

SPICES BOARD
(Ministry of Commerce & Industry, Govt. of India)
Plot No R-11, SIPCOT Industrial Complex
Gummidipoondi, Tiruvallur, Tamil Nadu – 601 201
Phone: 044-27923450
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SUB: REQUIREMENT OF HUMAN RESOURCES
QUOTATION No.RO/CHN/2(8)/2015-16 Dated 30th November, 2016

Sealed quotations are invited for providing human resources services for the following areas of work from the agencies registered for this purpose. The details of the requirement are given below. The agencies having registered Office in and around Gummidipoondi/Redhills will be given preference subject to the financial rate quoted

The completed quotations should be submitted to the Deputy Director, Spices Board, Plot No. R-11, SIPCOT Industrial Complex, Gummidipoondi, Tiruvallur, Chennai, Tamil Nadu – 601 201 so as to reach the office on or before **5.00 P.M on 30th December, 2016**. The sealed cover containing the quotation shall be super-scribed as "Quotation for Providing Human Resources". The quotations will be opened at 11.00 A.M on 3rd January, 2017 in the presence of the available vendors.

The Board reserves its right to reject any or all quotations without assigning any reason thereof.

DEPUTY DIRECTOR

A. Requirement

Sl No	Description	Work shift	Requirements
1	Security Staff	12 Hrs Shift (Round the clock)	One person during day time and two person in night time. 6.00AM-6.00PM-1 No 6.00P.M-6.00AM-2 Nos
2	Lab Attendant	8 Hrs (9.00AM-5.00PM)	2 lady staffs for the cleaning of the Glassware &for Grinding of Spice Samples in the LAB
3	Cleaning/Sweeping	8 Hrs (7.30 AM-3.30 PM)	2 lady staffs for the cleaning of the entire office buildings and its surrounding
4	Diver Cum Office attendant	8 Hrs (9.00 AM- 5.00 PM)	One Person having required license to drive the Office vehicle and also to work as the office attendant. The number of working days for the selected person for this job is limited to 20 days per month

B. Eligibility criteria

1. The agency should have experience for providing such services to reputed organizations in Govt. / leading private organizations for at least three years. Attach list of clients as above along with satisfactory performance certificate from at least one client.
2. The agency should furnish attested copies of the following document
 - a) Registration Certificate under
 - i. Contract Labour (R&A) Act, 1970
 - ii.ESI, EPF, PAN Card and Service Tax Registration certificates

- b) Income Tax clearance certificate for last three years/Copy of Form-16
- c) Minimum wages payment certificate from Labour enforcement Office.

C. Details of the work involved

- a. The agency shall be responsible for all security measures and arrangements to safeguard the movable and immovable properties at Office premises and take charge of the entire security arrangements round the clock on all days including Sundays and other holidays of the office and complete premises of the Office building at the SIPCOT Industrial Area.
- b. The agency shall be responsible for keeping the entire office building of the Board and its premises in the SIPCOT Industrial area clean and hygiene. The person entrusted for the cleaning works has to take care the cleaning of the entire building including toilets and the premises of the building. The Job also includes works related to keeping and storing of the Spice samples in store area specified for it. The cleaning works has to be taken in all working days of the office
- c. The Office is having a vehicle and it needs a driver. However, the entrusted person as Driver has to undertaken other office attendant work when ever driving work is not entrusted. The details of the attendant work to be taken care will be issued to the selected person as and when required. Since the selection is as Driver cum Office attendant, the selected person has to work only for 20 days in a month