

## REQUEST FOR PROPOSAL

(Directorate of Administration, Integrated Headquarters  
Ministry of Defence (Navy), 'A' Block Hutments, Dalhousie Road  
New Delhi - 110011)

### Tender Enquiry

To,

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUEST FOR PROPOSAL (RFP) No. DA/ST/0437/Sino-Indian/17-18  
dated 06 Dec 17

### INVITATION OF BIDS FOR TRANSLATION AND PRINTING OF BOOK TITLED 'TRUE HISTORY OF THE SINO-INDIAN BORDER WAR'

1. Two Bids (Technical & Commercial) in sealed cover are invited for supply of items listed in Part II of this RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
  - a. **Bids/queries to be addressed to:** Principal Director of Administration
  - b. **Postal address for sending the Bids:** Directorate of Administration, Integrated Headquarters of Ministry of Defence (Navy), 'A' Block Hutments, Dalhousie Road, New Delhi – 110011
  - c. **Name/designation of the contact personnel:** Cdr SK Sharma, JDOA (Stores)
  - d. **Telephone numbers of the contact personnel:** 011 – 23010278, 23011759
  - e. **Fax number:** 011 – 23010963, 23014291
3. This RFP is divided into five Parts as follows:
  - a. **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
  - b. **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
  - c. **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
  - d. **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

e. **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

5. This RFP contains pages from **1 to 20**, please check carefully and if any page missing than please contact undersigned.

6. **Authorization Certificate / ID Card for representative deputed by firm / vendor mandatory for identification at the time of Tender Opening.**

(SK Sharma)  
Commander  
JDOA (Stores)

## **Part I – General information**

- 1. Last date and time for submission the Bids: 08 Jan 18 by 1430 HRS.**  
The sealed Bids (Both technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
- 2. Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as **“INVITATION OF BIDS FOR TRANSLATION AND PRINTING OF BOOK TITLED ‘TRU HISTORY OF THE SINO-INDIAN BORDER WAR’”** or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
- 3. Time and date for opening of Bids: 09 Jan 18 at 1500 HRS.**
- 4. Location of the Tender Box: Directorate of Administration, Integrated Headquarters of Ministry of Defence (Navy), New Delhi-110011.** Only those Bids that are found in the tender box will be opened. Bids dropped in wrong Tender Box will be invalid.
- 5. Place of opening of the Bids:** Directorate of Administration, ‘A’ Block Hutments, Dalhousie Road, New Delhi – 110011  
(The Bidders may depute their representatives, duly authorised in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative).
- 6. Two-Bid system:** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.
- 7. Forwarding of Bids –** Bids should be forwarded by the Bidders under their original memo/letter pad inter alia furnishing details like GSTIN number, GST Tax Code, Bank address with NEFT Account details, IFSC No etc and complete postal & e-mail address of their office.
- 8. Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
- 9. Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is

received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

**10. Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

**11. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

**12. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

**13. Validity of Bids:** The Bids should remain valid for **12 months** from the last date of submission of the Bids.

**14. Earnest Money Deposit:**– Bidders are required to submit Earnest Money Deposit (EMD) for amount of **20,000.00 (Twenty Thousand only)** drawn in favour of **CNS Public Fund (contingency fund A/c no – 2)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself.** The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

## **PART II – Essential Details Of Items/Services Required**

### **1. Schedule of Requirements** – List of items / services required is as follows:

<b>S No</b>	<b>Item</b>	<b>Qty</b>
(a)	Translation and vetting of book titled 'True History of the Sino-Indian border war'	01
(b)	Printing of approved copy of translated book	04
(c)	Soft copy of final copy of translated version of book in DVD	01

# Scope of work includes translation as well as proofreading, page setting, binding of four copies and sharing of soft copy of translated version of book in DVD format.

### **2. Technical Details :-**

(a) The Firm/Institute should have minimum five year experience in the job of translation of reading material from foreign language to English.

(b) The Firm/Institute should be a registered Institute/Firm under State/Central Government.

(c) The Firm/Institute has to do the complete translation of book along with proof reading, page setting and give a certificate of authenticity of translation and vetting of book by a person holding a Doctorate Degree in the language i.e Mandarin and having a teaching/working experience in language (Mandarin) for last ten years.

(d) The Firm/Institute has to bind the translated material into book form of size 25cm x 17.5cm and put up a draft copy for approval of authorities of Directorate of Administration. The quality of paper should not be lower than Super White, 90 GSM. No additional cost would be paid by the Naval Authorities for the draft copy/copies of the book.

(e) On approval of draft copy by the Principal Director of Administration, the firm has to supply four copies of Hard bounded book. The pages used for printing should be of high quality not lower than Super White, 90 GSM and the size of the book should be 25cm x 17.5cm.

(f) The firm also has to supply the soft copy of translated version of book in a DVD.

(g) Firm/Institute should agree all the terms and conditions mentioned in Performa at **Appendix 'B'** and submit the same as technical bid in Institute/firm letter head.

**3. Technical Bids.** Vendors would be required to submit their Technical Bids in response to this TE. The format for the Technical bids is placed at **Appendix 'B'**.

**4. Commercial bids.** The commercial bid is to correspond to the Technical Bid and contain all details as per the bill material. Commercial bids of only technically qualified vendors will be considered. Draft format for commercial bid is attached at **Appendix 'A'**.

**5. Two-Bid System** In respect of Two-bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid:-

<b>Para of RFP specifications item-wise</b>	<b>Specification of item offered</b>	<b>Compliance to RFP specification-whether Yes/No</b>	<b>In case of noncompliance, deviation from RFP to be specified in unambiguous terms</b>

**6. Delivery Period** –The delivery of the entire purchase order quantity would be 90 days from date of effective order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

### **Part III – Standard Conditions of RFP**

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract:** The order shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Form DPM-7. (Available in MoD website and can be provided on request).

4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Agents / Agency Commission:** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement for compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

9. **Termination of Contract:** The Buyer shall have the right to terminate the Supply Order in part or in full in any of the following cases:-

- (a) The delivery of the services is delayed for caused not attributable to Force Majeure for more than (06 months) after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.



- (c) The delivery of services is delayed due to caused of Force Majeure by more than (08 months) provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13 **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. **Taxes and Duties –**

(a) The bidders must indicate separately the relevant Taxes/Duties likely to be paid in connection with delivery of completed goods specified in RFP. In absence of this, the total cost quoted by them in their bids will be taken into account in the ranking of bids.

(b) If a bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by them upto the limit of exemption which they may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the

Buyer later to enable the Seller to obtain the exemptions from taxation authorities.

(c) Any changes in levies, taxes and duties levied by Central/State/Local governments such as excise duty, GST, Service Tax, Octroi/entry tax, etc on final product upward as a result of any statutory variation taking place within contract period shall be allowed reimbursement by the Buyer, to the extent of actual quantum of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemption, rebates, concession etc, if any, obtained by the Seller. Section 64-A of Sales of Goods Act will be relevant in this situation.

(d) Levies, taxes and duties levied by Central/State/Local governments such as GST, excise duty, Service Tax, Octroi/entry tax, etc on final product will be paid by the Buyer on actual, based on relevant documentary evidence. Taxes and duties on input items will not be paid by the Buyer and they may not be indicated separately in the bids. Bidder is required to include the same in the pricing of their product.

## **Part IV – Special Conditions of RFP**

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

2. **Option Clause :** NA

3. **Repeat Order Clause –** NA

4. **Tolerance Clause –** NA

5. **Payment Terms for indigenous Sellers-** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-15 (Available in MoD website and can be given on request). The 100 % payment will be made on delivery and acceptance by the user

6. **Advance Payments:** No advance payment(s) will be made.

7. **Paying Authority:** JCDA(N), West Block V, RK Puram will be the Paying Authority. The payment of bills will be made within 45 days on submission of the following documents by the Seller to the Paying Authority along with the bill:

- i. Ink-signed copy of contingent bill / Seller's bill.
- ii. Ink-signed copy of Commercial invoice / Seller's bill with GST No.
- iii. Copy of Supply Order/Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- iv. CRVs in duplicate.
- v. Inspection note.
- vi. Claim for statutory and other levies to be supported with requisite documents/proof of payment such as GST, Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable.
- vii. Exemption certificate for Excise Duty/Customs duty, if applicable.
- viii. Bank Guarantee for advance, if any.
- ix. Guarantee / warranty certificate.
- x. Performance Bank guarantee / Indemnity bond where applicable.

xi. DP extension letter with CFA's sanction, U.O. number and date of IFA's concurrence, where required under delegation of powers, indicating whether extension is with or without LD.

xii. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code is to be mentioned below (if these details are not incorporated in supply order/contract).

1.	Vendor Name	
2.	Particulars of Bank Account	
	(a) Name of the Bank	
	(b) Name of the Branch	
	(c) Branch Code	
	(d) Address	
	(e) City Code	
	(f) Telephone No	
	(g) NEFT IFSC Code	
	(h) 9 digit MICR Code	
	(i) Account No.	
3.	Vendor's E-mail ID	
4.	Date of effect	
5.	PAN No (copy of PAN card to be attached )	
6.	Cheque (copy of cancelled cheque to be attached)	

xiii. Any other document / certificate that may be provided for in the Supply Order / Contract.

xiv. User Acceptance.

xv. Xerox copy of PBG.

(Note – From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFPP

8. **Fall Clause - NA**

9. **Risk & Expense clause – NA**

10. **Force Majeure clause:— N.A.**

11. **Specification:** The following Specification clause will be form part of the contract placed on successful Bidder – The Seller guarantees to meet the specifications as per Part-II of RFP and to incorporate the modifications to the existing design of course to meet the specific requirement of the Buyer Services as per modifications/requirements recommended incorporating the scope/objectives of the project. The Seller, in consultation with the Buyer, may carry out technical upgradation/alterations in the design of the book. This will, however, not in any way, adversely affect the end objective of the project/services requested. Changes in

quality and pattern of book/DVD as a result of upgradation/alterations will be provided to the Buyer free of cost.

## **Part V – Evaluation Criteria & Price Bid issues**

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Appendix 'A'. The consideration of taxes and duties in evaluation process will be as follows:-

(i) In cases where only Indian Bidders are competing, L-1 bidder will be determined by excluding levies, taxes and duties levied by Central/State/Local governments such as GST, excise duty, Service Tax, Octroi/entry tax, other taxes as applicable etc on final product/services, as quoted by bidders.

(d) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

(f) Any other criteria as per applicable to suit a particular case.

2. The evaluation will be carried out in two stages as indicated below:-

(a) Technical Evaluation.

(b) Commercial Evaluation.

### **Technical Evaluation**

3. **Past Experience** The vendor shall have successfully undertaken similar job of translation of reading material / other official documents from foreign language to English in last five years (User Satisfactory Completion Certificate from the client to be furnished).

4. **Subject Matter Expert** The vendor shall submit resumes of Subject Matter Experts and other key members involved in the project with valid attested certificates.

5. **Startups** All companies registered with Government of India as startups will be exempted from Past Experience clause. However they have to furnish relevant certificates of registration with GOI as a startup.

**Appendix 'B'**

**FORMAT FOR COMMERCIAL BID**

**BIDS FOR TRANSLATION AND PRINTING OF BOOK TITLED  
'TRUE HISTORY OF THE SINO-INDIAN BORDER WAR'**

1. Basic cost of the item/items:

<b>S No</b>	<b>Description</b>	<b>Deno</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
(a)	Translation and vetting of book titled 'True History of the Sino-Indian border war'	Nos.	01		
(b)	Printing of approved copy of translated book	Nos.	04		
(c)	Soft copy of final copy of translated version of book in DVD	Nos.	01		
Total of Basic Price					

2. Taxes/GST if any and GST tax Codes applicable
3. Any other taxes (mention the rate at which it is charged)
4. Validity of quote (should be minim six months)

**Note.** Determination of L-1 will be done based on total basic prices (not including levies, taxes and duties levied by Central/State/Local governments such as GST/ excise duty, Service tax, Octroi/entry tax etc on the final product / services of all requirements / services mentioned above.



## Appendix 'B'

### FORMAT FOR TECHNICAL BID

The Technical Bid should consist of the documents in the sequence given below:-

- (a) Index page indicating the technical bid contents with appropriate page numbers.
- (b) The Compliance matrix for Vendor Evaluation Criteria along with the required supporting documents in the same sequence. (Appendix 'C')
- (c) Project Plan, in accordance with the RFP.
- (d) Client list and feedback from various government departments/PSUs, where similar work has been carried out.
- (e) Company Profile and details of infrastructure available for support in terms of technical manpower, system analysis, subject matter experts, standard being followed etc.
- (f) Delivery schedules of development of the complete translated copy of book that include translation of book, vetting of book, certification of authenticity of translation and vetting of book by a person holding a Doctorate Degree in the language i.e. Mandarin and have a teaching / working experience in language (Mandarin) for last ten years, supply of draft copy of book for approval, printing of books (04 copies) and supply of books along with soft copy in DVD.
- (g) The Firm/Institute should have minimum five year experience in the job of translation of reading material from foreign languages to English.
- (h) The Firm/Institute should be a registered Institute/Firm under State/Central Government.
- (j) The Firm/Institute has to do the complete translation of book alongwith proof reading, page setting and give a certificate of authenticity of translation and vetting of book by a person holding a Doctorate Degree in the language i.e. Mandarin and having a teaching/working experience in language (Mandarin) for last ten years.
- (k) The Firm/Institute has to bind the translated material into book form of size 25cm x 17.5cm and put up a draft copy for approval of authorities of Directorate of Administration. The quality of paper should not lower than Super White, 90 GSM. No cost would be paid by the Naval Authorities for the draft copy/copies of the book.
- (l) On approval of draft copy by Principal Director of Administration, the firm has to supply for copies of Hard bounded book. The pages used for

printing should be of high quality not lower than Super White, 90 GSM and the size of the book should be 25cm x 17.5cm.

(m) The firm also has to supply the soft copy of translated version of book in a DVD.

**FORMAT FOR COMPLIANCE MATRIX**

<b>Ser</b>	<b>Criteria</b>	<b>Compliance Status (Yes/No)</b>	<b>Reason For Non compliance</b>	<b>Supporting Documents Required</b>
1.	Proposal submitted in accordance with 02 bid system			
2.	The Firm/Institute should have minimum five year experience in the job of translation of reading material from foreign languages to English for various Govt/Non Govt organizations during last three years (User Satisfactory Completion Certificate from the client to be furnished)			
3.	Annual turnover of a minimum Rs. 10 Lakh during FY 2017-18 (Profit loss A/c and Balance sheet to be furnished.			
4	EMD of Rs. 20,000 to be furnished.			
5.	Certificate of registration of Institute/Firm with GOI / State Govt.			
6	The Firm/Institute should do the complete translation of book along with proof reading, page setting and give a certificate of authenticity of translation and vetting of book by a person holding a Doctorate Degree in the language i.e Mandarin and have a teaching / working experience in language (Mandarin) for last ten years.			

<b>Ser</b>	<b>Criteria</b>	<b>Compliance Status (Yes/No)</b>	<b>Reason For Non compliance</b>	<b>Supporting Documents Required</b>
7.	The Firm/Institute has to bind the translated material into book form of size 25cm x 17.5cm. The quality of paper should not be lower than Super White, 90 GSM and put up a draft copy for approval of authorities of Directorate of Administration. No cost would be paid by the Naval Authorities for the draft copy/copies of the book.			
8.	On approval of draft copy by Principal Director of Administration, the firm has to supply for copies of Hard bounded book. The pages used for printing should be of high quality, not lower than Super White, 90 GSM and the size of the book should be 25cm x 17.5cm			
9.	The firm also has to supply the soft copy of translated version of book in a DVD			
10	The firm should sell the copies of translated version of book without the written permission of Indian Navy			

