

**National Institute of Disaster Management**  
Ministry of Home Affairs, Government of India  
5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg,  
New Delhi - 110 002 (INDIA)

No. NIDM/Tender/Hindi Translation/2015-16

Dated: 12.11.2015

**TENDER NOTICE**

**Sub: Inviting quotations for empanelment for the period of 1-3 years from relevant firms/companies for English to Hindi translation and Hindi typing of the same in respect of NIDM – regarding.**

The National Institute of Disaster Management (NIDM) invites sealed tender from well established reputed firms/agencies for providing services of translation of 12-15 training modules each consisting of approx. 150-200 pages from English to Hindi and Hindi typing of the same on the terms of conditions given in Annexure-I.

2. All the documents in support of eligibility criteria regarding authorization, the firm/agency should send for consideration to NIDM, 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. Payment will be made by cheque/ECS transfer, as mandated by the Central Government from time-to-time, after satisfactory completion of the work. Pre receipted bill, in triplicate, may be forwarded for processing payment. PAN & VAT No. may be given on the quotation. TDS, as applicable, will be deducted from the total bill.

4. The tender has been invited under **one bid system i.e. Financial Bid**. The interested agencies are advised to submit sealed envelope super scribing “**Financial Bid for English to Hindi Translation and Hindi typing of the same for NIDM**”. It has to be addressed to The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Government of India, 5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg, New Delhi - 110 002 and should reach NIDM not later than 17:00 Hrs on 26.11.2015.

5. The tender shall be opened at 15:00 hrs on the 27.11.2015 at National Institute of Disaster Management, Ministry of Home Affairs, Government of India, 5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg, New Delhi - 110 002 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.

6. Agency/firm should submit their proof of ability to complete the Hindi translation within the given timelines. Proof of providing Hindi translation services and references to other Ministries/Dept/Offices etc. may be submitted along with their quotations.

7. NIDM 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 document without assigning any reason thereof.
8. The financial bid details are placed as Annexure A.
9. Complete tender documents may be downloaded from the website of NIDM i.e. [www.nidm.gov.in](http://www.nidm.gov.in) Information on any issue of corrigendum related to this tender will also be available on the NIDM website.

### **Other Terms and Conditions**

1. 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 application.
2. Tender is invited for translation of 12-15 modules each consisting of approx. 150-200 pages from English to Hindi and Hindi typing of the same. However, total number of pages may increase or decrease at the discretion of NIDM.
3. The agency/firm would be required to work in coordination with NIDM, New Delhi. The agency/firm should have persons with excellent knowledge of Hindi and English.
4. The selected agency would work from their premises. All manpower/equipments/hardware/software etc. Required for the tendered work should be arranged by the agency at their own cost. NIDM will not provide any office space, computers, internet, telephones etc. for the translation works. Suitable Hindi fonts, to be ascertained from NIDM, should only be used for preparing the Hindi text.
5. 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. NIDM will not provide any stationary, papers, CDs, etc. for this purpose.
6. Translation Charges (inclusive of translation charges, checking for accuracies and typing) per page should be quoted in the bids. No other payment, whatsoever, will be made for any activity/visit connected with the work than the agreed translation charges.
7. 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.
8. The quality and accuracy of the translation by the agency will be checked by NIDM. 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 resubmitted. No payments/compensation etc. will be made for corrections and reprint.
9. No advance payments shall be made. Payments will be made only after receipt of the finally accepted version, complete in all respects and to the satisfaction of NIDM.

10. NIDM will retain the right to terminate the contract at any point of time, without assigning any reasons and without any liability to NIDM.
11. 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.
12. Any cutting/over writing in the tender must be signed by the Authorized Signatory of tenderer with company seal.
13. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.
14. The conditional bid shall not be considered and will be outrightly rejected in very first instance.
15. Bids must be sent on proper letter head and in sealed envelope with complete postal address, telephone number, fax number and email id and marked with captions “**Tender Bid for English to Hindi Translation and Hindi typing of the same for NIDM**” addressed to The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Government of India, 5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg, New Delhi - 110 002.
16. Incomplete tenders and tenders received late will be summarily rejected. NIDM reserves the right to reject all or any tender on technical and financial soundness or any other reasons as deemed fit and the decision of NIDM in this regard shall be final.
17. For judicial adjudications, if any, arising out of the contract shall be subject to the jurisdiction of the Court in Delhi only.

**Financial Bid**

**Tender Bid for English to Hindi Translation and Hindi typing of the same for NIDM**

1. Tender Ref. No. & Date :
2. Name of Agency/Firm :
3. Complete office Address of Agency:

Telephone No:  
Fax No:  
Email Address:

4. PAN No.
5. VAT No.
6. 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.

Sl. No.	Particular of job	Quantity	Rate/Amount (in Rs. Excluding taxes)	Taxes, if any	Total
1	Rate per page for translation of 12-15 training modules each consisting of approx. 150-200 pages from English to Hindi and Hindi typing of the same.	250-300 words per page			

It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplied from our end as specified in terms & conditions of this tender.

Date: \_\_\_\_\_

Signature of the Tenderer with Seal

Name:

Place: \_\_\_\_\_

Designation:

**Undertaking**

(On Company letter head)

1. The undersigned certify 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 confirms as per the requirement of the institution specified in the technical specification of the bid documents. The decision of National Institute of Disaster Management, New Delhi 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 NIDM.
4. NIDM if 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. Ministry/Dept/Organisation/PSU since last two years for any reason.

Signature of the Tenderer with date and  
rubber stamp

Name of the authorized signatory:

Designation: