

## TENDER NOTICE

Quotations are invited from Translation Agencies / Firms to be included in the proposed panel (for a period of 2 years) of the Ministry of Health and Family Welfare for doing translation work, specially from English to the Hindi, of the health related and other various topics and the website of the Ministry (Individuals need not apply).

2. The tender is required to be submitted on twin bid basis i.e. **Technical Bid** (Annexure-II) and the **Financial Bid** (Annexure-III) complete in all respect, in separate sealed envelopes superscribed 'Technical Bid' and 'Financial Bid'. Both these covers should be enclosed in a separate envelope superscribed "**Quotation for Hindi translation work**". The sealed quotations should reach this Department i.e. **Smt. Niharika Singh, Joint Director (OL)**, Ministry of Health & Family Welfare, Room No.754, 'A' Wing, Nirman Bhawan, New Delhi by 1400 hrs on **01 September, 2017** along with a Demand Draft/Bankers Cheque for Rs. 2,000/- on account of earnest money. The quotation will be opened at 1500 hrs on the same day. Tenderer or their representative need to remain present at the time of opening of the tender.
3. All successful bidders finalized for empanelment, will be required to sign a contract with Ministry of Health & Family Welfare for doing translation work on L1 (lowest rate) as per the terms and conditions enclosed as Annexure-I.
4. The tender notice and detailed terms and conditions (Annexure-I) and other Annexures II to IV and Section 2, can also be downloaded from the Ministry's website [www.mohfw.nic.in](http://www.mohfw.nic.in).

  
(Niharika Singh)  
Joint Director (OL)  
Tel: 2306 0162

Copy to:

NIC, Ministry of Health and Family Welfare, New Delhi – with the request to upload the Tender Notice and terms and conditions (Annexure-I) and Annexure I to IV, Section 2 on the website of MoH&FW.



GENERAL TERMS & CONDITIONS

1. Translation Agencies/Firms aspiring for inclusion in the proposed panel will be selected on the basis of screening held by Evaluation Committee formed for this purpose.
2. The Agencies/Firms should submit proof of providing translation services and references (viz. work orders, **TDS deduction** certificates, work completion certificates, etc.) to other Ministries/Departments/ Offices etc. should be enclosed along with their quotations. Tenders received without relevant documents will not be entertained.
3. 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** or as advised by the concerned authority through e-mail. Since the assigned work is of time bound nature, it is 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.
4. 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. MoH&FW 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.
5. Translation work to be assigned, could be of any nature viz. technical/non-technical material, report, speech etc
6. 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.
7. **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.
8. **Duration of Assignment-**
  - 8.1 Translation work may be given even in odd hours through e-mail or hard copy, which would be required to complete on urgent basis within the prescribed time limit with accuracy.
  - 8.2 The Agency / its translators would be required to be in constant communication with the concerned officials of the Ministry through email/ phone till the task is completed satisfactorily.
9. The Agency/Firm could be removed from the Empanelled list if the quality of the translation work is not found upto the mark or complete translation is not provided within the given time limit, in such case, concerned Agency/Firm will not be assigned any translation work.