



Embassy of India  
Tashkent

<https://eoitashkent.gov.in/>

TRANSLATING AND SUBTITLING OF  
SIX INDIAN FILMS AND TRAILERS FOR  
FILM FESTIVAL 2026

Tender No.: TAS/POL/321/03/2025

Date: 9 February, 2026

Last date for submission: 16 February, 2026 (till 1100 hrs)

Embassy of India  
5, Bakht Street, Yakkasaray District,  
Tashkent-100059

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**Embassy of India  
Tashkent**

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Dated: 9 February 2026

**NOTICE INVITING TENDER**

Embassy of India, Tashkent invites Tender from reputed and registered firms/service agencies for translating and subtitling six Indian films for Film Festival 2026 scheduled to be held from March 12-15, 2026 at Tashkent.

2. The tender document is enclosed and can also be downloaded from the website <https://eoitashkent.gov.in/> from 9 February, 2026 onwards. **No tender fee will be charged for the tender documents** in case a firm has downloaded the tender document from the official website of the Embassy of India, Tashkent. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted on the website of the Embassy of India, Tashkent, as given above.
3. The interested firms/agencies should submit their bids in sealed covers super scribed as **"Tender No. TAS/321/03/2025 - Translating and Subtitling 6 Indian Films and trailers for Film Festival 2026"** and addressed to **"Head of Chancery, Embassy of India, 5, Bakht Street, Yakkasaray District, Tashkent"**. The bids with properly sealed envelopes should be submitted by hand to the Embassy of India, Tashkent at the address given above. The bids will not be accepted after the expiry of stipulated date and time under any circumstances.
4. If the bidder withdraws or modifies its bid during the validity of bid or fails to honour its bid, in case of work is awarded, it will be debarred for participation in the Embassy's tender.
5. The Bids will be opened on **16 February, 2026 at 1500 hrs** in the Embassy of India, Tashkent by a Committee authorized by the Competent Authority.
6. The Competent Authority reserves the right to amend any of the terms and conditions contained in the tender documents or reject any or all the bids, or cancel the tender, without giving any notice or assigning any reason thereof. The decision of the Embassy of India, Tashkent in this regard shall be final and binding upon all bidders. For any queries/clarifications, please contact us at +998-55-5010273 or write email to [admin.tashkent@mea.gov.in](mailto:admin.tashkent@mea.gov.in).

Namo Narayan Meena  
Head of Chancery

## **SECTION-I**

### **1. GENERAL INSTRUCTIONS TO BIDDERS**

- 1.1 For the Bidding/Tender Document Purposes, Embassy of India, Tashkent shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and/ or Bidder or vice versa.
- 1.2 The tender document can be downloaded from 09.02.2026 onwards from website <https://eoitashkent.gov.in/>. **The last date of submission of bids is 16.02.2026 till 1100 hrs.**
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall submit the copy of the authorization letter/Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Bids not in requisite format or not meeting any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 If the bidder withdraws or modifies its bid during the period of validity, or if it is awarded the work and it fail to execute the work, before the stipulated deadline, it will be suspended for a specified time period from being eligible to submit bids for tender with the Embassy of India, Tashkent.
- 1.7 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client.
- 1.8 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgment due to the Embassy of India, Tashkent. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

### **2. Contact information:**

**Mr. Namo Narayan Meena,**  
**Head of chancery**

Embassy of India, Tashkent

Email: [hoc. Tashkent@mea.gov.in](mailto:hoc.Tashkent@mea.gov.in), [admin.tashkent@mea.gov.in](mailto:admin.tashkent@mea.gov.in)

Telephone No. +998-55-5010480

### **3. Bid System:**

Single bid system will be followed for this tender. Bids should be prepared as per instructions given in the tender documents. Bidders must submit their quotation in one sealed/closed envelope superscribed as **"Bid for Tender No. TAS/POL/321/03/2025 - Translating and Subtitling of 6 Indian Films and Trailers for Film Festival 2026"** and address to **"Head of Chancery Embassy of India, Tashkent"** along with Bid Submission Form duly filled, signed and stamped.

### **"Opening of Bids"**

- (a) All the bids received by the Embassy of India, Tashkent will be opened on **16 February 2026 at 1500 hrs** in the Embassy of India, Tashkent by a committee authorized by the Competent Authority. If any of the participating company/agency desires to be available during opening of the bid/s, need to write separately to [admin.tashkent@mea.gov.in](mailto:admin.tashkent@mea.gov.in).
- (b) After evaluation, the work will be awarded to the bidder quoting the lowest price. The authorized representative of bidders present at the time of opening of the bids shall be

required to sign/acknowledge on the bids document as a proof of having attended the financial bid opening.

- (c) The bidder's name, bid price and such other details considered as appropriate by the Embassy of India, Tashkent will be announced at the time of the opening of the bids.

**4. Dates to remember**

<b>Sl. No</b>	<b>Events</b>	<b>Date</b>
1.	, Date of Publishing	<b>09.02.2026</b>
2.	Last date for submission of bid	<b>16.02.2026 (upto 1100 hrs)</b>
3.	Bids opening	<b>16.02.2026 (at 1500 hrs)</b>

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## SECTION-II

### **TERMS AND CONDITIONS**

#### **1. Delivery period/ Timelines**

The works must be completed by February 26, 2026. Any extension of the date of completion will be subject to concurrence of the Embassy of India, Tashkent and decision of the Embassy in this case will be treated as final.

#### **2. Ambiguity/dispute**

In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, the Embassy of India, Tashkent interpretation of the clauses shall be final and binding on all parties.

#### **3. Order Placements and Release of Payment**

The award of work and payment shall be processed by: Head of Chancery, Embassy of India, Tashkent.

#### **4. Amendment of Bidding Documents**

At any time, prior to the deadline for submission of bids, EoI, Tashkent may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

#### **5. Period of Validity of Bids**

- (a) Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
- (b) In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

#### **6. Preparation of Bids**

**Language:** English translated version of documents submitted in Russian or Uzbek language is required to be submitted.

7. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No changes or violation of aforementioned terms and conditions are permissible once the bid is accepted by the Embassy of India.

**8. Submission of bids:** The Bidding firms have to submit the tenders in single bid system in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Embassy of India, Tashkent. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. The tender shall be submitted in sealed envelopes as described below:

#### **Bid for Translating and Subtitling of 6 Indian films and trailers for Film Festival 2026**

No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy of India, Tashkent, reserves the right to extend the date / time for submission of bids before opening of the Bids.

**9. Bid Opening Procedure:** The Bids shall be opened at Embassy of India, Tashkent on 16.02.2026 at 1500 hrs by the Tender Evaluation Committee constituted by the Competent Authority. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India, Tashkent.

The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

#### **10. Clarification on Bid Evaluation**

- a) The Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- b) If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- c) Embassy of India, Tashkent also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

#### **11. Other Conditions**

- (a) The successful bidder, on award of work, must send the acceptance in writing within two (02) days of award of work; otherwise, the work award may be awarded to the next successful bidder i.e. L-2.
- (b) No request for revision/increase of approved rates during the currency of the contract will be entertained.
- (c) The bidder's staff should be physically and mentally fit and should not be suffering from any apparent disability.
- (d) The bidder shall be responsible for the conduct/integrity of persons deputed for the works and will also be responsible for any act of omissions or commissions on their part. He/She will vouch for their character and integrity.
- (e) The bidder will use its own material, staff and expertise to carry out the work of translation (to Uzbek) and subtitling of the 6 Indian films and trailers.
  - (f) Embassy of India, Tashkent reserves the right to terminate the contract at any time by giving one month's notice. However, Embassy shall also have the right to terminate the contract by giving a shorter notice period under special circumstances such as security consideration.
- (f) The bidder must sign and affix their seal on every page of the Tender Documents and submit the complete signed Tender Documents.
- (g) If any information or document submitted by the bidder is found to be false/incorrect later, Embassy reserves the right to cancel the Tender Document and can take any action as deemed fit including termination of the contract etc.

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### **SECTION-III**

#### **I. Scope of Work**

- (a) Translation of English Subtitles to Uzbek in respect of (i) 6 Indian film with the average running time of around 120 minutes each and (ii) six Film trailers with average running time of 1 minute each
- (b) Adding of Uzbek subtitles to the above Indian films and trailers along with proof reading as per requirement;

**II. Exact details i. e., the names of films, English transcript/SRT file of the 6 Indian films/trailers will be intimated in due course of time.**

## **SECTION-IV**

### **Format for submitting the Price Schedule for translating and subtitling 6 Indian Films and trailers for Film Festival 2026**

BID No. TAS/POL/321/03/2025

Date: .....

To,

**Head of Chancery**

Embassy of India,

Tashkent

#### **Bid for Translating and subtitling of six Indian films and trailers for Film Festival 2026**

1. Name of the Company:
2. Address of the Company:
3. Contact details of Company's authorized officials:
4. Telephone/Mobile:
5. Email:

S.No.	Particulars	Price of translation only from English to Uzbek subtitles	Price of translating and subtitling (incorporating Uzbek subtitles within the film)
1	2	3	4
1	Translating and subtitling one Indian film for Film Festival 2026		
2	Total Price for six films (with VAT, if any)		
3	Translating and subtitling one Indian film trailer for Film Festival 2026		
4	Total price for six trailers (with VAT, if any)		

**Note:** Terms of payment may also be mentioned  
(Please note: Payment will be by bank transfer only)

Yours faithfully,

Signature of authorized signatory of company

Name:

Designation:

Company seal:



### **Minimum Eligibility Criteria:**

The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process: -

- (a) **Registration:** The Bidder/Bidding Firm must be registered under relevant laws of Government of the Republic of Uzbekistan and should have applicable/appropriate licenses in its name. Compliance with labour laws of Government of the Republic of Uzbekistan will be the sole responsibility of the company. They shall also comply with all the requirements of taxes, fees and other statutory payment as required by the concerned Government authority. The proof in support of the same shall be attached with the bid documents.
- (b) **Experience:** The Bidder should have minimum one (1) year experience in carrying out translation and subtitling.