

**SPICES BOARD INDIA**



**Bid No. SB/CODEX/CCSCH7/Tenders/ Translation services/2023**

**October 26, 2023**

**Requirements for Translation of conference documents for the Seventh Session of Codex Committee on Spices and Culinary Herbs (CCSCH7)**

Tender Due Date: November 16, 2023, 5:00 PM IST

Tender opening Date: November 17, 2023

(Hindi version will follow)

## 1. Introduction:

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 has been developing international standards for spices and culinary herbs, since 2014. On behalf of India, Spices Board holds the secretariat for CCSCH.

The seventh session of this committee (CCSCH7) is scheduled to be held at hotel Le Meridien, Kochi, Kerala, India during 29 January to 2 February 2024. Texts of CCSCH documents arising from the meeting need to be translated into English, Spanish and French.

**Two kinds of translation services** are required:

- (a) **In-session:** Time-bound translation of all documents arising during the CCSCH7 session, to be quoted as a unit, and
- (b) **Post-session:** Translation of all documents related to CCSCH, that are generated after CCSCH7 session, until commencement of next session of CCSCH (tentatively in September 2025), at per-word rates.

Quotations are to be submitted for the translation cost of texts of CCSCH documents as per Section 2: Scope of work, as detailed below.

## 2. Scope of work:

There should be a translation coordinator who will function as the single contact point for all activities pertaining to the translation work. The requirement of services for the upcoming session of the Codex Committee on Spices and Culinary Herbs (CCSCH) scheduled to be held are as follows.

### (a) In-session translation:

- The CCSCH7 session would be held at hotel Le Meridien, Kochi, Kerala, India during 29 January to 2 February 2024.
- 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, after the last day of the session. This might incorporate changes in the document pieces sent earlier, which might need to be incorporated into the translated document. The final document will be given to the translation coordinator latest by 1<sup>st</sup> February, 2024 noon. The translated final report in Spanish and French should be returned by 1<sup>st</sup> February, 2024, midnight.
- Approximately **10,000 – 12,000 source words** would need to be translated during the session. If the documents are in mixed languages, individual English, Spanish and French documents needs to be prepared as per the requirement. If the number of source words exceeds 12,000 in the in-session translation, then the additional words have to be translated at post-session word rates, separately.
- The total amount for the in-session translation, based on the above details, has to be quoted as a single unit of work.
- Spices Board will not arrange the travel and accommodation for the translation coordinator. The costs for travel and accommodation have to be borne by the bidder.

### (b) Post-session translation:

- This requirement is for translating documents arising during the period between CCSCH7 and CCSCH8 sessions. The period would be tentatively from February 2024 to September 2025.
- Total volume of translation required would be approximately 45,000 source words.
- The post-session documents for translation would be emailed to the translation coordinator, and should be translated and returned with a period of two weeks (maximum). If the

documents are in mixed languages, individual English, Spanish and French documents needs to be prepared as per the requirement.

- Per-word rates for English < > French and English < > Spanish have to be quoted. These rates have to remain fixed during the period between CCSCH sessions (from February 2024 to September 2025).
- To calculate cost for post- session translation works in each language, the word count in the translated documents (English/French/Spanish) will be used.

### 3. Document requirements

The quote should be submitted as **hard copy**, in two separate sealed covers as detailed below:

- A) **Cover 1:** Documents in support of the competency requirements for the translation coordinator/ team. Requirements are detailed in Table 1 in Section 4 below. This cover should be labelled as technical bid.
- B) **Cover 2:** Cost details, as Section 5. This cover should be labelled as financial bid.

### 4. Cover 1: Technical Bid

Provide documents in support of the eligibility criteria and competency requirements as detailed below in cover 1: Technical bid.

Table 1: Eligibility Criteria and Technical Requirements.

Quotation shall be submitted by experienced and qualified translators. The following documents have to be submitted along with the quotation:

	Requirements	
1.	Professional and academic qualifications and relevant experience of the coordinating translator and translation team	Please provide a résumé with copy of relevant certificates
2.	Experience in interpretation and/or translation services provided to international conferences on the level of Codex Committee sessions	Please provide a list of most relevant assignments during 2019-2022 period
3.	The translation coordinator should be physically present at the venue during the entire session period (from 28 <sup>th</sup> January Sunday to February 2 <sup>nd</sup> night)	

4.	Spices Board will not arrange the travel and accommodation, and all the expenses will have to be borne by the bidder.	
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## 5. Cover 2 - Details of translation costs

The following work items should be quoted **separately**, including all applicable charges/ taxes:

- a. **Charges for In-Session Translation**, as detailed in Section 2, for an estimated total number of 10,000 – 12,000 source words
- b. **Post-session translation**: Per-word rates for English <> Spanish and English <> French, valid from February 2024 to next session of CCSCH, tentatively September 2025.

The **format for submitting financial details** and the terms and conditions of the bid as per the Manual of Procurement, 2017 are given in **Annexure 1**.

The details may be filled in this format and submitted in **Cover 2**.

## 6. Submitting bid documents

**Both cover 1 and cover 2 should be sealed separately and put in a single sealed cover**, superscribed as follows: “Requirements for Translation of conference documents for the Seventh Session of Codex Committee on Spices and Culinary Herbs (CCSCH7)”

The bid should reach the following address by November 16, 2023 5:00 PM IST

**Dr. Ramesh Babu N**  
**Scientist C, Codex Cell**  
**Spices Board (Ministry of Commerce, Government of India)**  
**Sugandha Bhavan**  
**Palarivattom PO**  
**Kochi - 682025**  
**Kerala, India**  
**Ph: +91 484 2333610 (Extension - 520, 340)**  
**Email: [codex.sb-ker@gov.in](mailto:codex.sb-ker@gov.in)**

Any Clarifications required can be had by writing to Organizing Secretary, Codex Cell, Spices Board at [codex.sb-ker@nic.in](mailto:codex.sb-ker@nic.in)

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## Terms and Conditions of Limited Tender

1. Please refer to the Tender Document for detailed technical requirements.
2. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
3. Quotation will be opened on due date by 11.00 AM IST at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
4. The Board reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
5. All Service providers are subject to verification and approval before acceptance. Service provider's previous contracts may be submitted and the contact person to whom the service was provided for verification.
6. The Board reserves the right to modify the specifications specified in this inquiry.
7. The prices quoted should be firm till the service is completed. Please quote the charges in words and figures. Charges quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
8. In case your quotation is accepted and order is placed on you, the service should be provided within the conditions stipulated in the order. The Board reserves the right to recover any loss sustained due to delayed / incorrect service by way of penalty. Failure to provide service as per the specification and within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the order as penalty per instance of deviation from the deliverables subject to a maximum of 5% (five percent) unless extension or relaxation is obtained in writing from the office on valid ground.
9. If the service is not provided and due to that account Procuring Entity is forced to get the service at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting service provider.
10. Dispute clause: Any dispute relating to the inquiry shall be subject to the jurisdiction of the court at HIGH COURT OF KERALA only.
11. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of service as per condition. As per Government of India rules, a maximum 30% of the total bid value can be paid in advance.

**Annexure-I**  
**Limited Tender Form**

[Based on Annexure 5 from Manual of Procurement of Goods 2017  
Para 4.4.2 and 5.5.1, Ministry of Finance Govt of India)

(This form is to be used only for financial bid)  
(Hindi version will follow)

Name of Procurement Entity : **Spices Board**  
**Govt of India, Ministry of Commerce & Industry**  
**Sugandha Bhavan**  
**Palarivattom, NH By-pass**  
**Ernakulam, Kerala- 682025**  
**India**

Date:

Name and address of Firm	
Firm's reference no. for quotation	
Firm's Registration No. (If applicable)	
PAN (if applicable): Attach copy	
GST No. (if applicable)	
Phone	
Fax	
Email	
Enquiry No. and Date	<b>Bid No. SB/CODEX/CCSCH7/LTE/ Translation services/2023</b> Requirements for Translation of conference documents for the Seventh Session of Codex Committee on Spices and Culinary Herbs (CCSCH7) , dated October 26, 2023.
Tender due date	November 16, 2023, 5:00 PM IST
Date of tender opening	November 17, 2023, 11.00 AM
	The tender would be opened at 11.00 AM (IST) on the date of tender opening above, at the address mentioned above.

Please submit for the following services, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with: **Cover 2 - Bid No. SB/CODEX/CCSCH7/LTE/ Translation services/ 2023, Financial bid.**

Financial details are to be filled in the format given below.

All rates to be given in figures and words.

	<b>Requirement</b>	<b>Details</b>
<b>1</b>	Currency in which quote is submitted	
<b>2</b>	Charges for In-Session Translation as a single unit of work (for an estimated total number of 10,000 - 12,000 source words)	
<b>3</b>	Charges for Post-session translation (per-word rate) (Valid from February 2024 to next session of CCSCCH, tentatively September 2025)	
	English <> Spanish	
	English <> French	
<b>4</b>	Any other charges (Specify below, add rows as necessary)	

I / we engage to provide translation services for CCSCCH7 session, and comply with the following:

1. Tender schedule and technical specifications in the tender document (Bid No. SB/CODEX/CCSCCH7/LTE/ Translation services/2023)
2. Specific conditions for this tender
3. Terms and conditions printed overleaf
4. This offer is valid for 120 (One hundred and twenty) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Undertaking.
6. That the rates quoted are not higher than the rates quoted for same service to any Government/ Undertaking.
7. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Name of Authorized Signatory:

Signature & Seal Place & Date: