

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**ORIENTAL STAFF TRAINING COLLEGE**  
**SECTOR-11, MATHURA ROAD**  
**FARIDABAD-121 006**



**Tender Document**  
**for providing**  
**Catering Services on Contractual Basis**  
**at**  
**OSTC FARIDABAD**

**FINANCIAL BID : PART –II (PRICED)**

(Please check that Financial Bid Number of pages are 10 from 66 to 75)

**EACH PAGE OF THE TENDER DOCUMENT MUST BE SIGNED  
AND STAMPED BY THE TENDERER**

### **Important instructions for quoting the rates**

1. The rate quoted should be Package rate per trainee officer per day. This rate will include Bed Tea , Breakfast , Pre - lunch Tea, Lunch, Post - lunch Tea, Evening Tea and Dinner. (See Annexure-X Menu of Meals and refreshment) and quality of food materials – (Annexure XII) of the Technical Bid.
2. The Service Provider/contractor must also give the bifurcation of the package rate quoted by him .The package rate per day per trainee officer will be payable based on the actual meals taken by the trainee / participants as per OSTC records. However, in case the trainee officer remains away from the OSTC and does not avail the catering facility for the whole day/full day i.e. from Bed tea to Dinner, it will be treated as “Missing Meal” and no payment shall be made to the contractor for such ‘Missing meal’.
3. Payment in respect of trainee/ permanent Faculty of OSTC, Guest faculty, Guest(s) or other employees/Officers of OSTC/Company will be as per bifurcated rates on the basis of actual refreshment/meals taken. The Service Provider/contractor has to also maintain a record of the same.
4. During break days i.e. when there is no training programme, the Service Provider/contractor will be paid a sum of Rs.2,000/- (Rupees two thousand only) per day as compensation towards standing expenses. The Service Provider/Contractor will provide refreshments/meals etc., as required by OSTC, to its Faculty/officers/guests irrespective of number of persons and for this payment will be made as per item 2 above on actual basis.
5. The rate quoted shall be inclusive of all overheads but taxes like GST as per applicable rates, will be reimbursed by OSTC.

6. All statutory deductions such as TDS, surcharge, Education cess, Higher Education cess and any other such deduction as per Income tax Rules in force will be made from the monthly bill.
7. The rate quoted by the Service Provider/ contractor will be reviewed and revised in April and October every year on the basis of Average Consumer Price Index (Base year 2016=100 ) as mentioned in Annexure -XVII of the Technical Bid.
8. The Service Provider/ contractor has to ensure compliance of Minimum Wages Act 1948 ( as per wages notified/ revised by Chief Labour Commissioner-Central, Ministry of Labour and Employment, Government of India ) or as fixed by Labour Department, Haryana Government, which ever is applicable and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time. The Service Provider/ contractor will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R&A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947, The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and/ or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed.
9. The Service Provider/Contractor will declare that he/they have made all statutory payments to his/their Supervisor / workers by the stipulated date and thereafter will raise the monthly bill and claim payment from OSTC Faridabad (subject to deduction of statutory taxes as applicable). It is a condition precedent to the payment of contractor's bill by OSTC that they must have paid all wages/dues and statutory contributions etc. in respect of their workers deployed at OSTC.

10. (a)The Contractor/Service provider shall ensure deployment of adequate number of Supervisor and workers as per requirement of OSTC and shall ensure compliance of all the Terms & Conditions of the Tender Document in this regard.

(b)The Contractor/Service Provider will be required to pay wages as per following categorization:

<b>SUPERVISOR</b>	<b>HIGHLY SKILLED</b>
<b>COOKS</b>	<b>SKILLED</b>
<b>WAITERS</b>	<b>SEMI-SKILLED</b>
<b>OTHERS</b>	<b>UNSKILLED</b>

A copy of the latest Gazette Notification No.F.No.1/4(3)/2022-LS-II dated 31.03.2022 issued by Chief Labour Commissioner (Central), Govt of India, Ministry of Labour & Employment New Delhi with regard to payment of minimum wages is annexed for information.

**Note:** 1. The Service Provider/ Contractor will be required to deployed adequate number of workers/ waiters as required by OSTC for any regular or special meetings or programmes etc.

11. The Service Provider/contractor will provide special item(s) as mentioned in Annexure XI of the Technical Bid as and when required and the per head cost of each such item shall be @ 20% (Twenty percent) of the per head Lunch or Dinner rates quoted in this Bid depending upon whether the item is ordered during lunch or dinner.

12. Refreshments/meals etc. shall be provided as required by OSTC to its Faculty/officers/guests irrespective of minimum number of persons, for which payment will be made as per bifurcated rates mentioned in the financial bid on actual basis.

13. The Service Provider/ contractor will provide tea/coffee with 2

biscuits each to the staff of OSTC/ visitors in office at the rate of Rs.12/-(Rupees Twelve only) per head per occasion. The timings for providing the same shall be 11 A.M. and 3 P.M. on all working days and also as per specific needs of OSTC. The quality of tea/coffee and/ or biscuits provided to staff of OSTC / visitors in office shall be strictly the same as provided to officers/trainees.

14. The rates for any item not specified in the Tender/Financial bid will be decided after mutual negotiations.
15. Crockery, cutlery, serving bowls and containers for tea/coffee/milk/sugar sachets etc. will be provided by OSTC. Any annual loss/breakage/damage up to the extent of 10% only in respect of such items shall be permissible and any loss / breakage/damage beyond 10% shall be made good by the Service Provider/ contractor.
16. Napkins, salt (Catch) and pepper (catch) shall be provided by the Service Provider/contractor on each table in the Dining Hall.
17. LPG cylinder will be provided by OSTC but the cost of refilling (fuel/LPG) shall be borne by the Service Provider/contractor. No charges for providing equipments and facilities by OSTC as provided in Annexure-XVIII will be taken from the Contractor/ service provider. The Contractor shall take LPG refills from the Agency which has provided LPG connections to OSTC.
18. Water and electricity shall be provided by OSTC free of cost.
19. The Contractor / Service Provider shall provide uniform (Two shirts, Two trousers, Two pairs of socks , One *apron* , One belt , one pair of shoes or Sandals or Chappals, one Jacket or Sweater per year) to the Supervisor / Workers deployed by them at OSTC. Reasonable actual cost of uniform will be reimbursed to the Service Provider/Contractor or uniform will be provided by OSTC at its discretion , in both cases cost of its washing/cleaning /ironing/ maintenance and premature replacement shall be borne by the Service Provider/ contractor.

20. Accommodation, subject to availability, will be provided for a few workers of the Service Provider/contractor to provide late night and early morning service.
21. Cost of cleaning material for cleaning of Dining Hall, Kitchen, Wash room, as mentioned in Annexure VIII Auxillary services shall be borne by the Service provider/Contractor. OSTC will provide liquid soap and towel for washroom of canteen.
22. The Service Provider/ contractor should also keep in mind the following cost factors/inputs/expenses/taxes etc while quoting the rates in the financial bid.
- a) Cost of the raw material and inputs for preparation of meals/refreshments etc.
  - b) Any increase in the cost of raw material, other inputs and overheads etc. from time to time beyond what is compensated as per para 8 above.
  - c) Profit & administrative expenses of the Service Provider/ Contractor.
  - d) Statutory payment/ expenses which the service Provider/ contractor expects to incur to ensure compliance with various statutory/legal provisions of the Authorities.
  - e) Margin for Statutory tax deductions.
  - f) Expenses to be incurred for washing/cleaning/ironing/ maintenance of uniforms of workers and its premature replacement.
  - g) Any other expenses which the Service Provider/ contractor feels are likely to be incurred or which are mentioned in the tender document.
  - h) Any penalty imposed by OSTC on account of breach of any terms and conditions of Tender Document
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Technical Bid \_Tender for providing Catering Services at OSTC 2023

F.No.1/16(3)/2022-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated: 28/9/2022

**ORDER**

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated 19<sup>th</sup> January, 2017 of the Ministry of Labour and Employment, the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 365.76 from 357.65 as on 30.06.2022 (Base 2016-100) and thereby resulting in an increase of 8.11 points. The revised Variable Dearness Allowance as under shall be payable from 01.10.2022;-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	188	158	127
Semi-Skilled/Unskilled Supervisory	209	177	147
Skilled/ Clerical	229	209	177
Highly Skilled	247	229	209

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2022 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+188=711	437+158=595	350+127=477
Semi-Skilled/Unskilled Supervisory	579+209=788	494+177=671	410+147=557
Skilled/ Clerical	637+229=866	579+209=788	494+177=671
Highly Skilled	693+247=940	637+229=866	579+209=788

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19<sup>th</sup> January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

  
(Remis Tiru)  
Chief Labour Commissioner(C)

### FINANCIAL BID

We hereby quote the following Package rate per day per head and its bifurcation for the menu as provided under Annexure-X of Technical bid of the tender:

**Table A: Package Rate**

Rate per day per head for all meals and refreshment from Bed Tea to Dinner as per menu specified in the Tender Document
Rs. ( in figures)
Rupees ( in words)

**Table B: Bifurcated Rates**

(The bifurcation of the above package rate is as under)

S.No.	Items as per menu specified in the Tender Document)	Rates in	
		Figures	Words
1	Bed Tea/coffee with biscuits	Rs.	Rupees
2	Breakfast	Rs.	Rupees
3	Pre lunch Tea/coffee with biscuits	Rs.	Rupees
4	Lunch	Rs.	Rupees
5	Post lunch tea/coffee with biscuits	Rs.	Rupees
6	Evening Tea/coffee with snacks	Rs.	Rupees
7	Dinner	Rs.	Rupees
8.	<b>Total Package Rate</b>	<b>Rs.</b>	<b>Rupees</b>

(The total amount under column 8 should be the same as mentioned in Table A above)



**Notes:**

- a) The Contractor/Service Provider will be required to pay wages to their workers deployed at OSTC as per following categorization:

<b>SUPERVISOR</b>	<b>HIGHLY SKILLED</b>
<b>COOKS</b>	<b>SKILLED</b>
<b>WAITERS</b>	<b>SEMI-SKILLED</b>
<b>OTHERS</b>	<b>UNSKILLED</b>

- b) In addition to the above, special item(s) as mentioned in Annexure XI of the Technical bid will be provided as and when required and the per head cost of each such item shall be @ 20% (Twenty percent) of the per head Lunch or Dinner rates quoted in this Bid depending upon whether the item is ordered during lunch or dinner.
- c) Refreshments/meals etc. shall be provided as required by OSTC to its Faculty/officers/guests irrespective of number of persons, for which payment will be made as per above bifurcated rates on actual basis.
- d) Tea/coffee with 2 biscuits each will be provided to the staff of OSTC/visitors in office at the rate of Rs.12/- (Rupees Twelve only) per head per occasion. The timings for providing the same shall be 11 A.M. and 3 P.M. on all working days and also as per specific needs of OSTC. The quality of tea and or biscuit provided to staff of OSTC/visitors in office shall be strictly the same as provided to officers/trainees.
- e) The rates for any item not specified in the Tender/Financial bid will be decided after mutual negotiations.

- f) The rates have been quoted by us after fully understanding our duties, responsibilities and obligations under this Tender Document.

The rates quoted by us are valid upto 180 days from opening of the Tenders.

I/We agree to all the terms and conditions of the tender document.

Signature:

Name of Signatory:

Seal:

Date:

Place:

**(The bid will be invalid if not signed by the bidder)**