

Haryana Institute of Public Administration, Gurugram

Empanelment of Agencies/Persons for Translation work

HIPA intends to empanel Agencies/Persons for translation work (Hindi to English or/and English to Hindi). These agencies/persons should be competent, proficient and expected to provide perfect translation. Translation work may be given even in odd hours through e-mail or hard copy, and required to be completed on urgent basis within the prescribed time limit with accuracy in soft form. The interested agencies/persons may quote their rates along with following details within 10 days:-

1. Name of Agency/Person:
2. Contact Address:
3. Telephone number and E-mail address:
4. Experience in translation work :
5. Translation Charges per word (to be counted as per word processor)
English to Hindi or/and English to Hindi including Typing, vetting,
proofreading (incl of all taxes) :
6. Payment condition, if any: