

Our Ref: BHBO/Admn-1.10.1

7 September 2011

**Subject: Inviting Tender for engagement of Contractor for providing
Services for Sweeping & Cleaning of Office, Services for Tea & Tiffin room
and services for office attendant duty.**

To,

Addresses are as per list enclosed.

Dear Sir,

This office invites sealed tender in two bid system **with technical & financial bids separately in two sealed envelop** from the reputed registered contractors processing valid labour licence for providing services for the purpose mentioned above to this office. We hope that your unit may be included under this category of organization. The contractors have to comply with provisions under the Minimum Wage Act and other provisions of different labour / Govt. Laws.

The sealed tender cover / envelope should be superscribed **"Tender for providing Services for Sweeping & cleaning of office, services for tea and Tiffin room and services for office attendant duty"**.

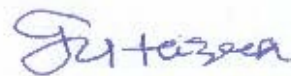
Last date of submission of sealed tender to the above address is on 10 October 2011 up to 1400 hours and the same will be opened at 1500 hours on the same day in the presence of tenders of their authorized representative, if any, subject to production of authorization letter.

Incomplete tender received without the security deposit along with the technical bid and required documents will be rejected outright.

The undersigned reserves the right to reject / accept any or all the tenders without assigning any reason thereof.

Thanking you,

Yours faithfully,



(G.C. Hazra)
Scientist F & Head

- Encl:**
- 1. Technical bid : Annex-I**
 - 2. Financial Bid : Annex - II**
 - 3. Terms and conditions of contract: (to be signed by the bidder and enclosed with technical bid as a token of acceptance of terms & conditions)**

Quotation for engagement of contractor for providing Services for Sweeping & Cleaning of Office Services for Tea & Tiffin Room & Services for Office Attendant Duty

1. Name, Address of the Tenderer Organization :
With phone, fax, e-mail address & contact person
OR
Name and residential address of the tenderer (in :
case of individual) with phone number
2. Since when you are engaged in the service applied for
3. Please give the set - up of your organization, clearly indicating details of managerial, supervisory and other staff. Also indicate the number of master roll staff for performing this service.
4. Are you covered by the labour legislations Yes/No
If yes (enclose copies of Documentary evidence)
 - I. ESI Registration
 - II. EPF registration
 - III. Labour registration certificate from Local Authorities(Note : The name & address of the organization in the above Documents should match with address at Sl No. 1)
5. Particulars of experience (Attach certificates, testimonials) at different organizations including the present organization.

Sl. No.	Name of Organisation with Complete address and Telephone, fax, e-mail address & contact person etc.	Service Period From , To	Nature of service	Contracted Amount(Rs. Per day)	Reasons for Termination/ leaving the organization
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6. Details of earnest security money of : DD No.----- Date.....
Rs. 6,000/-

[Tenderers are requested to deposit amount of Rs. 6,000/- in favour of "Bureau Of Indian Standards", payable at "Bhubaneswar" as security (refundable without interest incase of non selection / rejection) through a bank draft valid for six month. In the event of selection the security deposits will be retained by the office till the terms of service expires and will be refunded without interest thereafter]

Date:

Signature:
(Name & Designation
with official seal)

(Financial Bid) - ANNEXURE - II

**Quotation for engagement of contractor for providing Services for Sweeping & Cleaning of Office
Services for Tea & Tiffin Room & Services for Office Attendant Duty**

1. Name of the contractor with address :

2. Wage rate per day basis :
(Note: The rate quoted should have details of all :
emoluments like minimum wages, DA, PF,
ESI, Service Tax etc. separately, and the orders of
Concerned Authorities to this effect should be
enclosed.)

Basic / minimum wages	
DA	
PF	
ESI	
Other charges like supervision/administrative charges	
Service tax	
Total:	

3. Frequency of enquiry by the officer of
the service agency about the
performance of the incumbent from the
Bureau.

Date:

**Signature:
(Name & Designation
with official seal)**

BUREAU OF INDIAN STANDARDS
Bhubaneswar Branch Office

TERMS & CONDITIONS OF CONTRACT

(Engagement of contractor for providing services for Sweeping & Cleaning of office, Services for Tea & Tiffin room and Service for Office Attendant Duty)

1. The agency shall provide adequate experienced personnel.
2. An agreement to be entered for a period / periods, as may be mutually agreed upon in addition to the terms and conditions imposed by the Bureau. Renewal of the agreement may be considered before the expiry of the period.
3. Arranging maintenance of records of inflow and outflow of men and material and having proper check on the same as per instructions given by the Bureau from time to time.
4. The person concerned engaged for the purpose of duty by the agency are preferably experienced in said work and will get their antecedents, character and conduct checked and verified. The person shall have to work in this office on all working days from 9.00 am to 5.30 pm with lunch break from 1.00 pm to 1.30 pm and as when required by the office.
5. The details of the personnel to be sent for this duty, is to be furnished along with full addresses.
6. A representative of the agency is required to visit office once in a fortnight and meet the officer-in-charge for feedback regarding the work performed by his personnel and removal of deficiencies, if any.
7. To ensure that day replacement of person, as required by the Bureau, for any reason specified or otherwise shall be effected promptly by him without any additional cost to the Bureau. If agency wishes to replace their deployed personnel, the same shall done with prior concurrence of the Bureau at his own cost.
8. The personnel deployed should be disciplined and do not participate in any activity prejudice to the interest of the Bureau/Govt. of India/State Govt.
9. The agency shall be solely responsible for enforcement provisions of various labour and industrial laws, such as wages, allowances, compensation, EPF, ESI etc. relating to the personnel deployed by him or to any accident caused to them and the Bureau shall not be liable to bear any expenses in this regard.
10. In case of any theft or pilferage, loss or other offence, the agency will investigate and submit a report to the Bureau and maintain liason with police.
11. Any loss that might cause to the Bureau due to lapse on the part of the personnel in discharging responsibilities will hold good by the agency and in this connection, the Bureau shall have the right to deduct such loss incurred by the Bureau besides imposition of penalty. In the event of frequent lapses, Bureau shall have the right to terminate the contract forthwith.
12. In the event of personnel being on leave/absent, the agency shall ensure suitable alternate arrangements to make-up such absence.
13. As and when the Bureau requires additional strength on a temporary or emergency basis, the agency will depute some personnel in accordance with pro-rata rate.
14. The agency shall maintain attendance record and personnel deployed by him. The person shall mark their time of arrival and departure and initials in the attendance register. The attendance register will be made available to the officer - in - charge of Bureau.
15. Income tax, if applicable, shall be deducted from the bill every month.
16. The agency shall be solely liable for all payments/dues to its employees. In the event, Bureau makes any payment or incurs any liability towards the agency shall indemnify the Bureau completely.
17. Intending tenderers should possess experienced personnel in this field.
18. Minimum wages are to be paid as per wages Act prevailed in state of Orissa and the payment shall be made on the basis of actual number of working days.
19. Bureau reserves the right to accept /reject any or all quotations without assigning any reasons.
20. Agency should follow the instructions given by the Bureau from time to time.
21. Any violation of instructions/agreement or suppression of facts will attract on either side.
22. Services can be terminated without assigning any reason by giving two months notice on either side.
23. In case of non-compliance of contract, the Bureau reserves it's right to:-
 - a. Cancel/revoke the order and
 - b. Impose penalty up to 5% of the total value of contract.

We, hereby, agree to the above terms and conditions.

Signature of the Contractor

with date and seal