



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

अहमदाबाद शाखा कार्यालय : 'पुष्पक' तीसरी मंजिल, खानपुर,
अहमदाबाद - 380 001.

Ahmedabad Branch Office : 'PUSHPAK' 3rd Floor, Khanpur,
Ahmedabad- 380 001.

URL : <http://www.bis.org.in>
Email : abo@bis.org.in

दूरभाष } 2560 0221, 2560 0187
 } 2560 1348, 2560 1349
Phone } 2560 1265, 2560 1607

फेक्स } 079-25601440
Fax }

Our Ref: ABO/2.5.2(Purchase)

17.07.2013

Dear Sirs,

Sealed quotations are invited for engagement of agency as per details given below:

- **Out sourcing of :** 1) sweeping and cleaning work at our office premises at 3rd floor and 7th floor, Puspak Building, Khanpur, Ahmedabad.
- 2) Tea/Coffee and Food preparing/serving work for our office employees.
- Housekeeping work will be required to be done on full working time basis for five days from Monday to Friday except Govt. Holidays.

TERMS AND CONDITIONS

1. The bidder firm must follow the essential provisions of various labour and Industrial Laws including provisions of Contract Labour (Regulation and Abolition) Act, 1970 such as Minimum wages cum allowances, compensation, provident fund, ESI & other charges etc.
2. The agency shall provide fully trained and disciplined personnel.
3. An agreement shall be signed for a period of one year initially, which may be extended, if services are found satisfactory.
4. All the outsourcing personnel shall work directly under the supervision of the contractor. There will not be any employer-employee relationship between BIS and housekeeping personnel/workers.
5. An officer of the Agency shall visit BIS regularly to take working feedback of the personnel deployed.
6. The contractor will ensure that the assigned work is done daily satisfactorily and office work shall not suffer due to absent of personnel.

मुख्यालय : मानक भवन, ९ बहादुर शाह जफर मार्ग, नई दिल्ली - 110002.

HEAD OFFICE : MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110002.

"For Training needs, please contact National Institute of Training for Standardization, A-20 & 21 Institutional Area, Sector 62 Noida-201307 at Telephone(s) 0120-2402201 to 05, 4670232, Tel/Fax No. 0120-2402202-03, or e-mail hnits@bis.org.in, nits@bis.org.in."

7. The agency shall be held responsible for any loss of BIS property, if it taken place due to any lapse or negligence on the part of the personnel deployed by them. The Bureau shall have the right to deduct appropriate amount from the bill of the agency to make good the loss, so incurred.
8. Income Tax(TDS) as per rules shall be deducted from the bill of the contractor/agency.
9. The agency shall be solely liable for in time payments/dues to the personnel as per the provisions of Labour (Regulation and Abolition) Act, 1970.
10. Minimum wages and allowances are to be paid to the personnel as per Wages Act., Ahmedabad Administration/Gujarat Government.
11. Personnel deployed in BIS shall follow the dress code according to their job and maintains the same properly.
12. In the even of dispute, the decision of Head (ABO), Bureau of Indian Standards, shall be final and binding.
13. The antecedents of the personnel to be deputed in BIS should be thoroughly examined and verified by the agency.
14. Incomplete quotations shall be outrightly rejected.
15. Payment shall be made by 7th of every month on submission of the bill by the agency/contractor on the last day of the proceeding month.
16. The contractor shall not link the payment of BIS for making payment of wages to the persons which must be disbursed on the fixed date only.
17. An agreement will be signed between BIS and the Agency at the time of award of the contract. A copy of the draft agreement is enclosed herewith for information. The contractor shall deposit a security of Rs. 10,000.00 (Rupees Ten Thousand only) at the time of signing the agreement.
18. In the event of not providing service as per the agreement including absence of personnel for housekeeping, a penalty equivalent to 1.5 times the pro-rata payment due for such work may be imposed which will be deducted from the payment due to the contractor.
19. Bureau reserves the right to cancel the contract if the instructions are not properly followed.
20. The necessary materials/equipments for the work will be supplied by BIS office.

B) CLEANING ON DAILY BASIS

- Daily cleaning would include sweeping and mapping of the entire area of both the floors (3rd floor & 7th Floor- Total Area-7800 sq.ft.)
- Cleaning of waste paper bins and removing the waste for disposal at appropriate place.

- Cleaning of Furniture and Equipments, Telephone etc of all officers and staff.
- Cleaning of toilets with water at least twice a day.

D) CLEANING ON WEEKLY BASIS

- Cleaning of toilets with chemicals, acids and soaps to remove all stains from floors, basins and urinals. Removing of cob webs(bara, jalla) from walls and ceilings.
- Cleaning of light fixtures, fans and A.C.
- Cleaning of window panes.
- In addition to above A & B, sweepers shall attend staff and officers (total Strength 40).

E) PREPARATION AND SERVICING OF TEA /COFEE, FOOD ETC .

- Cleaning of canteen utensils/crockery etc.
- To keep canteen clean and neat.

DOCUMENTS TO BE SUBMITTED

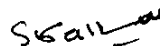
- i) The bidder firm must be registered with Labour Commissioner, Ahmedabad under the provision of Contract Labour (Regulation and Abolition) Act, 1970 and furnish the Registration Certificate.
- ii) Registration Documents from the following departments:
 - a) Provident Fund Commissioner
 - b) Service Tax Department
 - c) ESI
- iii) Details of other organization where House Keeping contracts are undertaken.

The last date of submission of quotation is 12 August 2013 by 1600 hrs. The quotation may be sent in sealed cover at the following address superscribing on envelopes with "QUOTATIONS FOR HOUSEKEEPING SERVICES".

Scientist F & Head,
Bureau of Indian Standards, Pushpak Building, 3rd Floor, Opp Cama
Hotel, Nur Mohamed Shaikh Marg. Khanpur, Amedabad 380 001

Thanking you,

Yours faithfully,



(Dr. S L Palkar)
Scientist -F & Head (ABO)

AGREEMENT

THIS AGREEMENT IS MADE ON THIS _____ BETWEEN BUREAU OF INDIAN
STANDARDS, PUSHPAK, 3RD FLOOR, KHANPUR, AHMEDANAD (CALLED AS BUREAU
ON THE ONE PART AND M/S _____ (CALLED AS
CONTRACTOR) ON THE OTHER PART.

WHEREAS THE BUREAU IS DESIROUS OF ENTRUSTING THE OUTSOURCING
SERVICES OF ITS PREMISES AT AHMEDABAD TO THIS SAID CONTRACTOR
FOR A PERIOD OF ONE YEAR COMMENCING FROM 2013 AT A MONTHLY
PAYMENT OF _____ (RUPEES) EXCLUDING
SERVICE TAX AND THEY HAVE OFFERED TO RENDER THE SAME AT THE
PREMISES TO WHICH THE CONTRACTOR HAS ALSO AGREED ON THE TERMS
AND CONDITIONS HEREIN AFTER LAID DOWN:

- i) That for carrying into execution of the above job, the Contractor shall deploy two personnel (unskilled) for sweeping/cleaning office premises and two personnel (semi-skilled) for preparing/serving tea/coffee, food etc.
- ii) The S weepers and Tea/Coffee maker shall perform duty for five days in a week from 0930 to 1800 hrs, if required on 6th day also.
- iii) That the Contractor shall render the outsourcing services at the BIS, ABO, Ahmedabad with effect from _____

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- iv) To ensure that water taps. Lights etc not let open after close of working hours on normal working day as well as on off day as the case may be.
- v) That the Contract shall ensure that the outsourcing personnel deputed by him are trained and conversant with their duties and also get their antecedents, character and conduct verified.
- vi) That the local representative of the Contractor shall be in-charge of the outsourcing staff shall be responsible for the efficient rendering of the services under contract. While working at the premises of BIS, ABO, Ahmedabad, the contractor shall work under the directives and guidance of the Administration Section and shall be answerable to the Bureau. This will, however, not diminish in any way the Contractor's responsibility under the contract to the Bureau.
- vii) That the BIS, ABO, Ahmedabad will be visited by the representative of the Contractor daily. During the visits, Contractor's representative will also see the officer dealing with service under the contract once in a week by mutual feed-back regarding the work performed by his personnel and removal of deficiencies if any, observed in the working.
- viii) That the contractor undertakes to ensure that any replacement of the personnel, so required by the Bureau for any reason specified or otherwise shall be effected promptly by him without any additional cost to the Bureau. If the contractor wishes to replace any of the personnel, the same shall be done with the prior concurrence of the Bureau at his own cost.
- ix) That the Contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India or any Union Territory.
- x) That day-to-day functioning shall be carried out in consultation with the knowledge of the Bureau and proposals for the efficient functioning/maintenance shall be mutually discussed, considered and implemented from time-to-time by the contractors.
- xi) That the Contractor shall be mainly responsible for enforcement of the provisions of various labour and industrial laws, such as, wages, allowances, compensations, PF, Bonus, Gratuity, ESI, etc. relating to personnel deployed by him or to any accident caused to them and the Bureau shall not be liable to bear any expense in this regard. The contractor shall make payment of wages to workers engaged by him on or before Fifth of every succeeding month positively irrespective of delay in settlement of his bill by the Bureau for reasons whatsoever under labour legislation due to his failures to observe and comply with the same. Increase, if any, in the minimum wages shall be borne by BIS.
- xii) That Contractor shall submit the copies of the challan of the EPF and ESI amount paid to the concerned Office.

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- xiii) That in case of any loss that might be caused to the Bureau due to lapse on the part of the House keeping personnel while discharging outsourcing responsibilities will be borne by the contracting agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill of contracting agency to make good of such loss to the Bureau besides imposition of penalty. In case of frequent lapses on the part of the outsourcing personnel deployed by the Contractor, the Bureau shall be within its rights to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- xiv) That in the part of outsourcing personnel being on leave/absent, the Contractor shall ensure suitable, alternative arrangement to meet such eventualities and the Contractor shall make provision for leave reserve.
- xv) That as and when the Bureau requires additional outsourcing strength on temporary or emergency basis, the Contractor will depute such outsourcing personnel in accordance with prorate rates of housekeeping personnel. For the same, a notice of two days will be given by the Bureau. In the event of not providing service as per this agreement including absence of personnel for outsourcing a penalty equivalent to 1.5 times the prorate payment due for such work may be imposed which will be deducted from the payment due from the contractor.
- xvi) That the Contractor shall arrange to maintain the office. The attendance record of the staff deployed by the Contractor showing their arrival and departure time will be maintained by him, in case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deduction from the bill without prejudice to the right under other provisions of the contract.
- xvii) That the bill for providing housekeeping services as per the contract shall be submitted by contractor in duplicate in succeeding month shall be payable by the Bureau.
- xviii) That income-tax or any other taxes as admission shall be deducted from his bill unless exempted by the income-tax department/Govt. of India.
- xix) That the Agreement shall be valid for ONE YEAR for the period commencing from _____, and is liable to be terminated in between after giving 1 month's notice in writing under normal circumstances. However, the liability of any party arising under any other cause of the agreement shall not be prejudiced.

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- xx) That the Contractor shall be solely and mainly responsible for all payment/dues of works employed and deployed by him. In the event, Bureau makes any payment or incurs any liability, the Contractor shall indemnify the Bureau completely.
- xxi) That in case of any dispute with regard to providing services and interpretation of any cause of this Agreement, the same shall be referred to Ahmedabad Court for the decision.
- xxii) In the event of dispute with regard to providing services and interpretation of any clause of this agreement, the decision of Scientist F & Head, Bureau of Indian Standards, Faridabad shall be final and binding.
- xxiii) Bureau reserves the right to cancel the contract if the instructions are not properly followed.
- xxiv) That whenever the minimum wages are revised and notified by the Haryana Government, the contractor may charge the same on the revised rates.

In witness whereof both the parties to this contract have set out hands to the Agreement on the _____ in the presence of witnesses.

For Bureau of Indian Standards
Stamp

For
Stamp

WITNESSES

1.

2.

WITNESSES

1.

2.