

**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**  
**BUREAU OF INDIAN STANDARDS**  
**A-20-21, INSTITUTIONAL AREA, SECTOR – 62, NOIDA – 201 301**  
**Telephone: 0120-2402204, 4670229, FAX: 0120-2402202, Email: [nits@bis.org.in](mailto:nits@bis.org.in)**

---

**Our Ref: TI/G-50:2**

**Date: 18-11-2008**

**Subject: Notice Inviting Limited Tender Enquiry for Housekeeping Services**

M/s.....  
.....  
.....  
.....

Dear Sir(s),

Sealed quotations in **two bid system** for the subject work are invited from eligible Contractor(s) by the National Institute of Training for Standardization (NITS), A 20-21, Institutional Area, Sector 62, NOIDA up to **1600 h** on or before **15 December 2008**. A copy of the tender document is enclosed. The same is to be submitted in two separate sealed cover and clearly identified as to **Envelope no. 1 and Envelope No. 2**, addressed to “Asstt. Director (Admn. & Finance)” at the above-mentioned address. Both the sealed envelopes along with requisite **EMD** shall be contained in a large envelope super scribed **Tender for Housekeeping Services**.

<b>Nature of The Work</b>	<b>Tenure</b>
Housekeeping Services for Administrative Building	<b>24 Months extendable to 36 months</b>

Both the documents to be filled in and submitted by the contractor, i.e., Envelope No. 1 - Technical Bid (Annex –I) and Envelope No. 2 - Price Bid (Annex –II) are enclosed herewith.

The Technical Bids shall be opened on next working day of the closing/last day of submission of tenders at **1600 h**. Representatives of the contractors may be present at the time .of opening of the tender, if interested. Price Bids of only successful contractors, qualifying in the Technical Bid, shall be opened. The date and time of opening of price bids shall be intimated to all the successful contractors over telephone.

Thanking you.

Yours faithfully,

Asstt. Director (Admn. & Finance)

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Bureau of Indian Standards (BIS), the National Standards Body of India, has been providing various services to the Industry through its activities of Standardization, Product Certification, Management Systems Certification and Training. For meeting the training needs of the Manufacturing and Services Sectors and the Government, BIS has set up a National Institute of Training for Standardization (NITS) at NOIDA.

NITS' building was constructed in 2003. Its facilities and equipments are of the best quality and needs to be maintained in a befitting manner.

The interested Contractors are advised to go through the Scope of Work and visit and survey the site of work so as to be familiarized with site conditions and assess the quantum of work before quoting the rates or may obtain information about the subject work from the Asstt. Director (Admn. & Finance) of NITS, Noida on any working day during office hours.

The Scope of Work includes

- a) House Keeping, Upkeep, Maintenance for Administrative Block and Open Area of NITS excluding 7 faculty rooms.

### **Type of Work**

#### **Hospitality (Housekeeping and Catering) Services**

**At**

**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION  
A-20-21, INSTITUTIONAL AREA, SECTOR – 62, NOIDA – 201 301**

**General Requirements as at page 3.**

**Detailed Scope of Work as at page 7.**

**Technical Requirements as per Annex - I as at page 15.**

**Price Bid as per Annex – II as at page 16.**

**Draft Agreement – Annex – III as at page 17.**

## General Requirements

1. The Contractor firm must follow the essential provisions of various labour and industrial laws including provisions of Contract Labour (regulations and Abolition) Act, 1970 such as Minimum wages cum allowances, compensation, Provident fund, Bonus, Gratuity, ESI etc.
2. Canvassing, in any form, shall entail disqualification/rejection of tender/bid.
3. NITS reserves the right thereto, without assigning any reason, to accept or reject any or all tenders in whole or in part.
4. **Validity of Offer:** Offer shall remain valid for 90 days from date of opening of tender.
5. **Earnest money Deposit (EMD):** EMD of Rs. 30,000.00 in the form of crossed Demand Draft, drawn in favour of Bureau of Indian Standards, payable at New Delhi/Noida.
6. In case of successful Contractor to which the contract shall be awarded, EMD of Rs. 30,000.00 deposited by him shall be adjusted against the performance Security deposit to be deposited by him while signing the Agreement. The EMD of the un-successful / rejected Contractors shall be refunded to them after the finalization and award of the contract.
7. No interest shall be paid on EMD.
8. **Performance Security Deposit:** 10% of the contract value to be deposited in the form of crossed Demand Draft drawn in favour of Bureau of Indian Standards, payable at New Delhi/Noida (from the successful contractor selected for award of the contract).
9. **Period of Contract:** An agreement shall be entered for two years initially, which may be extended, if services are found satisfactory.
10. Successful contractor shall be required to sign the contract agreement given in this tender within a period of 30 days of receipt by him of notification of award of work.
11. NITS (BIS) reserve the right to cancel the contract if the instructions are not properly followed.
12. If the services rendered by the successful contractor (Contractor) or performance of the persons deployed by the successful contractor (Contractor) are not found to be satisfactory by NITS, then NITS reserves the right to terminate the contract by giving **30 days notice without assigning any reason.**
13. In the event of dispute, the decision of the Head, NITS (BIS) shall be final and binding.

14. The successful contractor shall be responsible for all other LABOUR LAWS as applicable and also shall be responsible for their compliance.
15. The contractor shall include minimum wages as per Minimum Wages Act including prevalent DA, contribution of the Employer towards EPF, ESI, etc. The DA rates shall be subject to revision as notified by the Government from time to time. The contractor shall pay to his staff not less than the minimum wages including prevalent DA, before 10<sup>th</sup> of every month and deposit Contribution of the Employer towards PF, EPF, ESI, etc., with the concerned authorities and provide proof there of to NITS along with the bill.
16. The successful contractor shall submit the bill every month with all the relevant copies of payments to the concerned authorities like EPF, ESI etc.
17. TDS and/or any other tax, as applicable from time to time shall be recovered by NITS from the bills submitted by the Contractor.
18. The successful contractor shall abide by the regulations / requirements and strictly follow the rules existing at NITS. The security staff of NITS shall have the right to check, search or interrogate any personnel while entering / leaving the NITS premises for the purpose of security. The Contractor's Staff shall have the responsibility to take care of the equipments being maintained by them and the property of BIS.
19. **Personnel –**
  - i. The successful contractor shall provide trained, disciplined, polite and courteous personnel. They shall behave courteously with all the personnel in NITS and shall not enter into any unlawful activities in the premises.
  - ii. List of personnel deployed by the contractor & their details (age, present address, permanent address along with the photograph) is to be submitted to the NITS. Any change in the list is to be intimated to the NITS for prior approval.
  - iii. Dress codes for the workers to be provided by the contractor shall be decided in consultation with NITS.
  - iv. The character and antecedents reports through local police authorities in respect of the personnel deployed shall be provided to NITS by the successful Contractor after the award of the contract as and when necessary.
  - v. The successful contractor shall be responsible for any loss/damage to the materials caused by his staff deployed for duty.
  - vi. The successful contractor shall be wholly responsible for theft, burglary, fire or any other mischief / unwarranted activity done by his staff.

- vii. An officer shall be identified for interaction with NITS by the contractor. This officer shall visit regularly (at-least once a week) NITS, (BIS) to take a feedback.
- viii. **Successful Contractor shall employ the minimum required staff as given in Price BID after the survey of the premises.**
- ix. The contractor shall ensure that all personnel engaged by him are medically fit and a medical certificate shall be furnished. On the advice of NITS, the contractor shall arrange for medical examination of the personnel at contractor's cost. On such examination, if any of the staff of the contractor is found medically not suitable for employment under this contract, the contractor shall have to replace such employee(s). The contractor shall be responsible for any compensation to such employee.
- x. NITS reserve the right to verify bonafides of successful contractor's staff and shall be justified in asking for their replacement. The decision of the NITS in this regard shall be final and binding.
- xi. The contractor shall ensure replacement of the personnel in providing services, on the request of NITS (BIS) if not found satisfactory, promptly.
- xii. If additional manpower is required by the First Party, the same shall be provided by the Contractor on the same terms and conditions.
- xiii. The successful contractor shall ensure that good uniforms with badges and photo identity cards are used by the personnel deployed during the time of duty with suitable dress code as prescribed by the contractor.
- xiv. Daily attendance of each staff shall be maintained by the successful contractor. Attendance records shall be produced before the Department for checking every day.
- xv. In the event of personnel being on leave/absent the contractor shall ensure suitable alternate arrangements to make up such that number of staff present should not be less than minimum number of declared staff in the financial bid.
- xvi. The contractor shall provide the required insurance for his personnel.
- xvii. Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of successful contractor or any other person, whether in the employment of the successful contractor or not; while in or upon the said Works or site of the same, the NITS shall not be bound to entertain any claim or such claim brought under the Workman's Compensation Act.

- xviii. The Contractor shall also provide a First-Aid Box for the personnel deployed and to be maintained by the contractor at all times during the period of the Contract.
20. Price bids of contractors, who do not fulfill the above requirements, shall not be opened.
21. **Penalty Clause:**
- a. The successful contractor if failed to provide the services or discontinue the services before the expiry of the contract, the contractor shall be liable for the penalty as decided by the Bureau, in addition to forfeiture of security amount deposited with Bureau.
  - b. If the successful contractor fails to maintain declared and required number of qualified manpower, the contractor shall be liable to pay penalty to NITS at double the notified rates in force for the category of personnel concerned.
  - c. The contractor shall ensure that none of his worker/supervisor stays back in the hostel rooms or any other place in the NITS premises when not on duty. In the event of noticing such an incident a penalty of Rs.10, 000/- will be imposed. However, provision for a change room will be provided by NITS for employees on duty.
  - d. Any complaint by NITS if not attended within prescribed time shall have a penalty of Rs. 1000/- for each complaint to the contractor.
22. **Arbitration Clause:** In case of any dispute or differences arising under the terms of this Agreement, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Head (NITS). The provisions of Arbitration and Conciliation Act, 1996, shall be applicable.
23. **Jurisdiction Clause** – In case of any dispute arising out of this business or interpretation of any clause of the Agreement, the Court of NOIDA (Gautam Budh Nagar) alone shall have the jurisdiction to try and decide.
24. **Details of Annexes –**
- a) Daily Checklist Form – Administrative Building - Annex-A as at page 13.
  - b) Daily Checklist Form – Open Area - Annex-B as at page 14.
  - c) Technical Bid Proforma – Annex I as at page 15.
  - d) Price Bid Proforma – Annex II as at page 16.
  - e) The agreement (Performa) is given in Annex-III as at page 17.

## **SCOPE OF WORK – House Keeping Services at Administrative Area**

1. The contractor shall provide house keeping, upkeep, and maintenance services under this contract in general for the following buildings/area :-

### **1.1 Administrative Block -**

- a. The Administrative building consisting of ground floor and first floor along with toilets.
- b. Corridor area and stair cases
- c. Conference Rooms, VIP Lounge, Training Rooms, Officer Rooms, officers cabins, computer lab, library etc.
- d. Terrace area of Administrative building
- e. Auditorium having seating capacity for 100 persons
- f. Reception Lounge and surrounding area
- g. Roof top water tanks
- h. Water Storage Tanks (Underground)
- i. Small kitchen
- j. DG set area
- k. Stores

### **1.2 Other open area includes:**

- a. RCC pavement (Approach) including Footpath along the periphery of Boundary Wall.
- b. Internal footpath & connecting Hostel, Administrative building. (Including surrounding platform outside Hostel building)
- c. Remaining open area which includes fire fighting equipment Training ground opposite Hostel building, RO plant (after installation), plinth protection of buildings & other which are not covered by Horticulture works.
- d. Cleaning of water bodies in and around water fountains etc.
- e. Footpath outside NITS Campus

2. The contractor shall deploy required number of workers to provide the services. Dress codes for various categories of workers to be provided by the contractor shall be decided in consultation with NITS.

### **3. Cleanliness**

- a) Cleaning of the entire area of NITS premises shall be the responsibility of the contractor. Cleaning shall be done with approved material manually or by using Mechanized equipments like vacuum cleaners,

scrubbing machine and carpet shampooing machine etc. No acids shall be used in any case.

- b) Furniture, fixtures, exhaust fans, ceiling fans etc. to be cleaned daily or as necessary in such a manner that these items should not leave scratch marks.
- c) The contractor shall ensure cleaning/wiping is carried out throughout the day in order to ensure dust free, clean environment.
- d) The contractor shall display a yellow board showing 'CAUTION-WET FLOOR' while cleaning wet floors.
- e) Dust, waste materials shall be collected in proper bins and disposed of immediately. Plastic bags shall be used in all the dust bins in the premises for easy collection and disposal; so that the dust bins are maintained neat, clean and in a hygienic condition.
- f) The contractor shall ensure that the floors and carpet area are cleaned and polished with suitable cleaning material on a regular basis or as and when required as informed by NITS. In no case acid will be used for cleaning purposes.
- g) The contractor is required to do cleaning work including sweeping of floor, wet floor, cleaning and dusting of wall, doors and windows from inside and outside, ceiling, staircase, dusting of Venetian blinds, cleaning of tables, chairs and cupboards, removing cobweb in building covering floor, ceiling, side balconies, stair cases and terrace in the building as per direction of NITS.

#### **4. General Maintenance**

- a) Proper and regular care and safe maintenance of fittings, fixtures, electronic equipments, furniture and all other items will be the sole responsibility of the contractor.
- b) Any damage and/or loss caused to any equipment/fittings, etc. either by the contractor himself or by any of his employees shall be repaired/replaced by the contractor at his cost immediately.
- c) The contractor shall arrange *for* such of those special equipments and apparatus required for maintenance of the premises, including the terrace area.
- d) All equipment and items handed over to the contractor shall remain at the risk and in the sole charge of the contractor. The contractor shall be responsible *for* any loss or damage *thereto*, arising from *any* cause other than the accepted risks and shall deliver in its proper condition at the time of expiry of the agreement. An inventory of these items will be made out and signed by the contractor and NITS's representative.
- e) The contractor shall provide house keeping and maintenance service which includes minor electrical, plumbing and carpentry nature *of* work

throughout NITS by deploying one electrician, (electrician 2), plumber and carpenter. The tools and labour required shall be provided by the contractor. The material required for repair/replacement shall be provided by NITS. Major repair works involved should be reported to NITS.

- f) **Electrical Maintenance** – Another electrician (Electrician 2) is required during office hours exclusively for maintenance and operation of all electrical and electronic fittings in Administrative Block and also responsible for General Electrical maintenance through out the NITS campus along with electrician 1.

## 5. **Quality Maintenance:**

- a) The reputed brands of the items/materials to be procured and used *for* the purpose after the approval by NITS.
- b) The contractor shall maintain the premises in proper and hygienic condition to the satisfaction of NITS.

## 6. **Operation**

- a. The Contractor shall ensure cleaning of the rooms in the administrative building, adjoining roads, pavements, footpath, lawns, area inside and outside the boundary wall by 08.30 a.m. daily. The contractor shall also be ready to clean the rooms prior to 08.30 a.m. on any day as per the requirement to be informed by NITS.
- b. The contractor shall provide the services for upkeep and maintenance up to 6.00 p.m. and/or till such time a programme is concluded. The contractor for the purpose may schedule deployment of personnel on flexi time/shift basis.
- c. The contractor, however, shall be required to adjust/change the timings as and when required depending upon the requirements as instructed by NITS.
- d. The contractor shall prepare and submit a physical verification of items in a prescribed format every quarter.
- e. The contractor shall inform in writing one of his employee as authorized representative to execute this contract to NITS to enable easy communication.
- f. Disposal of garbage
  - 1. It shall be the responsibility of the contractor to segregate and dispose off garbage at least twice in a day and/or at any time when garbage is accumulated in a larger quantity than the capacity of dustbin/garbage drum at his own cost and as per prescribed norms

/ practice by the local Authority, if any. The contractor shall ensure that garbage should never be kept overnight in the NITS premises.

2. The contractor shall use big size black coloured plastic carry bags to carry the garbage/dust/waste material in a trolley for disposal purpose.

7. **Inspection** - The contractor shall maintain in the prescribed format on a daily basis a checklist for the upkeep and maintenance of NITS as given in **Annex A & Annex B** respectively to be submitted to NITS as and when required.

**8. Maintenance of Administrative Building:**

**8.1** The contractor shall ensure that all the office rooms and training halls are properly dusted and cleaned by 8.30 am daily.

**8.2** The contractor shall spray room fresheners of the approved quality by 8.30 am in the training halls and in the office rooms and subsequently as requested to ensure pleasant atmosphere.

**8.3** The contractor shall arrange housekeeping services throughout the day till such time any programme comes to an end. For this purpose in consultation with NITS the contractor shall deploy sufficient number of workers by rescheduling their deployment.

**8.4** The contractor shall ensure cleaning and wiping the toilets and the washbasins at least thrice a day to ensure neat and dry environment. The contractor shall provide Paper Napkins, liquid soap including the container, air-fresheners in the wash basins and toilets on a regular basis.

- a) The contractor shall also arrange to ensure mopping of the floors in the Corridor regularly or whenever required to provide a dust free (including foot marks free) atmosphere.
- b) The contractor shall clean the terrace of the building once in a fortnight.
- c) The contractor shall arrange to clean the corners in the rooms as well as below the tables and sofa sets by removing the same once in a month to avoid accumulation of dusts.
- d) The contractor shall arrange to wipe the glass, window pans/glass door panels inside and outside to ensure marks free appearance.

**8.5** There are presently 03 class rooms, Auditorium and two Conference Rooms (under development) in NITS Administrative Building. Normally, training programmes in 02 class rooms will be conducted on a regular basis, along with special programmes in Auditorium/Conference Room, if any, etc. Contractor shall provide following services in each training room:-

- a) To clean and arrange the class rooms, chairs and Table in order as advised by Training Coordinator.
- b) To replenish the cup containing peppermint/polo placed on the Tables of Guests.
- c) To clean the class room and make arrangements for the next days programme.
- d) The class room boys shall be dressed properly as per dress code prescribed and shall behave in a proper manner.
- e) The class room boy shall distribute/collect papers/documents to the participants/officer(s) concerned as instructed by the Training Coordinator.
- f) To collect feed back forms from the participants and submit the same to the Training Coordinator.

## **9. Maintenance of Open Area:**

**9.1** The contractor shall ensure sweeping of the open area to provide neat and clean atmosphere.

**9.2** The contractor shall ensure collection of dry leaves, unwanted weeds, dead animals and insects, etc. lying in the open area in a polythene bag.

**9.3** The contractor shall ensure disposal of the collected waste on a daily basis. Accumulation of disposal waste not permitted

**9.4** The contractor shall arrange to clean the area where water fountain arrangement is made along with flow of water, in such a way that the water flow is smooth, neat and clean, free from dirt and foul smell.

## **10. Reception Services**

- a) The contractor shall manage Reception by deploying such personnel who is qualified, on 8 hours duty. Such Receptionist(s) shall be computer proficient with good command on English & Hindi.
- b) The main responsibility of the Receptionist is to direct to the guest to their desired destination, act as telephone operator, provide information related to training programmes and other facilities of NITS with ultimate aim of guest satisfaction.
- c) The contractor shall keep a Complaint/Suggestion Book at Reception to record complaints/suggestions on services rendered by NITS and such complaints shall be taken note of and acted upon immediately, wherever required. Complaints made by the participants/ party must be brought to the notice of H(TI).
- d) Office Boys – Two office boys are to be provided on 8 hours shift during the office hours.
- e) Staff Driver - One experienced driver with valid licence for driving a four wheeler for office vehicle is to be provided.

**11. Material for Administrative Building**

- a) The contractor shall provide the following toiletries as per consumption in the toilets
  - i) Liquid Soap
  - ii) Paper Towels
  - iii) Naphthalene Balls
  - iv) Air Freshner
- b) The contractor shall arrange to procure the consumable items/materials for providing house keeping, upkeep and maintenance services as approved. The contractor shall utilize the items and replenish the same once an item(s) is consumed.
- c) The contractor shall arrange all tools and tackles for cleaning, sweeping, wiping, scrubbing, polishing and washing in and around the area. The contractor shall also provide to workers required number of gumboots, rubber hand gloves, helmets, brushes, gunny bags and tools and tackles for protective sanitary and general cleaning.

**12.** The contractor shall arrange trolleys, etc. for carriage of materials like garbage, malba, minor building rubbish, earth, etc., to be disposed off beyond the premises up to Municipal dumping yard.

**13.** Contractor shall also arrange for all other equipments/materials not mentioned in the list or scope that may be required for providing house keeping and maintenance services in the NITS at his own cost.

**ANNEX-A  
(Cl. 7)**

**DAILY CHECKLIST FORM- ADMINISTRATIVE BUILDING**

Date: .....

	Issue	Observation		Remarks
		Yes	No	
1.	Material received are branded ones and stored properly	Yes	No	
2.	Workers are found in uniform	Yes	No	
3.	Dusting of tables and chairs done	Yes	No	
4.	Glass panes/windows/doors cleaned	Yes	No	
5.	Floors are hygienically cleaned	Yes	No	
6.	Toilets hygienically cleaned	Yes	No	
7.	Replenished odonil, soap cakes in urinals	Yes	No	
8.	Garbage/ waste collected	Yes	No	
9.	Garbage/waste collected disposed-off in poly. bags	Yes	No	
10.	Drainage system is functioning properly	Yes	No	
11.	Stair case/Veranda cleaned with surf – weekly	Yes	No	
12.	Tables, chairs etc. moved and swept – weekly	Yes	No	
13.	De-pesting is done once in a week	Yes	No	
14.	Toilet paper rolls available	Yes	No	
15.	Terrace cleaned – monthly	Yes	No	
16.	Any other item	Yes	No	
17.	Any other item	Yes	No	

Overall Housekeeping and Maintenance of Administrative Building:

Name and Signature of Contractor

**ANNEX B**  
**(Cl. 7)**

**DAILY CHECKLIST FORM- OPEN AREA**

Date: .....

	<b>Issue</b>	<b>Observation</b>		<b>Remarks</b>
1.	Sweeping/ cleaning Roads inside the premises	Yes	No	
2.	Sweeping/ cleaning open areas inside the boundary wall	Yes	No	
3.	Garbage collected in properly covered for disposal	Yes	No	
4.	Disposal done properly	Yes	No	
5.	Drainage system functioning properly	Yes	No	
6.	Parking area in front of building cleaned	Yes	No	
7.	Security cabin cleaned	Yes	No	
8.	Papers/polythene bags/waste materials removed	Yes	No	
9.	DG Set area	Yes	No	
10.	Garages	Yes	No	
11.	Footpath Outside NITS campus	Yes	No	
12.	Any other item	Yes	No	
13.	Any other item	Yes	No	

Overall Housekeeping and Maintenance of Open Area:

Name and Signature  
of Contractor

**ENVELOPE 1 – TECHNICAL BID**

1. The Contractor shall have atleast 3 years experience in this field and shall submit self-attested copies of the following documents along with the tender documents:
  - a. Documents indicating set up of the firm (partnership / proprietorship / Private Limited / Public Limited / etc.,)
  - b. PF Registration,
  - c. ESI Registration,
  - d. Sales/Service Tax Registration,
  - e. Income Tax Return/ PAN Number
  - f. Details of works of similar nature being carried out in Central/State Govt. Bodies, Public Sector Undertakings, etc., in past three years.
  - g. Proof of financial turnover achieved in last three financial years
  - h. Proof of last income tax return for the assessment year 2007-08.
  - i. List of arbitration cases (if any).
  - j. List/ details of existing prominent customers with their contact details.
  - k. Earnest money Deposit (EMD) of Rs. 30,000.00 in the form of crossed Demand Draft, drawn in favour of Bureau of Indian Standards, payable at New Delhi/Noida.
  - l. Each page of this tender document shall be **duly signed** by the Contractor as token of their acceptance of the Technical and Contractual details, Scope of Work, including all data to be supplied by the Contractor / contractor as specified in the tender document
2. The required documents should be submitted strictly as prescribed. Original documents may be required for verification of the above claims at the time of opening of the technical bids.

## ENVELOPE 2 : PRICE BID

## House Keeping Services

S No	Description	Hours of Duty	No. Of Personnel	Rates (Inclusive of all)	Total
1.	Supervisor	8	1		
2.	Receptionist	8	1		
3.	Housekeeping boys	8	4		
4.	Office boys	8	2		
5.	Staff Driver	8	1		
6.	Electrician -2	8	1		
7.	Plumber	8	1		
8.	Carpenter	As and when required	1		
	Any other. pl specify				

Others (if any)

**Grand Total** (per month including materials) : Rs.

(Rupees in words \_\_\_\_\_)

Date

SEAL AND SIGNATURE OF THE CONTRACTOR

**AGREEMENT**

This agreement is made on the ----- day of ----- between the National Institute of Training for Standardization of Bureau of Indian Standards, having its office at A-20 & 21, Institutional Area, Sector - 62, Noida (hereinafter called as PARTY OF THE FIRST PART) of the one part and M/s. \_\_\_\_\_ having its office at -----hereinafter called the Contractor of the other part. That, the party of first part desired to take the services of the second part for providing qualified personnel for the Housekeeping Services at its premises.

Now it is hereby agreed by and between the parties hereto as follows:

1. This agreement is valid for the period commencing from \_\_\_\_\_ to \_\_\_\_\_ both days inclusive.
2. The Contractor shall relieve the Party of the First Part of all worries about the upkeep and performance of Housekeeping services works to the satisfaction of Party of the First Part.
3. The Contractor shall render services to Party of the First Part at Noida for its smooth running as may be required from time to time. Detailed description of activities is as follows:

In Witness where of the parties have executed these presents in the day and the year first above written.

Signed and Delivered  
for and on behalf of EMPLOYER/NITS

Signed and Delivered  
on behalf of CONTRACTOR  
(NAME OF CONTRACTOR)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Place: \_\_\_\_\_

**IN PRESENCE OF TWO WITNESSES**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

**NITS, NOIDA**

**Our Ref: TI/G-50:4**

**19-11-2008**

**Subject: Notice inviting Limited Tender for Contract of Hospitality and Housekeeping Services at NITS, Noida**

Enclosed please find two Tender Documents for the above subject for hosting on our BIS website. An early action in this regard is requested.

(C. Gopalakrishna)  
Sc. E, NITS

Sc. F&H, NITS

**Sc. F&H, ITS**