



सत्यमेव जयते

CONSULATE GENERAL OF INDIA GUANGZHOU

INVITES QUOTATIONS

*SIMULTANEOUS INTERPRETATION SERVICES IN BOTH
CHINESE AND ENGLISH DURING THE ONLINE MEETINGS*

TENDER NO. GUAN/ADM/551/1/2022

LAST DATE FOR SUBMISSION OF BIDS

10 FEBRUARY 2022 UP TO 1700HRS (GUANGZHOU TIME)

DATE OF OPENING BIDS

11 FEBRUARY 2022 AT 1100HRS (GUANGZHOU TIME)

CONSULATE GENERAL OF INDIA, GUANGZHOU
1-4, 14/F, HNA TOWER, NO. 8 LIN HE ZHONG ROAD
TIANHE DISTRICT, GUANGZHOU-510610
TEL-00-86-20-85501501

Invitation for Bids

Consulate General of India, Guangzhou invites bids/quotations from reputed companies based in China with experience and background in providing Simultaneous Interpretation services in both Chinese and English during the online meetings of Consulate.

1. Notice Inviting Tender: Sealed bids are hereby invited for hiring of company for Online Simultaneous interpretation services in both Chinese and English.

2. Eligibility criteria for bidders:

- The applicant should have valid permit/registration under a competent local authority for translation services, for a minimum of 3 years
- The company should be in operation for more than 3 years
- The company should have experience in simultaneous interpretation particularly in virtual meetings conduct through ZOOM platform.
- The company should have sufficient number of staffs for the proper execution of the jobs.

3. Scope of Work:

Description of Work

- Providing Simultaneous interpretation services in both Chinese and English through ZOOM platform in the online meetings of Consulate.

Description of Preparation and Time Line before the meetings

- Create ZOOM meeting room for the event as per information provided by Consulate, and share the link to Consulate within 2 days.
- Assign interpreters to the meeting and share their CV to Consulate 2 days before the event.
- Set Consulate account as the ZOOM meeting room host 1 day before the event for testing.
- Set Consulate account as the ZOOM meeting room host 2 hours before the event start time; and the assigned interpreters should enter the meeting room and standby 15 minutes before the event start time.

4. Bid system: The two bids system (Technical and Financial) as details below shall be followed for this tender:

- (i) The bidder shall submit offer in **two separate seal envelopes**, namely
 - (a) **First envelope** - superscripted as “Technical Bid – Providing

Simultaneous Interpretation services in both Chinese and English during the online meetings” and (b) **Second envelope** – super scripted as “Financial Bid – Providing Simultaneous Interpretation services in both Chinese and English during the online meetings”. Both the sealed envelope shall be kept inside a large sealed envelope i.e. in a **Third envelope** superscripted as “Tender Quotation for Providing Simultaneous Interpretation services in both Chinese and English during the online meetings”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder; **First Envelope should also include a digital copy of the technical bid in PDF format.**

(ii) The sealed quotations shall be submitted to **The Head of Chancery, Consulate General of India, Guangzhou, Unit 1401-04 (14 th Floor), HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610;**

(iii) Contact person: Ms. Micole Dai, Commercial Assistant, Consulate General of India, Guangzhou; Tel No: +86-20-85501501, Email: com2.guangzhou@mea.gov.in;

(iv) The bid may be submitted by Hand in person or by courier. The bids by “Fax/E-mail” shall not be accepted;

(v) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

(vi) Bid shall be opened on the date and time as given in the tender notice on the first page at the address below:

Consulate General of India, Guangzhou, Unit 1401-04 (14 th Floor), HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610, in the presence of the authorized representatives of the companies, who may wish to attend.

(vii) Bid shall be submitted as per the format specified at “Annexure I” respectively.

5. Last date for Submission of bids: 10 February 2022 Up to 1700 hrs

6. Date of Opening Technical bids: 11 February 2022 at 1100 hrs

7. Instruction for Bidders regarding submission of Technical Bid:

Bid has to be submitted as per the format specified at Annexure 1 and

should also include the documents in support of eligibility criteria, profile and track-record of the Company/Agency. All the documents should be self-attested with the seal of the bidders. Unsigned/overwritten quotations will not be considered and incomplete/conditional bids will be rejected.

8. Validity of Bids: The bids shall be valid for one period of 12 months from the date of opening the bids. A bid for shorter period of validity shall be rejected.

9. Payment terms: After each meeting, Bill and VAT invoice shall be prepared and sent to Consulate for payment arrangement.

10. Intellectual Property: Consulate General of India, Guangzhou will retain ownership of all intellectual property such video, audio, text and image of all the online meetings. None of these contents should be recorded, copied or published without the permission from Consulate General of India, Guangzhou.

11. Special Condition of Contract:

- **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to jurisdiction as defined by Indian legal system only;
- **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;
- **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;
- Consulate General of India in Guangzhou reserves the right to reject or accept any or all of the bids without assigning any reasons.

Annexure- I (1-2)

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID

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

1	Name of the Company	
2	Address of the Company	
3	Contact details of the Company	
4	Name of the Proprietor/Partners/Directors of the Company	
5	Registration and incorporation particulars of the Company	
6	Company Account details – Account name, Account number, bank name and address	
7	Period of Bid validity	
8	Experience in Simultaneous Interpretation services in both Chinese and English during the online meetings	
9	Capacity to provide simultaneous interpretation service for online meeting: (i) Create ZOOM meeting room with interpretation function (ii) Arrange qualified simultaneous interpreters to join the meeting on time and interpret simultaneously during the meeting	

FINANCIAL BID

Description	Amount incl. VAT (RMB)
ZOOM meeting room setup fee	
Simultaneous Interpretation service online for half day (2-4hrs) meeting	
Total	

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 6 of the Tender notice have been submitted. We 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 company