

## **Request for Proposal (RFP) for Hindi Translation (HT) & Designing for Home Management and Care Givers Sector Skill Council (HMCSSC)**

Home Management and Care Givers Sector Skill Council (HMCSSC) invites vendors to provide services (bi-directional) between English and a variety of Indian languages, including, but not limited to Hindi, and other regional languages for Domestic Workers sector to improve the learning of trainees undergoing skilling programs offered by HMCSSC.

Prospective Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents via email on or before **14th October 2024** by 11:00 hours.

HMCSSC reserves the right to extend the last date indicated above for which the RFP is invited.

## Part I – General Terms

### 1. Objective of RFP

- The Objective of this RFP to provide services (bi-directional) between English and a variety of Indian languages, including, but not limited to Hindi, and other regional languages for the Domestic Workers sector to enhance the quality of learning for the courses offered by HMCSSC.
- The Translations and designing of the document (QP, QF, and MC, PHB, and FG) (as mentioned in Part 2, scope of work) shall be as per the prescribed format developed for NSDC/NCVET for the selected Job Roles by HMCSSC.
- The selected vendor would be responsible for the translation & designing the documents (QP, QF, and MC, PHB, and FG) in the prescribed format of the NSDC/NCVET as per the Terms and Conditions laid down by HMCSSC
- This invitation of RFP intends to share the details of the scope of work entailed as part of this proposed partnership between the Developer and HMCSSC

### 2. Authority Issuing the RFP

- This RFP is issued by the Home Management and Care Givers Sector Skill Council (HMCSSC)

The decision of HMCSSC with regard to the shortlisting of developer through this RFP will be final and HMCSSC reserves the right to reject any or all the RFPs received without assigning any reason.

### 3. Tentative Calendar of Events

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

<i>S. No.</i>	<i>Milestone</i>	<i>Date</i>
1	Release of Invitation of Request for Proposal (RFP)	08 <sup>th</sup> October 2024
2	Last date for submission of written questions by the prospective Vendors	11 <sup>th</sup> October 2024
3	Clarifications issued by HMCSSC for the questions raised by prospective Vendors	11 <sup>th</sup> October 2024
4	Last Date for submission of Quotation in Hard Copy (Sealed Envelops for financial and technical bids)	14 <sup>th</sup> October 2024
5	Evaluation of RFPs and finalization of Applicants for Presentation to HMCSSC	Date Later
6	Declaration of shortlisted Vendor	Date Later

#### 4. Check List for RFP Submission

Applicants should ensure that the following documents are submitted with documentary evidences, while submitting the completed RFP: -

- (a) Cover Letter
- (b) Certificate of Eligibility and Authority to Sign Proposal
- (c) Consultant's Organization
- (d) Consultant's Experience
- (e) Comments and/or Suggestions on the Terms of Reference
- (f) Description of Approach, Methodology and Work Plan
- (g) Team Composition, Task Assignments & Level of Effort (LOE)
- (h) Financial Proposal
- (i) Copy of the Registration Document of the Organisation/ Consulting Firm.
- (j) Copy of PAN/ TAN
- (k) Copy of Audited Balance Sheet for the last 3 years, highlighting the performance under Content Development Head

## Part II – Background and Scope of Services

- **About HMCSSC:** HMCSSC is a non-profit company (Sec. 8) registered under the aegis of National Skill Development Corporation (NSDC) and the Ministry of Skill Development and Entrepreneurship, Govt. of India, (MSD&E) with the purpose to define and operate this key Sector wherein the domestic workers can find decent employment through proper skilling, work and safe and smooth migration, minimum wages and other aspects of social security. The sub sectors covered are Housekeeping/ household Services and Caregiving (Non-Clinical). HMCSSC partners with Training Providers and Assessment bodies for imparting training, certification and constantly upgrading the skilling eco-system.
- **The scope of work would include the following;**
  - Provide document translation & Designing services (bi-directional) between English and a variety of Indian languages, including, but not limited to Hindi, and other regional languages
  - **Translation of material is to be done through resource persons within the selected Agency and not through auto-translate software such as Google Translate etc.**
  - Submit accurate translations within the agreed timeframe, usually 5-7 business days depending on length.
  - Necessary proof reading of the material translated for its authenticity will be the responsibility of the translating agency. In case of negligence, it will be the responsibility of the translating agency. The agency must ensure:
    - a) Delivered target text is complete – no omissions and additions are permitted
    - b) PDF formats should be as per the NSDC/NCVET guidelines & formats
  - Any errors in the deliverables must be corrected by the agency free of charge immediately and corrected text must be returned immediately.

- Capability of extracting/convertng the material to be translated from one file format (Open Source files along with PDF) that adheres to the NSDC/NCVET guidelines.
- Convert the translated content for QP, QF, MC, PHB, and FG into a PDF format that adheres to the NSDC/NCVET guidelines and their formats.
- The agency so selected will not be authorized to reproduce/reprint/transmit to a third party in any manner including photocopying, photographing, cyclostyling, microfilming, scanning or any electronic means of copying or any other means whatsoever
- The vendor shall submit the documents within the timeline specified in the work order.

## Part I– Formats

### Letter for Submission of RFP

Date:

Place:

To

CEO

Home Management and Care Givers Sector Skill Council

**Subject: Submission of RFP for translation & designing services (bi-directional) between English and a variety of Indian languages, including, but not limited to Hindi, and other regional languages in Partnership with HMCSSC in the formats (PDF) prescribed by NSDC/NCVET**

We hereby submit our RFP in response to the application for RFP for (as mentioned in Part 2, scope of work) Development issued by HMCSSC and we hereby confirm the following:

- The RFP submitted by \_\_\_\_\_ (Name of the company) is as per the Terms and Conditions of the RFP issued by HMCSSC
- We have examined in detail and have understood and abide by all the terms and conditions stipulated in the RFP Document issued by HMCSSC. Our application is consistent with all the requirements stated in the RFP Document.
- The information submitted in our Application is complete, is strictly as per the requirements as stipulated in the RFP Document, and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our Bid.
- We understand that HMCSSC reserves the right to cancel this RFP at any time without assigning any reason whatsoever.
- This RFP is valid for a period of 90 days from the time of submission

Signature of Authorized Person

Designation



1.4 Experience of working in the Domestic Workers Sector

Nature of Work and Total Number of Experience	
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1.5 Proposed quotation for *Hindi Translation of QP, QF, MC, PHB, and FG*

	<i>Hindi Translation of QP, QF, MC, PHB, and FG</i>	<i>Quote in Rupees for Development as per job roles</i>
(A)	English to Odiya	
	English to Marathi	
	English to Telagu	
	English to Kannada	
	English to Tamil	
(B)	Designing Cost	
(C)	Proposed Timelines on deliverables	

I hereby declare that the information furnished is true to the best of my knowledge.

Signature of Authorized Person

Designation

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## Guidelines for translation

- Selected agency to translate as per the criteria laid down by the HMCSSC
- The time schedule for translation shall be drawn up after mutual agreement and it shall be strictly adhered to by the service provider.
- The applicant should have the adequate in-house infrastructure required for executing the translation and allied activities (Translation and Designing work) with sufficient technical competency to meet the requirements as per the criteria laid down by the HMCSSC.
- Before translating, it is expected that the translator should study the content thoroughly, interpret the contents clearly and then translate by arranging the words to give the correct meaning.
- Each vernacular language has its own grammatical rules, while translating English to any of the vernacular languages proper grammar rules of the translated language to be followed.
- Content to be translated without any interference with the original content.
- Translation should not necessarily be verbatim but should mainly depict the intended meaning of the source language.
- Machine-generated translation is not advisable and the overall gist of the content shouldn't be lost after translation.
- Translation should be very simple in regional languages as the readers are having only 8-10th standard education
- No need to translate Arab/ Roman numerals in English version shouldn't be translated and hence their cross-references are also should be kept as it is.
- The data entry of the translation into the computer will be as a continuous text using MS Word (not necessary to provide space for drawings, but a reference of figure number as in English is mentioned in brackets and it should be matching with the figures given in the book)
- While translating from English to vernacular language, if the word in vernacular language is not commonly used then the English word is also to be mentioned in brackets.
- Data Entry: Font size depends on the software used for each of the languages which shall be explained and agreed with reference to each language.
- Designing: After translation (English to Hindi/ other Language) the designing will be done in the PDF format will be done for the QP, QF, MC, PHB, and FG in the NCVET/ NSDC prescribed format only

**In case of any concerns please feel free to contact us on [info@dwsscindia.com](mailto:info@dwsscindia.com)**