

THE ORIENTAL INSURANCE COMPANY LIMITED



TENDER DOCUMENT FOR PROVIDING “SECURITY SERVICES ON CONTRACTUAL BASIS”

AT

ORIENTAL STAFF TRAINING COLLEGE
SECTOR-11, MATHURA ROAD
FARIDABAD

(Please Check that number of pages are **10**)

Signature and Seal of Tenderer

THE ORIENTAL INSURANCE COMPANY LIMITED



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AT

**ORIENTAL STAFF TRAINING COLLEGE
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**FINANCIAL BID
PART – II (PRICED)**

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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 for the purpose of Minimum Wages
Head Guard	01	Highly skilled
Security Guards	08	Skilled

The payment to Service Provider / Contractor i.e. their monthly Bill will comprise of two components (Statutory payments and Fixed %age Administrative/ Service Charges). Before quoting the 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 (Un priced) mentioned elsewhere in the Tender document.

I. Statutory Payments: The Service Provider/Contractor will be required to make following statutory payments to One Head Guard and Eight Security Guards and remit mandatory contribution to concerned Statutory Authorities as under:

- (a) Minimum Wages to Head Guard & Security Guards 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 30.3.2015 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

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statutory contributions with the concerned statutory authorities. Thereafter the Contractor/ Service Provider will claim these payments from OSTC Faridabad on actual basis.

Note:

The above Workers (Head Guard & Security Guards) will be responsible for execution of Security work as mentioned in annexure VII titled 'Scope of Service' attached with the Technical Tender document.

II 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. This fixed % age should be clearly mentioned in the bid. The amount under this head will be paid in addition to the statutory amount paid by them, as % age of the total amount paid by Service Provider/Contractor to the Head Guard & Security Guards. Employer's contribution towards PF/ESI will be reimbursed by OSTC to the contractor/ Service Provider on submission of proof of remittance..

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 Head Guard & Security Guards.

Service tax 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

During the period of Contract the Service Provider/Contractor will be paid (I) Statutory payment plus (II) **monthly Administrative/ Service Charges** based on fixed % age (**to be quoted by the bidder**) of the **Statutory Payments under (I) above and permitted benefits provided under 4 & 5 below** and while quoting the %age in the financial bid they are advised to keep a note of following:

1. The amount will be paid to 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 Head Guard & Security Guards, on submission of documentary proof of such remittances along with %age of Admn / Service charges.
2. Service tax 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.

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4. Service Provider/Contractor shall arrange Medclaim Policy for the amount as prescribed by OSTC and Employees Compensation Policy (WC Policy in respect of Head Guard and Security Guards in the Joint names of The Oriental Insurance Company Ltd as Principal and Service Provider/contractor) to coincide with the period of the Contract. Actual premium along with %age Administrative/service charges as per tender will be reimbursed to Service Provider/Contractor by OSTC.

5. Service Provider/Contractor shall arrange uniform (summer, winter including shoes) as stipulated by OSTC and reasonable actual cost thereof will also be reimbursed to Service Provider/Contractor by OSTC along with %age service charges.

Service Provider/Contractor shall be responsible for washing/ cleaning/ ironing of uniform for which separate expenses will neither be claimed nor paid by OSTC. Service Provider /Contractor shall be responsible for **premature replacement of uniform and shoes.**

6. Margin for 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 incidental to discharge of duties & obligations under the tender, may be kept in mind while quoting the fixed %age charges..

7. The Tenderers should be possessing / holding a valid license issued by Central Government / concerned Deptt. of Haryana Government for providing Security Services in the State of Haryana as per Private Security Agencies (Regulation) Act, 2005 and rules framed thereunder. The successful tenderer would be required to deploy Security Guards at OSTC as per norms prescribed under the said Act.

8. The Bidders are advised to visit the site to familiarize themselves with the OSTC campus area for which they are required to provide security services.

Signature and Seal of Tenderer

No.1/3(3)/2015-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 30/3/2015

O R D E R

In exercise of the powers conferred by Central Government vide Notification 1285(E) dated 20-5-2009 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 31.12.2014 reaching 252.83 from 241 (base 2001 = 100) and thereby resulting in an increase of 11.83 points for Industrial Workers as under. This order shall come into force w.e.f. 01.04.2015

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** would be as under:-

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	168.00	140.00	113.00
Semi-Skilled/Unskilled Supervisory	185.00	158.00	132.00
Skilled/Clerical	204.00	185.00	158.00
Highly Skilled	221.00	204.00	185.00

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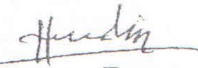
(2)

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2015 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	$\frac{180.00 + 168.00}{348.00 \times 26}$ 9048	$\frac{150.00 + 140.00}{290.00}$	$\frac{120.00 + 113.00}{233.00}$
Semi-Skilled/Unskilled Supervisory	$\frac{200.00 + 185.00}{385.00 \times 26}$ 10010	$\frac{170.00 + 158.00}{328.00}$	$\frac{140.00 + 132.00}{272.00}$
Skilled/ Clerical	$\frac{220.00 + 204.00}{424.00 \times 26}$ = 11024	$\frac{200.00 + 185.00}{385.00}$	$\frac{170.00 + 158.00}{328.00}$
Highly Skilled	$\frac{240.00 + 221.00}{461.00 \times 26}$ = 11986	$\frac{220.00 + 204.00}{424.00}$	$\frac{200.00 + 185.00}{385.00}$

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory board meeting held of 26-8-2008.

The Classification of workers under different categories and the classification of cities under different areas will be same as in the notification referred to in para I as amended from time to time. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.



(P.P. MITRA)

CHIEF LABOUR COMMISSIONER(C)

To

As per list attached

Signature and Seal of Tenderer

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 Head Guard (Highly Skilled category) and Eight Security Guards (in 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:

- (a) Minimum Wages to Head Guard /Security Guards 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 dt. 30.3.2015 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 arrange Mediclaim Policy for the amount as fixed by OSTC and Employees Compensation Policy (WC Policy in respect of Head Guard and Security Guards in the Joint names of The Oriental Insurance Company Ltd as Prinicipal and Service Provider/contractor) to coincide with the period of the Contract. Actual premium will be reimbursed to me/us by OSTC along with %age service charges.

I/We shall arrange uniform (summer, winter including shoes) as stipulated by OSTC and reasonable actual cost thereof will also be reimbursed to me/us by OSTC along with %age service charges. I/We will be responsible for washing/cleaning/ironing & premature replacement of uniform for which separate expenses will neither be claimed nor paid by OSTC.

I/ We have a valid license issued by Central Government / concerned Deptt. of Haryana Government for providing Security Services in the State of Haryana as per Private Security Agencies (Regulation) Act, 2005 and rules framed there under. I /We would deploy Security Guards at OSTC as per norms prescribed under the said Act.

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I / We also confirm that **Service tax** 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 (Head Guard & Security Guards). 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) Nature of services as illustrated in 'Scope of Service' – Annexure VII. of the Technical Tender document.
- (ii) Statutory payment/ expenses which I/we expect to incur to ensure compliance with various statutory/legal provisions of the Authorities,
- (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 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.

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Note: While quoting the percentage contractor should keep in mind his margin 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 if applicable shall be extra and borne by OSTC.

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

Date:

Signature:

Place:

Name of Signatory:

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

Signature and Seal of Tenderer