



Ministry of Culture
Government of India



Ministry of Culture
संस्कृति मंत्रालय



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार की स्वायत्तशासी संस्था

Sahitya Akademi

(National Academy of Letters)

An Autonomous Organisation of Ministry of Culture, Government of India

SA.37/HO/Translation/2254

22 May, 2025

e-Tender Notice

Sub: Translation of Debates of Constituent Assembly approx.6922 pages in English and 10439 pages of its translation in Hindi in 21 Indian Languages i.e. Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Santali, Sindhi, Tamil, Telugu and Urdu.

Sahitya Akademi an autonomous organisation under Ministry of Culture, Govt. of India, requires the services of a professional agency having experience in translation in Indian Languages either through the direct translation or translation through the source language. The concept of the translation work is as given in the introduction.

The non-refundable Tender Fee of Rs. 10,000/- (Rupees Ten Thousand only) shall be paid by a demand draft in favour of Secretary, Sahitya Akademi payable at New Delhi.

In the event of any corrigendum, the same shall also be issued on website www.sahitya-akademi.gov.in of the Sahitya Akademi & ecpp portal.

The tender may be addressed to the Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi-110 001 will be submitted latest by 04 June, 2025 at 05.00 PM upto 17.00 hrs at ecpp Portal. Tender not submitted at ecpp portal will not be consider for opening the Technical bids.

Last date for submission of Bid	04 June, 2025 at 05.00 PM
Date of Pre-bid Meeting	27 May, 2025 at 11. 00 AM
Date of Opening of Technical Bids	06 June, 2025 at 11.00 hrs. at Sahitya Akademi's Conference Hall, 3 rd Floor
Date of Opening of Financial Bids	09 June, 2025 at 11.00 hrs. at Sahitya Akademi's Conference Hall, 3 rd Floor

(Baburajan S)

Deputy Secretary i/c (Admn.)

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Scope of work

The Constituent Assembly of India adopted the Constitution of India, which came into effect on 26th January 1950, thereby making the beginning of a new era in the history of India. This day holds immense significance as it marks the enactment of the world's longest written Constitution and its subsequent journey represents a triumph of democracy for all of us.

The National Implementation Committee (NIC) of the Government of India has decided that the proceedings of the Constituent Assembly debates have to be translated in all the languages, incorporated in the 8th schedule of the Constitution of India (except Hindi).

The proceedings of the Constituent Assembly are carrying a total number of 6922 pages in English and 10439 pages in Hindi, which needs to be translated into 21 Indian languages i.e. Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Santali, Sindhi, Tamil, Telugu and Urdu. Translation may be taken up either from English or Hindi as per the convenience of the translator.

The above Project is supported by the Ministry of Culture, Govt. of India.

Who can Participate

Any agency/ firms/ event management company, having experience in translation text in direct translation in Indian Languages.

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The Work

1. Translation of Constituent Assembly debates in 21 Indian Languages. The proceedings of the Constituent Assembly are carrying a total number of 6922 pages in English and 10439 pages in Hindi of the same text, which needs to be translated into 21 Indian languages i.e. Assamese, Bengali, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Punjabi, Sanskrit, Santali, Sindhi, Tamil, Telugu and Urdu.
2. Translation of text into the languages mentioned at S.No.1 and submission of the progress report on weekly/fortnightly basis.
3. The Agency will be responsible for the typesetting of the manuscript in the respective scripts.
4. The Agency will be responsible to get the manuscript copyedited, reviewed and proof read to ascertain that the translations is up to the mark.
5. The suggestion of the reviewer/copy-editor will be taken into consideration and the same will be incorporated in the manuscript, by the Agency.
6. The translated manuscript in all respective languages needs to be vetted/certified from the scholars in each language. The Akademi will suggest the list of 3 to 5 such persons in each language who will assist the Agency in finalising the text in a particular language. The suggestions, if any of the final experts will be carried in the manuscript by the Agency.
7. The Agency will have to born all the expenditures including boarding & lodging, travelling both ways including the local journey, daily allowance, if any or any other expanses of the language experts of the respective language who will finally vetted/certify the text.
8. The Agency will be responsible to submit the soft copy of the text in the latest version of Pdf along with the open file in Demy Octavo Size in an external hard disk.
9. Copyright, if any, will solely lies with the Ministry of Culture/Government of India.
10. The Print out of the text will be submitted in A4 size of the paper.



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Terms and Conditions & the Bidding Process

1. The Bidder must submit Bids in **two bid system i.e. Technical Bid and Financial Bid**. Both the Technical Bid and Financial Bid will have to be submitted separately as **“Technical Bid”** and **“Financial Bid”**.

All the Bidders should submit the tender document at ecpp portal on or before **04 June, 2025 by 5:00 p.m.**

2. **The Technical Bid must contain the following:**

(i)	Profile of the Agency/Company	ATTACHED	YES	NO
(ii)	Details of in – house Technical Manpower/Staff	ATTACHED	YES	NO
(iii)	Track record/detail of similar project handled/executed	ATTACHED	YES	NO
(iv)	Specify experience relating to the translation work and Roadmap in brief on how to proceed in the Project.	ATTACHED	YES	NO
(v)	Undertaking that the tenderer has never been blacklisted by any Government of India Ministry/Department/ Authority/ Organization/ Agency etc.	ATTACHED	YES	NO
(vi)	Certified financial statement for the last 3 years i.e.2021-22, 2022-23 and 2023-24	ATTACHED	YES	NO
(vii)	Latest Income Tax Clearance Certificate / Copy of ITR and PAN.	ATTACHED	YES	NO
(viii)	Tender Fee of Rs. 10,000/- (Rupees Only) by demand draft payable in favour of Secretary, Sahitya Akademi, ND	ATTACHED	YES	NO
(ix)	EMD of Rs.5,00,000/- (Rupees Five Lakh Only) in the form of demand draft payable in favour of Secretary, Sahitya Akademi, New Delhi.	ATTACHED	YES	NO
(x)	GST Registration Certificate issued by the competent authority	ATTACHED	YES	NO
(xi)	MSME certificate for exemption of Tender Fee & EMD	ATTACHED	YES	NO

3. **Submission of Tender:**

- 3.1 The bidder is required to submit a PPT of the Roadmap in brief on how to proceed in the Project.

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3.2 The Financial Bid must contain the following:

(i)	Must contain the total cost of the project including all aspects.	ATTACHED	YES	NO
(ii)	The Agency/Agencies should quote in figures as well as in words the rates and amount in the financial bid.	ATTACHED	YES	NO
(iii)	The rates quoted in the financial bid shall be inclusive of all taxes, GST, levies etc. as applicable from time to time.	ATTACHED	YES	NO
(iv)	Nothing extra shall be payable over and above the tendered/accepted rate as per the Price Schedule mentioned in the Financial Bid.			

3.3 Any person interested in submitting bids may come for the pre bid conference.

3.4 The Technical Bid will be opened on **06 June 2025 at 11:00 hrs.** in the presence of the bidders or their authorized representatives in the Sahitya Akademi's Conference Hall at the 3rd Floor. The representative is responsible to show case the step wise step of total project in PPT. The marking will be done on the basis of experience of the agency/vendor in executing such works as well as on their presentation.

3.5 The Committee shall assess the ability of the agencies to carry out the requisite quality work, profile and experience in the field.

3.6 The total concept of the work and steps of initiation to completion of the project work, PPT may be submitted in hard copy as well as in Pen Drive.

3.7 The Technical Bid would be considered only of those bidders who fulfil the eligibility criteria and have submitted all the documents as per term no.2 of the terms & condition & the Bidding Process.

3.8 The bids would be first evaluated technically as specified in the evaluation para.

3.9 Financial Bid of only those bidders would be opened whose Technical Bid was qualified.

3.10 The decision of the Competent Authority in the Sahitya Akademi shall be final and abiding.

3.12 The Bids (Technical/Financial) shall be valid for a period of 1 Years or till the completion of the work from the date of issue of work order.

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- 3.13 The tender document may be downloaded from Sahitya Akademi's website
<http://sahitya-akademi.gov.in>

4. Evaluation Criteria:

- 4.1 The Technical Bids and the Financial Bids will be evaluated individually.

- 80% Weightage for Technical Bid
- 20% Weightage for Financial Bid

- 4.2 The criteria for Technical Evaluation is as under:

Sl. No.	Criteria	Marks
1	Organizational strength of the Agency/firm having experience in executing such type of works.	15
2	Overall Concept	70
	Concept as per the scope of work and as stated at page no.3-4	40
	Quality of work executed	30
3	Experience and expertise of key personnel handling the project	15

- 4.3 Financial Bids of only those bidders will be opened who gets minimum 70 marks to qualify technically.

- 4.4 The bids of bidders who have cleared the Minimum Qualification Score shall be ranked on the basis of the Technical cum Creative Bid marks (TTBM) and declared "Technically Qualified Bids". The Technical Bid Score "TS" of the bidder shall be derived as under:

1	TS	= (TBS X HM/TTBM)
2	TS	= (Technical Bid score)
3	HM	= (Highest marks amongst all evaluated bid)
4	TTBM	= (Total Technical Bids Marks)

- 4.5 The lowest financial bid will be given 20 Marks and the higher bids will be evaluated proportionately.

- 4.6 Combined Evaluation of Technical and Financial Bids. The total score of the bidder will be determined as under:

1	CS = (80% x TS)+(20% x FS)
2	TS (Technical Score)
3	FS (Financial Score)

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- 4.7 The Bid obtains the highest Combined Evaluation Score (CES) , will be rated as the Best Bid and will be awarded the work.
- 4.8 In the event of a tie, the bid with the Highest Technical Score (TS) will be rated as the best bid. Beyond that, the decision of the Secretary, Sahitya Akademi will be abiding.
5. Initially an Advance payment of 10% of the total Project cost will be made to the successful bidders through PFMS (Public Financial Management System) on the recommendations and approval of the Vice-President and President, Sahitya Akademi. The bidder will have to sign an agreement on non-judicial stamp paper worth Rs.100/- along with the guarantee of two Gazetted Officers.
6. Future advance/payments, if any, will be made subject to the progress of the work and demand of the successful bidder on the recommendations and approval of the Vice-President and President, Sahitya Akademi.
7. Tenderers shall not be permitted to withdraw offer or modify the terms and conditions thereof at any time during the process of finalizing the award of work/contract/job. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of EARNEST MONEY DEPOSIT (EMD) will stand forfeited to the Sahitya Akademi.
8. No claim shall lay against Sahitya Akademi in respect of erosion in value or interest on Earnest Money Deposit.
9. The successful bidder will be liable to deposit within 10 days from the day of issue of work order a Performance Security equivalent 3% of the value of work/contract/job reduced by amount of EMD by a demand draft in favour of Secretary, Sahitya Akademi, New Delhi.
- 9.1 In the event of breach of contract or negligence or non-observance of any condition of contract or for unsatisfactory performance i.e. contrary to the contract, the performance security can be forfeited on the approval of the Competent Authority in the Sahitya Akademi.

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9.2 On expiry of the contract, such portion of the said security deposit as may be considered by the Competent Authority of the Sahitya Akademi sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final report of the Committee on account of firm's bill has been received and examined.

10. **Period and terms of Delivery:** The work will be handed over to the Agency, immediately after issue of work order and the time line of the completion of the work will be 10 months from the date of issue of work order.

11. **Penalty:** In case of delay, a penalty @ Rs. 10,000/- per day would be imposed by the Competent Authority in the Sahitya Akademi and the same would be deducted from the amount payable to the contractor.

12. **Force Majeure:** If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event, either party may at lists option, terminate the contract.

12.1 Provided also that if the contract is terminated under this clause, the Sahitya Akademi shall be at liberty to take over from the Agency at a price to be fixed by the Competent Authority of the Sahitya Akademi, which shall be final, all work in possession of the Agency at the time of such termination or such portion thereof as the Competent Authority of the Sahitya Akademi may deem fit, with the concurrence of the Competent Authority of the Sahitya Akademi elect to retain.

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13. **Insolvency etc.:** In the event of the Agency/firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified by the Competent Authority of the Sahitya Akademi shall have the power to terminate the contract without previous notice.
14. **Breach of Terms and Condition:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of Sahitya Akademi will have the right to cancel the work order without assigning any reason therefor and nothing will be payable by the Sahitya Akademi in that event and the security deposit shall also stand forfeited.
15. **Subletting of work:** The tender is not transferrable. The firm shall not assign or sublet the work/job or any part of it to any other person or party. Only one tender shall be submitted by one bidder.
16. **Right to call upon information regarding status of work:** The Competent Authority of Sahitya Akademi will have the right to call upon information regarding status of work/job at any point of time after having awarded the contract.
17. **Access:** Any authorized representative/s of the Sahitya Akademi or nominated by the Competent Authority of the Sahitya Akademi shall at all reasonable times have free access to the works and/or to the workshops, or other places where work is going on and also to any place where the work are lying or from where they are being obtained, and the Agency/firm shall give every facility to Sahitya Akademi or its representatives necessary for inspection and examination and test of the work to Sahitya Akademi or its representatives. Except the representatives of Sahitya Akademi, no person shall be allowed at any time without the written permission of the Competent Authority of the Sahitya Akademi.

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18. **Disclaimer:** The employees of the Sahitya Akademi and their relatives are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- (a) Members of a Hindu Undivided Family
 - (b) Their spouses
 - (c) The one related to the other in the manner as father, son(s), son's wife, daughters & daughter's husband, brothers and brother's wife, sisters and sister's husband.
19. **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 and 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 Sole Arbitrator to be appointed by the President, Sahitya Akademi. 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 New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act and the rules framed there under and in force shall be applicable to such proceedings.
20. **Legal jurisdiction:** The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.
21. **Secretary, Sahitya Akademi** has the right to reject/cancel the tender at any point of time without assigning any reason(s).
