

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



**TENDER DOCUMENT
FOR PROVIDING
“HOUSE KEEPING SERVICES ON CONTRACTUAL BASIS”**

AT

**ORIENTAL STAFF TRAINING COLLEGE
FARIDABAD**

**FINANCIAL BID
PART – II (PRICED)**

(Please Check that number of pages are 08)

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 shall be as under:

| Designation | No. to be deployed | Category for the purpose of Minimum Wages |
|---|---------------------------|--|
| Supervisor | 01 | Highly Skilled |
| Receptionists | 04 | Skilled |
| Driver | 01 | Skilled |
| Assistant Plumber | 01 | Semi-Skilled |
| Room Boys | 05 | Unskilled |
| Sweepers | 06 | Unskilled |
| Swimming Pool & Fountain Cleaning / Operation | 01 | Unskilled |

OSTC has the discretion and may ask the Service Provider to deploy workers of other category such as Librarian, Yoga teacher, carpenter, Painter, mason, mistri, etc as per requirement of OSTC, if any, from time to time. The eligibility criteria for such workers such as qualification, experience etc. will be decided by OSTC. These categories of workers will be included and Service Provider will be paid 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 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.

Statutory Payments: The Service Provider will be required to make following statutory payments to Workers deployed by them at OSTC 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 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 28.09.2018 issued by Chief Labour Commissioner (Central), Ministry of Labour and Employment,

Signature and Seal of Tenderer

- 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 OSTC Faridabad 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 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 specified under (I) above & payments on account of other benefits listed under 4 & 5 below. This fixed % age should be clearly mentioned in this Financial Bid. The amount under this head will be paid in addition to the statutory amount paid by them, as % age of the total amount paid by Service Provider to the Workers deployed under this tender. Employer's contribution towards PF / ESI will be reimbursed by OSTC to the Service Provider on submission of proof of remittance along with %age of Admn / Service Charges.

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 Workers deployed under this tender .

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.

Signature and Seal of Tenderer

General Guidelines

During the period of Contract the Service Provider will be paid (I) Statutory payment plus (II) **monthly Administrative / Service Charges** based on fixed % age **(to be quoted by the bidder) of the Statutory Payments under (I) above and permitted benefits provided under 4 & 5 below** and while quoting the %age in the financial bid they are advised to keep a note of following:

1. 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.
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 Service Provider shall arrange uniform (summer, winter including shoes) as stipulated by OSTC and reasonable actual cost thereof will also be reimbursed to Service Provider by OSTC along with %age service charges. Service Provider shall be responsible for washing / cleaning / ironing of uniform for which separate expenses will neither be claimed nor paid by OSTC. Service Provider shall be responsible for premature replacement of uniform and shoes.
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 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 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 OSTC campus area for which they are required to provide housekeeping services.
7. As per Government of India, Ministry of Commerce and Industry, Department of Commerce (GA Section) Memo No. 31/14/1000/2014-GA dated 17.09.2014. Service Charges, Administrative Charges quoted by the Bidder necessarily has to be over and above Zero Percent. Further Zero Percent includes all derivatives of zero up to 0.9999 and thereof. Any service charges not adhering to these guidelines shall be considered unresponsive and such bid shall not be considered.

Signature and Seal of Tenderer

Financial Bid _ Tender for HouseKeeping Services_2018

F.No.1/38(3)/2018-LS-II
 Government of India
 Ministry of Labour & Employment
 Office of the Chief Labour Commissioner(C)
 New Delhi

Dated: 8/9/2018

ORDER

In exercise of the powers conferred by Central Government vide Notification 188(E) dated 19th 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 months ending on 30.06.2018 reaching 288.33 from 286 (base 2001 = 100) and thereby resulting in an increase of 2.33 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.10.2018

The rates of Variable Dearness Allowance for workers 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.**

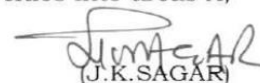
| Category of worker | Rates of V.D.A. Area wise per day (in Rupees) | | |
|------------------------------------|--|----|----|
| | A | B | C |
| Unskilled | 35 | 29 | 23 |
| Semi-Skilled/Unskilled Supervisory | 38 | 33 | 27 |
| Skilled/Clerical | 42 | 38 | 33 |
| Clerical | 45 | 42 | 38 |

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2018 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+35=558 | 437+29=466 | 350+23=373 |
| Semi-Skilled/Unskilled Supervisory | 579+38=617 | 494+33=527 | 410+27=437 |
| Skilled/ Clerical | 637+42=679 | 579+38=617 | 494+33=527 |
| Highly Skilled | 693+45=738 | 637+42=679 | 579+38=617 |

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 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.


(J.K. SAGAR)

CHIEF LABOUR COMMISSIONER(C)

To
 As per list attached

Signature and Seal of Tenderer

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 OSTC 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, Haryana Government, whichever is applicable. A copy of the latest Gazette Notification dated 28.09.2018 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 me / us.

I / We shall arrange uniform (summer, winter including shoes) as stipulated by OSTC and reasonable actual cost thereof will also be reimbursed to me / us by OSTC along with %age service charges. I / We will be responsible for washing / cleaning / ironing & premature replacement of uniform for which separate expenses will neither be claimed nor paid by OSTC.

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 our bill** as applicable from time to time. **OSTC will make payment to us on the basis** of actual amount paid by us to my / our workers deployed by me / us at OSTC (with deduction of statutory taxes as applicable) following payment of amount by me/us to our Workers deployed under this tender. OSTC will also make payment of %age

Signature and Seal of Tenderer

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:

- (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 washing / cleaning / ironing of uniforms and its premature 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.

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

| | |
|-------------------|----------------|
| In figures | % |
| In words | Percent |

(Note: Any cutting / overwriting / inconsistency in the financial bid will render it invalid and decision of OSTC will be final)

These administrative / service charges will be paid to me/us by OSTC on actual amount paid by me / us to the workers 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.

Signature and Seal of Tenderer

I / we agree that this Bid submitted by me / us shall be valid for a period of 180 days (one hundred twenty days) from the date of opening of the tender by OSTC.

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:

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

Signature and Seal of Tenderer