

Request for Proposal

Individuals or Agencies for Transcription-translation Services Providers

Invitation date: November, 25 2022

Deadline for submission: December 9, 2022

Email for submission: fam.saksham@gmail.com

Service duration: Until 31st March 2024 (likely to be extended)

Saksham Pramaan: Background and about the project

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. Since its inception, the Vision of the TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

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. Saksham has shaped the Psychosocial support program for HIV and Tuberculosis (TB) in the country. Currently, Saksham has three major grants in the area of HIV & TB Counselling, Capacity Building, Evaluations and Community Engagement.

National AIDS Control Organisation (NACO) has initiated several interventions (such as the link ART centres, Community based screening, etc.) in order to meet its goals and the 95-95-95 objectives. Concurrent, mid-term programmatic evaluations are critical to identify programme implementation gaps of these interventions and appraisal of options to address those gaps so that mid-path course corrections can be implemented. Saksham, in consultation with NACO, is identifying areas for programme evaluation on an annual basis. TISS will design the study proposal, develop study protocols and conduct the research studies. The research studies will be conducted in Pan India and need study documents to be translated into local Indian languages.

Requirement

We seek a centralised transcription-translation service provider for our research teams at our headquarters. We welcome independent consultants or agencies to undertake the translation-transcription service of audio files or documents from many Indian languages into English. Individual consultants or agencies must have experience providing transcription-translation services to academic, research, and national institutes, with a focus on the social and public health sector. Consultants and agencies with experience in the social and health sectors will be given preference.

Scope of work

Examples of audio files/documents of various Indian languages that may need to be translated to English include, but are not limited to:

- Proposal
- Training material
- Study tools
- Informed consent forms
- Participant information sheet
- Interviews and group discussions (audiotaped)
- Fact sheet
- Reports

The primary target language will be Indian official/ local language into English.

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 translation needs. Your proposal should address the following topics:

- Individual consultant/Agency background** – please give an overview of your/agency's background in this area.
- 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).
- 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 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?
- 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.
- Please provide a list of three 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 latest by 9th Dec 2022

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.
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: - 9th December 2022.**
11. Please address the quotation on the top and underline it as: **“Quotation for Transcription-Translation Services Provider Saksham – Pramaan 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 formalised accordingly.

Thanks & Regards

Prepared by	Checked By	Verified By	Approved By
Ms. Sushma Pagare Finance officer, SAKSHAM, TISS	Ms. Manisha Jadha Sr. Finance & Admin. Officer, SAKSHAM, TISS	 Mr. AVS Viknesh Finance & Admin Manager, SAKSHAM, TISS	Dr Nilesh Gawde Programme Director, SAKSHAM, TISS