



**भारतीय मानक ब्यूरो**  
**BUREAU OF INDIAN STANDARDS**

Address SCO 335-336,  
: Sector 34-A,  
Chandigarh-160022  
Phones 0172-2603843, 2604552  
: Fax: 0172-2601640, 2602025  
E-Mail: [ddgn@bis.org.in](mailto:ddgn@bis.org.in)  
web : <http://www.bis.org.in>

Sealed quotations are invited for engagement of agency for providing Housekeeping and Security Services in Bureau of Indian Standards, Northern Regional Office (NRO) at SCO 335-336, Sector 34-A, Chandigarh and Northern Regional Laboratory (NROL) at B-69, Industrial Focal Point, Phase VII, Mohali. Details of persons required are given below:

Sl. No.	Description	Qualification	No(s) of personnel(s) required at	
			Chandigarh	Mohali
1.	Security Supervisor	Skilled – 1 (Preferably Graduate)	1	1
2.	Security Guards	Semi-skilled (with general understanding of Hindi, Punjabi & English)	2.5	7
3(a)	Housekeeping personnel	Unskilled	3	3
3(b)	Housekeeping personnel	Semi-Skilled	3 as and when required	As and when required
4.	Gunman	Semi-Skilled	1 (only on salary disbursement day)	-

- Security Supervisor at NROL, Mohali, shall perform duty from 0800h to 1600h 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.
- Security Supervisor at NRO, Chandigarh shall perform duty from 0800h to 1600h and Security Guards shall perform the duty for remaining hours round the clock.
- 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.

Contd...2....

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 and Security Supervisor shall preferably be retired persons from Armed forces.
3. An agreement shall be signed 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 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 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 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 Contract Labour (Regulation and Abolition) Act,1970.
11. Minimum wages and allowances are to be paid to the personnel as per Wages Act, Chandigarh Administration/Punjab Government.
12. Personnel deployed in BIS shall follow the dress code according to their job.

Contd...3....

13. In the event of dispute, the decision of Dy. Director General (North), 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 7<sup>th</sup> of every month for the preceding month on submission of the bill by the agency/contractor on the last day of the 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 @ 10% 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.

#### DOCUMENTS TO BE SUBMITTED

- i) The bidder firm must be registered with Regional Labour Commissioner, Chandigarh 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 the agency is providing Security & House keeping services presently.

The last date for submission of quotation is 20<sup>th</sup> Sept 2008 by 1600hrs. The quotation may be sent in sealed cover at the following address superscribing on the envelope with "QUOTATIONS FOR SECURITY AND HOUSEKEEPING SERVICES"

Deputy Director General (North),  
Bureau of Indian Standards,  
(Northern Regional Office),  
S.C.O. 335-336, Sector 34 A,  
CHANDIGARH – 160 022.

**QUOTATION FOR AWARD OF CONTRACT FOR SECURITY AND HOUSEKEEPING ARRANGEMENT FOR NRO, CHANDIGARH**

Name of the Agency: \_\_\_\_\_

Name of the Category	No. of Personnel required	Min. Wages	EPF %	ESIC %	Service Charges %	Others %	Total	S.Tax	Grand Total	Details of Experience
Security Supervisor (Skilled – 1) Preferably graduate	One									
Security Guard (Semi-Skilled ) with general understanding of Hindi, Punjabi & English.	2.5									
Housekeeping Personnel (Unskilled)	Three									
Housekeeping Personnel (Semi-Skilled)	As and when required									
Gunman (Semi-Skilled)	One (only on salary disbursement day)									

**QUOTATION FOR AWARD OF CONTRACT FOR SECURITY AND HOUSEKEEPING ARRANGEMENT FOR NROL, MOHALI**

Name of the Agency: \_\_\_\_\_

Name of the Category	No. of Personnel required	Min. Wages	EPF %	ESIC %	Service Charges %	Others %	Total	S.Tax	Grand Total	Details of Experience
Security Supervisor (Skilled – 1) Preferably graduate	One									
Security Guard (Semi-Skilled) with general understanding of Hindi, Punjabi & English.	Seven									
Housekeeping Personnel (Unskilled)	Three									
Housekeeping Personnel (Semi-Skilled)	As and when required									

## AGREEMENT

THIS AGREEMENT IS MADE ON THIS DAY.....BETWEEN *BUREAU OF INDIAN STANDARDS, NORTHERN REGIONAL OFFICE, CHANDIGARH* (CALLED AS BUREAU) ON THE ONE PART AND M/S \_\_\_\_\_ (CALLED AS CONTRACTOR) ON THE OTHER PART;

WHEREAS THE BUREAU IS DESIROUS OF ENTRUSTING THE **HOUSEKEEPING SERVICES** OF ITS PREMISES AT CHANDIGARH TO THE SAID CONTRACTOR FOR THE PERIOD COMMENCING FROM \_\_\_\_\_ TO \_\_\_\_\_ AT A MONTHLY PAYMENT OF **RS. \_\_\_\_\_ (RUPEES \_\_\_\_\_ ONLY)** OR AS REVISED FROM TIME TO TIME BY THE APPROPRIATE AUTHORITY AND THEY HAVE OFFERED TO RENDER THE SAME AT THE PREMISES TO WHICH THE CONTRACTOR HAS ALSO AGREED ON THE TERMS AND CONDITIONS HEREIN AFTER LAID DOWN:

- 1) That for carrying into execution of the above job, the Contractor shall deploy three housekeepers. The housekeepers shall perform duty for six days in a week from 0700 to 1500 hrs;
- 2) That the Contractor shall render the housekeeping services at the BIS, NRO, Chandigarh with effect from \_\_\_\_\_.
- 3) To ensure that water taps, etc not left open after close of working hours on normal working days as well as on off days, as the case may be.
- 4) That the Contractor shall ensure that the housekeeping personnel deputed by him are trained and conversant with their duties and also get their antecedents, character and conduct verified;
- 5) That the local representative of the Contractor shall be in in-charge of the housekeeping staff and shall be responsible for the efficient rendering of the services under contract. While working at the premises of BIS, NRO, Chandigarh the contractor shall work under the directives and guidance of the **Administration Section** and shall be answerable to the Bureau. This will, however, not diminish in any way, the Contractor's responsibility under the contract to the Bureau;

- 6) That the BIS, NRO, Chandigarh will be visited by the representative of the Contractor daily. During the visits Contractor's representative will also see the officer dealing with service under the contract once in a week for mutual feed-back regarding the work performed by his personnel and removal of deficiencies if any observed in the working;
- 7) That the Contractor undertakes to ensure that any replacement of the personnel, 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 the contractor wishes to replace any of the personnel, the same shall be done with the prior concurrence of the Bureau at his own cost;
- 8) That the Contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India or any Union Territory.
- 9) That day-to-day functioning shall be carried out with consultation with the knowledge of the Bureau. Proposals for the efficient functioning/maintenance shall be mutually discussed, considered and implemented from time-to-time by the contractors.
- 10) That the Contractor shall be mainly responsible for enforcement of the provisions of various labour and industrial laws, such as, wages, allowances, compensations, PF, Bonus, Gratuity, ESI, etc relating to personnel deployed by him or to any accident caused to them and the Bureau shall not be liable to bear any expense in this regard. The contractor shall make payment of wages to workers engaged by him on or before 7<sup>th</sup> of every succeeding month positively irrespective of delay in settlement of his bill by the Bureau for reasons whatsoever and/or labour legislation due to his failures to observe and comply with the same. Increase, if any, in the minimum wages shall be borne by BIS;
- 11) That in case of any thefts or pilferages, loss or other offences, the Contractor will investigate and submit a report to the Bureau and maintain liaison with the Police. FIR will be lodged by the Contractor, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility be pinpointed;
- 12) That in case of any loss that might be caused to the Bureau due to lapse on the part of the House keeping personnel while discharging housekeeping responsibilities will be borne by the contracting agency and in this connection, the Bureau shall have the right to deduct appropriate amount from

the bill of contracting agency to make good of such loss to the Bureau besides imposition of penalty. In case of frequent lapses on the part of the housekeeping personnel deployed by the Contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever;

- 13) That in the event of housekeeping personnel being on leave/absent, the Contractor shall ensure suitable alternative arrangements to meet such eventualities and the Contractor shall make provision for leave reserve;
- 14) That as and when the Bureau requires **additional housekeepers** on temporary or emergency basis, the Contractor will depute such personnel in accordance with **pro-rata rates** of housekeeping personnel. For the same, a notice of two days will be given by the Bureau. Similarly, if the housekeeping personnel deployed by the contractor any time are found absent from duty, the Bureau shall deduct the requisite amount at the pro-rata rates from the bill of the Contractor besides imposition of penalty for non-observance of the terms of contract;
- 15) That the Contractor shall arrange to maintain the house/office. The attendance record of the staff deployed by the Contractor showing their arrival and departure time will be maintained by him. In case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract;
- 16) That the bill for providing housekeeping services as per the contract shall be submitted by contractor in duplicate in succeeding month which shall be payable by the Bureau;
- 17) That Income-tax or any other taxes as admissible shall be deducted from his bill unless exempted by the Income-tax department/ Govt. of India;
- 18) That the Agreement shall be valid for **ONE YEAR** for the period commencing from \_\_\_\_\_ to \_\_\_\_\_, and is liable to be terminated in between after giving 1 month's notice in writing under normal circumstances. However, the liability of any party arising under any other clause of the Agreement shall not be prejudiced;
- 19) That the Contractor shall be solely and mainly responsible for all payment/dues of works employed and deployed by him. In the event, Bureau makes any payment or incurs any liability; the Contractor shall indemnify the Bureau completely;

- 20) That in case of any dispute with regard to providing services and interpretation of any clause of this Agreement, the same shall be referred to Chandigarh Courts for its decision.

In witness whereof we the parties to this contract have set out hands to the Agreement on the day year first mentioned in the presence of witnesses.

For Bureau of Indian Standards,  
NRO, CHANDIGARH

,

Dy. Director General

Name:.....  
Stamp:

**WITNESSES**

1.

2.

**WITNESSES**

1.

2.

## AGREEMENT

THIS AGREEMENT IS MADE ON THIS DAY ..... BETWEEN *BUREAU OF INDIAN STANDARDS, SECTOR 34, CHANDIGARH* (CALLED AS BUREAU) ON THE ONE PART AND M/S \_\_\_\_\_(CALLED AS CONTRACTOR) ON THE OTHER PART;

WHEREAS THE BUREAU IS DESIROUS OF ENTRUSTING THE HOUSEKEEPING SERVICES OF ITS BIS NRO LABORATORY, B-69, INDUSTRIAL AREA, PHASE VII, MOHALI TO THE SAID CONTRACTOR FOR A PERIOD COMMENCING FROM \_\_\_\_\_ TO \_\_\_\_\_ AT A MONTHLY PAYMENT OF Rs. \_\_\_\_\_ [RUPEES ] OR AS REVISED FROM TIME TO TIME BY THE APPROPRIATE AUTHORITY AND THEY HAVE OFFERED TO RENDER THE SAME AT THE PREMISES TO WHICH THE CONTRACTOR HAS ALSO AGREED ON THE TERMS AND CONDITIONS HEREIN AFTER LAID DOWN:

- 1) That for carrying into execution of the above job, the Contractor shall deploy three housekeepers. The housekeepers shall perform duty for six days in a week from 0700 to 1500 hrs;
- 2) That the Contractor shall render the housekeeping services at the BIS, NRO LAB, MOHALI with effect from \_\_\_\_\_.
- 3) To ensure that water taps, etc not left open after close of working hours on normal working days as well as on off days, as the case may be.
- 4) That the Contractor shall ensure that the housekeeping personnel deputed by him are trained and conversant with their duties and also get their antecedents, character and conduct verified;
- 5) That the local representative of the Contractor shall be in in-charge of the housekeeping staff and shall be responsible for the efficient rendering of the services under contract. While working at the premises of BIS, NROL, MOHALI the contractor shall work under the directives and guidance of the **Administration Section** and shall be answerable to the Bureau. This will, however, not diminish in any way, the Contractor's responsibility under the contract to the Bureau;
- 6) That the BIS, NROL, MOHALI will be visited by the representative of the Contractor daily. During the visits Contractor's representative will also see the officer dealing with service under the contract once in a week for mutual feed-back regarding the work performed by his personnel and removal of deficiencies if any observed in the working;

- 7) That the Contractor undertakes to ensure that any replacement of the personnel, 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 the contractor wishes to replace any of the personnel, the same shall be done with the prior concurrence of the Bureau at his own cost;
- 8) That the Contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India or any Union Territory.
- 9) That day-to-day functioning shall be carried out with consultation with the knowledge of the Bureau. Proposals for the efficient functioning/maintenance shall be mutually discussed, considered and implemented from time-to-time by the contractors.
- 10) That in case of any thefts or pilferages, loss or other offences, the Contractor will investigate and submit a report to the Bureau and maintain liaison with the Police. FIR will be lodged by the Contractor, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility be pinpointed;
- 11) That in case of any loss that might be caused to the Bureau due to lapse on the part of the House keeping personnel while discharging housekeeping responsibilities will be borne by the contracting agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill of contracting agency to make good of such loss to the Bureau besides imposition of penalty. In case of frequent lapses on the part of the housekeeping personnel deployed by the Contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever;
- 12) That in the event of housekeeping personnel being on leave/absent, the Contractor shall ensure suitable alternative arrangements to meet such eventualities and the Contractor shall make provision for leave reserve;
- 13) That as and when the Bureau requires **additional housekeepers** on temporary or emergency basis, the Contractor will depute such personnel in accordance with **pro-rata rates** of housekeeping personnel. For the same, a notice of two days will be given by the Bureau. **In the event of not providing service as per this agreement including absence of personnel for security/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.**

- 14) That the Contractor shall arrange to maintain the house/office. The attendance record of the staff deployed by the Contractor showing their arrival and departure time will be maintained by him. In case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract;
- 15) That the bill for providing housekeeping services as per the contract shall be submitted by contractor in duplicate in succeeding month which shall be payable by the Bureau;
- 16) That Income-tax, TDS or any other taxes as admissible shall be deducted from his bill unless exempted by the Income-tax department/ Govt. of India;
- 17) That the Agreement shall be valid for **ONE YEAR** for the period commencing from \_\_\_\_\_ to \_\_\_\_\_, and is liable **to be terminated** in between **after giving 1 month's notice** in writing under normal circumstances. However, the liability of any party arising under any other clause of the Agreement shall not be prejudiced;
- 18) That the Contractor shall be solely and mainly responsible for all payment/dues of works employed and deployed by him. In the event, Bureau makes any payment or incurs any liability; the Contractor shall indemnify the Bureau completely;
- 19) That in case of any dispute with regard to providing services and interpretation of any clause of this Agreement, the same shall be referred to MOHALI Courts for its decision.

In witness whereof we the parties to this contract have set out hands to the Agreement on the day year first mentioned in the presence of witnesses.

For Bureau of Indian Standards,  
NRO, CHANDIGARH

Head, NRO Lab

,

Stamp:

**WITNESSES**

1..

2.

**WITNESSES**

1.

2.

## AGREEMENT

THIS AGREEMENT IS MADE ON THIS DAY.....BETWEEN *BUREAU OF INDIAN STANDARDS, NORTHERN REGIONAL OFFICE, CHANDIGARH* (CALLED AS BUREAU) ON THE ONE PART AND \_\_\_\_\_ (CALLED AS CONTRACTOR) ON THE OTHER PART;

WHEREAS THE BUREAU IS DESIROUS OF ENTRUSTING THE **SECURITY SERVICES** OF ITS PREMISES AT CHANDIGARH TO THE SAID CONTRACTOR FOR A PERIOD COMMENCING FROM \_\_\_\_\_ AT A MONTHLY PAYMENT OF Rs. \_\_\_\_\_

**(RUPEES)** **ONLY** OR AS REVISED FROM TIME TO TIME BY THE APPROPRIATE AUTHORITY AND THEY HAVE OFFERED TO RENDER THE SAME AT THE PREMISES TO WHICH THE CONTRACTOR HAS ALSO AGREED ON THE TERMS AND CONDITIONS HEREIN AFTER LAID DOWN:

- 1) That the contractor shall render the following security services at the BIS NRO Chandigarh w.e.f. \_\_\_\_\_ to \_\_\_\_\_.
  - a) To arrange/assist in opening and closing of the building and rooms as necessitated/directed by the Bureau on all working and closed days.
  - b) Providing security of materials, equipment, installations in building and other structures in BIS, NRO, Chandigarh.
  - c) To ensure that water taps, etc and not left open after close of working hours on normal working days as well as on off days, as the case may be.
  - d) Arranging, maintenance of records of inflow and outflow of men and material and having proper checks on the same as per instruction given by the Bureau from time to time.

...Page 1 of 5...

- e) Keeping the Bureau informed of all the matters of security.
  - f) Checking of all the incoming and outgoing vehicles thoroughly to check movement of unauthorized items inside and outside BIS, NRO, Chandigarh.
  - g) Ensure the entrance of only authorized persons (BIS employees and others engaged for providing services). Visitors may enter only through visitors slip as per approved procedure and meet concerned officer only. It should also ensure that this duty is discharged sincerely with decent behaviour.
- 2) That for carrying into execution of all the above jobs the contractor shall deploy one Supervisor and 2.5 (including reliever) Security Guards at NRO, Chandigarh. The contractor shall not deploy or shall discontinue deploying the person(s), if so desired by the Bureau at any time without assigning any reason, whatsoever. The full particulars of the personnel to be deployed by the contractor including their names and addresses shall be furnished to the Bureau before they are actually deployed for job. The terms and conditions of deploying the supervisor and security personnel at BIS, NRO, Chandigarh be as under:-

- a) **Security Supervisor:** 1 at BIS, NRO, Chandigarh; six days a week excluding holidays & Sundays; Timings –from 0800 hrs to 1600 hrs.b)
- b) **Security Guards:** 2.5 (including reliever) at BIS, NRO, Chandigarh; One security guard shall be on duty round the clock\hat

the security services and provision for the required manpower shall be for all the seven days round the clock in three shifts at BIS NRO Chandigarh which shall be as under:

- a) First Shift : 2400 hrs to 0800 hrs
- b) Second Shift : 0800 hrsto 1600 hrs
- c) Third Shift : 1600 hrsto 2400 hrs

And all the security guards shall perform duty for six days in a week as far as possible. No Security Guard should be placed on continuous double duty (without rest). However, the above arrangements of deployment of the security personnel without prejudice to the right of BIS to deploy the Security personnel in any other manner considered to be more suitable in the interest of the Bureau;

- 3) That the Contractor shall ensure that the security personnel deputed by him are preferably Ex-servicemen or men trained in security work and will get their antecedents, character and conduct verified;
- 4) That the local representative of the Contractor shall be in in-charge of the security system and shall be responsible for the efficient rendering of the services under contract. While working at the premises of BIS, NRO, Chandigarh the contractor shall work under the directives and guidance of the **Administration Section** and shall be answerable to the Bureau. This will, however, not diminish in any way, the Contractor's responsibility under the contract to the Bureau;
- 5) That the Contractor shall deploy security guards trained in all facets of security work, including fire fighting. He shall provide the necessary undertaking and/or proof in this regard;
- 6) That the BIS, NRO, Chandigarh will be visited by the representative of the Contractor daily. During the visits Contractor's representative will also see the officer dealing with service under the contract once in a week for mutual feed-back regarding the work performed by his security personnel and removal of deficiencies if any observed in the working;
- 7) That the Contractor undertakes to ensure that any replacement of the personnel, 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 the contractor wishes to replace any of the personnel, the same shall be done with the prior concurrence of the Bureau at his own cost;
- 8) That the Contractor shall provide at his own cost reasonably good uniform to the personnel with name badges deployed by him at BIS, NRO, Chandigarh and ensure that they are used by the personnel deployed and are maintained in good condition;
- 9) That the Contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India or any Union Territory;
- 10) That day-to-day functioning shall be carried out with consultation with the knowledge of the Bureau. Proposals for the efficient functioning of the security system shall be discussed, considered and implemented from time-to-time by the contractors.
- 11) That equipment such as Tell-tale clocks, torch lights, stationary, lamp lighting arrangements inside premises of the Bureau and so on may be provided by the Bureau;
- 12) That the Contractor shall be mainly responsible for enforcement of the provisions of various labour and industrial laws, such as, wages, allowances, compensations, PF, Bonus, Gratuity, ESI, etc relating to personnel deployed by him or to any accident caused to them and the Bureau shall not be liable to bear any expense in this regard. The contractor shall make payment of wages to workers engaged by him on or before 7<sup>th</sup> of every succeeding month positively irrespective of delay in settlement of his bill by the

...Page 3 of 5...

Bureau for reasons whatsoever may be and/or labour legislation due to his failures to observe and comply with the same.

- 13) That in case of any thefts or pilferages, loss or other offences, the Contractor will investigate and submit a report to the Bureau and maintain liaison with the Police. FIR will be lodged by the Contractor, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility be pinpointed;
- 14) That the Contractor undertakes to ensure that security staff appointed by them is fully loyal to and assist the Bureau during normal periods as well as during strike and other emergencies regarding the protection of personnel and property both moveable and immovable to the entire satisfaction of the Bureau.
- 15) That in case of any loss that might be caused to the Bureau due to lapse on the part of the discharging security responsibilities will be borne by the contracting agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill of contracting agency to make good of such loss to the Bureau besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever;
- 16) That in the event of security personnel being on leave/absent, the Contractor shall ensure suitable alternative arrangements to make up for such absences to meet such eventualities, the Contractor shall make provision for leave reserve;
- 17) Any special security services such as investigation of cases, special intelligence screening and verification, on requisition by the Bureau in accordance with its prevailing rates, will be undertaken by the Contractor;
- 18) That as and when the Bureau requires additional security strength on temporary or emergency basis, the Contractor will depute such security personnel in accordance with pro-rata rates as per shift for each security guard. For the same, a notice of two days will be given by the Bureau. Similarly, if the security personnel deployed by the contractor any time are found absent from duty, the Bureau shall deduct the requisite amount at the pro-rata rates from the bill of the Contractor besides imposition of penalty for non-observance of the terms of contract;
- 19) That the Contractor shall arrange to maintain at the security booth, the daily shift-wise attendance record of the security guards deployed by him showing their arrival and departure time;
- 20) That the bill for providing housekeeping services as per the contract shall be submitted by contractor in duplicate in succeeding month which shall be payable by the Bureau;
- 21) That Income-tax/any other taxes as leviable from time to time shall be deducted from his bill unless exempted by the Income-tax department/Govt of India; ..

..Page 4 of 5..

- 22) That monthly amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) includes all expenses of the personnel equipment and all materials, uniforms and charges for periodic inspection by the officers of the Contractors, other liabilities under various legislations and any other incidental charges.
- 23) The security personnel deployed by the Contractor shall have atleast the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security booth whenever required and also to write their names in the attendance register and mark their attendance and departure by signing in the Register. In case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract;
- 24) That the Agreement shall be valid for the period commencing from \_\_\_\_\_ to \_\_\_\_\_, and is liable to be terminated in between after giving 1 month's notice in writing under normal circumstances. However, the liability of any party arising under any other clause of the Agreement shall not be prejudiced;
- 25) That the Contractor shall be solely and mainly responsible for all payment/dues of works employed and deployed by him. In the event, Bureau makes any payment or incurs any liability; the Contractor shall indemnify the Bureau completely;
- 26) That in case of any dispute with regard to providing services and interpretation of any clause of this Agreement, the same shall be referred to Chandigarh Courts for its decision.

In witness whereof we the parties to this contract have set out hands to the Agreement on the day year first mentioned in the presence of witnesses.

For Bureau of Indian Standards,  
NRO, CHANDIGARH

Dy. Director General

**WITNESSES**

1.

2.

Name:.....

Stamp:

**WITNESSES**

1.

2.

## AGREEMENT

THIS AGREEMENT IS MADE ON THIS DAY ..... BETWEEN *BUREAU OF INDIAN STANDARDS, SECTOR 34, CHANDIGARH* (CALLED AS BUREAU) ON THE ONE PART AND M/S \_\_\_\_\_ (CALLED AS CONTRACTOR) ON THE OTHER PART;

WHEREAS THE BUREAU IS DESIROUS OF ENTRUSTING THE SECURITY SERVICES OF ITS BIS NRO LABORATORY, B-69, INDUSTRIAL AREA, PHASE VII, MOHALI TO THE SAID CONTRACTOR FOR A PERIOD COMMENCING FROM \_\_\_\_\_ TO \_\_\_\_\_ AT A MONTHLY PAYMENT OF Rs. \_\_\_\_\_ [RUPEES] OR AS REVISED FROM TIME TO TIME BY THE APPROPRIATE AUTHORITY AND THEY HAVE OFFERED TO RENDER THE SAME AT THE PREMISES TO WHICH THE CONTRACTOR HAS ALSO AGREED ON THE TERMS AND CONDITIONS HEREIN AFTER LAID DOWN:

- 1) That the contractor shall render the following security services at the BIS NRO LABORATORY, MOHALI w.e.f. \_\_\_\_\_ to \_\_\_\_\_ :
  - a) To arrange/assist in opening and closing of the building and rooms as necessitated/directed by the Bureau on all working and closed days.
  - b) Providing security of materials, equipment, installations in building and other structures in BIS, NRO Laboratory, Mohali.
  - c) To ensure that water taps, etc and not left open after close of working hours on normal working days as well as on off days, as the case may be.
  - d) Arranging, maintenance of records of inflow and outflow of men and material and having proper checks on the same as per instructions given by the Bureau from time to time.
  - e) Keeping the Bureau informed of all the matters of security.
  - f) Checking of all the incoming and outgoing vehicles thoroughly to check movement of unauthorized items inside and outside BIS, NRO Laboratory, Mohali.
  - g) Ensure the entrance of only authorized persons (BIS employees and others engaged for providing services). Visitors may enter only through visitors slip as per approved procedure and meet concerned officer only. It should also ensure that this duty is discharged sincerely with decent behaviour.

2) That for carrying into execution of all the above jobs the contractor shall deploy one Supervisor and seven security guards at NRO Laboratory, Mohali. The contractor shall not deploy or shall discontinue deploying the person(s), if so desired by the Bureau at any time without assigning any reason, whatsoever. The full particulars of the personnel to be deployed by the contractor including their names and addresses shall be furnished to the Bureau before they are actually deployed for job. The terms and conditions of deploying the supervisor and security personnel at BIS, NRO, Chandigarh be as under:-

I	<b>SECURITY SUPERVISOR</b>	<ul style="list-style-type: none"> <li>√ 1 NO. AT BIS NRO LABORATORY, MOHALI</li> <li>√ SIX DAYS A WEEK [EXCLUDING HOLIDAYS AND SUNDAYS</li> <li>√ FROM 0800 TO 1600 HRS</li> </ul>
II	<b>SECURITY GUARDS</b>	<ul style="list-style-type: none"> <li>√ 7 NOS. (INCLUDING RELIEVER) AT BIS NRO LABORATORY, MOHALI</li> <li>√ TWO SECURITY GUARDS SHALL BE ON DUTY ROUND THE CLOCK</li> </ul>

That the security services and provisions for the required manpower shall be for all the seven days round the clock in three shifts at BIS NRO LABORATORY, MOHALI which shall be as under:

- h) First Shift : 2400 hrs to 0800 hrs
- i) Second Shift : 0800 hrs to 1600 hrs
- j) Third Shift : 1600 hrs to 2400 hrs

And all the security guards shall perform duty for six days in a week as far as possible. No Security Guard should be placed on continuous double duty (without rest). However, the above arrangements of deployment of the security personnel without prejudice to the right of BIS to deploy the Security personnel in any other manner considered to be more suitable in the interest of the Bureau;

3) That the Contractor shall ensure that the security personnel deputed by him are preferably Ex-servicemen or men trained in security work and will get their antecedents, character and conduct verified;

- 4) That the local representative of the Contractor shall be in in-charge of the security system and shall be responsible for the efficient rendering of the services under contract. While working at the premises of BIS, NRO LABORATORY, MOHALI the contractor shall work under the directives and guidance of the **Administration Section** and shall be answerable to the Bureau. This will, however, not diminish in any way, the Contractor's responsibility under the contract to the Bureau;
- 5) That the Contractor shall deploy security guards trained in all facets of security work, including fire fighting. He shall provide the necessary undertaking and/or proof in this regard;
- 6) That the BIS, NRO LABORATORY, MOHALI will be visited by the representative of the Contractor daily. During the visits Contractor's representative will also see the officer dealing with service under the contract once in a week for mutual feed-back regarding the work preformed by his security personnel and removal of deficiencies if any observed in the working;
- 7) That the Contractor undertakes to ensure that any replacement of the personnel, 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 the contractor wishes to replace any of the personnel, the same shall be done with the prior concurrence of the Bureau at his own cost;
- 8) That the Contractor shall provide at his own cost reasonably good uniform to the personnel with name badges deployed by him at BIS, NRO, LABORATORY, MOHALI and ensure that they are used by the personnel deployed and are maintained in good condition;
- 9) That the Contractor shall ensure that the personnel deployed by him are disciplined and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India or any Union Territory;
- 10) That day-to-day functioning shall be carried out with consultation with the knowledge of the Bureau. Proposals for the efficient functioning of the security system shall be discussed, considered and implemented from time-to-time by the contractors.
- 11) That equipment such as Tell-tale clocks, torch lights, stationary, lamp lighting arrangements inside premises of the Bureau and so on may be provided by the Bureau;
- 12) That in case of any thefts or pilferages, loss or other offences, the Contractor will investigate and submit a report to the Bureau and maintain liaison with the Police. FIR will be lodged by the Contractor, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility be pinpointed;

13) That the Contractor undertakes to ensure that security staff appointed by them is fully loyal to and assist the Bureau during normal periods as well as during strike and other emergencies regarding the protection of personnel and property both moveable and immovable to the entire satisfaction of the Bureau.

14) That in case of any loss that might be caused to the Bureau due to lapse on the part of the discharging security responsibilities will be borne by the contracting agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill of contracting agency to make good of such loss to the Bureau besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever;

15) That in the event of security personnel being on leave/absent, the Contractor shall ensure suitable alternative arrangements to make up for such absences to meet such eventualities, the Contractor shall make provision for leave reserve;

16) Any special security services such as investigation of cases, special intelligence screening and verification, on requisition by the Bureau in accordance with its prevailing rates, will be undertaken by the Contractor;

17) That as and when the Bureau requires additional security strength on temporary or emergency basis, the Contractor will depute such security personnel in accordance with pro-rata rates as per shift for each security guard. For the same, a notice of two days will be given by the Bureau. **In the event of not providing service as per this agreement including absence of personnel for security, 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.**

18) That the Contractor shall arrange to maintain at the security booth, the daily shift-wise attendance record of the security guards deployed by him showing their arrival and departure time;

19) That the bill for providing SECURITY SERVICES as per the contract shall be submitted by contractor in duplicate in succeeding month which shall be payable by the Bureau;

20) That Income-tax, TDS & any other taxes as leviable from time to time shall be deducted from his bill unless exempted by the Income-tax department/Govt of India;

21) That monthly amount of Rs. \_\_\_\_\_ includes all expenses of the personnel equipment and all materials, uniforms and charges for periodic inspection by the officers of the Contractors, other liabilities under various legislations and any other incidental charges.

22) The security personnel deployed by the Contractor shall have atleast the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security booth whenever required and also to write their names in the attendance register and mark their attendance and departure by signing in the Register. In case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract;

23) That the Agreement shall be valid for **ONE YEAR** for the period commencing from \_\_\_\_\_ **to** \_\_\_\_\_, and is liable to **be terminated** in between after giving **1 month's notice** in writing under normal circumstances. However, the liability of any party arising under any other clause of the Agreement shall not be prejudiced;

24) That the Contractor shall be solely and mainly responsible for all payment/dues of works employed and deployed by him. In the event, Bureau makes any payment or incurs any liability; the Contractor shall indemnify the Bureau completely;

25) That in case of any dispute with regard to providing services and interpretation of any clause of this Agreement, the same shall be referred to **MOHALI** Courts for its decision.

In witness whereof we the parties to this contract have set out hands to the Agreement on the day year first mentioned in the presence of witnesses.

For Bureau of Indian Standards,  
NRO, CHANDIGARH

Head, NRO Lab

Stamp

**WITNESSES**

1.

2.

**WITNESSES**

1.

2.