

**F. No. 29-6/2016-S&S**  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

Shastri Bhawan, New Delhi  
Dated: 01 March, 2017

**TENDER NOTICE**

Quotations are invited from Delhi based translation Agencies/Firms for doing translation work, specially from English to the Hindi for the Ministry of Human Resource Development, of the education related and other various topics and the website of the Ministry (Individuals need not apply).

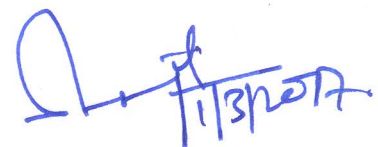
2. The tender is required to be submitted on single bid basis i.e. bid format (Annexure-III) complete in all respect, in separate sealed envelopes superscribed "Quotation for Hindi translation work of MHRD". The sealed quotation should reach this Department i.e. Sh. Kumar Kalikanand, SO(S&S), Ministry of Human Resource Development, Room No.123, 'C' Wing, Shastri Bhawan, New Delhi by 1400 hrs on **22<sup>nd</sup> March, 2017** along with a Demand Draft/Bankers Cheque for Rs.5,000/- on account of earnest money. The quotation will be opened at 1500 hrs on the same day. Tenderer or their representative may remain present at the time of opening of the tender.
3. The successful bidder shall give **performance security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank amounting to 10% of the total contractual value** in favour of the Pay & Accounts Officer (Edu), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is contravened / breached, and / or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by Ministry that the contracting firm may invite upon themselves due to any of the reasons specified above.
4. The successful bidder finalized for tender, will have to adhere to the terms and conditions enclosed as Annexure-I.
5. The tender notice and detailed terms and conditions (Annexure-I) and other Annexures II to V, can also be downloaded from the Ministry's website [www.mhrd.nic.in](http://www.mhrd.nic.in)

  
(Sujit Kumar)  
Under Secretary (S&S)  
Tel: 2307 3109

Copy to:  
CMIS Unit, MHRD, New Delhi – with the request to upload the Tender Notice and terms and conditions on the website of MHRD.

GENERAL TERMS & CONDITIONS

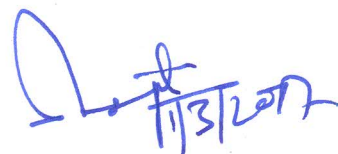
1. The Translation Charges should be quoted (per word) Hindi to English and vice versa including Typing, vetting, proof reading, comparison and making complete set in soft and hard copy.
2. There will be 500 pages translation work during the year, which may go up or down.
3. The time limit given for the work shall be strictly adhered to and in case of deviation, payment shall be held back for one month.
4. Translation agency should give a certificate regarding qualification and experience of the translators whose services were availed in translating work assigned to the said agency. The format of this information is given at Annexure –III.
5. Assigned work is required to be translated precisely from English to Hindi and vice versa in Unicode enabled Font viz. **Mangal** or **MS Unicode Font** or as advised by the concerned authority through available mode of communication. Since the assigned work will be of time bound nature, it will be required to be provided within the prescribed time limit while maintaining the quality of translation, typing and vetting. Thereafter, the quality and accuracy will be checked by the Department. Corrections, if any, are to be carried out by the Agency/Firm at its expenses. No payment/compensation etc would be given for carrying out corrections.
6. Translation work to be assigned, could be of any nature viz. technical/non-technical material, report, speech etc.
7. The selected Agency/Firm would work from their premises. All man power/equipments/ Hardware/software etc. required for the tendered work should be arranged by the Agency/Firm at their cost. MHRD will not provide any office space, computers, internet, telephone, etc. for the translation works. Department will not provide any stationery, papers, CDs etc. for this purpose.
8. Translation charges (inclusive of translation, vetting, typing and proof reading charges) per word should be quoted in the tender. No other payment, whatsoever, will be made for any activity/visit connected with the work other than the agreed translation charge.
9. **Payment :** The payment will be made based on accepted rate per word of the given text, number of words to be counted as per word processor and after due satisfaction/ certification of Director/ Deputy Director (OL) of MHRD.
10. **Duration of Assignment:**
  - 10.1 Translation work may be given even in odd hours through e-mail or hard copy, which would be required to complete on urgent basis within the prescribed time limit with accuracy.
  - 10.2 The Agency / its translators would be required to be in constant communication with the concerned officials of the Ministry through email/ phone till the task is completed satisfactorily.
11. The Agency/Firm could be terminated or blacklisted, if the quality of the translation work is not found up to the mark or complete translation is not provided within the given time limit.
12. **Submission of Proposals:**
  - 12.1 The sealed envelope shall be super-scribed "**Translation Work Hindi to English and Vice Versa for the Ministry of Human Resource Development**" with the due date for submission. The Bottom Left corner of the cover should carry the full name, address, telephone nos., e-mail ID etc. of the agency submitting the Proposal.



- 12.2 The envelope containing the Proposals should be addressed to:

**The Section Officer (S&S)  
Room No.123, 'C' Wing  
Ministry of Human Resource Development,  
Shastri Bhawan, Rajender Prasad Road,  
New Delhi 110001**

- 12.3 Incomplete tenders and tenders received late will be summarily rejected.
- 12.4 An authorized representative of the firm should authenticate all pages of the proposal either by putting initials or full signatures on each page.
- 12.5 The proposal should be submitted on or before **22.03.2017** latest by **1400 hrs.**
- 12.6 No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned unopened.
- 12.7 The proposals should be accompanied by an EMD in the form of a bank draft/ guarantee of Rs.5,000/- (Rupees Five thousand only) drawn in favour of Pay & Accounts Officer (Edu), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 payable at New Delhi towards earnest money deposit (EMD). Tenders received without EMD shall not be considered.
- 12.8 This Earnest Money Deposit (EMD) of Rs.5,000 (Rupees Five Thousand only) of unsuccessful tenderers will be returned immediately after finalization of contract. No interest will be payable on the said amount.
- 12.9 The successful bidder shall give **performance security in the form of Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank amounting to 10% of the total contractual value** in favour of the Pay & Accounts Officer (Edu), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is contravened / breached, an / or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by Ministry that the contracting firm may invite upon themselves due to any of the reasons specified above.
- 12.10 The Ministry reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
- 12.11 The Ministry reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- 12.12 The Ministry reserves the right to place an order for the full or part quantities under any items of work under scope of work.
- 13. Penalty Clause:** In case of backing out from the tendering, after participating in the tender process the EMD may be forfeited in full or in part as decided by competent authority.



13.1 In case of delay / untimely submission of work/assignments, a delay of 0.5% of the contract value per day subject to a maximum of 10% of Contract Value will be charged as Liquidated Damages on the Agency

13.2 After issue of the contract, the Performance Guarantee is liable to be forfeited in full or part in case of underperformance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the Ministry of Human Resource Development, Govt. of India.

**14. Termination:** The Ministry may terminate the Contract of the agency in case of the occurrence of any of the events specified below:

- a. If the Agency becomes insolvent or goes into compulsory liquidation.
- b. If the Agency, in the judgment of Ministry has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c. If the Agency submits to the Ministry a false statement which has a material effect on the rights, obligations or interests of the Ministry.
- d. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Ministry.
- e. If the Agency fails to provide the quality services as envisaged under the terms of this tender.

**15.** The Selected agency/firm shall be solely responsible for maintaining complete confidentiality of the contents/documents/action that may become known to it in the process of its work and any failure on this count shall attract strict action as per law.



**Bid Format**

1.	<b>Name of the Agency/Firm:</b>	
2.	Complete Address: Tele No. : Fax No. : E-mail) :	
3	The number of years of experience for Hindi to English and vice versa translation works in Central Ministries/Department/Organizations)	In Annexure III format
4.	Enclose proof of work done in Central Ministries/Department/Organizations (certificates, TDS deduction certificates, Work Completion Certificates)	In Annexure III format
5.	(i) PAN No. (ii) TIN/TAN No.	Enclose copy of the same for Agency and Translator
6.	Whether the tender documents have been signed and stamped, as a token of having read and understood the terms and conditions contained therein and submitted the same along with the bid.	Yes/No

<b>Name of the work</b>	<b>Rate (in Rupees)</b>
(1) Translation Charges (per word) Hindi to English and vice versa including Typing, vetting, proof reading and all other expenses incidental to this work (exclusive of all taxes).	Rs. _____ (in figures) _____ (in words)

**Declaration:-**

I/We undertake that documents are genuine/authentic and nothing material has been concealed and that I/We are not black listed/nor debarred by any Government organization. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information. We have also understood the scope of work and other schedule of requirements as stated in the invitation to tender.



Signature of the authorized signatory.....

Name of the Official of the Agency/Firm.....

Date:

Place:

Agency/Firm Seal

**Annexure III**

SL.No	Name of Translator	Educational Qualification	Translation Work handled	Duration of Assignment/ year	Name of Dept./ Ministry/ others
				<b>Total:</b>	



PROPOSAL

I. PROPOSAL SUBMISSION LETTER

[Location, Date]

From:  
[Name of the Firm]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

The Under Secy (S&S)  
Room No.123-A/C, 'C' Wing  
Ministry of Human Resource Development,  
Shastri Bhawan, Rajender Prasad Road,  
New Delhi 110011

**Subject : Translation work Hindi to English and vice versa Request.**

Sir,

We, the undersigned, offer to undertake the assignment of Translation work (Hindi to English and vice versa) for the Ministry of Human Resource Development, Govt. of India, in accordance with your Tender Document No.....dated [-----]. We hereby submit our Proposal for the same.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Signature:

Name & Designation of the authorized Signatory:

Name of Firm:

Address:

Phone:

Mobile

Consent Letter

[Location, Date]

From:

[Name of the Firm]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

The Under Secretary (S&S)  
Room No.123-A/C, 'C' Wing  
Ministry of Human Resource Development,  
Shastri Bhawan, Rajender Prasad Road,  
New Delhi 110011

**Subject: Willingness to work at the L1 (lowest tendered) rate for Translation work in the Ministry of Human Resource Development.**

Sir,

We, the undersigned, offer to undertake the assignment of Translation work (Hindi to English and vice versa) for the Ministry of Human Resource Development, Govt. of India, in accordance with your Tender Document No.....dated [\_\_\_\_\_]. We hereby submit our Proposal for the same.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely:

Signature:

Name & Designation of the authorized Signatory:

Name of Firm:

Address:

Phone:

Mobile