



PART-II

FINANCIAL BID

FOR

**Tender for General Maintenance and Housekeeping of Office Premises at
New Delhi / NCR.**

**(To be submitted in a SEPARATE SEALED envelope super -scribed as "FINANCIAL
BID")**



PREAMBLE

- 1)** Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The worksheet, showing the break -up of the total rates quoted, enclosed with the Schedule of Quantity should be filled carefully. The contractor should furnish Rate Analysis for scrutiny of the rates if required by the Bank.

- 2)** Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EP F Act is applicable to the contractor as per law. The expenditure incurred by the contractor towards payment of employer's share of ESI & EPF contributions, if any, for this contract, shall be reimbursed by the Bank on production of proof of payment (counterfoils) & other documents such as registration number, photo card etc. alongwith monthly bill. The rates in the Schedule of Quantity should be quoted INCLUSIVE of ESI & PF benefits, but should be based on the minimum wages as notified by office of the Dy.Chief Labour Commissioner (CENTRAL), New Delhi, Ministry of Labour & Employment, Government of India for Category A from time to time.

- 3)** The rates quoted SHOULD include GST. GST, as applicable, shall be paid depending upon the rate decided by Government of India from time to time.

- 4)** In case the rates quoted are found unreasonable and do not conform to the specifications or stipulations given in the tender document, the financial bids submitted would be rejected outright and the final decision in this regard will be that of the Bank.

- 5)** Rates shall have to be quoted both in words and figures.



ANNEXURE-I

**CALCULATION SHEET SHOWING BREAK-UP OF THE RATES QUOTED IN THE
SCHEDULE OF QUNATITY**

A	WAGES			
	Category of Staff Employed	Minimum number of Staff to be employed as indicated in Manpower details	Days per month	* Wages per month (`)based on minimum wages
i	Unskilled	7 nos	26	
ii	Semi Skilled (Including Supoervisor)	8 nos	26	
B	Total			
C	Materials charges	Lumpsum – per month		
D	Managerial and Administrative fees (including reliever charges) for executing the work as @_% of [(B+ C) x _%]/100**	Percentage (%)		
E	(B + C + D) per month			
F	Total charges per year (E x 12)			
	Total charges per year in words			

* Latest Wage Rates as notified by the Office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India.

** Managerial and Administrative fees shall cover items like payment of premium towards insurance cover of minimum **Rs. 2 Lakh** per person for the workers employed, premium towards third-party insurance cover of minimum **Rs. 3 Lakh**, other incidental administrative costs like over head profit, other misc charges etc.

@ The quoted percentage shall remain unchanged for the entire period of contract.

Note:The information above has to be filled carefully. Any error or unreasonableness noticed in computation of the figure above for arriving at the price bid may lead to rejection of the bid by the Bank.

The final figure i.e. Entry in Row F should be quoted as the annual rates quoted by you in Schedule of Quantities (ANNEXURE-II).



ANNEXURE-I

**Calculation Sheet for Supply of manpower with
Minimum Wages**

SI no	Description	Details	Unskilled Per person per day	Semi Skilled Per person per day
A	Minimum wages as per Central Govt. included Variable Minimum dearness Allowance (Minimum wages to be reimbursed as per notification of Central Govt. wage revision from time to time for the 02 years contract period)			
B	EPF	___% of A		
C	ESI	___% of A		
D	Bonus			
E	National Holidays			
F	TOTAL			
I	Reliever Charges & Uniform charges			
J				
K	Total			
L	GST			
	Grand Total			



ANNEXURE-II

SCHEDULE OF QUANTITIES

Sr. No.	Description of Work	Unit	Rate in ` (Both in figures & words) *
A	Lumpsum ANNUAL charges and materials for Annual Maintenance Contract for General Maintenance and housekeeping of Office at New Delhi / NCR as per details given in the annexed sheet & consistent with the scope of work and the terms & conditions of this tender. (Rates should be quoted inclusive of Goods and Service Tax. Goods and Services Tax will be paid by the Bank as applicable)	Lumpsum charges (as per ANNEXURE-I) (Inclusive of GST) in `	

* This is subject to change with revision in Minimum wage rates notified by the Office of the Deputy Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India.

(SIGNATURE OF THE TENDERER WITH SEAL)

DATE :

PLACE :