



भारतीय भाषा संस्थान

CENTRAL INSTITUTE OF INDIAN LANGUAGES

Department of Higher Education, MHRD,
Government of India

Manasagangotri, Hunsur Road, Mysore -57006
Telephone No. 2345182, Fax No. 2515032

F.No. CIIL/1/11-199/2019/Estt

Dated: 26 /12/2019

Tender Notification Through e-Procurement Portal for Providing manpower for on-going / time-bound Schemes/ projects/Allied activities of various Units at CIIL-Mysuru.

Central Institute of Indian Languages (CIIL), Mysore, a subordinate office of Ministry of HRD, Government of India invites e-tenders from eligible Service Providers / Firms / Agencies preferably from local region for Providing manpower for on-going / time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru. The tender document with full details may be obtained from Central Public Procurement Portal (e-Procurement) [www.eprocure.gov.in]. The tender forms may be accessed / downloaded during the period commencing from 01-01-2020 to 20-01-2020 and the last date of submitting the e-tender 21-01-2020. For details please refer CIIL website: www.ciil.org .

Sd/-

Assistant Director (Admn.)

दूरवाणी/Phones : 0821-2345006
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वेब साइट /Website : <http://www.ciil.org>

ई-मेल / Email : ada-ciilmys@gov.in



भारत सरकार/ Government of India

मानव संसाधन विकास मंत्रालय/ Ministry of Human Resource Development

उच्चतर शिक्षा विभाग / Department of Higher Education

भारतीय भाषा संस्थान / **Central Institute of Indian Languages**

मानसगंगोत्री, हुणसूर रोड, मैसूर -570006 / Manasagangotri, Hunsur Road, MYSURU- 570006

F. No. CIIL/1/11-199/2019/Estt

Date: 26/12/2019

**Tender through e- procurement for Providing
manpower for on-going / time-bound
Schemes/projects/Allied activities of various
Units at CIIL-Mysuru, 2019**



भारत सरकार/Government of India

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Tender through e-procurement

1. GENERAL

Sealed e-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 preferably from local region under **Two Bid System** for providing manpower for **on-going/time-bound schemes / projects / Allied activities of various Units at CIIL, Mysuru**. 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/-

2. PARTICULARS OF THE TENDER

(A) Schedule of Tender Document

- a) Period during which the Tender documents may be downloaded. : 10.00 AM 01-01-2020 to 20-01-2020
- b) Last Date for receipt of e- Tender : 21-01-2020 till 03.00 PM
- c) Date & Place of Opening of Technical bid : 24-01-2020 at 3.00 PM at CIIL - Mysore
- d) Date & Place of Opening of Financial bid : 03-02-2020 at 03.00 PM at CIIL - Mysore

(B) COST OF TENDER

(i) TENDER FEES:

The tender fee of **Rs.500/- (Rupees Five Hundred)** only, shall be submitted by the bidder either through Demand draft or Pay order in favour of "**MHRD HIGHER CAS CLG**" payable at **Mysuru**. The e-tender document fee is **NON REFUNDABLE**. **Any e-tender submitted without the requisite fee will be summarily rejected.**

(ii) EARNEST MONEY DEPOSIT (EMD)

The Earnest Money Deposit (EMD) of Rs. 50000/- (Rupees Fifty thousand) Only, (refundable without interest) shall be submitted by the Bidder in the form of Demand Draft/Pay Order drawn in favor of "**MHRD HIGHER CAS CLG**" payable at **Mysuru**, **failing which the e-tender shall be summarily rejected.** The EMD of Unsuccessful tenderers shall be released after the work order is placed to the successful bidder.

(iii) PERFORMANCE SECURITY DEPOSIT

The successful bidder will have to deposit a Performance Security Deposit of 5% of total bid amount meant for ONE (1) year in the form of Bank Guarantee/ Fixed Deposit receipt from a Nationalized / Scheduled bank with the Director, CIIL, Mysuru, having validity of at least one year and additional sixty days from the date of contract agreement. In case the contract is further extended beyond the initial period of ONE year, the performance security deposit will have to be accordingly renewed by the successful bidder. After submission of the performance security by the successful Bidder, the corresponding EMD shall be released.

(C) SUBMISSION OF E-TENDER ALONG WITH DOCUMENTS BY THE FIRM / CONTRACTING AGENCY

The e-tenders should be submitted / uploaded with scanned relevant documents as indicated below.

(1) e- Technical Bid

The “e- Technical Bid” should contain:

- i. Checklist of documents submitted (Annexure-I)
- ii. The Performa at Annexure-II duly filled in.
- iii. Agency profile including details of previous experience of manpower supply to Government/Semi Government/Autonomous Agencies, etc.
- iv. Acceptance of terms and conditions there under.
- v. Demand Draft for Earnest Money Deposit.
- vi. Demand Draft towards the cost of Tender document / Receipt of Tender Document fee.
- vii. Any other required relevant documents.

(2) e- Financial Bid

The “e-Financial Bid” should be uploaded and contain only Financial consideration for providing manpower (Annexure-III).

(D) VALIDITY OF TENDER:

Tender should be valid at least for a period of 90 days from the date of opening of the Financial bid. However, the Director, CIIL, Mysuru, reserves the right to cancel, amend or withdraw the tender at any stage, without assigning any reasons whatsoever.

3. ELIGIBILITY

- (i) 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.
- (ii) Clientele list to be provided by the agency with the performance certificates.
- (iii) Financial status of the service provider agency/firm.
- (iv) Infrastructure of the agency.

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

- (i) Registration Certificate of the service provider agency / firm under the relevant Act.
- (ii) Licence issued by ALC, if any.
- (iii) Registration certificate with ESIC & EPF Authorities.
- (iv) Copies of Income Tax Returns for last three years.
- (v) Goods & Service Tax Registration Certificate number.
- (vi) Copy of PAN card.
- (vii) Firm’s official address with full details.
- (viii) Any other statutory obligations as are required to be complied with from time to time.

4. ADDRESS OF THE OFFICE:

(for sending the DDs towards Tender Fees and EMD)

The completed tender documents (Technical & Financial Bid) is to be submitted by the bidder in the Central Public Procurement Portal (e-Procurement) [www.eprocure.gov.in] **only**. However, the Tender Fees and EMD should be sent to the following address by post or courier, in a sealed envelope superscribed "**Tender for Providing manpower for on-going/ time-bound Schemes/projects/Allied activities of various Units at CIIL-Mysuru**". The DDs should be procured by the bidder from the bank before the last date of uploading of e-tender on the portal.

The Director

Central Institute of Indian Languages (CIIL)

Ministry of Human Resource Development, Dept. of Higher Education,

Hunsur Road, Manasgangotri,

Mysuru- 570 006.

5. INTRUCTIONS TO SERVICE PROVIDER AGENCY / FIRM

- (i) No tender will be considered which is submitted directly. Only e-Tenders should be submitted on the Central Public Procurement portal - e-Procurement (www.eprocurement.gov.in).
- (ii) If the service provider / firm / agency is not from local region, it is preferred that the contractor has an office / unit at Mysore for smooth functioning of the contract.
- (iii) If any bidder is found to have business or family relationship with any employee of office of the CIIL, Mysore, the bid will be rejected. A declaration to this effect shall be provided by the bidder along with Technical Bid.
- (iv) e-Tender submitted without the cost (Tender fee & EMD) shall not be considered and incomplete or conditional bids shall also be not considered and will be out rightly rejected in the very first instance.
- (v) The uploaded Bids shall be opened on the scheduled date and time at the Office of the CIIL, Mysore, in the presence of the representatives of the bidders, if any, who are present on the spot at that time. **No separate intimation shall be sent to bidders for the same.**
- (vi) The bidders are required to upload relevant photocopies of the supporting documents, duly self-certified by the authorized representative of the bidder.

6. EVALUATION METHODOLOGY

(a) Technical evaluation:

The Technical Evaluation will be done only for the proposals submitted by the service provider agency / firm fulfilling the eligibility and statutory requirements as mentioned in para 3 above. The capability and eligibility of the Bidder to render requisite services shall be determined based on the information provided by the Bidder i.e. experience in the field, presence of the Bidder at multiple locations, manpower strength, etc., the Financial bid of only those Bidders who are found fit by the Technical Evaluation committee shall be opened.

The criteria adopted for Technical Evaluation shall be as follows:

- Experience in the relevant field
- No. of Government / PSU clients for providing manpower
- No. of organizations of repute in private sector for providing manpower
- Total No. of candidates whose data is available with the firm.
- Any other parameter deemed fit to be considered by the Technical Evaluation Committee.

Note: In case on Technical Evaluation, minimum numbers of at least three bidders are not shortlisted for financial Evaluation, the evaluation criteria as mentioned above can be revised suitably by the Technical Evaluation committee without compromising on the capability of the Agency/ firm.

(b) FINANCIAL EVALUATION

- (i) Selection of successful bidder shall be based only on the comparison of financial proposal submitted by those qualified bidders in technical evaluation.
- (ii) Financial Evaluation shall be based purely on the percentage of Service charge quoted by the service provider agency/ firm as in Annexure-3 taking all aspects in to consideration.
- (iii) Office will not make any other payment other than specified in Financial Bid.
- (iv) The bidder shall neither quote for anything else than the above nor shall he claim any payment other than the above, after the contract is awarded. However, in case the taxes and central minimum wages are increased by the Government, the same shall be payable.
- (v) Payments shall also be subject to deduction of taxes at source as per applicable laws.
- (vi) The total amount indicated in the Financial Bid shall be unconditional, unequivocal, final and binding on the bidder. If any assumption or condition is indicated in the Financial Proposal, it shall be considered as non-responsive and the proposal shall be rejected.
- (vii) The Director, CIIL, Mysuru, reserves the right to cancel the tender at anytime.

7. PERIOD OF CONTRACT

The contract shall be valid initially for a period of one year from the date of award of contract. This contract may be renewed for a further period of Two years on yearly basis on the terms and conditions mentioned in the tender document and the contract agreement, provided that the Director, CIIL, Mysuru, is satisfied with the services of the Bidder. Either party can terminate the contract at any time by giving three months prior notice in writing. However, for the manpower provided exclusively for on-going/time bound Schemes/projects the period of contract will be as above or the tenure of the project whichever is earlier.

8. SCOPE OF WORK

I. Manpower requirements in the following area of work for assisting Allied activities of various Units at CIIL, Mysuru.:

Category: Highly Skilled

Sl no	Area of work	Manpower requirements
1	Telephone / computer maintenance, etc.,	1

Note: the manpower provided by the service provider may be assigned any other similar related work which are Highly Skilled.

Category: Skilled and Clerical

Sl no	Area of work	Manpower requirements
1	Clerical Assistance for Administrative, Finance, Purchase, Stores and other related activities.	15
2	Data entry operator (Dispatch & Publication)	2
3	Reception work at the main entrance of the Institute / Guest House	2
4	Book keepers for the Activities related to Publications.	2
5	Multi-tasking and Diarizing work of CIIL and Scheme activity	3
6	Skilled Staff related to Library works	1
Total		25

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Skilled category.

Category: Semi-skilled

Sl no	Area of work	Manpower requirements
1	Printer, Plate Maker, Binder , Packer & publishing and related activities	13
2	Multi-tasking staff to work in Office / units of CIIL, Mysuru.	2
3	Multi-tasking staff related to Library works	2
Total		17

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Semi- Skilled category.

II. Manpower requirements in the following area of work in International Guest House, CIIL, Mysore:**Category: Semi-skilled**

Sl no	Area of work	Manpower requirements
1	Room Boys, International Guest House (IGH), CIIL, Mysuru.	6

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Semi- Skilled category.

III. Manpower requirements in the following area of work for on-going /time bound / schemes /projects at CIIL, Mysuru.:**Bharathavani project****Category: Skilled and Clerical**

Sl no	Area of work	Manpower requirements
1	Data input Operator / Data entry operator	7
2	Multi-tasking and Diarizing work for the Scheme/project office at CIIL, Mysuru.	1

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Skilled category.

Category: Semi-skilled

Sl no	Area of work	Manpower requirements
1	Multi-tasking staff to work in Scheme/projects office at CIIL, Mysuru.	1

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Semi- Skilled category.

National Translation Mission (NTM)**Category: Skilled and Clerical**

Sl no	Area of work	Manpower requirements
1	Data input Operator	1
2	Multi-tasking and Diarizing work for the Scheme/project office at CIIL, Mysuru.	2

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Skilled category.

National Testing Service - India (NTS-I)**Category: Skilled**

Sl no	Area of work	Manpower requirements
1	Multi-tasking staff to work in Scheme/projects office at CIIL, Mysuru.	3

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Skilled category.

Linguistic Data Consortium for Indian Languages (LDC-IL)**Category: Skilled**

Sl no	Area of work	Manpower requirements
1	Multi-tasking and Diarizing work for the Scheme/project office at CIIL, Mysuru.	2

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Skilled category.

Scheme for Protection and Preservation of Endangered Languages**Category: Skilled**

Sl no	Area of work	Manpower requirements
1	Multi-tasking and Diarizing work for the Scheme/project office at CIIL, Mysuru.	1

Note: the manpower provided by the service provider may be assigned any other similar related work which are under Skilled category.

Working Hours

Normal working hours would be 9.00 A.M to 5.30 P.M (05days week) including half an hour lunch break. The personnel may be called on Saturday, Sunday and other Gezatted holidays, and asked to sit beyond normal working hours in case of exigency of work.

ABSTRACT:

Requirement of Manpower Outsourced to be engaged through Service Providing Agency/ firm.

Sl. No.	No of Contract Personnel Requirement	Category of contract Worker	Rate of Wages per day
1	1	Highly Skilled	Rs. 733
2	42	Skilled/ Clerical	Rs. 666
3	24	Semi-skilled	Rs. 569

Note 1: The manpower as shown above may vary depending on requirements of the Institute.

Note 2: The service provider must ensure providing suitable manpower with Qualification and Experience as required for performing the aforesaid activities. The selection of manpower shall be done by CIIL, Mysuru as per functional requirements.

Note: 3 The wages per day indicated above is as per Central Government Minimum wages as notified by Government of India, Ministry of Labour & Employment order No. F. No. 1/36(3)/2019-LS-II dated 23-09-2019.

Note 4: Contribution towards ESIC and EPF (employer's contribution) will be in addition to the minimum wages as above.

Note 5: In case the minimum wages are increased due to grant of VDA, Etc., by the Government, the same shall be payable by the Institute.

Note 6: The Director, CIIL, reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and his decision in the matter shall be final and binding.

TERMS & CONDITIONS

1. The Prospective Tenderers shall acquaint themselves about the requirements before submitting their tender.
2. The **Service provider** shall present himself or deploy a supervisor at the site for supervision and execution of the work during working hours at no cost to CIIL. The name, age, qualification etc. of the supervisor so deployed should be intimated to CIIL in writing.
3. The **Service provider** shall engage qualified, trained, loyal and honest personnel for the work. The number of personnel required is 67 consisting of Semi-skilled, Skilled/Clerical and Highly Skilled as on date mentioned in Scope of work. The requirement of the manpower for the Institute will be in the range from 60 to 80. However, the actual requirement may vary as per the requirement of the Institute from time to time. Any increase or curtailment in manpower will be intimated in advance by the Institute to the contractor/agency. The service to be performed with utmost care, diligently and without causing any damages to the properties of the principal employer.

4. **The successful Tenderer** should submit a Bank Guarantee (BG) issued by any Scheduled Bank in favour of "**MHRD HIGHER CAS CLG**" towards security deposit for an amount of Rs 500000/- (*Rupees Five Lakhs*) only. The BG shall be returned only on satisfactory completion of the contract. However, the EMD submitted along with the tender document shall be returned on submission of the BG.
5. Tenderers should quote the service charges which is viable taking all aspects into consideration. The tenderers should quote the service charges only in percentage. No enhancement in service charges on any ground will be allowed during the period of contract.
6. The Tenderer shall quote the rates both in figures and in words. He shall also work out the amount for each item of work and write both in figures and in words. On check, if there is any differences between the rates quoted by the Tenderer in words and in figures or in the amount worked out by them / him, the following procedure shall be followed.
 - (i) When there is a difference between rates in figures and in words, the rates which correspond to the words quoted by the Tenderer shall be taken as correct.
7. The EMD is liable to be forfeited if the contractor selected for the work fails to sign the formal agreement or fails to start the work on the date stipulated. Tenders without EMD and incomplete tenders will be summarily rejected.
8. Payment will be made for the services rendered by the successful Tenderer for which the contractor has to submit **Six pre-receipted bills** in duplicate after due certification by **the concerned Heads / Officers in-charge of the Schemes / Projects/ Units, separately one bill each for CIIL, Mysuru, NTM, NTS-I, LDC-IL, SPPEL and BVP respectively for reimbursement.**
9. **Necessary documentary** evidence of wages paid and proof of remittance of ESI / EPF contributions etc. to the concerned authorities for the previous month has to be produced every month along with the bill failing which the claim of the contractor for payment will not be entertained.
10. **In case of damage** caused to the property / equipments of the Institute. by the workers of the contractor, the value of the damage, as assessed by the Officer deputed by the Director, CIIL for the purpose, shall be recovered from the contractors claim after due notice.
11. **The workers** engaged by the contractor are the employees of the contractor and as such they have no right to claim any compensation or regular appointment in CIIL whatsoever.
12. **The Contractor** should ensure safety of his workmen during execution of the work at the Institute. If the contract worker happens to meet with an accident, injury or loss of life etc. the responsibility for payment of compensation under Workman's Compensation Act rests with the Contractor and this Institute shall be free from all such encumbrances.
13. The selected contractor should obtain necessary license from the Assistant Labour Commissioner (Central) within one month from the date of award of the contract and submit a copy of the same to the Institute. failing which, no further payment will be released until submission of license copy.
14. Income tax will be recovered from the bills of the contractor as applicable as per the Government of India's orders and necessary TDS certificate will be issued.

15. **The Contractor** should execute an agreement, as per the enclosed format, on non-judicial stamp paper of Rs.200/- before taking up the contract.
16. The contract personnel engaged for the purpose shall work as per the working hours of the Institute. Due to exigencies of work the contract personnel may be required to work on holidays also.
17. The total tenure of the contract is 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 on the same terms and conditions. However, the engagement of contract personnel for ongoing / time bound project/ scheme will be as above or tenure of the project/scheme whichever is earlier. In case of additional requirement of work force during the tenure of the contract, the contractor should be able to provide additional manpower as may be required on similar terms and conditions from time to time.
18. All contract workmen deputed to work in the Institute should be issued with necessary identity cards by the contractor and the same shall be worn on their person and strictly comply with the security regulations of the Institute.
19. The Contractor will provide efficient/experienced and required number of workers for the services and the workmen should have good knowledge and experience in this respective field. The Contractor is required to provide all the information as per Annexure-I.
20. The contractor must withdraw all his labour force on expiry/termination/cancellation of the contract. The Contractor must ensure that the labourers engaged by him do not create any dispute/problems to the Institute on expiry/termination/ cancellation of the contract.
21. The Director of the Institute or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
22. In case any of the workman/workmen found not up to the mark or do not perform their duties properly or indulges in any unlawful activities, riots or disorderly conduct, the contractor shall immediately withdraw such persons on the report of the Institute. Further, the contractor should ensure immediate replacement of that particular person.
23. Bonus to be paid to the workers as per prevailing Contract Labour Act by the contractor.
24. In case any contract worker is leaving in the middle of the month, sufficient intimation to be provided to the Institute to safeguard the system.
25. The contractor shall pay to his employees through a duly opened Bank Account and ensure payment of Minimum Wages as per Central Government Minimum Wages Act by 7th of every month and if 7th happens to be a holiday; it should be paid on the previous day.
26. The contractor should remit all statutory remittances such as ESI, PF, etc. to the appropriate authorities and produce the proof of remittance along with his monthly claims for reimbursement.
27. Conditional Quote shall not be accepted.

28. The Director, CIIL, reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and his decision in the matter shall be final and binding.
29. The terms & conditions of the tender, as above, shall form part of the agreement.
30. Prospective bidders need to apply through e-procurement portal only.