



## भारतीय भाषा संस्थान

(मानव संसाधन विकास मंत्रालय, उच्चशिक्षा विभाग, भारत सरकार)

### CENTRAL INSTITUTE OF INDIAN LANGUAGES

(Ministry of Human Resource Development, Government of India, Department of Higher Education )

Manasagangotri, Mysuru – 570 006, INDIA

F.No: CIIL/1/11-199/2017-18/Estt/Tender

31/05/2017

### Notice Inviting Tender

#### Providing manpower for on-going / time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru.

Sealed tenders in conformity with the tender call notice are invited on behalf of Director, Central Institute of Indian Languages (CIIL), Mysuru from renowned, experienced, well established and registered service provider agencies/firms under **Two Bid System** for providing manpower for on-going/time-bound schemes / projects / Allied activities of various Units at CIIL, The details of the services to be provided are as follows:-

Description of work	Validity of the contract	Cost of the tender	EMD
Providing manpower for on-going/ time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru.	The contract is initially for a period of one year from the date of award of contract extendable by Two years on yearly basis subject to satisfactory performance and by mutual consent. However, the validity of contract in respect of the manpower provided for on-going / time bound schemes/projects will be as above or the tenure of the project whichever is earlier.	Rs.500/- (non-refundable)	Rs.50000/-

#### 1. ELIGIBILITY

1. Service provider Agency / firm must have at least 3 years' experience in providing manpower to Government establishments/public sector undertakings/Educational/R&D Institutions/established private sectors/other similar organizations.
2. Clientele list to be provided by the agency with the performance certificates.
3. Financial status of the service provider agency/firm.
4. Infrastructure of the agency.

**In addition to the above the service provider agency / firm should fulfill the following requirements:-**

1. Registration Certificate of the service provider agency / firm under the relevant Act.
2. Licence issued by ALC, if any.
3. Registration certificate with ESIC & EPF Authorities.
4. Copies of Income Tax Returns for last three years.
5. Service Tax Registration Certificate and VAT / TIN number.
6. Copy of PAN card.
7. Firm's official address with full details.
8. Any other statutory obligations as are required to be complied with from time to time.

### **Procurement of Tender Document**

The Service provider Agency / Firm fulfilling the eligibility criteria as above may purchase the tender document from the office of the Central Institute of Indian Languages (CIIL), situated at the address given above or alternatively can be downloaded from the Institute website i.e., [www.ciil.org](http://www.ciil.org).

The tender document can be purchased by paying the tender document fee of **Rs.500/- (RUPEES FIVE HUNDRED ONLY)**, either through Demand draft or Pay order in favour of "**The Director, CIIL**" payable at **Mysuru** or by cash on all working days (Monday to Friday) from 9.00 AM to 4.00 PM during the period from **31.05.2017 to 19.06.2017**. In case the tender document is downloaded from the website, the tender fee of Rs.500/- shall be submitted along with the Technical Bid in the form of Demand draft or Pay order in favor of "**The Director, CIIL**" payable at **Mysuru**. The tender document fee is **NONREFUNDABLE**. Any tender submitted without the requisite fee will be rejected summarily.

The completed tender documents may be sent either by post or handed over personally against acknowledgement in Establishment section, CIIL ,Mysuru **latest by 3.00 PM on 20.06.2017**.

### **Dates to Remember are indicated below:**

Period of issue of tender documents	: 31.05.2017 to 19.06.2017 11.00 AM to 3.00 PM.
Last Date for receipt of Sealed Tender	: 20.06.2017 till 03.00 PM
Date & Place of Opening of Technical bid	: 20.06.2017 at 03.30 PM at CIIL- MYSURU
Date & Place of Opening of Financial bid	: 30.06.2017 at 03.30 PM at CIIL- MYSURU.

The Director, CIIL, Mysuru reserves the right to accept or reject any or all the prospective tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

Sd/-  
Assistant Director (Admin)