



F.No.4-I/29/2010-11/CSL
Dated: 12.12.2010

To

Subject: Quotation for - Cleaning, dusting, shifting of library books and other miscellaneous work in Central Secretariat Library.

Sir,

This office intends to invite sealed quotations for the above-mentioned items with/without consumables/material for the Central Secretariat Library Complex. The job is to be executed in all the places separately.

Work details:

- a. The Central Secretariat Library Complex which includes Central Secretariat Library, Shastri Bhawan, R.K. Puram Branch Library, West Block- 7, R.K. Puram, and Tulsi Sadan Library, Bahawalpur House, Bhagwandas Road. So the total area for the jobs to be executed is 54000 Sq.Ft.
- b. The Agency will be responsible for cleanliness of toilets, cleanliness of upholstery, Venetian blinds, Office Furniture, Bookshelves, steel and wooden racks including books, Shifting of Store items, Window Glasses, Doors, Computer hardware and Telephone instruments and any other item required for upkeep of the library i.e. Central Secretariat Library, Shastri Bhawan, Tulsi Sadan Library, Bhagwandas Road, and R.K. Puram Branch Library, R.K. Puram.

- c. The space between length of book racks in the stack and the books in the racks are to be kept in perfectly clean at Central Secretariat Library i.e. 40,000 sq.ft. (5.00 lakh books), Tulsi Sadan Library, 11500 sq.ft.(2 lakh books) and R.K. Puram branch library about 2500 sq.ft. (40,000 books).
- d. Any other work to be assigned by the competent authority within stipulated period.

The agency should fulfill the following criteria's defined as under:

1. The age of the daily wage workers should be between 18 to 35 years.
2. The quotation should be made in the format given in Annexure to this letter.
3. Should have ST Number.
4. Should have PAN Number.
5. Copy of registration with PF & ESI.
6. Copy of Registration with Labour department.
7. The quotations are to be submitted along with an earnest money deposit of Rs.15,000/- (Rs. Fifteen thousand only) by way of demand draft in favour of DDO Ministry of Culture, payable at New Delhi.
8. The Labour/Security staff provided on contract should be in the corporate uniform (with logo) during working hours.
9. Should be able to depute supervisory staff as a one point contact person.
10. The rates quoted should conform to the rates prescribed under Minimum Wages Act and other such applicable acts. Otherwise the bids are liable to be rejected outright.
11. The Agency should have the capacity to provide additional labour within the reasonable time frame as and when required for any event or eventuality occurs.
12. Agency should have a registered office and must have a land line telephone connection for communication.
13. The contract will be initially for a period of one year with a provision to extend the contract for a total period of two years, on the same terms and conditions.
14. The agreed rates by the Contractor shall be final and binding during the contract period.
15. Any act on the part of the Contractor or his employees, which will be prejudicial to the reputation of the Company shall be considered as grave breach of the conditions of the contract and shall render to the contract liable for immediate termination of the assigned job.
16. This award of work to the Contractor is a mere license to enter the premises and does not confer any other right whatsoever.
17. All staff employed by the Contractor shall be the Contractor's employee for all intents and purposes i.e. Contractors own strength, Supervisors should be available to give instruction to the competent worker and will supervise the entire work daily.
18. Acceptance letter of the terms and condition of this offer.

You are, therefore, requested to quote the comprehensive rates for the complete job mentioned on the subject above. The last date for the submission of the sealed quotations is as per the advertisements published in the newspapers on 12.12.2010.

The quotation should be addressed to Director (CSL), Central Secretariat Library, G. Wing, Shastri Bhawan, New Delhi – 110001. The undersigned reserve the right to accept or cancel the quotation if it does not fulfil the requirement of CSL.

Yours faithfully,



(B.M. Mallappa)

Lib. Inf. Officer

Copy to:
Web-site CSL.

ANNEXURE

FORMAT FOR SUBMISSION OF TENDER FOR PROVIDING UN-SKILLED
DAILY WAGE WORKERS IN THE MINISTRY OF CULTURE, CENTRAL
SECRETARIAT LIBRARY, (G) WING, SHASTRI BHAWAN, NEW DELHI.

1.	Name of the Firm	
2.	Address	
3.	<u>Tel:/Mobile No.</u>	
4.	Contact Person	

DETAILS OF QUOTED RATES:

Type of Daily wage Worker	Monthly rate (₹. per month)	PF/ESI Subscription (₹)	Service Charges (₹)	Other Charges like service tax etc. (₹)	Total Rate per month (₹ per month)	Rate per day (₹ per day)
Un-skilled Daily Wage Worker						

Details of documents Attached:

1. _____
2. _____
3. _____

Sunday NavBharat Times
12th December, 2010
Page No. 16

एफ. नं. 4-1/28/2010-11/सीएसएल

भारत सरकार

संस्कृति मंत्रालय

केन्द्रीय सचिवालय पुस्तकालय (सीएसएल)

जी विंग शास्त्री भवन

नई दिल्ली-110115

निविदा सूचना

सीएसएल, प्राधिकृत श्रमशक्ति एजेंसियों से निम्नलिखित संवर्ग के स्टॉफ को उपलब्ध कराने के लिए मुहरबंद कोटेशंस (तकनीकी एवं वित्तीय) आमंत्रित करता है।

- (i) इसके मुख्य पुस्तकालय तथा नई दिल्ली में अवस्थित दो अन्य शाखाओं के लिए लाइब्रेरी प्रोफेशनल्स/अंग्रेजी और/या निम्नलिखित क्षेत्रीय भाषाओं (एक या अधिक) अर्थात् हिन्दी, असमी, बंगाली, गुजराती, मलयालम, मराठी, पंजाबी, सिंधी, तमिल, तेलगू, उर्दू में प्रवीणता।
- (ii) डेटा एंट्री ऑपरेटर्स-अंग्रेजी, हिन्दी, कन्नड़, तमिल एवं उड़िया में प्रवीणता सहित।
- (iii) सफाई, डस्टिंग, स्थानान्तरण (पुस्तकों आदि का) तथा अन्य विविध कार्यों हेतु अकुशल मजदूर।

नियम एवं शर्तें तथा अन्य विवरण सीएसएल की वेबसाइट <http://www.csl.nic.in> पर उपलब्ध है। विवरण, अर्सिस्टेंट लाइब्रेरी एंड इनफार्मेशन ऑफिसर (प्रशा.), सीएसएल से व्यक्तिगत रूप से किसी भी कार्यदिवस पर अप. 2.30 बजे से सायं 5.00 बजे के बीच [सम्पर्क नं. 23389684] प्राप्त किये जा सकता है।

प्रत्येक संवर्ग हेतु पृथक रूप से निविदाएं, विज्ञापन के प्रकाशन के 21 दिनों (प्रकाशन के दिन सहित) के अन्दर जमा करनी चाहिए। कोटेशंस, निदेशक, सीएसएल को संबोधित होनी चाहिए।

निदेशक, सीएसएल बिना कोई कारण बताए कोटेशन को निरस्त/अस्वीकार करने का अधिकार सुरक्षित रखते हैं।

(बी.एम. मालापा)

लाइब्रेरी एंड इनफार्मेशन ऑफिसर)

डीएवीपी 09117/11/0001/1011

Sunday Times of India
12th December, 2010
Page No. 24

F. No. 4-1/28/2010-11/CSL
Government of India
Ministry of Culture
Central Secretariat Library (CSL)
G Wing, Shastri Bhavan, New Delhi - 110115

Tender Notice

CSL invites sealed quotations (Technical and Financial) for providing following categories of staff from authorized manpower agencies:

- i) Library Professionals for its main library and two other branches located in New Delhi. Proficiency in English and/or following regional languages (one or more) i.e. Hindi, Assamese, Bengali, Gujarati, Malayalam, Marathi, Punjabi, Sindhi, Tamil, Telugu, Urdu.
- ii) Data Entry Operators with proficiency in English, Hindi, Kannada, Tamil and Oriya.
- iii) Unskilled labourers for cleaning, dusting, shifting (of books etc.) and other misc. works.

The terms, conditions and other details are available at CSL's website <http://www.csl.nic.in> The details can be collected personally from the Assistant Library and Information Officer (Admn.), CSL, on any working day from 2:30 pm to 5 pm. [Contact No. 23389684].

The tenders separately for each category should be submitted within 21 days of the publication of this advertisement (including the day of publication). The quotations should be addressed to Director, CSL.

The Director, CSL, reserves the right to cancel/reject a quotation without assigning reason(s).

(B.M. Mallapa)
Library & Information Officer
davp 09117/11/0001/1011