

**EMBASSY OF INDIA
MOSCOW**

Notice Inviting Quotations

MOS/INFO/302/16/2015

April 11, 2015

The Embassy of India, Moscow invites bids from interested agencies for translation of following Seven (7) titles of India brochures (tourism promotional material) with layout from German language into Russian language:

1. General India Main brochures: A4, 64 pages
2. Brochures South India: A5, 40 pages
3. Brochures West India: A5, 40 pages
4. Brochure North India: A5, 48 pages
5. Brochure East India: A5, 36 pages
6. Brochure North East India: A5, 40 pages
7. Map of India: A2, 2 pages

Detailed brochure can be accessed at:

<https://www.wetransfer.com/downloads/1b77fdf76450b02e5ec0dc419609df4d20150410083317/cf266cf0ff6c5f36ddc61b05a7353d7420150410083317/fc9b8e>

2. Additional requirements: -
 - i. The agency should be based in Moscow
 - ii. The agency should have an experience of translation or similar kind of work and must be dealt with any government organization for the translation work earlier. A documentary proof / certificate, in this regard, is required to be enclosed.
 - iii. The agency should provide its complete details alongwith contact address.
 - iv. The payment will be made within 15 days after the successful completion of work.
3. The interested parties are required to submit their bids in sealed envelopes as follows:
 - a. The envelope should have the title 'Quotations for Translation of Indiatourism Brochures in Russian Language'
 - b. It may be noted that the quotation should be valid for a period of six months.
 - c. The sealed envelopes should be submitted to Second Secretary (Info. & Culture), Press, Information and Culture Wing, Embassy of India, Vorontsovo Pole 9, Moscow (Tel: +7 495 783 7537; Fax: +7 495 783 7538; email: info1.moscow@mea.gov.in) latest by 1700 hrs on April 20, 2015. Proposals received after the deadlines or incomplete proposals will be disqualified.

4. Representatives of all the bidding parties can be present at the time of the opening of the bids. The bids will be opened on April 20, 2015 at 1730 hrs. at the Embassy of India, Moscow, Vorontsovo Pole, 6-8.

5. In case of further clarification/information, interested parties may Mr. Ashish Sharma, Second Secretary (Info. & Culture) at email ID info1.moscow@mea.gov.in

6. Decision of Embassy of India, Moscow on the pre-qualification of the agencies and selection of the website manager shall be final.
