



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान  
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family welfare)

धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

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No.HC/AR/2019-20

Date : 28.08.2020

**Sub:** Outsourcing of English to Hindi Translation work of JIPMER Annual Report 2019-20 – Reg.

Please quote your lowest rate for English to Hindi Translation work of JIPMER Annual Report 2019-20, subject to the following terms and conditions :

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 for page making.
3. The translation work will be approximated of 2,50,000 words.
4. The work should be completed within 30 days.
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 our specification will not be accepted.
8. The Director shall have the right of rejecting the limited tender in whole or part without assigning any reason there of.
9. Limited tender for outsourcing of translation work of JIPMER Annual Report 2019-20 only by Registered Post/Speed Post/Courier. Hand Quotations are not accepted. Please furnish your Limited Tender in a sealed cover superscribing as :  
Limited Tender for outsourcing of translation work of JIPMER Annual Report.  
Enquiry No. : HC/AR/2019-20 Date : 28.08.2020  
Due Date : **17.09.2020 before 12.00 Noon**  
Limited Tender should reach this officer on or before 17.09.2020 12.00 Noon  
Limited Tender received after the due date will be summarily rejected.  
Limited Tender will be opened on 17.09.2020 : 2.30 PM
10. 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. (Enclose Proof).
11. 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 **30<sup>th</sup> October, 2020.**

**NOTE :** 1. Quotation may please be address to :

- The Director, JIPMER, Puducherry – 605 006.
- The sealed Cover (Quotation) may be sent directly to the  
Dr. Anita Rustagi, Additional Medical Superintendent, IV- Floor, Admin. Block,  
JIPMER, Puducherry – 605 006

Yours faithfully,

*A. T.*  
28/8/2020  
Additional Medical Superintendent &  
Nodal Officer/ Hindi Cell

JIPMER  
ADDITIONAL MEDICAL SUPERINTENDENT  
आगर चिकित्सा अधीक्षक  
JIPMER HOSPITAL  
जिपमेर अस्पताल  
पुदुच्चेरी / PONDICHERRY-605 006