

**Small Farmers' Agri-Business Consortium,**  
NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi-110016  
Tel:91-11-26966017, 26966037 Fax:91-11-26862367  
Email: [sfac@nic.in](mailto:sfac@nic.in), [www.sfacindia.com](http://www.sfacindia.com)

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No. SFAC/1-2/42/2019-Admn.

Dated: 01.10.2019

**INVITING QUOTATION FOR EMPANELLING TRANSLATORS (FIRM/ AGENCY/ INDIVIDUAL  
RETIRED OFFICIALS) FOR TRANSLATION WORK IN SFAC ON RATE CONTRACT BASIS**

Quotations are invited for empanelment from Delhi based translation Agencies/Firms/Retired officers (Individual translator translators) of Central/State govt./Public undertakings/Autonomous bodies for doing translation work, specially from English to the Hindi for the SFAC, related to various schemes and materials thereon like Guidelines, Brochures, Newsletters, Annual Report or any other written material for printing or for the website of the SFAC. Initially for a period of one year which may be extended upto 3 year on existing terms and conditions.

2. The interested firm/individuals are required to be submitted on single bid basis i.e. bid format (**Annexure-II**) complete in all respect, in sealed envelope superscribed "Quotation for Hindi translation work of SFAC". The sealed quotation should reach SFAC 5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 by **1400 hrs on 10<sup>th</sup> October, 2019** along with a Demand Draft/Bankers Cheque for Rs.5,000/- on account of earnest money. The quotation will be opened at 1500 hrs on the same day. Tenderer or their representative may remain present at the time of opening of the tender.

3. The empanelled translator (firm/agency/individual retired officers) shall give performance security in the form of Account Payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank amounting to 10% of the total contractual value in favour of Manager (Fin.) SFAC payable at New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Agency/Firm/Individual translator. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, an/or towards any damage caused due to negligence of the Contractor/Agency/Firm/Individual translator or his employees. This forfeiture will be in addition to any action by SFAC that the contracting agency/Firm/Individual translator may invite upon themselves due to any of the reasons specified above.

4. The successful bidder finalized for tender, will have to adhere to the terms and conditions enclosed as **Annexure-I**.

5. The tender notice and detailed terms and conditions (**Annexure-I**) and other material can also be downloaded from the SFAC website <http://sfacindia.com/>

**MD, SFAC**

**GENERAL TERMS & CONDITIONS**

1. The Translation Charges should be quoted (per word) Hindi to English and vice versa including Typing, vetting, proof reading, comparison and making complete set in soft and hard copy.
2. There will be 500 pages translation work during the year, which may go up or down.
3. The time limit given for the work shall be strictly adhered to and in case of deviation, payment shall be held back for one month.
4. **Educational, Professional Qualification for Translators:**
  - (i) Master's degree of a recognised University in Hindi with English as a compulsory examination at the degree level  
AND  
Recognised diploma or certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English & vice versa in Central or State Govt. offices, including Govt. of India undertaking.
  - (ii) Retired Government officials not above the age of 65 years, possessing the above qualifications and having the experience of translation and typing work in the domain area.
5. Translation agency/Individual translator should give a certificate regarding qualification and experience of the translator(s) whose services were availed in translating work assigned to the said agency. The format of this information is given at **Annexure-III** or **Annexure-IV** (as applicable).
6. Assigned work is required to be translated precisely from English to Hindi and vice versa in Unicode enabled Font viz. Mangal or MS Unicode Font or as advised by the concerned authority through available mode of communication. Since the assigned work will be of time bound nature, it will be 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 SFAC. Corrections, if any, are to be carried out by the Agency/Firm/Individual translator at their own expenses. No payment/compensation etc would be given for carrying out corrections.
7. Translation work to be assigned could be of any nature viz. technical/non-technical material, report, brochure etc.
8. The selected Agency/Firm/Individual translator would work from their premises. All man power/equipments/Hardware/software etc. required for the tendered work should be arranged by the Agency/Firm/Individual translator at their cost. SFAC will not provide any office space, computers, internet, telephone, etc. for the translation works. SFAC will not provide any stationery, papers, CDs etc. for this purpose.
9. Translation charges (inclusive of translation, vetting, typing and proof reading charges) per page & lump-sum rate 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.
10. **Payment:** The payment will be made based on accepted rate for the given text, also number of words & applicable pages to be counted as per word processor and after due satisfaction/certification by SFAC.

11. **Duration of Assignment:**

11.1 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.

11.2 The Agency/Firm/Individual translator would be required to be in constant communication with the concerned officials of the SFAC through email/phone till the task is completed satisfactorily.

12. The Agency/Firm/Individual translator could be terminated or blacklisted, if the quality of the translation work is not found up to the mark or complete translation is not provided within the given time limit.

13. **Submission of Proposals:**

13.1 The sealed envelope shall be super-scribed "Translation Work from Hindi to English and Vice Versa for SFAC" with the due date for submission. The Bottom Left corner of the cover should carry the full name, address, telephone nos., e-mail ID etc. of the Agency/Individual translator submitting the Proposal.

13.2 The envelope containing the Proposals should be addressed to:

**Managing Director  
SFAC 5th Floor, NCUI Auditorium Building,  
3, Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi-110016**

13.3 Incomplete tenders and tenders received late will be summarily rejected.

13.4 An authorized representative of the firm should authenticate all pages of the proposal either by putting initials or full signatures on each page.

13.5 The proposal should be submitted on or before **10.10.2019** latest by **1400 hrs.**

13.6 No Proposal will be accepted after the deadline for submission and in the event of any proposal being received after the closing time for submission of proposals, the same shall be returned unopened.

13.7 The proposals should be accompanied by an EMD in the form of a bank draft/guarantee of Rs.2,000/- (Rupees Two thousand only) drawn in favour of Manager (Fin.) SFAC 5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 towards earnest money deposit (EMD). Tenders received without EMD shall not be considered.

13.8 This Earnest Money Deposit (EMD) of Rs.2,000 (Rupees Two Thousand only) of unsuccessful tenderers will be returned immediately after finalization of contract. No interest will be payable on the said amount.

13.9 The successful bidder shall give performance security in the form of Account Payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank amounting to 10% of the total contractual value in favour of Manager (Fin.) SFAC 5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any

of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by SFAC that the contracting firm may invite upon themselves due to any of the reasons specified above.

- 13.10 SFAC reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
- 13.11 SFAC reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- 13.12 SFAC reserves the right to place an order for the full or part quantities under any items of work under scope of work.
14. **Penalty Clause:** In case of backing out from the tendering, after participating in the tender process the EMD may be forfeited in full or in part as decided by competent authority in SFAC.
- 14.1 In case of delay/untimely submission of work/assignments, a delay 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.
- 14.2 After issue of the contract, the Performance Guarantee is liable to be forfeited in full or part in case of underperformance by the agency/Individual translator, besides other action, including blacklisting of the agency as may be deemed fit by the SFAC.
15. **Termination:** SFAC may terminate the Contract of the agency in case of the occurrence of any of the events specified below:
  - a. If the Agency becomes insolvent or goes into compulsory liquidation.
  - b. If the Agency/Individual translator, in the judgment of SFAC has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
  - c. If the Agency/Individual translator submits to the SFAC a false statement which has a material effect on the rights, obligations or interests of the SFAC.
  - d. If the Agency/Individual translator places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the SFAC.
  - e. If the Agency fails to provide the quality services as envisaged under the terms of this tender.
16. The Selected agency/firm/Individual translator shall be solely responsible for maintaining complete confidentiality of the contents/documents/action that may become known to it in the process of its work and any failure on this count shall attract strict action as per law.
17. SFAC reserves the right to empanel more than one translator and also to give the full task/work or part task/work to any empanelled translators at the approved rate contract.
18. The rates of the firm/agency/individual shall be compared with total amount in Financial bid format.

**TECHNICAL BID FORMAT**

<b>S.No.</b>	<b>Name of the Agency/Firm/Individual Translators:</b>		
1.	Complete Address: z Tele No.: Fax No.: E-mail:		
2.	The number of years of experience for Hindi to English and vice versa translation works in Central Ministries/Department/Organizations)		In <b>Annexure III</b> format In Annexure IV for individual
3.	Enclose proof of work done in Central Ministries/Department/Organizations (certificates, TDS deduction certificates, Work Completion Certificates)		Copy of proof to be enclosed
4.	(i) PAN No. (ii) TIN/TAN No.		Enclose copy of the same for Agency and Individual translator (as applicable)
5.	Whether the tender documents have been signed and stamped, as a token of having read and understood the terms and conditions contained therein and submitted the same along with the bid.		Yes / No

**FINANCIAL QUOTATION FOR FIRM/AGENCY**

<b>Name of the work</b>	<b>Rate (in Rupees)</b>
(1) Translation Charges per page containing not less than 400 words of English Text (Translation, Typing and Proof reading and all other expenses incidental to this work) exclusive of tax.	Rs. _____ (in figures) Rs. _____ (in words)
(2) Translation cost of Annual Report (approx. 200 pages & the sample/material is available in the office) from English to Hindi, (Translation, Typing and Proof reading and all other expenses incidental to this work) lump-sum amount to be quoted exclusive of tax.	Rs. _____ (in figures) Rs. _____ (in words)
<b>TOTAL</b>	Rs. _____ (in figures) Rs. _____ (in words)
(3) Bank Details for online transfer of payment through RTGS.	

**FINANCIAL QUOTATION FOR INDIVIDUAL TRANSLATORS**

<b>Name of the work</b>	<b>Rate (in Rupees)</b>
(1) Translation Charges per page containing not less than 400 words of English Text (Translation, Typing and Proof reading and all other expenses incidental to this work) exclusive of tax.	Rs. _____ (in figures) Rs. _____ (in words)
(2) Translation cost of Annual Report (approx. 200 pages & the sample/material is available in the office) from English to Hindi, (Translation, Typing and Proof reading and all other expenses incidental to this work) lump-sum amount to be quoted exclusive of tax.	Rs. _____ (in figures) Rs. _____ (in words)
<b>TOTAL</b>	Rs. _____ (in figures) Rs. _____ (in words)
(3) Bank Details for online transfer of payment through RTGS.	

**Note**

- *Applicable TDS on payment under consultancy service shall be deducted by SFAC.*
- *If any exceeding/decreasing no. of pages, payment will be modified in prorate rate/page basis.*

**Declaration:-**

I/We undertake that documents are genuine/authentic and nothing material has been concealed and that I/We are not black listed/nor debarred by any Government organization. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information. We have also understood the scope of work and other schedule of requirements as stated in the invitation to tender.

Signature of the authorized signatory \_\_\_\_\_

Name of the Official of the Agency/Firm/Individual translator (Retired Officer) \_\_\_\_\_

**Annexure III**

Date:

Place:

Agency/Firm Seal

Sl. No	Name of Translator	Educational Qualification	Translation Work handled	Duration of Assignment/year	Name of Dept./Ministry/others
				Total:	

**FORM OF APPLICATION**  
**(For Individual translator)**

1. Application for : .....  
(In block letters)
2. Name of applicant : Mr./Mrs./Miss.....  
(In block letters)
3. Father's/Husband's Name : .....
4. Marital Status : .....
5. Present postal address for Communication: .....  
in block letter with pin code .....
6. (a) Telephone No. (with STD Code) .....  
(b) Mobile No.: .....  
(c) E-mail Address: .....
7. Date of Birth (and age as on closing date) .....
8. Post held at the time of retirement  
& Name of the organisation : .....
9. Last pay drawn : .....
10. Education Qualification & No. of years experience in Translation work  
(Separate sheet may be attached) : .....
11. Have you ever been convicted under the Law : .....
12. Any other relevant information : .....  
(Separate sheet may be attached)
13. Whether quotation/rate enclosed as per annex-II: ..... (Yes/No)

Please affix a  
recent passport size  
photograph

**DECLARATION**

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Signature of the Applicant  
Name.....

Date :

Place: