



F.No. 4-1/23/2011-2012/CSL/186
Dated: 30th November, 2011

To

Web site of [CSL.nic.in](http://www.csl.nic.in)

Sub: Hiring of two Security Guards for the Central Secretariat Library,
G- Wing, Shastri Bhawan, New Delhi-110015.

Sir,

Central Secretariat Library invites sealed tenders in two bids (quotations) system (technical and financial) for providing two Security Guards for Watch and Ward Duty in the Central Secretariat Library, New Delhi from registered authorized agency. The agency should have a certificate/license for providing guards from competent authority. The monthly salary of the security guards will be paid to the agency as per NCT Norms + EPF + ESI, ST etc. You are, therefore, requested to quote the rates accordingly.

2. Terms and conditions can be downloaded from the CSL's Web-site i.e. www.csl.nic.in. All eligible agencies are requested to apply for the above in a prescribed format as per the terms and conditions mentioned therein.

3. The last date for submission of quotation is 15th December, 2011 before 5.00p.m. The Director (CSL) reserves the right to cancel the quotation at any stage if it is not found to the satisfaction.

Yours Sincerely,

(B.M. Mallappa)
LIO(M)

Ministry of Culture
Central Secretariat Library
G Wing Shastri Bhawan,
New Delhi
PROFORMA – TECHNICAL BID

1. Name of the firm/agency/company with complete address (landline number, mobile number firm/agency)
2. Year of Establishment of the firm/agency/company.
3. Experience towards providing Security Guards .
4. Licenses for Competent Authority for providing Security Guards services.
5. Certificates of satisfactory performance from clients
6. Service Tax number
7. PAN Number
8. ESI Number
9. EPF Code Number
10. Registration number of shop under Commercial Act-Dept. of Labour
11. Bank Guarantee for Rs.20,000/-
12. Audited Account
13. Income Tax Return of 2010-11
14. Company Profile

Note:

1. Self attested copy of the above documents (Sl No. 4 to 10) should be attached. Director (CSL) reserve the right to reject the technical bid of any tenderer if not found to the satisfaction.
2. The Security Guard agency should indicate monthly service charges per candidate, leave admissible to candidates engaged and other details.
3. Central Secretariat Library will conduct a skill/aptitude test for the candidates.
4. I/We certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person on
behalf of the company/agency

Name
Designation
Agency/Company Seal.

Terms & Conditions.

The brief description of duties and other terms of service for which Security Guards are being engaged are as under:

1. The duty time will be from 8.00 A.M. to 4.30 P.M. or 10.30am to 7.00P.M. Subject to the modification of the Duties as per the decision of the competent authority.
2. The age of these Security Guards should be between 20 year and 35 years.
3. The period of contract will be one year w.e.f. approval of the Competent Authority.
4. The agency will provide a Verification Certificate from the police authority.
5. It will be ensured by you that full and timely payments are made by you to the Security Guards deployed by you in the Central Secretariat Library as per the provision of the Contract Labour (Regulation & Abolition) Act, 1970 and rules made there under.
6. The payment will be made to the agency on monthly basis after the work for the month has been completed. For release of payment, pre-receipted bill in triplicate will require to be submitted by you in the name of Director, Central Secretariat Library, G. Wing, Shastri Bhawan, and New Delhi – 110001 after end of every month.
7. The agency will comply with all the other applicable rules and regulation.
8. If the services rendered by the agency are found to be unsatisfactory at any stage the contract can be terminated by giving you one month's Notice.
9. The agency will deposit a security of Rs.20,000/- (Rs. Twenty thousand Only) pledged in favour of Director, Central Secretariat Library, G. Wing, Shastri Bhawan, New Delhi in the form of Post Office Deposit or fixed Deposit in a Nationalized Bank.
10. In the event of any dispute regarding the contract, the decision of the Director, Central Secretariat Library will be final and binding.
11. The Security Guards of the agency should wear the Uniform supplied by the agency.
12. The agency will not engage any sub-contractor or transfer the contract to any other person.
13. Copy of Police verification of the persons to be deployed by the agency should be submitted before signing the contract agreement.
14. The agency should provide a copy of certificate from the competent authority in respect to providing Security Guards.

Format Financial for submission of tender for providing Security Guards skilled in the Central Secretariat Library ,
Ministry of Culture, G Wing , Shastri Bhavan,
New Delhi-110015.

Name of the firm

Address

Telephone No.
(landline number
and mobile number

Contract Person

Security Guards skilled details of quoted rates.

Monthly rates (Rs. Per month)	
ESI subscription (Rs.)	
PF Subscription (Rs.)	
Service Charges (Rs.)	
Other Charges like service tax etc (Rs)	
Total Rate per month (Rs. Per month)	

Details of documents attached:

Signature of the authorized signatory
with Seal