



GOVERNMENT OF INDIA
DIRECTORATE OF ENFORCEMENT
PRAVARTAN BHAWAN, DR. APJ ABDUL KALAM ROAD, NEW DELHI - 110011
Phone No. 011-23339129 **Email: adadm-n-ed@gov.in**

EOI TENDER NO. 2022_MoF_659465

INVITATION FOR EXPRESSION OF INTEREST (EOI)

FOR TRANSLATION WORK OF DIRECTORATE OF ENFORCEMENT

Directorate of Enforcement, Hqrs Office invites Expression of Interest from interested Foreign Language Translation Service Providers. Interested Service Providers who meet the pre-qualification criteria may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and a non-refundable processing fee of Rs. 5,000 (Rupees five thousand only) in the form of a Demand draft (drawn in favour of PAO, Department of Revenue, Ministry of Finance, payable at Delhi) on or before **20 June, 2022 by 11:30 hours** at the following address:

Shri Navaneet Agrawal,
Deputy Director (Admn)
Directorate of Enforcement, Hqrs Office
Pravartan Bhawan, APJ Abdul Kalam Road,
New Delhi – 110011.

Expression of Interest (EOI)

Service Provider for Language Translation

DIRECTORATE OF ENFORCEMENT
HQRS OFFICE

Part I: General Terms

1. GOALS OF THIS EXPRESSION OF INTEREST (EOI)

The objective of this EoI is to solicit proposals from the interested bidders for participation in a bid process for selection of Service Provider for translation of Indian and Foreign Languages into English and vice versa. The Service Provider will be responsible to translate documents from different foreign languages to English and vice versa maintaining top secrecy. The EoI intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

2. EOI ISSUING AUTHORITY

This Expression of Interest (EoI) is issued by the Directorate of Enforcement, Hqrs Office (ED) intended to short-list potential bidders. ED's decision with regard to the short-listing of bidders through this EoI shall be final and reserves the right to reject any or all the bids without assigning any reason.

Sl. No.	Item	Description
1	Eoi Title	Translation of Documents
2	Tender Invitor's Details	
	Department	Directorate of Enfocement, Hqrs Office
	Contact Person	Shri Manotosh Bhattacharya Enforcement Officer (Admn) Directorate of Enfocement, Hqrs Office Room No. 105, A Block, Pravartan Bhawan, DR. APJ Abdul Kalam Road, New Delhi - 110011 Phone: 011-23339129

3. TENTATIVE CALENDAR OF EVENTS

The following table enlists important milestones and timelines for completion of bidding activities:

S. No	Milestone	Date and time (dd-mm-yyyy; hh:mm)
1.	Release of Expression of Interest (EoI)	30-05-2022
2.	Bidders Conference	09-06-2022;11:30 hrs
3.	Last date for submission of written questions by bidders	10-06-2022;17:00 hrs
4.	Response to the Queries	15-06-2022
5.	Last date for Submission of EoI Response	20-06-2022;11:30 hrs
6.	Opening of EoI Responses	20-06-2022;14:00 hrs
7.	Declaration of Short listed Firms	To be informed later

4. AVAILABILITY OF THE EOI DOCUMENTS

EoI document can be downloaded from the ED's website www.enforcementdirectorategov.in or <https://eprocure.gov.in/epublish/app>. The bidders are expected to examine all instructions, forms, terms and other details in the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

5. BIDDERS' CONFERENCE

ED will host a bidder's Conference in Conference hall, B Block, Pravartan Bhawan, Dr. APJ Abdul Kalam Road, New Delhi – 110011. The Conference is tentatively scheduled as per the schedule given in Section 3. The representatives of the interested organizations (restricted to two persons) may attend the bidders' conference at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding the EoI. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the EoI and Translation work.

6. EOI PROCESSING FEES

A non-refundable processing fee for Rs. 5,000 (Rupees five thousand only) in the form of a Demand draft in favour of Pay & Accounts Officer, Department of Revenue, Ministry of Finance, payable at New Delhi has to be submitted along with the EoI Response. Bids received without or with inadequate EoI Processing fees shall be liable to get rejected.

7. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EoI, must be submitted to Directorate of Enforcement, Hqrs Office at the address specified in Page 1.

ED may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on ED'S website, in which case all rights and obligations of ED and the bidders previously subject to the original deadline will

Part II: Scope of Services

1. BACKGROUND

About Directorate of Enforcement

The Directorate of Enforcement is a multi-disciplinary organization mandated with investigation of offence of money laundering and violations of foreign exchange laws. The statutory functions of the Directorate include enforcement of following Acts:

1. The Prevention of Money Laundering Act, 2002 (PMLA): It is a criminal law enacted to prevent money laundering and to provide for confiscation of property derived from, or involved in, money-laundering and for matters connected therewith or incidental thereto. ED has been given the responsibility to enforce the provisions of the PMLA by conducting investigation to trace the assets derived from proceeds of crime, to provisionally attach the property and to ensure prosecution of the offenders and confiscation of the property by the Special court.

2. The Foreign Exchange Management Act, 1999 (FEMA): It is a civil law enacted to consolidate and amend the laws relating to facilitate external trade and payments and to promote the orderly development and maintenance of foreign exchange market in India. ED has been given the responsibility to conduct investigation into suspected contraventions of foreign exchange laws and regulations, to adjudicate and impose penalties on those adjudged to have contravened the law.

3. The Fugitive Economic Offenders Act, 2018 (FEOA): This law was enacted to deter economic offenders from evading the process of Indian law by remaining outside the jurisdiction of Indian courts. It is a law whereby Directorate is mandated to attach the properties of the fugitive economic offenders who have escaped from the India warranting arrest and provide for the confiscation of their properties to the Central Government.

4. The Foreign Exchange Regulation Act, 1973 (FERA): The main functions under the repealed FERA are to adjudicate the Show Cause Notices issued under the the said Act upto 31.5.2002 for the alleged contraventions of the Act which may result in imposition of penalties and to pursue prosecutions launched under FERA in the concerned courts.

5. Sponsoring agency under COFEPOSA: Under the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (COFEPOSA), this Directorate is empowered to sponsor cases of preventive detention with regard to contraventions of FEMA.

Details of Translation work required:

Directorate of Enforcement requires to translate documents in different Indian languages into English and vice versa. Further, it is also required to translate different foreign languages into English and vice versa.

List of Indian Languages which are mostly required to be translated into English are as under:-

1. Malayalam
2. Tamil
3. Telegu
4. Oriya
5. Bengali
6. Assamese
7. Punjabi
8. Kannar

List of foreign countries where documents required to be sent in respective languages and their response required to be translated into English are given below:-

S.No.	Country Name	Official Languages
1	Albania	Albanian
2	Antigua & Barbuda	English (Antiguan Creole)
3	Argentina	Spanish
4	Armenia	Armenian
5	Australia	English
6	Austria	German
7	Bahrain	Arabic
8	Barbados	English
9	Belgium	Dutch (Flemish), French German
10	Bermuda	English (Bermudian English)
11	BVI	English

12	Canada	English French
13	Cayman Islands	English
14	China	Mandarin
15	Comoros	Comorian French Arabic
16	Croatia	Standard Croatian
17	Cyprus	Greek Turkish
18	Finland	Finnish Swedish
19	France	French
20	Ghana	English
21	Greece	Greek
22	Hong Kong	Chinese English
23	Hungary	Hungarian
24	Indonesia	Indonesian
25	Ireland	Irish English
26	Isle of Man	Manx English
27	Israel	Hebrew
28	Italy	Italian
29	Japan	Official- None National- Standard Japanese Main- Standard Japanese Regional- Japanese dialects, Ainu, Amami, Kunigami, Miyako, Okinawan, Yaeyama, Yonaguni
30	Jersey	English French
31	Lebanon	Arabic
32	Liberia	English
33	Liechtenstein	German
34	Malaysia	Malay (Bahasa Malaysia)
35	Mauritius	English
37	Monaco	French
38	Nepal	Nepali
39	Nigeria	English
40	Norway	Norwegian

41	Panama	Spanish
42	Russia	Russian
43	Saudi Arabia	Arabic
44	Seychelles	French English Seychellois Creole
46	Singapore	Malay Tamil English Mandarin Chinese
47	South Africa	Afrikaans, Southern Sotho, Tsonga, English, Venda, Swati, Xhosa, Tswana Ndebele, Zulu, Northern Sotho
48	South Korea	Korean Korean Sign Language
49	Spain	Spanish
50	Sri Lanka	Sinhala Tamil
51	Switzerland	German Romansh French Italian
52	Thailand	Thai
53	Tunisia	Arabic
54	UAE	Arabic
55	UK	English
56	USA	Main Languages:- English (78.1%) Spanish (13.5%)

Need for the Expression of Interest

At present Directorate of Enforcement is taking Translation Service from different service providers as and when required basis. Now, this Directorate desires to make a contract with an experienced and reputed Service provider for the period of 3 years. On the basis of the company profile and experience some service providers will be shortlisted for Limited Tendering

2. SCOPE OF WORK

The Scope of the work shall include varied translation of Letters, documents, FIR, Diaries, Reports etc from different Indian languages/ Foreign languages to English and vice versa within time bound manner maximum within 7 days. However, on exceptional cases documents may be required to be translated with 1-2 days.

Part III: Bidding Terms and

Pre-Qualification Criteria

1. CONDITIONS UNDER WHICH THIS EOI IS ISSUED

- i) Service Provider should have at least 3 years experience of providing translating service (Indian languages & Foreign languages) in Govt. Offices.
- ii) Service provider should have office in DELHI NCR.
- iii) Service provider will be responsible of keeping secrecy of document.
- iv) Service provider should have sufficient qualified experienced translator in own payroll and translation work should be done in low turnaround time and high standard quality.
- v) Service provider should have mechanism of multiple proofreading to avoid any mistake in translation.
- vi) This EoI is not an offer and is issued with no commitment. ED reserves the right to withdraw the EoI and change or vary any part thereof at any stage. ED also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- vii) ED reserves the right to withdraw this EoI if ED determines that such action is in the best interest of the Government of India.
- viii) Short-listed bidders would be issued formal tender enquiry/Request For Proposal inviting their technical and commercial bids at a later date.
- ix) Timing and sequence of events resulting from this EoI shall ultimately be determined by ED.
- x) No oral conversations or agreements with any official, agent, or employee of ED shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of ED shall be superseded by the definitive agreement that results from this EoI process. Oral communications by ED to bidders shall not be considered binding on ED, nor shall any written materials provided by any person other than ED.
- xi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against ED or any of their respective officials, agents, or employees arising out of, or relating to this EoI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- xii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- xiii) Each applicant shall submit only one Pre-qualification requirements proposal.

2. RIGHTS TO THE CONTENT OF THE PROPOSAL

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the

property of ED and will not be returned after opening of the pre-qualification proposals. ED is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. ED shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

4. EVALUATION OF PRE QUALIFICATION PROPOSAL

The bidders' Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the EoI and adopting the pre-qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

5. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

6. PRE-QUALIFICATION CRITERIA

The invitation for bids is open to all entities registered Delhi NCR who fulfil prequalification criteria as specified below:

- a. Directorate of Enforcement (Government of India) reserves its right to subject the bidders to security clearances as it deems necessary
- b. The participation is restricted to service providers having registered office in Delhi NCR.
 - i. The Bidder should be a profitable company for the last three years and must have an annual turnover of not less than 50 LAKH for each of the last three financial years ending 31st March 2021.
 - ii. The Bidder must have entered into agreement with minimum 3 Govt. Offices.
 - iii. The Bidder (Service Provider) must have at least 20 full time translator in its Payroll.

7. RESPONSE REQUIREMENTS

- i) The Response to the Pre-Qualification Requirements shall be prepared in accordance with the requirements specified in this EoI and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.

- ii) Proposals must be direct, concise, and complete. All information not directly relevant to this EoI should be omitted.
- iii) The Pre-Qualification Proposal shall be sealed and super scribed “Response to Pre- Qualification Requirements – Translating Services” on the top right hand corner and addressed to ED at the address specified in this document.
- iv) The proposal should contain the copies of references and other documents as specified in the EoI.
- v) Authorization of the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of EoI shall be included in this envelope.
- vi) ED will not accept delivery of proposal in any manner other than that specified in this EoI. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.

8. PRE-QUALIFICATION REQUIREMENTS PROPOSAL

The Pre-Qualification Proposal should be submitted in the sealed envelope with the following details.

Bidders are requested to submit their responses for the Pre-Qualification Requirements in five (5) parts, clearly labelled according to the following categories:

1. Part I – Covering Letter, Processing Fee

- a. Covering Letter from the Bidder as per the format provided in Annexure – Form I
- b. A non-refundable processing fee for Rs. 5000 (Rupees five thousand only) in the form of a Demand draft drawn in favour of “the PAO, Department of Revenue” has to be submitted along with the EoI Response.
- c. authorizing the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of EoI

2. Part II – Details of the Organization

- a. This part must include a general background of the respondent organization (limited to 400 words) along with other details of the organization as per the format provided in the EoI (Annexure – Form II). Enclose the mandatory supporting documents listed in format.
- b. The bidder must also provide the financial details of the organization as per format provided in the EoI (Annexure – Form III). Enclose the mandatory supporting documents listed in format.

3. Part III – Relevant Experience for Translating Service

Respondents must provide details (client organization, nature / scope of the project, contract value) of experience as per the format provided in the EoI (Annexure – Form IV). The contract mentioned here should match with the contract quoted by the respondent in order to satisfy the qualification requirements. Enclose the mandatory supporting documents listed in format.

Part IV: Annexure – Response Formats

1. FORM I: COVERING LETTER

(Company
letterhead)[Date]

To,
The Deputy Director (Admn)
Directorate of Enforcement, Pravartan Bhawan,
Dr. APJ Abdul Kalam Road, New Delhi – 110011.

Dear Sir,

**Ref: Expression of Interest Notice for Selection of Translating
Service Provider for ED**

Having examined the Expression of Interest (EoI), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a Pre-qualification requirements proposal in response to the Expression of Interest (EoI) for Selection of Translating Service Provider.

We attach hereto the response as required by the EoI, which constitutes our proposal.

Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		
Fax:		
E-mail:		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Directorate of Enforcement (ED) is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for providing Translating Service.

We agree for unconditional acceptance of all the terms and conditions set out in the EoI document.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2022**

(Signature)

(In the capacity of)(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

Witness

Signature:

Witness Name:

Witness Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I,....., the Company Secretary of, certify that who signed the above Bid is authorized to do so and bind the company by authority of its board/ governing body.

Date: Signature:(Company Seal)

(Name)

2. FORM II: GENERAL DETAILS OF THE ORGANIZATION

Details of the Organization	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Other Relevant Information	
Mandatory Supporting Documents: a) Certificate of Incorporation from Registrar Of Companies(ROC) b) Relevant sections of Memorandum of Association of the company or filings to the stockexchanges to indicate the nature of business of the company	

3. FORM III: FINANCIAL DETAILS OF THE ORGANIZATION

Financial Information			
	FY 2018-19	FY 2019-20	FY 2020-21`
Revenue (in INR)			
Profit Before Tax (in INR)			
Revenue from IT services and systemintegration services (in INR)			
Other Relevant Information			
Mandatory Supporting Documents:			
a. Auditor Certified financial statements for the Last three financial years; 2018-19, 2019-20, 2020-21, (Please include only the sections on P&L, revenue and theassets, not the entire balance sheet.)			

4. FORM IV: DETAILS OF PREVIOUS CONTRACT

Sl. No.	Name of Client	Contract amount	Contract Period

Mandatory Supporting Documents: Copy of Orders placed by the client.