

# THE ORIENTAL INSURANCE COMPANY LIMITED



**Tender Document for  
PROVIDING WORKFORCE FOR  
HOUSEKEEPING, ELECTRICAL  
MAINTENANCE & GARDENING SERVICES  
ON CONTRACTUAL BASIS  
AT  
ORIENTAL STAFF TRAINING COLLEGE,  
FARIDABAD**

**FINANCIAL BID  
PART – II (PRICED)**

**(Please Check that number of pages are 09)**

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

**FINANCIAL BID**  
**Important Instructions for submission of Financial Bid**

The number & category of workers to be deployed at OSTC for the administration of this contract for various Services shall be as under:

**1. Housekeeping Services:**

<b>Designation</b>	<b>No. to be deployed</b>	<b>Category for the purpose of Minimum Wages</b>
Supervisor	01	Highly Skilled
Receptionists	02	Skilled
Assistant Plumber	01	Semi-Skilled
Room Boys	04	Unskilled
Sweepers	04	Unskilled
Driver	01	Skilled

**2. Electrical Maintenance Services:**

<b>Designation</b>	<b>No. to be deployed</b>	<b>Category for the purpose of Minimum Wages</b>
Electrical Supervisor	02	Highly skilled
Electricians/ DG Set operators	02	Skilled

**3. Gardening Services:**

<b>Designation</b>	<b>No. to be deployed</b>	<b>Category for the purpose of Minimum Wages</b>
Gardening Supervisor/ Senior Mali	01	Semi skilled
Gardeners/ Mali	03	Unskilled

The payment to Service Provider / Contractor i.e. their monthly Bill will comprise of two components - (1) Statutory payments and (2) Fixed %age thereon towards Admn / Service Charges. Before quoting the %age of Admn / Service charges in the financial bid Service Provider / Contractor should keep in mind the following facts in addition to the other terms and conditions of the Technical Bid Part-I and / or as mentioned elsewhere in the Tender document.

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- (1). **Statutory Payments:** The Service Provider / Contractor will be required to make following statutory payments to the contract workers deployed by us as per the requirement of OSTC and remit contribution to concerned Statutory Authorities as under:
- (a) Minimum Wages to Workers / Supervisor as per Minimum Wages Act 1948 as notified / revised by Chief Labour Commissioner - Central, Ministry of Labour and Employment, Government of India or as fixed by Labour Department, Haryana Government, whichever is applicable. A copy of the latest Gazette Notification dated 28.10.2021 issued by Chief Labour Commissioner (Central), Ministry of Labour and Employment, Government of India with regard to payment of minimum wages applicable as on date is annexed for information.
  - (b) Employers' contribution toward PF under EPF Act 1952.
  - (c) Employers' contribution toward ESI Scheme under ESI Act 1948.
  - (d) Payment of Bonus under Payment of Bonus Act, 1965.
  - (e) Payment of compensation for overtime / weekly off / National holiday / any other holiday, as applicable
  - (f) Any other payment to ensure compliance of various statutes of the Central Govt. or State Govt. and / or any other Authority constituted by or under any law and as amended from time to time and / or any other rule framed there under from time to time, for the category of persons deployed by the Service Provider / Contractor.

As this amount will keep varying, the quantum under this head need not be quoted / specified. The Bidder will only declare that he / they will make all statutory payments to his / their workers by the stipulated date and deposit statutory contributions with the concerned statutory authorities. Thereafter the Contractor / Service Provider will claim these payments from OSTC Faridabad on actual basis with supporting documentary proof of all such payments / remittances.

**Note:** The Contractor / Service Provider and the workers deployed by him / them as per this tender / contract will be responsible for execution of work as detailed in Annexure -VII titled "Scope of Service" attached with the Technical Bid of the Tender document. Precisely, the Contractor / Service Provider shall be responsible for the following Services:

**Electrical maintenance;** Maintenance of various electrical items / installations / fixtures / fittings / wiring and various appliances such as Geysers, Room Heaters, Inverters, Air conditioners, (Window, Split, tower, duct etc), Water coolers and electric motors of various capacities TVs & Set Top Boxes, LCD Projectors, Neon-sign & sign-boards, FAX machine, Bain Marie, Electric Mixer & Grinder, Deep Freezer, DG Sets, Synchronizing panels, fountain and swimming pool plants, Water Bore system (including submersible pumps and cables), Refrigerators, 500 KVA Substation comprising of Transformer, Vacuum Circuit Breaker, Electric panels, Electric Meters, Electric Poles. Televisions, Fans, Door Bells, Irons, Table lamps, tube lights / other lights, Exhaust fans, Insect catcher, shoe shiner, desert coolers, UPS, stabilizers, cables, telephones, EPABX

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system and LAN wirings, hot cases, electric kettles, toaster, griller, sandwich maker, vacuum cleaner etc. This list is illustrative and not exhaustive.

For complete details please see Annexure VII – Scope of Service attached to the Technical Bid.

**Gardening** : The Service Provider/ contractor shall be responsible for total maintenance of lawns/greenery in the OSTC premises including blocks (parks) in front of OSTC on Delhi-Mathura road. The work includes preparation of nursery raising plants, cutting of grass, cleaning of all green belts, pruning of plants, trees, maintenance of hedge inside and outside OSTC, watering and maintenance of plants, spray of pesticide and insecticide, procurement of fertilizer, purchase of plants/seeds/gardening implement etc. Cost of material such as gardening tools, fertilizers/seeds, chemicals, Plants etc. and their transportation from place of purchase to OSTC shall be borne by the company

For complete details please see Annexure VII – Scope of Service attached to the Technical Bid.

**Housekeeping Services:** OSTC has the discretion and may ask the contractor to deploy workers of other category such as Yoga teacher, Plumber, carpenter, Painter ,Driver ,Welder, mason, etc. The eligibility criteria for such workers such as qualification, experience etc. will be decided by OSTC. These categories of workers will be included and contractor will be paid as per category of workers (Minimum Wages Act) and % service charge quoted in the Financial Bid.

For complete details please see Annexure VII – Scope of Service attached to the Technical Bid.

(2).**Fixed %age Charges:** These are the monthly Administrative / Service Charges including various overheads & profit which is to be quoted by the bidder as fixed % age of the Statutory Payments specified under ( I ) above & payments on account of other benefits listed under 4 & 5 below and elsewhere in the Technical Bid. This fixed % age should be clearly mentioned in the bid. The amount under this head will be paid in addition to the statutory amounts paid by them, as % age of the total amount paid by Service Provider / Contractor to the Contract Workers deployed under this tender. Employer's contribution towards PF / ESI will be reimbursed by OSTC to the contractor / Service Provider on submission of proof of remittance on actual basis along with fixed %age of admn / service charges as above.

Though the % age of charges will remain fixed during the Contract period, the actual amount of monthly Administrative / Service Charges will keep on varying depending upon the reimbursement amount that will be claimed / payable every month on account of revision in wages etc as per Minimum Wages Act. and other permitted benefits provided to the contract workers.

GST if applicable shall be extra and shall be borne by OSTC. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as applicable from time to time.

### **General Guidelines**

While quoting the %age towards Admn. / Service charges in the financial bid the Bidders are advised to keep a note of following:

1. The amount will be paid to the Service Provider / Contractor following release of amount by them to their workers and depositing the mandatory amount(s) with concerned Statutory Authorities and spending amount on permitted benefits for the Contract Workers deployed under this Tender.
2. GST if applicable shall be extra and shall be borne by OSTC.
3. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess etc. will be deducted from the total bill amount as applicable from time to time.
4. The Contractor/ Service Provider shall provide uniform (Two Shirts, Two Trousers, Two pair of Socks, One Belt, one pair of Shoes or one pair of Sandals or one pair of Chappal, one Safa for covering head (**for Gardeners**) one Jacket or Sweater (in Winter) per year to the workers of all categories deployed by them at OSTC. The cost of the uniform and shoes etc. for such **Workers** will be reimbursed by OSTC to Service Provider/Contractor on actual basis along with service charges quoted in the Financial Bid. The Service Provider/Contractor has to ensure that the uniforms are maintained properly and always kept neat and clean by their workers.  
**Note:** The Service Provider/Contractor will arrange to provide winter and summer uniform along with shoes to **each Contract Workers** within 15 days of award of **work on yearly basis**. The design /colour/ quality/fabric/cost of the uniform and the brand of shoes to be provided will be approved by OSTC.
5. Margin for any other Statutory payments / expenses / liason work etc, which the Service Provider / Contractor expects to incur, to ensure compliance with various statutory / legal provisions of the Authorities, margin for Statutory tax deductions, expenses to be incurred for washing / cleaning / ironing of uniforms and its premature replacement, his profit, administrative and out of pocket expenses and any other expenses incidental to discharge of duties & obligations under this tender / contract, may be kept in mind while quoting the fixed %age charges.
6. The Bidders are advised to visit the site to familiarize themselves with the OSTC campus area for which they are required to provide House Keeping, Electrical Maintenance and Gardening services.
7. If a Bidder quotes "NIL Charges (Zero Percent) / Consideration, the bid shall be treated as unresponsive and will not be considered.

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F.No.1/26(3)/2021-LS-II  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner(C)  
New Delhi

Dated 28/10/2021

**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 number for the preceding period of six month ending on 30.6.2021 reaching 345.21 from 340.95 (Base 2016-100) and thereby resulting in an increase of 4.26 points. The revised Variable Dearness Allowance as under shall be payable from 01.10.2021:-

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	131	109	87
Semi-Skilled/Unskilled Supervisory	145	123	102
Skilled/Clerical	158	145	123
Highly Skilled	171	158	145

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2021 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+131=654	437+109=546	350+87=437
Semi-Skilled/Unskilled Supervisory	579+145=724	494+123=617	410+102=512
Skilled/ Clerical	637+158=795	579+145=724	494+123=617
Highly Skilled	693+171=864	637+158=795	579+145=724

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.

  
(D.P.S.Negi)  
Chief Labour Commissioner(C)

## FINANCIAL BID

**The bidder is to quote only fixed %age charges in the relevant column**

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

I / We hereby declare that Contract Workers as specified above for Housekeeping Services, Electrical maintenance Services and Gardening Services including Highly Skilled, skilled, Semi skilled & unskilled category of workers or as per requirement of OSTC from time to time, will be deployed at OSTC as per this tender. These workers will be paid following amounts every month for which monthly bill will be raised by us and claimed from OSTC for payment on actual basis:

- (a) Minimum Wages to Contract Workers as per Minimum Wages Act 1948 as notified/ revised by Chief Labour Commissioner - Central, Ministry of Labour and Employment, Government of India or as fixed by Labour Department, Haryana Government, whichever is applicable. A copy of the latest Gazette Notification dated 28.10.2021 issued by Chief Labour Commissioner ( Central ), Ministry of Labour and Employment, Government of India with regard to payment of minimum wages applicable as on date has been carefully read by us and we shall be duty bound to comply with the same in letter and spirit.
- (b) Employers' contribution toward PF under EPF Act 1952,
- (c) Employers' contribution toward ESI Scheme under ESI Act 1948
- (d) Payment of Bonus under Payment of Bonus Act, 1965
- (e) Payment of compensation for overtime / weekly off / National holiday / any other holiday, as applicable
- (f) All other payment to ensure compliance of various statutes of the Central Govt or State Govt and / or any other Authority constituted by or under any law and as amended from time to time and / or any other rule framed there under from time to time for the category of persons deployed by the Service Provider / Contractor.

I / We shall provide uniform (Two Shirts, Two Trousers, Two pair of Socks, One Belt, one pair of Shoes or one pair of Sandals or one pair of Chappal, one Safa for covering head (**for Gardeners**) one Jacket or Sweater (in Winter) per year to the workers of all categories deployed by me at OSTC. The cost of the uniform and shoes for the Supervisor / Head and Electricians will be reimbursed to me by OSTC on actual basis. I/ We have to ensure that the uniforms are maintained properly and always kept neat and clean by their workers.

I / We also confirm that **GST** if applicable shall be charged extra by us which will be **borne by OSTC**. All **statutory deductions** such as TDS, Surcharge, Education cess, Higher education cess etc will be **deducted by OSTC from the bill** as

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applicable from time to time. **OSTC will make payment to us on the basis** of actual amount paid by us to our workers (with deduction of statutory taxes as applicable) following payment of amount by me / us to our Workers OSTC will also make payment of %age monthly Administrative Expenses as per ‘ Service Charges’ (Annexure X) & Billing Process & Documents ( Annexure XI ) of the Technical Tender document.

**While quoting the %age administrative charges we have kept in mind:**

- (i) All overheads in relation to obligations for the nature of services to be provided by us as illustrated in ‘Scope of Service’ – Annexure VII of the Technical Bid of the Tender document.
- (ii) Statutory payment / expenses which I / we expect to incur to ensure compliance with various statutory / legal provisions of the Authorities including any expenses and overheads involved in liason work with Govt Deptts / Electricity Authority / DHBVN Ltd and / or any other statutory authority,
- (iii) Margin for Statutory tax deductions,
- (iv) Expenses to be incurred for washing / cleaning / ironing of uniforms and its premature replacement,
- (v) Our profit & administrative expenses
- (vi) Out of pocket expenses
- (vii) And other expenses likely to be incurred in discharge of duties & obligations under this tender.

**I / We hereby quote our fixed %age administrative / service charges as under:**

<b>In figures</b>	<b>%</b>
<b>In words</b>	<b>Percent</b>

These administrative / service charges will be paid to me / us by OSTC on actual admissible amounts paid by me / us to the workers and mentioned in the bill to be raised by me / us every month calculated as per the provisions above. This percentage of service charges will **remain fixed** during the period of contract. Though the % age of admn / service charges will remain fixed during the Contract period, the **actual amount of monthly Administrative / Service Charges will keep on varying** depending upon



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the amount that will be claimed and payable every month under above due to revision of minimum wages from time to time.

I / We agree that this bid submitted by me / us shall be valid for a period of six months (180 days) from the date of opening of the tender.

GST if applicable shall be extra and borne by OSTC.

I/We have gone through all the provisions, terms and conditions of the tender (Technical Bid & Financial Bid) and agree to abide by them.

Date:

Signature:

Place:

Name of Signatory:

Seal of Company / Firm

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