

02-Jun-17

Tender Ref. No.: NLUD/CDP/T02/06/17

Date of issue of Tender: 02-Jun-17

Last date of receipt of Tender: Up to June 15, 2017 Time 15:00 hrs.

**Sub: Expression of Interest (EOI) for transcription work in National Law University,  
Delhi**

The National Law University, Delhi Center on the Death Penalty (University) invites Expression of Interest (EOI) for transcription of audio recordings of interviews on the terms and conditions mentioned below. In case you are interested to do the job, you are requested to submit EOI to the undersigned in a sealed cover. The sealed quotations clearly superscript “EOI for transcription of audio recordings of interviews – Centre on the Death Penalty” should reach by due date and time.

**Scope of work:** The audio recordings would be of interviews of prisoners sentenced to death in India and their family members conducted by the Centre. The content of the interviews would map the presence of mental illness among prisoners on death row and the impact of imprisonment on their as well as their family's mental health. The primary languages spoken would be Bengali, Hindi, Kannada, Malayalam, Marathi and Telugu although there may include local dialects / accents. Certain English words might also be used occasionally.

**Eligibility & Documents/ Certificates**

- a) A minimum of 5 computer systems having at least i5 processors.
- b) Manpower to undertake at least 3 (three) transcription assignments simultaneously.
- c) Proven capacity to undertake transcription work from the original languages to target languages. (As per test conducted in clause 5 of the Terms and Conditions).
- d) List of organizations with whom already empanelled for transcription with all relevant contact details like phone number (including mobile number), email address and postal address.

- e) Proof of experience for transcription for at least one Dept./ Ministry of the Govt. of India/ Govt. of Delhi/ Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (a copy each of at least two order received during 2 years has to be attached).
- f) Audited financial statements for last 2 years.
- g) Certificate of registration and incorporation if a firm or company.
- h) Declaration regarding blacklisting or otherwise.
- i) Copy of PAN Card.
- j) Copy of CST/ VAT/ TIN Registration Certificates.

### **Terms and Conditions:**

1. Details by the service provider regarding experience (and registration of a firm/company) and the work facilities are to be provided as per the enclosed pro forma (**Annexure A&B**) only. Kindly use plain paper for details if the given pro forma is insufficient. The offer must be enclosed as per the pro forma only. **Annexure B** must be printed on the letterhead of the bidder.
2. The panel of transcription service providers will be prepared as per the criteria laid down by the University, sample test carried out.
3. The University also reserves the right of accepting the whole or any part of the EOI. The decisions made by the University in these matters shall be final and binding on the service providers.
4. The EOI should be sent to this office in a sealed cover superscripted "The Registrar, National Law University-Delhi, Sector -14 Dwarka, New Delhi-110078" with the words "Attn: Director, Centre on the Death Penalty" The EOI should be addressed to the undersigned so as to **reach before 15.00 hrs on 15<sup>th</sup> June, 2017.**
5. For testing, the transcription capabilities of the tendering, transcription service providers, who are shortlisted after opening and evaluation of the EOI, a transcription test would be carried out. This would be one of the criteria for empanelling the transcription service provider. The date for the transcription test would be intimated to the service providers who meet the eligibility criteria once the EOI are opened and evaluated. The test may be conducted at the National Law University, Delhi campus in Dwarka, New Delhi. The transcriptionist for the language for which the empanelment is sought (Annexure-C) whose names are included in the EOI and who will actually execute the jobs, if selected, would be the ones who would have to attend

in person. Kindly note, that the University will not provide any conveyance or accommodation allowance and any kind of payment for said sample test. The sample test audio files may be sent by email also.

6. The University will provide set of audio files to be transcribed. The selected service provider(s) would be required to transcribe and send them to the University over email/ designated file sharing software after proof-reading and spell checking. The entire work including spell checking and proof-reading must be done by the service provider with utmost care and failure to provide good quality and accurate transcription services may result in the rejection of the job & black list of firm/company and no amount shall be paid for the same. The University will not provide for printing, collection or any other charges for the output transcribed. The documents and contents thereof sent for transcription shall be kept secure and the contents thereof shall be kept confidential and shall not be shared by the service provider with any person working with it who is not integral to the transcription services to be undertaken.
7. The time schedule for transcription shall be drawn up after mutual agreement and it shall be strictly adhered to by the empanelled service provider. The transcription of documents at times may be required to provide at very short notice (within a day or hours) depending on the size/volume/urgency of the matter.
8. In the event of the service provider being unable to complete the job or leaving it unfinished or unsatisfactorily concluded for whatever reason, no payment whatsoever will be made to the service provider for that job irrespective of its nature and quantum. The University may also impose a penalty which would include reduction in the amount payable per word or can remove the service provider from the panel.
9. Failure on part of the service provider to observe the prescribed procedure and any attempt to canvass for the work are liable to lead to disqualification from the panel.
10. The agreement may be terminated at any stage of the work at the discretion of the University without assigning any reason and payment will be made for the work considered satisfactory. The decision of the University in all these matters shall be final and binding.
11. The University also reserves the right to withdraw any part or the whole of it at any stage, even after acceptance of the EOI /finalization of agreement and assignment of the job/jobs without assigning any reason therefore. The decision of the University in all these matters shall be final and binding.

12. Submission of EOI would imply that the service providers have agreed to abide by the Terms and Conditions set out herein.
13. The University may select a Transcriber from the successful tenderers and the contract will be awarded initially for a period of 6 (Six) months, which may or may not be extended further.
14. Any clarifications relating to the terms and conditions of the present EOI shall be addressed to “The Registrar, National Law University-Delhi, Sector -14 Dwarka, New Delhi-110078” with the words “Attn: Director, Centre on the Death Penalty” superscripted. Requests for clarifications will be entertained till one week before the date of submission of EOI.
15. Only pre-qualified service providers, who in the opinion of National Law University, Delhi, fulfill the Criteria upon verification of EOI contents and quality service at units severed by them, will be issued tender document for submission of **FINANCIAL BID**.
16. Terms and conditions in addition to or in place of the existing terms and conditions may be imposed by the University from time to time.

## Technical EOI

1.	Name of tenderer	
2.	Complete office address of the Tenderer	
3.	Contact details of authorized person of Tenderer who has signed the tender (a) Name: (b) Designation: (c) Phone (Office) (d) Mobile No. (e) E-mail address:	
4.	If a firm, then date of establishment of the firm	
5.	Is your firm registered under any act? If so please specify:	
6.	Whether insured against fire, theft, and burglary if so, please state the amount for which insured, the name of the insurance company	
7.	Total number of employees working in firm/ organization with designation : i)Transcribers (for each language) ii) Proof readers (for each language) iii) Any other staff it is mandatory to provide qualification certificates for the Transcribers and Proof readers for each language	
8.	Give details of computers hardware and software equipment's available i)Computer Systems ii) Special Software transcription	
9.	Documents to be enclosed with EOI are as under : (a) Duly signed & stamped all pages of EOI documents as a mark of your acceptance. (b) Copies of PAN/VAT/TIN	

	(c) Undertaking on letter head as per annexure "C" (d) Relevant documents in support of experience (e) Audited financial statements	
--	-------------------------------------------------------------------------------------------------------------------------------------------	--

I/ we certify that the information furnished above is true and correct. The terms and Conditions are acceptable to us.

Signature of the Tenderer  
&  
with rubber stamp (if a firm)

Date : .....

Place: .....

**Undertaking**

(On Company/Personal letter-head)

To,

The Registrar,  
National Law University, Delhi  
Sector-14 Dwarka,  
New Delhi-110078

1. The undersigned certifies that I/we have gone through the terms and conditions mentioned above and undertake to comply with them. The rates, quoted by me are valid.
2. That the Transcription shall be of the best quality and confirm as per the requirements of the institution specified in the technical specification of the bid documents. The decision of the University as regard the quality of transcription and/or shall be final and binding on me.
3. The conditions herein contained shall form part of and shall be taken as it they are included in the agreement to be entered into is treated as agreement itself with the University.
4. The University, if deemed necessary, would expect our / us to change any Transcription on its being found to be of inferior quality and it shall be replaced by us in time to prevent inconvenience.
5. I/We also undertake that I/we have not been black listed by any Govt. Organisation/PSU/ Autonomous bodies/local authority for any reason.

Signature of the Tenderer  
&  
with rubber stamp (if a firm)

Date:

Place:

**List of Languages**

<b>Sr. No.</b>	<b>Original Language of Audio file</b>	<b>Transcribed Language</b>
1	Hindi	Hindi
2	Marathi	Marathi
3	Malayalam	Malayalam
4	Tamil	Tamil
5	Telugu	Telugu
6	Kannada	Kannada
7	Bengali	Bengali
8	English	English
9	Any other language (Kindly use separate sheet if required)	