

SPICES BOARD INDIA

Requirements for Event Management for Sixth Session (**Virtual**) of Codex Committee on Spices and Culinary Herbs (CCSCH6)

28.07.2022

(Hindi version will follow)

Introduction:

Spices Board (Ministry of Commerce and Industry, Government of India) is organizing the sixth Session of Codex Committee on Spices and Culinary Herbs (CCSCH6) virtually, in collaboration with the Codex Alimentarius Commission (CAC), Rome. This is an international event, in which about **150 – 200 delegates** from around **35 countries** are expected to participate.

Salient details of the session are as follows:

- (1) The meeting will be held on **full-featured Zoom platform**.
- (2) The pre-session meetings will be held on 23rd September 2022, without interpretation. On this day, there will be multiple, possibly concurrent meetings between country delegations, CCSCH Chairperson and Codex / CCSCH Secretariats. All these meetings will be held on Zoom platform in a scheduled manner.
- (3) The sessions of the committee will be held on the following 26, 27, 28, 29, 30 September and 3 October, 2022, with three hour sessions on each day.
- (4) On Session days, there will be simultaneous interpretations in four languages, viz. English, Spanish, French and Arabic, which will also be managed over Zoom platform.
- (5) Within-session side meetings will be held using the breakout facility in Zoom platform.

Quotations are to be submitted to cover the following scope:

- (a) For **supply of laptops, peripherals and accessories** as per specifications detailed in Section 1 below, for the Secretariat to be arranged at a hotel venue in Kochi, which will be intimated to the successful bidder, later.
- (b) for services related to the **coordination and management of meeting on Zoom platform** as detailed in Section 2 below.
- (c) All items and services should be made available from 22nd September to 3rd October 2022

Eligibility:

The bidder should qualify the following criteria:

- (a) The bidder should have at least two years experience in relevant field. Provide details of registration of firm and PAN details.
- (b) Should have **previous experience** in handling virtual online meeting at national / international level, not less than 2 days and 6 hours, with at least 100 participants attending online. Proof of experience should be provided, which should include (a) list of meetings coordinated and (b) copy of work order(s).
- (c) Should have experience in all features on Zoom platform, as detailed in Section 2 below. Proof of experience should be provided (list of meetings organized on Zoom platform).
- (d) User's list: Provide a table with full contact details (name, designation, address, email, telephone / mobile) of at least two users who have availed service as per (b) and (c)

PTO for Requirements

REQUIREMENTS

Scope of work and Technical Specifications:

The supplier should undertake to provide:

- (a) all the on-site arrangements of the CCSCH6 virtual session, as described below, at a hotel venue in Kochi, which will be intimated to the successful bidder, later (as detailed in **Section 1**)
- (b) services for management and coordination over zoom platform, and adequate number of experienced personnel should be available onsite during preparatory and live sessions: (as detailed in **Section 2**)

The gadgets and support services should be made available and ready for use for the period [22nd September to 3rd October 2022.](#)

Section 1: Supply of Meeting Equipment

Technical Requirement (Hardware)

Section	Specification	Indicate Compliance
1.	<p>Laptops (15 inch/above monitor size) with the following configuration (10 Nos. required): Eight laptops to be connected and two as standby.</p> <p>(Laptops required for the event management team shall be brought additionally as per requirement, and this is not covered in the requirement given above)</p> <p>Processor type : i5 or above</p> <p>Chipset : Intel® G41 Express Chipset or better</p> <p>Memory: 8 GB DDR2 800 MHz SDRAM, dual channel support, 4 DIMM Slots, upgradeable to 16 GB or better</p> <p>Hard Disk Drive: 320 GB or Higher SATA 3.0Gbps, 7200 RPM, Integrated 5 SATA Ports.</p> <p>Monitor: 15” or above TFT SVGA digital colour</p> <p>Keyboard : Mechanical qwerty keyboard, USB, Mechanical, 107 keys</p> <p>Mouse : USB Optical or better</p> <p>Ports: 4 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front.</p>	

	<p>Operating System: Licenced Windows® 10 Professional and fully updated</p> <p>Anti-virus Software : Licenced Kaspersky (Latest Version) or equivalent</p> <ul style="list-style-type: none"> • Laptops should have Wi-Fi facility • Laptops should have HD Web cam enabled • Preloaded with following software: <ul style="list-style-type: none"> ○ MS office facility 2017 or above ○ Adobe Acrobat Reader ○ Latest, fully updated Zoom meeting platform • Each laptop should have high quality noise reduction headphones with microphones 	
2	<p>Facilities for Chairman and head table for the meeting:</p> <p>Chair's laptop, in addition to all the above facilities, should have the following features.</p> <ul style="list-style-type: none"> • External high definition camera. Video and audio of the chair will be streamed throughout the meeting. • High quality, wired directional conference mike (external). <i>Yeti Professional Multipattern USB Mic for Recording and Streaming</i> is preferred. • Software (e.g. Open broadcasting software) enabling multiple modes / scenes of streaming over Zoom platform, like pic-in-pic when documents are projected etc. • All connection accessories for external camera, microphone, and headphones to the laptop should be provided. <p>A green screen behind the head table, where 5 persons in total will be seated along with CCSCH chair, for projecting appropriate images via software should be provided.</p>	
3	<p>The laptop assigned to Zoom Coordinator: This laptop should be manned by the coordinator with experience as per Section 2 below. It should have all necessary features to perform all services as per Section 2 below. This computer / operator should also control green-screen images displayed to delegates during scheduled break-out sessions and other break.</p> <p>Software (e.g. Open broadcasting software) enabling multiple modes / scenes of streaming over Zoom platform, like pic-in- pic when documents are projected etc</p>	
4	Glare-free and heat-free studio lights for the head table	

5	High definition short-throw laser / LED projector and screen	
6	UPS points will be provided for laptops and accessories in the room. Any other power connections / cables / adapters required for the systems should be provided.	

Section 2: Technical Requirement (Software and support)

Section	Specification	Indicate Compliance
1.	<p>Adequate number of service personnel with experience in Zoom platform and Open Broadcaster software (OBS) to be made available on-site throughout the session:</p> <ul style="list-style-type: none"> • To manage Zoom platform • To manage registration of participants • Use of OBS software to manage the video feed from Chair's computer (e.g. When a document projected, it should be displayed with chair's video as a thumbnail) • Tracking of hand raising by countries, based on time and preparing list of requests for floor by member countries. 	
2	<p>Coordination of meetings over zoom platform</p> <p>(See tentative list of meetings attached as Annexure-1)</p>	
3	<p>Registration of delegates on Zoom platform as per the Codex requirements</p> <p>(Details are given in Annexure-2)</p>	

Compliance Statement:

Sign:

Name of Authorized Signatory:

Name of Company:

Seal:

3. Terms and conditions

1. A compliance statement as in Sections 1 and 2 should be provided, signed and sealed by the bidder.
2. The quote (lumpsum) should cover the cost of all gadgets and services, should be in Indian Rupees and should be inclusive of taxes.
3. Successful bidder shall accept the work within 10 days of receipt of work order
4. The quote must remain valid for at least 45 days after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment.
5. There would be multiple online preparatory meetings prior to the session scheduled by Spices Board and Codex Secretariat. The service personnel assigned to the work by the successful bidder **should mandatorily attend these meetings.**
6. The quote shall be submitted in sealed envelope, superscribing the words “Event Management for the Sixth Session (Virtual) of Codex Committee on Spices and Culinary Herbs (CCSCH6)” through Speed Post/Registered Post/by Hand **to reach the following address on or before 11.08.2022 5PM:**

Organizing Secretary
Scientist C Codex Cell,
Spices Board, Palarivattom PO,
Kochi – 682025
Ph: 04842333610 (extn 340, 520)
codex.sb-ker@gov.in

A **demonstration of capabilities of support personnel** as per Section 2 of the scope of work will be conducted before a committee, prior to opening of the quotations **on 12.08.2022, between 10AM - 1PM**. Only if the committee is satisfied with the demonstrated capabilities the respective quotations will be accepted. Satisfactory quotations will be opened on the same day at 3PM.

6. Clarifications

Interested bidders 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@gov.in

Enclosures:

Annexure 1: Details (tentative) of meetings related to CCSCH6

Annexure 2: Details of services expected from the Zoom coordinator during the contract period

Details (tentative) of meetings related to CCSCH6

SI No.	Description/Particulars of meetings of CCSCH6	Date	Time / details(IST)
1.	Pre-session meeting with different countries/regions	23.09.2022	2.00 pm to 5.00 pm (Tentative)
2.	Pre meetings prior to Plenary on all scheduled days, Interpretation team etc	26, 27, 28, 29, 30 September and 3 October, 2022	Starting from 10:00 am (Tentative)
3.	CCSCH6 session meetings (Plenary)	26, 27, 28, 29, 30 September and 3 October, 2022	02:00 pm to 5:00 pm
4.	Break out meetings	On all the above days	(in between plenary, anytime)
5.	Post meetings after the Plenary on all scheduled days	On all the above days	After 5:00pm
6.	Meeting with the Organizer Codex Secretariat, Rome and CCSCH Secretariat (Spices Board), Interpretation team	On any of the days between 22 nd September to 3 rd October 2022	At any time between 9.00 am to 9.00 pm

Details of services expected from the Zoom coordinator during the contract period

1. Service person(s) assigned should attend all preparatory meetings held prior to the session.
2. The list of approved delegates will be provided well in advance. Based on this list, assistance should be provided for registering the delegates on Zoom platform as per Codex guidelines:
 - The Codex Secretariat officials from Rome, CCSCCH Secretariat and CCSCCH Chair (Spices Board officials) should be able to log in to the meeting 2 hrs prior to the Plenary session (i.e. at around 12.00 pm IST) and also 1 hour before any other pre-meetings (scheduled/ unscheduled)(Please refer Annex-1 for detailed tentative days/timings)
 - The participants should be permitted to enter the meeting at least 15 minutes prior to the scheduled meeting time on each days in order to ensure proper connectivity.

The following details should be assured in the case of participants:

- Ensure that the participants are from the approved list provided
- Display of the participant details should be in the order Country name, followed by participant name.
- Head of delegation of each country should be displayed as HD, followed by country name

Assistance should also be provided for the following:

- Keeping track of raised hands during the meeting, in order to prepare a time-based list of delegations asking to speak
- Operate the timer function on Zoom, when a delegate starts to speak.