

F.No: 15-3/2011-SICOM(Vol-II)
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS& CLIMATE CHANGE
SOCIETY OF INTEGRATED COASTAL MANAGEMENT (SICOM),
112, FIRST FLOOR, DEENDAYAL ANTYODAYA BHAVAN, CGO COMPLEX
NEW DELHI-110003

INTEGRATED COASTAL ZONE MANAGEMENT (ICZM) PROJECT

CREDIT AGREEMENT 4765 –IN

INVITATION FOR QUOTATION FOR TRANSLATION OF CONTENT OF
SICOM WEBSITE IN HINDI

Dated 07.09.2018

Sub.: **INVITATION FOR QUOTATION FOR TRANSLATION OF CONTENT**
OF SICOM WEBSITE IN HINDI

1. You are invited to submit your most competitive quotation on individual basis for the following assignment:: -

Brief Description of the Assignment	Delivery Period	Place of Delivery
Translation of content of SICOM website from English to Hindi	7 days	CGO Complex Lodhi Road, New Delhi-03

Scope of the Assignment: -

- a) To download the contents from SICOM website “sicom.nic.in” and translate into Hindi Language (except attachments).
 - b) All the materials are to be delivered through soft copy within 7 days from the date of order. All the aspects of safe delivery shall be exclusive responsibility of the Translator
2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
 3. You are requested to provide your quotation latest by 15.30 Hrs on 18.09.2018 by **speed post/by hand only.**

4. Any addendum/corrigendum/amendment in respect of above tender shall be issued on the website(www.sicommoef.in) only and no separate information shall be issued. Tenderers are therefore requested to regularly visit on website to keep themselves updated.

5. We look forward to receiving your quotations and thank you for taking interest in this Assignment.

National Project Director
Society of Integrated Coastal Management (SICOM),
Email id:- proc.sicom@gmail.com
Tel No:011-24360934

Instructions to Bidders

A. Preparation of Quotations

1. Bid Price

The Bidder shall indicate the Lumpsum Price for the translation work.

2. Payment Terms

2.1 100% payment shall be released after receipt and acceptance of translated materials against submission of Invoice.

3. Eligibility Criteria

Bidder must know Hindi typing and should have experience of translation from English to Hindi of any text/report of a Central/ State Government company or any corporation/ Private Company.

4. Period of Validity of Bids

Bids shall remain valid for 30 days after the deadline for submission of quotations prescribed by the Employer.

B. Submission of Quotation

5. Sealing and Marking of Bids

5.1 The Bidders shall prepare & submit the quotation in 1 original.

5.2 The Bidder shall seal the Bid in envelope.

5.3 The envelopes shall

(a) be addressed to the Employer at the following address:

**National Project Director, SICOM, Ministry of Environment,
Forests & Climate Change, Room No: 112, First Floor, Pt.
Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road,
New Delhi-110003**

and

(b) bear the following identification:

- **Bid for “Quotation for Translation Work”**

-DO NOT OPEN BEFORE 1530 HOURS on 18.09.2018

5.4 The envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, pursuant to Clause 6.

5.5 If the envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

6. **Deadline for Submission of the Bids**

6.1 Bids must be received by the Employer at the address specified above not later than 1230 Hours on 18.09.2018. In the event of the specified date for the submission of bids declared a holiday for the Employer, the Bids will be received upto the appointed time on the next working day.

6.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 6, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. **Late Bids**

7.1 Any Bid received by the Employer after the deadline prescribed will be returned unopened to the bidder

Award of contract

8 Award of Contract

8.1 The Employer will place the order to the bidder who has offered the lowest price provided that the Bidder is determined to be qualified to perform the Contract Satisfactorily.

8.2 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.3 The bidder whose bid is accepted will be notified by the Employer prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

9. Employer's Right to accept any quotation and to reject any or all quotations.

9.1 The Employer reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

10. Notification of Award

Prior to expiration of the period of Quotation validity, the Employer will notify the successful bidder in writing by registered letter or by cable/e-mail or FAX, to be confirmed in writing by registered letter, that its quotation has been accepted

National Project Director
(SICOM), New Delhi
Tel. No.011-24360934