



**NATIONAL INSTRUCTIONAL MEDIA INSTITUTE**

**INVITES**

**EXPRESSION OF INTEREST (EOI)**

**FROM QUALIFIED AGENCIES / INDIVIDUALS**

**FOR**

**TRANSLATION, DATA ENTRY, DTP & PROOF READING OF  
INSTRUCTIONAL MEDIA PACKAGES (IMPs) FROM English  
TO Hindi /Tamil /Telegu / Kannada/ Malayalam/ Marathi/  
Gujarathi /Bengali /Odia LANGUAGES**

Please download the detailed EOI from : [www.nimi.gov.in](http://www.nimi.gov.in)

EOI submission Start Date : 24.04.2017

EOI submission End Date & Time : 23.05.2017 up to 2.00 PM

## 2. LETTER OF INVITATION

Letter No: NIMI/MS/B-30016/ADMIN/2017  
National Instructional Media Institute  
Government of India  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship

To

Chennai 22 April 2017

Dear Sir/Madam,

National Instructional Media Institute, Ministry of Skill Development & Entrepreneurship, Government of India invites applications from reputed agency/ individuals having experience in translation/proof reading/data entry/DTP work in Hindi and Tamil/Telegu/Kannada/Malayalam/Marathi/Gujarathi/Bengali/Odia languages". The Application containing details of eligibility criteria, submission requirement and brief objective and scope of work etc. is enclosed. The application document is also available on the website [www.nimi.gov.in/tender](http://www.nimi.gov.in/tender).

You are requested to submit your responses in sealed envelopes on prescribed format to the undersigned within 15 days from the date of publication of the advertisement in the newspaper/print media.

Yours sincerely,

Madhu P Nair  
Executive Director  
National Instructional Media Institute  
Directorate General of Training  
Ministry of Skill Development & Entrepreneurship  
CTI Campus, Guindy, Chennai – 600032  
Telephone No.– 044- 22500256  
Email – [chennai-nimi@nic.in](mailto:chennai-nimi@nic.in)

### 3. SCOPE OF WORK & SELECTION CRITERIA

#### Nature of Work:

- (i) Translation from English to Hindi & other regional languages (Tamil/Telegu/Kannada/Malayalam/Marathi/Gujarathi/Bengali/Odia) of NIMI IMPs.
- (ii) Proof Reading, Data entry and Page Setting (DTP work),
- (iii) Providing translated version in soft and hard copies per NIMI norms, as required.

At the end of the evaluation, list of selected and qualified agencies / individual applicants shall be empanelled and NIMI shall get the work executed through any of these agencies/individuals.

- i. Applicant shall do the translation as per requirement of NIMI.
- ii. Applicant/Agency will maintain records of original documents and submit the same to NIMI as and when required.
- iii. Soft copy of the work/assignments done will have to be handed over to NIMI after completion of job.
- iv. The selected applicant/ Agency should agree for each activity as and when required

#### Criteria for Selection:

##### Stage-I

The entities/applicant who fulfill the following requirements can apply in the format given at FORMAT 2 (For individual) and FORMAT 3 (For Agency):-

- (i) Agency/Applicant should have experience for minimum 1 year or more in translation work from English to Hindi & other regional languages. (copies of work order/experience to be attached )
- (ii) Agency/Applicant should have preferably technical educational background with good literature knowledge (graduate/equivalent or higher degree) (proof to be attached) for the language to be translated.
- (iii) Agency/Applicant should have experience of one or more year(s) working with any publication house or media agency for the work of translation in English to Hindi / other regional languages. (copies of work order/experience to be attached)
- (iv) Agency/Applicant should be minimum one or more year experience of translation work from English to Hindi /other regional languages. in Central/State Government Offices/Ports/Public Sector Undertaking /Autonomous or Statutory Organizations (copies of work order/experience to be attached).

##### Stage-II

The Agency/applicant who have fulfilled the requirements at stage I and FORMAT 2 (For individual) and FORMAT 3 (For Agency) will be evaluated as follows:-

Evaluation Criteria	Marks
(i) Qualification	Graduate - 10 Post Graduate -10 Higher degree/research - 10

(ii) Similar Work Experience in publication house/media agency	for one work order/experience certificate-5 marks each (Max 20 Marks)
(iii) Similar Work Experience in Central/State Government Offices/Ports/ Public Sector Undertaking/Autonomous or Statutory Organization	for one work order/experience certificate-5 marks each (Max. 30 marks)
(iv) Experience (Number of years)	per year-5 marks each (Max. 20 marks)
<b>Total</b>	<b>100</b>

### Stage-III

The Agency/applicant who score more than 50% marks shall be declared technically qualified.

### Other Important Information

The selected agency/individual will be responsible for any discrepancies with respect to the translation.

Agencies submitting proposals will not be permitted to alter or modify their proposal after expiry of the deadline for receipt of EOI.

### Award of contract-

- a) NIMI after considering the recommendations of the Bid Evaluation Committee and the conditions of EOI, if any, financial implications shall accept or reject the successful proposal.
- b) Before award of the Contract, NIMI shall ensure that the successful Agency/applicants' is reasonable and consistent with the required work.
- c) A proposal shall be treated as successful only after the competent authority has approved the procurement/services in terms of that EOI.
- d) NIMI shall award the contract to the Agency/Applicant who meets all the conditions of NIMI in accordance with the evaluation criteria, and if the Agency/applicant has been determined to be qualified to perform the contract satisfactorily.
- e) Prior to the expiration of the period of validity of EOI, NIMI shall inform the successful Agency/applicant in writing, by speed post, that its proposal has been accepted.
- f) Validity of EOI – 1 year from the date of opening of EOI.

### Duration of Assignment-

Translation work may be given even in odd hours through e-mail or hard copy, which would be required to be completed within the time frame (mentioned in the Terms of Reference) from the date of Work Order issued by NIMI.

The Agency/applicant would be required to be in constant communication with the concerned officials of the NIMI through email/phone till the task is completed satisfactorily.

### **Expression of Interest:**

The interested Agency/applicant may submit proposal in a closed envelope in the format addressed to

**The Executive Director,  
National Instructional Media Institute  
Directorate General of Training  
M/o Skill Development & Entrepreneurship  
CTI Campus, Guindy Industrial Estate,  
Guindy, Chennai - 600032**

While submitting the application it may be mentioned on the top of the envelope as "**Application for Empanelment for Translation/Data Entry/DTP/Proof reading from English to Hindi/ Tamil/Telegu/ Kannada/ Malayalam/Marathi/Gujarathi/Bengali/Odia languages**". EOI received after stipulated date, time shall not be considered and liable to be rejected summarily.

The agency has to submit its technical expertise, experience, proof for similar assignment handled in the past and other relevant details as per the formats given with the EOI in a sealed cover separately..

### **The remuneration/payment detail for the work done towards translation and allied activities is given below**

- i. Translation charges Rs.300/- per thousand words **(likely to be revised)**
- ii. Data entry charges Rs.110/- per thousand words (including corrections by the translator)
- iii. DTP Charges @ Rs. 35/- Per page
- iv. Technical Proof Reading Rs.65/- Per thousands words

NIMI reserves the right to accept or reject the EOI without assigning any reasons

### **Penalty for Delay :-**

- (a) Delay up to one fourth period of 2.5% the prescribed completion period;
- (b) Delay exceeding one fourth but 5% not exceeding half of the prescribed completion period;
- (c) Delay exceeding half but not 7.5% exceeding three fourth of the prescribed completion period.
- (d) Delay exceeding three fourth of the 10% prescribed completion period.

**Note** : Fraction of a day in reckoning period of delay in services shall be eliminated if it is less than half a day. The maximum amount of liquidated damages shall be 10%.

### **Payment :**

100% payment will be made after completion of satisfactorily work for each activity as per work order.

**Please note**

1. All pages of EOI should be signed by the Agency/applicant.
2. EOI shall be duly filled and submitted in original.
3. Executive Director, NIMI is the final authority to decide any dispute arises between both the parties.

#### 4. GENERAL TERMS & CONDITIONS

1. Translation Agencies/Firms/Individuals aspiring for inclusion in the proposed panel will be selected on the basis of screening held by Technical Evaluation Committee formed by NIMI.
2. **Individuals:** Applicants should possess Graduate/Post-Graduate degree in any subject and possess qualification at the Graduation or higher level and should be well conversant with the terminology evolved for providing translation services in NIMI. Applicants should have minimum one or more years of experience.
4. The Agencies/Firms should submit proof of providing translation services and references (viz. work orders, TDS deduction certificates, work completion certificates, experience certificate etc.) to other Ministries/Departments/ Offices etc. These documents should be enclosed along with their technical bid. Tenders received without relevant documents will not be entertained.
5. Translating Agency and the translators proposed to be engaged should have a minimum experience of one or more years in translation work.
6. Assigned work is required to be translated precisely from **English to Hindi & other regional languages (Tamil/Telegu/Kannada /Malayalam /Marathi/Gujarathi/Bengali/Odia** and to make data entry by using ISM software with the standard fonts as prescribed by NIMI. 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 NIMI's officials or language expert(s). Any default on the timeline or accuracy of translations shall entail a financial penalty as determined by the NIMI. Corrections, if any, are to be carried out by the Agency/Firm/Individual at its expenses. No payment/compensation etc would be given for carrying out corrections.
7. Translation work to be assigned, will be of Instructional material (Book) report etc of NIMI.
8. Before taking up the translation work individual translator/ translators engaged by the agency (after the approval of NIMI) for the translation of Instructional material **must attend one day Orientation Training Programme** organized by NIMI. **The translators who have not attended the orientation will not be permitted to take up the translation of instructional material.**
8. Technical word should also written in English along with Hindi/other regional languages translated word in brackets ( ). Detail requirements/conditions will be laid down in the Terms of Reference of the work order.

9. The selected Agency/Firm/Individual would work from their premises for the translation/proof reading and data entry work and the manpower/equipments/Hardware/software etc required for the tendered work should be arranged by the Agency/Firm/Individual at their cost.
10. **DTP work taken by the empanelled applicant/Agency should be done at NIMI for which necessary infrastructures will be provided.**
11. Individual translator may do the translation at NIMI for which necessary infrastructures will be provided. No TA/DA will be paid for doing the translation at NIMI.
11. Empanelment will be for one year which could be extended depending upon the performance of Agency/Firm/Individual.
12. The empanelled applicant should enter an agreement with NIMI for the proposed work
13. After issued LOI (Letter of Intent), an Agreement will be Executed between **NIMI and the Agency** on Stamp Paper of Rs.200/- and a bank Guarantee money of Rs.20,000/- to be deposited by Agency in the form of DD/Bankers Cheque.

### **Opening of Proposals and Selection Process**

The Proposals received will be opened in the presence of authorized representatives of the agencies/individual who have submitted proposals.

The final list of successful empanelled agency/individual will be notified.



**FORMAT – 1 (For Agency/Individual)**

**5. APPLICATION**

To

The Executive Director,  
National Instructional Media Institute,  
Directorate General of Training,  
Ministry of Skill Development & Entrepreneurship,  
CTI Campus, Guindy,  
Chennai – 600032.

Subject: Submission of Empanelment for **“Translation/Proof Reading/Data Entry/DTP”**

Dear Sir,

In response to the application submitted published on for Empanelment of printers we would like to Express our Interest to carry out the “Translation/proof reading/data entry/DTP work in \_\_\_\_\_(Hindi/Tamil/Telegu/Kannada/ Malayalam/ Marathi/ Gujarathi/ Bengali/Odia) languages”. As instructed, 2 set of the following documents to support for the empanelment is attached in separately sealed envelopes.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp

**Note: This is to be furnished on the letter head of the organization in the case of Agency.**

**FORMAT – 2 (for Individual)**

**6. APPLICATION FORM**

1.	Name	
2.	Date of Birth	
3.	Address for communication	
4.	Phone No. with STD Code Mobile No.	
5.	e-Mail id.	
6.	Mother Tongue	
7.	Language expertise in Translation	
8.	Years of experience in translation	

9. Academic Qualifications (in chronological order)

Sl no	Degree/Diploma	Year of passing	University/Institute	% if marks

(Attach copies of certificates)

10. Details of Translation work completed

Sl no	Type of Translation (Technical/Non Technical)	Language	Nature of Publication & Publishers name	Volume of Translation

(Attach copies for proof of translation work)

11. Any other relevant information :

**DECLARATION**

I, \_\_\_\_\_ hereby declare that the information furnished above are true to the best of my knowledge and belief. In case any of the data/information found to be incorrect my application is liable to be rejected.

Place:

Date:

Signature

Name

Note: The Executive Director, NIMI, reserves the right to reject the Application without assigning any reason

**FORMAT – 3 (for Agency)**

**7. APPLICATION FORM**

S.No.	Particulars	Remarks/ Details
1	Name of Agency/ Firm	
2	Details about office of agency/ firm : Address : Phone No : Fax : E-Mail ID : Website : Contact person: Mobile No. and contact person:	
3	Details about registered office and Contact No.	
4	Status of Firm [partnership firm/ Pvt. Ltd. Co. / Public Ltd Co./ proprietorship]	
5	Details about Director/Partners/ individual	
6	Total experience of Firm [No. of years] (Certificate of Incorporation/Registration to be attached)	
7	PAN No. (Copy to be attached)	
8	Service Tax Registration (Copy of certificate to be attached)	
9	Documentary proof as regards criteria for selection of Agency  <b>(i)</b> Agency should have experience for minimum 1 Or more years in translation in various regional languages (Preferably English to Hindi translation). (copies of work order to be attached )  <b>(ii)</b> Agency should have preferably education background of Translator (graduate/equivalent or higher degree) (proof to be attached)  <b>(iii)</b> Agency should have experience of working with a publication house/media agency Central/State Government Offices/Ports/ Public Sector Undertaking/Autonomous or Statutory Organizations for the work of translation in English to Hindi. (copies of work order to be attached )	

**FORMAT – 4 (for Agency)**

**8. Financial Strength & Experience of the Agency/Firm/ Company**

1. Turnover figure for last three years

2. Net profit figure for last three years

S.No.	Years	Turnover (in Lakhs of Rs)	Net profit ( in Lakhs of Rs)
1.	2016-17		
2.	2015-16		
3.	2014-15		

2. Experience summary (Please attach it as a separate annexure if the space is less)

Note: Please attach auditor's certificate in support of your claim.

Signature of the applicant

Full name of the applicant

Stamp

**FORMAT – 5 (for Agency)**

**9. Details of manpower involved in translation/Data Entry/DTP in Hindi / other regional languages (For Agency only)**

Sl no	Name	Qualification	Language of Translation/ Data entry/ DTP	Category (translation /data entry/ DTP)	Years of experience in translation/data entry/DTP
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

Note - Please Attach Bio Data

Signature of the applicant

(Full name of the applicant)

Stamp

Date

**FORMAT – 6 (For Agency)**

**10. Overview of the past experience of the Organization in related field**

Sl no	Item	Number of Assignments	Order value in Rs.	Implementation Project value in Rs.
1	Experience of Assignments of similar nature			
1.1	Experience in carrying out in similar assignments in Government			
1.2	Experience in carrying out in similar assignments in public sector			
1.3	Experience in carrying out in similar assignments in private sector			

Decision of Evaluating committee in ascertaining "similar nature" and "similar assignment" will be final.

Signature of the applicant

(Full name of the applicant)

Stamp

Date

**FORMAT – 7 (for Agency)**

**11. Additional Information**

1. List of attachments related to the previous sections

Sl no	Description	No of pages

2. Additional information to support the eligibility. (Not more than 2 pages)

Signature of the applicant

(Full name of the applicant)

Stamp

Date