



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE, HYDERABAD

TENDER DOCUMENT FOR PROVIDING

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

AT

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

**OTHER OFFICES UNDER
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:

Designation	No. to be deployed	Category for the purpose of Minimum Wages
Driver	01 (one)	Skilled
Housekeeping workers	40 (Forty)	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 / Andhra Pradesh government, whichever is applicable.
- (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,asapplicable

(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 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 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 Admin / 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 the 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 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 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. 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.
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 minimum two sets of uniform (including shoes) to the housekeeping workers & Driver. The colour of uniform and design will be as stipulated/approved by OICL. However, the cost of such uniform and shoes / chappals provided to the housekeeping workers and Driver shall be borne by the Service provider only and there will not be any reimbursement from OICL.
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 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 office site to familiarize themselves with the office premises size for which they are required to provide housekeeping services.
7. **The Bidder/Tenderer quoting the “administrative charges /Service Charges” / Consideration as “NIL” shall be treated as “Unresponsive” and will not be considered.**

8. If two or more Bidders/Tenderers quote the same L-1 rate, fresh Financial Bids shall be obtained from both or all such L-1 Bidders after providing reasonable time for submitting the fresh quote/rate. The Contract shall be placed with the L-1 Bidder as per the evaluation of fresh quotes received from both or such L-1 Bidders.
9. For providing the Driver, the 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 duty within HYDERABAD city.
10. In case of Driver, payment for “**overtime**” would be twice the normal hourly rate as per applicable Minimum Wages for performing duty beyond the daily limit of 10 Hours (excluding lunch hours) and for performing driver Duty on Sundays/Holidays as per the Minimum Wages.
11. 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 Bidder in their Financial Bid. However, in respect to Driver, the lowest amount of “**Night Charges**” for outstation duties which is quoted by the Bidders shall be considered for determining the L-1 bidder and the decision of the Competent Authority of OICL in this matter shall be final and binding on all the Bidders.

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-Hyderabad 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, / Andhra Pradesh Government whichever is applicable. A copy of the latest Gazette Notification issued by Chief Labour Commissioner, Ministry of Labour and Employment, Government of India and the Minimum Wages notified by the Labour department of Telananga and Andhra Pradesh state governments 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) We will make Employers' contribution toward PF under EPF Act 1952,
- (c) We will make Employers' contribution toward ESI Scheme under ESI Act 1948
- (d) We will comply with the Payment of Bonus as per Payment of Bonus Act, 1965
- (e) We will ensure Payment of compensation for overtime / weekly off / National holiday / any other holiday, as applicable
- (f) **We agree that the cost of cleaning materials, hand gloves and face masks etc to be supplied every month for Housekeeping work is included in the Service charges / administrative expenses quoted by us in the Financial bid**
- (g) All other payment to ensure compliance of various statutes of the Central Government 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 (i) **Personal Accident Policy** for the amount as fixed by OICL RO-Hyderabad and (ii) **Employer's 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 paid by us will be reimbursed to me/us by OICL RO on production of premium receipt.

I / We shall provide minimum 2 sets of uniform for workers & driver deployed by us as per the colour and design specified /approved by OICL at my/our own cost and I / We will be responsible for expenses towards washing / cleaning / ironing & replacement of uniform.

I / We also confirm that GST (Goods and Services Tax) if applicable shall be charged extra by me/ us which will be borne by OICL, RO HYDERABAD. All statutory deductions such as TDS, Surcharge, Education cess, Higher education cess etc will be deducted by OICL from our bill as per Tax Rules applicable from time to time.

It is agreed that OICL will make monthly payment to us on the basis of actual amount paid by us to the workers & Driver deployed by me / us at RO-Hyderabad and other subordinate offices under its control subject to deduction of TDS and Cess as applicable. The amount will be reimbursed by OICL following the payment of amount by me/us to our Workers deployed and submitting necessary proofs of payment. 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) **Cost of cleaning materials, hand gloves, masks to be supplied every month**
- (viii) And other expenses and any other overheads likely to be incurred in discharge of duties & obligations under this tender.

FINANCIAL BID FOR SUPPLY OF HOUSEKEEPING WORKERS AND DRIVER

Name of the Bidder : _____

Address of the Bidder : _____

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, 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 may vary** depending upon the amount that will be claimed every month 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 Bidders will be the basis for determining the L-1 Bidder. The decision of the Competent Authority of OICL in this regard shall be final and binding on all the Bidders

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 OICL.

GST if applicable shall be extra and borne by OICL. 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)