



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**Mumbai Regional Office No.1, Oriental House, 2nd Floor,**  
**7, J. Tata Road, Churchgate,**  
**Mumbai. 400 020**  
**Tel No. 22820369**  
**CIN – U66010DL1947GO1007158**

**NOTICE INVITING TENDER FOR PROVIDING SERVICES FOR CARETAKING AT**  
**OIC GUEST HOUSE AT COLABA,MUMBAI**

The Oriental Insurance Company Limited invites sealed tenders in two bid system from established Housekeeping/Caretaking Service providers having an office in Mumbai for providing caretaking Services for day to day caretaking of Guest Houses as per the location mentioned in the tables below. The agency should have minimum annual turnover of **Rs 10 lakhs** during any one of the last three financial years and experience of having executed an order of one client worth **Rs 5 lakhs** for any one of the last three financial years.

**(A) Caretaking Services**

S.No	Location	Address
1.	O.I.C. Guest House,	Flat-04,IMM Building,Opposite Regal Cinema, Colaba,Mumbai-400001

1. Interested parties may submit bids in two separate envelopes duly super-scribed as “Technical Bid” and “Financial Bid”. Both these bids should be put in one big envelope super-scribed “TENDER FOR PROVIDING HOUSEKEEPING SERVICES ON MONTHLY CONTRACT BASIS”. The Bidder / Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached. The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of **Rs.10,000/-** through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of “The Oriental Insurance Company Limited” payable at Mumbai along with the Technical Bid.

Tenders without the Earnest Money Deposit (through Demand Draft Only) will be deemed rejected. Interested Manpower Providing Agency/Firms can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their letter head from the Office of Dy. General Manager, Establishment Deptt., The Oriental Insurance Company Limited, Oriental House, 7, J.TATA Road, Churchgate, Mumbai along with Cash payment / submission of a non-refundable Demand Draft only of Rs. 1000/- (Rupees One Thousand Only) drawn on any Nationalized / Scheduled Bank in favour of “The Oriental Insurance Company Limited” payable at Mumbai on all working days (Monday to Friday) between **11.00 A. M. to 3.30 P. M. from 19.12.2016 to 04.01.2017. Pre-Bid meeting : 30/12/2016 (at 11.00am) Last date for receipt of Tenders: 05.01.2017 upto 03.00 p.m.**

The Tender Document can also be downloaded from the website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) and the same will be accepted along with the Tender Fee of Rs. **1000/- (Rupees One Thousand Only)** through a separate Demand Draft Only drawn on any Nationalized / Scheduled Bank favouring “The Oriental Insurance Company Limited payable at Mumbai which is required to be placed in the envelope containing Technical Bid.

- 2 Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation.
- 3 The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the instructions to tenders, standard conditions, special conditions, financial bid, scope of work and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
- 4 Contractor will have to give breakup of the amount quoted in the Financial Bid alongwith the bid & if the contractor fails to provide the breakup, tender is liable to be rejected.
- 5 **Amount of over head charges if any quoted to be maximum of 10% of the monthly contract charges.**  
notification by the statutory authorities.
- 6 The successful tenderer shall be intimated about the award of Work and EMD of other Tenderers shall be returned without any interest on the amount deposited within 30 days from the date of final decision of awarding of work. The EMD of the successful bidder will be converted into Security Deposit.
- 7 OIC reserves the right to reject any/ all Tenders without assigning any reason and shall not be bound to accept the lowest tender. Tenderer are advised to carefully note the specifications mentioned in the tender and no compromise in quality will be accepted.
- 8 Bid submitted without EMD will be rejected.
- 9 The notice inviting tender and the enclosed instructions to tenderer, standard, conditions, special conditions, covering letter format, financial bid format and scope of work shall form part of tender documents.
- 10 The "Letter for invitation of Tender" and enclosed Annexure (properly indexed) shall form the part of Tender Documents. Details of various Annexure are as under:

S.No.	Particular	Attached as	Remarks
1.	Scope of work and estimated Manpower requirement	<b>Annexure- A</b>	
2.	Terms & Conditions governing the Contract	<b>Annexure - B</b>	
3	Proforma for Technical Bid	<b>Annexure – C to G</b>	
4.	Proforma for Financial Bid	<b>Annexure – H</b>	

For complete details and formats of Application Form please log on to Corporation's website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) .Tender form downloaded from website shall accompany the D.D / Pay Order of `1000/- towards non refundable application money and `10,000/-towards EMD at the time of submission of the tender document.

No brokers/intermediaries shall be entertained . The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever.

Dy. General Manager

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Before submitting their Bids, the prospective Bidders are requested to interact with the OIC Officials of Estate Deptt on pre bid meeting day to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the guest house and the desired level of services which the Service Provider is expected to render during the contractual period etc.

**Date of issue of Tender Notice : 17.06.2016**  
**Pre-Bid meeting : 30.12.2016 at 11.00am**  
**Last date for receipt of Tenders : 05.01.2017 upto 03.00 p.m.**

## **INSTRUCTIONS FOR BIDDERS:**

The **cost of tender**(Rs 1000/- ) as specified for project is payable by demand draft favouring  
**“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Mumbai.

**EMD to be submitted along with the technical bid for project. Site may be inspected before bidding. The date and time of Pre- bid meeting is on 30/12/2016**

The bidder has to submit **Earnest money Deposit** through demand draft favouring **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Mumbai along with the **technical bid**. Tenders without the EMD will be deemed rejected. The cost of tender as specified for each project is payable by demand draft favouring **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Mumbai

**Tenders are invited in two bid system i.e. “Technical bid” and “Financial bid”.**

**Envelope no. 1 - Technical bid superscribed with the name of Tender on the top of envelope** .The intending bidders should submit the details in the technical bid duly contained in closed sealed envelope superscribed as **“Technical bid”**:

**Relationship with Employees:** A non-relationship Certificate is required to be submitted.as per following format along with the Technical bid.The Office will debar parties from tendering having relatives working in **The Oriental Insurance Company Limited** in any capacity.

### **Participation of near relatives of employees in the tender / execution of works.**

I / We / Our Organization, .....

.....*including our*

*Partners/Share holders/Directors* hereby certify that none of my/our relative (s) is/are employed in **The Oriental Insurance Company Limited**

In case at any stage, if it is found that the information given by me/us is false/ incorrect, The Oriental Insurance Company Limited shall have the absolute right to take any action as deemed fit without any prior intimation to me/us

**Signature of the Tenderer with Seal.**

**Name of the Tenderer:**

**Designation:**

**Envelope no. 2 Financial bid superscribed with the name OF Tender on the top of envelope** The **“Financial bid”** shall be contained in a closed sealed superscribed envelope as **“financial bid”**.

**Envelope no. 3** Both the sealed envelopes of **“technical bid”** and **“financial bid”** should be kept in this **third envelope and the sealed envelope superscribed with the name of Tender on top of envelope** and shall be deposited in the sealed tender box at Estate Deptt , The Oriental Insurance Company Ltd.Mumbai Regional Office No.1, Oriental House, 2<sup>nd</sup> Floor , 7, J. Tata Road Churchgate,Mumbai-400 020 **on or before 05/01/2017 3.00 pm.**

Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after this date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit.

Earnest money of unsuccessful bidders shall be refunded within 30 days of opening of tenders except of the qualified bidder.

At first instance only technical bids shall be opened .The technical bids will then be evaluated on the basis of documents/information furnished as also if necessary, after physical examination of the tenderers office/workshop & projects successfully executed by them. The criteria followed by the Company will be at its sole discretion and will not be open to question. The bidders who shall qualify in the technical bid will only be eligible for the opening of their financial bid. The date and time of opening of financial bid shall be intimated to individual qualified bidders .

The Company reserves the right to reject/cancel any or all the tenders without assigning any reasons whatsoever.

**DY. GEN .MANAGER**  
for **THE ORIENTAL INSURANCE CO. LTD**  
**Mumbai Regional Office No.1,**  
**"Oriental House", 2<sup>nd</sup> Floor**  
**7, J. Tata Road, Churchgate,**  
**Mumbai-400 020**

## ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be based at Mumbai and operating their business in Mumbai. The Office Premises of the Bidder/Tenderer should be located in Mumbai. **Attach self-attested photo-copy of proof.**
2. The Bidder/Tenderer should have an established Office Premises in Mumbai having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient caretaking services. Tenders received from Firms/Establishments operating from residential premises and not having an established Office Premises with necessary infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Bidder/Tenderer are hereby informed that the Company will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders/Tenderers.
4. The Bidder/Tenderer should have a minimum experience of **three years as on 31/03/2016** in the field of providing Caretaking & Housekeeping Services on Monthly Contract Basis. **Attach self-attested photo-copy of proof.**
5. The Bidder/Tenderer should be registered with Government Labour Department and possess/hold a valid License issued by Central/State Government/concerned Department of Government of Maharashtra for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract Labour to the Company, the Bidder/Tenderer will be required to submit the same within one month of award of the work. The successful Bidder/Tenderer would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach self-attested photo-copy of Registration with Government Labour Department and Licence.**
6. The Bidder/Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. **Attach self-attested photo-copy of Registration.**
7. The Bidder/Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. **Attach self-attested photo-copy of Registration.**
8. The Bidder/Tenderer should be registered with Service Tax Authorities and should have a valid Service Tax Registration Number issued by Service Tax Authority. **Attach self-attested photo-copy of Service Tax Registration.**
9. The Bidder/Tenderer should have rendered similar satisfactory services of providing Housekeeping Services on Monthly Contract Basis to **atleast three** Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute having **minimum paid-up**

**capital of Rs. 50 Lacs during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.**

10. The Bidder/Tenderer should furnish **List of Clients to whom Caretaking Services on Monthly Contract Basis** are given during the last three financial years i.e. 2013-14, 2014-15 and 2015-16 along with the numbers of persons deputed. **Attach Certificates from concerned Clients/Companies.**
- ◆11. The Bidder/Tenderer should have **minimum Annual Turn-over of Rs. 10 Lacs during the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from Chartered Accountant in this regard.**
- ◆12. The Bidder/Tenderer should have on their wage rolls **minimum 50 workman/manpower in Mumbai as on 31/03/2016. Attach Certificate from Chartered Account in this regard.**
- ◆13. The Company will debar Bidders/Tenderers having relatives working in The Oriental Insurance Company Limited from tendering in any capacity. A Non-relationship Certificate is required to be submitted.

**SCOPE OF WORK:****I. JOBS TO BE CARRIED OUT DAILY**

The Agency undertakes to keep Transit House in Spick and span condition at all times including :-

- (A) General cleaning/mopping and polishing of floors of the entire premises including toilets, corridors, lounges, drive-way, balcony, garage, store rooms, walls, vacuuming of carpets, cleaning of glasses of windows, doors, glass panels etc., cleaning of open and covered area of the Transit House, removal of garbage, cleaning of waste-paper baskets, etc., heating the rooms with Room Heaters during winter, cleaning of sewer lines, tanks, open drains, cleaning/washing of toilets, bath rooms, changing of linens of the beds, bath rooms, upkeep and maintenance of lawns, flower beds, flower pots, sapling, etc., providing drinking water in guest rooms, dining hall etc.
- (B) Removal of waste papers and any other garbage from the entire premises, including from guest rooms, bathrooms, kitchen, the stair cases, roof tops etc.
- (C) Wet mopping of the non-carpeted area with phenyl.
- (D) Cleaning and mopping of stairs, pantry, kitchen and common areas.
- (E) Cleaning of ash/trays.
- (F) Cleaning of frames, railings with Colin.
- (G) Stain removing of entire premises including rooms, toilets, stairs, drawing room, dining room, from furniture and equipments.
- (H) Air freshner spray to be sprayed in drawing room once every day and also as and when required and to provide mosquito repellent in each room and other places where it may be required.
- (I) Restocking of toiletries in toilets after intensive daily checking in the morning and evening, acid-harpik cleaning and scrubbing of toilets, WC's, wash-hand basions, floor area as well as tiles on walls of toilets/bath room and cleaning and wet mopping of mirrors, frames etc. in toilets with colin etc., filling liquid soap containers, soap cake to be provided when liquid soap dispenser is not functioning, toilet rolls/tissue papers etc., to be provided in all toilets.
- (J) Removal of bird droppings and other dirt on the inner walls or on the foot of doors, ventilators etc. as and when required.
- (K) To attend on the Guest(s) who come to reside/stay in the Transit House as authorized by the Company's authorized officer(s).
- (L) To arrange and provide cold drinks, tea, coffee, break-fast, lunch and dinner for such guest(s). The said rates approved by the Company shall be displayed in the Transit House. The raw materials for breakfast/snacks ,Lunch, Dinner and other items will be purchased by the Caretaker. No reimbursement will be made by OIC and the caretaker has to collect the amount from the guests at the rates fixed by OIC
- (M) To provide sundry services to the guests.
- (N) To clean the utensils and crocker used in the Transit House.
- (O) To do such other things as may be required for ensuring peaceful and quite stay at the Transit House.

The jobs mentioned at 3.I (A) to 3.I (O) above are required to be carried out daily by the Agency.

**II. JOBS TO BE CARRIED OUT WEEKLY**

- (A) Thorough cleaning/washing of the entire floor area by using vim and dry-wet mopping phenyl etc. Scrubbing of the entire premises.
- (B) Dusting of walls, roofs etc. From top downward.
- (C) Brass polishing of brass/copper fixtures.
- (D) Window sponging and cleaning from inside.



- (E) Cleaning of drinking water pots, coolers, dust bins, buckets etc. with detergents.
- (F) Weekly cleaning and dusting of Venetian blinds, curtains upholstered chairs, sofas, window panels.
- (G) Vacuum cleaning of carpeted areas.

### **III. JOBS TO BE CARRIED OUT FORTNIGHTLY**

- (A) General cleaning/dusting of panels, posters, painting, light fittings, fans, tube lights and electrical fittings.
- (B) Polishing/buffing of non-carpeting floor area, cleaning of pantry/water supply fixtures, wall tiles etc.
- (C) Removal of cobwebs, Vacuum cleaning of upholstery of sofas and other upholstered chairs.

### **IV. JOBS TO BE CARRIED OUT MONTHLY**

- (A) Polishing of non-carpeted floor areas, cleaning of sanitary/water supply fixtures, wall tiles etc.
- (B) Removal of cobwebs

#### **INFRASTRUCTURE:**

One Guest House currently located at Flat-04, IMM Bldng , Colaba, Mumbai. At any time during the contractual period it will be obligatory on the part of the Service Provider to render the care taking services at such new locations, if added subsequently

#### **CARETAKING AND HOUSE-KEEPING:**

- (a) The Caretaker must report to the Establishment Dept of OIC, MRO-1 on daily basis and collect occupancy details of guests and to receive instructions, if any, with regard to services to be rendered in the guest house.
- (b) The Service Provider shall render comprehensive care taking services and will take care of complete day-to-day functioning of the Guest House including maintenance of premises, housekeeping/catering services, attending the guests, serving tea snacks, managing requirements etc. as per general guidelines and instructions from the authorities of OIC MRO-1 All tools and consumables for the purpose of caretaking/housekeeping like utensils and cooking gas will be provided in the Guest House by OIC ,MRO-1
- (c) The Service Provider shall upkeep the fixtures and furniture, furnishings, fittings & equipments of the guest house at all the time during contractual period. The Service Provider shall also ensure to keep all such items in excellent condition. Such items shall not be taken out of Guest House premises without the consent in writing by authorized official of the OIC The Service Provider shall look after administration of laundry services for all the linen of the Guest House including the guest rooms and will maintain inventory of all such linens.
- (d) The Caretaker will be responsible for taking good care of guest house property and keep up-to-date inventory thereof. The Caretaker shall intimate to OIC authorized officials in emergency during breakdown of electrical power supply, Inverter, Cable TV, Cooking items, Water supply in the guest house
- (e) The Caretaker will provide clean linen, soap, toilet items etc. on arrival of guests for their use in the rooms.
- (f) The Service Provider shall ensure proper maintenance of guest register, visitors book

as desired by OIC

**CATERING:**

**(a) The Caretaker & Helper of Service Provider shall arrange for tea & breakfast to the guest or any person authorized by OIC.**

**(b) The raw materials for breakfast/snacks ,Lunch, Dinner and other items will be purchased by the Caretaker. No reimbursement will be made by OIC and the caretaker has to collect the amount from the guests at the rates fixed by OIC**

**(c)The Service Provider will also ensure proper upkeepment of crockery/cutlery/stores/ beverages/food items etc. in the most hygienic ways and proper inventory to be maintained.**

**(d) The Caretaker & Helper of Service Provider shall be responsible for day-to-day housekeeping of the kitchen and pantries and maintain them in clean, neat and hygienic condition at all the times during contractual period.**

**(e) The Contractor shall provide the above said services at such times and in such manner as communicated by the OIC from time to time.**

**(f) The quality and punctuality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.**

## ANNEXURE "B"

### STATUTORY CONDITIONS:

1. The Service Provider will make payment of wages to the work persons deployed by them for execution of this service agreement. The wages and emoluments for the work persons will not be in any case less than the amount prescribed by statutory authorities from time to time considering Minimum Wages Act. etc. Consequences on account of violation of statutory law, rules and regulations in this regard will be solely to Service Provider's account. OIC shall in no way be responsible or liable for payment or otherwise in any manner or on any account to the persons engaged by the Service Provider to carry out the services herein mentioned. Further, it shall be the responsibility of Service Provider to comply with all provisions of law relating to engagement of contract personnel, viz; Contract Labour (Regulation & Abolition) Act 1970, Gratuity Act, Industrial Dispute Act 1947, Employees Provident Fund Act, Workmen Compensation Act, Payment of Wages Act, Payment of Bonus Act 1965, Family Pension Scheme, Income Tax Act, Service Tax Rules or any other Act or statute not hereinabove mentioned but having bearing over engagement of workers directly or indirectly. The Service Provider shall be the employees' Principal Employer for all intents and purposes in relation to their employment. However, in case any violation of statutory law/rules/regulation by the Service Provider is brought to the notice of OIC, which amounts to financial claim/penalty, OIC will be at liberty to deduct such amount from the service Provider's monthly bill or Retention Money deposit and furnish the same to the respective statutory authority without any reference to the Service Provider.
2. The Service Provider will have to maintain relevant records of such service hands engaged for execution of the jobs, which may be called for verification by OIC in the event of default/failure to render the desired level of services. In the event of failure on the part of Service Provider to perform the duties in the manner as desired and/or does not comply with the contract provisions, OIC shall have the right to deduct such amount deemed fit or feel appropriate as penalty. The amount of such deduction will be on pro-rata basis of the value of the contract or otherwise. The decision of OIC in this regard will be final and binding on the Service Provider.
3. The Service provider will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month alongwith the bill to be submitted on the 3<sup>rd</sup> day of every calendar month for verification, to the nominated official of the OIC. The service provider shall ensure that payment to his employees is made in the presence of an authorized representative of the OIC every month regularly.
4. In case any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates shall be set off by the OIC by giving proportionate increase in the rates.
5. The service provider shall maintain all registers required under various Acts, which may be inspected by the OIC as well as the appropriate authorities at any time.
6. The service provider shall give an undertaking by the 22<sup>nd</sup> of the following month in favour of the OIC that he has complied with all his statutory obligations and submit the documentary evidence to that effect.

## **GENERALCONDITIONS**

- 1. The Agency will ensure the presence of a Caretaker & Helper throughout the contract period. Any unauthorized absence of the said Caretaker will attract penalty at lump-sum rate of Rs. 500/- per day or part thereof.**
- 2. The Service Provider shall ensure observance of rules & regulations of the Guest House including guest rooms.**
- 3. The rooms shall always be under the possession of the Service Provider. The keys of the rooms shall remain with the Caretaker who will be responsible for opening and closing of the rooms. However, allotment of rooms/allocation of guests will be done by OIC of India.**
- 4. The Service Provider will not allow or permit to be allowed any unauthorized occupation of the rooms and will not carry on or permit to be carried out any undesirable, unlawful obnoxious and illegal activities in the Guest House premises.**
- 5. The Service Provider shall duly ensure all their persons engaged in pursuance of the agreement against accident, sickness and agree to indemnify OIC against all liabilities in this regard.  
The Service Provider shall further accept liability and shall indemnify the OIC against any liability, claim, expenses or losses in respect of personal injury of any person whatsoever. The necessary documents/proofs in support of the same will have to be provided to OIC.**
- 6. The OIC reserves the right to increase or to reduce the services and consequently the Service Provider would be paid remuneration on pro- rata basis, if possible. Otherwise, the rates of any such additional/reduced services have to be mutually agreed by both parties, prior to execution.**
- 7. Duration of Agreement: OIC intends to enter in to an agreement with the successful bidder for an initial period of one year with a provision for further extension by one year at the same rates, terms and conditions at the sole discretion of OIC However, OIC reserves the right to terminate the agreement, with one month written notice without assigning any reasons whatsoever. The service Provider will be paid for the period of services rendered before such termination, if any.**
- 8. The service provider shall be responsible for the conduct and behaviour of his employees. If any employee of the Service provider is found misbehaving with the OIC staff, the service provider shall take necessary and appropriate action immediately.**
- 9. In the event of any loss/damage being occasioned to OIC on account of the negligence of the service provider's employees, the service provider shall make good the loss sustained by OIC either by replacement of the material/equipment or payment of compensation.**
- 10. The service provider shall not appoint any sub-contractor to carry out any obligations under the contract.**

11. The contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
12. No relationship of employer and employee shall be created between the OIC and the employees engaged by the Contractor.
13. The contractor shall be responsible for all injuries and accidents to persons, employed by him.
14. The contractor shall frame appropriate procedure for taking immediate action as may be advised by OIC from time to time.
15. The service provider shall take proper instructions from OIC for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.
16. Should the service provider commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the OIC from time to time, it shall be open and lawful for the OIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the service provider and the service provider shall have no right to claim any compensation whatsoever on this account.
17. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by Regional Manager, MRO-1 OIC, Mumbai whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Mumbai. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
18. In case of any new addition in the areas due to new construction after submission of the tender, pro-rata rates will be allowed on such additions.
19. If the OIC notices that the personnel of the service provider has/have been negligent/careless in rendering the said services, the same shall be communicated immediately to the service provider who will devise corrective steps immediately to avoid recurrence of such incidents and report to the OIC its action plan.
20. If any of the personnel of the service provider indulges in theft or any illegal/irregular activities, misconduct, the service provider will take appropriate action against its erring personnel and intimate accordingly to the OIC.
21. The employees/agents of the service provider shall never be considered to enjoy any right to enter the premises of this OIC by virtue of this agreement or otherwise at any time except with the prior permission of the OIC.
22. If any theft or loss of any of the items of the OIC occurs during the period of this agreement, the service provider shall be liable for the same and shall make good the loss.
23. In the event of failure of the service provider to provide the services, as mentioned in this agreement for any reasons whatsoever, the OIC shall be entitled to procure services from other sources and the service provider shall be liable to pay forthwith to the OIC, the difference of

payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services.

24. If, at any time, during the operation of this Agreement or thereafter the OIC is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of present or ex-personnel of the Service provider or to any thirdparty, the service provider shall immediately pay to the OIC all such amounts and costs also and in all such cases/events the decision of the OIC shall be final and binding upon the service provider. The OIC shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the service provider and if such amount is not fully recovered, the OIC shall be entitled to recover the balance amount through legal recourse.

25. The Service provider further agrees to absolve the OIC from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the service provider. It is clearly understood that should the OIC be called upon to make any payment to any authority, the service provider shall reimburse such amounts to the OIC whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the OIC for any default of the service provider or its employees committed during the operation of this Agreement, the service provider shall pay the OIC such amount on demand without protest.

26. **Successful tenderer has to submit 10percent of total order value as security deposit by way of demand draft of the schedule bank or alternatively bank guarantee of nationalized banks can be submitted.**

27. EMD of unsuccessful tenderer will be refunded within 30 days from the date of finalization of the tender. No interest on EMD amount will be payable

28. The parties hereto have considered, agreed to and have a

clear understanding on the following aspects:

i) This Agreement is for providing caretaking services and is not an Agreement for supply of Contract Labour.

ii) The OIC shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Service provider's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.

iii) That the employees/personnel of service provider rendering the services under this Agreement, shall never be deemed to be the employees of the OIC in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by service provider for rendering the said services.

## **TERMINATION**

29. Either party can terminate this Agreement by giving one month's written notice to the other without assigning any reason and without payment of any compensation, thereof. However, the OIC shall give only a 24 hours' notice for termination of this Agreement to the service provider when there is a major default in compliance of the terms and conditions of this Agreement or the service provider has failed to comply with its statutory obligations. In that eventuality the service provider will move out of the premises of the OIC with his men and material immediately. This discretion of termination of this Agreement by the OIC will be exercised judiciously since the Service provider is rendering the essential and public utility services.

30. If service provider commits breach of any covenant or any clause of this agreement, the OIC may send a written notice to the Service provider to rectify such breach within the time limit specified in such notice. In the event the service provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the service provider shall be liable to the OIC for losses or damages on account of such breach.

31. This Agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this Agreement.

32. Either party's liabilities for any charges, payments or expenses due to the other party which accrued prior to the termination date shall not be extinguished by termination, and such amounts (if not otherwise due on an earlier date) shall be immediately due and payable on the termination date

33. Any obligations under this Agreement which either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.

34. Retention Money- At the end of the contractual period, OIC will return the Retention Money after Necessary adjustment as above to the service Provider. Retention Money will not accrue any interest whatsoever.

35. Invoicing and Payment: The Service Provider will submit their monthly invoice/bill in triplicate to OIC at the end of each calendar month for these services Renderedduring the month. Any claim towards such reimbursement must be accompanied with respective cash receipt/vouchers or self certified document duly endorsed by OIC's authorized official. Income tax as applicable will be deducted from the monthly bill/invoice of the Service Provider as per Income Tax rules.

36. Payment will be released by OIC within fifteen days of receipt of undisputed bill/invoice after necessary deduction of any amount due to OIC as per provision of the agreement.

#### **ASSISTANCE FROM GUEST HOUSE**

The Guest House is equipped with the following items to enable the

Service Provider to render the intended services:

(a) Rooms for accommodation of guests are fully furnished with air conditioners/coolers, geysers, Colour TV with cable connections, wooden beds, mattress, pillows, curtains, furniture, carpet etc.. The guest house is also having refrigerator, telephones, additional air conditioners & TV, gas connections along with gas stove, utensils etc. The Guest House will be handed over to the Service Provider alongwith all these items in good working conditions to enable them to render effective and efficient services.

(b) Bed sheets, bed covers, pillow covers, bath towels shall be provided in Guest House. The above items shall be replaced from Guest House as and when required after physical verification by OIC Officials from time to time.



**TECHNICAL BID**

ANNEXURE-C

(Application on the service provider's letterhead) To  
REGIONAL MANAGER  
ESTABLISHMENT DEPTT,  
The Oriental Insurance Co.  
Ltd  
2<sup>nd</sup> Floor Oriental House,7  
,J,TATA Road, Churchgate,  
Mumbai ,400001

**Sub: Tender for providing Caretaker services.**

Dear Sir,

With reference to the above, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for giving caretaker services at the mentioned premises.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender. We also confirm that the offer shall remain valid for ninety days from the date of the offer.

We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft/Pay Order payable at Mumbai for Rs ..../- (towards nonrefundable application fee) and `Rs 10,000/- towards EMD favouring OIC. Details of the same are as under:

Details of Demand Draft	Application Fee of `Rs 1000/-	EMD of `Rs 10,000/-
Demand Draft / Pay Order No.		
Date of Demand Draft / Pay Order		
Name of Issuing Bank		

Yours faithfully,

Authorised Signatory

(Name / Designation and Seal of the firm / company)

Date:

**TECHNICAL BID**  
**SERVICE PROVIDER PROFILE**

**Annexure D**

1. Name of the Organization and Address

2. Year of Establishment

3. Status of the Organization

(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership Firm / Proprietorship)

4. Name of Directors / Partners / Proprietor

Sr.No.	Name	Phone No.	Mobile No.	E-mail ID

5. Whether registered with the Registrar of Companies / Registrar of Firms? If so, submit duly certified copies of Partnership deed, Certificate of Incorporation, etc...

6. (a) Name and address of Bankers i)  
ii)

(b) Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year, 2013-14, 2014-15 and 2015-16.. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

Sr.No.	Financial Year	Turnover ( in thousand)
1	2015-16	
2	2014-15	
3	2013-14	

7. Whether an assessee of Income Tax?. If so, mention Permanent Account Number. Furnish duly certified copies of Income Tax Returns of any of the 3 Financial Years out of last 4 Financial Years i.e. 2012-13 ,2013-14, 2014-15& 2015-16.

8. Since when and how long your Company / Firm has been dealing in Housekeeping/Attendant/Caretaking services.

**Authorised Signatory**

(Name / Designation and Seal of the firm / company)

Date:

TECHNICALBID

ANNEXURE-E

**DECLARATION**

- 1. I / We have read the instructions appended to the Proforma and I / We understand that if any false information is detected at a later date, the contract made between ourselves and Corporation, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences.**
- 2. I / We agree that the decision of the OIC in selection of Service providers will be final and binding on me / us.**
- 3. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.**
- 4. I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned in ANNEXURE-F.**

**SIGNATURE:**

**NAME & DESIGNATION:**

**SEAL OF THE FIRM /  
COMPANY:**

**PLACE:**

**DATE:**

TECHNICALBID

ANNEXURE-F

**Details of existing clients:  
(Separate page must be submitted for each Client)**

<b>Name of the Company</b>	
<b>Address of the Company</b>	
<b>Name, designation of contact person with telephone no. and e-mail ID</b>	<b>Name:</b> <b>Designation:</b> <b>Landline No.:</b> <b>Cell No. :</b> <b>Email ID:</b>
<b>Details of services provided in last 3 years (Ref.No, date of order with photo copy of orders)</b>	

**AUTHORISED SIGNATORY NAME / DESIGNATION AND SEAL OF THE FIRM  
COMPANY**

**Date :**

**TECHNICAL BID****Requirement of Technical Bid****ANNEXURE-G**

Parameter	Requirements	Document enclosed-YES/ NO/N.A.
1. Application	Application as per Annexure C	
2. Service provider's profile	Service provider's profile as per Annexure D.	
3. Declaration by service provider	Declaration by service provider as per Annexure E.	
4. Notarized stamp paper	Notarized stamp paper of `Rs100/-giving undertaking as per para 28 of Terms & condition	
5. Registration in case of Partnership Firm / Company	Copy of Partnership deed, Certificate of Incorporation, etc..	
6. Copies of audited balance sheet & P&L A/c.	Certified copies of audited balance sheet & P&L A/c for the year 2015-16, 14-15 & 13-14.	
7. Details of existing clients.	Details of existing clients as per Annexure F.	
8. Application fee and EMD	DD/Pay Order of `Rs 1000/- & Rs 10,000/- towards application money and EMD respectively.	
9. Minimum annual turnover of ` Rs 10 lakhs' during any one of the last three years.	As per sr.no.6 above.	
10. Experience of having executed an order of one client worth `Rs 5 lakhs for any one of the last 3 years.	Certified copies of work order (s) / Agreement (s).	
11. ESI Certificate	Certified copy of ESI Registration Certificate	
12. Registration under Employee Provident Fund Act, 1952	Certified copy of Registration under Employee Provident Fund Act, 1952	
13. PAN Card	Certified copy of PAN Card	
<b>14. Income Tax Returns</b>	<b>Certified copies of IT Returns of any of the 3 FYs out of last 4 FYs i.e. 2015-16, 14-15, 13-14 &amp; 12-13.</b>	
<b>15. Service tax registration</b>	<b>Certified copy of Service tax registration</b>	

## **DRAFT AGREEMENT WITH AGENCY**

### **A G R E E M E N T**

This Agreement is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Between

The Oriental Insurance Company Limited, a Company incorporated under the Companies Act and

having its Registered/Regional Office at \_\_\_\_\_ (hereinafter called the

Company, which expression unless repugnant to the context and/or expressly excluded shall include

its assigns, administrators and successors) of the First Part; AND

M/s \_\_\_\_\_ a Partnership / Proprietorship / Pvt. Ltd.

firm/company

having its Office at \_\_\_\_\_ (hereinafter called the Agency which expression

unless repugnant to the context and/or expressly excluded shall include its assigns, administrators

and successors) of the Other Part.

Whereas the Company has a Transit House at \_\_\_\_\_, which at present is located at \_\_\_\_\_ and which is used by its officials and its guests;

AND

Whereas the necessary facilities are required to be provided to the Officers/Guests who come and

stay in the said Transit House; AND

Whereas the necessary facilities are required to be provided to the Officers/Guests who come and

stay in the said Transit House; AND

Whereas the said Transit House is required to be maintained and the guests using the same are to be

looked after; AND

Whereas the Agency has represented that it is engaged in the business of House-keeping and is

experienced in managing and maintaining Guest Houses/Transit Houses; AND

Whereas the parties had negotiations and have arrived at the following agreement.

NOW THIS AGREEMENT WITNESSES AS UNDER :-

**1.** That the Company hereby gives the work of maintaining of its Transit House, which at present is located at \_\_\_\_\_ (shortly referred hereinafter the Transit House) and other work/services to the Agency and the Agency undertakes to maintain the Transit House and to provide other services detailed hereinafter.

**2.** That the agreement shall be for a period of one year w.e.f. ....dd/mm/yyyy.....

**3. I.** The Agency undertakes to keep Transit House in Spick and span condition at all times including :-

(A) General cleaning/mopping and polishing of floors of the entire premises including toilets, corridors, lounges, drive-way, balcony, garage, store rooms, walls, vacuuming of carpets, cleaning of glasses of windows, doors, glass panels etc., cleaning of open and covered area of the Transit House, removal of

garbage, cleaning of waste-paper baskets, etc., heating the rooms with Room Heaters during winter, cleaning of sewer lines, tanks, open drains, cleaning/washing of toilets, bath rooms, changing of linens of the beds, bath rooms, upkeep and maintenance of lawns, flower beds, flower pots, sapling, etc., providing drinking water in guest rooms, dining hall etc.

(B) Removal of waste papers and any other garbage from the entire premises, including from guest rooms, bathrooms, kitchen, the stair cases, roof tops etc.

(C) Wet mopping of the non-carpeted area with phenyl.

(D) Cleaning and mopping of stairs, pantry, kitchen and common areas.

(E) Cleaning of ash/trays.

(F) Cleaning of frames, railings with Colin.

(G) Stain removing of entire premises including rooms, toilets, stairs, drawing room, dining room, from furniture and equipments.

(H) Air freshner spray to be sprayed in drawing room once every day and also as and when required and to provide mosquito repellent in each room and other places where it may be required.

(I) Restocking of toiletries in toilets after intensive daily checking in the morning and evening, acid-harpik cleaning and scrubbing of toilets, WC's, wash-hand basions, floor area as well as tiles on walls of toilets/bath room and cleaning and wet mopping of mirrors, frames etc. in toilets with colin etc., filling liquid soap containers, soap cake to be provided when liquid soap dispenser is not functioning, toilet rolls/tissue papers etc., to be provided in all toilets.

(J) Removal of bird droppings and other dirt on the inner walls or on the foot of doors, ventilators etc. as and when required.

(K) To attend on the Guest(s) who come to reside/stay in the Transit House as authorized by the Company's authorized officer(s).

(L) To arrange and provide cold drinks, tea, coffee, break-fast, lunch and dinner for such guest(s). The said rates approved by the Company shall be displayed in the Transit House.

(M) To provide sundry services to the guests.

(N) To clean the utensils and crocker used in the Transit House.

(O) To do such other things as may be required for ensuring peaceful and quite stay at the Transit House.

The jobs mentioned at 3.I (A) to 3.I (O) above are required to be carried out daily by the Agency.

## **II. JOBS TO BE CARRIED OUT WEEKLY**

(A) Thorough cleaning/washing of the entire floor area by using vim and dry-wet mopping phenyl etc. Scrubbing of the entire premises.

(B) Dusting of walls, roofs etc. From top downward.

(C) Brass polishing of brass/copper fixtures.

(D) Window sponging and cleaning from inside.

(E) Cleaning of drinking water pots, coolers, dust bins, buckets etc. with detergents.

(F) Weekly cleaning and dusting of Venetian blinds, curtains upholstered chairs, sofas, window panels.

(G) Vaccum cleaning of carpeted areas.

### **III. JOBS TO BE CARRIED OUT FORTNIGHTLY**

(A) General cleaning/dusting of panels, posters, painting, light fittings, fans, tube lights and electrical fittings.

(B) Polishing/buffing of non-carpeting floor area, cleaning of pantry/water supply fixtures, wall tiles etc.

(C) Removal of cobwebs, Vacuum cleaning of upholstery of sofas and other upholstered chairs.

### **IV. JOBS TO BE CARRIED OUT MONTHLY**

(A) Polishing of non-carpeted floor areas, cleaning of sanitary/water supply fixtures, wall tiles etc.

(B) Removal of cobwebs.

**4.** (A) That the Agency will be entitled to charge his guests for break-fast, lunch, dinner, drinks (cold, tea, coffee) provided by the Agency to the guests at rates approved by the Company and issue proper receipt/bill duly signed. The rates so approved by the Company shall be displayed in the Transit House and shall be made available to the guest(s) concerned.

(B) To charge the guests for the laundry services provided to him at the rates approved by the Company and issue proper receipt/bill duly signed. The rates shall be displayed in the Transit House and shall be made available to the guest(s) concerned.

(C) The Agency shall collect the stay charges from the guest(s) as per the rates approved by the Company and issue proper receipt/bill duly signed in the prescribed format. The charges collected by the Agency from the guest(s) for their stay shall be deposited with the Company at the end of the month.

(D) The Agency shall keep a register for the guest(s) mentioning therein the name of the guest, duration of his/her stay, amount charged from each of them for their stay.

(E) To submit a statement of the guest(s) who stayed in the Transit House as well as the amount collected by the Agency from them every week to the authorized officers of the Company.

(F) To maintain a Complaint Register and make the same available to guest(s) to ensure that the complaint Register is maintained in a proper condition without any tearing and damages.

**5.** (A) That none of the person(s) deputed by the Agency in the Transit House:-

(1) Shall have any right to use the Transit House or facilities provided in the Transit House except for enabling him/them to carry out Agency's obligations under the Agreement.

(2) The Company shall allow not more than two named persons (one as Caretaker and one as Helper), who are deputed by the Agency for the purposes of carrying out the work under this Agreement, to reside at the specified place in the Transit House.

(3) Neither the Agency or any other person who is allowed to stay in the premises shall have any right or interest in the Transit House or any part thereof. The Agency accepts and agrees that the Company has only granted permission to stay in the Transit House for the purposes of performing agency obligations under the agreement and neither it nor any of his employee shall claim any right or interest in the Transit House.

(B) Agency shall also ensure that the person(s) (deputed at the Transit House) to carry



out its obligations under the Agreement shall be polite and will behave in a decent manner with Guests and other visitors visiting the Transit House. None of the them shall use any indecent and/or any objectionable language.

(C) None of the persons deputed by the Agency shall consume alcoholic liquor in the Transit House at any time or smoke in the Transit House except in the prescribed non-smoking area.

(D) The Agency shall not allow any person other than authorized by the Company to enter Transit House or any part thereof.

(E) That the person(s) deputed in the Transit House do(es) not suffer from any communicable disease and infection of any kind.

(F) The Agency shall not sub-contract any of its obligations under this Agreement or change its Constitution during the period of this Agreement except with express permission of the Company in writing.

(G) Agency shall deposit Rs. 5,000/- (Rupees Five Thousand) as Security with the Company. The said security amount shall not bear any interest and shall be refundable on the expiry of the agreement and settlement of dues.

**6.** (A) The Agency shall comply all statues, Rules, Regulations including payment of Minimum Wages Act, Payment of Gratuity Act, Payment of Bonus Act, Employees

Provident Fund & Miscellaneous Provisions Act etc. It shall get itself registered with the Provident Fund Organization and shall deposit contributions and other charges with the Provident Fund Authorities, and other statutory dues. The persons deputed by it in the Transit House shall be paid wages which shall not be less than the minimum wages prescribed by the State Government (i.e. Semi-skilled for Caretaker and Un/skilled for Helper).

(B) To maintain necessary attendance Registers, Wages Register for payment of salary, payment of Contribution Fund Register which record shall always be open for inspections by officials of the Company and Agency shall provide, at its own cost, the certified copy of such record to the Company.

**7.** (A) The Agency shall deploy two named persons viz. One as Caretaker and one as Helper (after obtaining necessary approval from the Company) in the Transit House for maintenance of Transit House.

(B) The Company shall pay a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) per month to the Agency in consideration of the work carried out by the Agency under this Agreement subject to submission of documents as provided in 7 (C) below. Besides that the Company shall reimburse to the Agency for the consumables used by it in the Transit House.

(C) Agency shall furnish its bill every month by the 5<sup>th</sup> day of the succeeding month and along with the bill it shall furnish proof of payment of minimum wages, provident fund/ESI contribution etc., bills of consumable purchased and consumed.

(D) The Company shall be entitled to deduct TDS at the rate applicable before making payments.

**8.** As mentioned above this agreement shall be for a period of one year w.e.f. \_\_\_\_\_ but may be extended for such period and on such terms as the parties may by mutual consent in writing so decided.

**9.** That any of the parties to this Agreement may terminate this Agreement:-

(A) By giving one month's notice in writing to the other party at the address given below.

(B) The Company shall be entitled to terminate this Agreement at any time if the Agency or any of its employees does not perform as per the terms of this Agreement. No such notice as provided in 9 (A) above shall be required to be served when the agreement is terminated by breach of any of the terms of this Agreement.

(C) All communications required to be made under this Agreement shall be given at the address given below :-

Address of Company : \_\_\_\_\_

Address of Agency : \_\_\_\_\_

**10.** On the expiry of the Agreement or its earlier termination Agency shall withdraw all its person(s) from the Transit House and remove any of the material brought by it.

**11.** In the event of any dispute or difference arising between the parties the same shall be referred to the Arbitration of General Manager (Establishment) or any other Officer of the Company nominated by him, whose decision shall be binding on the parties. The Agency agrees and accepts that the said officer is an employee of the Company and has agreed to his appointment as an Arbitrator after knowing the said fact. The Arbitration shall be governed by Arbitration and Conciliation Act.

IN WITNESS WHEREOF THE PARTIES HAVE SIGNED ON THE DATE AND YEAR ABOVE WRITTEN.

WITNESSES:- For and on behalf of  
The Oriental Insurance Company Limited

(1)  
Chief/Regional Manager

For and on behalf of

(2) M/s. \_\_\_\_\_  
Partner/Proprietor

**PART- II(ENVELOPE II)**  
**FINANCIAL BID**

**CALCULATION OF MINIMUM MONTHLY CONTRACT CHARGES PAYABLE TO AGENCY.**

- A) Minimum Wages Act applicable for the area in question and issued by the State Government for the class of 'Shops and Commercial Establishments' shall be taken as the basis for determining the Minimum Contract Charges payable to the Contractor. The same shall be rounded off to the next higher Rupee.
- B) The Agency is required to deploy one Caretaker and Helper for maintenance of Company Transit House. Hence, the Monthly Contract Charges payable will depend on Minimum Wages payable to Caretaker and Helper.
- C) If the Notification fixing Minimum Wages categorizes workers as Skilled, Semi-skilled or Un-skilled, then applicable category of 'Semi-Skilled' shall be taken for Caretaker and 'Un-skilled,' for helper.
- D) The Contract Charges for deployment of Caretaker will be an amount equivalent to the Monthly Minimum Wages as per the Minimum Wages Act applicable for the area in question or Rs.12,500/- per month, whichever is higher.
- E) The Contract Charges for deployment of Helper will be an amount equivalent to the Monthly Minimum Wages act applicable for the area in question or Rs.6,500/- per month, whichever is higher.
- H) Where the Act provides for payment of Dearness Relief or Special Pay or any other such component, in addition to the minimum wages as prescribed, the Contract Charges payable to Contract shall be based on the total sum components.
- I) The Caretakers or Helpers, in addition to the amount of Minimum Wages as mentioned above, they shall also be allowed the benefits such as PF,ESI Contributions, Service Tax, Various Cess(es) or Levies, etc. payable as per Statue.
- J) It may be considered allowing payment of actual service charges to such Agency not exceeding 10% of the Monthly Contract Charges payable to the Caretakers/Helpers to take care of administrative overheads in ensuring remittance of various deduction to the Statutory Authorities.

## Proforma for Submission of Financial Bid

Bidders are requested to quote their all inclusive rates strictly as per following form at for the services as detailed in ANNEXURE-A.

For Care taking Services at OIC Guest House at Flat-04,IMM Building, Colaba, Mumbai .

### Charges for providing Caretaking and other related Services to OIC Guest House as detailed on Page No 1, enclosed.

Rates are to be quoted considering the Minimum Wages payable to personnel as per Maharashtra Minimum Wages Act. The rates quoted are all inclusive of aforesaid minimum wages, all types of services and their frequencies indicated in scope of work of technical bid.

	Description	Amount in Rs per month
<b>CARETAKER (SEMISKILLED) 1Nos</b>	a) Min.Wages (per person)	
	b)Dearness or Special allowance	
	<b>c)Total (a+b) Minimum to be Rs 12,500/- or Higher</b>	
	d) ESI (per person)	
	e) P.F (per person)	
	<b>Total -I (c+d+e)</b>	
<b>HELPER(UNSKILLED) 1 Nos</b>	a) Min.Wages (per person)	
	b)Dearness or Special allowance	
	<b>c)Total (a+b) Minimum to be Rs 6,500/- or Higher</b>	
	d) ESI (per person)	
	e) P.F (per person)	
	<b>Total -II (c+d+e)</b>	
<b>TOTAL III = MONTHLY CHARGES(TOTAL I +TOTAL II)</b>		
Overhead Charges if any (Max 10% of TOTAL III)		
<b>GRAND TOTAL AMOUNT (TOTAL III + OVERHEAD CHARGES)</b>		

Grand Total in Words :.....

**NOTE:** Rates to be quoted on Monthly Basis, inclusive of all charges, but excluding Service Tax which will be paid as per prevailing rates.

Seal and Signature of Authorised Signatory of the Company