

**CSL CENTRAL  
SECRETARIAT  
LIBRARY**



Ministry of Culture,  
Government of India,  
'G' Wing, Shastri Bhawan,  
New Delhi-110001  
Phones : 23384846, 23389684, 23389383  
Telefax : (91) (11) 23384846  
E-mail : directcsl@gmail.com  
Website : <http://www.csl.nic.in>

Hindi & Regional Languages Wing, Bahawalpur House  
Bhagwandas Road, New Delhi - 110001, Ph. : 23383097

Ramakrishnapuram Branch : West Block-7, Sector-1  
R.K. Puram, New Delhi-110066. Ph. : 26102114

F.No.4-1/28/2010-11/CSL

Dated: 12.12.2010

To

Subject: Hiring of Library Professionals (General and Language) and Data Entry Operators (General and Language) for Central Secretariat Library, Tulsi Sadan Library, and R.K. Puram branch library.

Sir,

Central Secretariat Library invites sealed tenders in two bids (quotations) system (technical and financial) for providing library professionals (English, Hindi, Assamese, Bengali, Gujarati, Malayalam, Marathi, Punjabi, Sindhi, Tamil, Telugu and Urdu) and Data Entry Operators (English, Hindi, Kannada, Tamil and Oriya) for Central Secretariat Library, Tulsi Sadan Library and R.K. Puram branch library, New Delhi from registered authorized agency.

The forwarding letter and format of the bids (technical and financial) can be downloaded from the CSL's Web-site i.e. [www.csl.nic.in](http://www.csl.nic.in) . All eligible agencies are requested to apply for the above in a prescribed form as per the terms and conditions mentioned therein. The agencies can obtain the form in person on prior appointment from Shri Ramesh Chander, ALIO (Admn) contact No. 23389684 from 2.30 p.m. to 5.00 p.m. on all working days. The last date for the submission of tenders is 02.01.2011. The Director (CSL) reserves the right to cancel or reject the bid at any stage if it is not found satisfactory.

Yours faithfully

(B.M. Mallappa)  
Lib. Inf. Officer

Forwarding letter

To be filled by the agency

To

The Director  
Central Secretariat Library  
Ministry of Culture  
New Delhi – 110001.

Subject: Quotation for "Providing / Supply of Library Professionals (general, language) and Data Entry Operators (general, language) on contract basis for Central Secretariat Library Complex for one year period.

Sir,

I / We are submitted herewith our Technical Bid and Financial Bids as per the specified terms and conditions. I/We have read and understood all the terms and conditions of the document and submitting the bid documents in two separate envelopes **super scribing Technical Bid and Financial Bid** as per your office requirement.

Thanking you.

Date:

Place:

Signature of authorize person  
Name  
Designation  
Complete address  
Company Seal

**Terms and conditions**

1. For any clarification regarding terms and conditions of providing/supplying library professionals and data entry operators at Telephone No. 23389684 / 23389383 Contact persons are – S/Shri B.M. Mallappa, LIO, Ramesh Chander, ALIO and Munesh Sen, LIA.
2. The agency is required to submit two separate envelopes, first containing technical bid and the second containing the financial bid showing rates/organizational charges with terms and conditions. The envelop containing these two envelops shall be super scribed “Quotation for Providing Library Professionals and Data Entry Operators”. Envelop containing Technical Bid will be opened first and the acceptance of quotations according to specified clauses will be ascertained. Financial Bid of only those firms which qualify in the technical bid will be opened. Director, Central Secretariat Library reserves the rights to accept / reject any or all quotations in part or full without assigning any reasons(s) thereof. The decision of Director (CSL) shall be final and binding.
3. The agency should submit/attach security deposit for Rs.75,000/- in the form of Bank Guarantee in the name of DDO, Ministry of Culture, Shastri Bhawan, New Delhi payable at New Delhi. The security deposit of agencies who are not selected for the job will be returned after finalizing the tender.
4. The quotations should be prepared by typing or printing. The tenderer must ensure that each page of the tender is signed by the person authorized to sign the tenders.
5. Tenders should be submitted to prescribe form. Tender will not be considered if it is not in prescribed form and does not bear the tenderer’s signature and seal at the bottom of the page of the schedule on which they are entered.
6. Tender received after the closing date and time will be summarily rejected.
7. The tenderer should have ESI, EPF Code Number, Registration number issued by Labour Department under the Commercial Act for supplying manpower, Service Tax Number, PAN Number. A self attested copy of these documents should be attached with Technical Bid.
8. The agency should have the experience to provide manpower in the Government organization and PSUs.

9. A list of Library Professionals having minimum one year experience should be provided along with technical bid.
10. A list of data entry operators should be provided along with technical bid.
11. A list of Data Entry Operators having minimum one year experience should be provided along with technical bid.
12. The agreement will be in force for one year from the date of execution and can be extended for further one year subject to the satisfactory report and approval of competent authority.
13. The agency will be responsible for the discipline of the Library Professionals / Data entry operators employed by them as per Conduct Rules and Regulations.
14. The agency will be responsible for payment of wages in accordance with the amount filled in the Financial Bid and other statutory service to its personnel.
15. The agency shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately. Agency should submit the bio-data along with the attested copies of the certificates to Central Secretariat Library before sending the list of hired candidates.
16. The Director, Central Secretariat Library (CSL) reserves the right to cancel the order or stop the payment if the jobs are not performed satisfactorily. Director (CSL) has every right to conduct a separate interview or test for the persons appointed by the agency. Only those candidates who qualify in the interview will be accepted for the contract.
17. The agency and its staff shall take required steps and precautions to preserve from loss, destruction, waste and misuse of property of the organization. In the event of any loss being caused to the organization that is prima-facie on account of the negligence and/or dereliction of duties by the agency or its staff, a Joint Committee comprising of representative of the organization and Agency as approved by the Director (CSL) shall determine whether the loss is on account of unsatisfactory performance of the Agency and in that case it will, also determine the compensation to be paid to the organization by the Agency. The recommendations of the Joint Committee will be subject to the approval of the Director (CSL) or his nominee.
18. Any disputes arising out of and in relation to this agreement have to be referred to arbitration. The Director (CSL) or his representative will be the arbitrator to decide the disputes, if any, raised. The arbitration would be conducted and governed by and under the provision of

Arbitration Act 1996. Any legal dispute will be subject to the jurisdiction of Delhi Courts and no other Court shall have the jurisdiction.

19. We have read and understood the above mentioned Terms and Conditions and agree to abide by them.

Date:

Place:

Signature of the Proprietor /authorized person  
of the agency  
Name  
Designation  
Agency/Company Seal

Ministry of Culture  
Central Secretariat Library  
G. Wing Shastri Bhawan  
New Delhi –110001.

**Envelope - I**

**PROFOROMA – TECHNICAL BID**

1. Name of the firm/agency/company with complete address (landline number, mobile number).
2. Year of Establishment of the firm/agency/company:
3. Experience towards providing library professional and data entry operators:
  - a. Name of the clients and their addresses:
  - b. Library professionals working with the agency (General – English & Hindi)- Minimum qualification Bachelor of Library and Information Science (BLIS):
  - c. Data entry operator working with the agency (General – English & Hindi). Minimum Qualification: Diploma/Certificate in Library Science with Minimum typing speed required 40 w.p.m. in English:
  - d. Library professional (languages)Minimum Qualification: BLIS : Mention the languages known to professionals –
  - e. Data entry operators (languages): Minimum qualification: Diploma/Certificate in Library Science with typing speed required 30 w.p.m.
4. Certificates of satisfactory performance from clients.
5. Service Tax number.
6. PAN Number
7. ESI Number
8. EPF Code Number
9. Registration number of shop under Commercial Act – Dept. of Labour
10. Bank Guarantee for 75,000/-. This amount will be returned to successful agency at end of contract.
11. List of organizations where services have already been provided/being provided by the firm.

- 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 manpower 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 authorized person on  
behalf of the company/agency  
Name  
Designation  
Agency/Company Seal

Ministry of Culture  
Central Secretariat Library  
G. Wing Shastri Bhawan  
New Delhi –110001.

Envelope II - Financial Bid  
Proforma – Financial Bid

S.No.	Description of posts	Essential Qualifications	Experience (Desirable)	Monthly wages	Organizational charges per person per month in Rupees
1.	Library Professional( General)	Essential: Bachelor Degree in any discipline from recognized university and BLIS degree from any recognized university with data entry skill. (Attested copies of the documents by Gazetted Officer should be provided at the time of selection.)	Attested copy (ies) of the experience certificates should be enclosed	For official use	Rs-----
2.	Library Professional( Languages)	Essential: Bachelor Degree by recognized university and studied concerned language up to the degree level. BLIS degree from any recognized university with data entry skill. (Attested copies of the documents by the Gazetted Officer should be provided at the time of selection)	Attested copy (ies) of the certificates should be enclosed	For official use	Rs-----

3.	Data Entry operator(general)	Essential: 10+2 with typing speed: 40 w.p.m. in English Certificate/diploma course in the library science. (Attested copies of the documents by Gazetted Officer should be provided at the time of selection)	Attested copy (ies) of the certificates should be enclosed  Attested copy of the certificates should be enclosed	For official use	Rs-----
4.	Data Entry operator (languages) and speed in w.p.m	10+2 with typing speed 30 w.p.m. in Hindi and other regional languages. Certificate/ diploma course in the library science. (Attested copies of the documents by Gazetted Officer should be provided at the time of selection)		For official use	Rs-----

1. EPF, ESI and Service Tax on monthly wage are applicable as per rule.
2. The decision of Director (CSL) shall be final and binding in terms of accepting /rejecting the financial bid.
3. I/We certify that all the information given above is true to the best of my knowledge and belief. All the terms and conditions in the tender document are acceptable to us.
4. The manpower agency has to indicate monthly service charges per candidate, leave admissible to candidates engaged and other details.
5. A committee approved by Director (CSL) will conduct the data entry skill of the candidate before selection.

Signature of authorize person  
Name  
Designation  
Company Seal

**Sunday NavBharat Times**  
**12<sup>th</sup> 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, अर्बिस्टेंट 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 किया 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**  
**12<sup>th</sup> December, 2010**  
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**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