



भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

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Sealed quotations are invited for appointment of agency for providing Housekeeping and Security Services in Bureau of Indian Standards, Northern Regional Office at SCO 335-336, Sector 34-A, Chandigarh and Northern Regional Laboratory 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	Preferably graduate	1	1
2.	Security Guards	Semi-skilled with general understanding of Hindi, Punjabi & English	2.5	7
3.	Gunman (for salary day only)	Semi-skilled	1	-
4.	Housekeeping personnel	Unskilled	3	3
5.	Casual Works	Semi-skilled	3 + additional as and when required	As and when required

- Security Supervisor at NRO Lab, shall perform duty from 0800h to 1800h 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 Office, Chandigarh shall perform duty from 0800h to 1730h and Security Guards shall perform the duty for remaining hours round the clock.
- Housekeepers will be required 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.

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TERMS AND CONDITIONS:

1. The bidder firm must follow the essential provision 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 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, 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 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. Bureau reserves the right to cancel the contract if the instructions are not properly followed.

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13. Personnel deployed in BIS shall follow the dress code according to their job.
14. In the event of dispute, the decision of Dy. Director General (North), 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 by 7th of every month on submission of the bill by the agency/contractor on the last day of month.
18. 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.
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.

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 Security & House keeping contracts are undertaken.

The last date for submission of quotation is 31st July 2007 by 1600hrs. The quotation may be sent in sealed cover at the following address superscribing 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.

