

IndRus Infra Tech Private Limited
Previously IndRus Translation Bureau

Company Profile

Contents

ORIGIN:	3
MISSION:.....	3
ORGANIZATIONAL STRUCTURE:	3
SECTION 1: GENERAL INFORMATION	4
SECTION 2: SERVICES.....	5
TRANSLATION:	5
INTERPRETATION:	5
OTHER SERVICES:	5
SECTION 3: SPECIALIZATIONS.....	6
SECTION 4: MAJOR ACHIEVEMENTS	7
SECTION 5: AVAILABLE SOFTWARE	10
SECTION 6: LANGUAGE STREAMS	11
SECTION 7: DATA PROTECTION AND STORAGE.....	12
SECTION 8: QUALITY ASSURANCE	13
SECTION 9: ADDITIONAL INFORMATION.....	14
SECTION 10: APPRAISALS.....	15

ORIGIN:

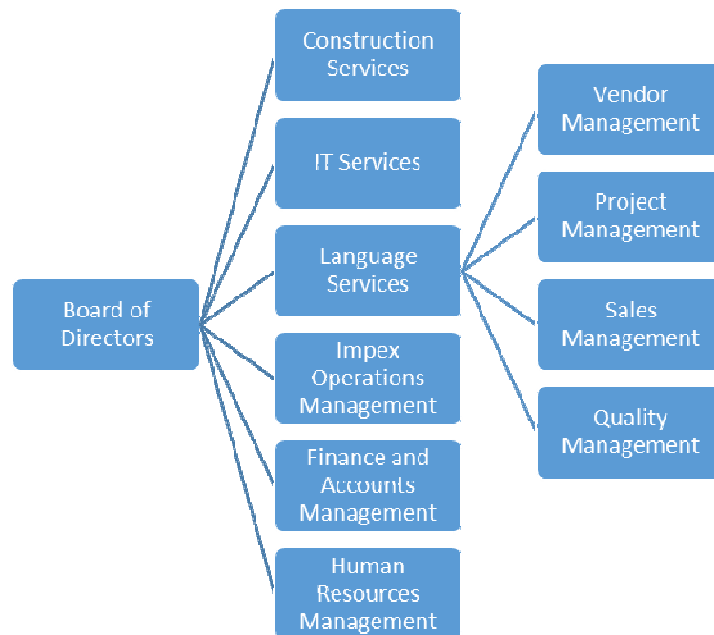
Way back in 2001 when the translation industry was still in a nascent stage and ruled by agencies that exploited translators, a group of graduates, post graduates from of CIS Countries and erstwhile Soviet Union, who worked as part time translators for these agencies decided to form a company to ensure timely and rightful payments. From among them, they chose Mr. Vasu Valluri, a person with prior experience in managing various companies, to form a company, under which they all can work. Thus, they formed **INDRUS TRANSLATION BUREAU.**

MISSION:

To provide timely and quality translation, interpretation and allied linguistic services. To promote and support worthy translators from any nationality or creed. At **IRTB**, we provide unwavering support and importance to our clients and their requirements. We always strive to develop a long-term, mutually beneficial working relationship with our clientele. This fact is reflected in the repeat orders we keep receiving from our clients over the years.

ORGANIZATIONAL STRUCTURE:

Presently we are restructuring our organization and forming a Private Limited company named as IndRus InfraTech Pvt. Ltd. We expect to be operational in this format by 01-04-2014.



SECTION 1: GENERAL INFORMATION

Date last updated:12\01\2014

COMPANY DATA	
Billing name	IndRuss Infra Tech Pvt. Ltd.
Street/House & Number	#12, 3rd Floor, Deepthi Apartments, S.P. Road, Secunderabad
Postal Code	500003
City	Hyderabad
Country	India
Region	Asia
Telephone/s and Extension	+914040215353;
Mobile Number	+919603947590;
E-mail Address	info@indruss.com
URL (homepage)	http://www.indruss.com
FTP address	ftp://ftp.indruss.com

COMPANY DETAILS	
Year Founded	2012
Number of offices and locations	3
Emergency phone number	+919666447590
Hours of operation (GMT)	24*7
Yearly Holidays	9 Public Holidays, 12 CLs, 21 Vacation days

HUMAN RESOURCES			
Resources	In House	Freelancers	Comments
Project Managers	3	6	
Translators	6	250	
Editors	3	10	They also translate as and when required
DTP Specialists	3	8	
Animators	3	10	
Admin	1		
Other	3	3	
Total Permanent Staff	19		
Avg. Years Experience	10	15	

SECTION 2: SERVICES

TRANSLATION:

We offer professional translation services and language support to facilitate companies with diverse business aspects. All our translators are well versed with latest technologies involved in data conversion, terminology, management, translation management, editing, and proofreading. This helps us to handle huge projects consistently as far as terminology and style are concerned. We use CAT tools like Trados, Across, Word fast, MemoQ, Alchemy Catalyst, GTT, MTT and OmegaT extensively to maintain consistency in translations and terminology for large projects and as per client requirements.

INTERPRETATION:

All our interpreters are well trained with either experience of living and studying in the target language country for a minimum of one year or with a minimum five year translation experience. Initially the interpreters are sent on tourist and guide missions where they do not need to use technical terminology. After three such consecutive successful jobs, they are assigned to technical field interpretations and only after five to six months of such assignments would they be allowed to interpret at meetings. Finally, those with five year experience can participate in seminars or stage or booth interpretation. Only extremely talented and experienced few get through to simultaneous interpretation.

OTHER SERVICES:

Apart from these services we also provide turnkey solutions with scanning, data entry, voice-over, Exam evaluation, embedding text of different languages in flash files, printing, binding, Web site designing, Web application development, hosting, animation, Logo designing, Manpower supply to construction projects, etc.

<input checked="" type="checkbox"/>	Translation	<input checked="" type="checkbox"/>	Glossary Creation and Management
<input checked="" type="checkbox"/>	Review	<input checked="" type="checkbox"/>	Help compilation
<input checked="" type="checkbox"/>	Translation and Review	<input checked="" type="checkbox"/>	Copywriting
<input checked="" type="checkbox"/>	QA	<input checked="" type="checkbox"/>	Multimedia localization
<input checked="" type="checkbox"/>	Alignment	<input checked="" type="checkbox"/>	Web
<input checked="" type="checkbox"/>	Software engineering / Testing	<input checked="" type="checkbox"/>	Testing
<input checked="" type="checkbox"/>	Internationalization	<input checked="" type="checkbox"/>	Interpreting
<input checked="" type="checkbox"/>	DTP	<input checked="" type="checkbox"/>	Sworn
<input checked="" type="checkbox"/>	Technical writing	<input checked="" type="checkbox"/>	Proofreading
<input checked="" type="checkbox"/>	Subtitling	<input checked="" type="checkbox"/>	Transcription
<input checked="" type="checkbox"/>	Voice-over	<input checked="" type="checkbox"/>	Accounting

SECTION 3: SPECIALIZATIONS

PRIMARY SPECIALIZATIONS	
The three primary areas of expertise in order of experience	1.- Technical Engineering - Construction, Manufacturing Industry, Telecom, Energy, Oil and Gas, 2.- Business - Marketing, Legal, Financial 3.- Pharmaceutical, Insurance

SPECIALIZATIONS			
<input checked="" type="checkbox"/>	Medical Devices *	<input checked="" type="checkbox"/>	Insurance
<input checked="" type="checkbox"/>	Medicine*	<input checked="" type="checkbox"/>	Patents
<input checked="" type="checkbox"/>	IT/Technology	<input checked="" type="checkbox"/>	Biology
<input checked="" type="checkbox"/>	Electronics	<input checked="" type="checkbox"/>	Chemistry
<input checked="" type="checkbox"/>	Telecommunications	<input checked="" type="checkbox"/>	Physics
<input checked="" type="checkbox"/>	Pharmaceutical	<input checked="" type="checkbox"/>	Industry / Heavy Machinery
<input checked="" type="checkbox"/>	Energy	<input checked="" type="checkbox"/>	Marketing
<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>	ERP
<input checked="" type="checkbox"/>	Banking	<input checked="" type="checkbox"/>	Oil and Gas Exploration and Exploitation
<input checked="" type="checkbox"/>	Financial	<input checked="" type="checkbox"/>	Other

Source	Target	Specialization NOT applicable
Enalish	Hindi. Puniabi.	Electronics. Telecommunications. Oil and Gas
Hindi. Puniabi.	Enalish	Electronics. Telecommunications. Oil and Gas

SECTION 4: MAJOR ACHIEVEMENTS

We have many clients within India and abroad, for whom we have successfully completed many projects. In order not to burden you, we are listing below, a few major clients and their project details.

Year	Client Name	Translators	Editors	Interpreters	Others	Completed Quantity	Work type
2002	BDL, Bhanur	9	2			2000000 words	RU→EN Translation, digitization
2003	BDL, Bhanur	12	3		6	3500000 words	RU→EN Translation, digitization
2004	BDL, Bhanur	9	3	3	6	2000000 words, 500 man days	RU→EN Translation, digitization and interpretation
2005	BDL, Bhanur			3		600 man days	RU→EN Interpretation
2005	HAL, Hyderabad			5		500 man days	RU↔→EN, HI, TE Interpretation
2006	HVF, Avadi	6	2			1800000 words	RU→EN Translation
2006	HAL, Hyderabad			5		1000 man days	RU↔→EN, HI, TE Interpretation
2006	TransSroy, India			3		1000 man days	RU↔→EN, HI, TE Interpretation
2007	HVF, Avadi	6	2			2500000	RU→EN Translation
2007	HAL, Hyderabad			5		1000 man days	RU↔→EN, HI, TE Interpretation
2007	TransSroy, India			3		1000 man days	RU↔→EN, HI, TE Interpretation
2007	SroyTransGaz, India			7	5	16 man months	RU↔→EN, HI, TE Interpretation
2008	HAL, Hyderabad			5		1000 man days	RU↔→EN, HI, TE Interpretation
2008	TransSroy, India			6		1000 man days	RU↔→EN, HI, TE Interpretation
2008	SroyTransGaz			35	200	NA	RU↔→EN, HI, TE Interpretation
2009	HAL, Hyderabad			5		1000 man days	RU↔→EN, HI, TE Interpretation
2009	TransSroy, India			3		1000 man days	RU↔→EN, HI, TE Interpretation
2009	SroyTransGaz			20	200	NA	RU↔→EN, HI, TE Interpretation
2010	HAL, Hyderabad			3		600 man days	RU↔→EN, HI, TE Interpretation
2010	TransSroy, India			2		500 man days	RU↔→EN, HI, TE Interpretation
2010	SroyTransGaz			2	4	NA	RU↔→EN, HI, TE Interpretation

2011: Base shifted back to Hyderabad. We started to consolidate and foray into offering translation to and from other local Indian languages and European languages as well as on data-entry, DTP, Voice-Over, Transcription, language evaluation etc. HAL and Transtroy continue to employ our services. BDL has started to make reorders. DRDL started to use our services.

Education sector deems special mention as we are the preferred language service provider for IL&FS ETS (Mumbai and Hyderabad), APITCO, DesignMate (Gujarat), Magnetic Infotech, AED (USA).

Total words translated during the year: ~8000000.

Client	Project name	Description
Mind-Communications, Bangalore	Localisation of semantic help software files to 3 languages	70000 words from En to Russian, Portugese and Chinese (Mandarin)
AED, US and India	Localisation to 4 languages	30000 words, EN to HI, TE, TA, KA
ILFSETS, Mumbai	BCBF	EN-TE 48000 words (10 days)
BDL, Bhanur	KONKORD-Modifications	RU-EN, 200000 words 3 months
DesignMate, Gujarat	6 th class to 10 th class MPC subjects translation from English to Telugu, voice over in Telugu and embedding audio files and text to flash files.	~2000000 words, 6 months
BDL, Bhanur	Laser Welding Machine setup operation	RU-EN, 100000 words, 1 month
HAL, Hyderabad (Avionics Division)	SU 30 Radar Unit manufacturing	Ru-En, 1000000 words, 10 months
HAL, Hyderabad (Avionics Division)	SU 30 electronics manufacturing	Ru-En, Hi, Te, Interpretation for the past 4 years with continuous engagement of 5 interpreters (ongoing)
Triballiance LS, Canada	Tovlaptan research	Ru-En, 67000 words, 10 days

2012: Even as machine translations are spearheading into critical areas of life, we continue to provide professional, accurate, reliable, fast and competitively priced language services. Saying so does not mean we are averse to technology, being techno-savvy, we use it to get the best results for the benefit of our clientele. All our translators, editors and QA team are proficient in using several CAT tools, QA tools.

Client	Project name	Description
Thermal systems private limited, Hyderabad	W976-WHR boiler installation	En-Ru, 200000 words, 1 month
Thermal systems private limited, Hyderabad	W966-WHR boiler installation	En-Es, 180000 words, 1 month
Thermal systems private limited, Hyderabad	W85A-WHR boiler installation	En-Bg, 75000 words, 15 days
ILFSETS, Mumbai	Lace Park	En-Te multimedia content localization implementing Flash, voice transcription, voice over. 3 months
ILFSETS, Hyderabad	Icare	Cluster Management Multimedia Content localization Hindi and Telugu, 1 month

2013:

Client	Project name	Description
SG Communications, Israel	Aerospace, Automobile, Defense, telecommunications, legal, patents, medical	En-Ru, 200000 words, 1 month and many more later
Value Point Knowledge works Pvt Ltd, Bangalore	Patents, surveys	Ru-En, 180000 words, 1 year
Mind Tree, Bangalore for Semantec	IT hardware help	RU $\leftarrow \rightarrow$ EN, 75000 words, 15 days
OOO Transtech, St. Petersburg	Self propelling artillery gun	RU \rightarrow EN, HI, 300000 words, 60 days
Thermal Systems Pvt Ltd.	Company setup documents, Balance sheets	EN $\leftarrow \rightarrow$ DE, 60000 words, 10 days
Thermal Systems Pvt. Ltd	Tender documents, bids	EN $\leftarrow \rightarrow$ FR, RU 60000 words, 10 days
Thermal Systems Pvt. Ltd.	WHR boiler replacement	EN $\leftarrow \rightarrow$ FR, RU on going
Space Era technologies	Company registration documents, Balance sheets	EN \rightarrow RU 25000 words, 5 days
TransStroy India Pvt Ltd	Company registration documents, Balance sheets	EN \rightarrow RU, 50000 words, on going

SECTION 5: SOFTWARE USAGE

S.No	Name	Version, Platform
Operating Systems		
2	MS Windows Vista	32 bit
3	MS Windows 7	32 bit
4.	Windows 8	64 bit
5.	MacOS	6.0
CAT and Localisation Tools		
1	Trados 2014, TagEditor, Trados Winalign, Passolo	Freelancer suite, Windows
2	Across	Client Version, 5.1
3	Alchemy Catalyst	9.0
4	CHM Editor	1.3.3.7
5	MemoQ	4.0, windows
6	WordfastPro	6.0
DTP and Web Publishing Tools		
1	MS Office.	2003, 2007, 2010, 2013
2	Libre Office, Open Office	Linux, Windows
2	Adobe Acrobat, Photoshop, Flash, DreamWeaver, Illustrator, Indesign	CS4
3	FrameMaker	7.0
4	PageMaker	4.0
5	CorelDraw	X5
Other Tools		
1	Engineering tools	AutoCAD 2000
2	Audio Editing and recording	SoundForge 7.0
3	OCR	FineReader, IRIS
4	Animation	Flash, Animo
5	Video and Voice Editing	Adobe Premier
6	Sub-titling	ViPlay 4.0, SubTitle Workshop 4.0

Our team is technology savvy and can learn new technologies within a short span of time to perfection.

SECTION 6: LANGUAGE STREAMS

Source Language	Target Language	Direction (to →, to and fro ↔)
Russian (RU)	English (EN)	↔
Spanish (ESN)	English (EN)	↔
French (FR)	English (EN)	↔
German (DE)	English (EN)	↔
Bulgarian (BU)	English (EN)	↔
Portuguese (PT)	English (EN)	↔
Italian (IT)	English (EN)	↔
Ukrainian (UKR)	English (EN)	↔
Chinese (CH)	English (EN)	↔
Russian (RU)	Hindi (HI)	→
Russian (RU)	Telugu (TEL)	→
English (EN)	Hindi (HI)	↔
English (EN)	Telugu (TEL)	↔
English (EN)	Kannada (KA)	↔
English (EN)	Tamil (TA)	↔
English (EN)	Malayalam (ML)	↔
English (EN)	Gujarathi (GUJ)	↔
English (EN)	Punjabi (PU)	↔
English (EN)	Marathi (MA)	↔
English (EN)	Bengali (BG)	↔
English (EN)	Odiya (OD)	↔

SECTION 7: DATA PROTECTION AND STORAGE

ANTI-VIRUS AND FIREWALL SOFTWARE	
Anti-Virus Software name and version	We use a set of software applications as we found that one does not meet all challenges out there: AVG Internet Security, Spybot S&D, Avast Pro, Avira,
Update Frequency	Daily
Automated Updates?	Yes
Running On All Computers?	Yes
Virus Scan For Internet Traffic	Yes and email scan
Firewall	AVG has inbuilt firewall

DATA BACK-UP	
Back-Up System Employed	CDs, DVDs, external hard drives - 2 TB, 500GB and 150GB
Type of Back-Up (System, Data or Both)	Both
Storage Location (In-House or Off-Site, or both)	Both
Time Stored	7 years after job completion for in-house projects, for client-site projects, as per clients requirements and arrangements.

UPS (UNINTERRUPTED POWER SUPPLY)	
UPS System.	2 hour backup is provided for all systems.

SECTION 8: QUALITY ASSURANCE

We are aware of various models and standards existing in the industry (i.e.: EN15038, LISA QA Model, ASTM standards etc.) and based on these we have evolved our own system of evaluation. We follow client requirements for quality assurance primarily and as such so far have not adopted any one standard. Our system works on the following:

1. The translation is irrelevant, meaning less, cannot be understood or very difficult to understand. Terminology not maintained and not as per industry standards. Failed - 0-30% accuracy (most machine translations fall under this category). Personal letters and people wanting to know the subject matter in a text written in a language foreign to them require this.

2. The translation is relevant, meaningful, but has some omissions and some additions from the translator. Terminology maintained inconsistently and not as per industry standards. Still has some words, phrases or abbreviations in source language. Failed - 30-60% accuracy (few well trained MTs and most freelancers fall under this category)

3. The translation is relevant, meaningful, has no omissions and additions from the translator. All the words phrases and abbreviations are in target language. Terminology is maintained consistently but is not as per industry standards. Grammatical, spelling, stylistic and numerical mistakes exist making the text hard to read - can be edited by a target language specialist. Passed - 60 - 80% accuracy. (Some good freelance translators fall in this category, and most of the translation agencies fall in this category)

4. The translation is relevant, meaningful, has no omissions and additions from the translator. All the words phrases and abbreviations are in target language. Terminology is maintained consistently as per industry standards or the customers requirements. Grammatical, spelling, stylistic mistakes are not present, the text is easily readable but still can be recognised as a translation and not an original work. Some numerical mistakes may still exist. 80-95% accuracy (Very few exceptionally good freelancers and some translation agencies fall in this category).

5. The translation is relevant, meaningful, has no omissions and additions from the translator. All the words phrases and abbreviations are in target language. Terminology is maintained consistently as per industry standards or the customers requirements. Grammatical, spelling, stylistic mistakes are not present, the text is easily readable and seems to be written in the target language as an original work. Numerical mistakes are eliminated completely. 95 - 100% accuracy (Few exceptionally strong agencies, with talented target language experts achieve this, but as the cost involved is very High, most customers do not look for this)

As for us, on opting for TEP services, we guarantee an accuracy of 98 - 100 % in all our translations.

SECTION 9: ADDITIONAL INFORMATION

We can increase our team size and resources quantity to suit the project size, price offered and time given to deliver. The given employment figure reflects only the present situation as per the present projects on hand. The given set of equipment and software reflect only those being used in our offices and do not include the equipment / software provided by the clients for work at client's premises. Depending on the requirements, an additional 10% shall be charged for working at clients premises. In this case the client should provide free of cost transportation services / expenses to the work-site and back to our premises along with boarding and lodging if required. The client shall provide all required equipment and software along with connectivity to the Internet for carrying out works on their premises. Alternatively, the same can be provided by us on payment of adequate compensation. Our team is self- motivated and depending on the project schedules may require to work round the clock in shifts. In case this happens at the client site, the client should provide free access to the work-site at all times.

If not specified otherwise, all payments should be made within 1 month from the date of final submission of the translated materials or within 15 days from the date of Invoice whichever is later.

SECTION 10: APPRAISALS

We have received several appraisals from our Customers and Vendors over the years. Here we are presenting only some of them.

8 Oct 2013 OOO Transtech

Comment: We thank Vasu and his team for performing a huge volume of translation within tight terms.

3 Jun 2013, Value Point Knowledge works

Comment: We believe that the Translator is the strength of our business and we always respect them for their contribution and dedication to work.



 Roberto Godelli ✓


Comment: We enjoyed working with Vasu for professional, reliable translation services, and we surely will cooperate with him in the future.



LSD ✓

Comment: Good communication, prompt payments.



 Denis Shepelev ✓

Comment: Very professional and reliable. It's a pleasure working with Vasu.