



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY(MPEDA)**

(Ministry of Commerce & Industry, Government of India)

**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

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**E-TENDER**

**FOR**

**SIMULTANEOUS INTERPRETER SERVICES FOR TECHNICAL  
SESSIONS OF AQUA AQUARIA INDIA 2019**

## TENDER NOTICE

### TENDER FOR SIMULTANEOUS INTERPRETER SERVICES FOR TECHNICAL SESSIONS OF AQUA AQUARIA INDIA 2019

Bids are invited from reputed firms for **the Simultaneous Interpreter Services for Technical Sessions of Aqua Aquaria India 2019** organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at **HITEX Exhibition Center, Hyderabad from 30<sup>th</sup> August to 1<sup>st</sup> September 2019**, details of which are available in the web site [www.mpeda.gov.in](http://www.mpeda.gov.in), [www.aquaaquaria.com](http://www.aquaaquaria.com).

The bid must be submitted / uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 12 Noon on 06<sup>th</sup> August 2019 for **the Simultaneous Interpreter Services for Technical Sessions of Aqua Aquaria India 2019**.

Joint Director,  
MPEDA Regional Division,  
Vijayawada

**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
(Ministry of Commerce & Industry, Government of India)  
**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

**BID DATA SHEET**

Sl. No.	Reference	Description
1.	Name of organisation	MPEDA
2.	Name of the work	<b>Simultaneous Interpreter Services for Technical Sessions of Aqua Aquaria India 2019</b> organised by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at <b>HITEX Exhibition Center, Hyderabad from 30<sup>th</sup> August – 1<sup>st</sup> September 2019</b>
3.	Reference No.	Ref: 11/3/AAI-TEND/AQUA/VJA/2019
4.	Bid Security (Earnest Money Deposit)	Rs 25,000 (Rs. Twenty five thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of " <b>Aqua Aquaria India</b> ", payable at Ernakulam
5.	Last Date and Time for Online Submission of Bid	06.08.2019 at 12 Noon
6.	Time and Date of Opening of Bid	10.08.2019 at 10.00 AM
7.	Place of Opening Bid	Camp office of the Joint Director MPEDA First Floor, Trade Fair Office Building HITEX Exhibition Centre Izzat Nagar, Hyderabad-500 084.
8.	Opening of Technical Bid	10.08.2019 at 10.00 AM
9.	Opening of Financial Bid	10.08.2019 at 3.00 PM
10.	Amount of EMD	Rs. 25,000
11.	Form of EMD	Demand Draft from any of the nationalized banks, in favour of " <b>Aqua Aquaria India</b> ", payable at Ernakulam
12.	Bid Validity	45 Days
13.	Declaration of Technically Qualified Bidders	To be notified online in CPP Portal <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
14.	Contact Person	Name: Mr. P. Anil Kumar Designation: Joint Director (Aqua) 2 <sup>nd</sup> Floor, 33-25-35, Bellapu Sobhanadri Street, Surya Rao Pet, Vijayawada – 520 002 Ph: 0866-2433050 Mbl: 95948 42142
15.	Bid Submission (online)	17/07/2019 onwards

16.	Method of Selection	Quality and Cost Based Selection (QCBS)
17.	Weightage Criteria for QCBS	Technical Score : 70 %, Financial Score : 30 %
18.	Type of Financial Bidding	As per the scope of the work
19.	Language of Bid	English
20.	Currency of the Bid	Indian Rupees (INR)

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**TENDER DOCUMENT**  
**THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY**  
**HEAD OFFICE, KOCHI -36**

**TENDER DOCUMENT FOR SIMULTANEOUS INTERPRETER SERVICES FOR  
TECHNICAL SESSIONS OF AQUA AQUARIA INDIA 2019**

**A. INTRODUCTION**

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as "Authority") is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

**B. JOB DESCRIPTION**

Tenders in prescribed format are invited from reputed firms for **Simultaneous Interpreter Services for Technical sessions of Aqua Aquaria India 2019** (hereinafter referred as 'Event'), an International event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at HITEX Exhibition Center, Hyderabad from 30<sup>th</sup> August - 1<sup>st</sup> September 2019. The event will have four technical sessions over a period of three days. The detailed schedule of work is given at point 17 under section D and Annexure-2 of this document.

The last date for submission of tenders is 06.08.2019 at 12.00 hrs. The bids shall be opened on 10.08.2019 at 10.00 hrs in the presence of the bidder's representative who choose to be present at the Camp office of Joint Director MPEDA, First Floor, Trade Fair Office Building HITEX Exhibition Centre, at Hyderabad during the evaluation process. The Technical bid (Annexure-1) and Financial bid (Annexure-2) should be uploaded through the e-procurement <https://eprocure.gov.in> as per the prescribed format. The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and selected in technical bid.

Those who are meeting the eligibility criteria and are interested to offer the translation services subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

**C. ESSENTIAL ELIGIBILITY CRITERIA**

- i. The bidder shall be reputed firm (herein after referred as "Vendor" having minimum financial turnover of **Rs. 10 lakhs** and above in a single year, during the last three years commencing from 2016-17.
- ii. The vendor should have minimum 5 years experience in translation services.

- iii. The vendor should have received at least 3 work orders per year in similar programmes.
- iv. The vendor should have audited balance sheet for last 3 years.
- v. Vendor should have GST registration.
- vi. Experience with proof for simultaneous interpretation services in technical conferences, seminars etc to Union/State government / PSUs/Private Enterprises etc.
- vii. **Desirable** - Awards / certificates of excellence received, if any.

#### **D. TERMS AND CONDITIONS**

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 25,000 (Rupees Twenty five thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of Aqua Aquaria India 2019 payable at Ernakulam. The DD should reach the below mentioned address on or before the closing date & time for online tender submission superscribed as **“EMD for Simultaneous Interpreter Services for Technical sessions of Aqua Aquaria India 2019”**.

Office of the Joint Director (Aqua) MPEDA  
2<sup>nd</sup> Floor,33-25-35,  
Bellapu Sobhanadri Street,  
Surya Rao Pet, Vijayawada – 520 002.

2. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
3. The vendor shall deliver their services, in accordance with the contract to the complete satisfaction of the Authority.
4. Vendors are advised to understand the magnitude of the job involved before submitting the bids.
5. In case of default on the part of the agency in carrying out any order, Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Authority and will be deducted by the Authority from any money due or it may become due to the vendor.
6. The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
7. Canvassing in any form by the vendor directly or by any other agency / person on their behalf may lead to disqualification of their bid.
8. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.
9. All cases / proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
10. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by giving

- 5 days notice to the vendor. Even otherwise the Authority will have the right to terminate the engagement of vendor by giving 10 days notice.
11. The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to EOI.
  12. The Authority reserves the right to accept or reject the EOI response without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.
  13. The Authority is under no obligation to accept the lowest or any EOI received in response to this EOI notice.
  14. The response should be signed on all the pages by the Authorised signatory along with seal of the vendor.
  15. Resolution of the Company (if the vendor is a Company) authorizing the person signing the EOI, to sign the EOI on behalf of the Company is to be provided.
  16. In the event of the vendor committing a breach of the contract, the Authority is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority.

**17. Details of technical sessions for which simultaneous interpretation work**

- Technical Session 1 – 30<sup>th</sup> August 2019 at 2.00 pm to 5.00 pm
- Technical Session 2 – 31<sup>st</sup> August 2019 at 10.00 am to 1.00 pm
- Technical Session 3 – 31<sup>st</sup> August 2019 at 2.00 pm to 5.00 pm
- Technical Session 4 – 1<sup>st</sup> September 2019 at 10.00 am to 1.00 pm

**18. Tech. specifications of Interpretation**

<b>AAI Technical Sessions – THREE</b>	
No. of participants attending each technical session	500
Medium of Technical Presentation	English
Languages to be interpreted	Hindi, Telugu, Tamil, Odiya, Bengali, Marathi & Kannada

19. The venue of the programme is HITEX Exhibition Center, Hyderabad, Telangana
20. Maximum advance payment is limited to 30%. Remaining 70% would be settled, after one month of submission of bills and other required documents.
21. EMD amount of successful bidder will be retained as security deposit and will be adjusted during the final settlement.



## E. HOW TO APPLY

The bidders must upload their bids in two bid system through the **e-procurement system of Government of India on Central Public Procurement Portal (eprocure.gov.in)**.

**Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

### SUBMISSION/ UPLOADING OF BID

The bidders are required to submit soft copies of their bids electronically on the CPP portal **https://eprocure.gov.in** in Two Bid System not later than the time and date indicated in the Bid Data Sheet, or any extension to this date in accordance with the corrigendum, if issued. Any bid received by the Authority other than through CPP portal or any incomplete Bid document received within the stipulated deadline as per Bid Data Sheet in CPP Portal shall be rejected.

**Bid shall be prepared as per the prescribed formats provided** as attachments. All the files mentioned should be in PDF format except for the BOQ which should be in.xls format.

The details of Form/s to be uploaded online using CPP Portal under Two Bid System are described as below:

-1: Technical Bid

- i. Scanned copies of EMD shall be uploaded on CPP portal.
- ii. Technical Bid including all the desired documents, forms and formats should be scanned and uploaded.

-2: Financial Bid

- i. Lump-sum cost as per forms and formats prescribed in this document.

### BRIEF DESCRIPTION OF THE SELECTION PROCESS

**(a)The Technical Bid and (b) the Financial Bid.** Bids are required to be uploaded as follows: -

1: Technical Bid: -2: Financial Bid.

In the first stage, "-1: "Technical Bid will be opened and evaluated by the committee as per the evaluation criteria,

In the second stage, "-2: Financial Bid will be opened at a time and date to be informed later **only of those bidders** who are found to be technically qualified as per the mentioned technical qualification criteria.

Application of agencies/ bidder that fulfill the above criteria only would be considered by the Authority. Mere accepting the application by the Authority would not guarantee the award of contract.

### F.SELECTION METHOD & CRITERIA

The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, MPEDA shall determine whether each bid is

- a) Complete
- b) Is accompanied by the required information and documents towards Eligibility Criteria and

c) Is substantially responsive to the requirements set forth in the tender document.

The evaluation shall be based on the technical and financial parameters. The weightage for the technical parameters shall be 70% and the financial parameters shall be 30%.

a) Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

$St = T \times 0.70$  where T is the Technical score awarded to the bidder as per Technical Evaluation Criteria

b) Financial Weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

The Commercial scores of all the other proposals will be determined by  $Sf = 30 \times Fm/F$   
(Fm = Lowest evaluated tender cost, F = value of Commercial proposal under consideration).

c) Final Selection: Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as  $S = St + Sf$ .

The technical evaluation criteria are broadly defined as under. Bidder has to provide documentary proof against each criteria as a part of technical proposal.

#### G. SCORING PATTERN

Sl. No.	Criteria	Score
1	Turnover	20
2	Completeness of tender	10
3	Work with Govt / MPEDA	20
4	Work orders with national & International technical conferences (5 mark for each order & maximum marks 30)	30
5	Minimum 5 years experience	20
	<b>Total</b>	<b>100</b>

#### H. Schedule of Tendering Process

The Schedule for the process for selection of Agency is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	17/07/2019
2	Last Date for Online Submission of Bid	06/08/2019
3	Date for Opening of Technical Bid (-1)	10/08/2019
4	Date for Opening of Financial Bid (-2)	10/08/2019

**Annexure - 1****Technical Bid****Last date for receipt of application is upto 12 hrs on 06.08.2019****From**

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 .....  
 .....

**To**

Office of the Joint Director MPEDA  
 2<sup>nd</sup> Floor,33-25-35,  
 Bellapu Sobhanadri Street,  
 Surya Rao Pet, Vijayawada – 520 002

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Vendor</b>
1.	Name of the Firm / Agency	
2.	Registered office/ business address of the agency with Telephone, Cell, Website, E-mail and Fax number	
3.	Name of Contact Person(s)	
4.	Address with Telephone, Fax numbers, E-mail and Name(s) of the Contact person (s)	
5.	Year of Incorporation & Constitution	
6.	Income Tax - PAN No. (Attach copy of PAN)	
7.	GST No. (Attach copy of GST registration)	
8.	TIN No. (Attach copy)	
9.	Turnover during last three years (copy of audited Balance sheet to be enclosed)	
	Year	Turnover in Rupees lakhs (in words and figures)

	2016-17	
	2017-18	
	2018-19	
10.	Whether registered with Registrar of Companies? If yes, Date of Registration (Attach copy of Registration)	
11.	Customer Profile (Attach copy of work orders/proof & Work completion certificate)	
12.	Infrastructure details 1) Details of network/branches of agency in Telangana and other states in India. 2) Whether the agency have adequate professionally trained manpower. 3) Whether the agency is providing services to Union Govt. / Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years	
13.	Details of Previous experience as per format below.(Copies of experience certificates, work orders, Work completion certificate and proof of Work order value to be attached)	
14.	Whether the agency is an income tax assessee with valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2016, 2017 and 2018. <b>(Attach copy of Income Tax returns for all the above mentioned years)</b>	
15.	Any other relevant information	
16.	<b>Verification</b> - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in	

	case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Organisers.				
17.	Format for giving details of key personnel of the agency				
Sl. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

**Date:**

**Name & Signature of authorized signatory  
Name & Seal of Agency**

**Annexure - 2****Financial Bid****Last date for receipt of application is upto 12 hrs on 06.08.2019****From**

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 .....  
 .....

**To**

Office of the Joint Director MPEDA  
 2<sup>nd</sup> Floor,33-25-35,  
 Bellapu Sobhanadri Street,  
 Surya Rao Pet, Vijayawada – 520 002

I/We have read and examined the documents relating to the Simultaneous Translation of Technical Sessions scheduled to be held in connection with the Aqua Aquaria India 2019, at HITEX Exhibition Center, Hyderabad during 30<sup>th</sup> August - 1<sup>st</sup> September 2019, being organized by the Marine Products Export Development Authority (MPEDA).

	<b>Particulars</b>	<b>Numbers</b>	<b>Rate per unit</b>	<b>Total(+ tax)</b>
1.	Equipment Rental (Head sets, Interpretation systems, mikes, wireless receivers etc) for three days.	500		
2.	Interpreters in Hindi	2		
3.	Interpreters in Telugu	2		
4.	Interpreters in Tamil	2		
5.	Interpreters in Odiya	2		
6.	Interpreters in Bengali	2		
7.	Interpreters in Marathi	2		
8.	Interpreters in Kannada	2		
9.	Transportation charges			
10.	Any other charges(Please specify)			
<b>TOTAL</b>				

1. Price has to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The vendor agree that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL: Rs. \_\_\_\_\_ (In words) \_\_\_\_\_

6. Taxes if any. \_\_\_\_\_

GRAND TOTAL: Rs. \_\_\_\_\_ (In words) \_\_\_\_\_

If the tender is accepted, I/We agree to keep the tender valid till the completion of the event. I/We shall not withdraw the tender during the validity period and the Organizers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF  
THE VENDOR: .....

NAME AND.....

ADDRESS.... ..

STATUS OF THE  
SIGNATORY.....

Place:

Date:

(SEAL)