

**Ministry of External Affairs  
Government of India  
External Publicity & Public Diplomacy Division  
PAV Section**

**Tender Notice**

**For empanelling companies engaged in the field of  
Subtitling / Dubbing / Voice-over of films in foreign languages.**

**TERMS & CONDITIONS**

**1. Scope of work:**

The External Publicity & Public Diplomacy (XPD) Division of the Ministry of External Affairs (MEA), Government of India intends to empanel competent agencies/companies for the work of subtitling, dubbing, voice-over in foreign languages of documentary and other films available with the Ministry. The empanelled companies should be capable of undertaking the work of:

- (i). Transcription from spoken word to written text wherever required;
- (ii). Translation of the script from original language to foreign language
- (iii). Subtitling, Dubbing or Voice-over of the film in the target language.

**2. General eligibility:**

The bidder should have a turnover of at least Rs. 1 crore/- (Rupees one crore only) per annum and meet all of the following conditions:

- (i). Have at least 3 years experience in the field of subtitling, dubbing & voice-over along with translation into foreign languages;
- (ii). Have undertaken similar work for MEA, NFDC, Films Division, Doordarshan, GOI Ministry or department.

**3. Technical eligibility:**

Successful bidders who meet the above conditions and are not disqualified by any other condition mentioned in the tender notice will be invited for further evaluation of language/translation quality to determine technical eligibility.

**4. Specifications:**

The empanelled company will be required to undertake any or all of the following work: transcription; translation (from original to target language); Subtitling; Dubbing; Voice-over in target language. All work should be done by professionals in their respective fields. All subtitling, recording, post-production work should be done on proper and modern equipment. The company/studio should be equipped to handle all formats of high quality recording, video, audio. Wherever required, samples of actual work shall be provided to the XPD Division before commencing a project. Overall high quality will have to be assured keeping in mind that the target audience of these films are foreigners across the world.

## **5. Technical bid:**

Technical bid should be sent in a separate envelope duly sealed/stamped with signature of bidder/authorized representative attaching the following:

- (i). A self attested covering page on Company letter head listing all following attachments from (ii). to (vii). below:
- (ii). List of services that the Company is competent to offer. Please use the format in Annexure I
- (iii). Profile of the Company, including:  
Year of establishment; Location of business; Number of years engaged in the business of subtitling, dubbing, voice-over; Number and type of professionals (translators, technicians etc.) employed full time for the captioned work. If not full time, the status of the Company to hire professional staff.
- (iv). Sample work done by the company in last one year (in video format) in one or more target language, namely French, Russian, German, Chinese, Arabic etc.
- (v). List of similar work completed earlier for MEA, NFDC, Films Division or Doordarshan.
- (vi). EMD of Rs. 25,000/- in the form of a bank Demand Draft or Bank guarantee valid for 3 (three) months from the last date of submission in the favour of the “Pay and Accounts Officer, Ministry of External Affairs”.
- (vii) A certified copy of Income Tax returns for the last one year and PAN/TAN/ Service Tax Number, as applicable, proof of turnover.

## **6. Financial bid:**

Financial bid should be in a separate envelope duly sealed / stamped with signature of bidder/authorized representative. Only those financial bid will be opened which qualify the technical bid round. The rates for subtitling, dubbing and voice over of the films should be furnished @per minute for various foreign languages in the format given in Annexure 2. Minimum rate (if any) irrespective of duration may also be quoted.

## **7. EMD and Performance Guarantee**

An amount of Rs. 25,000 (Rupees Twenty Five thousand only) will have to be deposited as Earnest Money Deposit (EMD) with the bid in the form of a bank Demand Draft or Bank guarantee valid for 3 (three) months from the last date of submission. No tender will be accepted without requisite EMD. The EMD must be from a commercial Bank in favour of PAO, COA, Ministry of External Affairs, New Delhi. The EMD will be returned to unsuccessful bidder without any interest, within one month after the completion of the selection process. In case bidder withdraws or changes its quotation, EMD will be forfeited. Successful bidder will have to furnish Performance Guarantee in the form of Demand Draft or Bank Guarantee from Commercial Bank in favour of PAO, COA, Ministry of External Affairs, New Delhi for an

amount of Rs. 50,000/- (Rupees Fifty thousand only) within 15 days of selection in the panel. The Bank Guarantee or Demand Draft should be valid for a period of three year. EMD, Demand Draft or Bank Guarantee deposited with MEA shall earn no interest.

#### **8. Submission of bids & Instruction to Bidders:**

Envelopes should be sent by hand, registered post or speed post. Both, technical and financial bids should reach or be delivered at the office of Publicity Officer (PAV), PAV Section (Room 256), XPD Division, Ministry of External Affairs, A Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi - 110011 on or before **17:30 hrs on 27.07.2016**. Bids received after 17:30 hrs. on closing date will not be considered. MEA reserves the right to extend the closing date or relax any term or condition with the approval of the competent authority.

#### **9. Terms of the Panel:**

The panel initially will be valid for a period of 3 years but MEA will have the discretion to extend the duration of the panel at the same terms and conditions and will also reserve the right to disband the panel during this period and call for fresh empanelment with due process. A company may also be removed from the panel pre-maturely due to unsatisfactory performance and product.

#### **10. Evaluation procedure:**

Technical bids will be opened on **28.07.2016 at 1100 hrs** in Room No. 256, A Wing, Shastri Bhawan, New Delhi-110001 in presence of the interested bidders. Date for opening Financial bids will be communicated to successful bidders whose technical bids are accepted. MEA reserves the right to accept or reject the technical bids in the first round based on eligibility conditions, submission of EMD, incomplete bid/proposal or unsatisfactory past performance of the Company. MEA also reserves the right to ask for additional information from a Company at any stage of the bid process. A panel will be formed with up to four Companies.

#### **11. Acceptance/Rejection of bids & tender process:**

MEA reserves the right to reject any or all of the bids or to call-off the tender altogether.

#### **12. Contract/Notification of Award/Letter of Acceptance of Award:**

MEA will notify the successful bidders who are selected on the panel by e-mail and confirm by letter on the address provided. The successful bidders shall convey their 'Acceptance of Award' by return e-mail, fax or letter. Inclusion in the panel does not guarantee any minimum work. Projects will only be given out as and when they become available. No advance payment shall be made for the work.

#### **13. Termination/Penalty clause:**

Any falsification of statements, accounts and facts found in the bid proposal will result in disqualification from the process at any stage and forfeiture of EMD/Performance guarantee. During empanelment, unsatisfactory quality of deliverable, inability/delay in submission of completed project, over-invoicing, insolvency in the Company, fraudulent practices etc. may result in removal from the panel and termination of contract. In both the above cases the bidder will also be disqualified from participating in future tenders of the MEA.

## **12. Jurisdiction of Courts:**

Any dispute arising out of this tender notice shall be governed and construed in accordance with the laws of India and the courts in Delhi shall have exclusive jurisdiction in relation thereto.

## **13. Contact details:**

Bidders may please submit their bids in two sealed envelopes super scribed with “Technical bid for Subtitling/Dubbing of films in various foreign languages” and “Financial bid for Subtitling/Dubbing of films in various foreign languages” clearly mentioning the name, address and mobile phone number of the bidder/authorized representative on or before **1730 hrs on 27.07.2016**. The envelopes should be addressed to Publicity Officer (PAV), Room No. 256, 2<sup>nd</sup> Floor, ‘A’ Wing, External Publicity & Public Diplomacy Division, Ministry of External Affairs, Shastri Bhavan, New Delhi and sent by hand, by registered post, speed post or by courier. For urgent communication on working days e-mail on: [po-xav@mea.gov.in](mailto:po-xav@mea.gov.in).

ANNEXURE 1

Name of Company .....

Address .....

We hereby certify that we can offer the following services:

	SERVICE	YES / NO (Please mention below)
1.	Transcription of film dialogues or narration	
2.	Subtitling	
3.	Dubbing	
4.	Voice-over	
5.	Translation - language sets	
(i).	Hindi - English	
(ii).	English - Hindi	
(iii).	English - French	
(iv).	English - German	
(v).	English - Spanish	
(vi).	English - Portuguese	
(vii).	English - Russian	
(viii).	English - Mandarin	
(ix).	English - Japanese	
(x).	English - Arabic	
(xi).	English - Persian	
(xii).	English - Dari, Pashto	

Signature .....

Name .....

City, Date .....

Stamp of the Company (if any)

Name of Company .....

Address, contact .....

We hereby give below our rates of various services that we can offer:

Sno.	Service	Rate per minute / per word
1.	Subtitling only of given text/dialogues (without translation)	
2.	Voice-over of given text/dialogues (without translation)	
3.	Dubbing	
4.	Transcription from Hindi to English	

Sno.	Subtitling/Dubbing/Voice-over with translation in following language sets:	Rate per minute (Rs.)		
		Subtitling	Voice-over	Dubbing
(i).	Hindi - English			
(ii).	English - Hindi			
(iii).	English - French			
(iv).	English - German			
(v).	English - Spanish			
(vi).	English - Portuguese			
(vii).	English - Russian			
(viii).	English - Mandarin			
(ix).	English - Japanese			
(x).	English - Arabic			
(xi).	English - Persian			
(xii).	English - Dari, Pashto			