



Our Ref: CBTO/Admn.4

28-04-2015

Dear Sirs,

Sealed quotations are invited for engagement of agency for providing Lower division clerk in Bureau of Indian Standards, 5th floor, Kovai Towers, 44 Dr. Balasundaram Road, Coimbatore – 641 018. Details of persons required are given below:

Sl. No.	Description	Qualification	No. of persons required at Coimbatore
1.	Lower Division Clerk	Skilled – a) Must be having Knowledge of good spoken English and local language b) Computer operational knowledge essential c) Must be conversation in MS Office 2003, 2007	2

TERMS AND CONDITIONS:

1. The bidder firm must follow the essential provisions of various labour and industrial Laws including provisions of Contract Labour (CLERICAL) (Regulations 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 only
4. All the personnel engaged shall work directly under the supervision of the contractor. There will not be any employer-employee relationship between BIS and LDC's.
5. An Officer of the agency shall visit BIS regularly to take working feedback of the personnel deployed.
6. The contractor will ensure replacement of the personnel promptly, if services are not found satisfactory of any person.
7. The agency shall be held responsible for any loss of BIS property, if it taken place due to any lapse 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. In the event of personnel being on leave/absent the agency shall ensure suitable alternative arrangement to make up such absence.
9. Income Tax (TDS) as per rules shall be deducted from the bill of the contractor/agency.
10. 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.
11. Minimum wages and allowances are to be paid to the personnel as per Wages Act.

12. Personnel deployed in BIS shall follow the dress code according to their job.
13. In the event of dispute, the decision of Head, Bureau of Indian Standards, Coimbatore shall be final and binding.
14. The antecedents of the personnel to be deputed in BIS should be thoroughly examined and verified by the agency.
15. Incomplete quotations shall be out rightly rejected.
16. 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.
17. 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.
18. An agreement will be signed between BIS and the Agency at the time of award of the contract. The agency shall be required to deposit a Security @ 10% at the time of signing the agreement.
19. in the event of not providing service as per the agreement including absence of personnel a penalty equivalent to 1.5 to times the pro-rata payment due for such work may be imposed which will be deducted from the payment due to the contractor.
20. **Bureau** reserves the right to cancel the contract if the instructions are not properly followed.
21. The quotation should be clearly specify details like pay, PF(%), ESI(%), Administrative Expenses (%) etc.

DOCUMENTS TO BE SUBMITTED

- I). *The bidder firm must be registered with Labour Commissioner, Coimbatore under the provision of Contract labour (clerical) (Regulation and Abolition) Act, 1970 and furnish the Registration Certificate.*
- II). *Registration Documents from the following departments:*
 - a) *provident Fund Commissioner*
 - b) *ESI*
- III). *Details of other organization where Security/Housekeeping contracts are undertaken.*

The last date for submission of quotation is **12-05-2014** by **1600h**. The quotation may be sent in sealed cover at the following address subscribing on envelops with "**QUOTATIONS FOR LOWER DIVISION CLERK**":

**Scientist F & Head,
Bureau of Indian Standards,
V Floor, Kovai Towers,
44 Dr. Balasundaram Road,
Coimbatore – 641 018.**

Yours faithfully,

**(M. SADASIVAM)
SCIENTIST-F & HEAD**