

F.No.Ad-11/7/2021-Procurement NMCG  
National Mission for Clean Ganga/ राष्ट्रीय स्वच्छ गंगा मिशन  
Ministry of Jal Shakti/ जल शक्ति मंत्रालय  
Department of Water Resources, River Development & Ganga Rejuvenation  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग

1st Floor, Major Dhyan Chand National Stadium  
India Gate, New Delhi-110002

दिनांक: 09.11.2021

**Subject: Seeking proposals for an empanelment of agencies for providing Translation services (from English to Hindi Language) to O/o National Mission for Clean Ganga (NMCG) for one year – reg.**

National Mission for Clean Ganga is the planning, financing, monitoring and coordinating body for implementation of “Namami Gange Programme”. NMCG is mandated to ensure effective abatement of pollution and conservation of the river Ganga by adopting a river basin approach for comprehensive planning and management.

2. National Mission for Clean Ganga (NMCG), Ministry of Jal Shakti is in the requirement to empanel experienced agencies of Delhi/ NCR providing Hindi Translation Services for a period of one year initially which may be extended further after the approval of Competent Authority:

3. The interested agencies must submit their proposal under two bid system i.e. Technical Bid and Financial Bid, complete in all respect, in separate sealed envelopes are to be put into an outer envelope super scribed “**Empanelment of agencies for providing Hindi Translation services to O/o NMCG for one year**” to Procurement Wing, National Mission for Clean Ganga, 1<sup>st</sup> Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi-110002 on or before **30.11.2021 up-to 03:00 PM**.

4. All correspondence for clarifications should be submitted within six days from the date of issuance of this notice and as per the format attached at ‘**Annexure-A**’ to the following address in writing by email/ post/ courier:

Procurement Wing,  
National Mission for Clean Ganga,  
1st Floor, Major Dhyan Chand National Stadium  
India Gate, New Delhi-110001  
E: [jitender@nmcg.nic.in](mailto:jitender@nmcg.nic.in)

The NMCG will post the reply to all such queries on NMCG’s website and CPPP without identifying the source of queries latest by 22.11.2021.

5. No interpretation, revision, or other communication from NMCG regarding this solicitation is valid unless in writing. NMCG may choose to send to all Bidders whose Proposals are under consideration, in writing or by any standard electronic means such as Mail or by uploading on website(s) of responses, including a description of the enquiry but without identifying its source to all the Bidders.

6. Technical Bid consists of Technical Bid Submission Letter as per **Annexure I & II** along-with relevant documentary evidence pertaining to the following compliance:

- i. Firm should be Indian Entity registered under the respective act(s) of India;
- ii. Firm should have its office in Delhi/ NCR;

- iii. Proof of existence of firm for at-least one (1) years;
- iv. Proof of award of work for at-least five (5) Translation related assignments (English to Hindi Language) undertaken for any Government Department during the last one year i.e., during Sept'20 to Sept'21. Copy of work orders issued by the client to be submitted;
- v. Copy of PAN and GST Registration Number (*in case of exemption from GST registration, declaration on letter head duly signed and stamped to be submitted*);
- vi. Declaration on its letter head w.r.t the firm has not been blacklisted/ debarred by any Government Organization/ PSU/ Autonomous Body in the last three years. Format is enclosed as **Annexure III**.

*Note: Relevant and complete documentary evidence with regard to each and every criterion stipulated above must be submitted by the bidder in their Technical Bid.*

7. The Technical proposals would be evaluated as per the information and documents submitted against the eligibility criteria set out above in Para No.6. However, NMCG reserves the right to seek clarification/documents from the bidders, if NMCG considers it necessary for proper assessment of the bid.

8. Below table depicts the details of quantum of translation related work along-with its tentative timeline which may be reduced/ increased considering the exigency of work:

Quantum of work in pages and assuming ~300 words in each page	Tentative Timeline
Up-to 20 pages	3 days
Up-to 50 pages	8 days
Up-to 100 pages	15 days
More than 100 pages	20 days

9. Financial Bids of Technically Qualified bidders shall be opened and the financial bid must contain Financial Bid Submission Letter as per **Annexure IV** along-with Per Word Translation Quote as per the below format:

#	Particulars	Amount (in Rupees)*
1	Per Word Translation Charges for Annual Report from English to Hindi language	
2	Other Charges, if any	
<b>Total</b>		

*\*Exclusive of applicable taxes*

10. Agency submits lowest quote shall be empaneled and those agencies shall also be empaneled if their quotes found in the range of L1 + (L1\*50%). Empanelment Notice shall be published in NMCG's website after obtaining statutory approvals.

11. At the time of issuance of work order for every translation assignment, L1 vendor shall be approached initially. In case L1 vendor does not accepts the work order, L2 vendor shall be approached and so on.

12. Payment shall be made to the Service Provider within fifteen (15) days on submission of invoice and acceptance of deliverables GST as applicable shall be paid extra.

13. NMCG reserves the right to cancel the bid at any time or amend / withdraw any of the terms and conditions contained in the Bid Document without assigning any reason thereof.



Jitender Virmani  
Assistant Procurement Specialist

**Form of Technical Bid Submission Letter**

To  
O/o National Mission for Clean Ganga,  
1<sup>st</sup> Floor, Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110001

**Sub: Empanelment of agencies for providing Translation services (from English to Hindi Language) to O/o National Mission for Clean Ganga (NMCG) for one year – reg.**

**Ref: F.No. Ad-11/7/2021-Procurement NMCG**

Dear Sir,

I/ We, the undersigned, offer to provide Hindi Translation Services to National Mission for Clean Ganga. We are hereby submitting our bid, in a sealed envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/ authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the NMCG any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between NMCG and us subject to the modifications, as may be mutually agreed to, between NMCG and us.
- (g) We agree to keep this bid valid for acceptance for a period of ninety (90) days from the date of opening the bid.

We understand that the NMCG is not bound to accept any tender that the NMCG receives.

Yours faithfully,

Authorized Signatory  
(with Name, Designation, Contact no. and Seal)

## Information on Bidder's Organization

S. No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment (Copy of firm registration certificate to be submitted)	
5.	Details PAN registration (enclose copy)	
6.	Details GST registration (enclose copy)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Website (if any)	

Signature of the Authorized Signatory  
Name  
Designation  
Name of the Bidder

**Declaration Format  
(On Letter Head)**

I \_\_\_\_\_ Proprietor/ Director/ Partner of the firm M/s \_\_\_\_\_ do hereby solemnly affirm that our firm M/s \_\_\_\_\_ has never been blacklisted/ debarred by any organization/ office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Bid.

Signature of the Authorized Signatory  
Name  
Designation  
Name of the Bidder

**Form of Financial Bid Submission Letter**

To  
O/o National Mission for Clean Ganga,  
1<sup>st</sup> Floor, Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110001

**Sub: Empanelment of agencies for providing Translation services (from English to Hindi Language) to O/o National Mission for Clean Ganga (NMCG) for one year – reg.**

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Dear Sir,

We, the undersigned bidder, having read & examined in detail, the tender document, I/ we, the undersigned, offer to deliver the services as mentioned in the Scope of Work & in conformity with the said tender document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quoted price is inclusive of all cost likely to be incurred for executing this work. The prices are exclusive of applicable taxes i.e., GST as mentioned in the financial bid.

I / We undertake, if our bid is accepted, to deliver the Requirements in accordance with the terms & conditions of the bidding document.

I / We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief. We understand that you are not bound to accept the lowest or any bid you may receive. We agree to all the terms & conditions as mentioned in the tender document and submit that we have not submitted any deviations in this regard.

Yours faithfully,

Signature of the Authorized Signatory  
Name  
Designation  
Name of the Bidder

**Financial Bid Format**

#	Particulars	Amount (in Rupees)*
1	Per Word Translation Charges for Annual Report from English to Hindi language	
2	Other Charges, if any	
<b>Total</b>		

*\*Exclusive of applicable taxes*

Signature of the Authorized Signatory

Name

Designation

Name of the Bidder

(On the Letter head of the Bidder)

**Format of Pre-Proposal Queries**

Date: \_\_\_\_\_

To  
The Director General,  
National Mission for Clean Ganga,  
1<sup>st</sup> Floor, Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110002

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Dear Sir,

Following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject empanelment notice. These Clarifications are exhaustive.

<b>S. No.</b>	<b>Clause No. and Page reference</b>	<b>RFP text</b>	<b>Query</b>
1			
2			
...			

Yours faithfully,

Authorized Signatory

(with Name, Designation, Contact no. and Seal)