



**GOVERNMENT OF INDIA
INCOME-TAX DEPARTMENT
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX
Technical Unit-4,**

Room No. 628, 6th Floor, Wanaparthy Block, Aayakar Bhawan, M.G. Road,
Nungambakkam, Chennai – 600034.

C.No.18/PCIT-TU-4,CHE/Tender-Translation/2023-24. Dated: 28/03/2024.

NOTICE INVITING TENDER FOR TRANSLATION SERVICE

The Office of the Principal Commissioner of Income Tax, TU-4, Chennai invites sealed quotations for translation services in Indian languages i.e. Tamil, Telugu Malayalam and Kannada to English on regular basis for this office. Contract shall be initially for a **period of one year from 01.05.2024 to 30.04.2025**. Payment of Rs.500/- (NON-REFUNDABLE) should be made by Demand Draft of any Schedule bank drawn in favour of **“The Administrative Officer, Office of the Principal Commissioner of Income Tax, Technical Unit-4, Chennai”**.

The last date for receipt of filled in tender form is **18-04-2024 at 01.00.PM**

The quotations will be opened **on 18-04-2024 at 03.00 PM** in the presence of the committee members.

This is issued with the prior approval of the Principal Commissioner of Income Tax, Technical Unit-4, Chennai.



J. Ramkumar
28/3/24

**(J. RAMKUMAR)
Administrative Officer, Gr-III/DDO
O/o Pr. Commissioner of Income Tax,
Technical Unit-4, Chennai.**

- Encl: 1. Terms & Conditions
2. Technical bid document (Annexure-I).
3. Financial bid document (Annexure-II).**



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME-TAX
TECHNICAL UNIT - 4, CHENNAI**

Room NO. 628, 6TH Floor, Wanaparthy Block,
121, Mahathma Gandhi Road, Chennai-34

NOTICE INVITING TENDER FOR TRANSLATION SERVICE

The Office of the Principal Commissioner of Income tax, Technical Unit-4, Chennai, invites sealed quotations for translation services in Indian languages i.e. Tamil, Telugu Malayalam and Kannada to English on regular basis for this office. Contract shall be initially for a **period of one year from 01.05.2024 to 30.04.2025.**

TENDERING PROCESS: -

Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects should be submitted at Room.no.628, Wanaparthy Block, 6th floor in two separate sealed covers addressed to the Administrative Officer, O/o Principal Commissioner of Income tax, Technical Unit-4, Chennai-600034 by **01:00.PM** on **18.04.2024**. The sealed covers should be superscribed with "Technical Bid - Contract for translation service" and "Financial Bid- Contract for translation service" respectively. It will be opened by the Committee members on **18.04.2024** at **03:00 PM**. in the presence of bidders. Any Tender not containing the required documents and not fulfilling the qualification criteria indicated in the Tender document shall be summarily rejected. Incomplete bid document shall be rejected. The valid technical bids will be scrutinized by the committee members to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the committee members on a subsequent date. Late submission of tenders will not be accepted. **Each technical bid should accompany with a Crossed Demand draft/ Bankers Cheque of Rs.1,000/- (Rupees One Thousand only) as Earnest Money Deposit, favoring "The Administrative Officer, O/o the Pr. Commissioner of Income Tax -Technical Unit-4, Chennai- 600 034".** Qualifying bids without Earnest Money Deposit will be rejected.

The successful bidder of the contract has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt in terms of 5% of the Annual contract amount within three days from the day of obtaining the contract.

The tender applicant should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are quoted, it should be written both in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

TERMS & CONDITIONS

1. The Translation Charges should be quoted (per word) for Tamil, Telugu Malayalam and Kannada to English including typing, vetting, proof reading, comparison and making complete set in soft and hard copy.
2. Since the assigned work will be time bound in nature, it will be required to be provided within the prescribed time limit (within 7 days from the date of receipt of mail) while maintaining the quality of translation, typing and vetting. Thereafter, the quality and accuracy will be checked by the department. **Corrections, if any, are to be carried out by the Agency/Firm at its expenses. No payment/compensation etc. would be given for carrying out corrections.**
3. The time limit given for the work shall be strictly adhered to and in case of deviation, payment shall be held back for one month.
4. Translation agency should give a certificate regarding qualification and experience of the translators whose services were availed in translating work assigned to the said agency.
5. Assigned work is required to be translated precisely from Tamil, Telugu Malayalam and Kannada to English in Unicode enabled Font as advised by the concerned authority through available mode of communication.
6. Translation work to be assigned could be of any nature pertaining to Income Tax Department.
7. The selected agency/Firm would work from their premises. All manpower/equipment's/Hardware/software etc. required for the tendered work shall be arranged by the Agency/firm at their cost. The Technical Unit will not provide any office space, computers, internet, telephone, etc. for the translation works. Department will not provide any stationery, papers, CDs etc. for this purpose.
8. Translation charges (inclusive of translation, vetting, typing and proof-reading charges) per word should be quoted in the tender. No other payment whatsoever will be made for any activity/visit connected with the work other than agreed translation charge.

9. **Payment terms:**
- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
 - The agency who has been awarded the contract shall submit the bills within a week of expiry of a month indicating full description.
10. Translation work may be given even in odd hours through e-mail which would be required to complete on urgent basis within the prescribed time limit with accuracy.
11. The Agency/its translators would be required to be in constant communication with the concerned officials of the Technical Unit through email/phone till the task is completed satisfactorily.
12. **Penalty Clause:** In case of delay/untimely submission of work/assignments, a delay of 0.5% of the contract value per day subject to a maximum of 10% of contract value will be charged as Liquidated Damages on the agency.
12. **Termination:** The Technical Unit may terminate the contract of the agency in case of occurrence of any of the events specified below:
- a. If the agency becomes insolvent or goes into compulsory liquidation.
 - b. If the agency, in the judgment of Technical Unit has engaged in corrupt or fraudulent practices in competing for or in executing this contract.
 - c. If the agency submits to the Technical Unit a false statement which has a material effect on the rights, obligations or interests of the Technical Unit.
 - d. If the agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Technical Unit.
 - e. If the agency fails to provide the quality services as envisaged under the terms of this tender.
13. **Subcontracting:** The bidder/agency so selected should have the capability to perform the entire scope of the work without outsourcing the same to any third party in any manner.
14. The Agency has to provide services on 24 x 7 basis.
15. The selected agency/firm shall be solely responsible for maintaining complete confidentiality of the contents/documents/action that may become known to it in the process of its work and any failure on this count shall attract strict action as per law and would make the party liable for termination.

ANNEXURE - I

TECHNICAL BID DOCUMENT

1. Name of the Proprietor/ Registered Firm /Company :
2. Address of the concern (with Tel No., Fax & E-mail) :
3. Name & Address of the(Partners/ Directors (with mobile no.) (In case of firm/company) :
4. Contact Person(s) (with mobile number) :
5. No. of years of experience in providing Translation Service (Minimum. 3 year's experience with proof) :
6. Permanent Account Number :
7. GST Registration No :
8. Details of EMD :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I understand that in case of any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

ANNEXURE - II

FINANCIAL BID DOCUMENT

CONTRACT FOR LANGUAGES TRANSLATION SERVICE

RATE QUOTATION FOR THE PERIOD OF ONE YEAR
FROM 01.05.2024 TO 30.04.2025

1. Name of the Proprietor /Registered Firm
/Company :
2. Address of the concern
(with Tel No. Fax & E-mail) :
3. Contact Person(s) (with mobile Number) :

Sealed quotations for translation services in Indian languages i.e. Tamil, Telugu Malayalam and Kannada to English on regular basis for this office.

S.No.	Translation	Per word plus GST in Rs.
1.	TAMIL to ENGLISH	
2.	TELUGU to ENGLISH	
3.	MALAYALAM to ENGLISH	
4.	KANNADA to ENGLISH	

(Signature of the authorized signatory with date)