

COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH

TKDL Project

Bid Document

Request For Proposal (RFP)

For

Verification job

- | | | |
|-------|--|---|
| (i) | Collection of Tender document: | From 27.03.2014 to 24.04.2014
(Time: 09:00 AM to 05:30 PM)
And on 25.04.2014 upto 03:00 PM |
| (ii) | Last Date for Submission of Bids: | 25.04.2014 Time: upto 05:00 PM |
| (iii) | Date of Opening of Technical Bid for Verification: | 28.04.2014 Time: at 03:00 PM |

Traditional Knowledge Digital Library Project
Human Resource Development Centre
(Council of Scientific and Industrial Research)
Sector-19, Central Government Enclave
Kamla Nehru Nagar, Ghaziabad-201002 (U.P.)

Bid Document No.....

Date of Issue

Name of the Firm:
.....
.....
.....

Important Notice

An incomplete offer and/or late bid is liable to be ignored. To aid the Bidders in submitting complete offers, a checklist is included in the bid document (Annex. - 0). The bidders must fill this and submit along with their offer in their own interest.

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Notice Inviting tenders
SECTION – I
INVITATION FOR THE BIDS
For Verification Work

Sealed bids in two parts, i.e., Technical Bid & Financial Bid valid for 90 days are invited for the verification job of translated work in languages French/ German/Spanish/Japanese/Korean/Russian/Chinese of TKDL Unit. Both the bids should be made in separate envelopes entitled as Technical Bid and Financial bid separately.

The reputed firms having minimum three years of experience in carrying out verification of scientific literature in above mentioned international languages (from English to French/ German/Spanish/Japanese/Korean/Russian/Chinese) and firms having at least two contracts of approx. Rs. 5 lakh each or three contracts of approx. Rs. 2 lakh each per annum (for Verification of international languages work) in Govt/Autonomous Organizations or Public Sector Undertaking, with its satisfactory completion may apply.

In case the last date of submission of bid happens to be a gazetted holiday, the last date will be extended to next working day.

The tender form and all enclosed documents must be signed by the tenderers in absence of which the bid shall be rejected summarily.

The prescribed Tender Form and the copy of Terms and Conditions can be obtained from the office of the HRDC, Ghaziabad between **9:00 AM to 5:30 PM** from **27.03.2014 to 24.04.2014** and on **25.04.2014 up to 03:00 PM** except Saturday and Sunday against a payment of **Rs. 500/- (Rs. Five hundred only)**, which is non-refundable, through cash or Demand Draft drawn in favour of HRDC, Ghaziabad or can be downloaded from the website of Human Resource Development Centre (www.csirhrdc.res.in) in which case Rs. 500/- may be paid by Demand Draft at the time of submitting Tender document. The duly completed Tender Forms along with EMD of **Rs. 15,000/- (Rupees Fifteen Thousand only)** in the form of Demand Draft from a nationalized bank drawn in favour of HRDC, Ghaziabad with required documents should reach HRDC office on or before **25.04.2014 by 5.00 PM**. The Tenders (Technical Bids) received shall be opened in the office of COA, HRDC on **28.04.2014 at 03.00 PM** by the Tender Committee in the presence of bidding agencies or their authorized representatives, if any.

The Competent Authority reserves the right to accept or reject any or all of the tenders without assigning any reason thereof. The tender details are available on the website www.csirhrdc.res.in. Downloaded tender document will be accepted along with Demand Draft of Rs. 500/- in favour of HRDC, Ghaziabad.

Controller of Administration

SECTION – II

SPECIFICATIONS AND REQUIREMENTS OF VERIFICATION WORK

2.1 Introduction

Traditional Knowledge Digital Library (TKDL) is a collaborative project between Council of Scientific and Industrial Research (CSIR) and Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), and is being implemented at CSIR. TKDL provides information on Traditional Knowledge existing in the country, in languages and format understandable by patent examiners at International Patent Offices, so as to prevent the grant of wrong patents.

TKDL targets Indian systems of medicine, viz., Ayurveda, Unani, Siddha and Yoga available in public domain. The traditional medicinal knowledge existing in local languages such as Sanskrit, Urdu, Arabic, Persian and Tamil are being made available in English, German, French, Spanish, Japanese whereas TKDL would also be made available in Korean, Russian and Chinese languages.

2.2 Scope of work and Technical Specifications

Traditional Knowledge Digital Library has been created and is being updated on regular basis in multiple international languages, which are English, German, French, Spanish, Japanese, Korean, Russian and Chinese. A Global Patent watch system has been set up at TKDL Unit wherein the patent application filed at International Patent Offices are identified and studied on regular basis and in cases of misappropriation of India's TK, evidences from TKDL are submitted to various IPOs to prevent the misappropriation of India's TK. The patent applications are sometimes in languages other than English and would need translation for study. Similarly, in some of the patent offices TKDL evidences are to be submitted in languages other than English wherein there would be requirement for translation and verification. Job related to submission of TKDL evidences to International Patent Offices is required to be done by the Translator and then it is to be verified. Offers are invited from reputed firms for verification of translated work, which will be purely on contract basis and for a fixed duration.

Bidding firms may provide costing for verification of the translation work.

2.2.1 Requirements and Specifications

- (i) Offers are invited for executing job on verification of the translated words and may quote price for:

Verification of already translated words, sentences used in the chapters **in one or more or all languages** from:

- a. English to German,

- b. English to French,
 - c. English to Spanish,
 - d. English to Japanese,
 - e. English to Korean,
 - f. English to Russian and
 - g. English to Chinese,
- and vice versa

- (ii) Firms must quote for **verification for all the languages**; as mentioned at 2.2.1 (i)
(Note: Contract of Verification shall be awarded to a party other than the party having the job of translation).
- (iii) The matter will be provided in soft copy, Excel or Word format.
- (iv) Verification matter is to be submitted in soft copy, Excel or Word format in which it has been sent for verification.
- (v) Verification shall not be word-by-word and in fact a variety of thought processes and skills to interpret meaning of sentences have to be used. Sentences have to be actually analyzed based on Grammar rules of the language(s) and the verbs and phrases to be translated in context of the original document to create a quality translation.
- (vi) Persons who will verify the translated work will have to maintain a high level of accuracy.

2.3. Estimated Cost and Amount of the Work:

- (i) Estimated cost (including service tax, TDS, or any other tax) of verification (excluding the cost of verification of verbs and articles) from English to other language and vice versa for each word could be approx. as given below:

S. No.	Verification form (excluding verbs and articles)	Approx. Verification cost (per word)
1	English to German	Rs. 1.25
2	English to French	Rs. 1.25
3	English to Spanish	Rs. 1.75
4	English to Japanese	Rs. 3.00
5	English to Korean	Rs. 3.00
6	English to Russian	Rs. 3.00
7	English to Chinese	Rs. 3.00
Total (Rs.)		Rs. 16.25

(Note: The work on Verification will be awarded based on LI).

- (i) Estimated number of words (excluding verbs and articles): 20,000 (15,000 at vendor's site + 5,000 at TKDL site)
- (ii) Approx. total cost of Verification: Rs. 16.25 x 20,000 = Rs. 3,25,000 /-

(Note: The total number of words could vary).

SECTION - III

INSTRUCTIONS TO BIDDERS

1.1 Scope of Work - For detail please refer to Section II. Clause 2.2.

3.1.1 Verification of translated work, may have to be carried out. For detail please refer to Section II Clause 2.2.1.

3.2 Bidders

3.2.1 This invitation for bids is open to all as per Section-I Clause 1.2.

3.2.2 Bidders must have executed similar types of orders for verification of the translated work as per Section-I.

3.3 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and HRDC, CSIR will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

3.4 The Bidding Documents

3.4.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents, which is to be returned duly signed and stamped, as an acceptance of Technical Bid document. In addition to the invitation for bids the bidding documents include:

- (a) Instructions to bidders
- (b) Schedule of requirements
- (c) Technical Specifications
- (d) General Conditions of Contract
- (e) Bid form and price schedule, etc.
- (f) Other required terms and conditions/documents

3.4.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish complete information required or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

3.5 Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

EMD & Technical Bid for Verification

Financial Bid for Verification

(Firms have options to submit Technical and Financial Bids for verification for one or more or all languages).

3.5.1 Technical Bid:

The Technical bid prepared by the bidder shall be provided in the following **Model Response Format** to be returned duly signed along with Technical Bid:

Model Response Format

- (i) Qualification and skill status of the persons carrying out translation or verification of the translated work as per Section I.
- (ii) Quality of the system
 - (a) Whether the requirement as specified by HRDC, CSIR will be met: Yes/No
 - (b) Additional remarks, if any
- (iii) Time Schedule: Verification
- (iv) Commercial reputation of the firm for verification of the translated work. The firms should have completed at least three contract of approx. Rs. 5 lakh or three contracts of approx. Rs. 2 lakh per annum (for Translation/Verification work) in Govt/Autonomous Organizations or Public Sector Undertaking
- (v) Copy of the audited balance sheet of the firm including the annual financial statement indicating Turn over/ up to date income tax clearance certificate/PAN No..
- (vi) Bidder will provide documentary evidence about its capabilities and qualifications of the persons who will carry out verification and satisfy HRDC, CSIR that the bidder will assume the total responsibility for the fault free verification of the translated work. If errors are found, the firm shall carry out corrections at no additional costs.

Financial Bid:

- (i) The financial bid shall indicate the cost of verification of translated work for each word, which will not include the cost of verification of the articles and verbs present in the English text.
- (ii) Rates are to be quoted in Rupees per word for verification separately for each of the language.
- (iii) Quoted prices should be inclusive of service tax, or any other tax/charges applicable.
- (iv) Prices quoted by the bidder shall be fixed during the bidders performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- (v) All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information, the higher price/information will be treated as final.
- (vi) During the validity of this bid or during the extended period, if any, if the bidder does verification of the translated work with the same technical specifications as mentioned under Section II to any other Department/Organization in India at a price lower than the price charged from HRDC, CSIR, the bidder shall automatically pass on the benefits to HRDC, CSIR.
- (vii) Rates should be valid for 90 days from the date of opening of technical Bids.

3.6 Submission of Bids

3.6.1 Sealing and Marking of Bids

- (i) The bids shall be submitted in separate sealed covers, which shall be marked as “Technical Bid for Verification” and “Financial Bid for Verification”.
- (ii) The outer envelope containing Technical Bid and Financial Bid for Verification shall be addressed to Controller of Administration, Human Resource Development Centre, CSIR, Sector-19, Central Government Enclave, Kamla Nehru Nagar, Ghaziabad-201002 (UP), mentioning bid no. and due date.
- (iii) The inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

3.6.2 Deadline for Submission of Bids

- 1.4 (i) Bids must be received by HRDC at the address given in Section-I not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for HRDC, the bids will be received up to the appointed time on the next working day. The tender form and all enclosed documents must be signed by the tenderers in absence of which the bid shall be requested summarily.
- (ii) The Director, TKDL Project may, at his discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the HRDC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3.6.3 Late Bids

Any bid received by HRDC, after the deadline for submission of bids prescribed by the HRDC will be rejected and/or returned unopened to the bidder.

3.7 Bid Opening and Evaluation

3.7.1 Opening of Technical Bids by Purchaser

HRDC will open all technical bids if the EMD (Rs. 15,000 for verification job) is submitted as per requirement in the presence of bidders’ representatives, who choose to attend, at the time, on the date and at the place specified in Section-I. The bidders’ representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for HRDC, the bids shall be opened at the appointed time and location on the next working day.

3.7.2 Clarification of Bids

- (i) During evaluation of the bids HRDC may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- (ii) No Bidder shall contact HRDC on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser, it should be done in writing.

- (iii) Any effort by a Bidder to influence the HRDC in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.
- (iv) The bidders could also be called for discussion and could also be allowed to modify their technical bids to suit the organization's requirements. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be allowed to withdraw their price bids and send again a revised bid in a sealed envelop or to adhere to the original price bid sent. These price bids shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.
- (v) The verification jobs for the same language will not be given to the same firm to whom the translation job is awarded.

3.7.3 Evaluation of Technical Bid

- (i) Detailed technical evaluation will be carried out pursuant to clause 3.5.1 including other parameters/requirements and HRDC will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all specifications & terms and conditions of the Bidding Documents without deviations.
- (ii) A bid determined as not substantially responsive may be rejected by HRDC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

3.7.4 Opening of Financial Bids

- (i) HRDC will open the Financial bids of only those bidders, who have been found to be technically qualified to undertake the job, pursuant to Clause 3.7.3.
- (ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue.

3.7.5 Evaluation and Comparison of Bids

- (i) The comparison shall be of all-inclusive price of verification jobs, such price to include all costs as well as taxes payable.
- (ii) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the single verification cost and the total price that is obtained by multiplying the single verification cost and number of words to be verified, the single verification cost shall prevail and the total price shall be corrected. If the firm does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price.
- (iii) Bidders shall state their bid price for the payment schedule outlined in the clause 4.7. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. HRDC may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on HRDC.

3.8 Award of Contract

3.8.1 Award Criteria

HRDC will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily, for which the firm may be asked for making a presentation, along with other parameters.

3.8.2 Notification of award

Prior to the expiration of the period of bid validity, HRDC will place a firm order or notify the successful Bidder in writing by fax to be confirmed in writing by speed post or hand delivery that his bid has been accepted.

3.8.3 Signing of Contract

- (i) At the same time as HRDC notifies the successful Bidder that its bid has been accepted, HRDC will send the Bidder the Work Order, incorporating major terms.
- (ii) Within seven (7) days of receipt of the Order, the successful Bidder shall acknowledge the same.
- (iii) Failure of the Successful Bidder to comply with the requirement of Clause **3.8.3(ii)** shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in which event the Purchases may make the award to the next evaluated bidder or call for new bids.

3.8.4 Corrupt or Fraudulent Practices

- (i) Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.
- (ii) HRDC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (iii) HRDC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

3.8.5 Miscellaneous

- (i) HRDC reserves the right to accept or reject any bid, in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the HRDC's action.

3.9 Factors affecting the Award of Contract

- (i) The bidders must have minimum three years of experience in carrying out translation or verification of translated work of scientific literature in international languages as given in Section II Clause 2.2.1 with its satisfactory completion certificate.

- (ii) The firms must be sound having at least two contracts of approx. Rs. 5 lakh each or three contracts of approx. Rs. 2 lakh each per annum (for Translation or Verification of translated work) in Govt/Autonomous Organizations or Public Sector Undertaking
- (iii) The bidder must ensure that the persons carrying out verification of the translated work must have Post Graduate Diploma (of minimum one year duration) in the language(s) as mentioned in the tender document under Section II Clause 2.2.1 from a recognized university/well known institutions.
- (iv) The assessment based on the response to Technical Model Response Format
- (v) The assessment of the capability of the bidder to meet the terms and conditions
- (vi) The bidders to ensure that the persons doing verification should have high degree of skill in the language of language comprehension
- (vii) In case the first bidder is debarred, the tender can be awarded to the next lowest bidder or HRDC reserves the right to cancel the tender or call a fresh bid.
- (viii) As and when there is a downward revision in prices, the firm will provide revised pricing details.
- (ix) Fulfillment of other terms and conditions, including office etc. at Delhi/New Delhi, or nearby areas such as Noida, Ghaziabad, Faridabad, Gurgaon, etc.
- (x) EMD of Rs. 15,000/- for Verification job.

SECTION - IV

GENERAL TERMS AND CONDITIONS OF CONTRACT

4.1 Definitions and Interpretation

In this contract, the following terms shall be interpreted as indicated:

- (i) “The Contract” means the agreement entered into between HRDC and the firm as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (ii) “The Contract Price” means the price payable to the Firm under the Contract for the full and proper performance of its contractual obligations;
- (iii) “Translation” means correct conversion of the term in the international language as desired for the particular language and not the transliteration or word by word conversion, an analysis may be carried out to give a proper meaning in the particular language without any grammatical or spelling errors;
- (iv) “The Verification” means checking of the translated version critically after making analysis of the sentence so as to rectify errors;
- (v) “The Services” means those services provided by the firm such as translation, verification, etc. covered under the Contract;
- (vi) “HRDC” i.e., Human Resource Development Centre (HRDC) is the organization where the project on Traditional Knowledge Digital Library Project is being carried out;
- (vii) “The Translator” means the person from the firm who will be carrying out the translation from English to the other international languages as per the contract;
- (viii) “Day” means calendar day.

4.2 Schedule of Requirements

- (i) Potential Firms should provide detailed activities time schedule, which represents the shortest practical time to complete all necessary verification of translated work and meet the obligations of the requirements. All significant activities must be included, including those associated with the delivery of the translated and the verified data.
- (ii) The delay in meeting the activities schedule will call for a penalty as mentioned in **clause 4.6**.

4.3 Acceptance Certificate

On successful receipt of deliverables etc., and after TKDL is satisfied with the verification work executed, the acceptance certificate (Annex. – V) signed by the representative of the TKDL Unit and representative of the firm will be issued. The date on which such certificate is signed shall be deemed to be the date of successful completion of the job.

4.4 Performance Security/Bank Guarantee

- (i) The bidder should furnish performance security/Bank Guarantee to HRDC for an amount of 10% of the contract value i.e. **Rs. 32,500/- (Rupees Thirty Two Thousand Five Hundred Only)**, valid up to for 30 days after performance obligation (job work). The security will be returned within one month of the expiry of the contract.
- (ii) HRDC can deduct as compensation from the Performance Security/Bank Guarantee for failures on the firm’s part to complete its obligation under the contract.

- (iii) The performance security shall be in the form of a Bank Guarantee from a Scheduled Bank (Annex. – II) or Bankers Cheque or Demand Draft

4.5 Verification Tests

- (i) TKDL Unit / HRDC has right to verify the verification jobs carried out by the firms to confirm their conformity to the contract specification at no extra cost to HRDC.
- (ii) Should any services fail to conform to the specification, TKDL Unit / HRDC may reject them and the firms shall make all corrections necessary to meet specification requirements free of cost to the purchaser.

4.6 Penalty for delays in the delivery of the job work

- (i) In case of delay in delivery of the verification jobs contract liquated damages @ 1% per week subject to a maximum of 10% will be imposed.
- (ii) Verification jobs should be completed within 20 working days from the date of delivery of the job work by TKDL Unit. However, if the above condition is not complied with a penalty of Rs 100/- (Rupees one hundred only) per day will be levied and the final decision will be taken by Project Leader, TKDL Unit.

4.7 Payment

Payment will be made against the submitted bills except for the Performance Security/Bank Guarantee as given in clause 4.4 (i).

4.8 Earnest Money Deposit:

- (i) The bidder shall have to deposit Rs. **15,000/- (Rupees Fifteen thousand only)** for Verification work in the form of a Demand Draft or Bank Guarantee as per Annexure-II (A) in favour of the Human Resource Development Centre, Ghaziabad along with their bids. **Cheques will not be accepted.**
- (ii) Any bid without EMD in accordance with **Clause 4.8 (i)** above will be rejected and will not be opened.
- (iii) Unsuccessful bidder's EMD will be returned as promptly as possible but not later than 30 days after the expiry of the period of the validity prescribed by TKDL Unit/HRDC.
- (iv) Successful bidder's EMD will be discharged when the bidder furnished the performance security pursuant to **Clause 4.4.**
- (v) The EMD may be forfeited: (a) if a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form. Or (b) In case of a successful bidder, if the bidder fails (i) to acknowledge the order in accordance with **Clause 3.8.3.**

Delivery of the verification jobs:

- (i) Verification jobs shall be delivered in soft copy by means of open delivery. The job work must be delivered in full as per the order for acceptance.
- (ii) Job work found unsuitable and/or not conforming to the specification and not being able to pass the acceptance test will be rejected. Such job work, if any, shall have to be corrected forthwith at the cost of the bidder.
- (iii) All items should be delivered within the stipulated activity schedule indicated by the vendor as per **Clause 4.2** but in no case should the delivery period exceed 3-4 weeks from the date of

the order failing which liquidated damages of 1% of the total value of the order per week will be levied, subject to a maximum of 10%. If delivery of the job work is delayed beyond the extended period, the order is likely to be cancelled and the EMD will be forfeited.

Arbitration

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the verification, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, Specification, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director General, Council of Scientific & Industrial Research, New Delhi, and if he is unable or unwilling to act to the sole arbitration of some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be Submission to Arbitration under the meaning of the Arbitration Act, 1940 or any satisfactory modification of reenactment thereof for the time being in force, conclusive and binding on all parties of the Contract.

Tenure

The period of the contract will be initially for one year from the date of signing the contract and would be extendable further in case required, at the same rates and terms & conditions.

SECTION –V

ANNEXS/ FORMATS FOR BID SUBMISSION

Annex. - 0

Checklist for Bid Submission

The following check-list along with Page no. of bid where the documentary proof exists must be filled in and submitted with the bid document:

EMD: Have you submitted the EMD asked for by us?

Yes/No

Technical Bid:

Technical Criteria	Yes/No	Page No.
1. Has the bid document been issued to you?	Yes/No	
2. Have you attached the bid form shown in Annex.-I	Yes/No	
3. Have you attached a copy of the last audited balance sheet of your firm	Yes/No	
4. Have you attached proof of having minimum three years of experience in carrying out translation or verification of translated work of scientific literature in international languages as given in Section II Clause 2.2?	Yes/No	
5. Have you attached the details of the income tax registration and latest income tax clearance certificate/PAN No.?	Yes/No	
6. Have you provided the proof of having successfully completed at least two contract of approx. Rs. 5 lakh each or Rs. 2 lakh each per annum in Govt/Autonomous Organizations or Public Sector Undertaking?	Yes/No	
7. Have you attached the technical details of the services offered as a part of this bid document?	Yes/No	
8. Have you attached the copies of relevant work orders executed during the last three years?	Yes/No	
9. Have you provided the proof of the qualifications of the translators and/or persons carrying out verification work	Yes/No	

Financial Bid:

Financial Criteria	Yes/No	Page No.
10. Have you attached the bid form in the format shown in Annexure-III ?	Yes/No	
11. Have you attached the price schedule for the services offered in the format specified in Annexure –IV?	Yes/No	

Please arrange your bid document for each part as given below:

EMD Demand Draft; below that

TECHNICAL BID:

Bid Form (Annex. –I) below that

Copy of the last audited balance sheet of the company; below that

Proof of having minimum three years of experience in carrying out verification of translated work of scientific literature in international languages; below that

SARAL/Assessment Order/latest income tax clearance certificate/PAN No.; below that

Technical details of the services offered; below that

Proof of having at least two contracts of approx. Rs. 5 lakh each or three contract of approx. Rs. 2 lakh each per annum (for translation/Verification work) in Govt/ Autonomous Organizations or Public Sector Undertaking along with its completion certificates; below that

Copies of relevant work orders, below that

Proof of the qualifications of the persons carrying out verification work, below that

Technical Tenders to be submitted after duly signed and stamping, below that

Separate EMD, Bank draft/Bank Guarantee as per tender document, below that

Addresses of office at Delhi/New Delhi/nearby area (such as Ghaziabad, NOIDA, Faridabad, Gurgaon, etc.).

Valid Service Tax No./Registration No.

FINANCIAL BID:

1. Bid Form (Annexure -III); below that
2. Estimated quantity and Financial Bid Analysis (Annexure –IV);

NOTE: If the bid is not submitted as per the format, the same is liable to be rejected.

ANNEX. –I

**BID FORM
(Technical Bid)**

(To be submitted on the firm's letter head and signed by an authorised person)

To

Human Resource Development Centre
Kamla Nehru Nagar,
Central Government Enclave,
Ghaziabad 2

Ref: Bid document No.

dated-----

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the job of verification (of the translated work) as per the schedule of requirements and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to deliver the job in accordance with the delivery schedule specified in the bidding documents.

If our bid is accepted, we will submit a bank guarantee for the sum equivalent to 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the HRDC, Ghaziabad.

We agree to abide by this bid for a period of Ninety days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We declare:

that we carry out verification of the translated work for the following languages
.....
.....
.....
.....
.....
.....

that we have highly qualified and experienced persons to carry out verification work in the languages as mentioned above.

2. We hereby offer to carry out the verification work at the rates mentioned in the Financial Bid.

3. We enclose herewith the complete Technical Bid as required by you. This includes:

- (i) Bid Form (Annex. –I) below that
- (ii) Copy of the last audited balance sheet of the company; below that
- (iii) Proof of having minimum three years of experience in carrying out verification of translated work of scientific literature in international languages; below that
- (iv) SARAL/Assessment Order/latest income tax clearance certificate/PAN No.; below that
- (v) Technical details of the services offered; below that
- (vi) Statement of deviation from the technical specifications (Annexure –III); below that
- (vii) Proof of having at least two contracts of approx. Rs. 5 lakh each or three contract of approx. Rs. 2 lakh each per annum (for translation/Verification work) in Govt/Autonomous Organizations or Public Sector Undertaking; below that
- (viii) Copies of relevant work orders, below that
- (ix) Proof of the qualifications of the persons carrying out verification work, below that
- (x) Technical Tenders to be submitted after duly signed and stamping, below that
Separate EMD, Bank draft/Bank Guarantee as per tender document, below that
Addresses of office at Delhi/New Delhi/nearby area (such as Ghaziabad, NOIDA, etc.). Valid Service Tax No./Registration No.

4. We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to carry out the work as per these terms and conditions.

5. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable by duly attested by the person authorized to sign the bid document)

6. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of 2014

Signature of Bidder

Details of enclosures.

Full Address:_____

Telephone No. _____

Telegraphic Address:_____

Fax No. _____

E-mail

COMPANY SEAL

ANNEX –II

**PERFORMANCE SECURITY FORM
(in pursuant with clause 4.4)**

To _____ (HRDC)

WHEREAS(Name of firm) hereinafter called “the firm” has undertaken, in pursuance of contract No..... dated 20 to(Description of job works) hereinafter called “the order”.

AND WHEREAS it has been stipulated by you in the said order that the firm shall furnish you with a Bank guarantee by a recognised bank for the sum specified therein as security for compliance with the firm’s performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the firm a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the firm, up to a total of (Amount of the Guarantee in Words and figures) and we undertake to pay you, upon your first written demand declaring the vendor to be in default under the order and without civil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of20.....

Signature and Seal of guarantors

.....
.....
.....

Date20.....

Address :.....
.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

ANNEX.-II (A)
BID SECURITY FORM (EMD)

Whereas¹(hereinafter called “the Bidder”) has submitted its bid dated (date of submission of bid) for the work of (description of the verification) (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE (name of bank) of (name of the country), having our registered office at (address of Bank) (hereinafter called “the Bank”), are bound unto (authorized person of HRDC) (hereinafter called “HRDC”) in the sum of for which payment well and truly to be made to the said HRDC, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 20 THE CONDITIONS of this obligation are:

If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

If the Bidder, having been notified of the acceptance of its bid by HRDC during the period of bid validity:

fails or refuses to execute the Contract Form if required; or

fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

We undertake to pay HRDC up to the above amount upon receipt of its first written demand, without HRDC having to substantiate its demand, provided that in its demand HRDC will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

¹ Name of Bidder

ANNEX. - III

Bid Form (Financial Bid) (On the letter head of the firm submitting the bid document)

To

HRDC,
Kamla Nehru Nagar
Central Government Enclave,
Ghaziabad

Ref: Bid document No

dated-----

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for verification work as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to undertake the verification at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake, that, in the event of acceptance of our bid, the work on verification shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including service or other charges.

We enclose herewith the complete Financial Bid as required by you. This includes:

Bid Letter

Price Schedule

Statement of deviations from Financial terms and conditions

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to carry out the work as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2014

Signature of Bidder

Details of enclosures

Full Address:

Telephone No.

Telegraphic Address:

Fax No.

E-mail:

COMPANY SEAL

ANNEX. – IV

Estimated Quantity and Financial Bid Analysis (including, service tax, TDS, or any other tax) (for Verification work)

S. No.	Job Work	At Vendor Site		At TKDL Site		Total cost (inclusive of all other charges) Rs
1	2	3	4	5	6	7
	Job Work 2: Verification of already translated words (excluding verbs and articles)	No. of words (Approx.)	Cost per word (inclusive of all other charges) Rs.	No. of words (Approx.)	Cost per word (inclusive of all other charges) Rs.	
(i)	English to German	15,000		5,000		
(ii)	English to French	15,000		5,000		
(iii)	English to Spanish	15,000		5,000		
(iv)	English to Japanese	15,000		5,000		
(v)	English to Korean	15,000		5,000		
(vi)	English to Russian	15,000		5,000		
(vii)	English to Chinese	15,000		5,000		
Total cost						

NOTE

Above is estimated work load, payment would be released on actual work load basis, Also estimated work load may vary as per exigency of the work.

NOTE

- (i) For Financial bid comparison total value (including, service tax, TDS, or any other tax) in Col. No. 4, 6 and 7 shall be the basis.
- (ii) Actual payment shall be computed on the basis of the number of words translated based on the cost of word given at column no. 4 and 6 in other words, the value quoted in column 4 and 6 and actual quantity of work shall form the basis.
- (iii) The Bid should have $(\text{col. 3} \times \text{col. 4}) + (\text{col. 5} \times \text{col 6}) = \text{col. 7}$. Any error in the Table of any bidder is liable to be out rightly rejected.
- (iv) **The price quoted should be inclusive of all charges including all applicable taxes, and all other miscellaneous expenses.**
- (v) In case of discrepancy between cost per word and total price, the cost per word will prevail.

(Signature of the bidder)

Name:

Place:

Date:

Seal

ANNEX. –V

Proforma of Certificate for Joint Report after Successful completion of the verification work

No.

Dated:

M/s _____

Sub: Certificate of completion of the verification work

1. This is to certify that the verification work (subject to remarks in para 2) has been successfully completed.

Contract No. _____ dated _____
Description of the work _____
Name of the consignee _____
Date of acceptance test _____

Details of recoveries to be made on that account:

Sl. No.	Description	Amount to be recovered
---------	-------------	------------------------

The verification test has been done and is to our entire satisfaction.

The vendor has fulfilled his contractual obligations satisfactorily

or

The vendor has failed to fulfill his contractual obligations with regard to the following:

- (a).....
- (b)
- (c).....
- (d).....

The amount of recovery on account of errors committed is given under Para No. 2.

The amount of recovery on account of failure of the vendor to meet his contractual obligations is as indicated at Sr. No. 3.

For firm
Signature.....
Name.....
Designation.....

Undertaking

I/We the undersigned being tenderer as mentioned above, hereby apply to the CSIR-HRDC (Ghaziabad) for providing Services for Validation work in TKDL Unit, Ghaziabad and MDNIY, New Delhi as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form.

Signature of the Tenderer with seal of firm.

(MANDATE FORM)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / RETAIL TIME
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. Details of account holder

1. Name of account holder :

Telephone Number :

E-mail :

B. Bank Accounts Details :

a. Bank's name :

b. Branch name :

c. Telephone No. :

d. E-mail :

Whether the branch is computerized :

Whether the branch is RTGS :

IFC Code :

Is the branch NEFT enables :

Type of account :

Account No :

MICR Code :

We declare that the particulars given above are correct and complete. If the transaction is delayed are not affected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the scheme.

Name (in capital) of firm
Authorised signatory
Official rubber stamp

Note:

1. Bank details are to be certified by the bankers. Such confirmation shall be duly signed by the banker