



CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan

61-65, Institutional Area, Opp-'D' Block, Janakpuri, New Delhi

F.No : 2-23/2018-19/CCRUM/Rajbhasha

Date: 22.07.2021

Tender Notice

Subject : Inviting Tenders for Annual Rate Contract for Translation of Contents for Website and other documents in Hindi in Central Council for Research in Unani Medicine (CCRUM) under Ministry of Ayush, Govt. of india-reg...

Sealed tenders are invited from interested and eligible Delhi based translation agencies/firms for Annual Rate Contract for **translation of Contents for Website and other documents in Hindi** in the Central Council for Research in Unani Medicine under Ministry of Ayush, Govt. of India . The detailed information and Terms & condition enclosed at Annexure-I

2. the Tender is required to be submitted on **two bid Systems** i.e Technical Bid (Annexure-II) and the Financial Bid (Annexure-III) complete in all respect along with a demand Draft/Bankers Cheque of **Rs 10,000/- on account of EMD** in favour of Director General, CCRUM, New Delhi.

3. The Sealed Quotation should reach to the Director General, Central Council for Research in Unani Medicine, 61-65 Institutional Area, Opp, 'D' Block, Janakpuri, New Delhi-110058 latest by 15hrs on 12th Aug, 2021. The quotation will be opened at 1530 hrs on the same day i.e 12th Aug, 2021.

4. The Complete tender documents i.e tender notice and annexure (I-VI) for detailed terms & conditions, technical, financial bid, submission letter and undertaking letter may be downloaded from council's website (www.ccrum.res.in). Further information if any , regarding issue of corrigendum etc, related to this tender will also be available on the Council's website.


(K.K. Sapra)

Assistant Director (Admn)

Encl: As above

Terms & Conditions

A. Technical Terms & Conditions

1. The Translation agencies/firms should undertake jobs for Translation of contents for website and other documents in Hindi as per instruction of Central Council for Research in Unani Medicine .
2. Translation work to be assigned could be of any nature viz. technical/non technical material, report, speech etc.
3. Assigned work is required to be translated precisely from English to Hindi 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. Translation work may be given even in odd hours through e-mail or hard copy, which would be required to be completed on Urgent Basis within the prescribed time limit with accuracy.
5. The Translation of material at times, be required to be provided at very short notice (within a day/ hours/minutes) depending on the size/volume/urgency of the matter.
6. The Agency. Its Translation would be required to be in constant communication with the concerned officials of the council through email/phone till the task is completed satisfactorily.
7. 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. CCRUM will not provide any office space, manpower, computers, internet, telephone, etc. for the translation works. The CCRUM should not be held responsible or involve in any litigation by the employee of the agency. Firm arising out of the work assigned by CCRUM to the agency/firm.
8. The Selected agency will have to collect the contents for Translation work to submit both the Hard Copy (neatly Typed) and the Soft Copy (CDs/e-mail of the translation within the stipulated time in person. The Council will not Provide any Stationery, Papers, CDs, Etc. for this purpose.
9. Any content supplied to the agency/firm for translation work, shall be considered confidential and shall not be divulged to anybody. This obligation at agency shall be in force even after the termination of contract.
10. The quality and accuracy of the translation by the agency will be checked by the council. 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 correction and reprint.
11. 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. The payment will be made based on accepted rate per word processor.
12. 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 Council.



B. General Terms & Conditions

13. 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. They should have the required facilities, equipments and manpower for the translation work. Relevant experienced in Translation services (including certificates, satisfactory reports etc, if any) should be submitted along with the technical bid.
14. The Agencies/Firms should submit proof of providing translation services and references (viz. work orders, TDS deduction certificates, Work completion certificates, satisfactory report, experience certificate etc. to other Ministries/Departments/Offices/Govt. Organizations etc. Should be enclosed along with their quotations. Tenders received without relevant documents will not be entertained.
15. The Tenderer shall submit the Copy of PAN, TIN, VAT registration along with the technical Bid of the Tender document.
16. The firm/agency should have minimum financial turnover of rs.5.00 lakhs during last three years.
17. Translation Agency and the translators proposed to be engaged should have a minimum experience of 3 years in translation work. The proposed number of translators is to be minimum of five.
18. 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 order.
19. Each bidder should submit an EMD of Rs. 10,000 (Rupees Ten thousand Only) along with the Quotation for Hindi Translation. EMD will be exempted on production of certificate issued from MSME/NSIC if any.
20. The Successful agency/bidder awarded the rate Contract will have to submit a performance Security, Rs. 15,000/- through Demand Draft, FD or in a form of a Bank Guarantee from any Commercial Bank within 15 days of the award of the contract.
21. The firm/agency could be removed from the empanelled list; if the quality of translation work is not found upto the mark or incomplete translation work is provided.
22. "Corrupt And Fraudulent Practices- The Council will suspend assignment of works, if it determines that the agency recommend for empanelment as engaged in corrupt and fraudulent practice (like- offering, giving, receiving or soliciting of anything of value to influence the action of the public officials, misrepresentation of facts in order to influence empanelment process of execution of a contract to the detriment of Council and include collusive practice among authorized service provider etc) and initiate process for dis-empanelment."
23. 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.
24. the council reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the tender documents without giving any notice to assigning any reason thereof. The decision of the council will be final and binding.
25. The council reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
26. The Council will retain the right to terminate the contract at any point of time, without assigning any reasons and without any liability to the council.



C. Submission of Tender/Proposal

27. The Technical Proposals will include following essential documents-each of them duly signed and stamped.

- I. Checklist for submission of tender (Annexure-IV)
- II. Technical proposal submission letter (Annexure-V)
- III. Technical Bid (Annexure-II)
- IV. Undertaking/Declaration Letter (Annexure-VI)
- V Copy of Proof of Name and Address of the agency.
- VI. Registration/Dealership Certificate
- VII. Ateested Copy of Proof for contract for translation existing with other Govt/Semi-Govt/PSU etc.
- VIII. Copy of Income Test Return of the agency/Translators for the last 3 Years
- IX. Copy of Tender Document signed and stamped.
- X. Copy of PAN/TAN/TIN/Sale Tax/VAT- Self attested
- XI. Bank Statement with p&L Account for last One Year.
- XII. Statement for turnover of minimum of Rs 5.00 Lakh during last 3 year.
- XIII. Copy of Satisfactory Report from Govt.Ministry.Dept/organization for Translation work in Hindi for Website as per Rajbhasha Vibhag, Govt of India (Minimum three reports)
- XIV. Details/copy of work experience of last three years for translation in Hindi as per Rajbhasha Vibhag. Govt of India.

28. The Tenderer should sign and stamp each part of this tender document and all its Annexure as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. No page should be removed/detached from the tender document.

29. the original proposal (Technical proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting. Any cutting/over writing in the tender must be signed by the authorized signatory of tenderer with company seal.

30. The Technical Bid and EMD should be placed in a sealed envelope and super scribed as

“ Technical Bid for Translation of contents for website and other documents in Hindi”.

31. Further, the Financial Proposal/Bid (Annexure III) shall be placed in a sealed envelope and super scribed **“ Financial Bid for Translation of contents for Website and other documents in Hindi”.**

If the Financial Bid is not submitted in a separate sealed envelope duly super-scribe as indicated above, this will constitute grounds for declaring the Bid non-responsive.

32. Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelope shall be super-scribed "**Technical & Financial Bids for Translation of Contents for website and other documents in Hindi in Central Council for research in Unani Medicine, New Delhi**" with the due date for submission. The bottom Left Corner of the Outer cover should carry the full name, address, contact nos, e-mail address etc. of the agency submitting the proposal.

33. The outer envelope containing the sealed Technical and Financial Bids should be addressed to:

**The Director General,
Central Council for Research in Unani Medicine
61-65, Institutional Area, Opp. 'D' Block,
Janakpuri, New Delhi-110058**

34. Tender received late and not in accordance with the requirements mentioned in para above will be summarily rejected. Postal delay will not be accepted.

35. The tender is not Transferable.

36. An authorized representative of the firm should authenticate all pages of the Technical and Financial Proposals either by putting initials or full signatures on each page.

37. The Technical and Financial Proposals should be submitted **latest by 1500hrs on 12th Aug, 2021**. The technical proposal will be opened at 1530hrs on same day i.e **12th Aug, 2021**.

38. The proposals should be accompanied by an EMD in the form of a demad draft/guarantee of Rs.10000/- (Rs Fifteen Thousand only) drawn in favor of **Director General, CCRUM** payable at New Delhi towards earnest money deposit (EMD) . Tenders received without EMD shall not be considered.

D. Penalty Clause

39. In case of backing out from the tendering, the EMD may be forfeited in full or in part as decided by competent authority.

i. In case of delay/untimely submission of Work/assignments, a penalty of 0.5% of the contract value per day subject to a maximum of 10% of 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. In case of failure to perform the job by the agency/firm, the job will be executed through other agencies. The cost will have to be borne by the agency/firm to whom the work has been originally assigned.

iii. After issue of the contract, the performance Guarantee is liable to be forfeited in full or part in case of underperformance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the council .

E. Termination

40. The council may terminate the contract of the agency in case of the occurrence of any of the events specified below:

- i. if the Agency becomes insolvent or goes into compulsory liquidation.
- ii. If the Agency, in the judgment of Council has engaged in corrupt or fraudulent practices in competing for or in executing this contract.
- iii. If the Agency submits to the council a false statement which has a material effect on the rights, obligations or interests of the council.
- iv. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the council.
- v. If the Agency fails to provide the quality services as envisaged under this contract. Reasons for the same would be recorded in writing. In such an occurrence the council shall give a written advance notice before terminating the contract of Agency.
- vi) Any other reason(s) as deemed fit by Council.



Technical Bid

(For Translation of contents for website and other documents in Hindi for
Central Council for Research in Unani Medicine, New Delhi)

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. TIN/TAN No.
6. Contact details of authorized person of agency/firm who have signed the tender. Name:
Designation: Phone
No. (Office): Mobile
No. : E-mail
Address

7. Submission of technical confirmation to be the requirement:

Sl. No.	Item Description	Confirmation by bidder for requirement (Yes/No)
1	Inviting quotation form relevant agencies/firm for translation of content for website and other documents in Hindi Central Council for Research in Unani Medicine, New Delhi	

8. Work Experience for Hindi Translation:

Sl. No.	Name of Translator	Educational Qualification	Translation work handled	Duration of Assignment/ year	Name of Deptt/Org.	Remarks
1						
			Total			

(Enclosed proof of work done in Central Ministries/Deptt/Organization. (Certificates, TDS Deduction Certificate, Work completion certificate, satisfactory reports etc)

9. EMD payment details:

Sl. No.	Amount	DD No.	Date	Issued Bank Name	Branch
1					

(DD to be attached in original)

10. Whether the tender documents have been signed and stamped, as a token of having read and understood the terms & conditions contained therein and submitted the same along-with the bid.

Yes/No

11. Document to be enclosed with the Technical bid are as under:

- i) Dully signed & stamped all pages of Tender documents along-with annexure as a mark of your acceptance.
- ii) Undertaking/declaration letter.
- iii) EMD
- iv) Copies of PAN/TAN/TIN/VAT
- v) Copy of Income Tax Return of the agency for the financial year 2017-18, 2018-19 and 2019-20.
- vi) Copy of Address proof of agency
- vii) Relevant documents in support of experiences in Govt Deptt./Organization/PSU etc during the last three financial years 2017-18, 2018-19 and 2019-20 .

Date: _____

Place: _____

Signature of the Tenderer with Seal

Name: _____

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Designation

Financial Bid

(For Translation of contents for website and other documents in Hindi for
Central Council for Research in Unani Medicine, New Delhi)

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

Telephone No.

Fax No.

Email Address

4. 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	Translation of contents for website and other documents in Hindi	Per 300 words			
2		Per 500 words			
3		Per 1000 words			
4		Per 2000 words			
5		Per 3000 words			
6		Per 4000 words			
7		Per 5000 words			

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: _____

Place: _____

Signature of the Tenderer with Seal

Name: _____

Designation _____

Checklist for submission of Tender

(For Translation of contents for website and other documents in Hindi for
Central Council for Research in Unani Medicine, New Delhi)

Tender Ref. No. and date:

Name of Agency/firm:

Sl. No.	Required information/document	Confirmation by bidder (Yes or No)	If yes, supporting document attached (Yes or No)
1	Have you prepared, signed & submitted Tender Submission Letter (Annex-V) ?		
2	Have you prepared, signed & submitted Undertaking/Declaration Letter (Annex-VI) ?		
2	Have you signed & stamped all pages of tender document including Terms & Conditions (Annex-I) ?		
3	Have you completed the form of Technical Bid (Annex-II) ?		
4	Have you completed the form of Financial Bid (Annex-III) and sealed in separate envelope?		
	Have you submitted EMD of Rs. 10,000/- through DD/Bankers Cheque?		
5	Do you have proof of Name & Address of the Agency/firm/ Company?		
6	Do you have Registration Certificate of your agency?		
7	Do you have proof for contract for translation existing with Govt./Semi Govt./PSU etc.?		
8	Do you have copy of Income Tax Return for last 3 years?		
9	Do you have PAN/TIN/Sale Tax/Service Tax/VAT No.?		
10	Do you have Bank Statement with P&L A/c for last one year?		
11	Whether your agency turnover is minimum of Rs. 5.00 lakh during last 3 years?		
12	Do you have atleast three Satisfactory Report from Govt. Ministry/Deptt/ Organization for translation work in Hindi for website as per Rajbhasha Vibhag?		
13	Do you have atleast there years experience for translation in Hindi as per Rajbhasha Vibhag, Govt. of India?		

Signature of the Tenderer with rubber stamp

Name of the authorized signatory:

Designation:

Technical Proposal

Technical Proposal Submission Letter

Location
Dated

From:
Name & Address of the firm

To,
The Director General,
Central Council for Research in Unani Medicine,
61-65, Institutional Area, Opp. 'D' Block,
Janakpuri, New Delhi-110058

Subject: Translation of contents for website and other documents in Hindi Central Council for Research in Unani Medicine under Ministry of Ayush, Govt of India- regarding.

Sir,

We, the undersigned, offer to undertake the assignment of translation work of contents for website and other documents in Hindi Central Council for Research in Unani Medicine under Ministry of Ayush, Govt of India, in accordance with your Tender Document No. _____ dated _____. We hereby submit our Technical Proposal for the same.

We understand you are not bound to accept any proposal you receive.

Yours Sincerely,

Signature

Name & Designation of the authorized signatory:

Name of agency/firm:

Address:

Phone No.:

Mobile No.:

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 Central Council for Research in Unani Medicine, 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 the Council.
4. The CCRUM, deemed 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/Deptt/Organisation/PSU since last two years for any reason.

Signature of the Tenderer with rubber stamp

Name of the authorized signatory:

Designation: