

CSIR TKDL UNIT
NOTICE INVITING TENDER
For
Translation Work
At TKDL Unit of CSIR

- | | |
|---|---|
| (i) Collection of Tender document: | From 18.06.2014 to 01.07.2014
(Time: 09:00 AM to 05:00 PM)
And on 02.07.2014 upto 02:00 PM |
| (ii) Last Date for Submission of Bids: | 02.07.2014 Time: upto 02:00 PM |
| (iii) Date of Opening of Technical Bid for Translation: | 02.07.2014 Time: at 03:30 PM |

Traditional Knowledge Digital Library
at
Human Resource Development Centre Campus
(Council of Scientific and Industrial Research)
Sector-19, Central Government Enclave
Kamla Nehru Nagar, Ghaziabad-201002 (U.P.)

Bid Document No.....

Date of Issue

Name of the Firm:
.....
.....
.....

Important Notice

An incomplete offer and/or late bid is liable to be ignored. To aid the Bidders in submitting complete offers, a checklist is included in the bid document (Annex. - 1). The bidders must fill this and submit alongwith their offer in their own interest.

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NOTICE INVITING TENDERS

INVITATION FOR THE BIDS

For Translation Work

Sealed bids in two parts, i.e., Technical Bid & Financial Bid valid for 90 days are invited for the translation job of work in languages French/ German/Spanish/Japanese/Korean/Russian/ Chinese of TKDL Unit. Both the bids should be made in separate envelopes entitled as Technical Bid and Financial bid separately.

The reputed firms having minimum three years of experience in carrying out translation of scientific literature in above mentioned international languages (from English to French/ German/Spanish/Japanese/Korean/Russian/Chinese) and firms having at least three contracts of approx. Rs.5 lakh each per annum (for Translation of international languages work) in Govt/Autonomous Organizations or Public Sector Undertaking, with its satisfactory completion may apply.

The prescribed Tender Form and the copy of Terms and Conditions can be obtained from the office of the HRDC, Ghaziabad between **9:00 AM to 5:00 PM** from **18.06.2014 to 02.07.2014** and on **02.07.2014 up to 02:00 PM** except Saturday and Sunday against a payment of **Rs. 500/- (Rs. Five hundred only)**, which is non-refundable, through cash or Demand Draft drawn in favour of HRDC, Ghaziabad or can be downloaded from the website of Human Resource Development Centre (www.csirhrdc.res.in) in which case Rs. 500/- may be paid by Demand Draft at the time of submitting Tender document. The duly completed Tender Forms along with EMD of **Rs. 25,000/- (Rupees Twenty five Thousand only)** in the form of Demand Draft from a nationalized bank drawn in favour of HRDC, Ghaziabad with required documents should reach HRDC office on or before **02.07.2014 by 2.00 PM**. In case the last date of submission of bid happens to be a gazetted holiday, the last date will be extended to next working day. The Tenders (Technical Bids) received shall be opened in the office of COA, HRDC on **02.07.2014 at 03.30 PM** by the Tender Committee in the presence of bidding agencies or their authorized representatives, if any.

The Competent Authority reserves the right to accept or reject any or all of the tenders without assigning any reason thereof. The tender details are available on the website www.csirhrdc.res.in. Downloaded tender document will be accepted along with Demand Draft of Rs.500/- in favour of HRDC, Ghaziabad.

Controller of Administration

SECTION – I

SPECIFICATIONS AND REQUIREMENTS OF TRANSLATION WORK

2.1 Introduction

TKDL provides information on Traditional Knowledge existing in the country, in languages and format understandable by patent examiners at International Patent Offices, so as to prevent the grant of wrong patents.

TKDL targets Indian systems of medicine, viz., Ayurveda, Unani, Siddha and Yoga available in public domain. The traditional medicinal knowledge existing in local languages such as Sanskrit, Urdu, Arabic, Persian and Tamil are being made available in English, German, French, Spanish and Japanese whereas TKDL would also be made available in Korean, Russian and Chinese languages.

2.2 Scope of work and Technical Specifications

Traditional Knowledge Digital Library has been created and is being updated on regular basis in multiple international languages, which are English, German, French, Spanish, Japanese, Korean, Russian and Chinese. A Global Patent watch system has been set up at TKDL Unit wherein the patent application filed at International Patent Offices are identified and studied on regular basis and in cases of misappropriation of India's Traditional Knowledge, evidences from TKDL are submitted to various IPOs to prevent the misappropriation of India's Traditional Knowledge. The patent applications are sometimes in languages other than English and would need translation for study. Similarly, in some of the patent offices TKDL evidences are to be submitted in languages other than English wherein there would be requirement for translation. Offers are invited from reputed firms for translation, which will be purely on contract basis and for a fixed duration.

2.2.1 Requirements and Specifications

- (i) Offers are invited for executing job on translation of words and may quote price for:

Translation of words and sentences used in the chapters on Indian Systems of Medicine **all languages** from:

- a. English to German,
 - b. English to French,
 - c. English to Spanish,
 - d. English to Japanese,
 - e. English to Korean,
 - f. English to Russian and
 - g. English to Chinese,
- and vice versa

Firms must quote for **translation for all the languages**; as mentioned at 2. 2. 1 (*Note: Contract of Translation shall be awarded to a party other than the party having the job of Verification*).

- (ii) The matter to be translated will be provided in soft copy, Excel or Word format or it may be in hard copy as well.
- (iii) Translated matter is to be submitted in soft copy, Excel, Word format or as per requirement.
- (iv) Translation shall not be word-by-word and in fact a variety of thought processes and skills to interpret meaning of sentences have to be used. Sentences have to be actually analyzed based on Grammar rules of the language(s) and the verbs and phrases to be translated in context of the original document to create a quality translation.
- (vi) Translators and persons who will do the translation work will have to maintain a high level of accuracy.

2.3. Estimated Cost and Amount of the Work:

- (i) Estimated cost (including service tax, TDS, or any other tax) of translation (excluding the cost of translation of verbs and articles) from English to other language and vice versa for each word could be approx. as given below:

S. No.	Translation form (excluding verbs and articles)	Approx. Translation cost (per word)
1	English to German and vice versa	3.30
2	English to French and vice versa	3.30
3	English to Spanish and vice versa	3.30
4	English to Japanese and vice versa	5.50
5	English to Korean and vice versa	5.50
6	English to Russian and vice versa	5.50
7	English to Chinese and vice versa	5.50
Total (Rs.)		31.90

Note:

- (i) The work on translation will be awarded on total cost of all languages based on L1.**
- (ii) Estimated number of words (excluding verbs & articles) = 39379**
- (iii) Approx total cost of Translation Rs. 31.90 X 39379 = Rs. 12,56,190.10**
- (iv) The total number of words could vary.**

SECTION - II

INSTRUCTIONS TO BIDDERS

3.1 Scope of Work - For detail please refer to Section II. Clause 2.2.

3.1.1 Translation of work, may have to be carried out. For detail please refer to Section II Clause 2.2.1.

3.2 Bidders

3.2.1 This invitation for bids is open to all as per NIT-I.

3.2.2 Bidders must have executed similar types of orders for translation of the work as per Section-I.

3.3 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and CSIR-HRDC will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

3.4 The Bidding Documents

3.4.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents, which is to be returned duly signed and stamped, as an acceptance of Technical Bid document. In addition to the invitation for bids the bidding documents include:

- (a) Instructions to bidders
- (b) Schedule of requirements
- (c) Technical Specifications
- (d) General Conditions of Contract
- (e) Bid form and price schedule, etc.
- (f) Other required terms and conditions/documents

3.4.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish complete information required or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

3.5 Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

Technical Bid for Translation with EMD
Financial Bid for Translation

3.5.1 Technical Bid:

The Technical bid prepared by the bidder shall be provided in the following **Model Response Format** to be returned duly signed along with Technical Bid:

Model Response Format

- (i) Qualification and skill status of the persons carrying out translation work as per NIT.
- (ii) Quality of the system
 - (a) Whether the requirement as specified by CSIR-HRDC will be met: Yes/No
 - (b) Additional remarks, if any
- (iii) Time Schedule: Translation
- (iv) Commercial reputation of the firm for translation work. The firms should have at least three contracts of approx. Rs. 5 lakh per annum (for Translation work) in Govt /Autonomous Organizations or Public Sector Undertaking or Public Limited Company or International Organization.
- (v) Copy of the audited balance sheet of the firm including the annual financial statement indicating Turn over/ up to date income tax return of last two years/PAN No..
- (vi) Bidder will provide documentary evidence about its capabilities and qualifications of the persons who will carry out translation and satisfy CSIR-HRDC that the bidder will assume the total responsibility for the fault free translation work. If errors are found, the firm shall carry out corrections at no additional costs.

Financial Bid:

- (i) The financial bid shall indicate the cost of translation of work for each word, which will not include the cost of translation of the articles and verbs present in the English text.
- (ii) Rates are to be quoted in Rupees per word for translation separately for each of the language.
- (iii) Quoted prices should be inclusive of all the Taxes and service charge. However Service charge should be indicated separately also. (iv) Prices quoted by the bidder shall be fixed during the bidders performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- (v) All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed form. If there is discrepancy between the price/information, the higher price/information will be treated as final.
- (vi) During the validity of this bid or during the extended period, if any, if the bidder does translation of the work with the same technical specifications as mentioned under Section II to any other Department/Organization in India at a price lower than the price charged from CSIR-HRDC, the bidder shall automatically pass on the benefits to CSIR-HRDC.
- (vii) Rates should be valid for 90 days from the date of opening of technical Bids.

3.6 Submission of Bids

3.6.1 Sealing and Marking of Bids

- (i) The bids shall be submitted in separate sealed covers, which shall be marked as "Technical Bid for Translation" and "Financial Bid for Translation".
- (ii) The outer envelope containing Technical Bid and Financial Bid for Translation shall be addressed to Controller of Administration, Human Resource Development

Centre, CSIR, Sector-19, Central Government Enclave, Kamla Nehru Nagar, Ghaziabad-201002 (UP), mentioning bid no. and due date.

- (iii) The inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

3.6.2 Deadline for Submission of Bids

- (i) Bids must be received by HRDC at the address given in NIT not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for HRDC, the bids will be received up to the appointed time on the next working day.
- (ii) The Project Leader, TKDL Project may, at her discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the HRDC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3.6.3 Late Bids

Any bid received by HRDC, after the deadline for submission of bids prescribed by the HRDC will be rejected and/or returned unopened to the bidder.

3.7 Bid Opening and Evaluation

3.7.1 Opening of Technical Bids by TKDL Unit / HRDC

HRDC will open all technical bids if the EMD (of Rs. 25,000/- (Twenty five Thousand Only) for Translation job) is submitted as per requirement in the presence of bidders' representatives, who choose to attend, at the time, date and place specified in Section-I. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for HRDC, the bids shall be opened at the appointed time, date and place on the next working day.

3.7.2 Clarification of Bids

- (i) During evaluation of the bids HRDC may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- (ii) No Bidder shall contact HRDC on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of HRDC, it should be done in writing.
- (iii) Any effort by a Bidder to influence the HRDC in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.
- (iv) The bidders could also be called for discussion and could also be allowed to modify their technical bids to suit the organization's requirements. The idea is to arrive at a threshold level of acceptability at which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be allowed to withdraw their price bids and send again a revised bid in a sealed envelop or to adhere to the original price bid sent. These price bids

shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.

3.7.3 Evaluation of Technical Bid

- (i) Detailed technical evaluation will be carried out pursuant to clause 3.5.1 including other parameters/requirements and HRDC will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all specifications & terms and conditions of the Bidding Documents without deviations.
- (ii) A bid considered as not substantially responsive may be rejected by HRDC.

3.7.4 Opening of Financial Bids

- (i) HRDC will open the Financial bids of only those bidders, who have been found to be technically qualified to undertake the job, pursuant to Clause 3.7.3.
- (ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue.

3.7.5 Evaluation and Comparison of Bids

- (i) The comparison shall be of all-inclusive price of translation job, such price to exclude all govt taxes payable.
- (ii) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the single translation cost and the total price that is obtained by multiplying the single translation cost and number of words to be translated, the single translation cost shall prevail and the total price shall be corrected. If the firm does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price.
- (iii) Bidders shall state their bid price for the payment schedule outlined in the clause 4.7. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. HRDC may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on HRDC.

3.8 Award of Contract

3.8.1 Award Criteria

HRDC will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily, for which the firm may be asked for making a presentation, along with other parameters.

3.8.2 Notification of award

Prior to the expiration of the period of bid validity, HRDC will place a firm order or notify the successful Bidder in writing by fax to be confirmed in writing by speed post or hand delivery that his bid has been accepted.

3.8.3 Signing of Contract

- (i) At the same time as HRDC notifies the successful Bidder that its bid has been accepted, HRDC will send the Bidder the Work Order, incorporating major terms.
- (ii) Within seven (7) days of receipt of the Order, the successful Bidder shall acknowledge the same.
- (iii) Failure of the Successful Bidder to comply with the requirement of Clause **3.8.3(ii)** shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in which event the HRDC may call for new bids.

3.8.4 Corrupt or Fraudulent Practices

- (i) Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.
- (ii) HRDC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (iii) HRDC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

3.8.5 Miscellaneous

- (i) HRDC reserves the right to accept or reject any bid, in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the HRDC's action.

3.9 Factors affecting the Award of Contract

- (i) The bidders must have minimum three years of experience in carrying out translation work of scientific literature in international languages as given in Section I Clause 2.2.1 with proof of work order.
- (ii) The firms must be sound having at least three contracts of approx. Rs. 5 lakh per annum (for Translation work) in Govt/Autonomous Organizations or Public Sector Undertaking or Public Limited Company or International Organizations.
- (iii) The bidder must ensure that the persons carrying out Translation work must have Post Graduate Diploma (of minimum one year duration) in the language(s) as mentioned in the tender document under Section I Clause 2.2.1 from a recognized university/well known institutions.
- (iv) The assessment based on the response to Technical Model Response Format

- (v) The assessment of the capability of the bidder to meet the terms and conditions
- (vi) The bidders to ensure that the persons doing Translation should have high degree of skill related to language comprehension
- (ix) Fulfillment of other terms and conditions, including office etc. at Delhi/New Delhi, or nearby areas such as NOIDA, Ghaziabad, Faridabad, Gurgaon, etc.
- (x) EMD of **Rs.25,000/-** for Translation job.

SECTION - III

GENERAL TERMS AND CONDITIONS OF CONTRACT

4.1 Definitions and Interpretation

In this contract, the following terms shall be interpreted as indicated:

- (i) "The Contract" means the agreement entered into between CSIR- HRDC and the firm as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (ii) "The Contract Price" means the price payable to the Firm under the Contract for the full and proper performance of its contractual obligations;
- (iii) "Translation" means correct conversion of the term in the international language as desired for the particular language and not the transliteration or word by word conversion, an analysis may be carried out to give a proper meaning in the particular language without any grammatical or spelling errors;
- (iv) "The Services" means those services provided by the firm such as translation etc. covered under the Contract;
- (v) "HRDC" i.e., Human Resource Development Centre (HRDC) is the organization where the project on Traditional Knowledge Digital Library is being carried out;
- (vi) "The Translator" means the person from the firm who will be carrying out the translation from English to the other international languages as per the contract;

4.2 Schedule of Requirements

- (i) Potential Firms should provide detailed activities time schedule, which represents the shortest practical time to complete all necessary translation work and meet the obligations of the requirements. All significant activities must be mentioned, including those associated with the delivery of the translated data.
- (ii) The delay in meeting the activities schedule will call for a penalty as mentioned in **clause 4.6**.

4.3 Acceptance Certificate

On successful receipt of deliverables etc., and after TKDL is satisfied with the Translation work executed, the acceptance certificate signed by the TKDL Unit will be issued. The date on which such certificate is signed shall be deemed to be the date of successful completion of the job. However if at any point of time the work done by the firm fail to confirm to the specification, the firm is liable to make all corrections necessary to meet specification requirements free of cost to TKDL Unit / HRDC.

4.4 Performance Security/Bank Guarantee

- (i) The bidder should furnish security to HRDC for an amount of 5% of the contract value i.e **Rs. 62,000/- Sixty two thousand only**), valid up to for 60 days after performance obligation (job work).

- (ii) HRDC can deduct as compensation from the Performance Security/Bank Guarantee for failures on the firm's part to complete its obligation under the contract.
- (iii) The performance security shall be in the form of a Bank Guarantee from a Scheduled Bank (Annex. – III) .

4.5 Verification Tests

- (i) TKDL Unit / HRDC has right to verify the translation job carried out by the firms to confirm their conformity to the contract specification at no extra cost to HRDC.
- (ii) Should any services fail to conform to the specification, TKDL Unit / HRDC may reject them and the firms shall make all corrections necessary to meet specification requirements free of cost to the TKDL Unit / HRDC.

4.6 Penalty for delays in the delivery of the job work

- (i) In case of delay in delivery of the translated job contract liquated damages @ 1% per week subject to a maximum of 10% will be imposed.
- (ii) Translation job should be completed within 20 working days from the date of delivery of the job work by TKDL Unit. However, if the above condition is not complied with a penalty of Rs 100/- (Rupees one hundred only) per day will be levied and the final decision will be taken by Project Leader, TKDL Unit.

4.7 Payment

Payment will be made against the submitted bills.

4.8 Earnest Money Deposit:

- (i) The bidder shall have to deposit **EMD of Rs. 25,000 (Rupees twenty five thousand only)** for translation work in the form of a Demand Draft in favour of the Human Resource Development Centre, Ghaziabad along with their bids. Cheques will not be accepted.
- (ii) Any bid without EMD in accordance with **Clause 4.8 (i)** above will be rejected and will not be opened.
- (iii) Unsuccessful bidder's EMD will be returned as promptly as possible but not later than 30 days after the expiry of the period of the validity prescribed by TKDL Unit/HRDC.
- (iv) Successful bidder's EMD will be discharged when the bidder furnished the performance security pursuant to **Clause 4.4**.
- (v) The EMD may be forfeited: (a) if a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form. Or (b) In case of a successful bidder, if the bidder fails (i) to acknowledge the order in accordance with **Clause 3.8.3**.

Delivery of the translated job:

- (i) Translated job shall be delivered in soft copy by means of open delivery. The job work must be delivered in full as per the order for acceptance.

- (ii) Job work found unsuitable and/or not conforming to the specification and not being able to pass the acceptance test will be rejected. Such job work, if any, shall have to be corrected forthwith at the cost of the bidder.
- (iii) All items should be delivered within the stipulated activity schedule indicated by the bidder as per **Clause 4.2** but in no case should the delivery period exceed 3-4 weeks from the date of the order failing which liquidated damages of 1% of the total value of the order per week will be levied, subject to a maximum of 10%. If delivery of the job work is delayed beyond the extended period, the order is likely to be cancelled and the EMD will be forfeited.

Arbitration

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the translation, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, Specification, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director General, Council of Scientific & Industrial Research, New Delhi, and if he is unable or unwilling to act to the sole arbitration some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be Submission to Arbitration under the meaning of the Arbitration Act, 1940 or any satisfactory modification or reenactment thereof for the time being in force, conclusive and binding on all parties of the Contract.

Tenure

The period of the contract will be initially for one year from the date of award of the work and would be extendable further in case required, at the same rates and terms & conditions of the existing contract.

SECTION – IV

ANNEXS/ FORMATS FOR BID SUBMISSION

Annex. - I

Checklist for Bid Submission

The following check-list along with Page no. of bid where the documentary proof exists must be filled in and submitted with the bid document:

A. EMD: Have you submitted the EMD asked for by us? Yes/No

B. Technical Bid:

Technical Criteria	Yes/No	Page No.
1. Has the bid document been issued to you?	Yes/No	
2. Have you attached the bid form shown in Annex.-II	Yes/No	
3. Have you attached a copy of the last audited balance sheet of your firm	Yes/No	
4. Have you attached proof of having minimum three years of experience in carrying out translation work of scientific literature in international languages as given in Section I Clause 2.2? Attached the copies of relevant work orders executed during the last three years?	Yes/No	
5. Have you attached the details of the income tax registration and latest two years income tax returns/PAN No.?	Yes/No	
6. Have you provided the proof of having successfully completed at least three contract of approx. Rs. 5 lakh per annum in Govt/Autonomous Organizations or Public Sector Undertaking or Public Limited Company or International Organizations?	Yes/No	
7. Have you attached the technical details of the services offered as a part of this bid document?	Yes/No	
8. Have you provided the proof of the qualifications of the translators	Yes/No	

C. Financial Bid:

Financial Criteria	Yes/No	Page No.
10. Have you attached the bid form in the format shown in Annexure-IV ?	Yes/No	
11. Have you attached the price schedule for the services offered in the format specified in Annexure –IV and V?	Yes/No	

D. Please arrange your bid document for each part as given below:

(I) TECHNICAL BID:

- a) EMD Demand Draft/ cheque as per requirement of tender.
- b) Bid Form (Annex. – II)
- c) Copy of the last audited balance sheet of the company;
- d) Proof of having minimum three years of experience in carrying out translation work of scientific literature in international languages;
- e) SARAL/Assessment Order/latest two years income tax returns/PAN No.; below that
- f) Technical details of the services offered;
- g) Proof of having at least three contract of approx. Rs. 5 lakh per annum (for Translation work) in Govt/ Autonomous Organizations or Public Sector Undertaking or Public Limited Company or International Organizations work orders where value of work is mentioned;
- h) Copies of relevant work orders.
- i) Proof of the qualifications of the translators.
- j) Tender to be submitted duly signed and stamped.
- k) Addresses of office at Delhi/New Delhi/nearby area (such as Ghaziabad, NOIDA, Faridabad, Gurgaon, etc.).
- l) Valid Service Tax No./Registration No.
- m) Undertaking as per section V

(II) FINANCIAL BID:

- 1. Bid Form (Annexure -IV);
- 2. Estimated quantity and Financial Bid Analysis (Annexure –IV and IVA);

NOTE: If the bid is not submitted as per the format, the same is liable to be rejected.

ANNEX. – II

**BID FORM
(Technical Bid)**

(To be submitted on the firm’s letter head and signed by an authorized person)

To

Human Resource Development Centre
Kamla Nehru Nagar,
Central Government Enclave,
Ghaziabad 2

Ref: Bid document No. _____ dated-----

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the job of translation (of the work) as per the schedule of requirements and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to deliver the job in accordance with the delivery schedule specified in the bidding documents.

If our bid is accepted, we will submit a bank guarantee for the sum equivalent to 5% of the Contract Price(Rs. Sixty two thousand only) for the due performance of the Contract, in the form prescribed by the HRDC, Ghaziabad.

We agree to abide by this bid for a period of Ninety days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We declare:

that we carry out translation work for the following languages
.....
.....
.....
.....
.....
.....

that we have highly qualified and experienced persons to carry out translation work in the languages as mentioned above.

2. We hereby offer to carry out the translation work at the rates mentioned in the Financial Bid.

3. We enclose herewith the complete Technical Bid as required by you at page no.16.
4. We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to carry out the work as per these terms and conditions.
5. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable by duly attested by the person authorized to sign the bid document)

6. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of

Signature of Bidder

Details of enclosures.

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail

COMPANY SEAL

ANNEX – III

**PERFORMANCE SECURITY FORM
(in pursuant with clause 4.4)**

To _____ (HRDC)

WHEREAS(Name of firm) hereinafter called “the firm” has undertaken, in pursuance of contract No..... dated 20 to(Description of job works) hereinafter called “the order”.

AND WHEREAS it has been stipulated by you in the said order that the firm shall furnish you with a Bank guarantee by a recognized bank for the sum specified therein as security for compliance with the firm’s performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the firm a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the firm, up to a total of (Amount of the Guarantee in Words and figures) and we undertake to pay you, upon your first written demand declaring the vendor to be in default under the order and without civil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of20.....

Signature and Seal of guarantors

.....
.....
.....

Date20.....

Address:.....

.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

—

ANNEX. - IV

**Bid Form (Financial Bid)
(On the letter head of the firm submitting the bid document)**

To

HRDC,
Kamla Nehru Nagar
Central Government Enclave,
Ghaziabad

Ref: Bid document No

dated-----

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for translation work as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to undertake the translation at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake, that, in the event of acceptance of our bid, the work on translation shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including service or other charges.

We enclose herewith the complete Financial Bid as required by you. This includes:

Bid Letter
Price Schedule
Statement of deviations from financial terms and conditions

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to carry out the work as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,
or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of _____

Signature of Bidder

Details of enclosures

Full Address:
Telephone No.
Telegraphic Address:
Fax No.
E-mail:

COMPANY SEAL

ANNEX. – V

Estimated Quantity and Financial Bid Analysis (for Translation work)

S. No.	Job Work	At Vendor Site		Total cost (inclusive of all the taxes and service charges) Service should be shown saperately also)
		3	4	
1	2			
	Job Work 1: Translation of words (excluding verbs and articles)	No. of words (Approx.)	Cost per word (inclusive of all the taxes and service charges)service charges should be shown saperately also) Rs.	
(i)	English to German and vice versa	39,379		
(ii)	English to French and vice versa	39,379		
(iii)	English to Spanish and vice versa	39,379		
(iv)	English to Japanese and vice versa	39,379		
(v)	English to Korean and vice versa	39,379		
(vi)	English to Russian and vice versa	39,379		
(vii)	English to Chinese and vice versa	39,379		

NOTE

Above is estimated work load, payment would be released on actual work load basis, Also estimated work load may vary as per exigency of the work. , TDS will be deducted by CSIR-TKDL.

NOTE

- (i) For Financial bid comparison total value (including, service charges) in Col. No. 4 shall be the basis.
- (ii) Actual payment shall be computed on the basis of the number of words translated (excluding the cost of translation of verbs and articles) based on the cost of word given at column no. 4. In other words, the value quoted in column 4 and actual quantity of work shall form the basis.
- (iii) The Bid should have (col. 3 × col. 4) = col. 5. Any error in the Table of any bidder is liable to be out rightly rejected.
- (iv) **The price quoted should be inclusive of all charges including all applicable service charges & service tax.**

- (v) In case of discrepancy between cost per word and total price, the cost per word will prevail.

(Signature of the bidder)

Name:

Place:

Date:

Seal

General Criteria for Translation Work

- (i) Bid is open to reputed firms having minimum three years of experience in carrying out translation of scientific literature in international languages (from English to French/German/Spanish/Japanese/Korean/Russian/Chinese) for which the bid is being made. Proof of the work carried out along with copies of work order may be submitted.
- (ii) Persons carrying out Translation of the translated work should have Post Graduate Diploma (of minimum one year duration) in the languages as mentioned at (i) from a recognized university/well known institute. Evidence to be provided.
- (iii) Persons doing Translation should have high degree of skill in the language of comprehension.
- (iv) Reputed professionally sound firms having at least three contracts of approx. Rs. 5 lakh per annum (for Translation work) in Govt/Autonomous Organizations or Public Sector Undertaking or Public Limited Company or International organizations with respective work orders.
- (v) Office where the work shall be carried out should be at Delhi/New Delhi/nearby area (such as Ghaziabad, NOIDA, Faridabad, Gurgaon, etc.)
- (vi) Technical Bids not containing EMD of **Rs. – 25,000** for Translation job, as per requirements shall be rejected.

SECTION - V

Undertaking

I/We the undersigned being tenderer as mentioned above, hereby apply to the CSIR-HRDC (Ghaziabad) for providing Services for translation work in CSIR-TKDL Unit, Ghaziabad and MDNIY, New Delhi as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form.

Signature of the Tenderer with seal of firm.

(MANDATE FORM)

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / RETAIL TIME
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

A. Details of account holder

1. Name of account holder :

Telephone Number :

E-mail :

B. Bank Accounts Details :

a. Bank's name :

b. Branch name :

c. Telephone No. :

d. E-mail :

Whether the branch is computerized :

Whether the branch is RTGS :

IFC Code :

Is the branch NEFT enables :

Type of account :

Account No :

MICR Code :

We declare that the particulars given above are correct and complete. If the transaction is delayed are not affected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the scheme.

Name (in capital) of firm
Authorised signatory
Official rubber stamp

Note:

1. Bank details are to be certified by the bankers. Such confirmation shall be duly signed by the banker