



भारतीय दूरसंचार विनियामक प्राधिकरण
Telecom Regulatory Authority of India
MDS Bhawan, JL Nehru Marg,
(Old Minto Road) Next to Zakhir Hussain College
New Delhi 110 002



1. New Delhi Language
A 413, Somdutt Chamber 1,
Bhikaji Cama Place, Delhi - 110066
2. Global Multilingua Seviles (India)
F-205/2, 1st Floor, Behind bank of
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Mob : +91 - 90134 18980
Office: +91 - 11-65165100
info@globalmultilingua.com
enquiry@globalmultilingua.com
https://globalmultilingua.com/clients.html
3. Indoswift consultancy Pvt Ltd
303 A D Mall Netaji Subhash Place
Pitampura
New Delhi 110034
www.indoswift.com
999945 1959
4. Voicecription
+E 57A, 4th Floor, Sector 63, Noida, UP
- 201301
Mobile: +91-9711552550
E-mail: info@voicecription.com
5. Lingvopedia Language Solutions Private
Limited,
UG-40, Ansal Chamber-II,
6, Bhikaji Cama Place
New Delhi -110066, India
E-Mail :info@lingvopedia.com,
services@lingvopedia.com
Landline : +91-11-
46520739/46528482
Contact Number : +91-813 051 9898
Whatsapp : +91-813 051 9898
6. Moraine Group
E-85, Om Vihar Extn., Uttam Nagar West,
New Delhi. PIN / ZIP- 110059
info@MoraineGroup.in,
MoraineGroup.in@gmail.com
+91- 9818227877 | 9899961713 |
8800096988
7. All Translation Services Pvt. Ltd.
337-338 Vardhman Premium Mall,
Deepali, Pitampura,
New Delhi 110034, India
+91 9811857488 (WhatsApp)
info@alltranslationservices.com
8. Anan Enterprises
CP: LGF-111, World Trade
Center, The Lalit Hotel Barakhamba Lane,
Babar Rd, Connaught Place, New
Delhi, Delhi 110001
translation@ananenterprises.com
+91-8285535369
9. FABscribe Transcription Services
196- A, 2nd Floor, Tarachand Chamber,
Ramesh Market, Garhi, East of Kailash,
New Delhi, Delhi 110065
10. TRIINDIA Translation Services Pvt Ltd
2nd Floor, Plot-19, Sector-5, Rajendra
Nagar, Sahibabad, Ghaziabad (N.C.R.),
U.P. - 201005
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info@tridindia.com

Limited Tender Enquiry (LTE)

SUBJECT: LIMITED TENDER ENQUIRY FOR "TRANSCRIPTION OF AUDIO RECORDINGS OF PROCEEDINGS OF CONFERENCE/SEMINARS FROM DELHI BASED TRANSCRIPTION AGENCIES/FIRMS".

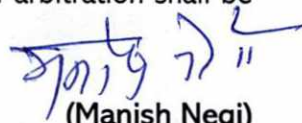
The undersigned on behalf of the Telecom Regulatory Authority of India (TRAI) is directed to invite sealed Limited Tender Enquiry (LTE) for "Transcription of Audio Recordings of Proceedings of Conference/Seminars from Delhi Based Transcription Agencies/Firms as per the Bid Proforma given in Annexure-I on the terms & condition given below: -

TERMS AND CONDITIONS OF LTE

1. Participation in this tender is by invitation only and is limited to the selected firms. Unsolicited offers are liable to be ignored. However, firms who desire to participate in such tenders in future may bring it to the notice to the Undersigned/TRAI for registration.
2. LTE must be in the form furnished by TRAI and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the Tender will not be considered. Tender written in pencil will not be considered.
3. The firm must have an average annual turnover of Rs. 1,50,000/- (Rupees One Lakh fifty thousand only) or more for the last three (3) financial years. Copies of the proof in this regard should be enclosed in the form of certificate from Chartered Accountant.
4. Estimated cost of the work is approximately Rs. 3,00,000/- (Rupees Three Lakhs only) for 2 years.
5. Bidder is required to quote their rates as per the Bid Proforma given in Annexure-I.
6. TRAI reserves the right to accept the offer and reject any or all tenders without assigning any reason there of and does not bind itself to accept lowest quotations.
7. TRAI also reserves right to relax or modify any tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in the interest of TRAI.
8. A complete set of Tender Documents may be downloaded from TRAI website i.e. <http://www.traigov.in/content/Tender.aspx> and also from CPP Portal. In case the bidders need any clarification regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.
9. At the initial stage, the contract shall be awarded for a period of two years from date of submission of Security Deposit/Performance Bank Guarantee amount. TRAI will have the discretion for extending it for a further term of one or more year on mutually acceptable terms and conditions. However, a formal agreement between TRAI and successful bidder is to be signed separately.
10. However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 6 (six) months or till the new contract is finalized, whichever is earlier.
11. Proof of registration for GST registration number shall be attached. A self-certificate shall be given in case the tenderer is not covered under GST.
12. The prices quoted should be firm till the completion of contract period. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the LTE is likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations.
13. In case TRAI office will shift from present location to another location, within NCR services will be made available by vendor at new location at the same rate, terms and conditions.
14. The successful Tenderer whose rates are finally accepted must deposit an amount of 03% of the contract value of 24 months as Security Deposit/Performance Bank Guarantee within 15 days from the of issue of work order. PBG should remain valid for period of 26 months.


मनीष नेगी / MANISH NEGI
सेनियर अनुसंधान अधिकारी (सा.प्र.)
Senior-Research Officer (GA)
भारतीय दूरसंचार विनियामक प्राधिकरण
Telecom Regulatory Authority of India
नई दिल्ली / New Delhi-110002

15. Formal Agreement with the successful bidder will be signed after deposit of Security Deposit/Performance Bank Guarantee.
16. No interest will be payable on the Security Deposit/Performance Bank Guarantee and the Security Deposit/Performance Bank Guarantee will be returned/released only after successful completion of the contract period.
17. The firm shall take prompt corrective action in response to the complaints received by it through it's visiting representatives on **same day** provided, however, in case the complaints are received in the evening the same will be attended on next day before lunch. Rs. 200/- (Rupees Two hundred only) per day, per work will be levied as fine and same will be deducted from monthly bill for non-attending the complaint/rectification in work within given time schedule.
18. No request for revision of rates shall be entertained during the currency of the contract.
19. The firm shall provide functional mobile phones/Landline Telephone Numbers of Company for urgent communications.
20. The company will provide services to TRAI as Monday to Friday 9:30 AM to 6:00 PM on all working days. If requires, the Company will provide service on holidays too.
21. If during the contract period, the services are not provided satisfactorily, TRAI reserves the right to terminate the contract by giving one month notice and PBG shall be forfeited.
22. If the work is not done satisfactorily by firm and due to that account TRAI is forced to get the work done at risk and cost from elsewhere, that cost will be recovered Security Deposit/Performance Bank Guarantee of the defaulting bidder.
23. The firm blacklisted at any point of time by any Ministry/Department need not apply. In case the fact is concealed, and it will come to the notice of the TRAI, during the period of contract, the contract shall be terminated straightway, and the Security Deposit/Performance Bank Guarantee will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright & tender may be awarded to L2 bidder. A declaration to the effect that the tenderer has not been blacklisted by Central/State Government Public Sector Units or its contracts have not been terminated on account of poor performance during last 3 years as per Annexure-II shall also be submitted.
24. The bidder will be required to keep the offer open for a period of 90 (Ninety) days from the date of opening of the LTE.
25. Bidder is also required to attach duly signed copy of this LTE along with its bid.
26. In the event to any dispute arising between TRAI and the firm in any matter or arising directly or indirectly, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English/Hindi only.



(Manish Negi)

Sr. Research Officer (GA)

Phone No. 011-23664141/142

मनीष नेगी
वरिष्ठ अनुसंधान अधिकारी (सा.प्र.)
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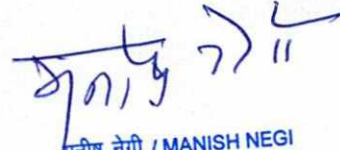
Encl: - As above

Note:

- (1) The sealed quotations addressed to the Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, (old Minto Road), New Delhi – 110002, and clearly marked **TRANSCRIPTION OF AUDIO RECORDINGS OF PROCEEDINGS OF**

CONFERENCE/SEMINARS IN TRAI HQ, NEW DELHI should reach this office in person only by 3:00 PM on 12/01/2022 (LTE received through courier/e-mail/telegram or any other mode of communication will not acceptable). LTE will be opened by the Tender Evaluation Committee (TEC) on the same day at 3:30 PM in TRAI, Mahanagar Doorsanchar Bhawan, in the presence of the bidder who wish to be present. Any query in this regard may be ascertained from the office of TRAI during working hours on any working day on or before 12/01/2022 upto 12:00PM

(2) Clarification: In case the prospective bidders need any clarification regarding any terms and conditions of the tender, the bidder may contact the undersigned in person or telephonically before the last date for submission of tender.



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BID PROFORMA

1.	Name & Address of firm/contractor with contact no.			
2.	Is the bidder/tenderer/contractor dealing in transcription services			
3.	Whether registered with GST of subject services? Provide Proof. (A self-certificate to be given in case the tenderer is not covered/exempted under GST)			
4.	a.	Approximate No. of hours of seminar/Conference Annually (200 hrs.*)	400 hrs. for two years	
	b.	Rate per 60 Minutes (in Rupees)		
	c.	GST extra	_____ %	
	d.	Total Rate per 60 minutes including GST (in Rupees) [(b) x (c)]		
	e.	Total rate (including GST) (in Rupees [(a) x (d)])		
5.	Have you certified that all General Terms & Conditions been accepted by you? Yes/No			
6.	Have you enclosed Registration/Income/GST Certificates – Yes/No			
7.	Annual Turnover for the last three years (proof to be enclosed)	Year	Turnover (in lakhs)	
		2018-19		
		2019-20		
		2020-21		
8.	TAN/PAN details			
9.	Work experience of similar nature during last three (3) years with Govt./PSUs Departments/Autonomous Bodies/MNC where the tenderer has worked (copy of Certificate of Satisfactory performance by concerned Department be furnished).			
S.No.	Name & Address of the Organization	Value of Contract	Duration of Contract	
			From	To

Note:- (i) *Note:- Number of hours mentioned above are tentative and actual number of hours may vary based on requirement of the event (s).


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 वरिष्ठ अनुसंधान अधिकारी (सा.प्र.)
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DECLARATION

1. I, Son/ Daughter/ Wife of Shri..... and authorized Signatory of the _____(name of the Agency/ Firm), is competent to sign this declaration and execute this LTE document.
2. I have carefully read and understood all the terms and conditions of the LTE and undertake to abide by them.
3. My/our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.
4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I know furnishing of any false information/fabricated document would lead to rejection of my LTE at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly

Affixed office Rubber Stamp

Name : _____

Address : _____


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