



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL
EDUCATION AND SKILL DEVELOPMENT**

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2023-2024/1146

Dated : 19.01.2024

Notice Inviting Quotation (NIQ)

(Through Pre-qualification & Offline Submission of Bid)

Subject: Notice Invitation Quotation for empanelment of agency for Translator & Script Writer for WBSCT&VE&SD

The Competent authority of the Council [WBSCT&VE&SD] invites sealed quotation for empanelment of agency for (i) Translator & (ii) Script Writer for WBSCT&VE&SD.

In view of above, bonafide & reputed bidders are hereby requested to submit off line bids as per the details given below.

SI No.	Name of Work	Earnest Money Deposit	Cost of Tender Document	Duration of Empanelment
1	Empanelment of agency for Translator WBSCT&VE&SD	NIL	NIL	1 Year from the issuance of Work order.
2	Empanelment of Script Writer for creation of Audio/ Visual tools for WBSCT&VE&SD	NIL	NIL	1 Year from the issuance of Work order.

SPECIAL TERMS OF CONTRACT:-

Schedule:-

SI No.	Activity	Scheduled Date
1	Date of uploading of N.I.Q. Documents (offline)	19/01/2024
2	Documents download start date (offline)	19/01/2024
4	Bid submission start date (offline)	19/01/2024
5	Bid submission closing date (offline)	25/01/2024 at 2:30 PM
6	Bid Opening date for Technical proposals: Bid A (offline)	25/01/2024 at 2:30 PM

Scope of Work:-

1) Empanelment of agency for Translator WBSCT&VE&SD

- 1.1) Translation of material from (a) English to Bengali and (b) English to Hindi of text in printed or in electronic format as and when provided by WBSCT&VE&SD.
- 1.2) The text primarily pertains to the curriculum of Skill Development Courses, encompassing plain text and tabular content with technical terms.

- 1.3) It is imperative to preserve the structure and orientation of the original English version during the translation process.
- 1.4) The translation should be executed by resource persons affiliated with the selected Agency, refraining from the use of automated translation tools such as Google Translate.
- 1.5) Translators are required to prioritize accuracy, especially when dealing with specialized or technical content.
- 1.6) A standard English document for translation is expected to range between 3000 to 6000 words, approximately.
- 1.7) Turn-around time: The desired delivery-time/turn-around time, from the time the original content is sent by WBSCT&VE&SD should be not more than 10 days for each modules.

2) Empanelment of Script Writer for creation of Audio/ Visual tools for WBSCT&VE&SD

- 2.1) Script Writing: The task involves creating scripts for the production of audio-visual e-learning tools centered around Skill Development Courses.
- 2.2) Each training course comprises multiple modules, each of which will be transformed into a role-play format for e-learning videos with a duration of 5-8 minutes.
- 2.3) The scriptwriter should possess the ability to construct a compelling and captivating narrative, developing characters and plot dynamics.
- 2.4) The skill set required includes the creation of realistic and impactful dialogue involving both the trainer and students, with a focus on achieving the desired module outcome.
- 2.5) The content of the script will encompass scene headings, dialogue, action, location, and other essential script elements.
- 2.6) The scriptwriting will be carried out in the Bengali language and Hindi and the training courses will be focused on the Tourism & Hospitality sector.
- 2.7) The language should be simple, concise and consistent. Attention should be given to avoid confusing words /concepts and simplify it as much as possible.
- 2.8) Turn-around time: The desired delivery-time/turn-around time, from the time the original content is sent by WBSCT&VE&SD should be not more than 10 days for each modules.

Eligibility Criteria :-

The Bid Document should contain

- i) Self attested copy of GST Certificate
- ii) Self attested copy of Valid Trade License
- iii) Self attested copy of PAN Card of Company
- iv) Self attested copy of Professional Tax Registration Certificate.

General Terms of Contract :-

- I. Bidder should have an office at Kolkata.
- II. The Financial Quote shall be opened at scheduled date. The selection of the bidder shall be based quoted amount and the delivery time on 1:1 basis.
- III. (a) For bid 1 :- 50% Weightage will be given on the rate quote amount for translation of 1000 words from (i) English to Bengali and (ii) English to Hindi and remaining 50% weightage will be assigned to Delivery time mentioned in bid documents by the bidders. Lesser the time for completion mentioned more the weightage.

Termination of Contract: - The Contract **will** be **terminated** if the selected vendor fails to deliver the service within stipulated time and work will be assigned to the next lowest bidder at the cost of the defaulting bidder without any further intimation.

Penalty: - **Penalty @ 10%** of the bill value will be imposed if the service of quality differs from the mentioned quality of the product. In this Connection. Penalty will also be imposed @ 5% percent of the bid value, if Service is delayed. Company may be backlisted and debarred from participation of Tender process of WBSCT&VE&SD.

Force Majeure:-

If the performance as specified auction may be prevented, restricted, delayed or interfered by reason of:

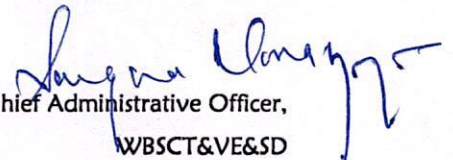
Fire, explosion, cyclone, floods;

War revolution, acts of public enemies, blockage or embargo

Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrictive trade practices or regulations;

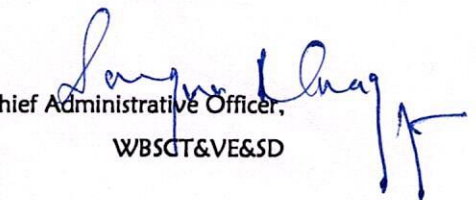
Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or; Any other circumstances beyond the control of the party affected;

Settlement of Dispute: - Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.


Chief Administrative Officer,
WBSCT&VE&SD

Copy forwarded for information and necessary action to :-

- 1) Chairperson, WBSCT&VE&SD
- 2) Members of Purchase Committee, with a request to remain present at the time of opening quotation as stated above.
- 3) Office Notice Board.


Chief Administrative Officer,
WBSCT&VE&SD

Annexure - I (Price bid to be filled by the bidder in the Letter head of the Company)

(i)

Sl. No.	Particulars	Quoted Rate for 1000 words (Rs.)	Turn around time or desired delivery time for 1000 words (Minutes)
1)	Translation of 1000 Word from (i) English to Bengali		
2)	Translation of 1000 Word from (ii) English to Hindi		

(ii)

Sl. No.	Particulars	Quoted Rate for a screen play of a module of 5-8 min duration (Rs.)	Turnaround time or desired delivery time for one module of 5-8 min duration (Minutes)
1)	Script Writing		

Date:

Signature

Seal