

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A Government of India Undertaking)
G.T. Road Kanpur-209217

ALIMCO/CS/LT/2020

Date: 24.08.2020

**Limited Tender Document for Translation work from
English to Hindi of Annual Report F.Y. 2019-20**

Artificial Limbs Manufacturing Corporation of India (ALIMCO) is a Schedule 'C' Miniratna Category II Central Public Sector Enterprises, registered under Section 8 (Not for Profit motive) of the Companies Act 2013 which is functioning under the Administrative Control of Department of Empowerment of Persons with Disabilities.

Limited tender is invited from eligible bidders for Translation work from English to Hindi of Annual Report F.Y. 2019-20. Tender document is being uploaded on the web site www.alimco.in of ALIMCO. The interested bidder may download the document and submit their Tender.

The last date of submission of the offer shall be **13.09.2020**

Amitabh Dubey
Assistant Manager
(Company Secretary)

IMPORTANT DATA / INFORMATION IN RESPECT OF OFFER FOR
Translation work from

English to Hindi of Annual Report F.Y. 2019-20

1. **Eligibility Criteria** - The bidder must be a company/firm incorporated/registered in India having the experience of translation from English to Hindi of a Central/State Government Company or any government Company/agency. The bidder has to submit copy of PAN Card and GST Registration Certificate as part of Technical Bid.
2. **Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "Technical Bid for translation from English to Hindi of Annual Report FY 2019-20 and "Financial Bid for translation from English to Hindi of Annual Report FY 2019-20. Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for translation from English to Hindi of Annual Report FY 2019-20.
3. **Rate :** Rate should be quoted in Indian Rupees (INR), Inclusive of all the Charges, with break-ups as: • Basic Cost. • GST. • Total Cost. Rates quoted should be indicated in words as well as in figures, as per format specified in **Annexure – "II"**, In case of any discrepancy, rate quoted in words shall be considered as valid.
4. **Taxes:** Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid.
5. **Schedule**

Sr. No.	Particulars	Date/Time
1	Date of publication	24.08.2020
2	Last date of submission of offer in physical form	13.09.2020
3	Date of Opening of Technical bids	14.09.2020 AT 3.00 P.M
4	Date of Opening of Financial Bids	17.09.2020 at 11 A.M

6. The tender document is to be submitted in sealed envelopes and addressed to Amitabh Dubey Assistant Manager (Company Secretary) Artificial Limbs manufacturing Corporation of India G.T Road Naramau Kanpur -209217
7. The offer received from all participants shall be opened in the ALIMCO HQ Kanpur as per schedule given above in the presence of the representatives of the prospective applicants, who may wish to witness the offer opening. The Corporation reserves the right to accept or reject any or all offers in part or whole without assigning any reason, whatsoever.
8. Before the last date for the receipt of offer, the undersigned may amend any of the offer conditions as may be desired if such an amendment is necessary and the same shall be up-loaded as a corrigendum and will be made available only on the website www.alimco.in Hence, the bidders are advised to keep visiting the above website for any updates in this regard.
9. If the date mentioned above for opening of offer is declared as a Government holiday, the offer will be opened on the next working day at the same time as mentioned in the schedule.
10. The Corporation reserves the right to request additional submissions or clarification from one or more applicant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
11. The Financial offer of only those Firms, who qualify in the Technical offer, shall be opened. The translation work from English to Hindi of Annual Report FY 2019-20 may be quoted by eligible bidder and the work shall be awarded to the firm/company who has quoted the lowest rate.
12. Delivery: The firm must provide the within 15 days from the date of providing the work order by the Corporation. All the material ordered shall be delivered within 15 days from the date of receipt of corrected proof pages. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

13. The Offer in the prescribed Format at Annexure-I & Annexure-II must be submitted in physical form to the address mentioned above. Offers submitted in any other form shall not be considered.
14. In the event of failure by the successful party (L-1), the Corporation are at liberty and also reserve the right to get the work from the next lowest party (L-2).
15. All correspondence regarding clarification of any of the conditions of this document may be made with the undersigned by post or by email to the following address / email id. am_sy@alimco.in

(On the letter head of Company/firm)

PROFORMA FOR TECHNICAL OFFER

To,

Amitabh Dubey
Assistant Manager
Company Secretary
G.T.Road Naramau Kanpur

Technical Details:

S.No.	Particulars	Reply
1	Name & Address of the Tenderer/ Bidder	
2	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization	
3	Firm Registration No. (If any)	
4	Phone No./e-mail ID	
5	Income Tax PAN No. GST No. (If any) (copy to be enclosed)	
6	Proof of experience of translation from English to Hindi of a Central/State Government Company or any government Company/agency. (copy of proof to be enclosed)	

Signature of Authorized Person of the firm/

Proprietor etc. with seal & Stamp.

(On the letter head of Company/firm)

PROFORMA FOR FINANCIAL OFFER

(Price offer)

To,

Amitabh Dubey
Assistant Manager
Company Secretary
G.T.Road Naramau Kanpur

Description	Price (Rs.)
Basic cost	
GST (If any)	
Total Amount in word	
Total Amount in figures	

Signature of Authorized Person of the firm/

Proprietor etc. with seal & Stamp.