टाटा सामाजिक विज्ञान संस्थान
Tata Institute of Social Sciences
मुम्बई Mumbai | तुळजापुर Tuljapur | गोवाहाटी Guwahati | हैदराबाद Hyderabad

TISS
Estd. 1936

Request for Proposal

Individuals / Consulting firms from Socio- Development Sector for (i) Proof reading and (ii) Designing- Typesetting Reports

Invitation date: March 21, 2023
Deadline for submission: 6th April 2023
Email for submission: fam.saksham@gmail.com
Service duration: Until 31stMarch 2024

Saksham Pramaan: Background and about the project

Saksham (which means "making capable") is a project of the Tata Institute of Social Sciences funded by the Global Fund since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. The Saksham project focuses on supporting and strengthening the national response to both HIV and TB.

Project Description: – Saksham – Targeted intervention and programme evaluation is a three-year project as a sub-recipient to NACO and is funded by the Global Fund. The project has two components; the first includes the evaluation of Targeted Interventions (TI) and Link Worker Schemes (LWS), building capacities of the evaluators and coordinating evaluations of all TI and LWS projects under NACP. The second component includes designing and conducting a concurrent and mid-term evaluation of select programmatic interventions under NACP. Under this project, approximately 1600 TI/LWS will be evaluated and three major, and nine minor programmatic evaluation research studies will be conducted

Requirement/ Scope of work
We seek Individuals / Consulting firms involved in Socio- Development Sector who can associate with us for (i) Proof reading the study reports (ii) Designing and Typesetting the report for enhancing visual appearance for easy reading and presentation.

Period of services

The period of services of any contract resulting from this invitation is anticipated to be until 31st March 2024.

Submission of proposal

Please share your individual consultant/agency's qualifications and pricing for meeting TISS Saksham needs. Your proposal should address the following topics:

a. **Individual consultant/Agency background** – please give an overview of your/agency's background in this area.
b. **Qualifications** – describe any relevant experience or capabilities that you/the agency have with academic and/or research institutes. Please list the name of languages for which you provide translation services. Please mention the process for evaluating and testing translators (in the case of an agency).
c. **Project management and quality assurance** – please describe the initial steps you take upon engaging with a new client. Please mention who from the agency would

वी.एन. पूरव मार्ग
देवनार मुम्बई 400 088
V.N. Purav Marg,
Deonar, Mumbai 400 088

दूरभाष Telephone: 022 2552 5000
फैक्स Fax: 91 22 2552 5050
वेबसाइट Website: www.tiss.edu

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work with TISS and the relevant qualifications. How do you ensure that verbatim and terminology remain consistent among projects and among different languages? What measures do you take to ensure the confidentiality of documents?

d. **Pricing –** please provide a pricing structure for your services. Include the amount charged per word translated and any additional fees for services such as desktop publishing. The prices proposed must be valid for the entire project period.
e. **Please provide a list client references with similar needs to ours**

Proposal submission mode

1. The basic rates quoted should be effective for the period of 31st March 2024.
2. TISS reserves the right to cancel the bidding before or after the receipt of bids or also after the opening of the bid and call for fresh bids. TISS also has the right to reject any bid without assigning any reason. Please note that any enquiry received from any bidder will be sent to all bidders without disclosing the source of the enquiry.
3. All the information to be provided by the bidder should be on the Letterhead of the bidder, and all pages to be signed and stamped by the authorized signatory
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms and conditions in the bid. (All payments will be made through bank transfer only. Payment will be released within 30 days after receipt of bill)
6. Any query for clarification on the bid can be solved from the undersigned through email at **fam.saksham@gmail.com or by phone 022-25525491 latest by 6th April 2023**
7. The bid should quote and enclose a PAN Card copy. Payment will be released as per names registered on the Pan card copy only. If payment is required in another name, please attach relevant copies.

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8. If GST/SGST is charged on the above services, please mention the GST/SGST registration number and attach the GST certificate
9. TDS will be deducted from the bill amount as per the rule.
10. **Last date of quotation submission: - 6th April 2023**
11. Please address the quotation on the top and underline it as: **"Saksham – Pramaan Proposal for Proof Reading and Designing Study Report "** and send it to the below address.

Mr. AVS Viknesh
Finance & Admin Manager, Saksham
Tata Institute of Social Sciences,
V N Purav Marg, Deonar,
Mumbai 400088
022-25525491.

Selection process

TISS will invite the shortlisted applicants for a meeting to present their proposal and the project's suitability. Late responses will not be considered for shortlisting. The applicants will be informed, and MoU will be formalized accordingly.

Prepared By

Ms Manisha Jadhav
Sr Finance & Admin Officer
Saksham Pramaan

Approved by

Mr. AVS Viknesh
Finance Admin Manager
Saksham Pravaah

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