

TENDER DOCUMENT FOR

PROVIDING

HOUSEKEEPING SERVICES

AT

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

(Please Check that number of pages are 08)

**TENDER DOCUMENT FOR
PROVIDING
“HOUSEKEEPING SERVICES”**

AT

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

**FINANCIAL BID
PART – II (PRICED)**

**Tender for providing Housekeeping Services at OSTC
FINANCIAL BID(PRICE BID)
(To be kept in Envelope No. 2)
Instructions for submitting Financial Bid**

1. Contractors are advised to quote the rates strictly in the Financial Bid (Price Bid)
2. The rate should be quoted in Indian Rupees only.
3. All the columns should be clearly filled in ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. Housekeeping staff will be considered under un-skilled category, semi-skilled, skilled and highly skilled category as per Annexure A,B,C and D and the current rate of wages will be effective from 1.1.2012 as per Labour Commissioner, Haryana circular No. IR-II/8273-397 dated 21.2.2012 is mentioned in the relevant annexures.
6. If the above amount is increased then automatically the benefits 2(a) to 2(f) will increase and the total amount payable to Contractor at S.No. 5 below will also increase.
7. Minimum wages per month at S.No.1 and other statutory payments along with cost of amenities i.e, S.No. 2(a) to 2(f) of financial bid will be paid by the Contractor to workers and reimbursed to Contractor by OSTC as per Minimum Wages Act and other statutes in force and amended from time to time.
8. The rate quoted above will be per shift of 8 hours per person per month.
9. If the Minimum Wages are revised by the Government of Haryana or any other rates in respect of statutory payments are revised by Central or Haryana Government then amount payable shall be revised by OSTC accordingly.
10. Nature and design of Uniform and other accessories will be decided by OSTC and per month outgo will be approximately Rs. 250/- as mentioned in S.No.2(g) of financial bid. This amount will remain fixed throughout the contracted period of three years.
11. Mediclaim insurance will be arranged by the service provider and per month outgo will be approximately Rs. 150/- as under S.No..2(h) of financial bid. This amount will remain fixed during the contracted period of three years.
12. Percentage of Service/Administrative charges will remain fixed during the first year of the contract but the amount thereof will vary depending upon the total of S.No.1 + S.No.2a to 2 i = S.No.3 of the Financial Bid (Price Bid). On Satisfactory completion of first year of the contract, the administrative/service charges shall be increased by 10% of the previous year percentage, while renewing contract for the second and third year, For e.g. if the contractor quotes 10% service charges/administrative charges then for first year it will be 10%, 11% for second year and 12.1%. for the third year.
13. Necessary Statutory deductions such as TDS, Surcharge, Education cess, Higher education cess etc. will be made from the amount payable.
14. Service Tax and cess thereon, if any, will be paid in addition to amount quoted by the Agency
15. The contractor is advised to mention any other statutory requirement under col.2(i) specifically with the cost thereof. He should make a note that it will be contractor's responsibility to bear the cost of all statutory payments and no additional cost other than what is quoted by him in the financial bid shall be borne by the Company.

Signature of Tenderer:

Name of Tenderer:

Place:

Seal & Date

Important: This document duly signed alongwith Annexure A,B,C,D and E duly signed should be kept in Financial Bid envelope.

Signature and Seal of Tenderer

**ANNEXURE- A
(SWEEPERS & ROOM BOYS)**

FINANCIAL BID(PRICE BID)

To be kept in Envelope No. 2
Tender for providing Housekeeping Services at OSTC

S.No.	Items	Amount (Rs.)	Amount (in words) in Rupees.
1.	Minimum Wages per person (as notified by Labour Commissioner, Haryana Govt.) effective w.e.f. 1.1.2012 under Unskilled category (A)	4847.17	Four thousand eight hundred forty Seven and paise Seventeen Only
2(a)	PF@12% on minimum wages: (employer's contribution)	581.66	Five hundred eighty one and paise sixty six only
(b)	Administration charges of PF @1.61% on minimum wages.	78.03	Seventy eight and paise three only
(c)	ESI @4.75% on minimum wages (employer's contribution)	230.24	Two hundred thirty and paise twenty four only
(d)	Bonus @8.33% of minimum wages	403.76	Four hundred three and paise seventy six only
(e)	Leave cost per month @ 11.86% of minimum wages	574.87	Five hundred seventy four and paise eighty seven only
(f)	Weekly off cost @14.25% on minimum wages per month.	690.72	Six hundred ninety and paise seventy two only
(g)	Uniform cost for value of Rs.3000/-per year(monthly cost)	250/-	Two hundred fifty only
(h)	Mediclaime cost of each worker on sum insured Rs.1,00,000/- (monthly cost).	150/-	One hundred fifty only
(i)	<u>Any other statutory payment not included herein above. (Please specify by mentioning relevant statutory provision & also mention the percentage of Minimum wages or amount per month).</u>		
(3)	TOTAL 1+ 2(a) to 2(i)		
(4)	Service charges/Administrative charges (Please specify %age on the above total amount under S.no.3)		
(5)	TOTAL AMOUNT CHARGEABLE. (3+4)		

Note: This document to be kept in Financial Bid envelope.

Signature and seal of tenderer

FINANCIAL BID(PRICE BID)
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Tender for providing Housekeeping Services at OSTC

S.No	Items	Amount (Rs.)	Amount (in words) in Rupees.
1.	Minimum Wages per person (as notified by Labour Commissioner, Haryana Govt.) effective w.e.f. 1.1.2012 under semi-skilled category (A)	4977.17	Four thousand nine hundred seventy Seven and paise Seventeen Only
2(a)	PF@12% on minimum wages: (employer's contribution)	597.26	Five hundred ninety seven and paise twenty six only
(b)	Administration charges of PF @1.61% on minimum wages.	80.13	Eighty and paise thirteen only
(c)	ESI @4.75% on minimum wages (employer's contribution)	236.41	Two hundred thirty six and paise forty one only
(d)	Bonus @8.33% of minimum wages	414.60	Four hundred fourteen and paise sixty only
(e)	Leave cost per month @ 11.86% of minimum wages	590.29	Five hundred ninety and paise twenty nine only
(f)	Weekly off cost @14.25% on minimum wages per month.	709.24	Seven hundred nine and paise twenty four only
(g)	Uniform cost for value of Rs.3000/-per year(monthly cost)	250/-	Two hundred fifty only
(h)	Mediclaime cost of each worker on sum insured Rs.1,00,000/- (monthly cost).	150/-	One hundred fifty only
(i)	<u>Any other statutory payment not included herein above, (Please specify by mentioning relevant statutory provision & also mention the percentage of Minimum wages or amount per month).</u>		
(3)	TOTAL 1+ 2(a) to 2(i)		
(4)	Service charges/Administrative charges (Please specify %age on the above total amount under S.no.3)		
(5)	TOTAL AMOUNT CHARGEABLE. (3+4)		

Note: This document to be kept in Financial Bid envelope.

Signature and seal of tenderer

FINANCIAL BID(PRICE BID)
To be kept in Envelope No. 2
Tender for providing Housekeeping Services at OSTC

S.No	Items	Amount (Rs.)	Amount (in words) in Rupees.
1.	Minimum Wages per person (as notified by Labour Commissioner, Haryana Govt.) effective w.e.f. 1.1.2012 under Skilled category (A)	5237.17	Five thousand two hundred thirty Seven and paise Seventeen Only
2(a)	PF@12% on minimum wages: (employer's contribution)	628.46	Six hundred twenty eight and paise forty six only
(b)	Administration charges of PF @1.61% on minimum wages.	84.32	Eighty four and paise thirty two only
(c)	ESI @4.75% on minimum wages (employer's contribution)	248.76	Two hundred forty eight and paise seventy six only
(d)	Bonus @8.33% of minimum wages	436.25	Four hundred thirty six and paise twenty five only.
(e)	Leave cost per month @ 11.86% of minimum wages	621.12	Six hundred twenty one and paise twelve only
(f)	Weekly off cost @14.25% on minimum wages per month.	746.30	Seven hundred forty six and paise thirty only
(g)	Uniform cost for value of Rs.3000/-per year(monthly cost)	250/-	Two hundred fifty only
(h)	Mediclaime cost of each worker on sum insured Rs.1,00,000/- (monthly cost).	150/-	One hundred fifty only
(i)	<u>Any other statutory payment not included herein above, (Please specify by mentioning relevant statutory provision & also mention the percentage of Minimum wages or amount per month).</u>		
(3)	TOTAL 1+ 2(a) to 2(i)		
(4)	Service charges/Administrative charges (Please specify %age on the above total amount under S.no.3)		
(5)	TOTAL AMOUNT CHARGEABLE. (3+4)		

Note: This document to be kept in Financial Bid envelope.

Signature and seal of tenderer

**ANNEXURE-D
(SUPERVISOR)**

**FINANCIAL BID(PRICE BID)
To be kept in Envelope No. 2
Tender for providing Housekeeping Services at OSTC**

S.No	Items	Amount (Rs.)	Amount (in words) in Rupees.
1.	Minimum Wages per person (as notified by Labour Commissioner, Haryana Govt.) effective w.e.f. 1.1.2012 under Highly-skilled category (A)	5497.17	Five thousand four hundred ninety Seven and paise Seventeen Only
2(a)	PF@12% on minimum wages: (employer's contribution)	659.66	Six hundred fifty nine and paise Sixty six only
(b)	Administration charges of PF @1.61% on minimum wages.	88.50	Eighty eight and paise fifty only
(c)	ESI @4.75% on minimum wages (employer's contribution)	261.11	Two hundred sixty one and paise eleven only
(d)	Bonus @8.33% of minimum wages	457.91	Four hundred fifty seven and paise ninety one only
(e)	Leave cost per month @ 11.86% of minimum wages	651.96	Six hundred fifty one and paise ninety six only
(f)	Weekly off cost @14.25% on minimum wages per month.	783.34	Seven hundred eighty three and paise thirty four only
(g)	Uniform cost for value of Rs.3000/-per year(monthly cost)	250/-	Two hundred fifty only
(h)	Mediclaim cost of each worker on sum insured Rs.1,00,000/- (monthly cost).	150/-	One hundred fifty only
(i)	<u>Any other statutory payment not included herein above, (Please specify by mentioning relevant statutory provision & also mention the percentage of Minimum wages or amount per month).</u>		
(3)	TOTAL 1+ 2(a) to 2(i)		
(4)	Service charges/Administrative charges (Please specify %age on the above total amount under S.no.3)		
(5)	TOTAL AMOUNT CHARGEABLE. (3+4)		

Note: This document to be kept in Financial Bid envelope.

Signature and seal of tenderer

ANNEXURE – E

SUMMARY OF FINANCIAL BID - ANNEXURE A, B, C AND D.

S.No.	Type of workman	Annexure No. of Financial Bid.	Amount quoted per person (as per column 5 of financial bid.)	No. of Persons required.	Total amount payable.
1.	Room Boy and Sweeper (Unskilled category)	A		10	
2.	Plumber (Semi-skilled category)	B		1	
3.	Receptionist (Skilled category)	C		3	
4.	Supervisor (Highly skilled category)	D		1	
		TOTAL	Rs.	15	Rs.

Total amount chargeable for all 15 (fifteen persons) as above
(In figures) Rs. _____
(In words) Rs. _____

L-1 will be decided on the basis of total cost of 15 workmen quoted.

Signature and seal of Tenderer.

Note: This document to be kept in Financial Bid envelope.