



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE, HYDERABAD**

**TENDER DOCUMENT FOR PROVIDING**

**“Housekeeping workers & Driver on  
monthly contract basis”**

**AT**

**The ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE, HYDERABAD**  
**AND**

**OTHER OFFICES UNDER CONTROL OF  
RO-HYDERABAD**

**FINANCIAL BID**  
**PART – II**

# FINANCIAL BID

## **Important Instructions for submission of Financial Bid**

The number & category of workers to be deployed at RO HYDERABAD & other offices under its control at various locations for the administration of this contract shall be as under:

<b>Designation</b>	<b>No. to be deployed</b>	<b>Category for the purpose of Minimum Wages</b>
Driver	01	Skilled
Housekeeping workers	36	Unskilled

The Regional Office, Hyderabad of OICL has the discretion and may ask the Service Provider to deploy more or less number of workers as per its requirement., from time to time. The payment for additional workers will be as per the rates agreed and specified by the bidder in their quotation. The Service Provider will be reimbursed as per category of workers (Minimum Wages Act) and % service charge quoted in the Financial Bid.

The payment to the Service Provider i.e. their monthly Bill will comprise of two components (Statutory payments like PF and ESI and Fixed %age Administrative / Service Charges).

Before quoting the charges in the financial bid, Service Provider should keep in mind the following facts in addition to the other terms and conditions of the Technical Bid (Part-I) and also as mentioned elsewhere in the Tender document.

### **I. Statutory Payments: -**

**The Service Provider will be required to make following statutory payments to Workers deployed by them at RO Hyderabad and other offices under the control of RO - Hyderabad as per this tender and remit mandatory contribution to concerned Statutory Authorities as under:**

- (a) Minimum Wages to Workers deployed under this tender as per Minimum Wages Act 1948 as notified / revised by Chief Labor Commissioner - Central, Ministry of Labor and Employment, Government of India or as fixed by Labor Department, TELANGANA Government, whichever is applicable. A copy of the latest Gazette Notification dated 12.10.2020 issued by Chief Labor Commissioner (Central), Ministry of Labor 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.

**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 Service Provider will claim these payments from OICL, RO HYDERABAD on actual basis supported by documentary evidence of have made the remittances.**

**Note:**

The above Workers deployed under this tender will be responsible for execution of House Keeping & Driver work as mentioned in Annexure VII titled 'Scope of Service' attached with the Technical Bid of the Tender document.

**II. 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 subject to minimum charges of 4% specified under ( I ) above & payments on account of other benefits listed below. The percentage quoted by the bidder (should not be less than 4%) should be clearly mentioned in this Financial Bid both in figures and words. The amount towards service charges will be paid in addition to the wages paid by Service Provider to the Workers deployed under this tender. Employer's contribution towards PF / ESI will be reimbursed by OICL to the Service Provider on submission of proof of remittance.**

Though the % age of service charges will remain fixed during the Contract period, the actual amount of Service Charges will keep on varying depending upon the wages reimbursement amount that will be payable every month on account of change in number of workers deployed or due to revision in wages as per the Minimum Wages Act and other permitted benefits provided to the Workers deployed under this tender .

GST if applicable shall be paid by OICL if the vendor is registered with GST. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as per Tax Rules applicable from time to time.

## **General Guidelines & terms & conditions:-**

During the period of Contract, the Service Provider will be paid (I) Statutory wages paid to workers plus (II) monthly Service Charges based on fixed % age (to be quoted by the bidder) of the Statutory Payments under ( I ) above and permitted benefits. While quoting the %age in the financial bid they are advised to keep a note of following. The amount will be paid to Service Provider 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 Workers deployed under this tender.

1. GST if applicable shall be extra and shall be borne by our Company The Oriental Insurance co ltd RO .
2. 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.
3. Service Provider shall arrange Personal Accident Insurance Policy for the workers and Drivers deployed in OICL for the amount as prescribed by our Company and Employees Compensation Policy (WC Policy) under W.C. Act or any other act in respect of Workers & Driver deployed under this tender in the Joint names of The Oriental Insurance Company Ltd as Principal and Service Provider to coincide with the period of the Contract. The Actual premium paid under the policy shall be reimbursed to the service provider by the Company on submission of proof of payment and no service charges on it will be paid by the Company.
4. The Service Provider shall arrange uniform (summer, winter including shoes) for housekeeping workers & Driver as stipulated/approved by RO on its own cost.
5. Margin for any other Statutory payments / expenses which the Service Provider expects to incur, to ensure compliance with various statutory / legal provisions of the Authorities, margin for Statutory tax deductions, expenses to be incurred for providing uniforms & washing / cleaning / ironing of uniforms and its periodical replacement, his profit, administrative and out of pocket expenses and any other expenses incidental to discharge of duties & obligations under the tender, 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 RO premises area for which they are required to provide housekeeping services.
7. **The Bidder/Tenderer quoting the “administrative charges /Service Charges” / Consideration less than 4% shall be treated as “Unresponsive” and will not be considered.**
8. If two or more Bidders quote the same rates, the decision of the DGM of OICL about the L1 bidder will be final and it will be binding on all the bidders.

9. For the Driver deployed at RO, we are currently paying monthly wages of **Rs.21,000** (Rupees Twenty one thousand only) which is more than the Minimum wages. In addition, the driver is entitled to “Night halting Charges” which is payable only if the driver is deputed for Outstation Duty. (No “OUT STATION Charges” will be paid for driver duty within Hyderabad Municipal limits ). In addition, over time charges per hour are also payable to driver for the duties performed after normal working hours in Hyderabad. **The bidders are therefore required to pay Rs.21,000 as monthly wages to the driver and in the Financial bid, the bidder should specify the hourly rate for over time and per day charges for outstation duties performed by the driver.**
10. All the Bidders are hereby informed that the decision in regard to lowest rates quoted shall be taken on the basis of Lowest Percentage of “administrative charges/ Service Charges” quoted by the Tenderer/Bidder in their Financial Bid. However, if more than one bidder quotes the lowest rate, the decision of DGM of OICL shall be final and binding on all the Tenderer/Bidders in this regard.

# **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 Workers deployed by us under this tender will be paid following amounts every month for which monthly bill will be raised by us and claimed from OICL RO for payment on actual basis:**

- (a) Minimum Wages to Workers deployed under this tender as per The 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, TELANGANA Government, whichever is applicable. A copy of the latest Gazette Notification dated 12.10.2020 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 Government 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 me / us.

I / We shall arrange **Personal Accident insurance** Policy for the amount as fixed by OICL RO and Employers Liability Policy (WC Policy) in respect of Workers & Driver deployed by me / us under this tender in the Joint names of The Oriental Insurance Company Ltd as Principal and ourselves as Service Provider to coincide with the period of the Contract. Actual premium will be reimbursed to me/us by OICL RO on production of premium receipt.

I / We shall arrange uniform (summer, winter including shoes) for workers & driver deployed as stipulated/approved by RO at my/our own cost and I / We will be responsible for washing / cleaning / ironing & replacement of uniform.

I / We also confirm that GST (Goods and Service Tax) if applicable shall be charged extra by me/ us which will be borne by OICL. All statutory deductions such as TDS, Surcharge, Education cess, Higher education cess etc will be deducted by OICL from our bill as applicable from time to time. OICL will make payment to us on the basis of actual amount paid by us to my / our workers & Driver deployed by me / us at OICL (with deduction of statutory taxes as applicable) following payment of amount by me/us to our Workers deployed under this tender. OICL will also make payment of %age monthly Administrative Expenses as per ‘ Service Charges’ (Annexure X) subject to compliance by me / us to requirements as per Billing Process & Documents ( Annexure XI ) of the Technical Bid of this Tender document.

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

- (i) Nature of services as illustrated in ‘Scope of Service’ – Annexure VII. of the Technical Tender document.
- (ii) Statutory payment / expenses which I / we expect to incur to ensure compliance with various statutory / legal provisions of the Authorities,
- (iii) Margin for Statutory tax deductions,
- (iv) Expenses to be incurred for providing uniforms and washing / cleaning / ironing of uniforms and its replacement,
- (v) Our profit & administrative expenses
- (vi) Out of pocket expenses
- (vii) And other expenses and any other overheads likely to be incurred in discharge of duties & obligations under this tender.

## FINANCIAL BID FORMAT

I / We hereby quote our Fixed %age administrative / service charges as under:-

<b>Service Charges In figures</b>	_____ %
<b>Service Charges In words</b>	<b>Percent</b>

I / We hereby quote our "Outstation Charges" per night for outstation duty and overtime duties at Hyderabad performed by DRIVER as under:-

<i>Outstation charges Amount (in figures)</i>	Rs. _____ per night
<i>Outstation Charges(in words)</i>	Rupees
<i>Over time charges in figures)</i>	Rs. _____ per hour
<i>Over time charges in words)</i>	Rupees

**(Note: Any cutting / overwriting / inconsistency in the financial bid will render it invalid and decision of OICL RO, HYDERABAD will be final)**

These administrative / service charges will be paid to me/us by OICL RO on actual amount paid by me / us to the workers & Driver as mentioned in the bill 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 charges will remain fixed during the Contract period, the actual amount of monthly Administrative / Service Charges will keep on varying depending upon the amount that will be claimed every month under above due to revision of minimum wages from time to time. However, in case more than one bidder quotes the same rate in the financial bid, the decision of DGM of OICL shall be final and binding on all the Bidders in this regard

I / we agree that this Bid submitted by me / us shall be valid for a period of 120 days (one hundred twenty days) from the date of opening of the tender by RO.

GST if applicable shall be extra and borne by RO.

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

Date:

Signature:

Place:

Name of Signatory:

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

THE ORIENTAL INSURANCE COMPANY LIMITED, RO-HYDERABAD  
Tender : OICL/HRO/ESTB/2021-2022/02 DATED 07-02-2022