

**NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR TRANSCRIPTION WORK FOR
THE SQUARE CIRCLE CLINIC**

1. Date of invitation of quotations: From the date of uploading (14th November, 2025)

2. Last date of submission of quotations: 15th December 2025

The NALSAR University of Law, Hyderabad (hereinafter, the University) invites sealed EOI from reputed transcription service providers and individuals to translate legal documents from various regional languages to English.

EOI may kindly be submitted in a sealed cover to the Registrar, NALSAR University of Law, Hyderabad has to reach the University on or before 1.00 P.M on 15th December 2025 duly superscripting “ The Square Circle Clinic, NALSAR - EOI for the transcription work of The Square Circle Clinic, NALSAR” superscripted at the top of the envelope. The quotation tender box is available at the where quotation/tender is to be dropped.

Scope of work: The scope of work shall include varied transcription of audio files of interviews from the regional languages to English. The work also includes components of proof-reading and spell checking the typed and / or translated output. The work will be on a rolling basis.

Expected Result: Accurate and reliable transcription of material is to be done through individuals or resource persons of the selected agency, and **not through automated software/AI platforms**. Transcription services are required for transcription of audio files from their source language to English, or Hindi typed in Latin (English) script, or the source language in Latin (English) script, as indicated by for each work item:

- a. Hindi
- b. Marathi
- c. Gujarati
- d. Tamil
- e. Telugu
- f. Malayalam
- g. Bengali
- h. Punjabi
- i. Kannada
- j. Urdu
- k. Assamese
- l. English

Technical Specification/Eligibility Criteria: The transcription service providers who qualify the following technical criteria are invited to send their EOI.

- a) The individual / agency should have adequate in-house infrastructure required for executing the transcription work assigned with sufficient competency to meet the urgent requirements of transcription on priority basis, as indicated by NALSAR for each

transcription work, such as provision of proof-reading, ability to work on simultaneous projects, and any other requirements mentioned in Eligibility Criteria.

- b) Proven capacity to undertake transcription work from the original languages to target languages.
- c) List of organizations with whom already empanelled for transcription with all relevant contact details like phone number (including mobile number), email address and postal address.
- d) Proof of experience for transcription for at least one Deptt./ Ministry of the Govt. of India/ Govt. of Delhi/ Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (a copy each of at least two orders received during 2 years has to be attached).
- e) Audited financial statements for the last 2 years.
- f) Certificate of registration and incorporation of a firm or company.
- g) Declaration regarding blacklisting or otherwise.
- h) Copy of PAN Card.
- i) Copy of CST/ VAT/ TIN Registration Certificates and GST.

Financial Bid: This financial bid has to be submitted in the given format as in **Annexure B**.

Submission of quotations:

1. The technical and financial bids shall be sealed and marked separately, and both envelopes should be placed together in a larger sealed envelope mentioning the Title of the EOI on the cover and addressed to **The Registrar, The Square Circle Clinic, NALSAR, Justice City, Medchal District 500101, Hyderabad**. Please note that the *Earnest Money Deposit (EMD)* demand draft must be enclosed within the *technical bid envelope* only. The EMD amount shall be **₹20,000 (Rupees Twenty Thousand only)**, in the form of a Demand Draft drawn in favour of *The Registrar, NALSAR University of Law*.

The EMD of the successful bidder will be released after submission of the Performance Security and signing of the contract. Bid securities of the unsuccessful bidders will be returned at the earliest after expiry of the final bid validity period, and in any case not later than **30 days after the award of the contract**.

2. **Technical Bids:** In the technical bids, applicants shall submit the information asked on their letterhead providing all information specified in **Annexure A**.
3. The financial bid has to be submitted in the given format as in **Annexure B**.

Selection procedure:

1. The selection committee shall first evaluate the technical bids received from all applicants, as per the specifications mentioned in this call.

NALSAR UNIVERSITY OF LAW, HYDERABAD

Justice City, Shameerpet, Medchal District 500101, Telangana, India

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2. The applicants who would qualify as per technical evaluation criteria will only be considered as technically responsive. The rest would be considered technically non-responsive and would be dropped from the list.
3. For testing the transcription capabilities of the tendering transcription service providers, who are shortlisted after opening and evaluation of the EOI, a transcription test would be carried out. This would be one of the criteria for empanelling the transcription service provider. The date for the test would be intimated to the service providers who meet the eligibility criteria once the EOI are opened and evaluated. The transcriber and proof readers (for the language for which the empanelment is sought) whose names are included in the EOI and who will actually execute the jobs, if selected, would be the ones who would have to attend in person. Kindly note, that the University will not provide any conveyance or accommodation allowance and any kind of payment for said work/test. Details of the test will be communicated to the eligible service providers.
4. Financial bids will be opened for only eligible and technically responsive applicants. The final selection shall be done on the least cost basis.

Terms and Conditions:

1. An inspection committee from the University may visit the service provider for physical inspection/verification of the facilities/infrastructure available with the service provider as per the details furnished. Report of such inspection, if carried out, may form a part of the evaluation process.
2. The panel of transcription service providers will be prepared as per the criteria laid down by the University, testing carried out and the physical inspection, if carried out.
3. The University also reserves the right of accepting the whole or any part of the EOI. The decisions made by the University in these matters shall be final and binding on the service providers.
4. For the awarded/selected tenderer, the University will provide set of audio files to be transcribed. The service provider(s) would be required to transcribe and send them to the University over email/ designated file sharing software after proof-reading and spell checking. The entire work including spell checking and proof-reading must be done by the service provider with utmost care and failure to provide good quality and accurate transcription services may result in the rejection of the job & black list of firm/company and no amount shall be paid for the same. The University will not provide for printing, collection or any other charges for the output transcribed. The documents and contents thereof sent for transcription shall be kept secure and the contents thereof shall be kept confidential and shall not be shared by the service provider with any person working with it who is not integral to the transcription services to be undertaken.
5. The time schedule for transcription shall be drawn up after mutual agreement and it shall be strictly adhered to by the empanelled service provider. The transcription of documents at times, be required to be provided at very short notice (within a day or hours) depending on the size/volume/urgency of the matter.

6. In the event of the service provider being unable to complete the job or leaving it unfinished or unsatisfactorily concluded for whatever reason, no payment whatsoever will be made to the service provider for that job irrespective of its nature and quantum. The University may also impose a penalty which would include reduction in the amount payable per word or can remove the service provider from the panel.
7. Failure on part of the service provider to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to disqualification from the panel.
8. The agreement may be terminated at any stage of the work at the discretion of the University without assigning any reason and payment will be made for the work considered satisfactory. The decision of the University in all these matters shall be final and binding.
9. The University also reserves the right to withdraw any part or the whole of it at any stage, even after acceptance of the EOI /finalisation of agreement and assignment of the job/jobs without assigning any reason therefore. The decision of the University in all these matters shall be final and binding.
10. Submission of EOI would imply that the service providers have agreed to abide by the Terms and Conditions set out herein.
11. The University shall select a Transcriber from the successful tenderers and the contract will be awarded initially for a period of (1) year, which may or may not be extended further.
12. Any clarifications relating to the terms and conditions of the present EOI shall be sent at squarecircleclinic@nalsar.ac.in Requests for clarifications shall be entertained till one week before the deadline date of submission of EOI.
13. Terms and conditions in addition to or in place of the existing terms and conditions may be imposed by the University from time to time.

ANNEXURE A: TECHNICAL BID
(ON LETTERHEAD WITH SIGNATURE AND STAMP)

- 1) The undersigned certifies that I/we have gone through the terms and conditions mentioned above and undertake to comply with them.
- 2) That the “Transcription” shall be of the best quality and confirm as per the requirements of the institution specified in the technical specification of the bid documents. The decision of the University as regards the quality of Transcription and/or shall be final and binding on me.
- 3) The conditions herein contained shall form part of and shall be taken as if they are included in the agreement to be entered into is treated as agreement itself with the University.
- 4) The University, if deemed necessary, would expect us to change any Transcription on its being found to be of inferior quality and it shall be replaced by us in time to prevent inconvenience.
- 5) I/We also undertake that I/we have not been black listed by any Govt. Organisation/PSU/ Autonomous bodies/local authority for any reason.
- 6) I am submitting the below information and the requisite documents:

S.No	Description	Response
1	Name of the tenderer	
2	Address of the tenderer	
3	Contact details of the tenderer:	
	a) Name	
	b) Designation	
	c) Office Phone Number	
	d) Mobile Number	
	e) Email Address	
4	Total number of employees working in firm/organization with designation	
	a) Transcribers (for each language)	
	b) Proof readers (for each language)	
	c) Any other staff	

NALSAR UNIVERSITY OF LAW, HYDERABAD

Justice City, Shameerpet, Medchal District 500101, Telangana, India

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S.No	Description	Response
5.	Documents to be enclosed with EOI are as under: a) Proof of experience for transcription for at least one Deptt./ Ministry of the Govt. of India/ Govt. of Delhi/ Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (a copy each of at least two orders received during 2 years has to be attached). b) The earnest money of Rs.20,000/- (Twenty Thousand Only) in the form of Demand Draft. c) Audited financial statements for the last 2 years. d) Certificate of registration and incorporation of a firm or company. e) Copy of PAN card f) Duly signed & stamped all pages of EOI documents as a mark of your acceptance. g) List of organizations with whom already empanelled for transcription with all relevant contact details like phone number (including mobile number), email address and postal address. h) Declaration regarding blacklisting or otherwise	

**** Please use extra sheets if the space given above is not sufficient.**

Authorized Signature: _____

Name of the Authorized person: _____

Name of the company: _____

Address of the company: _____

Contact Number: _____

E-mail Id: _____

ANNEXURE B: FINANCIAL BID
(ON LETTERHEAD WITH SIGNATURE AND STAMP)

Sr. No.	Source Language of Audio File	Target Language of Transcription	Rate per word (In Rs.)
1	Hindi		
2	Marathi		
3	Gujrati		
4	Tamil		
5	Telgu		
6	Malayalam		
7	Bengali		
8	Punjabi		
9	Kannada		
10	Urdu		
11	Assamese		
12	English		

Source Language to Hindi typed in Latin (English) script

Sr. No.	Source Language of Audio File	Hindi typed in Latin (English) script	Rate per word (In Rs.)
1	Hindi		
2	Marathi		
3	Gujrati		
4	Tamil		

NALSAR UNIVERSITY OF LAW, HYDERABAD
Justice City, Shameerpet, Medchal District 500101, Telangana, India
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5	Telgu		
6	Malayalam		
7	Bengali		
8	Punjabi		
9	Kannada		
10	Urdu		
11	Assamese		
12	English		

I am submitting this quotation after carefully going through the complete tender document including the “Terms and Conditions”.

NALSAR holds the right to withdraw the Tender if the need arises with no intimation or assigning any reason.

Authorized Signature: _____

Name of the Authorized person: _____

Name of the company: _____

Address of the company: _____

Contact Number: _____

E-mail Id: _____