



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER)

(Institution of National Importance, Ministry of Health & Family Welfare, Government of India)

JIPMER ANNUAL REPORT COMMITTEE

Dated - 13th JULY 2021

No. Pur: JIP/ AR/2020-21/2

Sub: Proposal for Selection of Vendor for English to Hindi Translation work of JIPMER Annual Report 2020-21 – call for limited tender - Reg.

Please quote your lowest rates for the Selection of Vendor for English to Hindi Translation work of JIPMER Annual Report 2020-21 as per the provided specifications, subject to terms and conditions given below:

1. Rate per word is inclusive of translation/typing/proof reading/vetting and correction
2. The translated Hindi version should be typed in Unicode-Mangal or any supportive Hindi font which is suitable to support the coral draw of page making
3. The translation work will be approximated to 250000 words
4. The work is required to be completed urgently within 4 weeks of receipt of matter by the designer selected through the tender process. No further delays will be allowed. In case of non-satisfactory work or adherence to time schedules, the Director JIPMER will reserve the right to cancel the tender awarded with no reasons assigned whatsoever and award it to the next highest bidder.
5. The work should be completed within the stipulated period and should be mentioned in the quotation
6. The rate quoted should also include the supply of soft copy and hard copy of the material
7. Supply which is not according to the specifications will not be accepted
8. The Director JIPMER reserves the right to cancel the limited tender in part or full without assigning any reason thereof.
9. Previous experience of translation is mandatory and previous translation assignment of English to Hindi and Vice versa (atleast 1 lakh words) and a satisfactory report from the previous firm is required(Enclose proof)
10. Soft Copy of the translated material shall be forwarded through mail(will be mentioned in the work order) for necessary vetting/proof reading/rectification of errors and the assignment should be completed on or before 4 weeks of receiving supply order.
11. The tenders should be sent by registered post and not by hand or any other method to the following address:
Dr. Anita Rustagi,
Additional Medical Superintendent,
Medical Superintendent office
JIPMER
Puducherry - 605006
12. The quotations should reach the above mentioned office at the latest by 4.00 pm of 31st July 2021 . Quotations reaching after the due date and time will not be considered.

13. The selected vendor(translation firm) will be intimated by mail.
14. The payment to the selected vendor(translation firm) will be released only after completion and submission of work. No advance payment will be given.
15. The rates quoted should include all applicable taxes (as applicable in Pondicherry) and should be inclusive of all works including revision of pages and corrections required if any as well as subsequent addition (of matter) required by government rules.

Anita
14/7/21

Dr. Anita Rustagi
Additional Medical Superintendent and Nodal Officer
Officer In Charge – Hindi cell
JIPMER
ADDITIONAL MEDICAL SUPERINTENDENT
अपर चिकित्सा अधीक्षक
JIPMER HOSPITAL
जिपमेर अस्पताल
पांडिच्चेरी / PONDICHERRY - 605 006