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**NATIONAL INSTRUCTIONAL MEDIA INSTITUTE**

**(AN AUTONOMOUS INSTITUTION)**

Directorate General of Employment and Training



Government of India - Ministry of Skill Development and Entrepreneurship

Post Box No. 3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai - 600032

Office: 044 - 2250 0657, 044 - 2250 0248 Email: chennai-nimi@nic.in

**REQUEST FOR PROPOSAL (RFP)**

National Instructional Media Institute (NIMI) develops and publishes instructional material (books) for students in **Industrial Training Institutes (ITI's)** and other vocational training institutes/centers.

Applications are invited for **RFP** from qualified and reputed **Agencies** for **translation, data entry** and **DTP** of the books published in **ENGLISH** and to be translated into **HINDI** and **Vernacular/Regional** Languages of **TAMIL, TELUGU, KANNADA, MARATHI, MALAYALAM, GUJARATI, PUNJABI, BENGALI, ASSAMESE, ODIA** and **URDU**.

Interested agencies shall submit the details in the prescribed format along with supporting documents to **The Executive Director, NIMI, CTI Campus, Guindy, Chennai - 600032** by **16th February, 2023**.

For format and **applying in RFP** please visit : **[www.gem.gov.in](http://www.gem.gov.in)**.



**NATIONAL INSTRUCTIONAL MEDIA INSTITUTE  
INVITES**

**REQUEST FOR PROPOSAL (RFP)**

**FROM QUALIFIED AGENCIES**

**FOR**

**TRANSLATION, DATA ENTRY, DTP & Proof reading of  
instructional media packages (IMPs) from English  
to Assamese/Bengali/Gujarati/Hindi  
/Kannada/Malayalam/Marathi/Oriya/Punjabi/Tamil/Telugu/Urdu languages**

Issued By  
National Instructional Media Institute  
Ministry of Skill Development & Entrepreneurship,  
Government of India, TI Campus, Guindy Industrial Estate,  
Guindy, Chennai – 600032 <https://nimi.gov.in>  
Date of Issue: 06.02.2023

## **Disclaimer**

All information contained in this document, subsequently provided/ clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. NIMI reserves the right to cancel this document, and/or invite afresh proposals with or without amendments to this document without liability or any obligation for such document, and without assigning any reason. NIMI reserves the right to take final decision regarding award of contract.

Submission of proposal doesn't guarantee empanelment or allocation of work. Under no circumstances will the NIMI be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly by application or non – application to this proposal.

## 1. Introduction

National Instructional Media Institute (NIMI) was set up in the name of Central Instructional Media Institute (CIMI) in Chennai in December 1986 by the Government of India as a Subordinate Office under Directorate General of Employment and Training (DGE&T) with the assistance from Federal Republic of Germany through GTZ (German Agency for Technical Co-operation) as the executing agency. After the approval of the Cabinet for the Grant of Autonomous status to CIMI, the Institute was registered as a society on 1st April 1999 under the Tamil Nadu Societies Registration Act 1975. Since then, it is functioning as an Autonomous Institute under the Govt. of India, Ministry of Skill Development & Entrepreneurship (MSDE), New Delhi.

NIMI has been functioning as a Nodal Agency to develop Instructional Materials, Question Banks, Train media developers and trainers, Digital learning content/Blended learning, conducting Computer-based exam, enable translation of books into Hindi and other regional languages, network with other vocational stakeholders, promote research in the field of development of instructional materials and offer consultancy/IT services. It is an institute for providing content/instructional material for vocational ecosystem to a wide range of stakeholders for short term and long term trainings

## 2. Eligibility of the Applicants

- An eligible applicant must be a legal entity in the form of a **Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company / LLP/ Company registered under sec 25/Society / Trust / Association**
- An eligible applicant must have an average turnover of **minimum 10 Lakhs** from the past 2 years
- The applicant should have proven experience in English to Bengali/ Gujarati/ Hindi/ Kannada/ Malayalam/Marathi/Oriya/Punjabi/Tamil/Telugu/Urdu languages
- The applicant should also have a minimum of **2 years of experience in Translation, Data entry, and DTP work** of technical books in Hindi or in any one of the regional languages.
- An eligible applicant must **not have been blacklisted** by any State Government/ Central Government / Donor Agency and submit a declaration as per attached annexure.

## 3. Bid Data Sheet

S. No	Information	Details
1.	Tender Inviting Authority (TIA)	Executive Director, National Instructional Media Institute (NIMI), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, CTI Campus, Guindy Industrial Estate, Guindy, Chennai – 600032
2.	Purchaser/Client	National Instructional Media Institute (NIMI)
3.	Name of RFP	RFP for providing Translation services for NIMI to translate the textbooks from the English language to Vernacular/Regional Languages with Data entry, and DTP work
4.	Contact details of Tender Inviting Authority	Designation: Executive Director Address: CTI Campus, Guindy, Chennai, Tamil Nadu 600032 E-mail id: chennai-nimi@nic.in Contact No: +91-9003220426

S. No	Information	Details
5.	RFP Availability	RFP can be downloaded from <a href="http://www.nimi.gov.in">www.nimi.gov.in</a>
6.	Method of evaluation of bids for empanelment	L1 will be considered as reference for empanelment
7.	Response to pre bid queries	Prebid meeting will be held on 10.02.2023 and even in before queries can also be submitted to mail id provided below. Email id:chennai-nimi@nic.in
8.	Last date, time (deadline) and venue for receipt of proposals in response to this RFP	Proposals must be submitted on or before Date 16.02.2023 Time 03.30PM
9.	Date and time of Opening of Financial Bid	Financial bids of all the technically qualified proposals will be considered.
10.	Bid validity period	120 days from the date of opening of the bid
11.	Contract period	1 year
12.	Forms and Annexures to be filled	All Annexures (1-6)

#### 4. General Terms of Proposal Submission

1. Each applicant must submit a single proposal, irrespective of the number of languages in which the applicant wishes to get empaneled.
2. Any misrepresentation shall lead to the disqualification of the applicant.
3. NIMI reserves the right to verify all statements, information, and documents submitted by the Applicant in response to this notification.
4. The applicants shall be responsible for all the costs associated with the preparation of their proposal and their participation in the Empanelment Process. NIMI will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.
5. NIMI may at its sole discretion and at any time during the evaluation of the proposal, disqualify any respondent, if the agency:
  - a. Made misleading or false representations in the forms, statements, and attachments submitted in proof of the eligibility requirements.
  - b. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
  - c. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
  - d. Failed to provide clarifications related thereto, when sought.
  - e. Submitted more than one proposal.

#### 5. Scope of Work

NIMI with a mission to increase accessibility and readability of their textbooks intends to translate all the vocational textbooks in English to various vernacular languages. Currently there are **400 titles (textbooks 300-500 pages each) across 150 trades** which needs to be translated. The translating agency should also carry out the data entry, DTP and proof reading works for the translated manuscript and provide an error free output in printable format to NIMI.

##### A. Translation Services

#	Description and terms of services
1	<p>Translation of textbooks material from English to following 13 languages mentioned below.</p> <ul style="list-style-type: none"><li>- Assamese</li><li>- Bengali</li><li>- Gujarati</li><li>- Hindi</li><li>- Kannada</li><li>- Malayalam</li><li>- Marathi</li><li>- Oriya</li><li>- Punjabi</li><li>- Tamil</li><li>- Telugu</li><li>- Urdu</li></ul> <p><b>It is mandatory that agency should be capable of translating a minimum of 5 languages.</b> <b>Note: Depending on the quality and timely execution of initial work orders the agency shall be issued further work orders</b></p>

2	Translation of material is to be done through resource persons within the selected Agency and not through auto-translate software such as Google Translate etc.
3	Capability of extracting/converting the material to be translated from one file format into another and return it in the file format as per the NIMI's requirement
4	Any errors in the deliverables must be corrected by the agency free of charge immediately and corrected text must be returned immediately.
5	Necessary proof reading of the material translated for its authenticity will be the responsibility of the translating agency. In case of negligence, it will be the responsibility of the translating agency. Agency must ensure: a) Delivered target text is complete – no omissions and additions are permitted
6	The agency so selected will not be authorized to reproduce/reprint/transmit to a third party in any manner including photocopying, photographing, cyclostyling, microfilming, scanning or any electronic means of copying or any other means whatsoever.

### B. Data Entry and DTP services

1	The selected bidder must carry out the proposed data entry and DTP work in Adobe InDesign 2022/2023 software at the premises of their organization
2	The copy right holder of the material shall be NIMI.
3	Data entry to be performed by using <b>ISM software/Standard Open software like ISM</b> with the standard fonts as prescribed by NIMI. Since the assigned work is of time bound nature, it is required to be provided within the prescribed time limit while maintaining the quality of translation, typing and vetting.
4	The activity of inserting pictures shall be carried out only at the premises of NIMI. NIMI will provide place, furniture and electricity only. The selected bidder has to provide a computer & necessary software. Rates shall include this activity as well and shouldn't be quoted separately.

#### Note:

- a. Quality and accuracy will be checked by the NIMI's officials or language expert(s). Any default on the timeline or accuracy of translations shall entail a financial penalty as determined by the NIMI. Corrections, if any, are to be carried out by the Agency/Firm/Individual at its expenses. No payment/compensation etc. would be given for carrying out corrections.
- b. After issuance of first work order, agency shall submit a sample 10 pages of translation document to NIMI for validation of quality of translation. NIMI reserves right to cancel existing work order and de empanel based on the quality verification.

### 6. Work Allotment

- a. Lowest Bidder value shall be considered as a reference and NIMI **shall empanel the relevant interested vendors at the L1 rate.**
- b. Empanelment will be for one year which could be extended depending upon the performance of Agency/Firm/Individual.
- c. Translation services work order shall be issued to the empaneled vendors only.
- d. Post confirmation from the applicant agreement shall be signed.
- e. Agreement with defined terms and conditions prescribed by NIMI shall be signed within

15 days after issuance of the work order or before the start of the assigned work.

- f. In case the selected applicant fails to provide satisfactory services during the contract period, the performance security submitted by the firm will be forfeited without prejudice to other remedies.
- g. NIMI shall impose a penalty on the selected applicants in case of any unsatisfactory work, delay in prescribed timelines, and any quality issues which will be defined in the agreement.

## **7. Guidelines for translation**

1. Selected agency to translate as per the criteria laid down by the NIMI.
2. The time schedule for translation shall be drawn up after mutual agreement and it shall be strictly adhered to by the service provider.
3. The applicant should have the adequate in-house infrastructure required for executing the translation and allied activities (Data entry and DTP work) with sufficient technical competency to meet the requirements as per the criteria laid down by the NIMI.
4. Before translating, it is expected that translator should study the content thoroughly, interpret the contents clearly and then translate by arranging the words to give correct meaning.
5. Each vernacular language has its own grammatical rules, while translating English to any of the vernacular language proper grammar rules of the translated language to be followed.
6. Content to be translated without any interfere with the original content.
7. Translation should not necessarily be verbatim but should mainly depict the intended meaning of the source language.
8. Machine generated translation is not advisable and overall gist of the content shouldn't be lost after translation.
9. Translation should be very simple in regional languages as the readers are having only 8-10<sup>th</sup> standard education
- 10.No need to translate Arab/ Roman numerals in English version shouldn't be translated and hence their cross references are also should be kept as it is.
11. The data entry of the translation into the computer will be as a continuous text using a MS Word (not necessary to provide space for drawings, but a reference of figure number as in English is mentioned in bracket and it should be matching with the figures given in the book)
12. While translating from English to vernacular language, If the word in vernacular language is not commonly used then English word also to be mentioned in bracket.
13. Data Entry: Font size depends on the software used for each of the language which shall be explained and agreed with reference to each language.
14. Agency shall furnish following checklist documents along with each of the translated textbook



#	Checklist
1	Affidavit from proofreader confirming the quality of translation
2	Affidavit from Subject Matter expert confirming the technical quality of translation
3	Non- Disclosure agreement (NDA)

## 8. Payment Terms

Payment will be made based on the submission of soft copy of titles (textbooks) completed in all aspects and accepted. Payment mode and terms of payment shall be defined in the work order/agreement.

#	Payment Description	% Contract value
1	After submission and approval of first draft as per the standards, norms prescribed by NIMI	90%
2	5% shall be paid after submission and approval of first draft as per the standards, norms prescribed by NIMI within the prescribed timeline	5%
3	5% shall be paid within 45 days after due feedback received to NIMI from various stakeholders	5%

**Note:** Bills will be cleared within 21 days of submission of original bills

## 9. Penalty Clause

To ensure timely completion of translation services, NIMI insists all the agencies to abide by the timelines assigned or else following penalty terms will be issued

### Timelines:

- a) 1% of the contract value will be levied as penalty for one week delay in submission of first draft of translated version.
- b) 3% of the contract value will be levied as penalty for 2 weeks delay in submission of first draft of translated version.
- c) 5% of the contract value will be levied as penalty for more than 3 weeks delay in submission of first draft of translated version

### Quality:

After receipt of first draft of the translated version, vetting and review will be conducted by NIMI either through public feedback or feedback from trainers or feedback from subject matter experts. Feedback shall be shared with the translation agency and all such necessary changes to be rectified within 48 hrs of intimation.

Upto 5% of the contract value will be levied as penalty depending on the feedback provided to NIMI by various stakeholders.

**Note:** The maximum amount of penalty will be **maximum of 10% of total work order**

## 9. Annexures

*(All the annexures to be submitted in physical copy)*

### Annexure 1: Technical Details of the Organization

*(On letterhead with Signature and Stamp)*

S. No	Particulars	Details
1	Name of the Organization	
2	Address	
3	Contact Details a) Name b) Designation c) Mobile Number d) Office Phone number e) Email id	
4	Date of Incorporation:	
5	PAN details	
6	GSTIN details	
7	Core Business activities:	
8	Number of years in business	
9	Total no. of employees working in firm/Organization a) Translator language wise b) Proofreaders' language wise c) Data Entry operators d) DTP Operators e) Other support staff	

**Name:**

**Designation:**

**Mobile no.:**

**Email ID Postal address:**

**(Signature of Authorized signatory)**

**(Company Seal)**

**Note:** To be enclosed copy of the registration/incorporation along with a copy of PAN card and GST certificate

**Annexure 2: Financial Details of the Organization**

*(Duly signed by the Authorized Representative and certified by a Chartered Accountant)*

On the basis of audited financial statements, I/We hereby submit that.....(Name of Applicant), having registered office at ....., has an annual turnover for the past three consecutive financial years (2021-22, 2020-21, 2019-20), as follows:

S. No	Financial Year	Turnover (in Lakhs)
1	2021-22	
2	2020-21	
3	2019-20	
<b>Total</b>		

**Signature and Seal of Chartered Accountant**

**Name:**

**Designation:**

**Mobile no.:**

**Email ID Postal address:**

**(Signature of Authorized signatory)**

**(Company Seal)**

**Note:**

1. Applicant is required to submit the audited financial statements for the past three financial years
2. All financial supporting documents should be duly certified by a Chartered Accountant.

### Annexure 3: Overview of the experience of the Organization in related field

#	Item	Number of Assignments	Order value in Rs.	Implementation Project value
1	Experience of Assignments of similar nature			
2	Experience in carrying out in similar assignments in Government			
3	Experience in carrying out in similar assignments in public sector			
4	Experience in carrying out in similar assignments in private sector			

**Note:**

Decision of Evaluating committee in ascertaining “similar nature” and “similar assignment” will be final.

#### **Annexure 4: Past experience of the organization**

<b>Assignment name</b>	
<b>Contract Value</b>	
<b>Duration of assignment</b>	
<b>Start/Completion Date</b>	
<b>State and Location Name:</b>	
<b>Name and Address of the Client:</b>	
<b>Description of services provided:</b>	

- Multiple sheets to be attached for more than one assignment

**Name:**

**Designation:**

**Mobile no.:**

**Email ID Postal address:**

**(Signature of Authorized signatory)**

**(Company Seal)**

**Note:**

The applicant is required to submit documents such as contract/work order/completion certificate copy

**Annexure 5: Affidavit for not being Blacklisted**

(Affidavit on non-judicial stamp paper)

**AFFIDAVIT**

I/We, on behalf of ..... (Name of Applicant), with its registered office at ..... do hereby declare that the above-mentioned applicant has not been blacklisted/ debarred by any State/Central Government authority/Donor Agency for breach on our part.

**Name:**

**Designation:**

**Mobile no.:**

**Email ID Postal address:**

**(Signature of Authorized signatory)**

**(Company Seal)**

## Annexure 6: Financial Proposal template

#	Description of Services	Cost (INR)
1.	Cost for translation per 1000 words	
2.	Cost for Proof reading per 1000 words	
3.	Cost of Vetting per 1000 words	
4.	Cost for data entry per 1000 words	
5.	Cost for DTP services per page in Adobe InDesign	

**Note:**

#Word count will define in work order and word count (not including articles- A, An, The and Numerics etc.) will be based on the English version of the textbook.

## Financial quote shall be same for all the languages.