



NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE DISABILITIES

(Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046, Toll Free No:18004250345

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com

NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR TRANSLATION WORK

National Institute for Empowerment of Persons with Multiple Disability, Chennai (hereinafter, NIEPMD) invites E-EOI through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". In two bid systems (i) Technical Bid (ii) Financial Bid from reputed translation service providers and individuals to translate NIEPMD office documents from Tamil, English & Hindi & *vice versa as per scope of work*. For more details please visit our web site: www.niepmd.tn.nic.in.

File No. NIEPMD/Pur4 (37)/2022-23	
Last date for e-bidding (Online mode only)	20th Dec 2022 Up to 04.00 PM.
Tender Fee (online mode only)	NIL
EMD Amount (Online mode only)	Rs. 25,000/-
Date & Time of Opening of E-Technical Bids (Online only)	21st Dec 2022 at 04.30 PM.

Sd/-
DR (Admin) Offg.

Sd/-
Director



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Scope of work: The scope of work shall include mostly translation of NIEPMD correspondence from English language to Hindi language (hand written and / or typed), pamphlets on NIEPMD activities, and technical documents related to disability field, annual report, annual account, evaluation questionnaires, etc., from their source language to English & Hindi. The work also includes components of proof-reading and spell checking the typed and / or translated output.

Expected Result: Translation of material is to be done through individuals or resource persons of the selected agency, and **not through auto-translate software**. Translation services are required for translation of documents from the following languages: -

- 1) Hindi
- 2) English
- 3) Tamil

Technical Specification/Eligibility Criteria: The translation service providers who qualify the following technical criteria are invited to submit their EOI through e-mode.

- a) The individual / agency should have adequate in-house infrastructure required for executing the translation work assigned with sufficient competency to meet the urgent requirements of translation on priority basis, as indicated by NIEPMD, Chennai for each translation work, such as provision of proof-reading, ability to work on simultaneous projects.
- b) Proven capacity to undertake translation work from the Tamil languages to English & Hindi.
- c) List of organizations with whom already empaneled for translation with all relevant contact details like phone number (including mobile number), email address and postal address.
- d) Proof of experience for translation for at least one Deptt./ Ministry of the Govt. of India / State Govt./ Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (a copy each of at least two orders received during 2 years has to be attached).
- e) Audited financial statements for the last 2 years.
- f) Certificate of registration and incorporation of a firm or company.
- g) Declaration regarding blacklisting or otherwise.
- h) Copy of PAN Card.
- i) Copy of CST/ VAT/ TIN Registration Certificates and GST.

Financial Bid: The financial bid has to be submitted in the given format as per BOQ uploaded in MS excel format.



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TENDER SUBMISSION PROCESS

Interested bidder may submit their quotes by giving all the necessary documents in English or Hindi as specified. **The tender must be submitted online through Central Public Procurement Portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only.** No manual bids will be entertained under any circumstances.

The Tender document attached must be direct, concise, and complete and arranged in an organized and structured manner.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to refer visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering / bidding process.

“Tender Submitted by any other means or any other website will not be accepted”.

(E) Payment Details:

The following details should be used for making payment of tender fee: -

A/C No. 761297290

Name of Account Holder: Director, NIEPMD

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122, MICR Code: 600019133

Branch Code: 01176, NIEPMD PAN: AABTN4536B



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Selection procedure:

1. The selection committee shall first evaluate the technical bids received from all applicants, as per the specifications mentioned in this call.
2. The applicants who would qualify as per technical evaluation criteria will only be considered as technically responsive. The rest would be considered technically non-responsive and would be dropped from the list.
3. For testing the translation capabilities of the tendering translation service providers, who are shortlisted after opening and evaluation of the EOI, a translation test would be carried out. This would be one of the criteria for empaneling the translation service provider. The date for the translation test would be intimated to the service providers who meet the eligibility criteria once the EOI are opened and evaluated. The test may be conducted at NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai - 603112. The translators and proofreaders (for the language for which the empanelment is sought) whose names are included in the EOI and who will actually execute the jobs, if selected, would be the ones who would have to attend in person. Kindly note, that the Institute will not provide any conveyance or accommodation allowance and any kind of payment for said work/test. Details of the test will be communicated to the eligible service providers.
4. Financial bids will be opened for only eligible and technically responsive applicants. The final selection shall be done on the least cost basis.

Terms and Conditions:

1. An inspection committee from the Institute may visit the service provider for physical inspection/verification of the facilities/infrastructure available with the service provider as per the details furnished. Report of such inspection, if carried out, may form a part of the evaluation process.
2. The panel of translation service providers will be prepared as per the criteria laid down by the Institute, testing carried out and the physical inspection, if carried out.
3. The Institute also reserves the right of accepting the whole or any part of the EOI. The decisions made by the Institute in these matters shall be final and binding on the service providers.
4. For the awarded/selected tenderer, the Institute will provide for one set of typed/scanned electronic copies or handwritten/typed physical copies of the material to be translated. The service provider(s) would be required to translate the documents and send them to the Institute over email/ designated file sharing software after proof-reading and spell checking. The entire work including spell checking and proof-reading must be done by the service provider with utmost care and failure to provide good quality and accurate translation services may result in the rejection of the job & black list of firm/company and no amount shall be paid for the same. The documents and contents thereof sent for translation shall be kept secure and the contents thereof shall be kept confidential and shall not be shared by the service provider with any person working with it who is not integral to the translation services to be undertaken.



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5. The time schedule for translation shall be drawn up after mutual agreement and it shall be strictly adhered to by the empaneled service provider. The translation of documents at times, be required to be provided at very short notice (within a day or hours) depending on the size/volume/urgency of the matter.
6. In the event of the service provider being unable to complete the job or leaving it unfinished or unsatisfactorily concluded for whatever reason, no payment whatsoever will be made to the service provider for that job irrespective of its nature and quantum. The Institute may also impose a penalty which would include reduction in the amount payable per word or can remove the service provider from the panel.
7. Failure on part of the service provider to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to disqualification from the panel.
8. The agreement may be terminated at any stage of the work at the discretion of the Institute without assigning any reason and payment will be made for the work considered satisfactory. The decision of the Institute in all these matters shall be final and binding.
9. The Institute also reserves the right to withdraw any part or the whole of it at any stage, even after acceptance of the EOI /finalization of agreement and assignment of the job/jobs without assigning any reason therefore. The decision of the Institute in all these matters shall be final and binding.
10. Submission of EOI would imply that the service providers have agreed to abide by the Terms and Conditions set out herein.
11. The Institute shall select a "Translator" from the successful tenderers and the contract will be awarded initially for a period of 1 (One) year, which may be extended for 02 more years on annual performance review basis. No claim minimum translation work per month or during contract period will be accepted. The empanelment will for a period of one year from date of award of contract. The contract may be extendable to 02(Two) more years subject to satisfactory performance and discretion of Director, NIEPMD on yearly basis on same rates and terms & conditions. However, it is not binding for either side to extend the rate contract beyond one year, any party can refuse to extend the contract beyond one year without assigning any reason. Vendor cannot claim for extension on expiry of contract.
12. Terms and conditions in addition to or in place of the existing terms and conditions may be imposed by the Institute from time to time.



ANNEXURE A: TECHNICAL BID
(ON LETTERHEAD WITH SIGNATURE AND STAMP)

- 1) The undersigned certifies that I/we have gone through the terms and conditions mentioned above and undertake to comply with them.
- 2) That the Translation shall be of the best quality and confirm as per the requirements of the institution specified in the technical specification of the bid documents. The decision of the Institute as regards the quality of translation and/or shall be final and binding on me.
- 3) The conditions herein contained shall form part of and shall be taken as if they are included in the agreement to be entered into is treated as agreement itself with the Institute.
- 4) The Institute, if deemed necessary, would expect us to change any Translation on its being found to be of inferior quality and it shall be replaced by us in time to prevent inconvenience.
- 5) I/We also undertake that I/we have not been black listed by any Govt. Organisation/PSU/ Autonomous bodies/local authority for any reason.
- 6) I am submitting the below information and the requisite documents:

S. No	Description	Information
1	Name of the tenderer	
2	Address of the tenderer	
3	Contact details of the tenderer:	
	a) Name	
	b) Designation	
	c) Office Phone Number	
	d) Mobile Number	
	e) Email Address	
4	Total number of employees working in firm/organization with designation	
	a) Translators (for each language)	

	b) Proof readers (for each language)	
	c) Any other staff	
5.	<p>Documents to be enclosed with EOI are as under:</p> <p>a) Proof of experience for translation for at least one Deptt./ Ministry of the Govt. of India/ Govt. of Delhi/ Public Sector Undertaking(PSU)/Autonomous Bodies /Universities etc. (a copy each of at least two orders received during 2 years has to be attached).</p> <p>b) The earnest money deposit receipt of Rs.25,000/- (Twenty Five Thousand Only) through NEFT/RTGS.</p> <p>c) Audited financial statements for the last 2 years.</p> <p>d) Certificate of registration and incorporation of a firm or company.</p> <p>e) Copy of PAN card</p> <p>f) Duly signed & stamped all pages of EOI documents as a mark of your acceptance.</p> <p>g) List of organizations with whom already empaneled for translation with all relevant contact details like phone</p>	
	<p>number (including mobile number), email address and postal address.</p> <p>h) Declaration regarding blacklisting or otherwise</p>	

**** Please use extra sheets if the space given above is not sufficient.**

Authorized Signature: _____

Name of the Authorized person: _____



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Name of the company: _____

Address of the company: _____

Contact Number: _____

E-mail Id: _____



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ANNEXURE B: FINANCIAL BID

(SAMPLE Only)

(No price to be filled up here. Price to be filled up in excel BOQ available with e-tender.)

Sr. No.	Original Language	Translated Language	Rate per word(In Rs.)
1	Hindi & English	English & Hindi	
2	Hindi & English	Tamil	
3	Tamil	Hindi & English	

I am submitting this quotation after carefully going through the complete tender document including the "Terms and Conditions".

NIEPND, Chennai holds the right to withdraw the tender if the need arises with no intimation or assigning any reason.

Authorized Signature: _____

Name of the Authorized person: _____

Name of the company: _____

Address of the company: _____

Contact Number: _____

E-mail Id: _____