



The Manager (Project Purchase)

Date: 25.11.2022

Open Tender Reference No: CS/MITES/063/2022/TRANSLATION

GEM NAR ID: GEM/GARPTS/02112022/6C8V24ZXC6

Due Date/Time: 15.12.2022 @ 3:00 PM

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, offers are invited for

Translation of Major Indic languages

conforming to the specifications.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “**Help for contractors**”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal”]

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

1)	Pre-bid Meeting Details	:	NA
2)	ICSR Vendor Registration	:	<p><u>Vendor registration code.</u> Vendor registration with IC&SR (IITM) is mandatory for bidders to participate in tenders.</p> <p>** <u>For Vendor Registration & Guidelines, Please follow the website:</u> https://icandsr.iitm.ac.in/vendorportal; Helpdesk: vendorhelpdesk@icsrpis.iitm.ac.in</p>

No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in the E-procurement portal.

Last date for receipt of tender	:	15.12.2022 @ 3:00 PM
Date & time of opening of tender	:	16.12.2022 @ 3:00 PM

3. Instructions to the Bidder:

<u>A)</u>	Searching for tender documents	:	<ul style="list-style-type: none"> • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. • Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. • The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
<u>B)</u>	Assistance to bidders	:	<ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]
<u>C)</u>	Enrolment Process to Bidders	:	<p><u>REGISTRATION</u></p> <ul style="list-style-type: none"> • Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <u>URL:https://etenders.gov.in/eprocure/app</u> by clicking on “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

			<ul style="list-style-type: none"> • Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app • Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC".
<u>D)</u>	Preparation of bids	:	<ul style="list-style-type: none"> • Bidder should take into account any corrigendum published on the tender document before submitting their bids. • Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. • Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. • To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
<u>E)</u>	Submission of bids	:	<ul style="list-style-type: none"> • Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. • The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. • Bidder has to select the bid security declaration. Otherwise, the tender will be summarily rejected. • A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective

		<p>financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.</p> <ul style="list-style-type: none"> • The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. • More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app. • All tender documents including pre-qualification bid, Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.
<u>F)</u>	Marking on Pre-Qualification Bid	<ul style="list-style-type: none"> • The bidder eligibility criteria, technical specification and supply of item for this tender is given in Annexure A. • The Bidders shall go through the specification and submit the Pre-Qualification bid. • The Pre-qualification bid should be submitted in the proforma as per Annexure-B in pdf format only through online (e-tender). No manual submission of bid will be entertained. • The Pre-Qualification bid should have a page-wise heading as "Pre-qualification Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents
<u>G)</u>	Marking on Technical Bid	<ul style="list-style-type: none"> • The bidder eligibility criteria, technical specification and supply of item for this tender is given in Annexure A. • The Bidders shall go through the specification and submit the technical bid. • The Technical bid should be submitted in the proforma as per Annexure-C in pdf format only through online (e-tender). No manual submission of bid will be entertained.

		<ul style="list-style-type: none"> The technical bid should have a page-wise heading as “Technical Bid” and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. The technical bid should consist of bidder eligibility criteria details and all technical details along with catalogue/pamphlet which will give a detailed description of product with technical data sheet so that technical compliance can be verified.
H)	Marking on Price Bid	<ul style="list-style-type: none"> Financial bid (BoQ) should be submitted in the prescribed proforma format as per Annexure-D in xls format through e-tender only. No manual or other form of submission of Financial Bid will not be entertained

4)	<p>EMD: Rs.10,00,000 /- (Rupees Ten Lakhs Only) has to be paid by means of bank transfer. Bank Account Details are given below. Proof of remittance has to be enclosed along with technical tender documents; else the bid will be rejected due to non-enclosure of EMD. This Earnest Money will be returned to the unsuccessful tenderers after the finalization of the tenders. EMD will not carry any interest. EMD will not be waived under any circumstances. EMD is exempted for Micro and Small Enterprises (MSE) as defined in MSE Procurement policy issued by the department of Micro, Small and Medium Enterprise (MSME). Relevant proof of registration of MSE with the competent authority should be submitted. For others, non-submission of EMD will lead to rejection of tender at the opening stage itself.</p> <table border="1"> <tr> <td>Institution Account Name</td> <td>The Registrar, Indian Institute of Technology - Madras</td> </tr> <tr> <td>Account No</td> <td>2722101003872</td> </tr> <tr> <td>Account Print Name</td> <td>The Registrar, IIT Madras</td> </tr> <tr> <td>IFSC CODE</td> <td>CNRB0002722</td> </tr> <tr> <td>Bank Name (in full)</td> <td>CANARA BANK</td> </tr> <tr> <td>Branch Name</td> <td>IIT -Madras Branch</td> </tr> <tr> <td rowspan="5">Complete Branch Address</td> <td>Canara Bank</td> </tr> <tr> <td>IIT -Madras Branch</td> </tr> <tr> <td>IIT -Madras Campus Post Office</td> </tr> <tr> <td>Sardar Patel Road</td> </tr> <tr> <td>Guindy, Chennai - 600 036</td> </tr> <tr> <td>MICR No.</td> <td>600015085</td> </tr> <tr> <td>Account Type</td> <td>Savings Account</td> </tr> </table>	Institution Account Name	The Registrar, Indian Institute of Technology - Madras	Account No	2722101003872	Account Print Name	The Registrar, IIT Madras	IFSC CODE	CNRB0002722	Bank Name (in full)	CANARA BANK	Branch Name	IIT -Madras Branch	Complete Branch Address	Canara Bank	IIT -Madras Branch	IIT -Madras Campus Post Office	Sardar Patel Road	Guindy, Chennai - 600 036	MICR No.	600015085	Account Type	Savings Account
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MICR No.	600015085																						
Account Type	Savings Account																						
5)	<p>Performance Security: -</p> <p>The successful bidder should submit Performance Security for an amount of 3% of the value of the contract/supply. The Performance Security may be furnished in the form of an Account Payee DD, FD Receipt in the name of “The Registrar, IIT Madras” from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India. The performance security should be furnished within 14 days from the date of the purchase order.</p> <p>Performance Security in the form of Bank Guarantee: - In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed directly to IIT Madras from the Bank.</p> <p>The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including the warranty obligations.</p>																						

6)	<p>Price:</p> <p>The offer/bid should be Inclusive of taxes and duties, which will be paid by the purchaser as applicable. However, the percentage of tax & duties should be clearly indicated separately.</p>
7)	<p>Tenderer shall submit along with this tender:</p> <p>(i) Name and full address of the Banker and their swift code and PAN No. and GSTIN number.</p> <p>(ii) GST registration proof showing registration number, area of registration etc.</p> <p>a) (iii) All of your future correspondences including Invoices should bear the GST No. and Area Code.</p>
8)	<p>Terms of Delivery:</p> <p>The tenderer should clearly indicate the time of Delivery. In case there is any deviation in the delivery schedule, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.</p>
9)	<p>Period for which the offer will remain open:</p> <p>The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p>
10)	<p>Risk Purchase Clause</p> <p>In the event of failure of provision of required services within the stipulated delivery schedule, the purchaser has all the right to get services from other sources on the total risk of the supplier under risk purchase clause.</p>
11)	<p>Payment:</p> <p>Advance Payment: No advance payment is generally admissible. In case a specific percentage of advance payment is required, the Vendor has to submit a Bank Guarantee from a scheduled commercial bank in India equivalent to the amount of advance payment.</p>
12)	<p>Acceptance and Rejection:</p> <p>Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p> <p>(i) I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.</p>
13)	<p>Debarment from Bidding:</p> <p>In case of breach of Terms & Conditions, Bidder may be suspended from being eligible for bidding in any contract with the IIT Madras up to 2 Years [as per Rule 151(iii) of GFR] from the date of Tender.</p>
14)	<p>Disputes and Jurisdiction:</p> <p>Settlement of Disputes: Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate an arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out</p>

	<p>in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.</p> <p>a. The Applicable Law: The Purchase Order shall be construed, interpreted and governed by the Laws of India. Court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.</p> <p>Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.</p>
15)	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</p> <p>b. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
16)	<p>Preference to "class I Local Suppliers": preference will be given to "class 1 local suppliers" (subject to class -I local supplier's quoted price falling within the margin of purchase preference) as per public procurement (preference to make in India) order 2017 .O.M No P- 45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the "class 1 Local Supplier" should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.(certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).</p> <p>**Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021</p>
17	<p>Preparation of Tender: The bidders should submit the bids in three bid system as detailed below.</p> <p>Cover I _Pre-Qualification Bid</p> <p>The Pre- Qualification Bid for in the Bidder Eligibility criteria I & II along with all relevant proof needs to be submitted in the proforma given in Annexure – B.</p> <p>The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Pre-Qualification Bid format.</p> <p>Cover II _Technical Bid</p> <p>The technical bid should consist of technical specification compliance sheet as per Annexure-C.</p> <p>Cover III _Price Bid</p>

	<p>The price bid should be submitted in excel format (BoQ) as per the proforma (Annexure D) uploaded in the e-Tender web site. The Quoted price should be for the services offered and inclusive of all cost and statutory levies at IIT Madras. The vendor should Quote the cost on Per Hour Basis as per the BOQ in Annexure D.</p>
<p>18</p>	<p>Bidder Eligibility Criteria I:</p> <p>a) As per the Government of India Order, only “Class - I Local Suppliers” and “Class - II Local Suppliers” can participate in this tender. Declaration to be submitted as per Annexure - E</p> <p>b) Bidder should confirm their acceptance that they comply with the provisions with report to “Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-F. The bidder should submit Certificate for “Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.</p> <p>c) Proof of Submission of EMD</p> <p>d) Declaration for Not Blacklisting as per Annexure -G</p> <p>Bidder Eligibility Criteria II:</p> <p>a) Bidder shall be a company registered in India and should be operating in India for at least last 5 years offering similar services. The company Registration certificate should be submitted for this.</p> <p>b) Bidder should have a minimum turnover of Rs.50 Lakhs per annum in any one of the last 3 Financial years.</p> <p>c) Bidder should have experience of translation done in specific Indian languages and translation work done across at least 5 of the following domains.</p> <ul style="list-style-type: none"> • Government and Legal • History • Geography • Culture • STEM • Entertainment • Tourism • NEWS • Health • Business • Sports <p>They should provide detailed information on prior and current projects that have been completed with premier educational and research institutions and/or corporate organizations meeting these criteria.</p>
<p>19)</p>	<p>Evaluation of Bids</p> <p>Bid evaluation will take place in three stages.</p>

Stage I Pre-Qualification Bid evaluation

The Pre- Qualification Bid of the bidders will be evaluated and the bidders who have qualified all the criteria stipulated in bidder eligibility criteria I & II will alone be selected and their technical bids will be opened.

Stage II Technical Bid evaluation

1. All bidders who qualify in the Stage I should Provide their experience in translation from English to Indian languages. In addition, they will provide a detailed implementation approach that outlines how they would deliver on scope of this tender meeting scope, timeline and quality requirements.
2. Stage 1 Qualified bidders need to make a power point presentation before an EPC Committee. Date for presentation will be informed to bidders through email.
3. Bidders need to submit their compliance for each Group of languages they are quoting as per technical criteria given in the below table.

The technical submission, technical presentation and language group compliance together will be considered for technical bid evaluation and Group Wise Technically Qualified bidder will be announced.

The total marks for technical bid will be for 100 marks based on the weightage of each category, out of which the bidders should score minimum 70 marks to qualify for opening of their financial bid. The Financial bids of those bidders who have scored less than 70 marks will not be opened.

The detailed scoring system for arriving at the total technical score of the bidders who have qualified Stage I are as

S. No	Category	Criteria	Maximum score for the line item in the category	Committee's score	Category weightage
1a)	Bidder Credentials	1 Lakh or more sentences translated from English to a one or more of the 22 constitutionally recognized Indian languages. This work has been done for premier educational and research institutions and/or technology companies.	30		15%

		<p>In addition, they have done at least 10K sentences of translation from English to at least 7 specific Indian languages in scope of this tender.</p> <p>Proof: Work order or work completion certificate to be submitted meeting above criteria</p> <hr/> <p>Proposed Scoring Criteria</p> <ol style="list-style-type: none"> 1. Meeting all three objectives: 24-30 2. Meeting two of the objectives: (16-24) 3. Meeting one of the objectives (8-16) 3. Else 0. 			
	1b)	<p>Reference Customer Rating score (at least 3 customer references) with at least one Premier customer in Academia and one in Corporate</p> <ol style="list-style-type: none"> 1. Adherence to timelines: Excellent or Higher 2. Adherence to quality norms: Excellent or Higher 3. Value added to the customer: Excellent or Higher 4. Examples of Repeat work done with the customer (at least two) <p>Proof: Customer satisfaction document or mail to be submitted along with work order for repeat work done.</p>	20		

		<p>Proposed Scoring Criteria</p> <ol style="list-style-type: none"> 1. Adhering to all the criteria for 3 customer references (16-20) 2. Adhering to 3 of the 4 criteria for 3 customer references (12-16) 3. Adhering to 2 of the 4 criteria for 3 customer references (8-12) 4. Else 0 			
	1c)	<p>Empanelment as a Vendor for Translation work in Indian languages. This work has been done earlier with IIT Madras or one of other IITs or IISc or IIITs or NITs or other Central educational and research institutions.</p> <p>Proof: Work Order or Work completion certificate to be submitted along with empanelment approvals.</p> <p>Proposed scoring criteria</p> <ol style="list-style-type: none"> 1. Empanelment with at least 2+ premier educational institutes for translation work (20-25) 2. Empanelment with at least 1 premier educational institute for translation work (15-20) 3. Else 0. 	25		
	1d)	<p>Number of Translation Projects being carried out in Educational and Research Domain (E&R) and at least 4 of the following knowledge domains from 2019 onwards (both completed and ongoing)</p>	25		

		<p>a) Legal and Government</p> <p>b) History</p> <p>c) Geography</p> <p>d) Tourism</p> <p>e) Science, Technology, Engineering and Mathematics</p> <p>f) Health and Medicine</p> <p>g) Business</p> <p>h) Sports</p> <p>i) Entertainment</p> <p>j) Culture</p> <p>k) News and Media</p> <p>These projects were enabler to AI-Natural language processing initiatives being taken up by the E&R premier institutes in India. Proof: Work done in the domains (sample) to be shared by the bidder. The bidder would also submit work order or work completion certificate detailing work done including domain of translation</p> <p>Proposed scoring criteria 7+ domains (20-25) 5-7 domains (15-20) 5 domains (10-15) Else 0</p>			
2a)	Bidder Project Management and Implementation capabilities	<p>The bidder clearly outlines</p> <p>1. Team Leads who will be responsible for meeting the delivery commitments and share the profiles at least at each language group level, these team leads have delivered translation projects for bidder's key customers in past twelve months and handled similar scale of work</p> <p>2. At least 25% of bidder's employee head count and</p>	40		30%

		<p>40% of bidder's freelance head count would operate from tier-2/tier-3 towns or rural areas and they would have a good command over English and Indian language they will be working on in translator role.</p> <p>3. The bidder would demonstrate that their employees to free-lance translators is in ratio of at least 20:80 or higher</p> <p>Proposed scoring criteria</p> <ol style="list-style-type: none"> 1. Meeting all 3 criteria (32-40) 2. Meeting 1,2 or 1,3 of the criteria (24-32) 3. Meeting only criteria 1 (20-24) 			
	2b)	<p>The bidder shares the solution approach for implementation that covers the following</p> <ol style="list-style-type: none"> 1. Process workflow for translation and verification 2. Use of tools to enhance the speed and quality of translation 3. Schedule for meeting quarterly translation target 4. Process and steps to ensure adherence to translation norms: Quality <p>Proposed Scoring criteria:</p> <ol style="list-style-type: none"> 1. Bidder meets all criteria, is extensively detailed in addressing the delivery commitments (50-60) 	60		

		<p>2. Bidder meets all criteria, is fairly detailed in addressing the delivery commitments (40-50)</p> <p>3. Bidder meets all criteria and approach is somewhat detailed in addressing the delivery commitments (30-40)</p>			
3	Final Presentation	<p>Bidder's Presentation to committee – Approach and addressing key risks and dependencies</p> <ol style="list-style-type: none"> 1. Why they need to be selected - USP 2. Their solution and delivery approach (Technical, PM) 3. Risks Identification and Mitigation <p>Value expected to be added to IIT Madras (Cost – Benefits)</p>	100		20%
4 a.	Language Group wise Eligibility	<p>The bidder lists down total work done in translation in the past 36 months from English to one or more Indian languages in each of below mentioned groups.</p> <p>Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi</p> <p>Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili</p> <p>Group 3: Sanskrit, Manipuri, Konkani, Nepali</p>	40 (Group wise)		35%

		<p>Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali</p> <ol style="list-style-type: none"> 1. Number of sentences (words) translated from English to the Indian languages in each group. 2. Proof: Work Orders or work completion certificates are attached that lists number of sentences / words translated from English to Indian Language. 3. This work preferably should be done with Premier educational and research institutes in India and/or Deep technology companies /subsidiaries in India <p>Normalized against maximum number of sentences (words) that have been translated from English to languages in each group (summed up). For example, if in English to Group 1 languages translation, one of the bidders has done a maximum of 1 Lakh sentences across all languages in group and second bidder has done 80K, then the first bidder gets 40 and second 32.</p>			
4 b.		<p>Bidder would also share the proportion of their employees in each language who have done translation from English to Indian language and has completed at least two projects and has at least 12</p>	20 (Group wise)		

			<p>Months+ experience in translation with the bidder. In case the bidder uses freelance translators, they should have worked with bidder in at least two projects over the past six months.</p> <p>Proof: The bidder provides appropriate documentation in support of above criteria</p> <p>Normalized against maximum headcount of employees who have done translation from English to specific Indian language and have 12 months+ experience and have done at least two projects. For example, if one bidder submits 10 employees who meets these criteria for Telugu and another bidder submits maximum head count of 15 meeting these criteria, then the 2nd bidder gets 20 and first one gets 13.33 as the score.</p> <p>1. The scores for each language in group is summed up and average determined) to arrive at the final score for these criteria.</p> <p>2. The groups are Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi</p>			
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		<p>Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili</p> <p>Group 3: Sanskrit, Manipuri, Konkani, Nepali</p> <p>Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali</p>			
4 c.		<p>The bidder lists the translation work done in the following domains from English to Indian language wise in past 3 years. The domains are Legal, Government/Public Services, History, Geography, Culture, Entertainment, News, STEM, Sports, Tourism, Health, Business and Agriculture.</p> <p>Proof: Work order / Work Completion certificate from their customers on translation work done in specific domain from English to specific Indian language.</p> <p>The number of sentences (words) translated from English to specific Indian language across all the domains summed up for each bidder and this is N. The bidder with maximum N gets 40 and if another bidder is at 80% of N, they get 32</p> <p>1.The scores for each language in group is summed up and average determined to arrive at the final score for this criteria.</p>	40 (Group wise)		

			<p>2. The groups are Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi</p> <p>Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili</p> <p>Group 3: Sanskrit, Manipuri, Konkani, Nepali</p> <p>Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali</p>			
<p>Stage III: Price Bid Evaluation</p> <p>The price bid evaluation will be based on the rate quoted for each GROUP by the bidder for the Collection of Translation Major Indic languages. to arrival of Lowest Bid (L1) value in each language.</p>						
20)	<p>Selection of successful bidder and Award of Order</p> <p>The successful bidder will be selected based on assessment of skills, experience, and understanding/analysis of the project scope as per Technical Bid.</p>					
21)	<p>Apportion of work (Apportioning by Group Wise)</p> <ol style="list-style-type: none"> As per the Group wise Technical Qualification, L1 value of each group will be announced. The next least quoted Bidder following the L1 of each Group will be offered a chance to match the L1 price and will be selected as successful contractors. If either or all L2, L3 and L4 have not agreed to match the price, then the offer will be extended to the next bidders with Least cost and this process can be continued until we select at least 3 Successful contractors for award of work at each Group level. Estimate Minimum requirement of Data Translation: 3,30,000 sentences in all 22 languages. Minimum of 15K Sentences per Group in regardless of language in a group will be apportioned to selected vendors in each group for 1st quarter and balance quantity will be apportioned later based on quality and timeline of completion of work by selected bidders. 					
22)	<p>Period of Service: The Translation of Major Indic languages will be initially awarded for 1st quarter out of 4 quarters, i.e, estimated Total Sentences of 3,30,000 in all 22 languages. Additional requirement may arise above 3,30,000 in all 22 languages in each quarter and the successful bidders shall extend the service on the same agreed rate.</p> <p>IIT Madras reserves the right to extend this engagement with selected bidders for second year subject to bidder meeting delivery commitments, performance and service on the same agreed rate.</p>					
23)	<p>Delivery and Payment Schedule:</p>					

	<p>Schedule</p> <ul style="list-style-type: none"> ○ The schedule is dependent on scope of translation work (volume and specific Indian language). ○ The guideline that bidder is expected to be adhered to is 1.5 to 3K sentences / month including translation and internal review and rework based on internal review. ○ The indicative duration of engagement with selected bidder would be for 4-12 months from Dec 2022. <p>Payment Schedule</p> <ul style="list-style-type: none"> a) 80% of the pricing will be paid to the selected bidder after they submit back the translation after their internal review. b) 20% of the pricing will be paid to the selected bidder after the external review is completed by IIT Madras and 90% of the samples adhere to the quality norms. c) The payment will be done quarterly during project timelines based on number of sentences translated and reviewed each quarter.
24)	All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through e-Tender portal. In terms of Rule 173(iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.
25)	The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.
26)	The bidders will not be entertained to participate in opening of Bids, since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH SEAL OF
THE COMPANY WITH DATE**

Scope of the Work.
Translation of Major Indic languages
Tender No. CS/MITES/063/2022/TRANSLATION

The purpose of this tender is to identify bidders who would deliver translation of sentences bi-directionally, from English to the following Indian Languages and from the following Indian languages to English

- Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi
- Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili
- Group 3: Sanskrit, Manipuri, Konkani, Nepali
- Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali
 - a. Total languages – 22(Grouped as above)
 - b. Average word per sentence – 15 words,
 - c. Minimum Translation work per quarter - 15 K sentences Per Language
 - d. Approximate Total Translation work duration of Tender - 4 quarters/ 60 k sentences Per language and may be extend as per our requirement
 - e. Price to be quoted for per word (average price of Translation and proof reading/review)
- The expected volume of sentences to be translated per language would be 15K sentences per language each quarter and the work would be assigned as projects to selected and empaneled bidders on a quarterly or a semi – annual basis.
- The work approach would involve the following steps
 - The translation language pairs (English and Indian language) and volume to sentences to be translated would be defined as scope of work on a quarterly or semi-annual basis and shared with selected bidders
 - The quality norms to be followed by bidder in translation would be shared with the selected bidder
 - The selected bidder is expected to do the translation and their internal review on data annotation tool Shoonya that would be provided by IIT Madras
 - The translation sample would be reviewed by in-house, IIT Madras team and this is to certify the quality of translation meets the quality norms.
- **Key Criteria**
 - The selected bidder has the external quality certification ISO17100 or equivalent would be preferred though not mandatory.
 - Ability to deliver scope of translation work on time for specific Indian language/languages.
 - The translation meets the quality guidelines and norms for translation
 - The translated sentences will be reviewed by IIT Madras team and it is expected that at least 90% of those samples adhere to the quality norms prescribed or bidder is expected to do the rework at no additional costs to IIT Madras.
 - The translation quality guidelines would be shared with selected bidders prior to the start of engagement with them.

PRE-QUALIFICATION BID PROFORMA
Tender No. CS/MITES/063/2022/TRANSLATION

Item Name: Translation of Major Indic languages

Bidder Eligibility Criteria:

I	Bidder Eligibility Criteria-I (Public Procurement – Preference to Make in India)	Class I / Class II	Local Content value	Reference, Page No.
a	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 th September 2020 and other subsequent orders issued therein. Declaration to be submitted as per Annexure - E			
b	Bidder should confirm their acceptance that they comply with the provisions with report to “Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-F. The bidder should submit Certificate for “Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.			
c	Proof of Submission of EMD.			
d	Declaration for Blacklisting as per Annexure - G			
II	Bidder Eligibility Criteria-II	Compliance (Yes/No)	Reference Page No.	Remarks, If any
A	Bidder shall be a company registered in India and should be operating in India for at least last 5 years offering similar services. The company Registration certificate should be submitted for this. They should have a minimum turnover of Rs.1 crore per annum for last 3 years.			
B	Bidder should have a minimum turnover of Rs.50 Lakhs per annum in any one of the last 3 Financial years.			
C	<p>Bidder should have experience of translation done in specific Indian languages and translation work done across at least 5 of the following domains.</p> <ul style="list-style-type: none"> • Government and Legal • History • Geography • Culture • STEM • Entertainment • Tourism • NEWS • Health • Business • Sports <p>They should provide detailed information on prior and current projects that have been completed with premier educational and research institutions and/or corporate organizations.</p>			

TECHNICAL BID PROFORMA
Tender No. CS/MITES/063/2022/TRANSLATION

Item Name: Translation of Major Indic languages

The Bidders should submit a detailed proposal for the scope of works of this tender covering the proposed,

S. No	Category	Criteria	Compliance (Yes/No)	Reference Page No.
1a)	Bidder Credentials	<p>1 Lakh or more sentences translated from English to a one or more of the 22 constitutionally recognized Indian languages.</p> <p>This work has been done for premier educational and research institutions and/or technology companies.</p> <p>In addition, they have done at least 10K sentences of translation from English to at least 7 specific Indian languages in scope of this tender.</p> <p>Proof : Work order or work completion certificate to be submitted meeting above criteria</p>		
1b)		<p>Reference Customer Rating score (at least 3 customer references) with at least one Premier customer in Academia and one in Corporate</p> <ol style="list-style-type: none"> 1. Adherence to timelines: Excellent or Higher 2. Adherence to quality norms: Excellent or Higher 3. Value added to the customer: Excellent or Higher 4. Examples of Repeat work done with the customer (at least two) <p>Proof : Customer satisfaction document or mail to be submitted along with work order for repeat work done.</p>		
1c)		<p>Empanelment as a Vendor for Translation work in Indian languages. This work has been done earlier with IIT Madras or one of other IITs or IISc or IIITs or NITs or other Central educational and research institutions.</p> <p>Proof: Work Order or Work completion certificate to be submitted along with empanelment approvals.</p>		
1d)		<p>Number of Translation Projects being carried out in Educational and Research Domain (E&R) and at least 4 of the following knowledge domains from 2019 onwards (both completed and ongoing)</p>		

S. No	Category	Criteria	Compliance (Yes/No)	Reference Page No.
		<p>a) Legal and Government</p> <p>b) History</p> <p>c) Geography</p> <p>d) Tourism</p> <p>e) Science, Technology, Engineering and Mathematics</p> <p>f) Health and Medicine</p> <p>g) Business</p> <p>h) Sports</p> <p>i) Entertainment</p> <p>j) Culture</p> <p>k) News and Media</p> <p>These projects were enabler to AI-Natural language processing initiatives being taken up by the E&R premier institutes in India.</p> <p>Proof : Work done in the domains (sample) to be shared by the bidder. The bidder would also submit work order or work completion certificate detailing work done including domain of translation</p>		
2a)	Bidder Project Management and Implementation capabilities	<p>The bidder clearly outlines</p> <ol style="list-style-type: none"> 1. Team Leads who will be responsible for meeting the delivery commitments and share the profiles at least at each language group level, These team leads have delivered translation projects for bidder’s key customers in past twelve months and handled similar scale of work 2. At least 25% of bidder’s employee head count and 40% of bidder’s freelance head count would operate from tier-2/tier-3 towns or rural areas and they would have a good command over English and Indian language they will be working on in translator role. 3. The bidder would demonstrate that their employees to free-lance translators is in ratio of at least 20:80 or higher 		
2b)		<p>The bidder shares the solution approach for implementation that covers the following</p> <ol style="list-style-type: none"> 1. Process workflow for translation and verification 2. Use of tools to enhance the speed and quality of translation 3. Schedule for meeting quarterly translation target 4. Process and steps to ensure adherence to translation norms : Quality 		
3	Final Presentation	<p>Bidder’s Presentation to committee – Approach and addressing key risks and dependencies</p> <ol style="list-style-type: none"> 1. Why they need to be selected - USP 2. Their solution and delivery approach (Technical, PM) 3. Risks Identification and Mitigation 		

S. No	Category	Criteria	Compliance (Yes/No)	Reference Page No.
		4. Value expected to be added to IIT Madras (Cost – Benefits)		
4.a	Language Group wise Eligibility	<p>The bidder lists down total work done in translation in the past 36 months from English to one or more Indian languages in each of below mentioned groups.</p> <p>Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi</p> <p>Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili</p> <p>Group 3: Sanskrit, Manipuri, Konkani, Nepali</p> <p>Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali</p> <p>1. Number of sentences (words) translated from English to the Indian languages in each group.</p> <p>2. Proof: Work Orders or work completion certificates are attached that lists number of sentences / words translated from English to Indian Language.</p> <p>3. This work preferably should be done with Premier educational and research institutes in India and/or Deep technology companies /subsidiaries in India</p> <p>Normalized against maximum number of sentences (words) that have been translated from English to languages in each group (summed up). For example, if in English to Group 1 languages translation, one of the bidders has done a maximum of 1 Lakh sentences across all languages in group and second bidder has done 80K, then the first bidder gets 40 and second 32.</p>		
4.b		<p>Bidder would also share the proportion of their employees in each language who have done translation from English to Indian language and has completed at least two projects and has at least 12 Months+ experience in translation with the bidder.</p> <p>In case the bidder uses freelance translators, they should have worked with bidder in at least two projects over the past six months.</p> <p>Proof : The bidder provides appropriate documentation in support of above criteria</p> <p>Normalized against maximum headcount of employees who have done translation from English to specific Indian language and have 12 months+ experience and have done at least two projects. For example, if one bidder submits 10 employees who meets these criteria for Telugu and another bidder</p>		

S. No	Category	Criteria	Compliance (Yes/No)	Reference Page No.
		<p>submits maximum head count of 15 meeting these criteria, then the 2nd bidder gets 20 and first one gets 13.33 as the score.</p> <p>1. The scores for each language in group is summed up and average determined) to arrive at the final score for these criteria.</p> <p>2. The groups are Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi</p> <p>Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili</p> <p>Group 3: Sanskrit, Manipuri, Konkani, Nepali</p> <p>Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali</p>		
4.c		<p>The bidder lists the translation work done in the following domains from English to Indian language wise in past 3 years. The domains are Legal, Government/Public Services, History, Geography, Culture, Entertainment, News, STEM, Sports, Tourism, Health, Business and Agriculture.</p> <p>Proof : Work order / Work Completion certificate from their customers on translation work done in specific domain from English to specific Indian language.</p> <p>The number of sentences (words) translated from English to specific Indian language across all the domains summed up for each bidder and this is N. The bidder with maximum N gets 40 and if another bidder is at 80% of N, they get 32</p> <p>1.The scores for each language in group is summed up and average determined to arrive at the final score for this criteria.</p> <p>2. The groups are Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi</p> <p>Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili</p> <p>Group 3: Sanskrit, Manipuri, Konkani, Nepali</p> <p>Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali</p>		

**SIGNATURE OF BIDDER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)

**Item Name: Translation of Major Indic languages
Tender No. CS/MITES/063/2022/TRANSLATION**

It. No	Description of work	Quantity	Units	Basic Rate/word in INR	GST %	Total Amount with taxes in INR
1	Translation of Major Indic languages Listed below. Value to be quoted for per word (average price of Translation and proof reading/review) basis for each Group					
1.a	Group 1 : Hindi, Kannada, Gujarati, Bengali, Tamil, Telugu and Marathi	1	Word			
1.b	Group 2: Urdu, Punjabi, Odia, Assamese, Malayalam and Maithili	1	Word			
1.c	Group 3: Sanskrit, Manipuri, Konkani, Nepali.	1	Word			
1.d	Group 4: Sindhi, Bodo, Kashmiri, Dogri and Santali.	1	Word			
	Grand Total					

Total Amount Rupees in words _____

Note: Financial bid (BoQ- Excel File) should be uploaded in the eProcurement portal, financial bid column only.

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA –
PER ITEM**

Tender Reference Number:

Name of the item / Service:

Date: _____

I/We _____ S/o, D/o, W/o, _____

Resident of

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (✓) and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to 20% but less than 50% and come under “Class-II Local Supplier” category.

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Address _____ Percentage of Local content: _____ %

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority. Non-submission of this will lead to Disqualification of bids.

(To be given on the letter head of the bidder)

Tender Ref. No. _____

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (*whichever is applicable*)

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

Self-Declaration that the Service Provider has not been blacklisted

(To be given on the letter head of the bidder)

I

.....

.....S/o..... R/o.....

police station District

..... Director/ partner/ sole proprietor (Strike out whichever is not applicable) of

..... (Firm or Company) do hereby declare and solemnly affirm:

- i. That the Firm has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- ii. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- iii. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:

Signature of the Tenderer

Date:

Name & Address of the
Tenderer with Office Stamp