

The Election Commission of India

Nirvachan Sadan, Ashok Road, New Delhi-110 001

No. 535/website/2016-17-OL

Dated : 10 January, 2017

Tender Notice for Translation Work

Sealed tenders are invited by the Election Commission of India for translating its website material from English to Hindi from bonafide translation firms/agencies as per the tender specifications mentioned in the Tender Schedule.

Last date of receipt of application in ECI is 17 February, 2017. For details log on to the commission's website <http://eci.nic.in> under link eci.nic.in/eci/eci.html and eci.nic.in/eci_main1/tender.aspx.

Sd/-

(Rachna Gupta)
Joint Director (Official Language)

The Election Commission of India

Nirvachan Sadan, Ashok Road, New Delhi-110001

F. No. 535/website/2016-17/OL

Dated : 10 January, 2017

TENDER NOTICE

Subject: **Inviting quotations from relevant firms/companies for English to Hindi translation and Hindi typing of the same, of approximately 6700 pages related to the website of Election Commission of India –regarding.**

The Election Commission of India invites quotations from translation firms/agencies for Translation from English to Hindi and its typing of approximately 6700 pages of the website of The Election Commission of India (ECI). However, the quantum of work may increase or decrease by 25 percent.

2. All the documents in support of eligibility criteria regarding authorization, the firm/agency should send for consideration to the ECI. The tenderers are advised in their own interest to submit the desired papers/documents with their technical and financial bids failing which their bids may be declared non-responsive/cancelled.

3. The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in favour of PAO, The Election Commission of India must be sent with the Tender in original in a sealed envelope superscripted with the words "**Offer of English to Hindi translation and typing of 6700 pages of the website of The Election Commission of India**" and has to be addressed to Smt. Rachna Gupta, J D (OL), The Election Commission of India, Room No 611, Nirvachan Sadan, Ashok Road, New Delhi-110 001. The sealed tenders can also be submitted in the R&I section located at the Ground Floor of the Nirvachan Sadan. The tenders complete in all respects should reach by **15.00 hrs on 17 February, 2017**. The Election Commission of India will not be responsible for the postal loss/delay.

The tender has been invited under **two bid system i.e. Technical bid and Financial bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for English to Hindi translation and Hindi typing of the same, of approximately 6700 pages related to the website of Election Commission of India**" and "**Financial Bid for English to Hindi translation and Hindi typing of the same, of approximately 6700 pages related to the website of Election Commission of India**" respectively. Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender bid for English to Hindi translation and Hindi typing of the same, of approximately 6700 pages related to the website of Election Commission of India**".

4. The tender shall be opened at **16.00 hrs on the same day i.e. 17 February, 2017** in Room No. 601 of Nirvachan Sadan by the committee appointed for the purpose in the presence of the representatives of the Tenderers, if any, who wish to be present on the spot at that time. The financial bids of only those Tenderers will be opened whose technical bids are found to be in order. Opening of Financial Bids of the eligible firms would be intimated later on. The committee appointed for the purpose by the commission, in the presence of those tenderers who may chose to be present, shall open the financial bids.

5. The successful bidder will have to deposit performance security as per rules.

6. The Election Commission of India reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any enquiry, after submission of the bids shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited.

7. The Technical bid and Financial Bid details are placed at Annexure A & B respectively.

8. Complete tender documents may be downloaded from the website of The Election Commission of India (<http://eci.nic.in>). Information on any issue of corrigendum related to this tender will also be available on the commission website.

Other terms and conditions:

9. Translation Agencies aspiring for this job will be selected on the basis of screening held by a Committee formed for this purpose. They should have the required facilities, equipments and manpower for the translation work. Relevant experience in translation services (including certificates, if any) should be submitted along with the applications.

10. *For test-checking the translation capabilities of the tendering translation firms/agencies, who are short-listed in the technical bid stage, a translation test may be carried out in the ECI's premises. This may be one of the criteria for selecting the translation agency. The date for the translation test would be intimated after the process of opening the technical bid is over*

11. The ECI's responsibility would be limited to provide the material for translation. All other equipments/software required for the tendered work should be arranged by the Agencies/Firms themselves. Also, any default on the timeline or accuracy of translations shall entail a financial penalty as determined by the ECI.

12. **The translation agency/firm shall ensure that this work is completed at the earliest and latest within the directed time-schedule** and it would have to be translated, arranged in presentable form and returned to the ECI in the same or any other pre-directed/decided format which should be compatible for the printing and / or uploading on the website.

13. Therefore, the agency should have the capabilities of extracting the material to be translated from one file format and to provide it in the same or different file formats as per ECI's requirement.
14. The necessary proof checking of the material so translated for its authenticity would be the responsibility of the translating agency. In case of negligence, it would be considered as breach of business ethics and would be duly dealt legally.
15. The agency so selected may also be entrusted to carry out the task of translation of fresh matter to be placed on our website(s) or released elsewhere on a continuing basis and for this purpose their translators and typists may be called any time in ECI premises as per the requirements for which payment shall be made at the same approved rate.
16. The translation of such material at times, be required to be provided at very short notice (Within a day or hours) depending on the size/volume/urgency of the matter.
17. The Tenderer shall submit the copy of PAN/TIN,VAT registration along with the Technical Bid of the tender document.
18. Any cutting/over writing in the tender must be signed by the Authorised signatory of Tenderer with company seal.
19. The cost of tender form is NIL.The tender is not transferable.
20. The selected agency would work from their premises. All manpower/equipments/Hardwares/software etc required for the tendered work should be arranged by the agency at their cost. ECI will not provide any office space, computers, Internet, telephone etc for the translation work.
21. The Selected agency will have to submit both the hard copy (Neatly typed) and the soft Copy (CDs) of the translation within the stipulated time. The ECI will not provide any stationery, papers, CDs etc for this purpose.
22. Translation charges (inclusive of translation charges, checking for accuracies and typing) per word should be quoted in the bids. No other payment, whatsoever, will be made for any activity/visit connected with the work other than the agreed translation charges.
23. The quality and accuracy of the translation by the agency will be checked by the ECI. Corrections, if any, will have to be carried out by the agency at their cost and the corrected version of both hard copy and soft copy will have to be re-submitted. No payment/compensation etc. will be made for corrections and reprint.
24. No advance payment shall be made. Payment will be made only after receipt of the finally accepted version, complete in all respects and to the satisfaction of the ECI.

25. The period of contract is one year i.e. from **1st April, 2017 to 31st March, 2018** which may further be extended for one more year on satisfactory work-performance and the requirement of the ECI.
26. The ECI will retain the right to terminate the contract at any point of time without assigning any reason and without any liability to the ECI.
27. The conditional bid shall not be considered and will be outrightly rejected in very first instance.
28. Applications received late and not in accordance with the requirements mentioned in paras above will be summarily rejected. Postal delay will not be accepted. The ECI reserves the sole right to reject all or any application on technical and financial soundness or any other reason as deemed fit and the decision of the ECI in this regard shall be final and binding.

(Rachna Gupta)
Joint Director (Official Language)

Technical Bid

1. Tender Reference No. :
2. Name of tenderer :
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted.

Adhering to the format given below is a pre-requisite for considering your quotation:

4. Complete office address of the Tenderer:
.....
.....
5. Contact details of authorized person of Tenderer who has signed the tender
 - (a) Name:
 - (b) Designation:
 - (c) Phone (Office)
 - (d) Mobile No.
 - (e) E-mail address:
6. EMD payment details (DD number & bank detail)
.....
.....(DD to be attached in Original)
7. Documents to be enclosed with the Technical bid are as under:
 - (a) Duly signed & stamped all pages of Tender documents as a mark of your acceptance.
 - (b) Copies of PAN/VAT/TIN
 - (c) Undertaking on letter head as per annexure "C"
 - (d) Relevant documents in support of experience in govt. department/autonomous bodies/PSUs etc.

Signature of the Tenderer with rubber Stamp

Date :

Place:

Financial Bid

1. Tender Ref. No.
2. Name of the Tenderer
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted.

Adhering to the format given below is a pre-requisite for considering your quotations:

S. No.	Item	Quantity	Charges per 1000/- word including typing etc. (in Rs.)	Total charge (in Rs.)	Rate (charges) per thousand words if the total no. of source (English) pages exceed 6700.
1.	Inviting quotations from relevant firms/companies for English to Hindi Translation and Hindi typing of the same, of approximately 6700 pages related to the website of Election Commission of India-regarding	6700 Pages* (approx.) (With an average of 300 words per page) *Note : The Number of pages can be increased/decreased as per the requirement.			

The above quoted price should be inclusive of basic price with all taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the Financial bid. The Election Commission of India will not issue any form toward rebate/exclusion of Sales Tax/VAT.

It is hereby confirmed that we shall abide by all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (11) of “other terms and conditions” of this tender.

Signature of the tenderer with rubber stamp

Undertaking
(On Company letter head)

1. The undersigned certifies that I have gone through the terms and conditions mentioned above and undertake to comply with them. The rates, quoted by me are valid.
2. That the Translation shall be of the best quality and confirm as per the requirements of the institution specified in the technical specification of the bid documents. The decision of The Election Commission of India as regard the quality and kind of Translation shall be final and binding on me.
3. The conditions herein contained shall form part of and shall be taken as it they are included in the agreement to be entered into or treated as agreement itself at the discretion of the ECI.
4. The ECI, if deemed necessary, would expect our company/firm to change any Translation on its being found to be of inferior quality and it shall be replaced by me in time to prevent inconvenience.
5. I undertake, that the prices quoted by me are lowest and I have not quoted any price lower than this anywhere in India.
6. I also undertake that we are not a defaulter to any Govt. Organisation/PSU since last 2 years for any reason.

Signature of the Tenderer with rubber stamp

Date:

Place:

