



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**

(Department of Empowerment of Persons with Disabilities)
(Ministry of Social Justice & Empowerment, Govt of India)

Manovikas Nagar, Secunderabad – 500 009

An ISO 9001-2015 Institution

040-27751741 Extn 258

Website: www.niepid.nic.in



**E-NOTICE INVITING TENDER FOR “TRANSLATION WORK AT
NIEPID SECUNDERABAD”**

Tender No: NIEPID/Pur.10(04)/2018-19		DATED: 04.12.2018
IMPORTANT DATES		
Clarification End Date		26.12.2018 (1330 hrs)
Bid Submission End Date (online)		26.12.2018 (1530 hrs)
Date of Technical Bid Opening (online)		27.12.2018(1530 hrs)

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.

E-NOTICE INVITING TENDER (NIT)

1. E-tenders are invited for translation from various agencies/firms/individuals for doing translation work, from English to Hindi, Telugu, Tamil, Kannada, Odia, Gujarati, Malayalam, Bengali, Assamee and Marathi

2. Brief description of the Selection Process:

The NIEPID will adopt a two stage selection process (collectively the "Selection Process") in evaluating the E-Proposals comprising in Two Covers (Technical and Financial bids) online through Central Public Procurement Portal Website.

3. Earnest Money Deposit (EMD):

The cost of the Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh Only) is to be transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.

The earnest money of unsuccessful Bidder shall be refunded after final award of Contract. EMD of the successful Bidder will be released after the Bidder/Bidders sign the final agreement and furnishes the Performance Guarantee. The EMD shall not carry any interest. The EMD will be forfeited on account of one or more of the following reasons:

- a) Bidder withdraws the Proposal during the validity period specified in e-Tender document.
- b) Bidder does not respond to request for clarification of its Proposal/substandard works.
- c) Bidder fails to provide required information during the evaluation process or is found to be non-responsible.
- d) In case of a successful Bidder, if fails to sign the Agreement in time as per schedule; or furnish the Performance Guarantee.

TECHNICAL BID - A
QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR
E-TENDER QUOTATION FOR “TRANSLATION WORK AT NIEPID SECUNDERABAD”

1. (a) Name of the Firm / Agency :
(Full Address with Tel. No)
(b) Status of Agency :
Including Partners
2. Details of any Tie – ups :
(Please attach)
3. Financial status of Bidders and / or :
his associates including Annual Report
of past 3 years duly authenticated
by Chartered Accountant including Income
Tax Return for the last 03 financial years
(Enclose copies)
4. IT Returns should submitted for the year
2015-16, 2016-17 & 2017-18
5. Name of 3 clients wherein similar :
work have been carriedout
(attach copies of work order)
of value of Rs.25 lakhs and above
6. Solvency Certificate of the value of :
5 Lakhs to be certificate which should
not be older than last 03 months from
the last date of submission
7. Registration No. of the Firms / Agency
GST Registration No. :
8. Income Tax No. / PAN No. :
9. Details of EMD :
RTGS/NEFT No..... Date: for Rs.....
10. Total_____ number of pages / documents from Sl.No. ___to ___are attached with
the tender document and all are duly numbered, signed with office seal and date.(to the
extend possible , for better transparency)

Date

Signature of the Contractor or his
Authorized Signatory with Seal of
the Agency / Firm

Note: The above document as proof should be enclosed along with the technical bid
apart from the documents stated in the General Terms and Conditions
Compulsorily.

GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **26.12.2018** or on such later date, as may be notified by NIEPID. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.
2. The tender shall remain open for acceptance for One hundred & twenty days from the date of opening of tenders by National Institute for the Empowerment of Persons with Intellectual Disabilities (NIEPID). The time limit for acceptance may be extended by NIEPID at its discretion for such further period, as it may notify.
3. Tender should be submitted online through www.eprocure.gov.in Tender documents shall be downloaded from NIEPID website for free and Earnest money amounting to **Rs.1,00,000/-** (Rupees One Lakh only) should transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The detail of UTR No. is required to be uploaded alongwith the tender document as proof of the payment through RTGS.
4. Tenders received without EMD or not in the proper format or incomplete bid proposals shall be liable to be summarily rejected at the discretion of NIEPID.
5. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price/ financial Bid.
 - a. Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details.
 - b. Price Bids shall consist of item-wise price details in the given Proforma of the tender.
 - c. At the time and date of opening of tender, only technical bids shall be opened.
 - d. The time and date of opening of price bids shall be intimated to the technically qualified bidders later.
 - e. Tender not complying with the above conditions are liable to be rejected without any further reference.
 - f. This tender document is not transferable. The tendered work if awarded, is not transferable.
 - g. The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.
6. All tenderer should quote his / her rates in terms of Indian Rupees inclusive of all taxes and duties.
7. All pages of the tender papers should be signed, stamped and dated including the annexures.
8. Hand written quotation shall not be entertained.
9. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected at the time of opening the tender.
10. The Institute reserves the right to relax any of the above conditions.
11. Payments will be made only after the works completed and after completion of satisfactory work. There shall not be any advance payment and no such request shall be entertained.

12. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration, if it is so approved.
13. .The successful bidder shall within 10 days of issue of letter of intent should give his acceptance along with a security deposit of 10% of the purchase value in the form of DD or Bank Guarantee from any Nationalized /Scheduled Bank drawn in favour of "The Director, NIEPID".
14. Late / delayed tenders shall not be entertained in any case. Certificates other than those stated in the forgoing clauses shall be rejected straightaway. Any other / further clarifications in connection with submission of the tender may be made from the office of Purchase Section NIEPID during office hours on all working days.
15. The translated languages may increase or decrease as per the requirement of the institute.
16. IT, TDS/GST TDS will be deducted as per rules.
17. Exemption from tender fee cost and EMD will be applicable only to the bidders who attach valid documents as per public procurement policy for MSEs, Govt of India.

ACCEPTANCE CERTIFICATE FOR FINANCIAL BID

I.....(designation).
..... of (Name of the
Company) hereby
accept the above-mentioned Terms & Conditions for Translation work.

Signature &
Company Seal

Date:

Annexure – B
Financial Bid Format

Name of the Agency/Firm : _____

Address with Phone No : _____

Translation Languages

- | | |
|-------------------------|------------------------|
| 1. English to Hindi | 2. English to Telugu |
| 3. English to Tamil | 4. English to Kannada |
| 5. English to Odia | 6. English to Gujarati |
| 7. English to Malayalam | 8. English to Assamese |
| 9. English to Marathi | 10. English to Punjabi |
| 11. English to Bengali | |

Please quote rate (all Inclusive with taxes) in the following format of TRANSLATION Including Translation, Page Layout, Proof Reading, Vetting, Typing and all other expenses incidental to this work and Rate must quote per page.

Sl.No	Page Size	Rate for words												
		1-10	11-25	26-50	51-75	76-100	101-125	126-150	151-175	176-200	201-225	226-250	251-275	276-300
1.	A4													
2.	A5													
3.	1/8 crown (7.5" x 10")													
4.	Flip Chart - A3													
5.	Flip Chart - Half of A3 in vertical													
3.	Poster of any Size													

- Note – above 300 words will be paid on pro-rata basis

Note : Bidders are requested to read the eligibility criteria and terms & conditions under

TERMS & CONDITIONS FOR PRICE BID

1. The rates shall be on F.O.R at NIEPID, Secunderabad as stated in the tender document.
2. The rates shall be inclusive of all taxes, duties as applicable.
3. Prices shall be firm until the completion of work or supply and no enhancements of rates will be done / is permitted because of any escalation.
4. The statutory deductions like GST, GST TDS, Income Tax, etc., as per standard norms will be made from the bills.
5. NIEPID reserves the right to accept or reject any or part of offers without assigning any reason.
6. The offers once received will not be returned to the agencies.
7. The quantity of work can be increased or decreased as per our requirement.
8. The work shall be carried out strictly in accordance with the terms, conditions and specification as stipulated in the agreement, in the approved workman like manner and as per standard practice.
9. The Contractor shall follow all safety rules and security procedure that are in vogue and applicable during execution of work.
10. In case of any dispute, the decision of Director NIEPID shall be final.
11. The work should be completed within the 60 days from the date of Purchase order. Delay in work the demurrage charges will levied as per rules.

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ACCEPTANCE CERTIFICATE FOR FINANCIAL BID

I.....(designation).
..... of (Name of the Company)
..... hereby accept the above-
mentioned Terms & Conditions for Translation work.

Signature &
Company Seal

Date: