

F. No. 11015/1/2018- Hindi.
Government of India
Ministry of Tribal Affairs
(General Section)

Shastri Bhawan, New Delhi
Dated: 19.12.2018

TENDER NOTICE

Subject: Bilingual translation of the website of Ministry of Tribal Affairs in Hindi.

I am directed to say that the Ministry intends to translate its website (www.tribal.nic.in) in Hindi so that the website can be bilingual. **In the first phase, the Ministry intends to translate 5000 important pages of the website into Hindi.**

Tender Name	Tender for Translation of 5000 pages website of the website of the Ministry in Hindi
Tender reference no.	11015/1/2018-Hindi
Date and Time of Issue/ Publishing	20.12.2018
Document Download/Sale Start Date & Time	20.12.2018, 10.30AM
Bid Submission Start Date & Time	20.12.2018, 11.00AM
Bid Submission Last Date & Time	10.01.2019, 1.00 PM
Date and Time of Opening of bid	11.01.2019, 2.00 PM
Place of the opening of the Tender	Room No. 212- D Wing, Shastri Bhawan

2. You are requested to furnish the quotation, **for per page translation (approx. 300 words per page) for total 5000 pages for the above translation. The terms and conditions for above said purpose are as follows:-**

(a) All bidders are requested to deposit an Earnest Money Deposit of Rs. 30,000/- (Rupees thirty thousand only) in the form of Demand Draft in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at New Delhi / Delhi failing which their bids will not be considered. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his/her offer in due course. The amount will be refunded to unsuccessful bidder without any interest on completion of the tender process.

(b) Bidders are requested to submit the following authenticated documents, along with the bid:-

- (i) Copy of PAN Number
- (ii) Copy of GST Number



(iii) EMD of Rs. 30,000/-

- (c) Agency should have at least 10 translators apt in English and Hindi and expertise to translate from English into Hindi so as to complete the work by 1st March, 2019.
- (d) The agency should have at least 10 computers (PC) and there should be sufficient arrangement for typing in Mangal font. The font size should be 12.
- (e) Agency should have capacity to give the Hindi translation both in PDF and Word format.
- (f) Agency should have their office in Delhi or NCR.
- (g) Competent authority from the agency should certify that the work would be completed within the time period (i.e. 1.3.2019) and authenticate that the work done will be perfect.
- (h) Electronically translated material / through machine will not be accepted at any cost.
- (i) Prospective bidders should have experience of at least 2 years (previous two financial years) in the field and have proven performance duly certified by the respective agencies.
- (d) If there is any delay in providing of services or quality being not up to the required standards, no payment shall be released to the selected vendor.
- (e) Rates to be quoted "excluding GST".
- (g) The payment shall be made on completion of the work to the satisfaction of the Ministry. The decision of the Head of the Department of Ministry shall be final and binding in this regard.
- (h) The disputes against this bidding process / resultant contract shall be subject to the sole arbitration of Head of Department and as per Indian Law. All other things being equal., the contract shall be awarded to the lowest evaluated bidder (L-1).
- (h) The contract will be awarded to overall lowest bidder.
- (i) The turnover of the company should be 5 crore or above.

3. Rates should be quoted in typed letter on company's letter head duly signed and having company's seal and stamp including details of taxes, if any, in a sealed envelope clearly superscribing "**Quotations for Translation of the website of Ministry of Tribal Affairs in Hindi**" and addressed to "The Under Secretary (General Administration), Ministry of Tribal Affairs, Room No. 400-B, (Near Madhuri Canteen), Shastri Bhawan, New Delhi – 110001 to reach latest by 1.00 p.m. upto 10.01.2019. This will be opened at 2.00 pm on 11.01.2019 in Ministry of Tribal Affairs, Room No. 212, D-Wing, Shastri Bhawan, New Delhi-110001. The quotations may be dropped in the Tender Box in Gate No. 5, Shastri Bhawan, New Delhi. An authorised representative of the bidders may participate in the tender opening process, if so desired. The site can be inspected with prior appointment on any working day between 3.00 to 4.00 p.m. upto 8.01.2019.



(P.K Sahoo)

Under Secretary to the Govt. of India

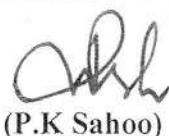
Copy to:

- 1) All Ministries / Departments for circulation among their contract holders.
- 2) Director, NIC, with request to upload the above information on Ministry's website as well as Central Public Procurement Portal.
- 3) Notice Board.

ANNEXURE

PRICE SCHEDULE

S.No.	Scope of Work	Rates per page (approx..300 words per page) (excluding GST)
1.	Translation (from English to Hindi), Proof reading, vetting, typing and all other expenses incidental to this work	



(P.K Sahoo)

Under Secretary to the Govt. of India