

## High Court of Andhra Pradesh at Amaravati

e-mail: [cpc-ap@aj.gov.in](mailto:cpc-ap@aj.gov.in)

### Tender Notice

**Roc.No.03/2026-AI/TS**

**Dated:23.06.2026**

INVITATION FOR TENDER PERTAINING TO THE TRANSLATION AND VETTING WORKS OF JUDGMENTS PERTAINING TO THE SUPREME COURT OF INDIA AND THE HIGH COURT OF ANDHRA PRADESH FROM ENGLISH TO TELUGU, EXTRACTION AND VETTING OF HEAD-NOTES PERTAINING TO THE HIGH COURT OF ANDHRA PRADESH.

High Court of Andhra Pradesh(here in after referred as **APHC**)invites Bids from interested Legal Language Machine(LLM) Translation and Head-note Preparation.

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

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## Part I: NOTICE INVITING TENDER

### 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 and vetting of judgments of the Supreme Court of India and the High Court of Andhra Pradesh and Extraction and vetting of Head-notes arising from the judgments of the High Court of Andhra Pradesh. 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 (IT-Cum-CPC), High Court of Andhra Pradesh intended to short-list potential bidder for the work proposed in this document. Registrar (IT-Cum-CPC), High Court of Andhra Pradesh 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 and vetting of judgments of the Supreme Court of India and the High Court of Andhra Pradesh, along with the Extraction and vetting of Head-notes for judgments of the High Court of Andhra Pradesh.
2	<b>TENDER Invitor's Details</b>	
	Department	High Court of Andhra Pradesh at Amaravati
	Contact Person	Registrar (IT-Cum-CPC) High Court of Andhra Pradesh, Amaravati, Andhra Pradesh – Nelapadu, 522239. Help Desk No.: 0863 2372728

### 3. TENDER INFORMATION SUMMARY (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	23.06.2026;05:00PM
2.	Tender Fee (Non-refundable)	Rs.2000/-
3.	Earnest Money Deposit	Rs. 1,00,000/-
4.	Bidders Conference/Pre-Bid meeting(Physical and Virtual)	29.06.2026;11:30AM
5.	Last date for submission of written queries by bidders	01.07.2026;04:30PM
6.	Response to the Queries	03.07.2026
7.	Last date for Submission of Tender Response	07.07.2026;04:30PM
8.	Technical evaluation /Presentation for Testing	08.07.2026;04:30PM
9.	Financial evaluation	To be informed later
10	APHC Reference Number	03/2026-AI/TS

### Part II: INFORMATION TO BIDDERS

#### 1. Tender Document

- (a) The Tender Document will be published on the Portal <https://aphc.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 Andhra Pradesh 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 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 Tender Information Summary(TIS). This deadline shall not be extended in case of any intervening holidays. Bidder should specify TENDER 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://aphc.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 APHC/ 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 Andhra Pradesh 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 Andhra Pradesh or Government of Andhra Pradesh 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.
- 7) The requirement of translation and vetting work and Head-note Extraction 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.

### **3. 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.

### **4. Submission of Bids:**

Bids must be submitted 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.

In the case of downloaded documents, Bidder must not make any changes to the contents of the documents except for filling in the required information.

### **5. 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.

### **6. Disclaimers and Rights of High Court of Andhra Pradesh**

The issue of the TENDER Document does not imply that the High Court of Andhra Pradesh 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 issue another TENDER for identical or similar Service.

### **7. Tender Fee**

A non-refundable tender fee for Rs.2,000(Rupees two thousand only) in the form of a Demand draft in favour of Registrar (Administration), High Court of Andhra Pradesh at Amaravati 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 (Administration), High Court of Andhra Pradesh in the form of Demand Draft

payable at Amaravati. The bid security of unsuccessful bidders will be returned to them after the award of the contract. Earnest Money Deposit with APHC 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 the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME), or those registered with the Central Purchase Organisation or the concerned APHC or Department, are exempted from EMD submission [subject to production of the required MSE certification].

#### **9. 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 APHC 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 APHC 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 APHC on the existing terms & conditions and with the written consent of the concerned agency. These Terms and Conditions may be amended or modified by the High Court of Andhra Pradesh, provided that such modification is made with the prior intimation of the Agency. All determinations made by the High Court in this regard shall be absolute, final, and contractually binding upon the parties.

#### **10. A two bid system(Technical & Financial Bids)**

The technical bids shall be opened at time and venue in the presence of those Tenderer who may desire to be present at that time. The Technical Bid/presentation will be evaluated by Registrar(IT-cum-CPC) of the High Court of Andhra Pradesh.

**Part III:**  
**1. General and Specific Conditions of the Contract**

- 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 APHC 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 APHC 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 APHC 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. The prescribed bill format will be provided to the successful bidder in due course.
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.

**3. 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.

**4. Agreement deed:** The successful bidder shall execute an agreement for the fulfillment 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.

**5. Penalty Clause :**

(a) If the bidder withdraws or alter its bid before the bid validity period, APHC/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 APHC 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 APHC and take any other action as deemed necessary. The penalty with respect to its time period shall be quantified by the APHC at its own discretion/satisfaction.

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

**7. 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 representatives 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.

**8. FORCE MAJEURE:**

(a) The APHC 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 APHC shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the APHC 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.

#### **9. 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 APHC 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 and cancel the work order without assigning any reason. In such an event, nothing will be payable by this APHC, 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.

## **10. 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 APHC 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), turn around times, translation delivery, feedback and serve as general contract liaison.

IV. Format in which the document provided shall be in A4 Page size, with 1 line space and font size 13 in "Gautami" font either in Microsoft Office on Windows Operating System or in LibreOffice Writer on Ubuntu Operating System..

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. Translated Files should be submitted in word and 'PDF' formats.

a) Quality Check: Necessary proofreading of the material translated for its authenticity will be the responsibility of the translating agency. In case of negligence, it will also be the responsibility of the translating agency. The agency must ensure: 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 APHC 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 APHC 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.

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

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

IX. The APHC 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.

X. 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.

XI. The translated judgments shall be accurate, error-free, and expressed in simple, clear language so as to be easily understood by a layperson. As the translated judgments are uploaded to the public domain and are relied upon by litigants, advocates, judicial officers, researchers, and the general public, utmost care, diligence, and accuracy shall be exercised in the translation process. The Editor/Competent Authority reserves the right to approve the translated judgments or return them for correction, revision, or retranslation. The bidder shall promptly comply with all directions issued by the Editor/Competent Authority and shall rectify any deficiencies, errors, or omissions pointed out, without claiming any additional cost.

XII. The extraction and preparation of Head-notes shall be carried out strictly in accordance with the prescribed guidelines and shall include all mandatory fields and particulars specified therein. The Head-notes shall be accurate, complete, and free from errors or omissions. Any Head-notes found to contain mistakes, inaccuracies, deficiencies, or deviations from the prescribed guidelines shall be returned for correction and resubmission. The decision of the Editor/Competent Authority regarding the adequacy, accuracy, and acceptability of the Head-notes shall be final and binding. The Editor/Competent Authority reserves the right to approve the Head-notes or return them for

correction, revision, or reworking. The bidder shall carry out all such corrections and revisions as directed, at no additional cost to the Department.

XIII. Approximately 12,000 Supreme Court judgments will be provided to the successful bidder for translation. The scope of work shall include translation of the entire judgment absolutely including the head-note(s). The translated judgment shall accurately reflect and contain all contents of the original English version, maintaining its meaning, legal terminology, structure and format without omission. Payment shall not be made for blank pages, duplicate pages or pages with fewer than four lines of text. A minimum of four lines is required to qualify for payment.

XIV. Approximately 2,500 High Court Judgments identified for translation may be downloaded from the "Neutral Citation" tab available on the APHC Portal. In the case of batch judgments, payment shall be made only for the pages that are distinct and require separate translation. Any identical portions appearing in multiple judgments within the same batch shall not be counted separately for payment purposes. Where duplicate judgments are inadvertently translated, payment shall be admissible for only one such judgment but not to all the translated judgments. The list of judgments that have already been approved, translated, and uploaded to the e-APHCR Portal shall be furnished to the successful bidder in due course. The bidder shall ensure that no translation work is undertaken in respect of such judgments, as the translations have already been finalized and uploaded. In all matters relating to identification of duplicate judgments, batch judgments, page count determination, admissibility of translation charges, and interpretation of these conditions, the decision of the Editor or the Competent Authority shall be final and binding on the bidder.

XV. 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 APHC will be final and binding on all bidders participating in this bid.

## **11. 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 Telugu or vice versa rests with the Government for both text and visuals. The agency has to unconditionally undertake and agree to indemnify APHC 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 APHC.

## 12. 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 may be submitted to the APHC.

b) Selected agency will be required to adhere to the resource persons listed and submitted to the APHC to carry out all of the work either in offline or online mode.

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

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

## Part IV: SCOPE of WORK

All reportable judgments of the Supreme Court of India that are being uploaded on e-SCR, and all reportable judgments of the High Court of Andhra Pradesh uploaded on Neutral Citation, including the Head-notes of such judgments, shall also be translated.

Head-notes extraction should include the following mandatory fields as per the Guidelines of the Supreme Court of India:

**Issue for Consideration, Head-notes, Acts, Keywords, Case Law/Reference Cited, Appearances for Parties, Case Arising from judgment/Order, Result of the case.**

Translation of Judgments pertaining to the Supreme Court of India (SCI) and the High Court of Andhra Pradesh (APHC) should strictly adhere as per the guidelines issued by the Artificial Intelligence - Assisted Legal Translation Advisory Committee (AI- ALTAC) and Andhra Pradesh High Court Scheme For Translation Of Judgments/Orders into Regional Language - 2023 formulated by

the High Court of Andhra Pradesh.

To ensure, bidders can easily locate the required documentation, Navigate to the **Acts & Rules** tab on APHC portal, locate the drop-down menu associated with that tab, Select **Guidelines/SOP** from the menu to access the necessary information.

Specimen judgments of SCI & APHC would be assigned to the bidders to analyse the quality of translations and extraction of Head-notes from the judgments of APHC. Based on these criteria, the High Court of Andhra Pradesh may evaluate the performance of the bidders. Subsequently the same would be placed for the decision of the concerned Hon'ble Committee.

As far as possible, the use of Artificial Intelligence (AI)-based software tools shall be permitted for the translation and vetting of judgments of the Supreme Court of India and the High Court of Andhra Pradesh into the Telugu language. However, the successful bidder shall ensure that all AI-generated translations are thoroughly verified, reviewed, and authenticated by qualified translators and subject experts to ensure accuracy, consistency, and legal correctness.

The translation and vetting of judgments shall ordinarily be completed within a maximum period of seven (7) days from the date of allotment of fresh judgments. However, in exceptional and urgent cases, the High Court may require translation and vetting to be completed within one (1) to two (2) days, and the successful bidder shall make necessary arrangements to comply with such timelines.

The scope of work shall comprise the following:

**A. Translation and Vetting (English to Telugu) of:**

- (i) Legacy Judgments of the High Court of Andhra Pradesh;
- (ii) Legacy Judgments of the Supreme Court of India;
- (iii) Current Judgments of the High Court of Andhra Pradesh; and
- (iv) Current Judgments of the Supreme Court of India.

**B. Preparation and Vetting of Head Notes of:**

- (i) Legacy Judgments of the High Court of Andhra Pradesh.

**Schedule-I**

Translation and vetting of judgments of the Supreme Court of India and the High Court of Andhra Pradesh, including both legacy and current judgments, as specified under Scope of Work – Part A.

## Schedule-II

Preparation, extraction, drafting, and vetting of head notes pertaining to the legacy judgments of the High Court of Andhra Pradesh, as specified under Scope of Work – Part B.

Separate tenders/bids shall be submitted by the Tenderer for Schedule-I and Schedule-II.

The High Court of Andhra Pradesh reserves the right, at its sole discretion, to accept or award the tender for Schedule-I, Schedule-II, or both Schedules, either to the same bidder or to different bidders, without assigning any reasons therefor. The decision of the High Court in this regard shall be final and binding on all Tenderer.

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### Part V: Qualification Criteria

The invitation for bids is open to all entities, registered Legal entities that fulfil pre-qualification criteria as specified below:

- a. APHC 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 **Financial Year 2025-2026**.
  - ii. The Bidder must have entered into agreement or completed:
    - a. Is engaged or has been engaged in legal translation work for the 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 with a minimum of three Government Offices for legal translation work.
- c. The Bidder (Service Provider) must have at least 10 full-time translators on its payroll.
- d. A minimum of two resource persons must participate in the test conducted by the APHC. The resource persons who participate in the test during the technical evaluation for selection of the agency should

necessarily and primarily handle APHC work.

- e. The resource persons of the agency should hold a law degree or postgraduate degree in relevant legal languages, or in translation in the relevant languages from reputed national/state-level universities, or should have completed a translation course from the Central Translation Bureau (MHA) with Grade A, or should have work experience as a translator with the Government of India/State Governments/reputed law journals, 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–Form I
- b. A non-refundable tender fee for Rs.2000/- (Rupees Two thousand only) in the form of a Demand draft drawn in favour of “Registrar (Administration), High Court of Andhra Pradesh at Amaravati” 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 the contract quoted by the respondent in order to satisfy the qualification requirements. The mandatory supporting documents listed in the format shall be enclosed.

**Part V: Bill of Quantities (BOQ)****SCHEDULE-I****COMMERCIAL BID FORMAT**

<b>S.No.</b>	<b>Service required</b>	<b>Expected Volume* (pages-Legal)</b>	<b>Unit Price (inclusive of GST) (in-figures)</b>	<b>Unit Price (inclusive of GST) (in words)</b>	<b>Weighted Price(inclusive of GST) *** (in figures)</b>	<b>Weighted Price(inclusive of GST)*** (in words)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)=(3)x (4)</b>	<b>(7)=(3)x (5)</b>
<b>(i)</b>	Translation and vetting of Judgments pertaining to the Supreme Court of India and the High Court of Andhra Pradesh.	1,48,800				
<b>Weighted Total**</b>						

**SCHEDULE-II****COMMERCIAL BID FORMAT**

<b>S.No.</b>	<b>Service required</b>	<b>No. of Judgments</b>	<b>Unit Price (inclusive of GST) (in figures)</b>	<b>Unit Price (inclusive of GST) (in words)</b>	<b>Weighted Price(inclusive of GST) *** (in figures)</b>	<b>Weighted Price(inclusive of GST)*** (in words)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)=(3)x (4)</b>	<b>(7)=(3)x (5)</b>
<b>(i)</b>	Extraction of Head-notes and vetting of Judgments pertaining to the High Court of Andhra Pradesh.	3000				
<b>Weighted Total**</b>						

## **Part VI: Annexure – Response Formats**

### **1. FORM I: COVERING LETTER**

(Company letter head)[Date]

To,

Registrar(IT-Cum-CPC)  
High Court of Andhra Pradesh at Amaravati

Dear Sir,

#### **Ref: Tender Notice for Legal Translating Service Provider for the High Court of Andhra Pradesh**

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:

	<b>Primary Contact</b>	<b>Secondary Contact</b>
<b>Name:</b>		
<b>Title:</b>		
<b>Company Name:</b>		
<b>Address:</b>		
<b>Phone:</b>		
<b>Mobile:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		

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 APHC 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:

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**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 to Business	
Address of the Head quarters	
Address of the Registered Office in India	
Other Relevant Information	
Mandatory Supporting Documents:	
a) Certificate of Incorporation from Registrar Of Companies( <b>ROC</b> )	
b) Relevant sections of the <b>Memorandum of Association</b> of the company or filings with the stock exchange to indicate the nature of the business of the company.	

**3. FORM III: FINANCIAL DETAILS OF THE ORGANIZATION****Financial Information**

	FY23-24	FY24-25	FY25-26
Revenue(in INR)			
Profit Before Tax Authority(in INR)			
Revenue from Legal Translation Services(in INR)			

Other Relevant Information

Mandatory Supporting Documents:

- a. Auditor-certified financial statements for the last three financial years (2023–24, 2024–25, and 2025–26). Please include only the sections on Profit & Loss, revenue, and assets, not the entire balance sheet.

**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.

  
23/06/26  
**Joint Registrar**

  
23/6/26  
**Registrar (IT-cum-CPC)**