

## BUREAU OF INDIAN STANDARDS

Kovai Towers, 5<sup>th</sup> floor, 44,  
Dr Balasundaram Road,  
Coimbatore-641018  
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2245622,2245984;  
Fax:2246705,  
Email: [cbto@bis.org.in](mailto:cbto@bis.org.in)

### **TENDERNOTICE:**

Sealed quotations are invited for engagement of agency for providing the following services. The bidder agency must follow the essential provisions of various labour and industrial laws including provisions of contract labour (regulation and abolitions) act 1970 such as minimum wages cum allowances, PF, ESI and charges.

- **Security Guard:**

- 1) Preferably an Ex-service man, or a person who should be able to read and write English/local language,
- 2) Should have trained in security arrangements including fire fighting operations
- 3) Should have sound health

- b) **House keeping:**

- 1) Experienced person with minimum of 10 years of experience
- 2) Preference will be given to female and local persons.

- c) **Receptionist:**

1. Must be graduate having knowledge of good spoken English and local language

2. Computer operation knowledge is essential.

**d) Computer data entry operator:**

1. Must be graduate having knowledge of good spoken English and local language
2. Computer operation knowledge is essential.
3. Must be conversant in MS Office 2003, 2007.

The above incumbents are liable to work from 0900 to 1730h and 6 days a week. For detailed terms and conditions of the service contractor, please contact the Bureau of Indian Standards, Coimbatore Office at the above address on any working day. Last date of submission of the quotation shall be 04-04-2013 by 1600h.

(M . Sadasivam)  
Sc-F&Head

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BIS, Coimbatore.  
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