

INVITING OFFERS AND TENDERS

**SIMULTANEOUS INTERPRETATION AT THE SESSION & TRANSLATION OF DOCUMENTS
FOR THE THIRD SESSION OF THE CODEX COMMITTEE ON SPICES AND CULINARY HERBS
(CCSCH) FROM 6th to 10th FEBRUARY 2017 AT CHENNAI, INDIA .**

**Spices Board India
Sugandha Bhavan
N H Bypass, Palarivattom P.O
Cochin – 682025
Kerala, India
Ph. No: 0484 2333610 Ext: 520
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Offers and tenders are invited for providing and managing simultaneous interpretation and translation services for the forthcoming Third session of the Codex Committee on Spices and Culinary Herbs (CCSCH) at The Gateway Hotel IT Expressway in Sholinganallur, Chennai, India, during 6th to 10th February 2017.

The Third Session of the CCSCH will be held for a duration of five days with a day's break (on 9th February) during 6th to 10th February 2017. The sessions will have simultaneous interpretation of the proceedings in English, French, Arabic and Spanish.

Translation of texts of documents during pre session, in session and post session is required only for English, Spanish and French.

We are inviting offers from experienced groups with qualified interpreters and translators to service the CCSCH session requirements.

The tenderer should primarily submit evidence of their capability to provide a professional service in the following areas:

Interpretation services:

- a. Consultancy and in session services for conference interpreting, indicating the sessions / meetings serviced and interpreter-days delivered in the previous three years;
- b. Proof of membership of a reputable professional interpreters' association (AIIC or equivalent).
- c. Detailed description of service provided (selection and organisation of interpreters);
- d. Detailed description of the equipments and gadgets, if provided (should meet the ISO specifications)
- e. Description of the methods and infrastructure used to provide the service
- f. Professional and academic qualifications and relevant experience of the consultant interpreter and the proposed interpreters.
- g. Two interpreters per language with required English interpretation service for the five day session (one day break on 9th February 2017) - preferred.
- h. Working hours in one shift. Terms and conditions for working over time

Translation services

- a. Various documents are to be translated into French and Spanish and some documents from Spanish and French to English vice versa.

- b. The requirement will start from pre session time till post session.
- c. Requirement on overnight translation of documents will be there during session days.
- d. Offers and tender may suggest whether the quote is for on line or for distant translations
- e. If on, the terms and conditions of working hours
- f. If distant translation, the time required for getting back the translated texts in the required language.
- g. Conditions for travel and stay.
- h. In the case of distant translation, it is required that a professional responsible person be posted at the venue during the session days to coordinate and shoulder the responsibility.

Budget

Your quote put forward should be split up on following lines :

INTERPRETATION:

- a. Fees per day per interpreter and the duration of working hours.
- b. Fees if any during the days of travel to the destination and leaving
- c. Fees during the one day when there is no session.
- d. Other charges if any with specified items with conditions if any

TRANSLATION

If distant translation,

- a. the details of charges Per Word or per page.
- b. Fee for translation during pre session times and post session (after the session concludes) where the deadline may be more
- c. Fee for translation during the session days where the deadline will be less than nine hours (overnight)
- d. Charges of the Coordinator and conditions if any.

If on site during session, give the rates per word and indicate the number of people to be posted.

Your offers may be forwarded to the address given below **on or before 22nd September 2016.**

CCSCH Secretariat
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