

Embassy of India
Moscow
(E&C Wing)

Date: 20th October, 2023

Notice inviting Bids

The Embassy of India, Moscow invites “Expression of Interest and Bids” from reputed translation agencies/parties for translation of English version of “**Make in India**” booklet into Russian, design and printing of the translated booklet in bilingual (English and Russian).

2. Parties may submit their quoted rate for the following:
 - A. English to Russian translation **per word**
 - B. Designing **per page**
 - (i) - A4 size
 - (ii) - A5 size
 - C. Printing **per page**
 - (i) - A4 size
 - (ii) - A5 size
 - (iii) - paper density 80 / 160 / 235 grams per m²
 - (iv) - glossy paper / mate paper
 - (v) - colourful
 - (vi) - black only
 - D. Binding **per booklet**
 - (i) - simple metal staples for booklets of less than 100 pages
 - (ii) - book type binding (over 100 pages)
3. Interested parties with experience in translation (English to Russian) , design and printing are required to submit their bids in a sealed envelop. The rate quoted should be in Rubles only.
4. The bid may be sent in sealed envelop, superscribed “**Translation, design and printing of “Make in India” booklet**” latest by **10th November, 2023**. Bids received after this date will not be accepted under circumstances whatsoever.
5. The bid may either be dropped/handed over **by hand** at the Reception of Embassy of India, Moscow (6-8, Vorontsovo Polye, Moscow, Russia 105064) or sent by **Registered Post** address to Shri Ved Prakash Singh, First Secretary (E&C), Embassy of India, Moscow (4 Vorontsovo Polye, Moscow, Russia 105064)
6. The final award for carrying out translation, design and printing will be declared based on evaluation of the bids. The decision of the Embassy of India, Moscow on selection of bidder will be final.