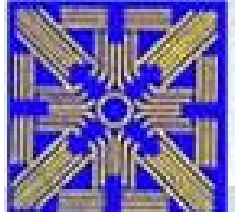


# INVITATION OF PROPOSALS

*for*

# HINDI TRANSLATION



**NATIONAL CAPITAL REGION PLANNING BOARD (NCRPB)**

(Ministry of Housing and Urban Affairs, Govt. of India)

1<sup>st</sup>Floor, Core IV-B, India Habitat Centre, Lodhi Road,

New Delhi – 110003

Tel: +91-11- 24642287, 24642163(Fax)

Website: <http://ncrpb.nic.in>

F. No. E-11011-4-2015( Hindi)- website Translation

Date 12.03.2021

**TENDER NOTICE**

Quotations are invited from translation Agencies/Firms by National Capital Region Planning Board, a statutory body under the administrative control of Ministry of Housing and Urban Affairs, for translation work (English-Hindi and vice versa)for a duration of one year which may be extended on same terms and conditions.

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 NCRPB'; 'Financial Bid for Translation work of NCRPB' to be enclosed in an envelope super scribed as "Bid for translation work of NCRPB". The quotation will be opened at 3:30 pm hrs on 05.04.2021. 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 NCRPB's website [www.ncrpb.nic.in](http://www.ncrpb.nic.in)

(Jagdish Parwani)  
Director (A&F)  
NCRPB

Annexure-I

GENERAL TERMS & CONDITIONS

1. The Translation Charges should be quoted (per page) 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 based on requirement of the organisation and performance of the agency. There will be approx. 3500 pages translation work during the year, which may go up or down. However, initial approx. 2000 pages will be given immediately for translation.
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. 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 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.
5. 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.
6. 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. NCRPB 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.
7. 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.
8. **Payment:** The payment will be made based on accepted rate per page as per the given original document, after due satisfaction/certification of Director (A&F)/ Deputy Director (Admn.)/AD (A) of NCRPB.
9. **Duration of Assignment:**
  - i. **Time limit: Full translation work (including typing vetting etc.) of about 250 pages in one week's time, failing which penalty will be invoked.**

- ii. 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.
  - iii. The Agency/its translators would be required to be in constant communication with the concerned officials of the NCRPB through email/phone till the task is completed satisfactorily.
10. 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.
11. **Submission of Proposals:**
  - i. The sealed envelope shall be superscribed "**Translation Work for NCR Planning Board**" 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.
  - ii. The sealed quotation should reach **Director (A&F), National Capital Region Planning Board, First Floor, Core-4B, India Habitat Center, Lodhi Road, New Delhi** by 16.30 hrs on **02.04.2021**.
  - 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 **02.04.2021** latest by **16:30 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 Capital Region Planning Board** 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 3000 pages of work in favour of the **NCR Planning Board, Core 4b, first floor, India Habitat Center, Lodhi Road, New Delhi-110003**. 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 NCRPB that the contracting firm may invite upon themselves due to any of the reasons specified above.
  - ix. The NCRPB reserves the right to accept the bid either in full or in part. Conditional, erroneous and incomplete bids will be rejected outright.

- 12. 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.

  - i. 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 may be charged as Liquidated Damages on the Agency.
  - ii. 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 NCRPB, Ministry of Housing and Urban Affairs, Govt. of India.
- 13. Termination:** The NCRPB may terminate the Contract of the agency in case of the occurrence of any of the events specified below:

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

**Annexure-II**

**Technical Bid Format**

1.	Name of the Agency/Firm:	
2.	Complete Address: Tele No. : Fax No. : E-mail) :	
3.	At least 6 months of experience in English to Hindi and vice versa translation works in Central Ministries/Department/Organizations/PSUs/Research Organisations etc. (Enclose proof of work done 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 Agency and Translator
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 \_\_\_\_\_**

**Annexure-III**

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

**Annexure-IV**

**Financial Bid**

Name of the work	Rate (in Rupees)
<p>Translation Charges (per page) English to Hindi and vice versa including Typing, vetting, proof reading and all other expenses incidental to this work (exclusive of GST as applicable).</p> <p><b>In case there is a discrepancy in the amount mentioned in numbers and in words, the amount given in words shall prevail.</b></p>	<p>Rate per page: .....</p> <p>Total amount considering 3000 pages of work which may vary:</p> <p>.....</p> <p>.....(in Rs.)</p> <p>.....</p> <p>.....(in words)</p>

**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** \_\_\_\_\_



**Annexure-V**

To,

**The Director (A&F)**  
NCRPB,  
1<sup>st</sup> Floor, Core 4B  
India Habitat Centre,  
Lodhi Road, New Delhi 110003

**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 NCR Planning Board, 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.....**