

BUREAU OF INDIAN STANDARDS
NRO LABORATORY

Our Ref: NRO Lab/BM

24 July 2006

NRO Lab is in the process of inviting quotations for appointment of agency for providing security and housekeeping services. In this regard sealed quotations are being invited from the firms in Chandigarh and Mohali as per the details provided by NRO and also as available in GETIT yellow pages. It is requested that the above may be hosted on the BIS website also for wide publicity. The related documents are enclosed.

(GURMUKH SINGH)
STA

Encl: As above

OIC(ADMN)

HNROL

Head ITSD, BIS Hqrs, N.Delhi

Our Ref: NRO Lab/BM

24 July 2006

As per list enclosed

Subject: Sealed quotations for Appointment of Agency for Providing Security and Housekeeping Services at BIS NRO Laboratory

Sir,

Sealed quotations are invited for appointment of agency for providing security and housekeeping services at our laboratory at Mohali. Preference will be given to the Agency having three years experience in this line particularly for providing similar services in a Testing Laboratory.

In this connection, please find enclosed a document indicating all necessary terms and conditions, which may be carefully read before submitting the quotation. In case any clarification is required the same may be obtained before submitting the quotation. Incomplete or conditional quotations will not be accepted.

Please submit your quotation by filling the rates in figures as well as words in the schedule enclosed duly signed by authorized signatory of your company. The document enclosed containing the terms and conditions may also be returned with the quotation duly signed and stamped on each page as a token of your acceptance of the same.

Last date for submission of the sealed quotation is **10 August 2006 by 15-30 h.** The quotations will be opened on the same day at 16-00h.

Thanking you,

Yours faithfully,

(GURMUKH SINGH)
STA



भारतीय मानक ब्यूरो

Bureau of Indian Standards
(Northern Regional Office Laboratory)
B-69, Phase VII, Industrial Focal Point
S A S Nagar, Mohali-160059

Phone:0172-2236218 Fax: 0172-2237212 e-mail: nrol@bis.org.in

Sealed quotations are invited for appointment of agency for providing Housekeeping and Security services in Bureau of Indian Standards, Northern Regional Laboratory at B-69, Industrial Focal Point, Phase VII, Mohali. Details of the persons required are given below:

Sl.No.	Description	Qualification	No of personnel(s) required
1.	Supervisor	Preferably graduate	1
2.	Security Guards	Semi-skilled with general understanding of Hindi, Punjabi & English	7
3.	Housekeeping personnel	Semi skilled	4
4.	Plumber/Carpenter/ Electrician	Skilled	as and when required
5.	Casual Workers	Un-skilled	as and when required

- Supervisor shall perform duty from 0800h to 1800h from Monday to Saturday and will supervise the work of security guards and housekeeping personnel. Payment will be made on pro-rata basis for any overtime required with prior intimation.
- Security personnel shall perform 24 hours duty in three shifts with two guards in each shift.
- Housekeepers will be required on full working time basis for six days, that is , 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, bonus, gratuity, ESI etc.
2. The agency shall provide fully trained and disciplined personnel. Security Guards and Security Supervisor shall preferably be retired persons from Armed Forces.

3. An agreement shall be entered into for Housekeeping and Security services for a period of one year initially, which may be extended, if services are found satisfactory.
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, atleast once a week, to take working feed back of the personnel deployed. The quality of service shall be to the satisfaction of BIS.
6. The contractor will ensure replacement of the personnel, on the request of Bureau if not found satisfactory, promptly.
7. The agency shall be held responsible for any loss of BIS property, if it takes 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 arrangements 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 timely payments of dues to the personnel as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970.
11. Minimum wages and allowances are to be paid to the personnel as per Wages Act, Punjab Government. A certificate shall be submitted by the contractor in this regard with every bill with regard to the payment of the previous month.
12. Bureau reserves the right to cancel the contract if the instructions are not properly followed.
13. Personnel deployed in BIS shall follow the dress code according to their job. The contractor shall arrange for suitable dress for all the personnel and ensure that the personnel are appropriately and neatly dressed.
14. In the event of any dispute, the decision of Head (NRO Lab) Bureau of Indian Standards shall be final and binding.
15. The antecedents of the personnel to be deputed in BIS should be thoroughly examined and verified by the agency.
16. Incomplete quotations shall be out rightly rejected.
17. Payment shall be made within seven working days of the submission of the bill by the agency/contractor.
18. The contractor shall not link the payment from BIS for making payment of wages to the persons which must be disbursed on the fixed date only. The payment may be disbursed in presence of representation of BIS NRO Lab incase so desired by Competent Authority.
19. In the event of not providing service as per this 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. The agency should acquaint themselves with site conditions by visiting the laboratory before submitting quotation. As indicative scope of work for housekeeping work is enclosed for information, however the requirement listed are minimum only and actual requirements may increase.

DOCUMENTS TO BE SUBMITTED:

1. The bidder firm must be registered with Regional Labour Commissioner, Punjab Govt. under the provision of Contract Labour (Regulation and Abolition) Act, 1970 and furnish the Registration Certificate.
2. Registration Documents from the following departments:
 - a) Provident Fund Commissioner
 - b) Service Tax Department
 - c) ESI
3. Details of other organizations where similar Security & Housekeeping contracts are undertaken during the last three years along with name, address, E-mail ID, fax and telephone no. of the contact persons.

The last date of submission of quotation is **10 August 2006** by **1530h**.

The quotation should be sent at the following address superscribing the envelope with **“QUOTATIONS FOR SECURITY AND HOUSEKEEPING SERVICES”** :

**Head
BIS, NRO Laboratory,
B-69, Phase VII, Industrial Focal Point
S A S Nagar, Mohali-160059**

SCOPE OF WORK FOR HOUSEKEEPING

S.No.	Area	Activity	Frequency
1.	ROOMS		
	i)	Dusting of office furniture/equipment (including tables, chairs, side tables, racks, doors, trays)	Daily
	ii)	Emptying of dustbins	Daily
	iii)	Floor sweeping	Daily
	iv)	Thorough cleaning of windowpanes/ venetian blinds and walls	Daily Monthly
	v)	Scrubbing and washing of room floor	Bi-Monthly
	vi)	Dusting of room coolers/Air conditioners	Weekly
	vii)	Dusting of Steel almirahs/racks	Monthly
	viii)	Carpets cleaning	Weekly
	ix)	Fans & Tube lights	Monthly
2.	CORIDORS AND STAIRCASES		
	i)	Sweeping and washing	Daily
	ii)	Mopping of floors	Daily
	iii)	Cleaning of walls and window panes	Weekly
	iv)	Cleaning of staircase railings	Weekly
	v)	Dusting of doors	Weekly
3.	TOILETS/BATHROOMS/URINALS		
	i)	Sweeping and mopping	Daily
	ii)	Washbasin/Mirror cleaning	Daily
	iii)	Toilet seat/urinal cleaning	Daily
	iv)	Cleaning of walls and window panes	Weekly
	v)	Replenishment of soap	Daily
	vi)	Replenishment of toilet paper	Daily
	vii)	Replenishment of urinal cubes/ naphthalene balls/air purifiers	Daily

SCHEDULE

Rates for Providing Security and Housekeeping Services at BIS NRO Lab, Mohali

S.No.	Description	Qualification	No. of Personnel required	Rate	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1)	Supervisor	Preferably graduate	1		Per month Consolidated
2)	Security Guards	Semi-skilled with general understanding of Hindi, Punjabi & English	7		Per month Consolidated
3)	Housekeeping personnel	Semi skilled	4		Per month Consolidated
4)	Plumber/Carpenter/ Electrician	Skilled	As & when required		Per day per person
5)	Casual Workers (as and when required)	Un-skilled	As & when required		Per day per person

Note: Rates to be filled in column (5) both in figures as well as words

Signature of Authorized Person_____

With seal

Name of firm_____

Address_____

LIST OF CONTRACTING AGENCIES

1. M/s Secure Services,
SCO 85, IInd floor,
Sector 35-C,
Chandigarh
2. M/s Security & Organizational Systems,
2279, First Floor,
Sector 21-C,
Chandigarh
3. M/s Safeguard Security Corpn.,
345-346, Sector 35-B,
Chandigarh
4. M/s Golden Eagle Security Services,
SCO 2475-76(Basement),
Sector 22-C,
Chandigarh
5. M/s Chandigarh Liaison & Allied Services Pvt.Ltd.,
14, Hotel Shivalik View,
Sector 17,
Chandigarh
6. M/s Hawks Eye Security services,
Cabin No. 10,
SCO 163-64, Sector 8-C,
Chandigarh
7. M/s Associate Group (S&S) Pvt.Ltd.,
Sector 22-B,
Chandigarh
8. M/s Eagle Hunters Pvt.Ltd.,
SCO 21 (2nd floor),
Swastik Vihar,
Mansa Devi Road,
Panchkula
9. M/s Delta Division Security India Pvt.Ltd.,
159, Modi Bagh-II,
Nanak Pura, Dhaula Kuan,
New Delhi-110 21

10. M/s Aman Security & detectives (regd.),
Aman Niwas,
3950, Sector 47-D,
Chandigarh
11. M/s Peregrine Security Pvt. Ltd.,
SCO 1,(2nd floor_,
Sector 11,
Panchkula.
12. M/s Checkmate Services Pvt.Ltd.,
S.C.F. 45, Phase IX,
S.A.S.Nagar, Mohali-63
13. M/s Emm Emm Security Fire & Detective Agency,
Cabin No. 112, FF, SCO 100-101,
Sector 34-A, Chandigarh
14. M/s Golden Globe Security Services,
SCO 866, Level 2,
Shivalik Enclave, Manimajra
Chandigarh
15. M/s Hind Security Services Regd.
SCO 94-95 SF, Cabin 31,
Sector 17-C, Chandigarh
16. M/s Knight's Detective & Security Services Pvt.Ltd.
SCF 125, Sector 60,
Phase III B 2,Mohali
17. M/s Peninsula Management Services (P)Ltd.,
SCF 8, Phase 3A,
SAS Nagar, Mohali
18. M/s Polite Security Services
SCO 91, IInd floor,
Sector 44-C Chandigarh
19. M/s Rakshak Securities (P)Ltd.,
Quite Office 2, First Floor,
Sector 35-A, Chandigarh

20. M/s S.B.Communication
Shop No. 82, Sector 41-D,
Chandigarh
21. M/s Securecom Technologies
Plot 78, Phase II, Indl. Area, Mohali
22. M/s St. John Security Services,
SCO 419-420, 2nd floor, Chamber No. 33,
Sector 35-C, Chandigarh
23. M/s Sunrise Facilitators Pvt.Ltd.,
SCO 122-23, Ist floor
Sector 8-C, Chandigarh