



GOVERNMENT OF INDIA
INCOME-TAX DEPARTMENT

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (ReAC) (TU-1) CHENNAI
Room No. 601, 6th Floor, Wanaparthy Block, Aayakar Bhawan, M.G. Road,
Nungambakkam-600034

C.No. 18/2/PCIT-ReAC-TU-1,Che/WA/Translation/2020-21

Dated: 22.03.2021

TENDER NOTICE

The Office of the Principal Commissioner of Income Tax-ReAC, TU-1, Chennai invites sealed quotations for translation services in Indian languages i.e. Tamil, Telugu Malyalam and Kannada to English on regular basis for this office. Contract shall be initially for a **period of one year**.

Interested service providers may contact in **Room No. 628, 6th Floor, Wanaparthy Block, Aayakar Bhawan O/o the Pr.CIT-TU-1, ReAC, Chennai-34** and send their sealed quotations for the above work on or before 29.03.2021 at 03:30 PM.

The tender would be open on 30.03.2021 at 3:30 PM.

B. Revathy

Administrative Officer/ DDO
O/o the Pr.CIT-TU-1, ReAC,
Chennai-34

GENERAL TERMS & CONDITIONS

1. The Translation Charges should be quoted (per word) Tamil, Telugu Malyalam and Kannada to English including typing, vetting, proof reading, comparison and making complete set in soft and hard copy.
2. 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.
3. 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.
4. Assigned work is required to be translated precisely from Tamil, Telugu Malyalam and Kannada to English in Unicode enabled Font as advised by the concerned authority through available mode of communication. Since the assigned work will be of time bound 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.
5. Translation work to be assigned could be any nature viz. Sale Deeds, Trust Deeds, Legal Matters and all other matters pertaining to Income Tax Department.
6. The selected agency/Firm would work from their premises. All manpower/equipments/Hardware/software etc. required for the tendered work should be arranged by the Agency/firm at their cost. The TU 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.
7. 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.

8. 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.
9. 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.
10. The Agency/its translators would be required to be in constant communication with the concerned officials of the TU through email/phone till the task is completed satisfactorily.

11. Submission of Proposals:

- The sealed envelope shall be super-scribed "Translation Work Tamil, Telugu Malyalam and Kannada to English for the Technical Unit, ReAC, Chennai" with the due date for submission.
- The envelope containing the proposals should be addressed to:
The Principal Commissioner of Income Tax,
ReAC-TU-1, Chennai,
Room No. 601, 6th Floor, Wanaparthi Block,
Aayakar Bhawan, 121, M.G. Road, Nungambakkam,
Chennai-600034
- Agencies applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by the decision of the department. In case the information submitted by the firm is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred.
- Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
- An authorized representative of the firm should authenticate all pages of the proposal either by putting initials or full signatures on each page.
- The proposal should be submitted on or before 29.03.2021 at 3:30 PM.
- Each technical bid should accompany the Earnest money Deposit of Rs.1000/- in the form of Crossed Demand Draft of S.B.I payable at Chennai drawn in

favor of the ZAO, CBDT, Chennai. Qualifying bids without Earnest Money Deposit will be rejected.

- The TU reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete bids will be rejected outright.
 - The TU reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
 - The TU reserves the right to place an order for the full or part quantities under any items of work scope of work.
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.
13. **Termination:** The TU 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 TU has engaged in corrupt or fraudulent practices in competing for or in executing this contract.
 - c. If the agency submits to the TU a false statement which has a material effect on the rights, obligations or interests of the TU.
 - d. If the agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the TU.
 - e. If the agency fails to provide the quality services as envisaged under the terms of this tender.
14. **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.
15. The Agency has to provide services on 24 x 7 basis.
16. 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.

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/director(s)
(with Mob. No.) (In case of Firm/Company) :

4. Contact person(s) (with Mob. No.) :
5. No of year of experience* in providing translation :
6. List of Clientele :

- (a) Name and addresses of the parties with
contact no. to whom translation
were done.
- (b) Number of translations work done

7. PAN :
8. GST No. :
9. Details of EMD :

DECLARATION

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

[Signature of Authorised Signatory with Date]

FINANCIAL BID DOCUMENT
(Translation of documents for Income Tax Department)
RATE QUOTATION FOR F.Y 2021-22

1. Name of the Proprietor / Registered Firm / Company :

2. Address of the concern :
(with Tel.No. Fax & e-Mail)

3. Contact person(s) (Mob.No) :

4. Rate of the translation :
(exclusive of GST)