

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण (एफ.एस.एस.ए.आई)

ईओआई नोटिस सं० : 01-17/राभा/2015/एफएसएसएआई, दिनांक : 22.09.2020

अंग्रेजी से हिंदी अनुवाद के लिए रुचि की अभिव्यक्ति (ईओआई) का आमंत्रण

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण (एफ.एस.एस.ए.आई) स्वास्थ्य और परिवार कल्याण मंत्रालय के अधीन एक वैधानिक प्राधिकरण है। इसका मुख्यालय एफडीए भवन, कोटला रोड, नई दिल्ली-110002 में है। एफ.एस.एस.ए.आई अंग्रेजी से हिंदी अनुवाद के लिए एजेंसियों/व्यक्तियों को आमंत्रित करती है :

समय-सारणी

1.	तिथि जिससे ईओआई प्रलेख डाउनलोड किया जा सकता है	22.09.2020
2.	निविदा प्रस्तुत करने की आखिरी तारीख	15.10.2020
3.	निविदाएँ खोलने की तिथि और समय	16.10.2020

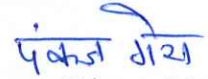
निविदादाता एजेंसी अपनी निविदा/प्रस्ताव (तकनीकी और वित्तीय दोनों) विधिवत् रूप से हस्ताक्षरित करके और मुहर लगाकर सीलबंद लिफाफे में केवल स्पीडपोस्ट/कोरियर से निम्नलिखित पते पर दिनांक 15.10.2020 के 15:00 बजे तक भेज दे।

सहायक निदेशक (राजभाषा)

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण,
एफडीए भवन, कोटला रोड, नई दिल्ली-110002

सीलबंद लिफाफे पर 'ईओआई की संदर्भ संख्या तथा उसे खोलने की तिथि और समय) लिखा हो।

आखिरी तारीख/समय के बाद प्राप्त निविदाओं पर विचार नहीं किया जाएगा। स्पीडपोस्ट/ कोरियर के अलावा अन्य किसी तरीके से प्राप्त निविदाओं को स्वीकार नहीं किया जाएगा। निविदाएँ एफ.एस.एस.ए.आई की निविदा समिति द्वारा दिनांक 16.10.2020 के 12:00 बजे खोली जाएँगी। निविदादाता निविदाएँ खोलने के समय अपने प्राधिकृत प्रतिनिधि को भेज सकते हैं। प्रतिनिधि इस हेतु अपने साथ अपने नाम का वैध प्राधिकरण पत्र लाएँ।



सहायक निदेशक (राजभाषा)

एफ.एस.एस.ए.आई

EOI : 01-17/राभा/2015/लॉन एंड एम ए आइ दिनांक 22/9/20

1. Introduction

FSSAI has been established under Section 4 of the Food Safety and Standards Act, 2006 ("Act") with the mandate of laying down science-based standards for articles of food and for regulating the manufacture, storage, distribution, sale and import and for ensuring availability of safe and wholesome food for human consumption. Research on food safety is an important mandate of FSSAI under which emerging food safety risks are identified and appropriate action taken.

2. Scope of work

• Translation (English to Hindi)

FSSAI intends to engage one or more reputed agencies/firms/individuals for its translation work (English to Hindi). Most of the translation work of FSSAI is of technical nature. FSSAI will use the services of the agencies/individuals on job/project basis as and when required and the selected agency/individual shall be issued a work order for specific type and relevant quantity of the job as needed.

1. Initially, all individuals/individual translators of the agencies shall be given translation work on trial basis and they shall be selected for empanelment only after being found suitable.
2. In case of agencies, they will submit names, qualifications, experience and details of the works done by their individual translators. FSSAI shall not accept work done by an individual not intimated to it by the Agency. While allocating the work to individual, the agency will also inform the same to FSSAI.
3. After selection, the applicant/agency shall be handed over translation work from time to time as per the requirement of FSSAI. Selection in the translation panel does not necessarily mean that translation work will be awarded to the individual/agency.
4. The translation work will have to be submitted duly typed on computer in Mangal/K010 TTF font. Work in any other font will not be accepted.
5. While translating/typing, the applicant shall maintain the format of the source document fully intact.
6. The translators should be thorough in the translation process and shall not use automatic translations such as google translation/translation on any other software.

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7. The translation work may have to be done in MS Word, Excel, PP etc. as per requirement of FSSAI.
8. Unless otherwise required by the format of the document, typing of the translation work shall be in 1.5 point spacing.
9. The work shall be translated and submitted strictly within the given time-frame.
10. The translated work shall not have any etymological, syntactical, grammatical, typing or formatting error. Lack of abidance by any of these requirements shall be treated as deficiency of service and can entail redoing/rejection of the work.
11. After completion of the translation work, the applicant shall hand over the same to FSSAI without distorting its facts and figures.
12. Applicant shall keep all documents of FSSAI secure and return them along with the soft copy and hard copy of translation work in the format prescribed by FSSAI for each specific project.
13. Remuneration for the translation work shall be given on the basis of number of words in English document.
14. The agency/firm/individual shall maintain absolute secrecy and confidentiality about the work of FSSAI entrusted to them/him.

3. Eligibility :

1. Bidder should have experience of minimum 5 years in translation from English to Hindi of any office of Central/State Govt. Department/Public Sector Undertakings/Autonomous bodies/Academic Institutions/Centrally Funded Technical Institutions (CFTIs) like IIMs, IITs, IISER, IISc. etc/Commercial/Industrial organizations of repute (Copies of work order to be attached).
2. Bidder should have preferably educational background of literature (graduate/equivalent degree) (proof to be attached)
3. Bidder should submit details of past work in translation i.e. English to Hindi.

4. Translation Process

1. Translation from English to Hindi shall be done by the translator himself and not electronically.
2. Translation by automatic software shall not be accepted.

5. Duration of Assignment

1. The agency must complete the work within the given time limit as prescribed in

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the work order.

6. Submission of Tender

The bids should be in two separate envelopes i.e. Technical and Financial bids. These envelopes should be kept in one envelope to be superscribed "EOI for Translation Work", and should be addressed to:

Assistant Director (OL)
Food Safety and Standards Authority of India
FDA Bhawan, Kotla Road,
New Delhi-110002

7. **Technical Bid** :As per Format – A

8. **Financial Bid** :The financial bid should be clearly indicated in the Format–B given hereunder. No Special terms & conditions will be acceptable in this regard.

9. **Risk-Purchase Clause** :The agency/individual shall be given translation work keeping in view its/his/her translation capacity mentioned by it/him/her in the Annexure to the Technical Bid. After acceptance of work order, if the agency/firm/individual fails to complete the work within the given time frame or to abide by any of the terms and conditions of the tender document or, at any time, repudiates the contract, FSSAI will have the right to encash the security deposit fully or partially and get the work executed from other agencies at the risk and consequences of the firm. The cost difference between the alternative arrangements and agency-tenderized value will be recovered from the agency along with other incidental charges. In case of execution of work through alternative sources, if price is lower, no benefit on this account will be passed over to the agency/individual.

10. **Termination-Default by the supplier**: If the firm/agency is in default in carrying out any of the terms, conditions or obligation of the contract, the FSSAI may give notice of default to the Firm/agency and request the Firm/agency to rectify such default within the period prescribed by FSSAI. In case the firm/agency does not rectify the default within the prescribed period, the FSSAI can terminate the whole or any part of the contract.

11. **Terms of Payment**: The payment will be done by way of NEFT/RTGS in Indian Rupees on the basis of work done from time to time. The Agency shall submit the proof of the work done while raising the bill along with the written certificate of Firm/agency.

12. After submission of EOI, no alteration by the bidder shall be permissible in the same.

13. **Selection of successful bidder** : Both the technical and financial bids will be opened on the same day/time as per the schedule given above. After evaluation of bids, the bidder

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who is technically responsive as well as quotes the lowest amount in total shall be declared as successful service provider. Where the lowest acceptable bidder against ad-hoc requirement is not in a position to translate the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.

14. Any addendum/corrigendum in respect of this EOI shall be issued on **our website** <https://fssai.gov.in>. No separate notification shall be issued in the newspaper. Bidders are, therefore, requested to keep FSSAI website visiting regularly to keep themselves abreast of all updations.

15. **Period of Contract** - Initially, the contract with agency/bidder will be for a period of two years. Renewal of contract for another one year shall be subject to satisfactory performance of the agency/bidder and approval of the competent authority in FSSAI.

16. Other Special Conditions:

1. All copyrights of translated material will rest with FSSAI and FSSAI can use the same in the manner desired.
2. FSSAI reserves the right to accept or reject the tender without assigning any reason.
3. The empanelled Firm/agency/individual shall maintain absolute secrecy and confidentiality about the work of FSSAI entrusted to them.

17. **Applicable Law** : The Court of Jurisdiction shall be New Delhi for the purposes of this tender.


22/8/20
Assistant Director (OL)

FSSAI

EOI FOR TRANSLATION (English to Hindi)
Part A

Name of the agency:- _____

Annexure to Technical bid

S.No.	Particulars	Remarks/Details
1.	Name of Agency/Applicant	
2.	Details about office of agency /Firm /individual : Address: Phone/Fax No.: E-Mail ID: Website: Contact person: Mobile No. :	
3.	Details about registered office of Applicant and Contact No.	
4.	Status of Applicant (partnership firm/Pvt Ltd. Co./Public Ltd. Co. /individual)	
5.	Details about Director/Partners/individual	List to be attached
6.	Total experience of applicant (No. of years)	List to be attached
7.	Details about the maximum per day translation plus typing capacity of the agency/individual, according to which work shall be allotted to the agency/individual	
8.	Bank Details	List to be attached
9.	PAN No. (Copy to be attached)	
10.	GST Number (Copy of certificate to be attached)	
11.	Documentary proof as regards criteria for selection of Agency (i) Experience (Bidder should have experience for minimum 3 years in translation)(copies of work order to be attached) (ii) Educational qualifications (Bidder should have preferable education background of literature) (graduate /equivalent degree) (proof to be attached) (iii) Past translation work (Bidder should submit details of past translation work).	

Date :Signature & Seal of the bidder

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Food Safety and Standards Authority of India
EOI FOR TRANSLATION WORK (English to Hindi)

Part B

Name of the agency : _____

Financial bid

No.	Target Language	Cost Per Word (including typing on computer and any other incidental expenditure)	All Applicable Taxes	Total
		Rs.	Rs.	Rs.
1	Hindi			

Signature & Seal of the Bidder:

Date:

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२२/१/२०