

Tender Notice

for

Providing Simultaneous in-session Interpretation

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 21st to 25th January 2019.

2. Instructions to Bidders:

Tender should be submitted in the prescribed tender document downloaded from the website 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, 5:30PM**, 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 - Simultaneous interpretation 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 - Simultaneous interpretation services - CCSCH4'. The cover should contain the following:

1. The details filled in the tables 2a, 2b and 2c given in Part B, Section 5.
 - a. If the bidder is not providing services for a language, then indicate so in the respective table and leave the remaining portions in the table blank.
 - b. Mention all terms and conditions for the services provided in the table. If necessary, use additional pages.
 - c. 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 - Simultaneous interpretation 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) Simultaneous interpretation of the proceedings of the session in English, Spanish, French and Arabic.
- (b) Working hours per day would be 8 hours, extensible up on request by the committee.

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 interpreters 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.

	Requirement	Compliance	Documentary proof
1	Consultancy and in-session services for simultaneous interpretation services rendered in Codex Committee sessions and other international conferences with durations not less than 3 days, in the languages required as per this tender, indicating the details of the sessions / meetings serviced and interpreter-days delivered, in the last three years (please provide full details as evidence).	Yes / No	Provide documentary proof for services rendered (Copies of work order). Include the name and date of meeting, number of languages covered, no. of interpreter days
2	The four languages required for simultaneous interpretation are English, Spanish, French and Arabic. Tenders can be submitted covering all the four languages, or in part (<u>sets of one or more languages (Spanish / French / Arabic) along with English as the common language</u> in each set). Preference will be given to bidders who <u>cover</u> all / most of the languages (please mention clearly which languages are covered as above).	Yes / No	<u>English mandatory</u> <u>One or more of the following languages:</u> <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Arabic
3	For foreign service providers, proof of membership of a reputable international professional interpreters' association (AIIC or equivalent). For Indian service providers, copy of work orders for simultaneous interpretation from government organisations in international, multi-	Yes / No	Provide documentary proof for membership / Copies of work orders.

	language conferences.		
4	Document with detailed description of service provided (selection and organisation of interpreters)	Yes / No	Provide full details
5	Document with description of the methods and infrastructure used to provide the service	Yes/No	Provide full details
6	Professional and academic qualifications and relevant experience of the consultant interpreter (if any) and the proposed interpreters in the team.	Yes/No	Provide full details and documentary proof (Certificates)
7	Two interpreters per language (minimum) with required English interpretation service for the five-day session preferred (there would be one day break on 24th January 2019, depending on the workload of the committee).	Yes/No.	
8	Document with terms and conditions for interpretation charges and for working over-time should be clearly mentioned.	Yes/No	Provide full details
9	<u>Spices Board will arrange the air tickets</u> for member(s) of simultaneous Interpretation team. 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	Provide full 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 members 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 interpretation services being provided. For each language, use the specific tables below. If not providing service in a language, mention 'No' in row no. (a) in the table and leave the rest of the rows blank.

Table 2A: Interpretation services – English <> Spanish

INTERPRETATION LANGUAGES - 1		
Days: 21-25 January 2019 (5 days, with one day off)		
Language: English <> Spanish		
Two sessions of 3.5 hours per day, extension might be required depending on workload of the session.		
(a)	Providing service? (Yes / No):	
(b)	Number of interpreters required (ref. Table 1, point 7):	
(c)	Currency quoted:	
(d)	Interpretation charges for regular working hours (per interpreter, per day):	
(e)	Charges (if any) for off-days of conference (per person, per day):	
(f)	Rate of overtime (extra)work charges (per person, per hour):	
(g)	Any other charges (Total), please explain in (k) below:	
(h)	Accommodation:	Will be provided by the Board
(i)	Travel charges:	Will be provided by the Board
(j)	Total [(b*d*4)+(b*e*1)+g]:	
(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 rate of overtime charges as well as any other expense indicated in item (g) and terms & conditions mentioned in item (k). The prices should be inclusive of all applicable taxes.		

Table 2B: Interpretation services – English <> French

INTERPRETATION LANGUAGES - 2		
Days: 21-25 January 2019 (5 days, with one day off)		
Language: English <> French		
Two sessions of 3.5 hours per day, extension might be required depending on workload of the session.		
(a)	Providing service? (Yes / No):	
(b)	Number of interpreters required (ref. Table 1, point 7):	
(c)	Currency quoted:	
(d)	Interpretation charges for regular working hours (per interpreter, per day):	
(e)	Charges (if any) for off-days of conference (per person, per day):	
(f)	Rate of overtime (extra)work charges (per person, per hour):	
(g)	Any other charges (Total), please explain in (k) below:	
(h)	Accommodation:	Will be provided by the Board
(i)	Travel charges:	Will be provided by the Board
(j)	Total [(b*d*4)+(b*e*1)+g]:	
(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.	
<p>Note: Comparison of tenders will be done considering the rate of overtime charges as well as any other expense indicated in item (g) and terms & conditions mentioned in item (k). The prices should be inclusive of all applicable taxes.</p>		

Table 2C: Interpretation services – English <> Arabic

INTERPRETATION LANGUAGES - 3		
Days: 21-25 January 2019 (5 days, with one day off)		
Language: English <> Arabic		
Two sessions of 3.5 hours per day, extension might be required depending on workload of the session.		
(a)	Providing service? (Yes / No):	
(b)	Number of interpreters required (refer Table 1, point 7)	
(c)	Currency quoted:	
(d)	Interpretation charges for regular working hours (per interpreter, per day):	
(e)	Charges (if any) for off-days of conference (per person, per day):	
(f)	Rate of overtime (extra)work charges (per person, per hour):	
(g)	Any other charges (Total), please explain in (k) below:	
(h)	Accommodation:	Will be provided by the Board
(i)	Travel charges:	Will be provided by the Board
(j)	Total [(b*d*4)+(b*e*1)+g]:	
(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.	
<p>Note: Comparison of tenders will be done considering the rate of overtime charges as well as any other expense indicated in item (g) and terms & conditions mentioned in item (k). The prices should be inclusive of all applicable taxes.</p>		

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

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. Where relevant, Spices Board reserves the right to extend the validity of the services and rates as quoted in the successful tender, for a period up to the organization of CCSCCH5, subject to agreement by the bidder.
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 simultaneous Interpretation 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.
