E-TENDER NOTIFICATION Through E-Publishing

For House Keeping Services in CIIL Campus

Central Institute of Indian Languages, subordinate office of Ministry of HRD, Government of India invites tenders in two parts i.e. Technical Bid (Part-1) Financial Bid (Part-2) from eligible bidders for the Garden Maintenance Service in the CIIL, Mysuru. Bid Documents can be downloaded from the website www.ciil.org and http://eprocure under e-publish section only.

Details of Downloading Tender starts from - 12/06/2016
Last date of submission Tender 5:00 Pm - 25/06/2016

Date: 10/06/2016

Sd/-
Assistant Director (Admn.)
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Tender for House Keeping Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Description</strong></td>
<td>Tender for House Keeping Services</td>
</tr>
<tr>
<td><strong>Pre Qualification details</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tender Value</strong></td>
<td>42,00,000</td>
</tr>
<tr>
<td><strong>Current</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bid Validity</strong></td>
<td>180 Days</td>
</tr>
<tr>
<td><strong>Period of Work</strong></td>
<td>1 Year</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>CIIL Mysore</td>
</tr>
<tr>
<td><strong>Publish Date</strong></td>
<td>10/6/2016</td>
</tr>
<tr>
<td><strong>Bid Opening Date</strong></td>
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<tr>
<td><strong>Document Download Start Date</strong></td>
<td>12/6/2016</td>
</tr>
<tr>
<td><strong>Document Download End Date</strong></td>
<td>14/6/2016</td>
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<tr>
<td><strong>Clarification Seeks Start Date</strong></td>
<td>15/6/2016</td>
</tr>
<tr>
<td><strong>Clarification Seeks End Date</strong></td>
<td>18/6/2016</td>
</tr>
<tr>
<td><strong>Bid Submission Start Date</strong></td>
<td>15/6/16</td>
</tr>
<tr>
<td><strong>Bid Submission End Date</strong></td>
<td>25/6/16</td>
</tr>
<tr>
<td><strong>EMD Amount</strong></td>
<td>25,000/-</td>
</tr>
<tr>
<td><strong>Covering System</strong></td>
<td>2 Cover</td>
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<tr>
<td><strong>Technical Bid - DD</strong></td>
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</tr>
<tr>
<td><strong>Financial Bid</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tender Reference No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tender Type</strong></td>
<td>Open</td>
</tr>
</tbody>
</table>
E-TENDER FOR THROUGH E-PROCUREMENT

1. WAX/PVC sealed tenders are invited by the Director, CIIL, Mysore from the Registered Contractors / Firms who have registered with Regional Labour Commissioner and having experience in the concerned field for undertaking contract for “House-Keeping and Room Boys Services” at various spot of CIIL as per the following terms and conditions.

2. The WAX/PVC sealed tenders along with Earnest Money Deposit of ₹25,000/- (Rupees Twenty five thousand only) drawn in favour of The Director, CIIL, Mysore by way of demand draft should be enclosed.

3. The WAX/PVC sealed tenders should be addressed to The Director, CIIL, Mysore and sent on or before 22/06/2016 tenders as well as tenders without the proof of EMD will not be considered.

4. Separate tender document is to be prepared for Technical and Financial bids as per the details explained below:-

   a) Technical bid in WAX/PVC sealed envelope should contain all the sheets of tender document and certificated as per Annexure-I.

   b) The Financial bid in the separate WAX/PVC sealed envelope should contain complete information as per Annexure-II.

   c) The above 2 said covers should be placed in a common cover duly WAX/PVC sealed.

   d) Contact period : One year may be extended by mutual consent.

Sd/-
Assistant Director (Admn.) i/c
II. FINANCIAL / PRICE BID:

01. No. of personnel required:-
    
    \[ 1 + 11 = 12 \text{ persons} \]
    
    Rates should be as per Employment Labour Ministry and law.
    
    Notification No : 1/13(3)/2016-LS-II
    
    Date : 31/03/2016

    | i) Supervisor: 01No | ii) House Keeping Labour: 25 No | ii) Room Boys: 06No |
    |---------------------|-------------------------------|---------------------|
    | Rs                  | Rs                            | Rs.                 |

02. Basic Rate per head (26 days) | Supervisor | House Keeping Labour | Rooms Boys | Grand Total |

    a) ESI @ 4.75%  
    b) EPF @ 13.36%  
    c) Bonus @ ₹ 8.33% of ₹ 3500/-  
    d) Service Charges  
    e) Service Tax 14.5%  
    d) Material cost :-  

    Total

03. EMD amount of Rs. 25, 000/- (Rupees Twenty Five Thousand only)

    D.D. No. …………….. Dated …………….. Drawn on …………….. Bank ……………..

    Place:  
    Date:  

    Signature of the Contractor/ Firm/ Agency with seal
TECHNICAL BID

ANNEXURE – I

Attested copy of:-

a) Registration Certificate for the Agency/ Firm
b) Experience Certificate in the concerned field for last Five years.
c) Registration with Regional Labour Commissioner Bangalore/Mysore.
d) EPF Registration Certificate with EPF Code No.
e) Service Tax Registration and ST Code No.
f) PAN Number certificate from IT Department and IT Returns Form.
g) ESI Registration Certificate with Code No.

Signature of the Tenderer with seal
TECHNICAL BID

ANNEXURE – II

HOUSE KEEPING AND ROOM BOYS SERVICES-TECHNICAL BID-II

1. THE FIRM

a) Name ______________________________________________

b) Regd. Address _________________________________________

c) Address of Office ________________________________

d) Contract person’s ________________________________
   i. Name and design__________________________________
   ii. Address __________________________________________
   iii. Tel. No. Landline _____________ Mobile __________
   iv. Email ID ________________________________________

2. Type of Firm: Private Ltd./Public Ltd., /Cooperative/ NGO/PSU
   (Please tick and enclose copy of memorandum/ Articles of Association/ Certificate of Incorporation)
   ___________________________________________ enclosed
   (Please Specify)

3. PAN/GIR NO.
   (Please enclose photocopy)

4. Service Tax Registration No.
   (Please enclose Photocopy)

5. EPF Registration No.
   (Please enclose photocopy)

6. ESI Registration No.
   (Please enclose photocopy)

7. Annual Turnover for the last 3 years:
   (Should be more than ₹ 6.00 lakh) 2012-2013, 2013-2014 and 2014-2015
   (Please enclose copies of ITR/ audited balance sheet and P & L A/c / etc.)
   ___________________________________________ enclosed
   (Please specify)

8. Experience of similar work in the field during the last two years

9. Earnest money details: DD No. ________________ dated ________________
   Amount ₹ 25,000
   Drawn on ________________

Signatures of authorized signatory
Name __________________________
Designation ___________________
Minimum wages as per Central Government to be quoted.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Rate per month (per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Rs.</td>
<td>VDA Rs.</td>
</tr>
<tr>
<td>2</td>
<td>ESI</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EPF</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Gratuity/ Bonus</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Uniform &amp; Washing All</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total Cost per Head</td>
<td></td>
</tr>
</tbody>
</table>

I hereby declare that I have read the tender conditions and agree to the Tender conditions and accordingly quote the above rates.

Date:
Place:
Signature of the Tenderer with seal