



High Court of Uttarakhand at Nainital

e-mail: highcourt-ua@nic.in

e-Tender Notice

INVITATION FOR LEGAL TRANSLATION/ONLINE JOURNAL WORK OF HIGH COURT OF UTTARAKHAND

High Court of Uttarakhand (herein after referred as **UHC**) invites Bids from interested Legal Language Machine Translation/Head Note Preparation Service Providers.

Details are available on the Portal <https://uktenders.gov.in>.

Table of Contents

Section	Contents	Page no.
I	Notice inviting e-tender	2
II	Instructions to bidders	3
III	Conditions of Contract	6
IV	Scope of work	12
V	Qualification Criteria	13
VI	BOQ	15
VII	Annexures	16

Part I: NOTICE TENDER INVITING

1. GOALS OF THIS TENDER

The objective of this Tender is to solicit proposals from the interested bidders for participation in a bid process for selection of Service Provider for translation of Judgments, extracting footnote and online publication of judgments of High Court of Uttarakhand and Supreme Court of India arise from High Court of Uttarakhand. The Service Provider will be responsible for maintaining top secrecy. The Tender intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

2. TENDER ISSUING AUTHORITY

This tender is issued by the Registrar General, High Court of Uttarakhand intended to short-list potential bidder for the work proposed in this document. Registrar General, High Court of Uttarakhand's decision with regard to the short-listing of bidders through this Tender shall be final and reserves the right to reject any or all the bids without assigning any reason.

Sl.No.	Item	Description
1	Tender Title	Translation of Judgments of High Court of Uttarakhand and Supreme Court of India arise from High Court of Uttarakhand and Other Legal Material including preparation of head Notes and online Journal
2	TENDER Invitor's Details	
	Department	High Court of Uttarakhand, at Nainital
	Contact Person	Registrar General High Court of Uttarakhand, Mallital, Nainital, Uttarakhand 263002

3. TIS

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 Tender	20-02-2024;13:00hrs
2.	Tender Fee	Rs.3540/-
3.	Earnest Money Deposit	Rs. 1,00,000/-
4.	Bidders Conference/Pre-Bid meeting (Physical and virtual)	24-02-2024;11:30hrs
5.	Last date for submission of written queries by bidders	24-02-2024;14:00hrs
6.	Response to the Queries	26-02-2024
7.	Last date for Submission of Tender Response	18-03-2024;16:00hrs
8.	Technical evaluation/Presentation for Testing	19-03-2024;11:00hrs
9.	Financial evaluation	To be informed later

Part II: INFORMATION TO BIDDERS

1. Tender Document

- (a) The Tender Document shall be published on the Portal <https://uktenders.gov.in>. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in the table below. If the High Court of Uttarakhand happens to be closed on the deadline for submitting the bids as specified above, this deadline shall not be extended. Any query/ clarification regarding downloading TENDER Documents and uploading Bids on the e-Procurement portal may be addressed to the Help Desk.
- (b) Bidder requiring any clarification regarding the TENDER Document may ask questions in writing/ electronically from Office/ Contact Person as mentioned in TIS. This deadline shall not be extended in case of any intervening holidays. Bidder should specify eTENDER Number in all your correspondence. Interested parties may view and download the TENDER document containing the detailed terms & conditions, free of cost from the website <https://www.uktenders.gov.in>

2. Pre- Eligibility Criteria for Participation in this TENDER

Subject to provisions in the TENDER, Bidder (including any changed name or created a new "Allied Firm" or Partner/Consortium) should meet the eligibility criteria as of the date of his bid submission and should continue to meet these till the award of the contract-

- 1) Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
- 2) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its UHC/ Department by Supreme Court or any High Court from participation in its TENDER Processes; and/ or
- 3) Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India or Government of Uttarakhand or by Supreme Court or any High Court from participation in TENDER Processes of all of its entities.
- 4) Not have an association (as a bidder/ partner/ director/ employee in any capacity) of the near relations of executives of High Court of Uttarakhand or Government of Uttarakhand involved in this TENDER Process.
- 5) Not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition,
- 6) Must fulfil other additional eligibility condition prescribed in TENDER Document.

3. Purchase Preference Policies of the Government

The State Government, through the Administrative Department and with the consent of the Finance Department of the Government, may give preference in procurement. However, a valid document shall be filed by bidder for that purpose.

4. Pre-bid Conference:

Bidders are requested to attend a Pre-bid conference for clarification on the specifications and conditions, on the time, date, and place mentioned in TIS. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the specifications/ other conditions shall be entertained.

5. Submission of Bids:

Bids must be uploaded till the deadline for submission mentioned in TIS. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall not be extended.

No manual Bids shall be made available or accepted for submission (except for originals of scanned copies as per sub-clause above). Bidder must comply with the conditions of the e-Procurement portal <https://uktenders.gov.in>, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.

6. Bid Opening

Bids received shall be opened online at *the specified date and time given in TIS*. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

7. Disclaimers and Rights of High Court of Uttarakhand

The issue of the TENDER Document does not imply that the High Court of Uttarakhand is bound to select bid(s), and it reserves the right without assigning any reason to:

reject any or all of the Bids, or cancel the TENDER process; or abandon the procurement of the Services; or issue another TENDER for identical or similar Services

6. TENDER 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 Registrar General, High Court of Uttarakhand at Nainital has to be submitted along with the Tender Response. Bids received without or with inadequate Tender Processing fees shall be liable to get rejected.

8. **Earnest Money Deposit:** Bidders are required to submit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only). It must be delivered to the Registrar General, High Court of Uttarakhand in the form of Demand Draft payable at Nainital. The bid security of unsuccessful bidders will be returned to them after the award of the contract. Earnest Money Deposit with UHC for the purpose of tender will earn no interest. EMD will be forfeited on account of one or more of the following reasons:- i)

The Bidder withdraws/modifies his bid during the period of bid validity. ii) In case the selected bidder fails to sign the agreement in time and furnish performance bank guarantee, at the time of signing of Agreement.

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned UHC or Department are exempted from EMD submission [Subject to production of required MSE certification].

9. The requirement of translation work is of an intermittent nature based on the requirement purely on piece-meal and remuneration basis. Thus, the contract does not entail any claim for allocating work or any liability, other than the remuneration for the work.

10. Disqualification of bids:

- Failure to furnish all the required information may result in rejection of the bid.
- In case the information submitted by the agency is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred and bids rejected.
- The UHC reserves the right to modify the tender document at any stage; accept or reject any or all proposals without assigning any reasons.
- No bidder shall have any cause or claim against the UHC for rejection of his proposal.
- The contract will be signed initially for a period of one year which may be extended for a further period of one year at the sole discretion of the UHC on the existing terms & conditions and with the written consent of the concerned agency.

11. A two bid system (Technical & Financial Bids)

The technical bids shall be opened at time and venue in the presence of those tenderers who may desire to be present at that time. The Technical Bid/presentation will be evaluated by Technical Evaluation Committee.

Part III:
General and Specific Conditions of the Contract

1. Terms & Conditions:

- i) The bids shall remain valid for a period of 120 (One hundred & twenty) days starting from the date of 'bid submission start date' as given in the tender document.
- ii) Any notice by one party to the other, pursuant to the Contract shall be sent by e-mail/ physical letter and conveyed in writing to the address specified for that purpose in the Contract.
- iii) To assist in Technical evaluation, the UHC reserves the right to call for any clarification from any/all bidder/agency during the evaluation of the bids. Such clarification should be submitted only in writing. However, no other correspondence on bids will be entertained.
- iv) Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
- v) The UHC shall have the sole proprietary rights over the content created/edited/provided by the agency which has been awarded the contract through this tender.
- vi) In all matters related to dispute relating to this tender, the decision of the UHC will be final and binding upon the agency.

2. Payment terms:

1. The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc. The agency which has been awarded the contract shall submit the bills within a week of expiry of a month indicating full description.
2. Agencies, which submit the bid, are advised to ensure that the prices/ rates quoted are inclusive of the manpower support required for the execution and continuous monitoring of the project during the Contract period. No deviation in any of the conditions is allowed during the project period. No increase in prices would be allowed during the contract period. Advance payments may be subject to approval of competent authority and furnishing of Bank guarantee of equal amount.

Performance Bank Guarantee: The successful bidder shall provide a Performance Guarantee for the due and faithful performance of contract for a sum of 5% of the total contract price before the signing of Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations. Breach of terms & conditions of this tender or contract or refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

3. **Agreement deed:** The successful bidder shall execute an agreement for the fulfilment of the contract within 10 days from the date of award of contract. The incidental expenses of execution of agreement/Contract shall be borne by the successful bidder. Agreement/contract as described will be signed after the submission of the Performance Bank Guarantee (PBG) which shall be 5 percent of the contract value.

4. Penalty Clause:

- (a) If the bidder withdraws or alter its bid before the bid validity period, UHC/Division may debar it from participating in future tenders.
- (b) If at any future point of time it is found that the bidder has submitted information which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, the UHC may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the UHC and take any other action as deemed necessary. The penalty with respect to its time period shall be quantified by the UHC at its own discretion/satisfaction.

5. **Governing Laws and Jurisdiction:** The tender document shall be construed and governed by the laws of India, and the parties (bidder & UHC) hereby submit to the exclusive jurisdiction of the Nainital.

6. **Settlement of Disputes and Arbitration:** All disputes, differences and questions arising out of or in any way touching or concerning the agreement or the subject matter thereof or the representative's rights, duties or liability of the parties shall be referred to the sole arbitration under the Arbitration and Conciliation Act 1996 as amended up to date. The seat of arbitration shall be decided by Chief Justice.

7. FORCE MAJEURE:

- (a) The UHC may consider relaxing the penalty and delivery requirements, as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.
- (b) Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

- (c) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.
- (d) The affected Party shall also notify the other party of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of any cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- (e) If the contractor is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the UHC shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the UHC shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of force majeure.

8. **Liquidated damages and termination:**

- (a) It would be the first and foremost responsibility of the successful contractor to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions. In the event of delayed or unsatisfactory services, the UHC may recover a sum from the contractor equivalent to a minimum of 0.5% of the price for any portion of services delayed / negligence in service. The maximum amount to be recovered would be 10% of the price for any portion of services delayed / negligence in service.
- (b) In case of quality of service provided by the contractor found wanting / inadequate, the competent authority may terminate the contract agreement after giving 15 days' notice. In that case the competent authority may forfeit the Performance Guarantee deposit.
- (c) In case of a material breach of any of the terms and conditions mentioned in the tender document, the competent authority will

have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this UHC in that event and the Performance security deposit may also be forfeited.

- (d) Closure of Contract- While making the final payment to the contractor and before releasing the PBG, a "no claim certificate" shall be taken from the contractor.

9. OTHER CONDITIONS

I. Turn-around time: The desired delivery-time/turn-around time, from the time the original content is sent to the Agency, for the above services shall be three hours for a legal page.

II. Services would be required 24/7 including night hours. The original text would be provided by the UHC through email, hardcopy, audio/video files etc., for translation in digital format, in the time stipulated as above.

III. Point(s) of Contact (POC) - The Agency shall designate key personnel as POC(s) for coordination of file transfer method(s), turnaround times, translation delivery, feedback and serve as general contract liaison.

IV. Format in which the document is provided should be compatible with UHC's website font.

V. Translation work to be assigned could be of varied nature viz, Legal, administrative, etc.

VI. Agency should have the capability of extracting/converting the material to be translated from one file format into another and return it in the file format as per the requirement.

VII. Quality Check 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. Agency must ensure:

- a) Delivered target text is complete – no omissions and additions are permitted
- b) The target text is faithful, accurate and consistent rendering of the source text
- c) Terminology and lexis used are consistent with the source text

d) target text has no syntactical, spelling, punctuation, typographical or other grammatical errors

e) any specific instructions given by the UHC are followed and agreed deadline is scrupulously respected

f) Any errors in the deliverables must be corrected by the agency free of charge immediately and corrected text must be returned immediately.

g) The UHC will also provide regular feedback on the quality of translation, based on which improvements shall be made in the quality of the output by the Agency.

VIII. Individuals who have done freelancing/piecemeal/job work are not eligible to participate in this tender.

IX. Agency must procure and provide all the hardware required to its project team to enable them to meet the target assignment.

X. The UHC expects the agency to engage professionals in the field of translation to undertake the project and reserves the right to call for resumes, documents relating to their professional background, expertise and their achievements at any point of time prior & after awarding the contract.

XI. Quality of translation and completion of task within the time schedule (as notified with each assignment and as laid down in scope of work) are of paramount importance and any lapse may lead to cancellation of the contract with the agency without any further notice.

XII. Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in the case of any divergent views with respect to this tender etc., decision of the UHC will be final and binding on all bidders participating in this bid.

10. Confidentiality, Secrecy and Intellectual Property Rights

a) Secrecy of the matter given should be maintained at all times by the selected agencies.

b) Selected agency shall be required to acknowledge that the copyright of the translated text, whether from English to Hindi or vice versa rests with the Government for both text and visuals. The agency has to unconditionally undertake and agree to indemnify UHC for any claim in any manner for ownership of the publication/document/or any part thereof if preferred by any party regarding the content or text.

c) 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 without the written permission of the UHC.

11. Resource persons

a) List of permanent/hired Key Personnel of the agency for each of the above mentioned languages along with their qualification and experience shall be submitted to the UHC.

b) Selected agency will be required to adhere to the resource persons listed and submitted to the UHC to carry out all of the work.

c) Any change in the list of the resource persons shall be brought to the UHC immediate attention for concurrence.

d) A minimum of 2 resource persons having required qualifications are required to be deployed 24X7 for UHC. It is clarified here that these resource persons are in addition to the resource persons that would be working off-site.

e) Resource persons deployed onsite will be among those who participate in the Test, during the technical Evaluation for selection of the Agency.

f) In case the resource person deployed on site resigns, it is the sole responsibility of the agency to give the suitable replacement. In this case, agency has to obtain prior approval of the UHC before deploying the new resource person.

Part IV: SCOPE of WORK

All the reportable judgments of the Supreme Court of India, which are being uploaded on e-SCR, contain head notes of the judgments, which shall also be translated. High Court is seeking uploading the translated versions of the reportable judgments of the Supreme Court of India, along with the translated copies of the headnotes of the said judgments on the dashboard.

As far as possible, for translation of the judgments of the Supreme Court of India into the Hindi language, the use of AI software "SUVAS" should be made. Care should be taken by verifying the correctness of translation through the translators **within time bound manner maximum within 7 days of providing fresh judgments. However, on exceptional cases documents may be required to be translated with 1-2 days. There are two instances of the work that is to be carried out-**

A. Preparation of Head Note of Legacy Judgments of High Court of

Uttarakhand.

B. Translation (English to Hindi or vice versa) of -

- (i) Legacy Judgments of High Court of Uttarakhand,
- (ii) Legacy Judgments of Supreme Court which arise out of State of Uttarakhand.
- (iii) Current Judgments of High Court of Uttarakhand/Tribunals situated in State of Uttarakhand and current Judgments of Supreme Court which arise out of State of Uttarakhand.
- (iv) Other Judgments/related legal records of District Courts and High Court of Uttarakhand.

C. Publication of Bilingual Online Journal on High Court's website.

Part V: Qualification Criteria

The invitation for bids is open to all entities registered Legal entities that fulfil prequalification criteria as specified below:

- a. UHC reserves its right to subject the bidders to security clearances as it deems necessary.
- b. The members of the consortium, who claim experience or net worth in the TENDER must hold at least 26% of the consortium's equity.
 - i. The Bidder should be a profitable company (registered in accordance with law for all purposes including GST taxes, etc) for the last three years and must have an annual turnover of not less than 50.00 LAKH for each of the last three financial years ending 31st March 2023.
 - ii. The Bidder must have entered into agreement or completed -
 - a. Is engaged or has been engaged in Legal Translation work for Supreme Court or High Court, or
 - b. Is or has been engaged in Legal Translation work for any reputed Law Reporter, or
 - c. Is or has been engaged in minimum 3 Govt. Offices for legal translation work.

- c. The Bidder (Service Provider) must have at least 10 full time translators in its Payroll.
- d. Minimum of 2 Resource persons must participate in the Test conducted by the UHC. Resource persons, who participate in the test during the technical Evaluation for selection of the Agency, should necessarily and primarily handle UHC work.
- e. Resource persons of the Agency should hold legal graduate or postgraduate degrees in relevant legal languages, or in translation in the relevant languages from reputed national/state level universities, or should have completed translation course from Central Translation Bureau (MHA) with Grade A, or should have work experience as a Translator with Govt. of India/State Governments/reputed law journal, or with reputed organisations/companies in India.
- f. Bidders are requested to submit their responses for the Pre-Qualification Requirements in five(5)parts, clearly labeled 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–FormI
- b. A non-refundable processing fee for Rs. 3540/- (Rupees three thousand five hundred and forty only) in the form of a Demand draft drawn in favour of "Registrar General, High Court of Uttarakhand at Nainital" has to be submitted along with the Tender Response.
- c. authorizing the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of Tender.

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 Tender (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 Tender (Annexure – Form III). Enclose the mandatory supporting documents listed in format.

3. Part III–Relevant Experience for Legal Translating Service

Respondents must provide details (client organization, nature / scope of the project, contract value) of experience as per the format provided in the Tender (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 V: BOQ

COMMERCIAL BID FORMAT

S. No.	Service required	Expected Volume * (pages-Legal)	Unit Price (inclusive of GST) (in-figures)	Unit Price (inclusive of GST) (in words)	Weighted Price(inclusive of GST) *** (in figures)	Weighted Price(inclusive of GST) *** (in words)
(1)	(2)	(3)	(4)	(5)	(6)= (3) x (4)	(7)=(3) x (5)
(i)	Translation of Judgments of High Court/Supreme Court arising out of State of Uttarakhand including extraction of Head Notes and e-Publication	50,000				
Weighted Total**						

Part VI: Annexure-Response Formats

1. FORMI: COVERING LETTER

(Company letterhead)[Date]

To,

Regsitrar General
High Court of Uttarakhand at Nainital

Dear Sir,

Ref: Tender Notice for Legal Translating Service Provider for High Court of Uttarakhand

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

We attach here to the response as required by the Tender, 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 UHC 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 Tender 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

(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/Director 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 stock exchanges to indicate the nature of business of the company	

3. FORM III: FINANCIAL DETAILS OF THE ORGANIZATION

Financial Information			
	FY20-21	FY21-22	FY 22-23`
Revenue(in INR)			
Profit Before Tax Authority (in INR)			
Revenue from Legal Translation Services (in INR)			
Other Relevant Information			
Mandatory Supporting Documents:			
<p>a. Auditor Certified financial statements for the Last three financial years; 2020-21. 21-22 and 22-23, (Please include only the sections on Profit & Loss, revenue and the assets, not the entire balance sheet.)</p>			

4. FORM IV :DETAILS OF PREVIOUS CONTRACT

Sl. No.	Name of Client	Contract amount	Contract Period

Mandatory Supporting Documents: Copy of Orders placed mentioning the work assigned.