



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
KALYANI**

(Autonomous institution under MOE, Govt. of India &
Department of Information Technology & Electronics,
Govt. of West Bengal)

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

(Tender No. IIITK/Tender/22-23/35)
Dated: 04-11-2022

Last date of submission: 14-11-2022

For Selection of Agency for Translation of Documents from English to Hindi

02/11/2022
mv 4, 2022

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL
NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR
TRANSLATION OF DOCUMENTS FROM ENGLISH TO HINDI**

TENDER NO.: IITK/Tender/22-23/35 DATED: 07-10-2022

NAME OF WORK: For Selection of Agency for Translation of Documents from English to Hindi

LOCATION OF WORK: IIIT Kalyani, Nadia – 741235.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

14-11-2022 upto 3 pm in the Tender Box placed in Office of Indian Institute of Information Technology, Kalyani, (Room no. 107).

Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Deputy Registrar, the bidders are advised to read the “**General Conditions and Important Instructions for Bidders**” available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: 14-11-2022 at 4:00 pm at the same venue.


14/11/2022

**Deputy Registrar
Indian Institute of Information Technology, Kalyani**

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Bidders are invited to submit sealed quotations on official pad/letter head of the authorized Agency as per the Technical Specifications for tendered items to Office of Deputy Registrar, Indian Institute of Information Technology Kalyani, Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm.
2. The last date of receipt of tender is 14-10-2022. Quotations received later will not be entertained under any circumstances.
3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.
3. The price quoted must be inclusive of all charges required to execute the work as per annexure - I.
4. Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

Deputy Registrar,
Indian Institute of Information Technology Kalyani,
Webel IT Park, Kalyani
Nadia, Pin Code- 741235
West Bengal.

5. All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges required to execute the work at the premises. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. if applicable should be clearly indicated. Inclusion of Tax/levy or any other charges at a later stage will not be accepted. At the end, the total price of a single item must be indicated as TOTAL PRICE: Rs.....only INCLUDING ALL.
6. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.
7. The bidders will be responsible for any breakage, damage or defect in the work detected subsequently.
8. The work must be completed within 15 days from the date of issue of Purchase Order. If the work is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @ 0.5 % per week will be imposed on the value of purchase order.
9. Bills in triplicate should be presented for payment within 15 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.

10. Documents to be submitted with the tender. Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.
11. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

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mvi, 2022

Deputy Registrar
Indian Institute of Information Technology, Kalyani

Annexure 1

Work to be done:

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

Name of the Work	Rate per word
Translation Charges (per word) from English to Hindi including typing, vetting, proof reading and other expenses incidental to this work (inclusive of all taxes)	

Note:

1. This contract will be applicable for one year.
2. Documents to be translated will be provided by the Institute.
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. IIIT Kalyani will not provide any office space, computers, internet, telephone etc. for the translation works.