

BUREAU OF INDIAN STANDARDS
(Faridabad Branch Office)

Our Ref: FDO/3.19(2010)

Date: 18.10.2011

Subject: Uploading the tender document/quotation letter for engagement of agency for providing Housekeeping and security services to Faridabad Branch Office.

Faridabad Branch Office intend to invite sealed tender document/ quotations from security agencies for providing Housekeeping and security services to Faridabad Branch Office, Faridabad.

ITS Department of the Bureau at HQ is requested to upload the enclosed tender document/quotation letter at BIS Website immediately.

Section Officer(FDO)

Sc.F & Head(FDO)

**Sc.F & Head (ITS),
BIS,
New Delhi**



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

Faridabad Branch Office

Address:SCO 21, Sector 12
Faridabad-121007

Phones :0129-2292175, 2292179

Fax: 0129-2291860

E-Mail: fdo@bis.org.in

web : <http://www.bis.org.in>

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Dear Sirs,

Sealed tender document/quotations are invited for engagement of agency for providing Housekeeping and Security Services in Bureau of Indian Standards, SCO – 21, Sector – 12, Faridabad. Details of persons required are given below:

Sl. No.	Description	Qualification	No. of persons required at Faridabad
1.	Security Guards	Semi-skilled (with general understanding of Hindi & English)	3
2.	i) Sweeper	Unskilled	1
	ii) Sweeper	Unskilled	1
3.	Tea Maker	Semi-skilled	1

- Housekeepers will be required to work on full working time basis for six days i.e. from Monday to Saturday.
- Extra charges shall be paid by BIS for performing duties on National 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. Security Guards shall preferably be retired perform Armed forces.
3. An agreement shall be signed for a period of one year initially, which may be extended, if services are found satisfactory.

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4. All the security/housekeeping personnel shall work directly under the supervision of the contractor. There will not be any employer-employee relationship between BIS and Security Personnel/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 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, Faridabad Administration/Haryana Government.
12. Personnel deployed in BIS shall follow the dress code according to their job.
13. In the even of dispute, the decision of Head (FDO), Bureau of Indian Standards, 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 outrightly 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. A copy of the draft agreement is enclosed herewith for information. The agency shall be required to deposit a Security amounting to Rs.10,000/- at the time of signing the agreement.
19. In the event of not providing service as per the agreement including absence of personnel for security and 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.
20. Bureau reserves the right to cancel the contract if the instructions are not properly followed.
21. Any other information, if required, can be had from Bureau of Indian Standards, Faridabad Branch Office, Faridabad from 1000 hrs. to 1730 hrs.
22. Sc.F & Head, Bureau of Indian Standards, Faridabad Branch Office, Faridabad reserves the right to accept or reject any tender offer without assigning any reason thereof.

DOCUMENTS TO BE SUBMITTED

- i) The bidder firm must be registered with Labour Commissioner, Faridabad 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 Security & House keeping contracts are undertaken.

The last date for submission of quotation is 18th November 2011 by 1100hrs and will be opened on the same date at 1130 hrs. The quotation may be sent in sealed cover at the following address subscribing on envelopes with "QUOTATIONS FOR SECURITY AND HOUSEKEEPING SERVICES":

Scientist F & Head,
Bureau of Indian Standards,
SCO – 21, Sector – 12,
Faridabad

Yours faithfully,

(Sushil Kumar)
Section Officer