

To

Subject: Quotation for - Cleaning, dusting, Provision for security and Janitorial arrangements, daily wageworkers, 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. 16000 mtrs (5.00 lakh books), Tulsi Sadan Library, 12000 mtrs (2 lakh books) and R.K. Puram branch library about 4000 mtrs (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. Agencies should be in this field for the past two years. List of organization where services have already been provided by the fife.
 2. Should have ST Number.
 3. Income Tax Return for last two year 2006-07 and 2007-08.
 4. Should have PAN Number issued by Income Tax Department, Government of India.
 5. Copy of registration with PF & ESI.
 6. Copy of Registration with Labour Commissioner.
 7. The quotations are to be submitted alongiwith 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 details of the Cleaning machines, scrubber, dryers, rubber pads etc and other equipment if any to be used in the library should be attached with the quotation.
 11. 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.
 12. 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.
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13. Should be able to provide Janitorial Services at the property counter (Library's Main Entrance).
 14. Agency should have a registered office and must have a land line telephone connection for communication.
 15. Preference will be given to the agency having ISO 9001 (copy of the certificate).

16. 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.
17. The agreed rates by the Contractor shall be final and binding during the contract period.
18. 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.
19. This award of work to the Contractor is a mere license to enter the premises and does not confer any other right whatsoever.
20. 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.
21. 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 06.10.2008 on or before 5.00 P.M.

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 fulfils the requirement of CSL.

Yours faithfully,

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

Copy to:
NIC, Ministry of Culture for Web Site.