

# INVITATION OF PROPOSALS

*for*

## HINDI TRANSLATION



### NATIONAL COUNCIL FOR VOCATIONAL EDUCATION & TRAINING (NCVET)

(Ministry of Skill Development and Entrepreneurship,  
Govt. of India)  
Kaushal Bhawan, B-2 Pusa Road, Karol Bagh, New  
Delhi – 110005

Tel: +91-11- 25788001 - 11  
Website: <http://ncvet.gov.in>

F. No. 32001/14/2020/NCVET- Vol-I

Date 01.06.2022


**TENDER NOTICE**

Quotations are invited from translation Agencies/Firms by National Council for Vocational Education & Training (NCVET), a regulatory body under the administrative control of Ministry of Skill Development and Entrepreneurship, for translation work (English-Hindi and vice versa) for a duration of one year which may be extended on same terms and conditions (Annexure-I):

2. The tender is required to be submitted on two bid basis i.e. technical and financial bid in prescribed format as specified in Annexure II and Annexure IV respectively. The sealed envelopes to be super scribed as 'Technical Bid for Translation work of NCVET'; 'Financial Bid for Translation work of NCVET' to be enclosed in an envelope super scribed as "Bid for translation work of NCVET" along with the signed copy of tender and Proposal submission letter (Annexure-V). **The quotation will be opened at 3:30 pm hrs on 13.06.22** Tenderer or their representative may remain present at the time of opening of the tender.

3. The successful bidder finalized for tender, will have to adhere to the terms and conditions enclosed as in Annexure-I.

4. The tender notice and detailed terms and conditions (Annexure-I) and other Annexures II to V, can also be downloaded from the NCVET's website [www.ncvet.gov.in](http://www.ncvet.gov.in)

  
(Dilip Kumar Yadav)  
DD (Admin)  
NCVET

**GENERAL TERMS & CONDITIONS**

1. The Translation Charges should be quoted (per word) English to Hindi and vice versa including typing, vetting, proof reading, comparison and making complete set in soft and hard copy.
2. Duration of contract will be one year which may be extended on same terms and conditions (Maximum upto 03 years) based on requirement of the organisation and performance of the agency. There will be approx. 1000 pages' translation work during the year, which may go up or down. However, initial approx. 500 pages will be given immediately for translation.
3. The time limit given for the work shall be strictly adhered to, failing which penalty will be invoked.
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 size 12** 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, proof reading 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. The maps, diagrams, illustrations and descriptive matters that are a part of the document given for translation also need to be translated from English to Hindi and vice versa.
7. The selected Agency/Firm would work from their premises. All man power/equipment's/ Hardware/software etc. required for the tendered work should be arranged by the Agency/Firm at their cost. NCVET 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, typing, proof reading and vetting 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 (Hindi Coordination)/ Deputy Director (Hindi Coord.) of NCVET.
10. **Duration of Assignment:**
  - i. **Time limit:** The time limit for full translation work (including typing vetting profiling correspondence & making complete set in soft / hard copy etc.) of about 60 (depending upon urgency may increase or decrease) pages in one weeks' time shall be strictly adhered, failing which penalty will be invoked.

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Translation work may be given even in odd hours through e-mail or hard copy, which would be required to be completed on urgent basis within the prescribed time limit with accuracy.

- ii. The Agency/firm or its translators would be required to be in constant communication with the concerned officials of the NCVET 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:**
- i. The sealed envelope shall be superscribed "**Translation Work for NCVET**" 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/firm submitting the Proposal.
  - ii. The sealed quotation should reach **Deputy Director (Administration), National Council for Vocational Education & Training, Kaushal Bhawan, B-2, Pusa Road, New Delhi-110005 by 5:30 hrs on 10.06.2022**
  - iii. An authorized representative of the firm should authenticate all pages of the proposal either by putting initials or full signatures on each page.
  - iv. The proposal should be submitted on or **before 10.06.22 latest by 5:30 hrs.**
  - v. 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.
  - vi. 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 **National Council for Vocational Education & Training** payable at New Delhi towards earnest money deposit (EMD). Tenders received without EMD shall not be considered.
  - vii. This Earnest Money Deposit (EMD) of unsuccessful tenders will be returned after finalization of contract. No interest will be payable on the said amount.
  - viii. 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** considering 700 pages per year of work in favour of the NCVET. 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 NCVET that the contracting firm may invite upon themselves due to any of the reasons specified above.
  - ix. The NCVET reserves the right to place an order for the full or part quantities under any items of work under scope of work.

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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.
- 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 maybe charged as Liquidated Damages on the Agency.
  - 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 NCVET, Ministry of Skill Development and Entrepreneurship, Govt. of India.
14. 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.
15. **Termination:** The NCVET may terminate the Contract of the agency in case of the occurrence of any of the events specified below:
- If the Agency becomes insolvent or goes into compulsory liquidation.
  - If the Agency, in the judgment of NCVET has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
  - If the Agency submits to the NCVET a false statement which has a material effect on the rights, obligations or interests of the NCVET.
  - If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the NCVET.
  - If the Agency fails to provide the quality services as envisaged under the terms of this tender.
  - Violation of confidentiality as mentioned in point no.14.

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01/06/2022

**Annexure-II**

**Technical Bid Format**

1.	Name of the Agency/Firm:	
2.	Complete Address: Tele No. : Fax No. : E-mail) :	
3.	At least 2 year of experience in English to Hindi and vice versa translation works in Central Ministries/Department/Organizations/PSUs/regulatory Bodies/ Autonomous etc. (Enclose proof of workdone in Central Ministries/Department/Organizations - certificates, TDS deduction certificates, Work Completion Certificates)	In Annexure III format
4.	(i) PAN No. (ii) TIN/TAN No.	Enclose copy of the same for Translation/Agency/firm
5.	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

**Declaration:-**

I/We undertake that documents are genuine/authentic and no 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 \_\_\_\_\_

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SL.No	Translation Work handled	Duration of Assignment/year	Name of Dept./ Ministry/ Others
		Total:	

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**Financial Bid**

Name of the work	Rate (in Rupees)
Translation Charges (per word) English to Hindi and vice versa including Typing, vetting, proof reading and all other expenses incidental to this work (exclusive of GST as applicable).	Rate per word: .....
In case there is a discrepancy in the amount mentioned in numbers and in words, the amount given in words shall prevail.	Total amount considering ..... pages of work which may vary: ..... .....(in Rs.) ..... .....(in words)

**Declaration:-**

I/We undertake that documents are genuine/authentic and no 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 \_\_\_\_\_

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01/06/22



Annexure-V

**PROPOSAL**

**I. PROPOSAL SUBMISSION LETTER**

[Location, Date]

To,

**The DD Administration)**  
NCVET,  
Kaushal Bhawan, B-2,  
Pusa Road,  
Karol Bagh  
New Delhi 110005

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

Sir,

We, the undersigned, offer to undertake the assignment of Translation work (Hindi to English and vice versa) for the NCVET, in accordance with your Tender Document No ..... dated ..... We hereby submit our Proposal for the same. We declare that we are not blacklisted from any of the Organisations mentioned in Annexure III.

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.....**

*Dilip*  
*01/06/22.*