



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR THE SERVICES OF ENGLISH-RUSSIAN-ENGLISH INTERPRETER
FOR EMBASSY OF INDIA, No. 5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600**

TENDER No. PEK/GEN/576/03/2017

**LAST DATE FOR SUBMISSION OF BIDS
18 APRIL, 2019 UP TO 1700 HRS (BEIJING TIME)**

**DATE OF OPENING BID
22 APRIL, 2019 AT 1000HRS (BEIJING TIME)**

PERIOD OF CONTRACT: 3 YEARS

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE,
CHAOYANG DISTRICT, BEIJING 100600 TEL-00-86-10-8531
2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from well qualified service providers in China for English-Russian-English interpretation/translation needs of the Embassy.

1. Eligibility criteria for bidders:

- Bachelor's/ Master's degree in Russian/ English languages.
- At least 5 (five) years of work experience in simultaneous/ consecutive interpretation/ translation in Russian-English and vice-versa.
- Proficiency in Russian-English written and oral translation.
- Valid work permit / registration from competent local authority in Beijing.

2. Scope of Work:

- To assist the Embassy with translation/ interpretation services at SCO meetings in China, including on weekends and translation of outcome documents of the meetings.
- Translation of other documents of the Embassy in Russian-English and vice-versa.
- To be available at the Embassy during working hours from 0830 – 1730 hrs on weekdays and on weekends, if required.
- To assist the Embassy to liaise with Embassies of SCO Members as well as SCO Secretariat in Beijing

3. Pay and emoluments:

- Payment would be made in equal installments at the end of every month.
- *Dearness Allowance, hotel accommodation and transportation would be admissible during periods of duty outside Beijing, as per rules and regulations of Embassy of India, Beijing and as applicable to an Interpreter.*

Guidelines :

4. **Bid system:-** The two bid system (Technical and Financial) as detailed below shall be followed for this tender.

- i. The bidder shall submit offer in **two separate sealed envelopes**, namely, (a) **First envelope**- superscripted "Technical Bid- for the Post of English-Russian Interpreter", (b) **Second envelope**-super-scripted "Financial Bid- for the post of English-Russian Interpreter". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** super-scripted as "Tender Quotation for the post of English-Russian Interpreter". It should also be super-scripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- ii. The sealed quotations shall be submitted in English language to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- iii. Email: hoc.beijing@mea.gov.in
- iv. The bids may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;

- v. Tenders received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- vi. Technical bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the bidder/ authorized representative of the bidder, who may wish to attend.
- vii. Financial bid shall be opened on the date and time, to be communicated later, at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the bidder / authorized representative of those who qualify in the technical bids and wish to attend.

5. Instruction to Bidders regarding submission of Technical Bid:

- i. Technical bid has to be submitted strictly as per the format specified at 'Annexure I'; A digital copy (scanned) should also be submitted;
- ii. Technical bid should consist of all supporting documents self-attested. Unsigned quotations will not be considered;

6. Instruction to Bidders regarding submission of Financial Bid:

- i. The bidder shall quote the expected salary, as per the proforma given at 'Annexure II';
- ii. Unsigned / overwritten quotation shall not be accepted;
- iii. Incomplete / conditional bids will be rejected.

7. Selection Procedure

- i. Technical bids will be opened by a Committee which will screen them for eligibility as per Eligibility Criteria enumerated at 2 above; The Technical bid has to be submitted strictly in the technical bid proforma complete with attachments.
- ii. Selected bidder(s) will be invited for an interview by a Committee which would consider the suitability of selected bidders.
- iii. Award of the contract shall be done by the Government of India as per the following criteria.

8. Award of Work contract

a) **Evaluation Procedure:** A Bid Evaluation Committee shall be specially constituted for the purpose of Evaluation and Final Selection of the bidder. The right to choose the most suitable candidate, as may be necessary shall lie with the Embassy of India. The bid shall be evaluated in two stages. In the first stage all the bids shall be examined from the point of view of their fulfillment of the Technical Scope of Work and as per Proforma I of the Technical bid and attached attachments. Successful bidder at the technical bid stage will be called for an interview. Following interview the suitability of the candidate would be considered in the light of the financial bid.

In the second stage, the Financial bids of those short-listed would be opened.

b) **Evaluation Criteria:** The format for Assessment of the Bid and by the Bid Evaluation Selection Committee will be based on two parameters i.e. Technical & Financial for the Final Selection of the bidder. Technical parameters will be given weightage of 70% and

financial 30%. The proposal with highest weighted combined score (quality and cost) will be selected.

Matrix for Scoring

S. No.	Technical Criteria	Maximum points	Awarded points	Remarks
1	Qualification / work experience	30		
2	Proficiency in Russian-English-Russian translation	30		
3	Interview	40		
4	Total score on Technical parameters (Weightage of 70%)	(100)		

Financial Criteria : Weightage of 30 %

9. **Term of the Contract:** The contract will be for a period of Three Years. Selected candidates would be required to sign a separate contract with the Embassy of India.
10. **Validity of Bids:** The bids shall be valid for a period of 120 days from the date of opening of bids. A bid for a shorter period of validity shall be rejected.
11. **Mode of Payment:** Payment at the end of each month.
12. **SPECIAL CONDITIONS OF CONTRACT:**
 - i. **Language :** The language in which the tender will be submitted and the contract will be executed and operated will be **English.**
 - ii. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be settled by mutual consultation;
 - iii. **Arbitration:** All disputes of any kind arising out of service shall be referred by either party after issuance of 30 days of notice in writing to the other party clearly bringing out the nature of dispute to a single arbitrator acceptable to both parties;

- iv. **Force Majeure:** Any shortfall in service or failure in fulfillment of obligations under contract due to *force majeure* like natural disasters of the nature of earthquake, floods, storm or man-made ones like war, civil strife shall be looked into in consideration of those extenuating circumstances by either side;
- v. **Leave:** 15 days annual leave
- vi. **Termination:** Embassy of India can terminate the contract with a prior notice on following condition: (1) Non-compliance to the contractual provision by the Contractor. In this case Embassy of India shall give a notice of non-compliance with an opportunity to comply within 21 Days. In case no favourable response is received, Contract termination letter can be issued within 35 days of the notice. The payment shall be made upto the date of receipt of the Contract termination letter. (2) One month's pay will be paid if contractor (Embassy) terminates service without sufficient notice period. Employee forfeits one month's salary if notice period is less than one month.

Annexure- I

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Contact details of the individual and email/ correspondence details	
4.	Educational Qualification (Documents to be submitted with English translation)	
5.	Work Permit/ Passport/ Visa details of the bidder (Please attach the Documents with English translation)	
6.	Experience in providing the required services. At least 3 references with names of organization and contact number to be provided.	
7.	Is the period of Bid validity 120 days?	
8.	Any other information	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in para 5 of the Tender notice have been submitted. I understand that in case of non-submission of required documents, the bid shall stand rejected.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm

Annexure- II

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Description	Amount incl. VAT (RMB)
Monthly salary for Scope of work	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm