



## **TENDER DOCUMENT**

**Tender No: CDACP/TD-AAI/22-23/360 date: 25/11/2022**

**C-DAC, Pune invites On-Line bids for Creation of parallel corpus by either translating or digitization.**

Prospective Bidders may download the Tender Document from [www.cdac.in](http://www.cdac.in) / <https://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' before uploading the bids through <https://eprocure.gov.in/eprocure/app> as per terms and conditions given in the Tender Document.

**The Tender document fee of Rs. 2,000/- (non-refundable) and EMD declaration need to be submitted.**

**Centre for Development of Advanced Computing**  
*A Scientific Society of Ministry of Electronics & Information Technology,  
Government of India*  
*Innovation Park, Panchavati, Pashan Road, PUNE- 411008*  
*Tel: +91-20-25503671-676*  
[mmg@cdac.in](mailto:mmg@cdac.in)



## **TENDER SCHEDULE**

Tender No **CDACP/TD-AAI/22-23/360**

Name of the Institute	Centre for Development of Advanced Computing, Innovation Park, Panchavati, Pashan Road, PUNE 411008.
Place of Supply, Installation & Commissioning, Support etc.	Centre For Development of Advanced Computing, Innovation Park, Panchavati, Pashan Road, PUNE 411008
Date of Release of Tender	25/11/2022
Last Date of sending pre-bid queries	10/12/2022, 1800 Hrs
Last date of submission of bids	15/12/2022, 1500 Hrs
Date of opening of Technical bids	16/12/2022, 1500 Hrs
Place of opening of technical bids	C-DAC, Pune 411008.
Bank Details for submitting Tender Fee.	<b>Name of Account: Centre for Development of Advanced Computing</b>  <b>BANK NAME : IDBI Bank</b> <b>BRANCH ADDRESS: Gokhale Road, Pune – 411016</b> <b>Account No: 60010010004258</b> <b>IFSC / NEFT Code: IBKL0000600</b>  <b>TENDER FEE CAN BE SUBMITTED ONLINE IN ABOVE BANK OR THROUGH DD AS PER DETAILS GIVEN BELOW</b>

### **Instruction for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

### **REGISTRATION:**

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>).
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
- Bidder then can log into the site through the secured login by entering their userID / password and the password of the DSC / eToken.

### **PREPARATION OF BIDS:**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.



- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

#### **ASSISTANCE TO BIDDERS:**

Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24\*7 CPP Portal Helpdesk on :- 0120-4200 462, 0120-4001 002, 0120-4001 005, 0120-6277 787,  
e-mail for Technical - [support-eproc@nic.in](mailto:support-eproc@nic.in).



## SECTION I: INVITATION FOR BIDS (IFB)

### 1. Background:

**Centre for Development of Advanced Computing (C-DAC)** - is a scientific society under the administrative control of Ministry of Electronics & Information Technology, Government of India.

As a part of one of the prestigious projects, C-DAC invites the bids from eligible bidders for Creation of parallel corpus by either by translating or by digitization. Detail Scope of Supply is as given in **Section-IV**.

### 2. Contact information:

Material Management Group  
Centre for Development of Advanced Computing (C-DAC)  
Innovation Park, Panchavati, Pashan Road, PUNE - 411008  
Tel No.: +91-20-25503671-676  
E-mail: [mmg@cdac.in](mailto:mmg@cdac.in)

### 3. Two e-bids System:

**The two e-bids system will be followed for this tender. In this system, bidder must submit their offer - online in separate packets as explained below:**

Online – e-Packet No. 1: "Technical e-Bid" shall contain following documents in .pdf format only:

- a. Covering letter, as per **Annexure – A**.
- b. Authority letter, as per **Annexure – B**.
- c. Scanned copy of Demand Draft /e-payment receipt towards tender fee of Rs. 2,000/- (Rupees Two Thousand Only) drawn in favour of C-DAC payable at Pune. If paid in the form of DD, the original DD must be submitted physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender.
- d. The undertaking towards Earnest Money Deposit (EMD), as per format given in **Annexure – C**.
- e. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable of the bidder.
- f. Copies of PAN and GST registration certificates.
- g. The copies of supply orders / contracts in support of eligibility criterion stipulated at para 4, Section II of this document.
- h. List of qualified translators on the role of bidder.
- i. Duly filled Technical Bid (**as per Section – IV**) with proper seal and signature of the authorised person (with name, designation, email id & contact no.), along with a compliance statement pertaining to specifications, features, requirements as stipulated in **Section – IV** of this document.

**Note:** C-DAC reserves the right to reject the bid if any of the above listed documents is not submitted.

**On-line e-Packet 2: “Commercial eBid “ shall contain: (.xls format only)**



- j. The Commercial e-Bid completed in all respects as per format given in **Section – V** of this document.

**4. Last Date of uploading of e-bids and opening of the Technical ebids – Online.**

Last date (DUE DATE) for uploading of ebids through: [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) - against the tender id, as per the `Tender Schedule' above.

The e-bids must be submitted on-line. The original DD towards Tender Fees must be submitted in person or through post/ courier (C-DAC shall not be responsible for any postal delays or any other reason for not submitting the tender fees in the specified time and resulting in disqualification / rejection of any bid) **so as to reach on or before the due date and time of the uploading of the tender.** The representatives (maximum two) of bidders are welcome to attend the opening of the technical bids.

In case bidder requires any clarifications / information, they may contact C-DAC address given in `Tender Schedule'

**Note:** Please do not put "Commercial e-bid" (prices quoted) in the technical bid packet. If the price quoted is submitted / leaked with technical ebid the tender will be rejected at the sole discretion of C-DAC.

**5. Opening of commercial e-bids**

Commercial e-bids of the qualified bidders only will be opened in the presence of the bidders or their authorized representative, who choose to attend, at the time, place and date to be informed later.

The authorized representative of bidders, present at the time of opening of the e-bids shall be required to sign an attendance register as a proof of having attended the bid opening.

The bidder's name, bid prices summary and other appropriate details will be displayed at the time of the opening of the commercial ebids.

***(END OF SECTION I)***

**SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**



### 1. Delivery and Service Location

At C-DAC Innovation Park, Pune. through email only

### 2. Delivery Period and Service Duration:

All Creation of parallel corpus either by translating or by digitization as per Scope of Supply is total for 18 months period from the date of placement of order(s), positively.

### 3. Order Placement & Release of Payment:

The Supply Order(s) and payments shall be released by:

#### **Centre for Development of Advanced Computing (C-DAC)**

Innovation Park, Panchavati, Pashan Road,  
Pune – 411008, INDIA

### 4. Eligibility Criteria:

Bidder shall be assessed based on following pre-qualification criteria.

- a. Bidder should be an Indian firm registered in India under appropriate laws of India.
- b. The bidder must have at least 3 years of experience in the area of translation from English to Hindi, Marathi and Kannada and vice-versa and Hindi to Marathi and vice versa.
- c. The bidder must have at least five translators on their roll holding bachelor's degree / Diploma with Hindi, Marathi, Kannada and English subjects in academics.
- d. Bidder must have completed at least two Purchase Orders / Contracts, each of value Rs. 50 Lakh (min.), per year involving similar type of work as mentioned in our scope of work.
- e. The Bidder should have been associated for same or similar Category Products to Central / State Govt Organization / PSU / Public Listed Company for number of financial years
- f. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be 50 lakhs per year. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- g. The bidder must quote for all the activities listed in Price Bid (Section – V).
- h. The bidder must not be blacklisted by C-DAC or any other Educational / R&D / Govt. Organizations, as on the date of Opening of the bids.

Note: The bidders must submit necessary and sufficient documentary evidence to support the eligibility criteria. C-DAC reserves the right to reject any bid not fulfilling any of the above mentioned eligibility criteria.

### 5. Exemptions:

If in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirements, etc. under any Rules / process/ Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/ process/ Guidelines/ Directives. In this case the bidder must submit their claim for exemptions, along with necessary and sufficient documents in support of their claim. The decision about granting the exemption/ relaxation will be taken by the bid evaluation committee which is empowered to grant exemption/relaxation.

### 6. Amendment to Bidding Document



- At any time prior to the deadline for submission of bids, C-DAC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice on [www.eprocure.gov.in/eprocure/app/](http://www.eprocure.gov.in/eprocure/app/) / [www.cdac.in/tender](http://www.cdac.in/tender) against the tender id. The amendments/ modifications will be binding on the bidders.
- C-DAC at its discretion may extend the deadline/Due Date for the uploading of ebids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

## 7. Preparation of e-Bids

A neat and clean e-bid is expected to be uploaded in the form of pdf. Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.

## 8. Period of validity of bids

Bids shall be valid for minimum 120 days from the date of submission. A bid valid for a shorter period shall stand rejected.

C-DAC may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. **The conditional bid will be summarily rejected.** Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

## 9. Deadline for Submission of e-Bids

- Bids must be uploaded, received by C-DAC before the due date and time at the address specified in the tender document.
- C-DAC will not be responsible for any issues arising/pertaining with the [eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) portal for non-submission, failure in submission of ebids online.
- C-DAC may extend this deadline/Due Date for uploading of bids by amending the bid documents and the same shall be suitably notified.

## 10. Late Bids

- C-DAC shall not be responsible and liable for the delay in receiving the ebid for whatsoever reason.
- C DAC will not be responsible for any issues arising/pertaining with CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) for non-submission, failure in submission of bids on-line.
- Bidders are advised to submit e-bids well in advance of the last date and time of submission of the bids. C-DAC will not be responsible for failure in submission/upload of bids for non-working of the on line portal at last day/hours of submissions of bids.



## 11. Bid Opening & Evaluation of eBids

- **Single evaluation – Technical bid evaluation and then commercial evaluation**
- The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the commercial bid and will be informed about the date and time of the opening of the commercial bid.
- The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids. The TEC shall be empowered to take appropriate decisions on minor deviations, if any.

## 12. Comparison of Bids

- Only the eligible and technically qualified bids as evaluated by the Technical Evaluation Committee (TEC) shall be considered for commercial comparison.
- For commercial comparison of bids, the total prices quoted for all the activities as per price Bid, **Section - V** (including GST) will be considered.

## 13. Award of Order

- C-DAC shall award the order to the eligible bidder/s whose technical bid has been accepted and determined as the **lowest** evaluated commercial bid (including GST), based on the price of the Commercial Bid.
- However, C-DAC reserves the right and has sole discretion to reject any of the lowest evaluated bids
- C-DAC reserves the right and has discretion to assigning work which is subjected to requirement.

## 14. Purchaser's Right to amend / cancel

- C-DAC reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.
- C-DAC reserves the right to cancel the entire tender without assigning any reasons thereof.

## 15. Corrupt or Fraudulent Practices

- It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- C-DAC will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
- C-DAC may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

## 16. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Director General, C-DAC shall be final and binding on all parties.

*(END OF SECTION II)*





### SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

#### 1. Prices

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted for the period of 18 months for which Creation of parallel corpus either by translating or by digitization services are required. (Except Govt levies/Taxes).
- 1.2. Bidder must quote in INR only in the format as given in Section – V of this document.
- 1.3 The exact rate and amount of GST currently applicable must be mentioned in the 'Price Bid format'. The statutory taxes and duties applicable at the time of completion of activity shall be applicable. C-DAC will not issue any exemption certificate.
- 1.4 The bidder should exercise utmost care to quote the correct percentage of applicable GST. In case due to any error/ oversight, the GST rate quoted by the bidder is different than the actual GST rate as per the tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed with the GST rate quoted by the bidder or actual tariff rate, whichever is LOWER. The difference amount payable, if any, between the quoted GST rate and actual tariff rate shall be borne by the bidder *by adjustment in the basic price*

#### 2. Software Licenses (if applicable):

The software licenses, if any, shall be required in the name of C-DAC. The licenses shall contain paper licenses and at least one set of media (CDs), wherever applicable.

#### 3. Performance Security:

The successful bidder will be required to furnish the Performance Security in INR equivalent to 3% of the order value within 10 days of receipt of Supply Order. The Performance Security should be submitted in the form of Demand Draft/Bank Guarantee drawn in favour of C-DAC payable at Pune. The Performance Security will be valid for the period till completion of deliverables and will be returned within 30 days of completion of deliverables, after deducting penalties- if any.

#### 4. Acceptance Criteria:

The Creation of parallel corpus either translating or Digitization work completed by the selected agency will be evaluated and accepted on the basis of the following criteria:

1. Translation must be done manually without the use of Online translation tool. If occurred so the translation will be discarded and payment will not be done for that work. Reworking on the same sentences has to be done without additional cost.
2. Translation must be accurate which means the meaning of the source sentences must be reflected in target with
  - a. the Use of exact words words( Expected accuracy – 95 %, evaluated on per page basis) (Semantic/ meaning accuracy)
  - b. Target language sentence structure (Grammatical accuracy)

#### 5. Penalties:

C-DAC reserves the right to levy penalties, in case of following:

- a. For each wrong use of vocabulary, Incorrect meaning of sentence, spelling/typo error: 5 % of the unit price quoted per sentence.
- b. A penalty @ 0.5 % of the cost of delayed services shall be levied per week, in case of delay in completing the translation work in stipulated time, subject to maximum of 10 % of the order value.



## **6. Payments:**

On successful completion of the respective activity, C-DAC will evaluate the translation work completed and issue acceptance report. The payment shall be released for the respective activity within 15 days of the issue of acceptance report.

## **7. Force Majeure:**

C-DAC may consider relaxing the service requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms, epidemics, etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

## **8. Arbitration:**

In case any dispute arises between the C-DAC and successful service provider with respect to the order, including its interpretation, implementation or alleged material breach of any of its provisions both the Parties hereto shall endeavour to settle such dispute amicably. If the Parties fail to bring about an amicable settlement within a period of 30 (thirty) days, dispute shall be referred to the sole arbitrator mutually appointed by both parties. If the sole arbitrator is not appointed mutually by both the parties then the District Court Pune shall have exclusive jurisdiction for appointment of sole arbitrator through court. Arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and Rules made there under, or any legislative amendment or modification made thereto. The venue of the arbitration shall be Pune. The language of arbitration shall be English. The common cost of the arbitration proceedings shall initially be borne equally by the Parties and finally by the Party against whom the award is passed. Any other costs or expenses incurred by a Party in relation to the arbitration proceedings shall ultimately be borne by the Party as the arbitrator may decide. Courts in Pune only shall have the exclusive jurisdiction to try, entertain and decide the matters which are not covered under the Arbitration and conciliation Act.

## **9. Limitation of Liability:**

The liability of the supplier arising out of breach of any terms/conditions of the order and addendums/amendments thereto, misconduct, wilful default will be limited to the total contract value.

In no event shall Party, its officers, directors, or employees be liable for any form of incidental, consequential, indirect, special or punitive damages of any kind.

## **10. Indemnity:**

The successful bidder shall indemnify, protect and save C-DAC from/against any claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from/arising out of infringement of any Law /Rule by the bidder and end user, pertaining to mobile network services provided by the service provider.

## **11. Assignment:**

Selected bidder/ Party shall not assign, delegate or otherwise deal with any of its rights or obligation under this Contract without prior written permission of C-DAC.



**12. Severability:**

If any provision of this Contract is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

**13. Jurisdiction:**

The disputes, legal matters, court matters, if any shall be subject to Pune jurisdiction only.

*(END OF SECTION III)*



## SECTION IV –SCOPE OF SUPPLY AND SERVICES

### SCOPE OF WORK & TECHNICAL SPECIFICATION

Centre for Advance Computing [C-DAC], Pune needs to undertake the creation of a parallel corpus either by translating or by Digitization (C-DAC will provide source data in txt/doc/pdf /html format. The data is to be provided through email. The Bidder needs to do either Translation in Hindi, Marathi, and Kannada language or Digitization in provided language pair in Unicode font.

#### **A. Scope of work:**

The Scope of the work includes as mentioned below

##### **1. Human Translation:**

- 1.1 Approx. 80% of the total work includes translation and typing of source data from English to Hindi / Marathi /Kannada language in Unicode font. English text will be provided as a source language and the rest 10 % of source data will be from Hindi / Marathi / Kannada to English Language and approx. 10% of the total volume includes translation and typing of source data from Hindi to Marathi and vice versa in Unicode font.
- 1.2 Translation of the content must done by resource persons of the selected Agency only and not using any auto-translate software such as Google Translate etc.
- 1.3 In case the provided translation is found to be based on using any auto-translate software then the payment of the same will be withheld and No payment will be made till the time the same is rectified.
- 1.4 All selected Bidder should be capable of translating English to Hindi / Marathi / Kannada and vice versa and Hindi to Marathi and vice versa pairs and adhering to quality standard expectations.
- 1.5 Translation work may be assigned to selected Bidder for language pairs (English-Hindi / Marathi / Kannada and Hindi-Marathi).
- 1.6 The provided source content will be from Governance, Agriculture, Health, Tourism, Education, climate, Science and Technology domains and the Translation work to be assigned could be of varied nature viz, technical/non-technical, report, speech, etc.
- 1.7 The input file will be in .doc/.docx/.txt/.pdf/.html/.xls/.xlsx format. The expected output file will be xls/.xlsx.
- 1.8 The Bidder should have the capabilities of extracting the material (error-free) from source data, without any error to be translated from one file format and to be provided into the same or different file formats (as mentioned above) as per our requirement.
- 1.9 The necessary proof-reading & vetting of the provided material i.e., the authenticity of the data to be translated would be the responsibility of the translating vendor.
- 1.10 After translation, proof-reading and vetting of the translated data is also the responsibility of the Bidder.
- 1.11 The Price should be quoted per sentence of the source language (English, Hindi, Marathi, Kannada)
- 1.12 The number of sentences in the input/source file will be considered while calculating the total number of sentences for payment.
- 1.13 C-DAC Pune will provide a set of translation guidelines to the selected Bidder, who must strictly adhere to it. These guidelines will be shared once the work agreement is processed with a particular vendor.

##### **2. Digitization of Monolingual Data:**

- 2.1. Extraction/Copy paste/ Typing of English/ Hindi/ Marathi/Kannada/ from provided files in formats like PDF, Doc etc.
- 2.2. Cleaning and editing (typo-error) English/Hindi/ Marathi/Kannada language sentences.
- 2.3. Validation of the digitized sentences



*The Price should be quoted per sentence of the source language (English/Hindi/ Marathi/Kannada) irrespective of the length of the sentence.*

### **3. Digitization of Bilingual Corpora:**

- 3.1. Extraction/Copy paste/ Typing of English/ Hindi/ Marathi/Kannada/ from provided files in formats like PDF, Doc etc.
- 3.2. Cleaning and editing (typo-error) English/Hindi/ Marathi/Kannada language sentences.
- 3.3. Bilingual Sentences Alignment (Alignment of Sentence to sentence in Source to the Target language in excel sheet)
- 3.4. Validation of the Bilingual Corpora.
- 3.5. In a file, the user needs to ignore the head, foot, proper nouns, date, and number acting as a sentence, while segmentation of the paragraph into the sentence level should be considered
- 3.6. *Price should be quoted per sentence for alignment, which includes source and target language (The source and target could be any of the said languages English/ Hindi/ Marathi/Kannada) irrespective of the length of the sentence.*

### **4. Validation of Data & Quality Check**

- 4.1. Vetting of the Source and Target language sentences.
- 4.2. Vetting of Alignment of Sentence (Source and target) in excel sheet
- 4.3. Vetting of Terminology and lexicon used are consistent with the source text
- 4.4. To check that Source & Target text has no syntactical, spelling, punctuation, typographical or other grammatical errors
- 4.5. *Price should be quoted per sentence for Validation of Data & Quality Check which includes source and target language. (The source and target could be any of the said languages English/ Hindi/ Marathi/ Kannada)*

### **B. Confidentiality & Secrecy**

- Secrecy of the matter/data given to the selected bidder should be always maintained by the him/her
- Selected Bidder shall be required to acknowledge that the copyright of the translated /Digitized text, from to any language rests with the C-DAC. The agency has to unconditionally undertake and agree to indemnify C-DAC Pune for any claim in any manner for ownership of the publication/document/or any part thereof if preferred by any party regarding the content or text.
- The agency so selected will not be authorized to reproduce/reprint/transmit/share the data to a third party/any party in any manner including photocopying, photographing, cyclostyling, microfilming, scanning, or any electronic means of copying or any other means whatsoever without the written permission of this office.

### **C. Terms and conditions**

- I. The rate approved in this tender shall be valid for the whole of the period of the rate contract and no upward revision will be allowed during the period of the contract.
- II. Preference shall be given to Bidder having higher experience and higher number of Translation work and digitization completed, and prior experience with C-DAC
- III. Quality of the translation work should be of very high and copies found defective will be summarily rejected. The firm must get draft samples approved before final translation and effective delivery
- IV. Necessary proof-reading of the material translated for its authenticity will be the responsibility of the Bidder. In case of negligence, it will be the responsibility of the Bidder.
- V. The task will be assigned to the selected Bidder in parts/batches(5k to 10k at a time) and payment shall be made accordingly. The Bidder will be provided the next lot of work after the successful completion and acceptance of the previously assigned task.
- VI. The Bidder must be able to complete the assignments given in the time period stipulated by C-DAC Pune for getting a new lot for translation.



- VII. **There will be two rounds of verification process** after the submission of contents by the Bidder to C-DAC Pune. First a quick and random verification of the completed task will be carried out followed by the detailed verification. The next lot of work/data will be provided after quick verification. The payment will be released only after the detailed verification and successful completion and acceptance of assigned work. This will be done batchwise.
- VIII. The Bidder has to carry out the corrections for the issues reported in translated content after the first quick or second detailed verification. No extra charges will be provided for the corrections of the same.
- IX. Any specific instructions given by the authorizing department are followed and the agreed deadline must scrupulously be respected.
- X. C-DAC, Pune will also provide regular feedback on the quality of translation, based on which changes/improvements/ modifications shall be made in the quality of the output by the Agency
- XI. However, it may further be extended as per the requirement of the Project or any other project, based on satisfactory performance, as decided by C-DAC Pune, on the same terms and conditions of the contract. Nothing extra shall be payable for such an extension of the contract.
- XII. Decision of assigning work will be at the discretion of C-DAC Pune.**
- XIII. The Bidder should have been associated for same or similar Category Products to Central / State Govt Organization / PSU / Public Listed Company for number of financial years
- XIV. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be 50 lakhs per year. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- XV. Contract shall be awarded only to such bidders, who are registered/impanelled/approved/enlisted with MSME, NSIC Ltd for the required goods/service category on the date of bid opening and have approved International Accreditation Forum (IAF) / ISO 9001:2015 certification for quality work in “Digitization, Translation and Multilingual Corpora” creation work on the bid publishing date.
- XVI. C-DAC reserves the right and has discretion to assign work order which is subjected to requirement and availability of fund.**

*(End of Section – IV)*



### Section – V: Price Bid Format

The bidder must submit their price bid on-line as .xls file in the following format.

Sr. No.	Description	Unit	Qty.	Unit Price – Rs.	GST %	Amount – Rs.
<b>1</b>	<b>Human Translation:</b>					
1 a.	English to Indian languages (Hindi / Marathi /Kannada) Translation	Per Sentence	No.			
1b.	Indian Languages (Hindi / Marathi /Kannada) to English Translation	Per Sentence	No.			
1c.	Hindi to Marathi translation	Per Sentence	No.			
1d.	Marathi to Hindi translation	Per Sentence	No.			
<b>2.</b>	<b>Digitization of Monolingual Data:</b>					
2a.	Extraction/Copy paste/ Typing of English/ Hindi/ Marathi/Kannada/ from provided files in formats like PDF, Doc etc.	Per Sentence	No.			
2b.	Cleaning and editing (typo-error) English/Hindi/ Marathi/Kannada language sentences.	Per Sentence	No.			
2c.	Validation of the digitized sentences.	Per Sentence	No.			
<b>3.</b>	<b>Digitization of Bilingual Corpora:</b>					
3a.	Extraction/Copy paste/ Typing of English/Hindi/ Marathi/Kannada/ from provided files in formats like PDF, Doc etc.	Per Sentence	No.			
3b.	Bilingual Sentences Alignment (Alignment of Sentence to sentence in Source to the Target language in excel sheet)	Per Sentence	No.			
3c.	Validation of the Bilingual Corpora.	Per Sentence	No.			
3d.	Cleaning and editing (typo-error) English/Hindi/ Marathi/Kannada language sentences.	Per Sentence	No.			
<b>4.</b>	<b>Validation of Data &amp; Quality Check.</b>					
4a.	Vetting of the Source and Target language sentences.	Per Sentence	No.			
4b.	Vetting of Alignment of Sentence (Source and target) in excel sheet.	Per Sentence	No.			
4c.	The vetting of Terminology and lexicon	Per word	No.			
	<b>Total Rs.</b>					



**ANNEXURE – A: COVERING LETTER**

Date:

To:

**The Executive Director,  
Centre for Development of Advanced Computing (C-DAC)  
Innovation Park, Panchavati, Pashan Road,  
Pune - 411008 Maharashtra, INDIA**

**Subject:** Submission of bid for Creation of parallel corpus by either by translating or by digitization.

Dear Sir,

We, the undersigned, offer to Creation of parallel corpus by either by translating or by digitization.in response to your **Tender No –CDACP/TD-AAI/22-23/360** . We hereby submit our proposal for same, comprising of Technical bid and the Financial Bid, through [www.eprocure.gov.in](http://www.eprocure.gov.in)

We hereby declare that all the information and statements made in this bid are true and we accept that any misinterpretation contained in it, may lead to our disqualification.

We undertake to supply and install the said items as stipulated in said tender document.

We hereby certify that my/ our firm has not been disqualified and / or blacklisted by any Office/ Department/ Undertaking of the State Government / Central Govt. of India, PSU/ Autonomous Body of Government of India, at the time of submission of this bid.

We agree to abide by all the terms and conditions of the tender document, including corrigenda. We would hold the terms of our bid valid for 90 days as stipulated in the tender document.

We understand you are not bound to accept any Proposal you receive.

The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No:





**ANNEXURE – B: AUTHORITY LETTER**

Date:

To:

**The Executive Director,  
Centre for Development of Advanced Computing (C-DAC)  
Innovation Park, Panchavati, Pashan Road,  
Pune - 411008 Maharashtra, INDIA**

**Subject: Authority Letter**

Reference: Tender No- **CDACP/TD-AAI/22-23/360**  
For Creation of parallel corpus by either by translating or by digitization.

Dear Sir,

We, M/s \_\_\_\_\_ (Name of the bidder) having registered office at \_\_\_\_\_ (address of the bidder) herewith submit our bid against the said tender document for Machine Translation System from English to Hindi language and vice-versa for “Parliamentary, Administrative” domain.

Mr./Ms. \_\_\_\_\_ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said Tender,

Specimen Signature:

The undersigned is authorised to issue such authorisation on behalf of us.  
For M/s \_\_\_\_\_ (Name of the bidder)

Signature and company seal  
Name  
Designation  
Email  
Mobile No.



### *Annexure – C: Undertaking for EMD*

Date:

To:

The Director General,  
Centre for Development of Advanced Computing (C-DAC)  
Innovation Park, Panchavati, Pashan Road,  
Pune - 411008 Maharashtra, INDIA

#### **Subject: Undertaking as per GFR – 2017, Rule 170(iii)**

Dear Sir,

We, the undersigned, offer to provide the translation services as per tender at C-DAC Pune, in response to your Tender No. CDACP/TD-AAI/22-23/360. We are hereby submitting our proposal for same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in said tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD), as given below:

1. Our bid shall remain valid for 90-days from the date of submission and that we will not withdraw or modify our bid during the validity period,
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Performance Security of 3 % of the order value, as per terms stipulated in the tender.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as un-eligible for said tender and /or debarred from any **future bidding process of C-DAC or Government entity for a period of minimum one year.**
5. The undersigned is authorized to sign this undertaking.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No:

*(End of Document)*