

**No. MACIC/322/10/2025**

**Embassy of India**

**Cairo**

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**Notice inviting tender for Arabic Subtitling of Indian Movies**

The Maulana Azad Centre for Indian Culture, Embassy of India, Cairo invites proposal for Arabic subtitling of Indian movies as per the terms and conditions mentioned in paragraph (C) below.

**(A) ELIGIBILITY CRITERIA:**

1. Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar services and will need to supply examples of similar services provided in the last 03 years, including to any of the Indian Missions/Posts abroad or other Diplomatic Missions.
2. Bidders may also indicate their experience in this regard.
3. Bidders may also submit, in brief, the history of their company with annual turn over. They may also furnish the certificate license, if any that may indicate their qualification for the subtitling.
4. Bidders should ensure that the quotes should be provided to the Embassy by **1730 hrs on 28<sup>th</sup> May 2025.**
5. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
6. If a bidder is asked to competitively quote for the same, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the numbers offered and the tenderer shall supply the same at the rate quoted.
7. Bidders should not have been barred / black-listed by the Governmental Department / Organization in India/Egypt or elsewhere (The bidder is requested to submit a self-declaration to this effect).
8. Bidders may submit their bids for subtitling providing in premises of the Embassy.

**(B) SCOPE OF WORK:**

Tender has been invited for the Arabic subtitling of the Indian movies. The Embassy has 33 Indian movies with different runtime varying from 2 hrs 10 min to 3 hours with DCP version with English Subtitle, DCP Ripped version and English script. Bidders are requested to submit their bid on rate of per minute basis for Arabic subtitling.

**(C) TERMS AND CONDITIONS:**

The Service Provider agrees to provide professional subtitling services in Arabic for Indian movies delivered by the Indian Embassy in Cairo, which include: accurate and


grammatically correct subtitles, synchronization with the provided audio, use of the official script provided by the Embassy and delivery in suitable formats to screen these movies in Egyptian theaters.

- (a) The Service Provider will be paid at the rate of per minute of runtime of movie. Payments shall be made within 15 days of the receipt of invoice upon satisfactory delivery. Invoices shall clearly indicate the movie title, total runtime, and total amount due.
- (b) The Service Provider agrees to maintain high linguistic and technical quality and use professional subtitlers.
- (c) The Service Provider agrees to treat all movies, scripts, and related materials as strictly confidential. Not copy, share, or distribute any part of the material.
- (d) The Service Provider shall not sell, license, lease, or distribute any movie content or subtitles to third parties for personal, promotional, or commercial purposes.
- (e) This work order may be terminated upon breach of terms such as confidentiality, delayed delivery, or quality failure.

**(D) SUBMISSION OF BID:**

- 1. The interested companies/firms should provide their price bid as per the scope of work mentioned in the paragraph above. Sealed bid should be super-scribed "Quotation for the Arabic subtitling of Indian movies".
- 2. Bid shall be opened at **1100 hours** on **29<sup>th</sup> May 2025** in the Embassy premises in the presence of tenderers or their representatives.
- 3. The Embassy's website <https://www.eoicairo.gov.in/tenders.php> and Central Procurement Portal (CPP) <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and condition of eligibility.
- 4. Sealed offer shall be submitted addressed to: Head of Chancery, Embassy of India, 5 Aziz Abaza Street, PO Box No. 718, Zamalek, Cairo. Email: [hoc.cairo@mea.gov.in](mailto:hoc.cairo@mea.gov.in)
- 5. Last date of submission of quotation is **28<sup>th</sup> May, 2025**.

**(E) RESOLUTION OF DISPUTES:** In case of dispute, the decision of the Embassy of India, Cairo shall be final.

  
(Hema Sharma)  
Head of Chancery  
Embassy of India, Cairo  
Tel: 202-2736192