

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.	<b>Library Professional( General)</b>	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.)	one year experience from government/PSU (attested copy of the certificates by Gazetted Officer should be enclosed)	For official use	Rs-----
2.	<b>Library Professional( Languages)</b>	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)	One year experience in any government/ PSU (attested copy of the certificates by Gazetted Officer 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)	one year experience from any government/PSU (attested copy of the certificates by Gazetted Officer I 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)	one year experience from any government/PSU (attested copy of the certificates by Gazetted Officer should be enclosed)	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 have 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

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**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/-.
11. Income Tax Return of 2008-09.

- 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

**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 in the name of firm. 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 at the time of finalization of tender.
10. A list of data entry operators should be provided at the time of finalization of tender.
11. A list of Data Entry Operators having minimum one year experience should be provided at the time of finalization of tender.
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 organisation 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 organisation 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 organisation by the Agency. The recommendations of the Joint Committee will be subject to the approval of the Director (CSL) or his nominee.
18. Any dispute 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