

**TENDER DOCUMENT FOR
PROVIDING**

“Security Guards”

AT

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

**FINANCIAL BID
PART –II (PRICED)**

(Please check that there are 04 pages)

**Tender for providing Security 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. Security Guards will be considered under Semi-skilled category and current wage rate for semi-skilled category is Rs.4977.17 p.m. effective from 1.1.2012 as per Labour Commissioner, Haryana circular No. IR-II/8273-397 dated 21.2.2012.
6. If the above amount is increased then automatically the benefits at Sr.No. 2(a) to 2(f) of Financial Bid will increase and the net amount payable to Contractor at S.No. 5 of Financial Bid below will also increase.
7. Minimum wages per month at Sr.No. 1 and other statutory payments along with cost of amenities at Sr.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 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 = i.e. S.No. 3 as in 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 will be responsible for payment of all statutory payments and penalty, if any imposed by any statutory authority. The Contractor is, therefore, advised to mention any other Statutory requirement under Column 2(i) of the Financial Bid 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 in any case.

Signature of Tenderer:

Name of Tenderer:

Place:

Seal:

Date:

**Tender for providing Security Services at OSTC
FINANCIAL BID (PRICE BID) FORMAT**

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)	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).		
(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)		

IMPORTANT : L-1 will be decided on the basis of total Amount quoted under column 5 of the above.

Signature of Tenderer:

Name of Tenderer

Place:

Date:

SEAL