

REQUEST FOR QUOTATION FOR TRANSLATION SERVICES

Introduction : Insurance Institute of India (hereinafter referred to as Institute) having its main office in Mumbai is interested in developing courses in Regional languages for its members/candidates who are enrolled for the various courses offered by the Institute i.e. Licentiate, Associateship, Fellowship and regulatory-related courses like Corporate Agent, Individual Agents, Insurance Brokers, Web Aggregators, Insurance Marketing Firm etc. III is a premier Institute in the domain of Insurance education and training in India and also in SAARC, Afro-Asian, Middle East, and other parts of the world. III is recognized by the Insurance Regulatory and Development Authority of India as a sole examination body for various Insurance Intermediaries

Size of book:	9.5" x 7"
Font:	DVOT Yogesh (Hindi)
Font Size:	Name of the Chapter : 16 (Bold) Chapter Number : 18 (Bold) Heading : 12 Inner text: 11
Page Margins:	Top: 0.79" Bottom: 0.39"
	Right: 0.59" Left: 0.79"
	Paper Width: 6.93" Paper Height: 9.84"
	Header: 0.39" Footer: 0.2"
Languages in which translation is required:	Hindi, Marathi, Gujarati, Tamil, Telugu, Kannada, Malayalam, Oriya, Punjabi, Urdu, Assamese and Bengali
No. of words per page:	
Total Pages per book (WORD file):	200-500 pages
Total Pages per keynote: (PPT file)	100-200 slides
Question Bank :	Approx 5000-10000 words
III Requirements:	Translated material shall be reviewed by III reviewers and the corrections suggested by them have to be incorporated without any additional cost.
	After translation is completed, both the Word file of Book and PPT files of Keynotes to be formatted as per Page Setup given by III and final PDF and Word/PPT files to be submitted to the department.
	3 months time duration for completion of translation work from receipt date of course material
Commercial Bid:	Per page rate for translation in Hindi and 11 regional languages
	Per page rate for translation in Hindi and 11 regional languages for Key notes
	Per word rate for translation in Hindi and 11 regional languages for Question Bank
	Per page rate for typing in Hindi and 11 regional languages