

Government eProcurement System		eProcurement System Government of India			
		Tender Details			
		Date : 11-Jan-2023 01:06 PM			
		Print			
<b>Basic Details</b>					
<b>Organisation Chain</b>	Indian Maritime University  IMU Headquarters - Chennai				
<b>Tender Reference Number</b>	IMU-HQ/R/71/68/02/2022-PUR				
<b>Tender ID</b>	2023_IMU_734276_1				
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Fixed-rate		
<b>Tender Category</b>	Services	<b>No. of Covers</b>	1		
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No		
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No		
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No		
<b>Cover Details, No. Of Covers - 1</b>					
Cover No	Cover	Document Type	Description		
1	Fee/PreQual/Technical/Finance	.pdf	Experience and Eligibility as per Annexure-A		
		.xls	Financial Cover		
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>				<b>EMD Fee Details</b>	
<b>Tender Fee in ₹</b>	0.00	<b>Fee Payable To</b>	Nil	<b>EMD Amount in ₹</b>	0.00
<b>Fee Payable At</b>	Nil	<b>EMD through BG/ST or EMD Exemption Allowed</b>	No		
<b>Tender Fee Exemption Allowed</b>	No	<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
		<b>EMD Payable To</b>	Nil	<b>EMD Payable At</b>	Nil
<b>Work / Item(s)</b>					
<b>Title</b>	Tender for translation of documents from English to Hindi on rate contract basis				
<b>Work Description</b>	Translation services				
<b>Pre Qualification Details</b>	eligibility criteria as per annexure A				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Value in ₹</b>	NA	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	Translation services
<b>Contract Type</b>	Rate Contract	<b>Bid Validity(Days)</b>	180	<b>Period Of Work (Days)</b>	365
<b>Location</b>	IMU-HQ Chennai	<b>Pincode</b>	600119	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	IMU-HQ Chennai
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		
<b>Critical Dates</b>					
<b>Publish Date</b>	11-Jan-2023 01:05 PM	<b>Bid Opening Date</b>	01-Feb-2023 04:30 PM		
	11-Jan-2023 01:10 PM		31-Jan-2023 04:00 PM		

<b>Document Download / Sale Start Date</b>		<b>Document Download / Sale End Date</b>	
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	11-Jan-2023 01:20 PM	<b>Bid Submission End Date</b>	31-Jan-2023 04:00 PM

  

<b>Tender Documents</b>					
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>	
	1	Tendernotice_1.pdf	Tender for translation of documents from English to Hindi on rate contract basis	469.09	
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	BOQ	BOQ_772155.xls	PRICE BID FORMAT	226.50
	2	Additional Documents	FORMATS.rar	Formats	23.75
	3	Tender Documents	tenderfortranslationservices.pdf	Tender for translation of documents from English to Hindi on rate contract basis	455.07

  

<b>Tender Inviting Authority</b>	
<b>Name</b>	Deputy Registrar (Pur)
<b>Address</b>	IMU-HQ Chennai



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS



**Indian Maritime University**  
**(A Central University, Govt. of India)**  
**East Coast Road, Semmencherry,**  
**Sholinganallur (P.O), Chennai 600 119.**  
**Tel: (044) 2453 9020, Fax: 2453 0342**



File Ref. No. IMU-HQ/R/71/68/02/2022-PUR

11.01.2023

### Notice Inviting Tender

Bids are invited from reputed translation Firms, under single bid system for translation of documents from English to Hindi on rate contract basis.

The tender document can be downloaded from the University website [www.imu.edu.in](http://www.imu.edu.in) or from <http://eprocure.gov.in/eprocure/app> from 11.01.2023 onwards. The last date for receiving tender through CPP e Procurement Portal is **4:00 PM on 31.01.2023.**

  
Deputy Registrar (A)

IMU-HQ

## 1. Introduction and information regarding tender

The Indian Maritime University (IMU) is a Central University, Under Ministry of Shipping established in the year 2008. IMU-Headquarters has requirement for Translation of documents from English to Hindi on rate contract basis. In this regard, bids are invited from the eligible reputed and well established service providers through CPP e Procurement Portal for the same.

The tender document can be downloaded from the University website [www.imu.edu.in](http://www.imu.edu.in) or from <http://eprocure.gov.in/eprocure/app> from 11.01.2023 onwards. Bidders shall ensure that their tender document, complete in all respects, **should be uploaded online in the CPP e Procurement Portal** before the closing date and time.

Service Provider can submit his quotation for the work mentioned below.

The Last date for submitting bid is **31.01.2023** till 04:00 PM hours.

**Table A. The Requirement and Eligibility Details are as follows:**

Sl. No.	Nature of Work	Eligibility
1	Translation of documents from English to Hindi on rate contract basis: <b>Approx. Pages:-</b> Total No. of Pages – <b>500#</b> (Approx.)	1.1 Experience:- Service Provider should have successfully completed at least Two (02) similar works of given magnitude. Translation of Documents from English to Hindi for any Government/Public Sector Undertakings/Well Established Institutes (or) Companies.] during the last five years. 1.2 Mode of Proof: Service provider has to submit copies of work Orders along with Work Completion Certificate as proof for having experience during the last five years as per <b>Annexure – A.</b>
Note: (#):- The Number of Pages are estimation only. The bill should be raised for actual number of pages translated.		

## 2. Scope of Work

a) The scope of work shall include varied translation works such as translation of

Annual Reports, Annual Accounts, Advertisements, Ordinances issued by IMU from English to Hindi.

- b) The work also includes components of proof reading, page set up, formatting and spell checking the typed and / or translated output.
- c) Since, works referred above belong to different sections so the vendor needs to coordinate with concerned department officials with respect to approval of proof reading and final translation copy as and when the requirement is intimated by the concerned department.

<b>Translation Works</b>	<b>Concerned Department</b>
Translation of Annual Reports	ADMIN SECTION
Translation of Annual Accounts	FINANCE SECTION
Translation of Advertisement & brochures etc.	ACADEMICS OR ADMIN SECTION
Translation of Ordinances	ADMIN SECTION

### **3. Evaluation of Bids:-**

Bids will be evaluated first on the basis of eligibility criteria mentioned at **Table – A**. Financial bid will be opened for those only who met the eligibility criteria of the bid. The contract will be awarded after opening the Financial Bid and will be evaluated on the basis of **total lowest quoted price**.

### **4. Other Terms & Conditions:**

- a) **Work Completion Period:** The Works referred in scope of work should be completed within following mentioned days from the date of handing over of the Data after awarding the work.

<b>Translation Works</b>	<b>Tentative Delivery Period</b>
Translation of Annual Reports	7 working days
Translation of Annual Accounts	7 working days
Translation of Advertisement & brochures etc.	1 working day
Translation of Ordinances & Gazette	5 working days

Note:- The above mentioned delivery period is tentative and can be modified depending upon the IMU's requirement.

- b) The Service Provider should submit his bid along with supporting copies of experience through CPP e Procurement Portal as per the format at **Annexure-A** within prescribed time period.
- c) The University reserves the right to accept in part or in full any quote(s) or reject any one or more quote(s) without assigning any reason.
- d) The Work would be awarded to the Eligible Service Provider who quoted with **L-1** Rate.
- e) **Contract Period:** The Quoted rates are valid for one year from the date of issue of work order (rate contract). The work can be extended one year at a time for two more years on same rates and terms on satisfactory performance and mutual agreement.
- f) **Payment Terms & Conditions:**
  - i. No Advance or Part Payment will be made.
  - ii. No claim for escalation of the rate will be considered until completion of the work.
  - iii. The Tax Invoice raised by the service provider must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K2Z3**.
  - iv. Payment will be made for actual no. of pages translated.
  - v. IMU will make the payment within 15 working days on full and satisfactory performance of obligations and certification of Bill by Concerned Department.
  - vi. The Service Provider, whom the work will be awarded, he should submit the Bill along with IMU-Mandate Form (**Annexure-C**) for passing of Bill.
- g) **Liquidation Damage:** Any damage or inconvenience caused either in terms of delivery or quality of the above mentioned products/Delivery of Services, IMU reserves full rights to impose penalty or return the products. For delay in delivery for every week or part thereof, a penalty of 0.5% (point five percent) of the Purchase order/Work Order amount, subject to maximum of 10% of the Purchase order amount will be deducted.
- h) In the event of unsatisfactory performance or non-performance of any of the

steps/activities in processing of the above scope of work, IMU shall have the right to withhold the corresponding payment for these steps/ activities either full or in part after giving a 3-day notice to the service provider to show cause against the same, and to take such other legal action to make good the losses caused by service provider to IMU. IMU shall also have the right to terminate the contract altogether and to entrust the remaining work to another Agencies.

**\*Please read all instructions before submitting the tender.\***

*Shi Manchala*  
11/01/2022  
**Deputy Registrar (P)**  
**IMU-HQ**

**Annexure - A**

**Experience Proforma**

(Should be printed on letter head and duly signed by the Vendor)

To

The Registrar

INDIAN MARITIME UNIVERSITY-HQ

ECR Road, Semmencherry,

Shollinganallur Post,

Chennai-600119

Sub: Similar services already completed -Reg

Ref: IMU's tender in CPP Portal with ref.no: IMU-HQ/R/71/68/2/2022-PUR, Dt. 11-01-2023.

\*\*\*\*

Following similar services were made any Government / Public/ Sector Undertakings / Well Established Institutes (or) Companies during last 5 years.:

S.NO	Organization Name	Date of Order	Amount in Rs.	Office Use

I/We hereby declare that we had completed above orders during the Last three years and enclosed relevant completion certificates or work order copies in this regard along with this statement.

**Signature with Seal**

**Designation:**

**Name & Contact No:**



**Annexure-B**

**(This Price Bid Format is just for reference only. Bidders are requested to submit the price bid format as per Price bid BOQ in CPP e Procurement Portal)**

To  
The Registrar  
INDIAN MARITIME UNIVERSITY-HQ  
ECR, Semmencherry,  
Sholinganallur (Post)  
Chennai-600119.

Sir,

Sub: Submission of Price Bid for **Translation of Documents from English to Hindi on rate contract basis** with ref.no: IMU-HQ/R/71/68/2/2022-PUR, Dated:11-01-2023.

\*\*\*

1. Price bid format for the following requirement shall be as follows:

Sl. No	Item & Specifications	No. of Pages	Applicable rate of GST in Percentage	Rate per page inclusive of GST	Total amount with taxes
1	Translation of Documents from English to Hindi on rate contract basis: <b>Approx. Pages:-</b> Total No. of Pages – <b>500#</b> (Approx.)	500# (Approx .)			
	( Rupees in words:				
	GST –HSN (8 digit code)/SAC Code (6 digit Code)				
	Note: (#):- The Number of Pages are estimation only.				

2. Contact Details:

Name:  
Mobile No:  
Office Phone No:  
Communication Address:

Signature of Service Provider  
with Seal

**MANDATE FORM (Account/s Information form)**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC FUND TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM INDIAN MARITIME UNIVERSITY (IMU).**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDER / FIRM:

COMPLETE CONTACT ADDRESS:

MOBILE NUMBER / PH NO:

E.MAIL:

PAN :

**B. BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER** (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant):

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ..... )

Signature of Beneficiary

Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

( ..... )

Signature of Bank Manager