



**EMBASSY OF INDIA  
BEIJING**

**INVITES QUOTATIONS  
FROM QUALIFIED TRANSLATION/IT COMPANIES FOR ENGLISH TO  
CHINESE TRANSLATION AND ADDING CHINESE SUBTITLES TO SHORT  
VIDEOS**

**TENDER NO. PEK/09/03/2017**

**LAST DATE FOR SUBMISSION OF BIDS**

**24 March 2017 UP TO 0900 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**24 March 2017 AT 1130HRS (BEIJING TIME)**

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**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG  
DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

## INVITATION FOR BIDS TENDER NOTICE

The Embassy of India, Beijing invites quotations from qualified Translation/IT companies for translation of short videos from English to Chinese and adding Chinese subtitles to the short videos. Details are given below:

**1. Eligibility criteria for bidders:**

- The company/bidder should be in operation for more than 3 (three) years.
- The company/bidder should have sufficient number of translation staff and technical staff for the proper execution of the contract.

**2. Scope of Work:**

S.No.	Description of Work	Time line
1.	<p><b>Translation of English audio content of 200 minutes duration into Chinese language</b></p> <p>a. Translation of English audio content, captions and credits of the videos into Chinese</p> <p>b. Transcript of Chinese translation to be shared with the Embassy for final approval including two rounds of editing within the scope of work.</p>	The first round of translation to be shared within 4 weeks of award of tender.
2.	<p><b>Insertion of Chinese subtitles to the videos of 200 minutes duration</b></p> <p>a. Insertion of the approved Chinese translation as Chinese subtitles to the videos</p> <p>b. The Chinese subtitles should be accurate and free of spelling errors or wrong characters.</p>	Chinese subtitles should be added within one week of approval of the subtitles by the Embassy.

**3. Bid system:** The bidder company shall submit its offer in a sealed envelope, superscripted as “**Tender Quotation for Translation & Subtitles for Short Videos**”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number and Mobile Number of the bidder.

i) The sealed bid shall be submitted to **Second Secretary (Press), Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600.**

ii) Contact person Ms. Mansi Loiwal, Third Secretary, Phone No. 85312540, Email: tsml@indianembassy.org.cn

iii) The bid may be submitted by Hand in person or by courier. The bids by Fax/E-mail shall not be accepted;

iv) Bid received after closing date and time as prescribed in the tender notice shall NOT be accepted under any circumstances;

v) The bid has to be submitted as per the format specified at ‘Annexure I and Annexure II’.

**4. Payment Schedule:** The bidding agency/company should submit the payment schedule for the project along with its documents and its bid proforma.

**Annexure- I**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID**

1.	Name of the Bidder Agency/Company	
2.	Address of the Bidder Agency/Company	
3.	Registration and incorporation particulars of the Bidding Agency/Company	
4.	Contact Details of the Bidding Agency/Company	
5.	Experience in English to Chinese translation and subtitling of videos (No. of years)	
6.	Period of Bid validity	
7.	Any other information	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**

**Annexure- II**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID**

<b>S.No</b>	<b>Description</b>	<b>Amount incl. VAT (RMB)</b>
1.	Task 1: English to Chinese Translation of short videos with total duration of 200 minutes	
2.	Task 2: Addition of Chinese subtitles to the short videos with total duration of 200 minutes	
	TOTAL (1+2)=	

**Payment Schedule**

<b><u>Time period</u></b>	<b><u>Amount in RMB</u></b>

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated \_\_\_\_\_

Name and address of the Agency/Company \_\_\_\_\_

**Seal of the firm**