



**Request for Quotation (RFQ) for  
Translation of RASCI Standards (QP-NOS)**

**8<sup>th</sup> June 2017**

**(RFQ/SQA/2017/0001)**

Issued by:

**Retailers Association's Skill Council of India (RASCI)**

703-704 Sagar Tech Plaza - A, Andheri-Kurla Road, Sakinaka Junction,

Sakinaka, Andheri (E), Mumbai-400 072.



## **About Retailers Association's Skill Council of India (RASCI)**

RASCI is a not-for-profit, independent public limited organisation established under Section 25 of the Companies Act. We have been funded by the Government of India along with Equity participation from Retailer's Association of India, Reliance Retail Ltd., Future Retail India Ltd., Shoppers Stop Ltd., Globus Stores (P) Ltd., Trent Ltd., Infiniti Retail Ltd. and Connaught Plaza Restaurant (P) Ltd. to function as the Apex Skill Development Council for the Retail Industry.

RASCI is a collaborative and comprehensive source of retail expertise and independent advice for industry, training organizations, educational institutions, certifying bodies, employees, students or jobseekers about skills development in the retail industry.

### **Objective:**

The objective of this RFQ is to provide scope of work, responsibility matrix and performance parameters to Translation Agencies to identify and empanel competent translation agency to carry out translation work for RASCI created standards.

### **A. Scope of Work and Responsibilities:**

To avail translation services including revision, proof reading and layouting for its existing and new Standards (Qualification Pack-National Occupational Standards; QP-NOS) into regional languages. The translated documents would aim to provide information to the concerned stakeholders in their language of choice.

Please access link on the RASCI website <http://rasci.in/National-Occupational-Standards.php> to access QP-NOS

- The 9 languages for translation are listed below:
  1. Gujarati
  2. Kannada
  3. Marathi
  4. Tamil
  5. Telugu
  6. Bengali
  7. Odia
  8. Assamese
  9. Punjabi

Note: In case of addition to the above languages, the same will be intimated to the agency.

### **Responsibility of RASCI:**

- RASCI shall provide the contents in the form of QPs to the Agency
- RASCI shall do a random review of the document and provide feedback in case of errors/corrections
- RASCI shall process the payment only once the content is found to meet the quality parameters

### **Responsibility of the Agency:**

- The agency shall translate the QPs into regional languages as per the scope defined in section A
- The agency shall subject the translated documents for proof reading/review by a third party agency
- The agency shall revise the content based on feedback received
- The agency shall provide every translated document in the required format/layout i.e. in word.doc only to the SSC



- The Agency shall make the necessary changes suggested by the SSC before the document is considered as final version
- The Agency shall adhere to Quality Parameters as mentioned in section C

#### **B. Commercials**

- Agency may propose the costing for Translation, Proof Reading and Layouting. All taxes should be shown separately
- The rates quoted by the agency shall be fixed for the duration of the project and shall be subject to adjustment on any account
- Each agency shall submit only one quotation

#### **C. Quality parameters**

As a combination of service team, the translation agency should be able to demonstrate:

- **100% Accuracy:** The translated content should free of errors such as spelling mistakes and typos. Google translated documents will not be accepted.
- **Timeliness:** All QPs should be submitted to RASCI within 45 working days.
- **Mastery of the language:** Language used should be easy for audience to understand with simple usage of words. The difficulty level should not be very high but moderate.
- **Excellent drafting skills:** The translated document should have a good written style. Content should have uniformity of language and should be presented in word.doc format with required layouting.

#### **D. Qualification Criteria**

- The agency must have successfully completed translation work in atleast 5 companies
- The agency must have a PAN (Permanent Account Number) and service tax registration certificate
- The agency shall assign work parallelly to linguistic translators across multiple languages

#### **E. Payment:**

- Payment will be made in tranches based on completion of each QP
- Payment will be made within two weeks on submission of original bill/invoice

#### **F. Evaluation of Quotations:**

RASCI will evaluate and compare the quotations determined to be substantially responsive i.e. which

(a) conform to the terms and conditions, and specifications.

(b) Satisfies the qualification criteria

The Quotations would be evaluated for all the items together

#### **H. Submission of Quotation:**

- You are requested to provide your quotes latest by 12<sup>th</sup> June 2017 to Reena Ravichander- Standards & QA on [reena.ravichander@rasci.in](mailto:reena.ravichander@rasci.in)

We look forward to receiving your quotations and thank you for your interest in this assignment

**Documents to Submit**

Sr.No.	Description	Y/N
1.	Brief Company Profile	
2.	Certificate of Registration of the business , PAN Card, any other relevant documents	
3.	Clients served in the past 2 years	
4.	Duly filled in Price Sheet	

**Quotation for Commercials:**

<b>Company Name:</b>				
<b>Turn Around Time for the assignment (in days)</b>				
<b>Language</b>	<b>No. of words (Refer the QP-NOS link on RASCI website)</b>	<b>Translation INR (per word)</b>	<b>DTP and Proof Reading INR (per page)</b>	<b>Total Cost</b>
Gujarati				
Tamil				
Kannada				
Telgu				
Bangla				
Marathi				
Odia				
Assamese				
Punjabi				