



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

14 No. Adivasi Para, WEBEL IT Park, Kalyani -741235,

West Bengal, website : [www.iitkalyani.ac.in](http://www.iitkalyani.ac.in)

## Notice Inviting Quotations

for Translation Work from English to Hindi

Ref : IITK/Enquiry/2020/105

Dated 07.01.20

Sealed Quotations are invited from Agencies/Firms for doing Translation work , specially from English to Hindi of Annual Report and Accounts for IIT Kalyani .

Quotations are to be submitted in closed sealed cover complete in all respect superscribed "Quotation for Hindi Translation work of IIT Kalyani" within 15<sup>th</sup> January, 2020 2:00 pm to the below address :-

The Registrar,  
Indian Institute of Information Technology Kalyani,  
14 No. Adivasi Para, WEBEL IT Park,  
Kalyani - 741235  
West Bengal

The quotation will be opened at 3.00 PM on the same day. Tenderer or their representative may be remain present if interested at the time of opening of the tender.

The translation charges should be quoted (per word) English to Hindi and vice versa including Typing, vetting, proof reading, comparison and making complete set in soft and hard copy as per the table given below.

Name of the work	Rate (in Rupees)
1) Translation Charges (per word) from English to Hindi including typing, vetting, proof reading, binding and other expenses incidental to this work (exclusive of all taxes)	Rs.in figures Rs. In words
2) Bind up to be done taking annual accounts and annual report also	

### Notes:

1. Annual Accounts of the institute and Annual Report in English to be provided by the institute.
2. All rates should be exclusive of taxes. Taxes should be separately mentioned.
3. Lowest rate offered will not be only criterion of this work. Quality, experience, credential will be given equal importance in this process.
4. The selected Agency/Firm would work from their premises. IIT Kalyani will not provide any office space, computers , internet, telephone etc. for the translation works.

(S.N. Datta)  
Registrar (Offg.)