

# THE ORIENTAL INSURANCE COMPANY LIMITED



**TENDER DOCUMENT FOR**

**PROVIDING**

**“GARDENING SERVICES ON CONTRACTUAL BASIS”**

**AT**

**ORIENTAL STAFF TRAINING COLLEGE,  
SECTOR-11, MATHURA ROAD,  
FARIDABAD.**

**FINANCIAL BID  
PART – II (PRICED)**

**(Please Check that number of pages are 07)**

## FINANCIAL BID

### Important Instructions for submission of Financial Bid

The Service Provider/Contractor, before quoting the Administrative/Service charges (percentage) in the financial bid, should keep in mind the following facts in addition to the other terms and conditions of the Technical Bid Part-I (Unpriced) mentioned elsewhere in the Tender document:

1) The components of monthly Bill of the contractor and details of payment/reimbursement/deduction shall be as under:

(a) Minimum Wages to workers / supervisor based on notification issued from time to time by Chief Labour Commissioner (Central) New Delhi (as per Minimum Wages Act 1948), Employers' contribution toward PF under EPF Act 1952, Employers' contribution toward ESI Scheme under ESI Act 1948, Payment of Bonus under Payment of Bonus Act, 1965 with Rules, payment of compensation for overtime /weekly off/National holiday/any other holiday, as applicable and as amended from time to time and or any other rule framed there under from time to time by the Central Govt or State Govt and /or any other Authority constituted by or under any law, for the category of persons deployed by the contractor. Service tax / GST, if applicable, shall be extra and borne by OSTC. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess etc. will be deducted as applicable from time to time. The payment to Service Provider/Contractor shall be made (with deduction of statutory taxes as applicable) following release of amount by him/them to his/their workers/depositing the amount(s) with Statutory Authorities and submit proof thereof. As this amount will keep varying, the quantum under this head need not be specified. The Bidder will only declare that he/they will make all statutory payments to his/their workers/supervisors by the stipulated date and thereafter will claim payment from OSTC Faridabad on actual basis ( subject to deduction of statutory taxes as applicable ) .

(b) The percentage of monthly Administrative/ Service Charges is to be quoted by the bidder. **This % should be clearly mentioned in the bid which will be paid as % age of the total amount paid by Service Provider/Contractor to the workers/supervisor** as mentioned under ( a ) above. Bids quoting 0% (zero per cent) towards Administrative / Service Charges shall not be entertained.

(c ) **While quoting the percentage charges, the Service Provider/Contractor should keep in mind any other Statutory payments/ expenses which the Service Provider/Contractor expects to incur to ensure compliance with various statutory/legal provisions of the Authorities, margin for Statutory tax deductions, expenses to be incurred for washing/cleaning/ironing of uniforms and its premature replacement, his profit, administrative and out of pocket expenses and any other expenses.**

(d) 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.

(e) Service tax / GST, if applicable, shall be extra and borne by OSTC. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as applicable from time to time.

2) The Contractor / Service Provider shall provide uniform (Two shirts / Two trousers / Two pairs of socks / One *saafa* for covering head / One belt / one pair of shoes / One pair of Sandals / Chappals, one Jacket or Sweater per year to each worker) to the Supervisor / Workers deployed by them at OSTC. Reasonable cost of uniform will be reimbursed to the Service Provider/Contractor along with %age service charges.

3) Employer Contribution towards PF & ESI in respect of the workers deployed by the Service Provider/contractor will be reimbursed on actual basis

4) OSTC will provide water, electricity, plants / Seeds / garden tools /fertilizers / chemicals/ Insecticides/ pesticides and other necessary materials and cost thereof will be borne by OSTC.

5) A copy of the latest Gazette Notification No.F.No.1/13(3)/2017-LS.II dated 17.3.2017 and No. 1/13(3)/2017-LS.II dated 20.04.2017 issued by Chief Labour Commissioner (Central), Govt of India, Ministry of Labour & Employment New Delhi with regard to payment of minimum wages is annexed for information.

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F.No.1/13(3)/2017-LS.II  
 Government of India  
 Ministry of Labour & Employment  
 Office of the Chief Labour Commissioner(C)  
 New Delhi

Dated: 17/3/2017

**Revision of Minimum Rates of Wages**

The Central Government in exercise of the powers conferred under Clause (b) of section 3 read with clause (i) of sub-section (1) of section 4 of the minimum wages Act, 1948 has revised the minimum rates of wages per day for all category of employees specified in column no. (1) of the Gazette Notification **S.O.No. 188(E)** for the Schedule Employment of **"Construction or Maintenance of Roads or Runways or in Building Operation 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** which is effective from the date of publication i.e. 19<sup>th</sup> January, 2017. The revised rates of minimum wages per day is given below.

| Category of employee                      | Area 'A' | Area 'B' | Area 'C' |
|---|----------|----------|----------|
| Unskilled                                 | 523      | 437      | 350      |
| Semi-skilled/<br>Unskilled<br>supervisory | 579      | 494      | 410      |
| Skilled                                   | 637      | 579      | 494      |
| Clerical                                  | 637      | 579      | 494      |
| Highly Skilled                            | 693      | 637      | 579      |

The workers are eligible for the minimum wages quoted against their respective category and next VDA shall be effective from 01.04.2017 only.

The other details of notification **S.O.No. 188(E)** is available in Ministry of Labour & employment website **labour.gov.in**



(Anil Kumar Nayak)  
 Chief Labour Commissioner(C)

F.No.1/13(3)/2017-LS-II  
 Government of India  
 Ministry of Labour & Employment  
 Office of the Chief Labour Commissioner(C)  
 New Delhi

Dated 20/4/2017

**ORDER**

In exercise of the powers conferred by Central Government vide Notification 188(E) dated 19<sup>th</sup> 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 31.12.2016 reaching 277.5 from 271 (base 2001 = 100) and thereby resulting in an increase of 6.5 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.04.2017

The rates of Variable Dearness Allowance for workers employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Therefore, the minimum rates of wages including the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2017 to the employees would be as under:-

| Category of worker                 | Rates of wages including V.D.A. per day (in Rupees) |                      |                      |
|------------------------------------|---|----------------------|----------------------|
|                                    | 'A' Area  | 'B' Area             | 'C' Area             |
| Unskilled                          | $\frac{523+13}{536}$                                | $\frac{437+11}{448}$ | $\frac{350+9}{359}$  |
| Semi-Skilled/Unskilled Supervisory | $\frac{579+14}{593}$                                | $\frac{494+12}{506}$ | $\frac{410+10}{420}$ |
| Skilled                            | $\frac{637+16}{653}$                                | $\frac{579+14}{593}$ | $\frac{494+12}{506}$ |
| Clerical                           | $\frac{637+16}{653}$                                | $\frac{579+14}{593}$ | $\frac{494+12}{506}$ |
| Highly Skilled                     | $\frac{693+17}{710}$                                | $\frac{637+16}{653}$ | $\frac{579+14}{593}$ |

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

(A.K.Nayak)

CHIEF LABOUR COMMISSIONER(C)

To  
 As per list attached

## FINANCIAL BID

**The bidder is to quote only percentage charges in the relevant column**

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

**I / We hereby declare that five Gardeners (in semi-skilled category) and one Head Gardner (Skilled category) will be paid following amounts every month for which monthly bill will be raised by us and claimed from OSTC for payment on actual basis. Proof of payment of Wages / PF / ESI contribution will be submitted with monthly Bills raised by us.**

Payments under Minimum Wages Act 1948 as notified from time to time by the Chief Labour Commissioner (Central) New Delhi, Payment of Gratuity Act 1976, Employers' contribution toward PF under EPF Act 1952, Employers' contribution toward ESI Scheme under ESI Act 1948, Payment of Bonus under Payment of Bonus Act 1965, Payment of compensation for overtime /weekly off/National holiday/any other holiday, as applicable and as amended from time to time and any other rule framed thereunder from time to time by the Central Govt or State Govt and /or any other Authority constituted by or under any law, for the category of persons deployed by the Service Provider/ contractor.

We shall provide uniform (Two shirts / Two trousers / Two pairs of socks / One *saafa* for covering head / One belt / one pair of shoes / One pair of Sandals & *Chappals*, one Jacket or Sweater per year to each worker) to the Supervisor / Workers deployed by us at OSTC. Reasonable cost of uniform will be reimbursed to us by OSTC along with %age service charge.

I/We will be responsible for washing/cleaning/ironing of uniform for which separate expenses will neither be claimed nor paid by OSTC.

I / We also confirm that **Service tax / GST**, if applicable, shall be charged extra by us which will be **borne by OSTC**. All **statutory deductions** such as TDS, surcharge, Education cess, Higher education cess etc will be **deducted by OSTC from the bill** as applicable from time to time. **OSTC will make payment to us on the basis** of actual amount paid by us to our workmen (with deduction of statutory taxes as applicable) following payment of amount by me/us to our workers.

I / We declare that I/ we will make all statutory payments like Employers contribution towards PF and ESI as applicable to our workers (engaged with OSTC for the contracted work) every month on or before the stipulated date and thereafter will claim payment from OSTC Faridabad on actual basis (subject to deduction of statutory taxes as applicable). We shall be bound to submit all the proof of such payments / remittances made by us.

Signature and Seal of Tenderer

**While quoting the percentage administrative charges we have kept in mind:**

- (i) Statutory payment/ expenses which I/we expect to incur to ensure compliance with various statutory/legal provisions of the Authorities,
- (ii) Margin for Statutory tax deductions,
- (iii) Expenses to be incurred for washing/cleaning/ironing of uniforms and its premature replacement,
- (iv) Our profit & administrative expenses
- (v) Out of pocket expenses
- (vi) And any other expenses.

**I / We hereby quote our administrative/service charges as under:**

(Bids quoting 0% (zero per cent) towards administrative / service charges shall not be entertained; such bids shall be summarily rejected as null & void.)

|                   |                |
|-------------------|----------------|
| <b>In figures</b> | <b>%</b>       |
| <b>In words</b>   | <b>Percent</b> |

These administrative/ service charges will be paid to me/us by OSTC on actual amount paid by me/us to the workers as mentioned in the bill raised by me/us every month calculated as per the provisions above. This percentage of service charges will **remain fixed** during the period of contract. Though the % age of charges will remain fixed during the Contract period, the **actual amount of monthly Administrative/ Service Charges will keep on varying** depending upon the amount that will be claimed every month under above due to revision of minimum wages from time to time.

**Note:** While quoting the percentage contractor should keep in mind his liability towards his profit and statutory deductions such as TDS, surcharge, Education cess, Higher education cess which will be deducted from his monthly bill as applicable from time to time.

Service tax / GST, if applicable, shall be extra and borne by OSTC.

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

Signature:

Name of Signatory:

Seal:

Date:

Place:

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

Signature and Seal of Tenderer