

TENDER NO. L&O/T&L-3/17/2018

**TENDERS ARE INVITED FOR SELECTION OF A FIRM/AGENCY
FOR TRANSLATION OF DOCUMENTS AND ITS RELIED
DOCUMENTS IN DIFFERENT LANGUAGES FOR HYDERABAD
CITY POLICE**



HYDERABAD CITY POLICE

FEBRUARY - 2018

GENERAL INFORMATION ABOUT TENDER

1.	Tender No.	No. L&O/T&L-3/17/2018
2.	Downloading of tender forms	From 11.00 Hrs on 16-02-2018 up-to 15.00 Hrs on 22-02-2018 from the www.hyderabadpolice.gov.in
3)	Last date and time for receipt of sealed Tenders	The last date for submission of hard copies at office of the Commissioner of Police, Basheerbagh, Hyderabad will be 16.00 Hrs. on or before 22-02-2018.
4)	Time and date for opening of pre-qualification bids	16.30 Hrs. on 22-02-2018 at Office of the Commissioner of Police, Basheerbagh Hyderabad - 500029
5)	Time and date for opening of Technical bids	17.00 Hrs on 22-02-2018 at Commissioner of Police, Basheerbagh, Hyderabad - 500029
6)	Time and date for opening of Commercial bids	17.30 Hrs on 22-02-2018 at Office of the Commissioner of Police, Basheerbagh Hyderabad - 500029
7)	Address for communication	Commissioner of Police, Basheerbagh X Roads, Hyderabad – 500 029.
8)	Procedure for Offer Submission	<p>The Bidders shall submit their response through Bid submission to the tender in a sealed cover at Office of the Commissioner of Police, Hyderabad City by following the procedure given below. The Bidders shall submit their eligibility and qualification details in Pre-qualification bid, Technical bid, Financial bid etc., in the standard formats displayed in web site. The Bidders shall submit the copies of all the relevant certificates, documents etc, in support of their eligibility criteria / technical bids and other certificates / documents. The Bidders shall sign on the statements, documents, certificates, submitted by them; owning responsibility for their correctness / authenticity. The Bidders shall attach all the required documents for the specific tender during the bid submission as per the Tender Notice and Bid Document.</p> <p>1. <u>Submission of Hard Copies:-</u> The Bidders are requested to submit the originals of DD/BG towards EMD, bid processing fee to the Tender Inviting Authority as per the tender schedule. The department shall not take any responsibility for any delay for non-receipt. If any of the documents furnished by the Bidders are found to be false / fabricated / bogus, such Bidders are liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.</p> <p>2. <u>Tender Document:</u> The Bidders are requested to download the Tender Document and read all the terms and conditions mentioned in the Tender Document and seek clarification, if any, from the Tender Inviting Authority. The Bidders have to keep track of any changes by viewing the Addenda / Corrigenda issued by the Tender inviting Authority from time-to-time. The Department calling for Tenders shall not be responsible for any claims / problems arising out of this.</p> <p>3. <u>Bid Submission Acknowledgement:</u> The Bidders shall complete all the processes and steps required for Bid submission. The Bidders are requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of submission of Hardcopies to avoid any discrepancy.</p>
9.	General Terms & Conditions.	As per Tender Document.

Tender No. L&O/Stores/17/2018.

Tender call for selection of a Firm/Agency for translation of documents in various languages for Hyderabad City Police

SECTION – I INVITATION TO BIDS

1. INTRODUCTION TO BIDDERS:

Sealed bids are invited by Hyderabad City Police from reputed and experienced professional Agencies for translation of various documents in vernacular language as per the requirement of Hyderabad City Police and providing back the translated matter duly signed and stamped by the firm for filing it in the court or record purpose.

Interested bidders may view and download the tender document containing the detailed terms & conditions, from the website <http://www.hyderabadpolice.gov.in> from 11 hours on 16/02/2018 up-to 15 hours on 22-02-2018. Tender process fee of Rs.1000/- (Rupees: One Thousand only) in the form of account payee Demand Draft in favour of Assistant Accounts Officer, Office of the Commissioner of Police, Hyderabad City has to be enclosed with the Pre-qualification Bid of Tender. No tender will be accepted without process fee of tender.

Bidders are advised to study the Tender document and Terms & Conditions carefully and completely. Submission of Bids shall be deemed to have been done after careful study of Tender document and examination of Terms & Conditions with full understanding of its implications.

2. SCOPE OF WORK:

As part of the requirement of translation, material is required to be translated in various languages and to provide prompt & reliable translation service. Broadly translation is required for the following languages:

- a.** English to Urdu translation with DTP.
- b.** English to Telugu translation with DTP.
- c.** English to Hindi translation with DTP.
- d.** English to Tamil translation with DTP.
- e.** English to Kannada translation with DTP.
- f.** English to Marathi translation with DTP.
- g.** Telugu to Urdu translation with DTP.
- h.** Telugu to English translation with DTP.
- i.** **Apart from the above the other Languages mentioned in the Eight schedule of constitution.**

3. FORMAT OF DOCUMENTS :- The translation work of the documents in different languages of the different Police Stations of Hyderabad City shall be done as per Single/One Side Sheet with DTP typing, as required.

- All the translated documents must be legible with good print quality in Legal Size paper.
- The necessary proof reading of the material so translated for its authenticity would be the responsibility of the translating agency.
- Each of the translated document/page/sheet must be authenticated by the Translator/Authorised person of the firm with seal.

- In case of sheer negligence, it would be considered as breach of business ethics and dealt legally accordingly. The translation of material at times is required to be provided at very short notice (Within a day).

4. Quality requirements : - The translations delivered must be of such a quality that they can be used as they stand upon delivery, without any further revision, review and/or correction by the contracting authority. To this end, the agency shall thoroughly revise and review the entire translation. Agency must ensure that:

- the delivered target text is complete (no omissions or additions are permitted);
- the target text is a faithful, accurate and consistent rendering of the source text;
- the terminology and lexis used are consistent throughout the text and with any relevant reference material;
- sufficient attention has been paid to the clarity and register of the target text;
- the target text contains no syntactical, spelling, punctuation, typographical or other grammatical errors;
- the formatting of the original has been maintained;
- any specific instructions given by the authorizing department – whenever this is the case - are followed and the agreed deadline is scrupulously respected.
- the agency shall correct any errors in the deliverables, free of charge.

5. CLARIFICATIONS ON TENDER DOCUMENT :-

Bidders may request clarifications with regard to terms & conditions or any part of the Tender document up-to 3-00 PM on or before.....-02-2018. Any request for clarifications may be sought from O/o the Commissioner of Police, Hyderabad City by email to tenders2726@gmail.com or call on **040-27852726**.

6. AMENDMENTS TO BID DOCUMENT:

At any time prior to the deadline for submission of bids, Hyderabad City Police, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

All prospective bidders those have received, the bidding documents will be notified of the amendments in the e-procurement portal and such modifications will be binding on all bidders.

In order to allow prospective bidders, reasonable time in which to take the amendments into account in preparing their bids, Hyderabad City Police, at its discretion, may extend the deadline for the submission of bids.

SECTION II – GENERAL TERMS AND CONDITIONS:

1. TRANSLATION OF DOCUMENTS :

The details of translation of documents for Hyderabad City Police is furnished in **Annexure I. The requirement furnished in the Annexure is tentative subject to variation of +_ 25% as per the necessity of the Department.**

2. BID SECURITY (EMD):

- A.** The bidder / firm shall submit the amount as mentioned below towards Bid Security (Earnest Money Deposit) in the form of Demand Draft or Bank Guarantee from any Nationalised Banks / Commercial Banks / Scheduled Banks for an amount of **Rs.50,000/- (Rupees: FiftyThousand only)** in favour of the **“Assistant Accounts Officer, Office of the Commissioner of Police, Hyderabad”** and attach it along with Pre-qualification Bid documents. The EMD should be valid for a period of 3months. No tender will be accepted without EMD.

The earnest money of the successful bidder shall be returned after the receipt of Performance Security / Guarantee as called for in the document. The earnest money of the successful bidders shall be discharged within 30 days upon the bidder executing the Agreement/Contract and furnishing the Performance Bank Guarantee.

B. FORFEITURE OF THE BID SECURITY –

If a bidder withdraws his bid during the period of bid or in case successful bidder fails: –

- (i) To sign the Contract within the stipulated period or
- (ii) To furnish Performance Bank Guarantee within the stipulated period or
- (iii) If at any stage, any information / declaration is found to be false.

3. Procedure for submission of bids

The Tender shall have three parts i.e. “Pre-qualification bid”, “Technical Bid” and “Commercial Bid”. **All the three bids should be submitted in separate envelopes duly sealed and should be put into a closed master cover duly sealed** and shall be dropped in the Tender box kept at the reception of Hyderabad City Police Commissionerate, Basheerbagh Cross Raods, Hyderabad- 500029 before the due date and time.

All the bids duly sealed shall be super-scribed with “Tender No. and **“TENDER FOR SELECTION OF Firm/Agency for translation of documents in different languages.**”

The Tender documents complete in all respects shall be submitted otherwise the bids shall be summarily rejected. The bids shall be submitted before the due date and time as indicated in the General information about tender.

4. DELAY IN SUBMISSION OF BIDS

In case of belated receipt of tender documents, Hyderabad City Police shall not be responsible for any delay caused either by the vendor or by any other source / mode of transmission.

5. PROCEDURE FOR OPENING OF BIDS

The tender evaluation committee shall open all the bids in the presence of the Bidders or their authorised representatives on dates & time indicated above (General Information about Tender). Persons carrying authorisation letter from bidders only shall be permitted to attend the meetings. The technical bids of those, who are not qualified in Pre-qualification bids shall not be opened and considered for technical evaluation.

6. CONTENTS OF BIDS

The Bids submitted by the bidder shall comprise of the following components:

a) Documents to be enclosed with “Pre-qualification Bid”:

- i) Tender Process Fee of Rs. 1000/- (Rupees: One Thousand only) in the form of Account Payee Demand Draft/ Bank Guarantee drawn in favour of **“the Assistant Accounts Officer, Commissionerate of Police, Hyderabad City”**.
- ii) No tender shall be accepted without process fee of Tender Document. The Application fee is not refundable.
- iii) Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees: Fifty Thousand only) as explained in clause 2(A) above.
- iv) Certificate of Registration of the company, partnership deed (in case of partnership). Relevant registration details such as shops and establishment registration with government authorities, Memorandum of Association, Agreements, etc. should be provided.
- v) Copies of Income Tax returns for the last three financial years along-with audited Balance Sheets.
- vi) Copy of the PAN Card showing the PAN number of the Agency allotted by the Income Tax authorities.

- vii) Letter of undertaking on letter head of Agency stating that they have not been blacklisted by any State Government / Central Government / PSU for any reason in the last five financial years, which is duly signed by the Officer competent and having the power of attorney.
- viii) Since the terms & conditions in tender document get converted into contract, it is necessary for the Authorised Signatory to sign in each and every page of the tender document with seal and return the same as part of the Pre-qualification Bid.
- ix) The firm should be involved in the business of translation services for at least 03 years. (Proof to be submitted through copies of previous work orders/ invoices/certificates). The bidder should be an established agency for the business of translation.
- x) The bidder must have carried out translation work for (2) different clients in last 03 financial years. The translation work should cover translation work for all the languages as mentioned in scope of work. (Proof to be submitted through copies of previous work orders/ invoices/certificates).
- xi) The bidder should have professionally trained manpower to carry out the work. Manpower details to be submitted with number of year for the translation experience in their respective language required by us.
- xii) Bidder must have work for any of the Central or State Govt Dept/ Board/ Corporation etc like Ministry of External Affairs, Tourism Dept etc.

b) DOCUMENTS TO BE ENCLOSED WITH “TECHNICAL BID”:

- i) Bidders Particulars (Annexure - T1)
- ii) Statement of deviation from Tender Terms and Conditions (Annexure –T2)
- iii) The Prospective bidders should have executed at-least two (2) similar work orders earlier to State/Central Government Depts., Autonomous bodies, PSUs and reputed private companies during the last three (3) years. Legible copies of documents of work orders, service agreements etc. in support of agency's experience for the last three years in providing such services in Govt./ Public Sector Undertakings / Autonomous bodies/ Reputed Private Companies /Organisations shall be submitted. (As Annexure-T3).
- iv) Agency /Vendor Profile (As Annexure –T4)
- v) Any other document required as per various clauses and terms and conditions mentioned in the tender document (As Annexure – T5).
- vi) Check List (Annexure –T6).

c) “COMMERCIAL BID” COMPRISING OF THE FOLLOWING TO BE FILLED IN ACCORDANCE WITH THE FORMATS PROVIDED IN THE TENDER DOCUMENT:

- i) Bid Letter (Annexure -C1)
- ii) Price Schedule (Annexure -C2)
- iii) Contract Form (Annexure –C3)
- iv) Any other document required as per various clauses and terms & conditions mentioned in the tender document (As Annexure-C4)
- v) Check List (Annexure –C5)

7. Bids shall contain no interpolation, erasers or overwriting. Corrections, if any, shall be initialed by the person signing the bid.

8. HYDERABAD CITY POLICE RESERVES RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

- a) The Commissioner of Police, Hyderabad City or designated officer reserves the right to accept any bid, and /or annul the Tender process and / or reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the effected bidder(s) of the ground for such action.
- b) Bids from any bidder which is not accompanied by tender document process fee or bid security amount or bids without required documents / information are liable to be summarily rejected.**
- c) All relevant **Annexure** of this Tender document should be furnished by the bidder and signed (with company seal). Failure to do so will result in summary rejection of the bid.
- d) Bids by Telex / Fax and incomplete bids will be summarily rejected.

9. PERIOD OF VALIDITY OF BIDS

Bids shall be remain valid for 180 days from the date of opening of commercial bids. Any bid from the date valid for a shorter period may be rejected by the Tender Evaluation Committee as non-responsive.

10. QUOTATION OF PRICES

The prices should be quoted in Indian Rupees as per the format given at **Annexure-C2**. Price quoted should include all charges including all applicable taxes. Hyderabad City Police will pay only the rates quoted in the **Annexure – C2**. No other payment will be paid.

11. SUPPLY OF TRANSLATED DOCUMENTS :

The successful bidder shall supply the translated documents as per the requirement of works from time to time. If the bidder fails to supply the translated within the stipulated period, such failure shall amount to a breach of the contract and the Commissioner of Police, Hyderabad shall be entitled to make other arrangements at the Bidder's risk and cost without giving any further notice to him, in addition to forfeit the EMD.

12. TRANSLATION QUALITY:

The quality of the translation of language delivered according to the present contract shall correspond to the technical specifications enumerated as per bid.

13. AWARD OF CONTRACT

Generally, the least quoted Agency will be awarded the contract. In case more than one Agency quotes the same rate, the length of service of the Agency in the same field / business and turnover of the recent past (3) years will be considered for awarding the contract. The successful Agency will be intimated by the Hyderabad City Police through a formal letter of acceptance. The Agency is required to give confirmation of their acceptance which will automatically be considered as part of the contract concluded with the successful bidder as selected by the Hyderabad City Police. Failure to do so may result in rejection of Bid submitted by the Agency.

14. SIGNING OF CONTRACT

The successful Agency shall be required to sign a Contract / agreement for a period of **(3)years** with the Hyderabad City Police to comply with all the provisions of the Tender.

15. PERFORMANCE GUARANTEE

Within 7 days of the receipt of notification of award of contract from Hyderabad City Police, the successful Agency shall furnish the performance guarantee in accordance with the conditions of Contract in the Contract Performance Bank Guarantee to **the Commissioner of Police, Hyderabad City** which shall be 10% of the contract value, valid for the entire contract period, in the form of bank guarantee from a Nationalized/Scheduled Bank.

16. CONFIDENTIAL : -

The copies of the translated documents should not be supplied/given/disclosed to any other except to the officers authorized by the Commissioner of police, Hyderabad City.

GENERAL CONDITIONS:

1. After completion of the translation work no copy of such files/documents should be retained with the firm.
2. The firm shall charge for the no of pages given by the department for the translation, but not for the no of pages translated by the firm.

For Example: If department give (10) pages after translation if it comes to (17) pages. Payment will be made for (10) pages only.

3. SUBLETTING

Selected bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of contract and forfeiture of Security Deposit. During the period of contract, if the Agency provides such services to any other user at lower price, it has to extend such lower rates to Hyderabad City Police.

They should not use any online translators viz Google, etc to complete translation work.

4. REFUND OF SECURITY DEPOSIT (EMD)

In case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within three months of the final decision for selection of Agency/Firm.

Hyderabad City Police, reserves the right to forfeit part or full security deposit amount without assigning any reason, if bidder is found in violation of all / any of the tender conditions. On submission of Performance Bank Guarantee, the EMD of the successful bidder would be released.

5. FORCE MAJEURE:

If at any time, during the existence of this contract, the performance in whole or in part by either party under obligation, as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of any kind of natural calamity (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the state of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of the Commissioner of Police, Hyderabad City, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract.

6. TERMINATION OF CONTRACT:

The designated officer of Hyderabad City Police reserves the right to terminate the contract with an advance notice without assigning any reason.

7. TERMINATION FOR DEFAULT:

The Commissioner of Police or the designated officer of Hyderabad City Police may, without prejudice to any other remedy for breach of contract, shall send a notice to the Agency to terminate contract whole or in part under the following circumstances:

- a. If the Agency fails to deliver any or all the services mentioned in the contract, or any extension thereof granted by Hyderabad City Police Commissionerate.
- b. If the Agency fails to perform any other obligations under the contract.
- c. If the Agency, in either of the above circumstances, does not remedy its failure within a period of 15 days (or such longer period as Hyderabad City Police Commissionerate may authorise in writing) after receipt of the default notice.
- d. In the event, Hyderabad City Police Commissionerate terminates the Agency in whole or in part pursuant to above points, the Hyderabad City Police Commissionerate may hire the Agency at the risk and cost of working Agency as Hyderabad City Commissionerate deems appropriate. However, the Agency shall continue the performance of the contract to the extent not terminated.

8. RIGHT TO BLACK LIST:

Hyderabad City Police reserves the right to blacklist an Agency for a suitable period in case it fails to honor its bid without sufficient grounds.

9. SUBMISSION OF INVOICES AND PAYMENT:

Payment: Hyderabad City Police shall pay 100% against delivery of material under good condition.

The successful Agency should submit bills in triplicate along-with advance stamped receipt and bank account details. Hyderabad City Police shall process the payment expeditiously and try to release payments within 30 days. Payments shall be subject to deductions of applicable penalty amount where the bidder does not fulfill the agreed terms & conditions, as the case may be.

10. PENALTY CLAUSES

The successful Agency shall supply the required material within the specified period from the date of placement of work. Any unjustified and unacceptable delay in supply by the bidder will be liable for penalty which will be decided by the Authority on case to case basis.

11. ARBITRATION

If any difference arises concerning this agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations & negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a sole arbitrator. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under Law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at Hyderabad and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

12. MISCELLANEOUS

Any other terms & conditions, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and Hyderabad City Police, during the period of the contract. Default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.

13. CANVASSING

Bidders are hereby warned that canvassing in any form for influencing the process of Notification of Award would result in disqualification of the Bidder.

Sd/-
**Commissioner of Police,
 Hyderabad City.**

ANNEXURE – I

Tender No.L&O/T&L-3/17 /2018

TRANSLATION OF DOCUMENTS IN DIFFERENT LANGUAGES

SL. NO.	TYPE OF TRANSLATION	SPECIFICATIONS OF TRANSLATION
1.	a. English to Urdu translation with DTP. b. English to Telugu translation with DTP. c. English to Hindi translation with DTP. d. English to Tamil translation with DTP. e. English to Kannada translation with DTP. f. English to Marathi translation with DTP. g. Telugu to Urdu translation with DTP. h. <u>Languages mentioned in the Eight schedule of constitution</u>	Annexure-I (A)

Annexure- I (A)**TECHNICAL SPECIFICATIONS**

The bidders have to fulfill the following Technical Specifications for translation of documents :-

- Work order copy/ Invoice/completion certificate from client mentioning the work done for each of the last 3 years to prove 3 years of experience for foreign language Audited Balance sheet for the year: 2014-15 2015-16 and 2016-17.
- Registration of the Partnership firm / Company.
- Full Contact Details.
- List of major work of similar nature carried out in last three years as on 31.03.2017 with proof thereof.
- List of permanent Key Personnel of your company for each of the above mentioned languages along with their qualification and experience.
- Available inventory of the equipment such as Computers, OCR machines, relevant software for word count etc. If they are to be hired, the same should be mentioned specifically. The details of inventory should be mentioned.
- Copies of work order for the work carried out/ongoing with Government Institution, Academic Institution of repute, certification bodies should be submitted.
- Other documents required to meet the pre-qualification criteria for each of the package.

Tender No. L&O/T&L-3/17/2018

CHECK LIST FOR PRE-QUALIFICATION BID

SL. No.	Documents attached	Details	Compliance (Y/N)
1.	Tender Process Fee of Rs.1000/- in the form of Account Payee Demand Draft.		
2.	EMD Amount of Rs.50,000/- in the form of Demand Draft or Bank Guarantee from any Nationalised Banks / Commercial Banks/Scheduled Banks		
3.	Copy of certificate of Registration of the company/ partnership deed (in case of partnership).		
4.	Copies of Income Tax returns for the last three Financial years duly authenticated along-with audited balance sheets.		
5.	Copies of authorised current documents in connection with registration of the firm under Commercial Tax/GST.		
6.	The firm should be involved in the business of translation services for at least 3 years. (Proof to be submitted through copies of previous work orders/ invoices/certificates).		
7.	Copy of the PAN Card showing the PAN number of the firm allotted by the Income Tax authorities.		
8.	Letter of undertaking on letter head of Agency stating that they have not been blacklisted by any State Government / Central Government / PSU for any reason in the last five financial years.		
9.	Copy of terms & conditions duly signed by the bidder with seal of the firm, in token of acceptance of terms & conditions.		
10.	The bidder must have carried out translation work for 3 different clients in last 03 financial years. The translation work should cover translation work for all the languages as mentioned in scope of work. (Proof to be submitted through copies of previous work orders/ invoices/certificates).		
11.	The bidder should have professionally trained manpower to carry out the work. Manpower details to be submitted with number of year for the translation experience in their respective language required by us.		
12.	Bidder must have work for any of the Central or State Govt Dept/ Board/ Corporation etc like Ministry of External Affairs, Tourism Dept etc.		

**Signature of the Bidder,
Seal of Agency.**

Tender No.L&O/T&L-3/17/2018

(Annexure - T1) To be enclosed with Technical bid

BIDDER PARTICULARS

1. Name of the Institute / Agency / Firm:
2. Registered Postal Address of the Institute / Agency / Firm:
3. Year of establishment of the Institute / Agency / Firm:
4. Registration or license No. :
5. Ownership of the Institute / Agency / Firm:
 - (a) Sole proprietor:
 - (b) Partnership :
6. Name of the Proprietors(s):
& Designation(s):
7. Name & address of the Officer to whom all references shall be made regarding this tender Enquiry:

Telephone :

Fax :

E.mail :

Mobile Number(s):

Witness :

Signature

Signature

Name

Name

Address

Designation

Company

Date

Company Seal

Tender No.L&O/T&L-3/17/2018

(Annexure T2) To be enclosed with Technical Bid

STATEMENT OF DEVIATIONS FROM TERMS AND CONDITIONS

SL. No.	Terms and conditions	Deviation in the offer	Brief Reasons

Date

Signature of Bidder & Seal of the Agency

For _____

Tender No.L&O/T&L-3/71/2017

(Annexure T6) To be enclosed with Technical Bid

CHECKLIST FOR TECHNICAL BID			
SL. No.	Annexure No.	Description	Enclosed (Y/N/NA)
1	T1	Bidder particulars	
2	T2	Statement of Deviation from Tender Terms and Conditions	
3	T3	Should have executed at-least two (2) similar work orders earlier to State/Central Government Deptts., Autonomous bodies, PSUs and reputed private companies during the last three (3) years. Legible copies of documents of work orders, service agreements etc in support of agency's experience for the last three years in providing such services in Govt./ Public Sector Undertakings / Autonomous bodies/ Reputed Private Companies / Organisations shall be submitted.	
4	T4	Agency/Vendor profile (As Annexure-T4)	
5.	T5	Any other document required as per various clauses and terms and conditions mentioned in the tender document (As Annexure-T5).	
6.	T6	Check list.	

(Signature of Bidder & seal of Agency)

Tender No.L&O/T&L-3/17/2017

(Annexure – C1) To be enclosed with Commercial Bid

BID LETTER

To

The Commissioner of Police,
Hyderabad City.

Sir,

Sub:-

Ref:- Your Tender No.L&O/T&L-3/17/2018.

1. We are Agency / Consultant of repute.
2. We do hereby undertake that in the event of acceptance of our bid, the required translation of documents in different languages to Hyderabad City Police from the date of Award of Contract.
3. We enclose the complete Bid enclosing all documents / information as required in the tender document.
4. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the tenders and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of tender and we do hereby undertake to provide services as per these terms and conditions. The deviations from the above services, Terms & Conditions are only those mentioned in **Annexure –T2** (Terms & Conditions).
5. Certified that the Bidder is :

A sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted attorney of the sole proprietor.

or

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

or

A company and the person signing the tender is the constituted attorney.

NOTE: Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorized to sign the tender document)

6. We do hereby undertake, that until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract, shall constitute a binding Contract between us.

Date: this _____ day of _____ 2018

Signature of Bidder & Seal:

Details of Enclosures:

Full address:

Telegraphic Address:

Telephone :

Fax :

e-Mail :

Tender No.L&O/T&L-3/17/2018

(Annexure - C2) To be enclosed with Commercial Bid

PRICE-SCHEDULE

To

The Commissioner of Police,
Hyderabad City.

Sir,

Sub:- Translation of documents given in the Tender document–Reg.

Ref: Your Tender No.L&O/T&L-3/17/2018.

Name of the Agency (Firm) _____

SL. NO.	DOCUMENTS TO BE TRANSLATED TO	RATE PER PAGE (INCLUSIVE OF ALL APPLICABLE TAXES) SPECIFY APPLICABLE TAXES CLEARLY)
1.	<p>a. English to Urdu translation with DTP. b. English to Telugu translation with DTP. c. English to Hindi translation with DTP. d. English to Tamil translation with DTP. e. English to Kannada translation with DTP. f. English to Marathi translation with DTP. g. Telugu to Urdu translation with DTP. h. <u>Languages mentioned in the Eight schedule of constitution</u></p>	

Note:-

1. All the charges/taxes should be as per prevailing Government Rules. No additional amount other than this will be paid.
2. The bidders are required to quote a single rate irrespective of the size (small, medium, large, X large, XX large) that would be required by the Authority.

Dated: ____-02-2018

(Signature of Bidder & seal of Agency)

Tender No.L&O/T&L-3/17/2018

(Annexure – C3) To be enclosed with Commercial Bid

CONTRACT FORM

This Agreement made on the..... day of 2018 between the Commissioner of Police, Hyderabad (hereinafter referred to as the Authority) of the one part and **(name of Agency)** of **(City and Country)** (hereinafter referred to as the 'Agency' which term shall include its representatives, successors and assignees) of the other part.

WHEREAS Hyderabad City Police is desirous to translate the documents in different languages by <<**successful bidder/ Agency**>> viz. (Brief description of contractual post) and has accepted a bid bearing no. _____ by the << **Selected Agency**> for the provision of those services in the sum of (Contract Price in words and figures) (hereinafter called the Contract Price)

Now this Agreement witness as follows:

1. In this Agreement words and expression shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this document viz. .
 - a) the Price Schedule submitted by the Agency;
 - b) The Schedule of requirements;
 - c) Quotation No.and dateof the Agency and further ref. on the subject;
 - d) The Services;
 - e) The Terms and Conditions of Contract;
 - f) The Special Conditions of Contract;
 - g) The Authorities letter of award of Contract and any amendments thereto;
3. In consideration of the payment to be made by the Authority to provide the supplies and to remedy defects therein in conformity in all respect with the provisions of the Contract.
4. The Authority hereby covenants to pay the Agency in consideration of the provision of the services of the Contract Price of such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract subject always to applicable conditions of Contract.

In witness whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws, the days and year first above written.

Signed, Sealed and Delivered by the

Said..... (for the Purchaser)

For and on behalf of the Commissioner of Police, Hyderabad City.

In the presence of.....

Signed, Sealed and Delivered by the

Said (for the Supplier)

In the presence of

Tender No.L&O/Stores/433/2017

(Annexure – C5) To be enclosed with Commercial Bid

CHECKLIST FOR COMMERCIAL BID

SL. No.	Annexure No.	Description	Enclosed (Y/N, /NA)
1.	C1	Bid Letter	
2	C2	Price Schedule	
3.	C3	Contract Form	
5.	C4	Any other document required as per various clauses and terms and conditions mentioned in the tender document	
6.	C5	Check List	

(Signature of Bidder & seal of Agency)