

Request for Quotation (RFQ) for Translation from English to Bengali for IBEF Creatives and Publications

Request for Quotation [RFQ]

RFQ Reference Number: IBEF/PC/2017-18/07

Date of Issue: September 20, 2017

Deadline for Submission: September 27, 2017

**India Brand Equity Foundation,
20th Floor, Jawahar Vyapar Bhawan,
Tolstoy Marg,
New Delhi - 110001**

[Total Number of Pages including this page:12]

PART A:

Brief about India Brand Equity Foundation

The India Brand Equity Foundation (IBEF) is a Trust established by Department of Commerce, Ministry of Commerce & Industry, Government of India.

IBEF's primary objective is to promote and create international awareness of the *Made in India* label in markets overseas and to facilitate dissemination of knowledge of Indian products and services.

Towards this objective, IBEF works closely with stakeholders across Government and Industry to promote Brand India. The objective of IBEF is to generate awareness about Indian products to promote India as a preferred business destination.

PART B:
RFQ Overview

The **nature of services** to be provided is set out in Item 1 and Item 2 of the Contract Information Table (under Part D of this RFQ).

Details about how to submit a Quotation are set out in Item 3 of the RFQ Information Table (under Part C of this RFQ).

Conditions of Quotation: Please read the Conditions of Quotation in Part E before submitting a Quotation. The RFQ Information Table in Part C also forms part of the Conditions of Quotation. The Conditions of Quotation are the conditions upon which IBEF shall receive and evaluate Quotations. Failure to strictly observe these conditions may result in a Quotation being rejected without evaluation.

Quotation Form: The Quotation Form in Part G is a form that is **mandatory** to be completed. You are advised to not separate the Quotation Form from this RFQ document. A Quotation is likely to be rejected if the Quotation Form is not used. A Quotation must contain (or be accompanied by) all the information and details required by this RFQ.

Enquires, and requests for further information about this RFQ, should be directed, only in writing, to the Contact Officer as follows:

Contact Officer: Pawan Chabra

Email: pawan.chabra@ibef.org

PART C:

RFQ INFORMATION TABLE

1.	Closing date and time for submission of a Quotation:	The closing date and time for lodgement of a Quotation is by and not later than 3 pm on September 27, 2017
2.	Pre-quotation briefing session details:	IBEF will hold a pre-quotation session for all prospective suppliers on September 21, 2017 at 11 am at the IBEF office and answer all their queries. In addition, the prospective suppliers can seek clarifications w.r.t. the RFQ in writing from the contact person mentioned above (mentioned in Part B of this RFQ) before sending actual quotations.
3.	Place and method of submission of a Quotation:	<p>A Quotation must be submitted as follows:</p> <ul style="list-style-type: none"> i) Break-up of costs for the service to be provided (i.e. under point 1 of Part D of this RFQ) are to be submitted as part of the Quotation Form. This break-up of individual costs will not be considered for financial evaluation. ii) Taxes as applicable in India will be paid as per actuals and the same are not required to be indicated in the Quotation Form. iii) The cost quoted will be fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by IBEF. iv) The quotation shall not include any conditions attached to it and any such conditions proposed (along with the quotation) shall be rejected summarily. v) The quotation shall be submitted in sealed envelope and in accordance with terms of this RFQ.
4.	Status of Quotation:	A Quotation submitted by a prospective supplier in response to this RFQ constitutes an offer by the prospective supplier to supply the Services. The acceptance of that Quotation by IBEF, in accordance with this RFQ, will result in a legally binding contract subsequent to entering into a separate agreement/ engagement letter for the supply of the Goods.
5.	Information to be provided	A confirmation letter/ undertaking from the

	by suppliers as part of Quotation:	Prospective Supplier to provide timely delivery of quality services. <u>The quotations submitted without this undertaking will stand disqualified.</u>
6.	Evaluation criteria:	The services to be supplied and quoted have to be in compliance with specifications mentioned in Part D Para 2. Any quote with different specification shall NOT be considered and rejected (at any stage). The financial bids of bidding parties (with compliance to specifications mentioned in Part D Para 2) will be considered and the L1 bid from among the qualifying bidder (i.e. with compliance to specifications mentioned in Part D Para 2) will be accepted.
7.	Notification of outcome:	The successful vendor will be notified of the outcome of the RFQ process in writing/ updated on IBEF website by September 28, 2017.

PART D:

CONTRACT INFORMATION TABLE

1.	Services to be supplied:	<p>The following services are to be supplied:</p> <p>The IBEF seeks to engage the services of a professional translation firm or an experienced individual (hereafter “vendor”) to perform the translation task from English to Bengali for the IBEF publications and creatives for 2017-18.</p> <p>Interested companies are requested to submit quotes for the update exercise.</p>
2.	Specifications applicable to the Services to be supplied:	<p>The vendor shall provide IBEF with a high-quality, reader-friendly translation of the original English source material within the prescribed timeframe. The output shall require minimal revision or proofing, and shall be delivered as a formatted MS Word document file.</p>
3.	Delivery date or dates for the Quotes:	<p>The Quotes are to be delivered by the following date or dates: <u>3 pm on September 27, 2017</u></p>
4.	Location for delivery of the Quotes:	<p>The Quotes are to be delivered in <u>hard copy in a sealed envelope</u> superscribed <u>'Quotation for Bengali Translation for IBEF'</u> to the following location:</p> <p>India Brand Equity Foundation, 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110001</p>
5.	IBEF's address details:	<p>The sealed envelope should be addressed to: Mr Pawan Chabra</p> <p>Designation: Manager, Knowledge Centre</p> <p>Address: India Brand Equity Foundation, 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110001</p>

PART E:

CONDITIONS OF QUOTATION

1. Conditions of Quotation

The conditions of quotation (**Conditions of Quotation**) comprise Part C and Part E of this RFQ.

2. Communications

A prospective supplier must direct all communications and enquiries concerning this RFQ to the Contact Officer named in Part B.

Unauthorised communication by a prospective supplier with any other employee or IBEF may lead to a Quotation being rejected. Agencies must observe the highest standards of ethics during the selection and execution of the contract. IBEF may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

The family members/ blood relations of employees and/or full-time consultants (i.e. consultants working exclusively with IBEF on retainership basis) of IBEF shall not be eligible to participate in the RFP process. Any proposal submitted by them may be summarily rejected. In case, IBEF comes to know of the relationship subsequent of the award of contract, the contract shall be liable to be cancelled and IBEF shall be entitled to claim damages apart from engaging any other consultant/ vendor at the cost and risk of defaulting consultant. It is clarified that the term full time consultants of IBEF does not refer to agencies/people, which may have been shortlisted for an assignment/project of IBEF through an RFP process.

3. Eligibility

Companies participating in this RFQ should have completed at least two years in operation.

Companies participating in this RFQ should have undertaken two projects of similar nature in past one year.

4. Addenda

IBEF may change this RFQ by issuing Addenda in writing. Any Addenda becomes part of this RFQ. Addenda issued by IBEF are the only recognised explanations of, or amendments to, this RFQ.

5. Agreement to be bound

By lodging a Quotation a prospective supplier agrees to be bound by the Conditions of Quotation.

6. Use of RFQ and information restricted

This RFQ, and any information provided by IBEF to a prospective supplier as part of the RFQ process, remain the property of IBEF, and may only be used by a prospective supplier to prepare a Quotation in response to this RFQ. Only persons to whom this RFQ is issued may submit a Quotation.

7. Status of RFQ representation

No representation made by or on behalf of IBEF during the RFQ process binds IBEF unless the representation is subsequently included as part of a formal instrument of agreement.

8. Confidentiality

A prospective supplier who submits a Quotation must keep the information in its Quotation confidential. Nothing in this clause prevents a prospective supplier from disclosing information in its Quotation: that is available to the public generally otherwise than as a result of a breach of this clause 8 by the prospective supplier; if the disclosure of the Quotation is required by law; if the disclosure is necessary to obtain an approval or licence under a law.

9. Confidentiality in IBEF contracts

IBEF is committed to ensuring that contracting is conducted in an open and transparent manner.

However, IBEF and prospective supplier (who submits a Quotation) agree not to disclose to others, either during or subsequent to the term of the contract, any information, knowledge or data "Proprietary" or "Confidential Information", which either Party may receive, or have access to, or which may otherwise be disclosed to the other Party.

IBEF and prospective supplier (who submits a Quotation) also agree to maintain in confidence such Proprietary or Confidential Information unless or until:

- a. It shall have been made public by the Party itself or by any third Party; or
- b. Either Party receives such Proprietary or Confidential Information from an unrelated third party on a non-confidential basis; or
- c. The passage of 5 years from the date of the disclosure of such Confidential Information, whichever shall first occur.

IBEF and prospective supplier (who submits a Quotation) further agree to use all reasonable precautions to ensure that all such Proprietary or Confidential Information is properly protected and kept from unauthorised persons or disclosure.

10. Quotations become property of IBEF

All Quotations become the property of IBEF on submission. IBEF may reproduce all or any part of a Quotation for any purpose related to evaluation of the Quotation.

11. Reservations

IBEF reserves the right at its absolute discretion:

- (a) by written notice to prospective suppliers (who have been issued this RFQ) to do any of the following things: to discontinue or suspend the RFQ process; to extend the closing date and time in Item 1 of the RFQ Information Table; and to amend this RFQ;
- (b) to negotiate with any prospective supplier submitting a Quotation;
- (c) to determine the number of organisations with whom it will contract.

12. Content and format of Quotations

Quotations must include all the information listed in Item 5 of the RFQ Information Table.

A Quotation must be prepared using the Quotation Form in Part F. Submission of Form F is mandatory.

13. Monetary amounts

All monetary amounts must be expressed in Indian National Rupee (INR); and exclusive of taxes.

14. Preparation of Quotation

IBEF will neither be responsible, nor pay, for any cost, expense or loss, which may be incurred by any person in connection with the preparation or presentation of a Quotation.

15. Validity

A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to IBEF. A Quotation must remain valid and open to be accepted for 60 Business Days from the closing time and date specified in Item 1 of the RFQ Information Table. The period of 60 Business Days may be extended by written agreement between the prospective supplier and IBEF.

16. Submission of Quotations

A Quotation must be submitted by the closing time and date specified in Item 1 of the RFQ Information Table or as extended under clause 10 (of this Part E). A Quotation must be submitted in a manner specified in Item 3 of the RFQ Information Table.

17. Late Quotations

Quotations submitted after 3 pm on September 27, 2017 will not be considered.

Late Quotations that are not accepted will be marked on the envelope with the time and date of receipt, and be returned to the prospective supplier.

PART F:
QUOTATION FORM*

***Important Note:** This Quotation Form must not be separated from this RFQ. If submitting a quotation, you must submit this RFQ in its entirety.

To: **India Brand Equity Foundation (IBEF)**

I/We:

	(the Supplier)
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(insert name, USE BLOCK LETTERS)

hereby offer to supply to IBEF the Goods (specified in this RFQ) in accordance with the Conditions of Contract and the following Addenda (if any) issued by IBEF.

Addendum No.	Date and description

Lump Sum Option:

The price offered is:

INR	excluding tax
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(insert per word offered price)

Schedule of Rates Option:

The price offered is a price calculated in accordance with the following schedule of rates:

Item Number	Description	Quantity	Unit	Rate	Amount (INR)
As per Item No. 1 of Part D	For all Services not included elsewhere in this Schedule.	1	1	Per word	
Total amount excluding tax					

Supplier agrees that Supplier's details for the service of all/ any Notices (under this RFQ) will be as follows:

Address:	
Facsimile:	
Contact person and Designation:	

Contact Details (Mobile, Email id):	
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(insert details, use BLOCK LETTERS)

I/We confirm the following supplementary documentation has been submitted with this offer as required by the RFQ:

Information / Document Description	No. of pages

I/We declare that:

- a. the Conditions of Quotation are agreed;
- b. on the date of issuance of this RFQ, my/ our directors, officers or employees have not offered, promised, given, authorized, solicited any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way (to IBEF) in connection with the supply of goods/services and that I/ We has (have) taken reasonable measures to prevent our employees, agents or any other third parties, from doing so; and
- c. the information and particulars provided as part of this offer are accurate and correct.

Dated:

(insert date)



Signed and Stamped by the Supplier (authorised Signatory) named below:

Supplier's
signature:

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Important Note: The next section is for the use of IBEF and its officials only. The acceptance statement will only be signed by IBEF if IBEF accepts the Supplier's quotation set out in this Quotation Form. This section is only to be used if there are no changes to the quotation submitted by the Supplier.

Acceptance statement

IBEF hereby accepts the offer made by the Supplier in this Quotation Form to supply the Services for the Contract Sum.

Date:
(insert date of acceptance by IBEF)

Signed on behalf of IBEF by the person named:

Signature:

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Designation:

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This RFQ is not an agreement and is neither an offer nor invitation by IBEF to the prospective suppliers or any other person. The purpose of this RFQ is to provide prospective suppliers with information that may be useful to them in preparing their quotation pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by IBEF in relation to the Supply of Goods/ Services. Such assumptions, assessments and statements do not purport to contain all the information that each prospective supplier may require. This RFQ may not be appropriate for all persons, and it is not possible for IBEF, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each prospective supplier should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFQ and obtain independent advice from appropriate sources.

IBEF may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that IBEF is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and IBEF reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

Further, all information/data/reports/pitches/data or other material submitted to IBEF under this Tender/RFP/RFQ by the Applicant shall become the property of IBEF. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to IBEF. The Applicant further agrees and undertakes that IBEF may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in IBEF using the same.
