

File No. D-24015/02/2015-Genl, 580
Government of India
Ministry of Drinking Water and Sanitation
(General Section)

8th floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road
New Delhi-110003,
Dated the 6th Aug 2015

**NOTICE INVITING TENDERS FOR TRANSLATION OF WEBSITE AND OTHER DOCUMENTS
IN HINDI IN THE MINISTRY OF DRINKING WATER AND SANITATION :RATE CONTRACT**

Sealed tenders under two bids system (Technical bid & Financial bid) are invited from interested and eligible translators/agencies for Annual Rate Contract for translation of website and other documents in Hindi in the Ministry of Drinking Water and Sanitation, CGO Complex, Lodhi Road, New Delhi-03.

2. **Estimated value of the Contract:** Approximately Rs.5,00,000/- (Rupees five lakhs only).

3. **Cost of Tender Document:** Rs. 500/- (Rupees five hundred only)

4. **Contract period:**

Initially for one year, extendable for another one year subject to the satisfactory performance of the Agency and with the approval of Competent Authority on the same terms and conditions.

5. **EMD:** Rs.25,000/- (Rupees twenty five thousand only)

6. Last date of submission of Tender : 28 Aug at 1500 hrs.

7. Date and time of opening of Technical Bid: 28 Aug 2015 at 1530 hrs.

8. For further details and getting the copy of tender document visit our web site (<http://www.mdws.gov.in>) or contact to the undersigned.

(S. Sanyal)

Under Secretary to the Govt. of India
For & on behalf of the President of India
Tel: 24368612

Copy to :

1. Technical Director (NIC) for publishing of tender in the Ministry web-site
2. CPP Portal
3. Hindi Section for translation in Hindi
4. All Ministries / Departments

NOTICE INVITING TENDERS FOR TRANSLATION OF WEBSITE AND OTHER DOCUMENTS IN HINDI THE MINISTRY OF DRINKING WATER AND SANITATION :RATE CONTRACT

Instruction to the Bidders :

1. Sealed tenders under two bids system (Technical and Financial) in conformity with this tender notice are invited from the translation service provider Agencies/Translators for translation of website and other documents in Hindi in the Ministry of Drinking Water and Sanitation, CGO Complex, Lodhi Road, New Delhi-03. The translation service provider should have local offices in New Delhi to ensure satisfaction fulfillment of contractual obligations :-
2. **Scope of Work and place of work** : The agency should undertake jobs for translation of website and other documents in Hindi as per instructions of Ministry of Drinking Water and Sanitation.
3. **Estimated value of the Contract :**
Approximately Rs.5,00,000/-(Rupees five lakhs only)
4. **Contract period:**
Initially for one year, extendable for another one year subject to the satisfactory performance of the Agency and with the approval of Competent Authority on the same terms and conditions.
5. **EMD:**
Rs.25,000/- (Rupees twenty five thousand only)
6. **Cost of Tender Document:**
Rs. 500/- (Rupees five hundred only)
7. Last date of submission of tender : 28 Aug 2015 at 1500 hrs.
8. Date and time of opening of Technical bid Tender: 28 Aug 2015 at 1530 hrs.
9. Tender should be submitted to Sh S Sanyal, Under Secretary (Admn), Ministry of Drinking Water and Sanitation,(General Section), 8th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003.
10. Agency should have minimum financial turnover of Rs. 05 lakhs during last three years.
11. **Eligibility criteria for acceptance of tender for consideration is as follows :-**
 - i) Name & Address of the firm with proof :-
 - ii) Postal Address/Telephone/FAX/E-Mail of the Firm:-
 - iii) Registration /Dealership Certificate.

- iv) Attested Copy of Proof of Registration for Contract for translation existing with other Government/Semi-Government/PSU etc.
- v) Certified copy of PAN Card
- vi) Sale Tax/VAT Registration Certificate
- vii) Name of the Bank & Account No.
- viii) Bank Statement with P&L Account No. for the last one year :
- ix) Copy of IT Return for the last 3 years:
- x) Minimum two years experience in the field for translation from English to Hindi.
- xi) Firm/Agency should have minimum financial turnover of Rs. 05 lakhs during last three years

12. The tender documents can be obtained from the website of the Ministry of Drinking Water and Sanitation (<http://mdws.gov.in>), a fee of Rs. 500/- (Rupees five hundred only) towards the cost of the tender documents, alongwith the Earnest Money Deposit(EMD) Rs. 25,000/- (Rupees twenty five thousand only) may be enclosed in the form of separate Demand Drafts drawn in favour of the "PAO, Ministry of Drinking Water and Sanitation, New Delhi-03 ".

13. PROCEDURE FOR SUBMITTING TENDERS

Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee of TEC.

(a) Technical Bid duly signed and EMD should be put in one separate cover and wax sealed (**Cover-A**). This cover should be super-scribed as:

"TECHNICAL BID FOR TRANSLATION OF WEBSITE AND OTHER DOCUMENTS IN HINDI "

(b) Financial Bid should be put in another separate cover and wax sealed (**cover-B**). This cover should be super-scribed as:

"FINANCIAL BID FOR TRANSLATION OF WEBSITE AND OTHER DOCUMENTS IN HINDI "

Both the envelopes containing the Technical Bids and the Financial Bids should be put in the third envelope (**cover-C**) duly sealed super-scribed as:

"TENDER FOR TRANSLATION OF WEBSITE AND OTHER DOCUMENTS IN HINDI "

14. The tender should be reached latest by 1500 Hrs on or before 28 Aug 2015. Tender will be opened at 1530 Hrs on 28 Aug by the duly authorized Officer /Board of officers in the presence of all such bidders who wish to be present. Late/delayed offers shall not be opened/entertained under any circumstances. Offers received by due time and date will be opened,(For the Technical Bids only) in Conference Room 4th Floor Paryavaran Bhawan at

1530 Hrs on 28 Aug 2015 itself. Authorized representatives of the quoting agency may be present for the opening of the Technical Bids, if they so desire. Successful Agency/Bidders awarded the Rate Contract will have to submit a Performance Security, 10% of the contract value after the work assigned to them through Demand Draft or in the form of a Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the contract. The validity of which would be 60 days beyond the date of completion of contractual obligation of the firm.

15. **Penalty clause** – In case of backing out from the tendering, the EMD may be forfeited

(i) In case of delay/untimely submission work/assignments, a delay of 0.5% of the contract value per day subject to maximum of 10% of the contract value will be charged as Liquidated Damages on the agency as per provision of LD/penalty clause 8.14 of DGS&D manual policy and procedure for purchase of goods.

(ii) After issue of the contract, the Performance Guarantee is liable to be forfeited in case of under performance by the agency, besides other action, including black listing of the agency as may be, deemed fit by the Ministry.

Signature of the bidder

TERMS AND CONDITIONS

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this tender enquiry will be in the nature of a standing offer.
2. **“Corrupt and Fraudulent Practices** – The Ministry will suspend assignment of works, if it determines that the agency recommend for empanelment as engaged in corrupt (like-offering, giving, receiving or soliciting of anything of value to influence the action of the public officials) and fraudulent practices (like misrepresentation of facts in order to influence empanelment process of execution of a contract to the detriment of Ministry and includes collusive practice among authorized service provider) and initiate process for dis-empanelment.”
3. For judicial adjudication, the disputes, if any, arising out of the Contract/Service orders against the Rate Contract will be subject to the jurisdiction of the Courts in Delhi only.
4. Translation work to be assigned could be of any nature viz. technical/non-technical material, report, speech etc.
5. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful agency/bidders. Successful Agency/Bidders awarded the Rate Contract will have to submit a Performance Security, 10% of the contract value after the work assigned to them through Demand Draft or in the form of a Bank Guarantee from any Nationalized Indian Bank within 15 days of the award of the contract.
6. The payment to the firm/agency will be made on completion of the particular work assigned to them, with the satisfaction of the Ministry after submission of bills in triplicate.
7. The agency shall arrange all kinds of resources/instruments/apparatus etc. required for the translation work. This office will not provide any of its resources/instruments/apparatus etc.
8. The firm/agency could be removed from the empanelled list, if the quality of translation work is not found up to the mark or incomplete translation work is provided. In the event of any disputes arising out of the execution of Rate Contracts orders, the matter will be referred to Head of the Department. Appeal against the decision of the HOD will lie to the Joint Secretary (Administration), Ministry of Drinking Water & Sanitation.
9. Translation charges (inclusive translation, vetting, typing, and proof reading charges should be quoted in the tender. No other payment, whatsoever will be made for any activity/connected with the work other than the agreed translation charges.
10. This Ministry reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the tender documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of the Ministry will be final and binding.

11. This Ministry reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12. The tenderers **should sign at each page of the tender and all its Annexures.** No page should be removed /detached from the tender document.

Signatures of the bidder

ANNEXURE -I

No. D-24015/02/2015-Genl,

Dated: the ___ Aug' 2015

SUBJECT : PRICE BID FOR TRANSLATION OF WEBSITE AND OTHER DOCUMENTS IN HINDI : **MINISTRY OF DRINKING WATER AND SANITATION**

Bidder Name :

Address :

Telephone No. :

Mob No. :

S/No.	Particulars of job	Unit	Rate/Amount (in Rs. excluding taxes)	Taxes
1.	Translation Website and other documents in Hindi	Per 500 words		
2.		Per 1000 words		
3.		Per 2000 words		
4.		Per 3000 words		
5.		Per 4000 words		
6.		Per 5000 words		

Signature of the bidder

ANNEXURE - II
No. D-24015/02/2015-Genl,
Dated the ___ Aug 2015

DECLARATION

From:-

M/s.....

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To
The Under Secretary(Admn)
Ministry of Drinking Water & Sanitation,
8th Floor, Paryavaran Bhavan,
CGO Complex, Lodi Road,
New Delhi-110 003.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the supply orders for translation.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Ministry of Drinking Water and Sanitation, New Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name: _____

Designation with Seal of the Firm

Date:

PERFORMANCE STATEMENT FOR THE LAST 3 YEARS 2012-13, 2013-14 AND 2014-15

Name of the firm.....

Contract No.	Description of Stores	Quantity	Value	Original Delivery Period	Quantity supplied within original DP	Last supply position	Present position with reasons for delay
1	2	3	4	5	6	7	8

Signatures of Bidder

ANNEXURE - IV
No. D-24015/02/2015-Genl,
Dated the, _ Aug 2015

TENDER FEE COUPON

TENDER NO.: No. D-24015/2/2015-Genl.

Dated ____Aug 2015

TENDER SET NO _____

ISSUED TO

M/s.....

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Against request letter No. _____ Dated ____/_____/2015

And payment of an amount of Rs.500/- (Rupees Five hundred only) vide Demand Draft/

Pay order/Banker's Cheque No. _____ Dated ____/_____/2015.

Drawn at _____ Bank

TENDER DOCUMENT ISSUED ON _____.