
3. Food and accommodation for the onsite member(s) of the team of successful bidder will be provided by Spices Board. Thus no DSA will be payable to any member of the team participating in the CCSC4 session.
4. Transport from Thiruvananthapuram airport to the venue and back for the members of the team of the successful bidder will be provided by the Spices Board and no extra transportation charges will be paid.

### PART B: PRICE BID

#### 5. Price Bid

The details are to be filled in as per the tables below in the tender, for the translation services being provided. Service in all languages are mandatory.

**Table 2:** Translation services – English <> Spanish <> French

<b>Translation Services</b>	
Days: 21-25 January 2019 (5 days, with one day off)	
Language: English <> Spanish <> French	
a	Currency quoted:
b	Type of translation (distant / onsite)
c	<b>Pre-session and post-session Translation charges,</b> (per word in translated document) English <> Spanish:

d	<b>Pre-session and post-session Translation charges, (per word in translated document)</b> English <> French:	
e	Translation fee during the session days where the deadline will be less than nine hours <b>(overnight)</b> English <> Spanish:	
f	Translation fee during the session days where the deadline will be less than nine hours <b>(overnight)</b> English <> French:	
g	Charges if any for onsite coordinator (mandatory in case of distant translation)	
h	Any other charges, if any (total)	
i	Accommodation:	Will be provided by Spices Board
j	Travel charges	Will be provided by Spices Board
k	Terms and conditions for any of the above items (Please give details with item label, attach separate sheet if necessary):	
l	Terms of payment:  The payment will be arranged after satisfactory completion of the services. Please mention mode of payment and any other terms here.	
Note: Comparison of tenders will be done considering the rates quoted as above and any charges based on the terms and conditions in (k). The prices should be inclusive of all taxes.		

## 6. Clarifications

The tenderer may contact the Spices Board Codex Cell for any clarifications at +91-484-2333610 – 616, (Extensions 340 and 520) or by email from [codex.sb-ker@nic.in](mailto:codex.sb-ker@nic.in)

## 7. Important Instructions / information

1. For conversion to Indian currency for bids submitted in foreign currency for comparison purposes, the respective conversion rate on the date of tender opening will be used.
2. Spices Board reserves the right to accept or reject any of bids / proposals submitted.
3. At any time before the last date of submission of tender, Spices Board may, for any reason, whether at its own initiative or in response to a clarification requested by potential bidders, amend the tender document.
4. Any amendment shall be informed to the bidders by publishing in website and shall be binding on them. Spices Board may at its discretion extend the deadline for the submission of tender.
5. The applicant is required to visit the Spices Board website for any changes or amendments in the tender before submitting their tenders.

6. The successful bidder should undertake to translate all post-session documents arising out of the CCSCH4 session (30-40 documents), up to the organization of CCSCH5 (tentatively in January 2021), at the same rate quoted.
7. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.
8. Tenders received after the specified closing date of the tender will not be accepted.
9. For Indian bidders, applicable GST will be deducted at source (TDS) for all payments of translation services. All necessary documents required as per GST criteria should be submitted to Spices Board by the qualified bidder on award of the work order.
10. The successful bidder should accept the work order within seven working days of its issue.

#### **8. Other Terms and Conditions**

1. Tender received after the closing time for submission will not be considered.
  2. The tender must remain valid for at least 4 months after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. Spices Board will make its best efforts to decide on the tender within this period. If Spices Board wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.
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