

THE ORIENTAL INSURANCE COMPANY LIMITED



TENDER DOCUMENT FOR

PROVIDING

**“ELECTRICAL MAINTENANCE SERVICES
ON CONTRACTUAL BASIS”**

AT

**ORIENTAL STAFF TRAINING COLLEGE
FARIDABAD**

**FINANCIAL BID
PART – II (PRICED)**

(Please Check that number of pages are 08)

Signature & Seal of Tenderer

FINANCIAL BID

Important Instructions for submission of Financial Bid

The number & category of workers to be deployed at OSTC for the administration of this contract shall be as under:

Designation	No. to be deployed	Category of worker and applicable Minimum Wages
Electrical Supervisor/ Head Electrician	02	Highly skilled
Electricians / DG Set operators	'06	Skilled

The payment to Service Provider / Contractor i.e. their monthly Bill will comprise of two components - (1) Statutory payments and (2) Fixed %age thereon towards Admn / Service Charges. Before quoting the %age of Admn / Service charges in the financial bid Service Provider / Contractor should keep in mind the following facts in addition to the other terms and conditions of the Technical Bid Part-I and / or as mentioned elsewhere in the Tender document.

- (1). **Statutory Payments:** The Service Provider / Contractor will be required to make following statutory payments to the Supervisor and the Electricians / DG Set Operators deployed by us as per the requirement of OSTC and remit contribution to concerned Statutory Authorities as under:
- (a) Minimum Wages to Workers / Supervisor as per 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, Haryana Government, whichever is applicable. A copy of the latest Gazette Notification dated 28.09.2018 issued by Chief Labour Commissioner (Central), Ministry of Labour and Employment, Government of India with regard to payment of minimum wages applicable as on date is annexed for information.
 - (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, as applicable
 - (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 / Contractor.

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 Contractor / Service Provider will claim these payments from OSTC Faridabad on actual basis with supporting documentary proof of all such payments / remittances.

Services to be Provided :

Besides other assignments of routine maintenance work and operation of DG sets etc, the Contractor / Service Provider and the workers deployed by him / them as per this tender / contract will be responsible for execution of work as detailed in Annexure -VII titled "Scope of Service" attached with the Technical Bid of the Tender document.

Precisely, the Contractor / Service Provider shall be responsible for maintenance of various electrical items / installations / fixtures / fittings / wiring and various appliances such as Geysers, Room Heaters, Inverters, Air conditioners, (Window, Split, tower, duct etc), Water coolers and electric motors of various capacities TVs & Set Top Boxes, LCD Projectors, Neon-sign & sign-boards, FAX machine, Bain Marie, Electric Mixer & Grinder, Deep Freezer, DG Sets, Synchronizing panels, fountain and swimming pool plants, Water Bore system (including submersible pumps and cables), Refrigerators, 500 KVA Substation comprising of Transformer, Vacuum Circuit Breaker, Electric panels, Electric Meters, Electric Poles. Televisions, Fans, Door Bells, Irons, Table lamps, tube lights / other lights, Exhaust fans, Insect catcher, shoe shiner, desert coolers, UPS, stabilizers, cables, telephones, EPABX system and LAN wirings, hot cases, electric kettles, toaster, griller, sandwich maker, vacuum cleaner etc. This list is illustrative and not exhaustive. For complete details please see Annexure VII – Scope of Service attached to the Technical Bid.

(2).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 & 5 below and elsewhere in the Technical Bid. This fixed % age should be clearly mentioned in the bid. The amount under this head will be paid in addition to the statutory amounts paid by them, as % age of the total amount paid by Service Provider / Contractor to the Electrical Supervisor / Electricians & DG Set Operators. Employer's contribution towards PF / ESI will be reimbursed by OSTC to the contractor / Service Provider on submission of proof of remittance on actual basis along with fixed %age of admn / service charges as above.

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. and other permitted benefits provided to the Electrical Supervisor / Electricians & DG Set Operators.

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

General Guidelines

While quoting the %age towards Admn / Service charges in the financial bid the Bidders are advised to keep a note of following:

1. The amount will be paid to the Service Provider / Contractor 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 Electrical Supervisor, Electricians & DG Set Operators.
2. GST if applicable shall be extra and shall be borne by OSTC.
3. 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.
4. The Contractor / Service Provider shall provide uniform (Two shirts, Two trousers, Two pairs of socks, One belt, one pair of shoes or One pair of Sandals or Chappals, one Jacket or Sweater (in winter) per year to the Workers of all categories deployed by them at OSTC. The cost of the uniform and shoes etc. for such workers will be reimbursed by OSTC to Service Provider / Contractor on actual basis along with the service charges as quoted in Financial bid.
5. Margin for any other Statutory payments / expenses / liasoning work etc, 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 incidental to discharge of duties & obligations under this tender / contract, may be kept in mind while quoting the fixed %age charges.
6. The Bidders are advised to visit the site to familiarize themselves with the OSTC campus area for which they are required to provide electrical maintenance services.
7. As per Government of India, Ministry of Commerce and Industry, Department of Commerce (GA Section) Memo No. 31/14/1000/2014-GA dated 17.09.2014. Service Charges, Administrative Charges quoted by the Bidder necessarily has to be over and above Zero Percent. Further Zero Percent includes all derivatives of zero up to 0.9999 and thereof. Any service charges not adhering to these guidelines shall be considered unresponsive and such bid shall not be considered.

F.No.1/38(3)/2018-LS-II
 Government of India
 Ministry of Labour & Employment
 Office of the Chief Labour Commissioner(C)
 New Delhi

Dated: 28/9/2018

ORDER

In exercise of the powers conferred by Central Government vide Notification 188(E) dated 19th 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 30.06.2018 reaching 288.33 from 286 (base 2001 = 100) and thereby resulting in an increase of 2.33 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.10.2018

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.**

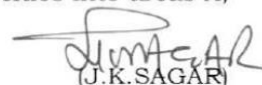
Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	35	29	23
Semi-Skilled/Unskilled Supervisory	38	33	27
Skilled/Clerical	42	38	33
Clerical	45	42	38

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2018 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+35=558	437+29=466	350+23=373
Semi-Skilled/Unskilled Supervisory	579+38=617	494+33=527	410+27=437
Skilled/ Clerical	637+42=679	579+38=617	494+33=527
Highly Skilled	693+45=738	637+42=679	579+38=617

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


 (J.K. SAGAR)

CHIEF LABOUR COMMISSIONER(C)

To
 As per list attached

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 one Electrical Supervisor (Highly Skilled category) and Seven Electricians / DG Set Operators (in skilled category) or as per requirement of OSTC from time to time, will be deployed at OSTC as per this tender. These workers 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:

- (a) Minimum Wages to Electrical Supervisor / Electrician / DG Set Operators as per 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, Haryana Government, whichever is applicable. A copy of the latest Gazette Notification dated 28.09.2018 issued by Chief Labour Commissioner (Central), Ministry of Labour and Employment, Government of India 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) 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, as applicable
- (f) All 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 / Contractor.

I / We shall provide uniform (Two shirts / Two trousers / Two pairs of socks / One belt / one pair of shoes / One pair of Sandals / Chappals, one Jacket or Sweater per year to each worker) to the Supervisor / Head and Electricians deployed by me at OSTC. The cost of the uniform and shoes for the Supervisor / Head and Electricians will be reimbursed to me by OSTC on actual basis. I/ We have to ensure that the uniforms are maintained properly and always kept neat and clean by their workers.

I / We also confirm that **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**

Signature & Seal of Tenderer

actual amount paid by us to our workers (with deduction of statutory taxes as applicable) following payment of amount by me / us to our Workers (Electrical Supervisor / Electricians & DG Set Operators). OSTC will also make payment of %age monthly Administrative Expenses as per ' Service Charges' (Annexure X) & Billing Process & Documents (Annexure XI) of the Technical Tender document.

While quoting the %age administrative charges we have kept in mind:

- (i) All overheads in relation to obligations for the nature of services to be provided by us as illustrated in 'Scope of Service' – Annexure VII of the Technical Bid of the Tender document.
- (ii) Statutory payment / expenses which I / we expect to incur to ensure compliance with various statutory / legal provisions of the Authorities including any expenses and overheads involved in liason work with Govt Deptts / Electricity Authority / DHBVN Ltd and / or any other statutory authority,
- (iii) Margin for Statutory tax deductions,
- (iv) Expenses to be incurred for washing / cleaning / ironing of uniforms and its premature replacement,
- (v) Our profit & administrative expenses
- (vi) Out of pocket expenses
- (vii) And other expenses likely to be incurred in discharge of duties & obligations under this tender.

I / We hereby quote our fixed %age administrative / service charges as under:

In figures	%
In words	Percent

These administrative / service charges will be paid to me / us by OSTC on actual admissible amounts paid by me / us to the workers and mentioned in the bill to be 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 admn / service 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 and payable every month under above due to revision of minimum wages from time to time.

I / We agree that this bid submitted by me / us shall be valid for a period of six months (180 days) from the date of opening of the tender.

GST if applicable shall be extra and borne by OSTC.

I/We have gone through all the provisions, terms and conditions of the tender (Technical Bid & Financial Bid) and agree to abide by them.

Date:

Signature:

Place:

Name of Signatory:

Seal of Company / Firm

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