

Small Farmers' Agri-Business Consortium

Head Office: NCUI Auditorium Building,

5th Floor, 3, Siri Institutional Area,

August Kranti Marg, Hauz Khas, New Delhi - 110 016

(T) +91-11- 41060075, 41056163

Website: www.sfacindia.com, Email: sfac@nic.in

F.No.SFAC/1-2/8/2022-G.A.

Date: 07.11.2022

INVITING QUOTATION FOR TRANSLATION OF ANNUAL REPORT 2021-22 OF SFAC

Quotations are invited for translation work of Annual Report 2021-22 of SFAC (English to Hindi) from the Delhi/NCR based registered agency experienced in the translation work.

2. The interested eligible agencies are required to submit their quotations along with requisite documents as mentioned in Annexure-I & II, checklist along with and EMD of Rs.2,000/- (Rupees Two thousand only) to be deposited by NEFT/ RTGS in the Bank Account Name: Small Farmers Agri Business Consortium, Account No. 10429084505, IFS Code: SBIN0007407 addressed to Managing Director, SFAC in sealed envelop superscribed "Quotation for Translation of Annual Report 2021-22". The sealed quotation should reach SFAC, 5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 by 1500 hrs on 14th November, 2022.

3. Bids received without EMD, except exempted MSME category shall not be considered. The bidders fulfilling the eligibility criteria will be evaluated. After evaluation financial bids of the eligible bidders will be opened on the same day. The successful bidder finalized will have to adhere to the terms & conditions.

General terms & conditions

- i) The assigned work is required to be translated precisely from English to Hindi in Unicode enabled Font viz. Mangal, Narad or MS Unicode Font or as advised by the concerned authority through available mode of communication. The assigned work of translation will be of time bound nature and first draft will be submitted within 7 days from the date of assignment of work 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 at their own expenses. No payment/ compensation etc would be given for carrying out corrections.
- ii) The rate for translation of Annual Report, as a whole, 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 lumpsum translation charge.
- iii) Payment: The payment of translating Annual Report will be made after satisfactory completion of work and submission of certified soft copy for uploading on SFAC website. 5% of total amount will be retained and released after 3 months from the date of completion of work.

Annexure-I

Technical Qualification cum Eligibility Criteria (Proforma)

S.No.	Description*																																				
1.	<p>i) Name of the agency: ii) Registered address: iii) Name of authorized person: iv) Contact person details (Mobile No., Email): v) Office address in Delhi/ NCR (proof to be enclosed): vi) Telephone No.: vii) E-mail: viii) PAN No.: ix) GST No.: x) MSME/ UDYAM Registration No.: Yes/ No (If Yes, copy to be enclosed).</p>																																				
2.	<p>Experience :</p> <p>(i) Enclose proof of 3 years of experience in translation work done in Central/ State Ministries/ Department/ Organizations/ Central/ State Autonomous bodies/ PSUs etc. (Work Order/ Work Completion Certificates etc.)</p> <p>(ii) At least one work order should be Annual Report translation in Govt. of India (English to Hindi).</p> <p>(iii) Name of the Translator on role of agency with qualification & experience of 3 years out of which one should be of Translation of Annual Report (English to Hindi) of Govt. deptt.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">S. No.</th><th style="text-align: center;">Name of the organization served</th><th style="text-align: center;">Scope of work</th><th style="text-align: center;">Contract Amount (in Rs.)</th><th style="text-align: center;">Start Date</th><th style="text-align: center;">Completion Date</th></tr></thead><tbody><tr><td style="text-align: center;">1.</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2.</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">3.</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">4.</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">5.</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	S. No.	Name of the organization served	Scope of work	Contract Amount (in Rs.)	Start Date	Completion Date	1.						2.						3.						4.						5.					
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3.	<p>Average Annual turnover in last three F.Y. should be minimum 20 lakh. (C.A. Certificate copy to be enclosed)</p>																																				
4.	<p>ITR of last three F.Y. (2019-20, 2020-21 & 2021-22): (copy to be enclosed)</p>																																				

* Copy of proof to be enclosed

Financial Quotation for Agency (Proforma)

Name of the work	Rate (in Rupees)
(2) Lumpsum Translation cost of Annual Report (Sample/ material is available in the office) from English to Hindi (Translation, Typing, Proof reading, Certifying and all other expenses incidental to this work) lump-sum amount to be quoted exclusive of tax.	Rs. _____ (in figures) Rs. _____ _____ (in words)
TOTAL	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 no. of pages, payment will be modified in prorata 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 _____

CHECK LIST

(Mandatory documents to be submitted in the Technical bid.)

TECHNICAL BID DOCUMENTS.		
1.	Certificate of Incorporation / Registration Certificate.	
2.	PAN Card	
3.	GST Registration Certificate	
4.	MSME/ UDYAM Certificate	
5.	Average Annual turnover in last three F.Y.	
6.	ITR of last three F.Y. (2019-20, 2020-21 & 2021-22)	
7.	NEFT/ RTGS details of EMD of Rs.2,000/- (Rupees Two thousand only) deposited	
8.	Name of the Translator on rol of agency with qualification & experience of 3 years out of which one should be of Translation of Annual Report (English to Hindi) of Govt. department.	