

Invitation for bids

Embassy of India, Beijing invites Bids/Quotations from reputed companies based in China for English to Chinese translation and addition of Chinese subtitles to Indian Movies.

1. Eligibility criteria for bidders:

- (a) The company should have valid/permit/registration from a competent local authority for translation/maintenance/design/technical support/publicity/promotion services particularly in relation to internet/website-based content, for a minimum of 3 years
- (b) The company should be in operation for more than three years.
- (c) The company should have experience in translation and editing of videos for a minimum of 3 years.
- (d) The company should have sufficient number of staff for the proper execution of the job.

2. Scope of Work:

Sl. No.	Description of Work	Time Line
1	Translation of English Subtitles of 14 Indian movies into Chinese	<ul style="list-style-type: none">• Embassy will provide the movies in a DVD/Pen-drive• The Contracting company to provide English transcript and its translation into Chinese to the Embassy for approval.• Translation including edits to be completed within 15 days of provision of movies by the Embassy.
2	Embedding of Chinese subtitles into the 14 movies	<ul style="list-style-type: none">• Contracting company to embed the Chinese subtitles into the movies.• After completion, the movies with Chinese subtitles should be provided to the Embassy within 10 days of final approval of the Chinese subtitles by the Embassy.• The movies should be provided in DVD or Pen-drive.

3. Bid system:

The company/agency shall submit its offer in the following way:

- (a) First envelope-super-scripted “**Technical Bid – TRANSLATION AND SUBTITLING OF INDIAN MOVIES INTO CHINESE**”
- (b) Second envelope-super-scripted “**Financial Bid – TRANSLATION AND SUBTITLING OF INDIAN MOVIES INTO CHINESE**”

4. Both the sealed envelopes shall be kept inside a larger sealed envelope, i.e., in c) Third envelope superscribed as “**TRANSLATION AND SUBTITLING OF INDIAN MOVIES INTO CHINESE**”. 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.

- (a) The sealed bid shall be submitted to the **Second Secretary (Political, Press & Information)**, Embassy of India, Beijing, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;
- (b) Contact person: **Ms. Yutong Li, Information Assistant, Embassy of India, Beijing**; Email: press1.beijing@mea.gov.in
- (c) The bid may be submitted by hand in person or by courier. The bids by “Fax/E-mail” **shall NOT** be accepted;
- (d) Bids received after the closing date and time as prescribed in the tender notice, **shall NOT** be accepted under any circumstances;
- (e) 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 authorize representatives of the companies, who may wish to attend.
- (f) The bid has to be submitted as per the format specified at ‘Annexure I & II’ respectively.

5. **Mode of Payment:** 50% on signing of the contract; balance 50% upon confirming successful completion of work by contracting Party, i.e., Embassy of India, Beijing.

6. **Intellectual Property:** Embassy of India, Beijing will retain ownership of all intellectual property such as text and images sent or used in relation to the micro-site. No other use of such text or images, whether altered or in original form, in the next one year or in the future, is permitted without the specific written authorization of the relevant authorities of the Embassy of India, Beijing. Acceptance of award of tender indicates acceptance of this condition.

Annexure 1

PROFORMA TO BE FILLED AND SUBMITTED IN THE TECHNICAL BID

Instructions: Please fill in each blank. For blanks 9, you must provide a clear YES/NO for each sub-point. If the answer is YES, please substantiate your answer.

1	Name of the Bidder Agency/ Company.	
2	Address of the Bidder Agency/ Company.	
3	Contact details of the Bidder Agency/ Company.	
4	Name of the Proprietor/ Partners/ Directors of the Agency/ Company.	
5	Registration and incorporation particulars of the Agency/ Company.	
6	Period of Bid validity	
7	Experience in translation from English to Chinese and embedding of subtitles in the movies/videos (No. of years).	
8	Whether holds valid permit/ registration from a competent local authority for translation/ design/ maintenance/ technical support/ publicity/ promotion services particularly in relation to internet/website based content, for a minimum of three years.	
9	Capacity to carry out translation into Chinese of 14 movies as per scope of work: i. Translation of movie title, dialogues, songs and credits.	

	<p>ii. Scope of work covers up to three rounds of editing of Chinese translation of each movie.</p>	
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(SIGNATURE OF THE AUTHORIZED SIGNATORY)

Dated: _____

Name & Address of the Agency / Company _____

(Seal of the Firm)

FINANCIAL BID

Description	Amount incl. VAT
English to Chinese translation of subtitles and addition of Chinese subtitles to 14 Indian Movies	RMB
Total	RMB

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 & Address of the Agency / Company _____

(Seal of the Firm)