



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, JAIPUR

TENDER DOCUMENT FOR

PROVIDING

**“HOUSEKEEPING & DRIVER SERVICES
ON MONTHLY CONTRACT BASIS”**

AT

**ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE
IX & X FLOOR , BEEMA BHAWAN,
NBCC CENTER, SAHKAR MARG,
JAIPUR- 302015**

**FINANCIAL BID
PART – II (PRICED)**

(Please check that total number of pages are 10)

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FINANCIAL BID

Important Instructions for submission of Financial Bid

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

Designation	No. to be deployed	Category for the purpose of Minimum Wages
Driver	01	Skilled
Sweepers	41	Unskilled

RO has the discretion and may ask the Service Provider to deploy workers of other category such as carpenter, Painter, mason, mistri, plumber, electrician, Security personnel, receptionist, Care taker & Helper for Guest House of Company etc as per requirement of RO , if any, from time to time. The eligibility criteria for such workers such as qualification, experience etc. will be decided by RO. 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.

I. Statutory Payments: -

The Service Provider will be required to make following statutory payments to Workers deployed by them at RO 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, Rajasthan 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 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

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- (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 RO JAIPUR 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 specified under (I) above & payments on account of other benefits listed under 4 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 RO 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 RO . All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as applicable from time to time.

General Guidelines & terms & conditions:-

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 below** and while quoting the %age in the financial bid they are advised to keep a note of following:

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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 our Company The Oriental Insurance co ltd RO .
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. Service Provider shall arrange Mediclaim Policy 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.
5. The Service Provider shall arrange uniform (summer, winter including shoes) for housekeeping workers & Driver as stipulated/approved by RO on its own cost.
6. 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 premature replacement, his profit, administrative and out of 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.
7. 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.
8. **The Bidder/Tenderer quoting the “administrative charges /Service Charges” / Consideration as “NIL” shall be treated as “Unresponsive” and will not be considered.**
9. If two or more Bidders/Tenderers quote the same L-1 rate, fresh quotes are to be obtained from both or all such L-1 Bidders/Tenderers after providing reasonable time for re-submission of fresh quote/rate. There after Contract be placed with the L-1 Bidder/Tenderer as per the evaluation of fresh quotes received from both or such L-1 Bidders/Tenderers.
10. As regard to Driver, the Tenderer/Bidder is required to quote rates for “Night Charges”, which is payable only if the driver is deputed for Outstation Duty. No “Night Charges” will be paid for Jaipur duty. The ESI charges, if applicable, will

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be paid in addition to the “Night Charges” per night on submission of proof of deposition of the same with statutory authorities.

- 11.** In case of Driver, payment of overtime would be as per “Overtime Rate” per hour at the rate of twice the hourly rate as per applicable Minimum Wages for performing duty beyond a Daily Limit of 10 Hours excluding lunch hours and for Duty on Sundays/Holidays as per Minimum Wages.
- 12.** All the Tenderers/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, in respect to Driver, the lowest amount of “Night Charges” for outstation duties quoted amongst all the eligible Tenderers/Bidders are to be paid to the L-1 Tenderer/Bidder and the decision of the Competent Authority of the Company i.e. OICL shall be final and binding on all the Tenderer/Bidders in this regard.

F.No.1/20(3)/2020-LS-II
 Government of India
 Ministry of Labour & Employment
 Office of the Chief Labour Commissioner(C)
 New Delhi

Dated: 2/10/2020

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 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 30.06.2020 reaching 329.16 from 324 (base 2001 = 100) and thereby resulting in an increase of 5.16 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.10.2020

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	116	97	77
Semi-Skilled/Unskilled Supervisory	128	109	90
Skilled/ Clerical	140	128	109
Highly Skilled	152	140	128

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2020 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+116=639	437+97=534	350+77=427
Semi-Skilled/Unskilled Supervisory	579+128=707	494+109=603	410+90=500
Skilled/ Clerical	637+140=777	579+128=707	494+109=603
Highly Skilled	693+152=845	637+140=777	579+128=707

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

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Dated: 2/10/2020

ORDER

In exercise of the powers conferred by the Central Government Vide Notification No. S.O.190(E) dated 19th January, 2017 of the Ministry of Labour & 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 30.06.2020 reaching 329.16 from 324 (Base 2001-100) and thereby resulting in an increase of 5.16 points for **Industrial workers** and direct that this order shall come into force w.e.f. 01.10.2020.

RATES OF V.D.A.FOR EMPLOYEES EMPLOYED IN "Employment of Sweeping and Cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993".

AREA	RATES OF V.D.A. PER DAY (in Rs.)
A	116
B	97
C	77

Therefore, the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f 01.10.2020 shall be as under:-

AREA	RATES OF WAGES PLUS V.D.A PER DAY			Total (Rs.)
	Basic Wages (Rs.)		V.D.A (Rs.)	
A	523	+	116	= 639
B	437	+	97	= 534
C	350	+	77	= 427

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

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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, Rajasthan 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 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 Mediclaim Policy for the amount as fixed by OICL RO and Employees Compensation 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.

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I / We also confirm that **GST** (Goods and Service Tax) if applicable shall be charged extra by me/ us which will be **borne by OIC, RO JAIPUR**. All **statutory deductions** such as TDS, Surcharge, Education cess, Higher education cess etc will be **deducted by RO from our bill** as applicable from time to time. RO **will make payment to us on the basis** of actual amount paid by us to my / our workers & Driver deployed by me / us at RO (with deduction of statutory taxes as applicable) following payment of amount by me/us to our Workers deployed under this tender. RO 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.

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

In figures	%
In words	Percent

I / We hereby quote our “NIGHT CHARGES” per night for outstation duty performed by DRIVER is as under:

Amount (in Rupees) :- IN FIGURES	
Amount (in Rupees):- IN WORDS	

(Note: Any cutting / overwriting / inconsistency in the financial bid will render it invalid and decision of OICL RO, JAIPUR 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 respect to Driver, the lowest amount of “Night Charges” for outstation duties quoted amongst all the eligible Tenderers/Bidders are to be paid to the L-1 Tenderer/Bidder and the decision of the Competent Authority of the Company i.e. OICL shall be final and binding on all the Tenderer/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)

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