

एअर इंडिया ऐसेट्स होल्डिंग लिमिटेड
AIR INDIA ASSETS HOLDING LIMITED

(Wholly owned Govt. of India PSU)

TENDER

For Invitation of bids for Appointment of Official Language translator
for carrying out Hindi Translation of the Annual Report and the
Annual Accounts of Air India Assets Holding Limited (AIAHL)
For the Financial Year 2019-20

REGISTERED OFFICE

AIR INDIA ASSETS HOLDING LIMITED (AIAHL) LIMITED,
AIRLINES HOUSE,
113 - GURUDWARA RAKABGANJ ROAD,
NEW DELHI-110001

04th Feb. 2021

TENDER No. AIAHL/ Hindi Translation / Annual Report19-20/2021

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AIR INDIA ASSETS HOLDING LIMITED (AIAHL) DISCLAIMER

The information contained in this TENDER or subsequently provided to bidder(s) whether verbally or in documentary or in any other form for and on behalf of Air India Assets Holding Limited (AIAHL), is provided to the bidder(s) on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

This TENDER is not an agreement and is neither an offer nor invitation by Air India Assets Holding Limited (AIAHL) to the prospective bidder(s) or any other person.

The purpose of this TENDER is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this TENDER.

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by Air India Assets Holding Limited (AIAHL) or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof is expressly disclaimed.

No contractual obligation on behalf of Air India Assets Holding Limited (AIAHL), whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officers of Air India Assets Holding Limited (AIAHL) and the bidder.

Air India Assets Holding Limited (AIAHL) makes no representation or warranty and shall have no liability to any person, including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TENDER and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER or arising in any way in the bidding process.

Air India Assets Holding Limited (AIAHL) also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statements contained in this TENDER.

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Important Information

AIR INDIA ASSETS HOLDING LIMITED (AIAHL) Tender for Appointment of Official Language translator for carrying out Hindi Translation of the Annual Report and the Annual Accounts of Air India Assets Holding Limited (AIAHL) For the Financial Year 2019-20	
1	TENDER Ref. No AIAHL/ Hindi Translation / Annual Report19-20/2021
2	Last date for receipt of queries from bidder 8th Feb 2021 (upto 1700 hrs.)
3	Last date for hosting of clarifications / amendments, if any. 10th Feb 2021
4	Last date and time for bid submission 18th Feb 2021 at 1500 hrs.
5	Place of submission of Bids Sh. Gobind Ram Vats Manager (Admin &Fin.) AIR INDIA ASSETS HOLDING LIMITED (AIAHL) AIR INDIA BUILDING, AIRLINES HOUSE, GROUND FLOOR, 113 - GURUDWARA RAKABGANJ ROAD, NEW DELHI-110001
6	Date and Time of Technical Bid Opening 18th Feb 2021 at 1600 hrs.
7	Address for Communication AIR INDIA ASSETS HOLDING LIMITED (AIAHL) (Kind atten – Sh. Gobind Ram Vats, Manager-Admin & Fin.) AIR INDIA BUILDING, AIRLINES HOUSE, GROUND FLOOR, 113 GURUDWARA RAKABGANJ ROAD, NEW DELHI-110001 Email : company.secretary@aiah.in

Bids will be opened in the presence of bidders' representatives who choose to attend. The bidders' representatives must carry a letter of authority on the firm's letter-head from the authorized signatory of the applicant/bidder, or any other valid document, authorizing them to attend the bid opening, failing which they will not be permitted to participate in bid opening process.

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1. **Background**

- i. Air India Assets Holding Limited (AIAHL) established under the Companies Act, 2013 having its registered office at Airlines House, 113 Gurudwara Rakabganj Road, New Delhi -110001 is a 100% Government of India PSU Company) incorporated in January 2018 as a Special Purpose Vehicle (SPV) formed by the Govt. of India for the purpose of disinvestment of Air India Limited.
- ii. AIAHL has its centralized Registered office, at Airlines House Building, 113 Gurudwara Rakabganj Road, New Delhi.
- iii. The company's Annual Accounts of the Financial year 2019-20 have been approved in the 18th Board meeting held on 21st Dec 2020. Being a Govt. owned company, we are required to Table before both the Houses of Parliament, the English and Hindi version of the Annual Report.

2. **Work-scope and Deliverables**

- i. AIAHL require the services of Hindi translator possessing the qualification, proficiencies and required experience in Hindi language assignments, for carrying out the translation of the English version of the Annual Report of AIAHL FY 2019-20.
- ii. The bidder is required to demonstrate experiences of having executed successfully translating English material to Hindi language and can evidence such capabilities and competency with supporting documents for having carried out the Hindi translation of the Annual Reports and/or other corporate documents of a company in India. The bidder is required to provide a detailed profile indicating qualification, areas of experience/expertise, list of major clients (with one contact details of on, names of companies whose annual report translated in Hindi). These details are indicated in the eligibility criteria at para 3 below.
- iii. Upon evaluation and selection of the offer, AIAHL shall provide to you a Purchase Order/issue Award letter with a copy of the Annual Report and the Annual Accounts documents (in PDF/MS-Word/MS-Excel) required to be translated.
- iv. Presently, the Audited Annual Accounts of FY 2019-20 containing the Annual Account with the Notes to the Accounts, the Accounting policies, the Statutory auditors Report and the Management Replies (65 pages) shall be shared with the selected bidder for translation to Hindi language. However, the two documents i.e. CAG Comments under Supplemental Audit with the Management replies (about 7 pages) and the Directors Report along-with its annexures (about 8 pages) shall be shared once finalised for Hindi translation as part of the Annual Report Hindi translation assignment.
- v. The bidder is required to translate the English version of the Annual accounts (Standalone accounts, there being no subsidiary or holding company of AIAHL) of about 100 pages of the company for FY 2019-20 consisting of the Annual Report i.e. Board Report and its Annexures; the Annual Account with the Notes to the Accounts, the Accounting policies, the Statutory auditors Report, CAG Supplemental audit comments and the Management replies.
- vi. The translated documentation to be provided by the selected bidder in Hindi language, using commonly acceptable, appropriate and correct terminology, correct figures, maintaining page-wise content and text integrity similar to the English language version, and provide a signed Certificate of Matching and authenticity of the Hindi

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- translation of the English version of the Annual Report to be provided to the company **within 30 days** of the provisioning of the English version Annual Report material from the company upon issuance of Purchase Order/ Award Letter.
- vii. The translated Hindi version is required to **be provided in 2 sets of Printed Originals** in Hindi on plain white paper (A4 size) **with a soft copy of Hindi translated version** emailed to company.secretary@aiahl.in duly **enabled to be read/viewed through MS- Word or such similar** software by the recipient.
 - viii. The printed Hindi translated copies shall be accompanied **with a signed Declaration** certifying that the Hindi version is matching and similar in all respects to the signed English Version of the Annual Report documents received from the company.
 - ix. The vendor shall be responsible for indemnifying the company for any mismatch and errors noted later and shall require the same to be corrected at his/her own costs.

3. **Mandatory Eligibility criteria for submission of bid**

3.1 (i) Official language (OL) expert should have been in the business of rendering services for Hindi translation works since last 5 financial years having functional office based in Delhi NCT.

(ii) Official language (OL) expert should have successfully carried out Hindi translation assignments for at least 2 CPSE/PSUs/listed companies/Govt. department, during the last 5 financial years.

(iii) The Lead OL translator under whose supervision the Translation work to Hindi language will be carried out, should have the prescribed OL Qualifications and 5years experience in Hindi language. The cut-off date for ascertaining experience in this regard will be 31st Dec 2020.

(iv) The applicant should not have been debarred/disqualified/black listed by any regulator/statutory body or Government entity or any International/National Agency/institution for corrupt or fraudulent practices or for any other reason.

(v) Bidder has to provide the required Undertaking towards confirming unconditional Compliances/Declaration/Certificates for Technical Evaluation pertaining to No Sub-Contracting, Non-Disclosure and Confidentiality, No Conflict of Interest, Independence, and No Disqualification declaration.

(vi) Bidder has confirmed through an Undertaking Unconditional compliance to all the terms and conditions of this tender and abide by these in the event of being awarded the contract.

3.2 Bidder is required to submit compliances to each of the aforesaid Eligibility criteria in the format provided at **Annexure-II** with the required supporting Documentary Evidence(s) in support of above including a Self-certified Undertaking, confirming compliances to the 6 eligibility requirements, duly dated, signed and stamped is required to be submitted.

3.3 Bid Proposal shall be evaluated based on the aforesaid required documentary evidence(s) and the required Undertaking.

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4. **Other General Terms and Conditions:**

- i. Time being the essence of the contract, it is expected that the Hindi translation is submitted within the stipulated time frame.
- ii. The Hindi translation work has to be conducted in coordination with the Registered Office of the Company at Air India Assets Holding Limited (AIAHL) at Airlines House, 113 Gurudwara Rakabganj Road, New Delhi -110001.
- iii. Due to ongoing COVID situation, as far as feasible the review for the translation work can be done through online exchange of documents for which due cooperation for documents provisioning shall be arranged by the company.

5. **Bid Prices, Invoicing and Payment Terms:**

- i. Bidder should submit their best quoted rate in Financial bid format at Annexure-III, such rates shall be valid for about 120 days upto the period of completion of assignment of Hindi translation and acceptance thereof by the Company.
- ii. The charges indicated should cover the manpower, material and other resources costs including costs of printing 2 sets of the Annual Report documents in Hindi version.
- iii. Applicable GST to be quoted separately with the GST registration number, if available.
- iv. Payment will be released, within thirty (30) days from the date of submission of bills upon invoicing from the selected bidder after satisfactory completion of the Hindi translation work and upon receipt and acceptance by AIAHL of the Hindi translated FY 2019-20 Annual Report documents, based on the agreed rates as per the awarded terms.
- v. No advance payment shall be made.
- vi. The Company reserves the right to accept/ reject any or all the offers without assigning any reason whatsoever.

6. **Dispute resolution:** In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of CMD-AI (Present chairman of the Board of AIAHL) will be final and binding on both the parties to the Contract.

7. **Bid Submission** requirements:

- a. Overwriting/ correction/ erasing and /or use of white ink should be avoided in the Offer. However, if any overwriting /correction/erasing is inevitable, the same should be authenticated with the signature & stamp of authorised person of applicant.
- b. Documentary evidence(s) in respect of all the information above by the applicant must be furnished along with the proposal.
- c. All the pages of proposal document shall have to be signed by the applicant stamp and documents submitted along with the offer shall have to be authenticated by the Applicant.
- d. The proposal should be submitted strictly as per the terms & conditions laid down in the document.
- e. The Sealed Two Bid offers in the Prescribed Format of the Technical Bid (**Annexure-I Bidder's Profile and Annexure-II- Eligibility criteria compliances under self-**

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declaration) and the Financial Bid format at **Annexure-III**, are required to be **submitted in printed physical mode in two separately sealed envelopes** in a Master Sealed envelope containing the two separately Sealed Technical Bid in one Sealed envelope and the Financial Bid in a separate Sealed envelope. Such Master sealed envelope containing the Sealed bid offer to be submitted to AIAHL at the below mentioned address:

AIR INDIA ASSETS HOLDING LIMITED (AIAHL)

(Atten:-Sh.G.R. Vats, Manager-Admin & Fin.)

Regd. Office: Airlines House, 113 Gurudwara Rakabganj Road
New Delhi-110001

Ph. No: +91-11-23422093

Email: company.secretary@aiahl.in

- f. The Sealed offer containing Bid documents should be submitted in the AIAHL office (either by post/courier or in person) as above up to **1500 hrs on or before Thursday 18th Feb 2021**. Proposals received after this time of the last date shall not be considered for technical bid evaluation.
- g. The Bid envelope must be sealed and super-scribed with
“Offer for Appointment of Official language translator for carrying out Hindi translation of the Annual Report and Annual Accounts of AIAHL for FY 2019-20”
- h. The Name & Address of the Applicant must also be mentioned clearly on the Master Bid envelope and the two Sealed envelopes containing the technical and financial bids.
- i. Offers submitted in any other form and after above-mentioned date shall not be considered.
- j. Online or email or fax submissions of the proposals shall be summarily rejected**
- k. The Company reserve the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

6. Opening of Bids

6.1 Opening of Technical bid: Technical Bids will be opened on **Thursday 18th Feb 2021 at 1600 hrs. at the Registered Office of the Company** in the presence of the authorised representatives of the bidders who have chosen to attend the bid opening.

6.2 The Sealed financial bids shall be identified, separated and all the financial bids shall be placed and kept safely with AIAHL in a Sealed envelope to be opened for financial bid evaluation after completion and approval of the technical bid evaluation process.

6.3 Opening of Financial Bid: - After evaluation of the technical bids, Financial Bids will be informed on email for date of opening of financial bid when in the presence of authorised representatives of the bidder applicants, who desire to be present for such financial bid opening, the sealed financial bids shall be opened and evaluated.

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7. Evaluation Criteria:

i. **Technical Evaluation –**

The Technical Evaluation shall be carried first by AIAHL based on the compliances confirmed on the Mandatory Eligibility criteria, the required documentary evidences provided and accepted the other tender requirements.

AIAHL reserves the right at its sole discretion to seek more information, documents, clarifications etc. from the bidder, as it may consider necessary for the purpose of technical evaluation of the bids.

ii. **Financial Bid Evaluation**

Upon the successful determination after the Technical Evaluation process carried by AIAHL team, the technically evaluated successful firms' financial bids shall be opened in the presence of successful bidders authorised representatives at the AIAHL office as noted above.

The Financial Bids shall be evaluated based on the rates quoted in the Financial bid format at Annexure-III as per the criteria indicated therein.

Based on the lowest Evaluated Amount (L1) as per the L1 rates quoted based on the Evaluation criteria as noted above and after discussions with AIAHL as may be considered required, the successful evaluated bidder shall be awarded contract and based on the actual work performed and invoicing & payment shall be as per the actual no of word count and the page nos. of the Hindi translation work done.

8. **Award/Appointment letter to Successfully Evaluated Bidder**

The Bidder whose quotation (as per the Financial Bid format as submitted in **Annexure –III**) will be the lowest, will be determined as the L-1 bidder for the award/appointment letter. Within 3 working days or within such extended period as may be specified by AIAHL, a letter and such other terms and conditions as may be determined by AIAHL to be necessary for the due performance of the work by the applicant for Hindi translation works in accordance with the tender, the bid response and the acceptance thereof including required changes in the work-scope, as required by AIAHL, would be incorporated and Appointment award letter issued for the assignment.

9. **Implementation of Assignment and provisioning of Hindi translated Annual Reports**

The selected bidder will be required to submit acceptance of appointment and award of contract within the period of 2 business days from the date of communication of award/appointment letter. Delay on part of the selected bidder in taking up the assignment and delivery of the Hindi translated version of the Annual Reports will attract a penalty towards liquidated damages @0.5%/week of the contracted value and AIAHL would also be entitled to terminate the contract.

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The assignments implementation for Hindi translation of the Annual Reports would be monitored by the company in view of the timeline for tabling the Annual Reports of the Company on the tables of both the Houses of Parliament.

To be submitted in Sealed Technical Bid Envelope

Annexure-I

TENDER No. AIAHL/ Hindi Translation / Annual Report19-20/2021

TECHNICAL BID EVALUATION-BIDDERS PROFILE

To,

Air India Assets Holding Limited (AIAHL)

Airlines House

113 Gurudwara Rakabganj Road,

New Delhi-110001

Sl. No	Particulars	Description (Fill the required information in the format)
1	Registration details :- Name of the Bidding Applicant	
2	Details of Qualification Registration (if any)	
3	Locational details - Complete Postal Address and date since when functioning	
4.	Contact Details – Contact Person (s), Telephone/Mobile Numbers and E-Mail Address	
5.	a. Bank Details including Account Name, Account Number, Bank & Branch Details, IFSC Code b. PAN No. c. GST Tax Registration No. (if available)	
6.	i. Skilled Qualified Resources : The Lead OL translator under whose supervision the Translation work to Hindi language will be carried out, should have minimum Post OL Qualification Experience of 5 years. The cut-off date for ascertaining experience in	

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	this regard will be 31st Dec 2020.		
7	Experience Details i. Provide details in support of the business of rendering services for Hindi translation works since last 5 years having functional office based in Delhi NCT Provide details of successful Hindi translation works for at least 2 CPSE/PSUs/listed companies and/or a Govt. department, during the last 5 financial years (<i>Attach Self certified details for which Hindi translation assignments done</i>)	Name of Company for which Hindi translation assignments conducted	Nature of assignment completed with Month & Year of Completion
8	Please confirm that the applicant has not been debarred or disqualified or black listed by any regulator/statutory body or Government entity or any International/National Agency/institution for corrupt or fraudulent practices or for any other reason		
Name & Designation of the Authorised Signatory Place & Date:			

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ANNEXURE-II

TENDER No. AIAHL/ Hindi Translation / Annual Report19-20/2021

To be submitted in Sealed Technical Bid Envelope

Mandatory Eligibility Criteria

Technical Bid Evaluation

- Bids of the applicants / Bidders who fulfil the following pre-qualification requirements, and submit documentary proof thereof along with the Technical Bid, will only be eligible for evaluation of the technical bids.
- Bidders are required to indicate the compliance status for each of the PQ criteria by stating Yes or No.
- The documentary evidences as required be attached with this Annexure in sequence of the criteria.
- No to any one of the criteria could result in disqualification of the bid as these are mandatory PQs.

S. No	Eligibility Criteria-MANDATORY REQUIREMENTS	PQ Criteria	Documentary evidence to be attached with the Technical Bid	Compliance Status (Yes/No)
1.	Official language (OL) expert should have been in the business of rendering services for Hindi translation works since last 5 years having functional office based in Delhi NCT	5 yrs	Attach a self-certified list of Hindi works done in last 5 years. Attach documentary evidence (Rental agreement, Utilities bills, etc) for functioning office at Delhi NCT	
2.	Official language (OL) expert should have successfully carried out Hindi translation assignments for at least 2 CPSE/PSUs/listed companies/Govt. department, during the last 5 financial years	2 CPSE/PSU/listed companies/5 Yrs.	Attach list indicating Client entity name, and the year and attach a Self-certified Declaration	

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3.	The Lead OL translator under whose supervision the Translation work to Hindi language will be carried out, should have the prescribed OL Qualifications and experience of Hindi language 5 years. The cut-off date for ascertaining experience in this regard will be 31 st Dec 2020.	5 Yrs	Self- Certified details and Undertaking duly signed by the Lead translator as per details required	
4.	The applicant should not have been debarred/disqualified/black listed by any regulator/statutory body or Government entity or any International/National Agency/institution for corrupt or fraudulent practices or for any other reason	No debaring	Self- Certified details and Undertaking duly signed by the bidder as per details required	
5.	Bidder to provide the required Undertaking towards confirming unconditional Compliances/Declaration/Certificates for Technical Evaluation pertaining to No Sub-Contracting, Non-Disclosure and Confidentiality, No Conflict of Interest, Independence, and No Disqualification declaration		Self- Certified details and Undertaking duly signed by the bidder as per details required	
6.	Bidder has confirmed through an Undertaking Unconditional compliance to all the terms and conditions of this tender and abide by these in the event of being awarded the contract		Self-certified Undertaking in this respect be given under signature on the firms letterhead	

Name & Designation of the Applicant

Place & Date:

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Annexure-III

TENDER No. AIAHL/ Hindi Translation / Annual Report19-20/2021
Financial Bid Format –(To be submitted in Sealed Financial Bid Envelope)

Hindi Translation work for AIAHL Annual Reports with the Annual Accounts documents for the financial year 2019-20

<u>S.No.</u>	<u>Description</u>	<u>Rate per Page</u> <u>(See Note 4 below)</u> <u>(Rs.)</u>	<u>Amount (Rs.)</u> <u>(See Note 5 below)</u>
1.	2.	3.	4.
1.	<p>Professional Fee (in figures and words) for translation in Hindi in terms of the Article 2 of Work-scope and Deliverables as per the tender as per the desired timelines</p> <p>Above fee should be inclusive of all costs for the software used, manpower resources, printing costs of 2 printed sets of the Annual Reports in Hindi translated versions, out of pocket expenses including visiting and other expenses if any since same will not be separately borne by Air India Assets Holding Limited (AIAHL) Assets Holding Limited</p>		

Signature:

Date ----

Authorized Signatory's Name:.....

Notes:

1. GST to be quoted and shall be paid as per the applicable rates
2. Indicate prices both in figures and words. In case there is any discrepancy between figures and words, the price in words shall prevail.
3. There should not be any cutting / overwriting. In case of cutting/overwriting, the bidder has to initial the same, otherwise such bid shall be rejected.
4. **For the rate quotation purposes, each page can be estimated to contain about 350 Words.**
5. The total estimated pages are about 100 for financial bid purposes. For quoting the total Amount, the Rate per Page quoted in Col. 3 above to be multiplied with estimated no. considered at 100 to quote the Amount in Col. 4 above considered for Financial Bid Evaluation.
6. **There is no minimum guarantee for No. of pages nor for the Words in each page.**
7. **Based on the lowest Evaluated Amount (L1) as per the L1 rates quoted based on the Evaluation criteria as noted above and after discussions with AIAHL as may be considered required, the successful evaluated bidder shall be awarded contract and based on the actual work performed invoicing & payment shall be as per the actual no of word count and the page nos. of the Hindi translation work done.**