



**NATIONAL INLAND NAVIGATION INSTITUTE**  
**(Ministry of Ports, Shipping & Waterways Govt. of India)**  
**Gaighat, P.O.- Gulzarbagh, Patna- 800007**

Telephone No.0612-2311200  
E-mail: [info@niniedu.in](mailto:info@niniedu.in)

**Notice Inviting Quotation**

**(For Empanelment of Translating agency/firm for Translation work of course handouts from English to Hindi)**

National Inland Navigation Institute, Gaighat, Gulzarbagh, Patna invites quotations from reputed Translating Agencies for translation of course Handouts from English to Hindi. Translating agencies should have previous experience in similar projects and interested to work may send their detailed proposals to the Deputy Director, Officer In Charge National Inland Navigation Institute, Patna Bihar-800007 and latest by:-

1.	Physical Submission of Sealed quotations	20.09.2021 by 15:00 Hrs.
2.	Opening of Technical Bid	On 21.09.2021 by 15:30 Hrs.
3.	Opening of Financial Bid	To be intimated by NINI.

1. The detailed terms and conditions may be downloaded from NINI website [info@niniedu.in](mailto:info@niniedu.in). For any clarification you may contact Deputy Director, Officer In-Charge, NINI (Tel: 0612-2311200).
2. The Deputy Director, Officer In-Charge, NINI reserves the right to accept or reject any or all the Quotations without assigning any reason what so ever.

**Deputy Director**  
**Officer In- Charge**  
**National Inland Navigation Institute**  
**Gaighat, Gulzarbagh, Patna(800007) BE**

## **1. Introduction:-**

National Inland Navigation Institute (NINI) has been setup by Inland Waterways Authority of India (IWAI) to develop human resource for Inland Water Transport sector. The institute provides induction, up gradation and professional development training to the manpower for manning, operating inland vessels and to the IWAI staff for development of waterways and for repair and maintenance of vessels.

NINI provides fully residential Course for trainees seeking fresh employment in the sector. The training conforms to syllabus promulgated by the state water transport department as per Inland vessel Act 1917 for obtaining respective certificate of competency. Personnel trained at NINI can work on board Inland vessels owned by Government, Public, and Private sector on deck and in engine room depending upon their training, qualification and certification acquired by them.

The institute arranges professional development courses on Hydrographic surveying, dredging, repair, maintenance & operations of Inland vessels as well as on river training and morphing.

The institute is uniquely positioned to offer a complete spectrum of training in Inland water transport sector. NINI can design company specific courses tailor cut to the requirements of the organization. The institute is ISO 9001:2015 certified by American Bureau of Shipping and international quality certifying authority.

The Institute is approved by Directorate General of Shipping to Conduct the NCV Preparatory Course for NWKO (Near Coastal Voyages) and Basic Safety Courses. The Institute is also approved by Directorate General of Shipping to Conduct the courses of Ship Maneuvering Simulator (SMS), Electronic Chart Display Information System (ECIDS) and Basic STCW Course 2010.

## **2. Objective:-**

The institute main objective is to create trained manpower for IWT Sector keeping in mind the rapid technological advancement in this sector. Our mission is creating qualified and competent manpower for IWT sector.

3. **Details of the courses conducted:-** The institute conducts Inland Vessel Courses along with DG approved courses and value added courses. The details of the courses are as under:-

### **3.1 Inland Vessel Courses:-**

1. I.V. G.P. Rating
2. Preparatory Courses for Serang, 2<sup>nd</sup> Class Master & 1<sup>st</sup> Class Master.
3. Preparatory Courses for 2<sup>nd</sup> Class Driver, 1<sup>st</sup> Class Driver & I.V. Engineer.

4. Induction Course for fresher's in Inland Vessels
5. Basic & advanced Dredging Course.
6. Inland Vessel Maneuvering Simulator Course.

**3.2 Value added Courses:-**

1. Customized Courses as per the requirement of Para Military forces.
2. Customized courses as per the requirement of industry.
3. Simulator Courses(BTM, BRM, SHS, LSHS)

**3.3. DG Approved Simulator Courses:-**

1. NCV (NWKO)
2. ECDIS
3. SMS
4. ARPA
5. ROSC
6. Basic safety training

**4. Scope of Work:**

The scope of the work shall include varied translation works viz. Course Material, Documents, Magazines into Hindi from English. The typing, retyping, proofreading and vetting will have to be done by the agency.

**5. General Instructions:-**

- (i) The interested Translating agency/firm has to submit the quotation Within the stipulated period.
- (ii) The rate contract shall be initially for a period of Two years from the date of awarding the rate contract. However, the rate contract may be extended subsequently, on mutual consent, for a further period of Two years as may be decided by the competent authority, after review of performance.
- (iii) The agency should have adequate in-house infrastructure & qualified manpower required for executing the translation work (English to Hindi and vice versa). The manpower should be competent to meet the urgent requirement of translation work on priority basis.
- (iv) No bidding firm will be allowed to withdraw their bids after the Technical Bids have been opened. If any firm intends to withdraw after opening of Technical bids, its Empanelment fee will be forfeited.
- (v) Selected lowest bidder('s) shall be empanelled as service provider on the fixed rate for two years from the date of signing of the agreement.

## **6. Eligibility Criteria**

6.1 Bidder should have adequate in house infrastructure required for executing the translation work from English to Hindi & vice versa.

6.2 The bidder should have adequate manpower required for executing the translation work with minimum qualifications i.e. Master degree either in English or Hindi

OR

Degree with Hindi as medium of instructions with Diploma certificate course in Translation from English to Hindi.

Or

Graduate in English/Hindi with Certificate of translation and 2 years experience.

6.3 The bidder should have latest Technology for typing, retyping & proofreading, designing & development.

6.4 Vetting is to be done by a person not less than Professor Rank in Central/State/Pvt. Universities/Colleges or member of State Hindi Academy and having PhD. in English or Hindi.

6.5 Proof reading to be done by with minimum qualifications i.e. Master degree either in English or Hindi or Degree with Hindi as medium of instructions with Diploma certificate course in Translation from English to Hindi.

## **7. Terms and conditions:-**

7.1 Successful bidder has to carry out all the amendments/corrections if any detected by academic team of NINI as many times as required free of cost

7.2 The quality of translation work should be of very high quality and copies found defective will be rejected.

7.3 Officer In Charge of NINI or his representative shall have the right to inspect the assigned translating work at any stage and have full right to reject the entire quantity or part thereof if it does not meet the required quality standards.

7.4 The selected bidder shall be required to acknowledge that the copyright of the translated text from English to Hindi rests with

NINI. The firm has to unconditionally undertake and agree that no claim in any manner for ownership of the translated texts or part.

- 7.5 The firm selected will not be authorized to reproduce or reprint in any manner including photocopying, photographing, cyclostyling, microfilming, scanning or any other electronic means without written permission of NINI . In case bidder fails to comply above instructions shall be dealt as per law.
- 7.6 Secrecy of the handouts should be maintained at all times by the selected bidder.
- 7.7 The handouts as given to the firm for translation whether in the form of soft copy or hard copy by NINI will be the sole property of NINI and shall be deposited after completion of the work at the time of submission of bills for payment.
- 7.8 Successful bidder has to arrange delivery of translated text through typed text (in A4 size paper) Spiral Binding in 2 copies. Two copies duly stamped and signed by the authorized person and corrected /vetted copy in DVD/ Pen drive free of charge. NINI may ask the firm to send the translated text through e-mail in compatible font (Unicode or in krutidev).
- 7.9 NINI reserves the right to modify and amend any of the above stipulated condition/criteria depending upon requirement /priorities vis-à-vis urgent commitments

#### **8. Delivery period:-**

The nature of job is strictly time bound. The successful bidder is liable to carry out all the amendments and improvements in stipulated time.

#### **9. Guidelines for Submission of Technical and Financial Bid:**

Sealed technical and financial bids in separate envelopes are required to be submitted, super scribing the "on the envelope **"Empanelment of Translating agency/firm for Translation work of course handouts from English to Hindi"** wd before the due date and time as stipulated in the advertisement. Bidders may note that conditional bids are not allowed and shall be liable for rejection summarily, without assigning any reason.

9.1 **Cover 1:** Technical Bid: Super scribed "Technical Bid for **"Empanelment of Translating agency/firm for Translation work of course handouts from English to Hindi"** and to include the following documents:

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- 9.1.1 The details of translation work undertaken by the agency/firms in last 5 years with the proof of work completion certificate.
- 9.1.2 Details of Manpower employed/engaged with their qualification and CV. Bio-data of the key persons of his/her translating team. Composition of translating team to be submitted along with bio-data. Details of the person engaged for proofreading and typing should be included.
- 9.1.3 The Bidder shall be required to submit filed copies of income-tax returns of last three financial years with PAN & GST number. The bidder should also submit, duly verified by a Chartered Accountant (indicating membership no of Chartered Accountant in his seal), balance sheets and profit and loss accounts of his firm/company for the preceding three years with Self Attested copy of GST Registration Certificate.
- 9.1.4 The Bidder will submit a certificate to the effect that the information submitted by him/her is correct. Anyone found guilty of furnishing false information shall be disqualified directly. The Bidder shall submit an affidavit that they have not been at any time individually or collectively blacklisted or banned or delisted for any government or Quasi Government of Agencies or PSUs.
- 9.1.5 Empanelment fee of Rs. 1180/- (Including GST) should be submitted by NEFT/RTGS in **"IWAI NINI FUND"** Bank of Baroda Gulzarbagh, Patna-800007 A/C No. 24600200000228 IFSC- BARBOGULZAR, MICR-800012004.
- 9.1.6 The Empanelment fee will be returned to the unsuccessful bidder within 21 days after the final selection.
- 9.1.7 Performance Security of Rs. 10,000 /- (Rs. Ten Thousand Only), should be submitted by the successful bidder in the form of NEFT/RTGS in **"IWAI NINI FUND SD"**.  
**A/c no. 0352101046153 IFSC: CNRB0000352, MICR Code:-800015002  
Canara Bank, Main Branch South Gandhi Maidan, Patna- 800001**
- 9.1.8 For the selected bidder Performance Security will be retained up to 2 years.
- 9.1.9 The performance security shall be subject to forfeiture in case of unsatisfactory / substandard quality of film, in addition to other punitive action as the Deputy director, Officer In Charge NINI may deem fit.

9.2 **Cover 2:** Financial Bid: Super scribe the “Financial Bid for “**For Empanelment of Translating agency/firm for Translation work of course handouts from English to Hindi**”” duly dated and to include the following documents/details:

9.3 Annexure-A (Summary of Cost-BoQ) with quoted rates

9.4 **Outer Cover:** The outer sealed cover containing Cover 1 and Cover 2 as indicated above should be super scribed as “Technical and Financial Bid **“For Empanelment of Translating agency/firm for Translation work of course handouts from English to Hindi**” and should have the full name, Postal Address, Fax, E-mail and Telephone number of the bidding firm and should be submitted to the Deputy Director, Officer In Charge, NINI, Gaighat, Gulzarbagh, Patna-800007

**10. Bid Rejection Criteria:**

10.1 Bids shall be categorically rejected if the bids received after closing date and time.

10.2 Bidder's failure to submit sufficient or complete details/documents as stated in Technical Bid for evaluation of the bids within the given period.

10.3 Bids with technical requirements and or terms not acceptable to NINI, Patna.

**11. Schedule of Payment:-**

The payment will be done after successful completion of the translation work & submission of the document and further necessary certification by Deputy Director, Officer In-Charge, NINI.

**12. Liquidated Damage :-**

If the contractor fails to complete the entire work within the period(s) of completion as stipulated in the tender or any extended period as may be agreed, he shall pay Liquidated damage at the rate of 1/2 % (half percent) per week or part thereof on the total value of the contract subject to a maximum of 10% of the total value of the contract.

**13. Statutory Permissions:-**

All statutory & necessary permissions for the translation work will be

obtained by the firm. The firm is required to complete the entire work within 180 days from the date of receiving the work order.

**14. Ownership:-**

The ownership of the translated text from English to Hindi (Hard copy as well as soft copy including visuals) rests with NINI. The firm has to unconditionally undertake and agree that no claim in any manner for ownership of the translated texts or part.

**15. Cost & Expenses:-**

All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc and providing any additional information required by the Deputy director, Officer In Charge NINI will be borne entirely and exclusively by the Bidders.

**16. Empanelment:-**

No firm/agency will be eligible to have empanelment in more than one name (either in his own name or in the name of his/her close relative). Employees and close relatives of employees of Inland Waterways Authority of India & National Inland Navigation Institute and its Media units/autonomous organizations will not be entitled to entrust the work. (Close relative means spouse, dependent children/parents/brothers/sisters and other dependents).

**Deputy Director  
Officer In- Charge  
National Inland Navigation Institute  
Gaihat, Gulzarbagh, Patna(800007) BR**



Summary of Costs - BoQ**Name of work: - Empanelment of Translating Agency for translation work at NINI**

S. No.	Description	Qty	Units	Amount Including all Statutory Charges, Including GST as Applicable (In Rs.)
1.00	Charges for Translation of A4- size paper document with typing, retyping, editing, proofreading & vetting etc.	01	Per Page	
			<b>Total (Rs.)</b>	

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