

INDIAN INSTITUTE OF MANAGEMENT NAGPUR

Communication and Media Cell, IIM Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010

Ph.No. – 07127102397 Email: comn_office@iimnagpur.ac.in Website: www.iimnagpur.ac.in



IIM NAGPUR

Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/CMC/2019-20/001	Date of Issue: 24/10/2019
	Submission of quotation: on 31/10/19; by 6.00 PM at IIM Nagpur Office.	Offer Valid up to 3 Months
	Date & time of opening of Quotation/Bid: on 01/11/2019 at 11.30 AM	Issued by: Communication and Media Cell

We invite your Quotation for the service mentioned below. Please return this form, duly filled in all respects in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Annexures A & B

Sr. no	Description of Item	Rate per word	Total Amount (Rs)
1	Translation of webpages and documents on the website www.iimnagpur.ac.in from English to Hindi (Detailed Scope of work and General Terms as per Annexure 'A') <i>Services required from November 2019 To October 2020</i> <i>The vendors should quote rates per word. The payments will be made as per actual utilization on the monthly basis as per Annexure 'A'</i>		
	<u>GST % & Amount</u>		
	Total Amount including all Taxes:		

Total Amount in Words: _____



Sign and stamp of the bidder

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Annexure 'A'

Detailed Scope of Work

- Static and dynamic webpages, as well as tenders and other policy documents on the IIM Nagpur website (www.iimnagpur.ac.in) are to be translated from English to Hindi.
- The estimated number of words, including PDF documents is 73500. This consolidated content is required to be translated within 15 working days from the date of empanelment.
- The translator(s) will be under contract with IIM Nagpur for the aforementioned duration, and will be required to translate content published on the website on an ongoing basis.
- The following page should be translated to Hindi as a specimen copy.
- It is compulsory to submit the conversion page along with the bid, otherwise, the bid will be rejected. External websites linked to IIMN website should not be considered for Hindi conversion.

Sign & Stamp of Bidder / Supplier



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Annexure 'B'

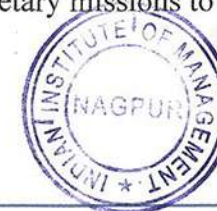
Specimen For Translation

Bilateral trade has increased significantly over the past fifteen years. More than the volume of bilateral trade, the dynamism of Indo-French economic relations springs from the establishment of French companies in India. Today, more than 550 French subsidiaries from a wide spectrum of sectors are present in India and employ a workforce of around 3,00,000 persons. The total French investment stock in India rose to 5.75 billion euros by the end of 2016. This figure rose swiftly over the past few years, having doubled since 2013 and almost quadrupled since the financial crisis.

Scientific and technological cooperation is another key area of our partnership, which was given a fresh impetus with the establishment of an Indo-French Commission for Scientific and Technological Cooperation. This cooperation is based on a unique structure bringing French and Indian researchers and scientists together, CEFIPRA/IFCPAR (Indo-French Centre for the Promotion of Advanced Research), which celebrated its 30th anniversary in 2018. The development of joint research laboratories in promising areas (neuroscience, chemistry); the two French Institutes in Delhi and Puducherry; the research centres and a very strong presence of French research in the private sector (10,000 to 20,000 persons) completes our presence.

France and its defence industry also actively contribute to the “Make in India” programme in the defence sector. The first conventional submarine, Scorpene, which started being built in India in 2008 with transfer of technology and support from DCNS, began sea trials in 2015, and the second in January 2017. An agreement on India’s acquisition of 36 Rafale fighter jets was concluded in September 2016. This has paved the way for unprecedented technological and industrial cooperation for the next four decades to come.

The April 2015 MoU signed between the French (CNES) and Indian (ISRO) space agencies enriched cooperation projects. It led to the finalizing of a joint mission of India’s Oceansat-3 satellite hosting France’s Argos system for climate monitoring and tracking, scheduled to be launched in 2019. It has also resulted in the third jointly developed satellite, Trishna, for thermal infrared imaging. France is also considering contributing to India’s space agency, ISRO’s, upcoming inter-planetary missions to Mars and Venus.



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Annexure 'C'

General Conditions and Instructions for Bidders

1. Bidders must have experience in English to Hindi translation. All bidders should submit a self-certified list of works undertaken by the firm/individual. The institute will verify the claim for the work completed from the sources.
2. All documents must be delivered at the IIM Nagpur campus at VNIT, Nagpur.
3. Delivery Schedule: All deliveries must be made within 15 days from the date of empanelment with one-week grace period at the discretion of the Institute. The services shall be considered delivered completely when the translated pages/documents have been sent, free of errors.
4. Firm must have following certifications/accreditations/registrations, copies of which are required along with bidding/ quotations
 - (a) PAN No.
 - (b) GST No.
5. For all recurring orders, content will be shared with the translator by the 8th of every month. The translated documents and the corresponding bills will have to be sent in the same format by the 21st of the month in which the orders have been undertaken. The rates will remain firm for a period of one year from the date of empanelment.
6. Payment: The payments will be made on monthly basis. Please submit bank account details along with the bill for payments (NEFT / RTGS mode) or mention the same in the bill. Bill should be submitted in duplicate.
7. IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.
8. A legible copy of all documentary evidence for all supporting documents wherever required should be submitted with the quotation duly stamped and signed by the bidder.
9. The institute reserves the right to reject a bid if not found competent to provide the services.
10. The bidders must submit all the pages of this Invitation to Offer duly signed and stamped as a token of acceptance of the terms and conditions of this offer without which the offer shall be rejected.



Sign & Stamp of Bidder / Supplier

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Annexure 'D'

PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/as stipulated in the enquiry No IIMN/CMC/2019-20/001 dated 24.10.2019. Accordingly, I/we accept the terms and conditions and hereby offer the rates for **English to Hindi Translation** as per specifications in Annexure A.

Name of the BIDDER _____

Signature of authorized person _____



Official seal of BIDDER