

**THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL STAFF TRAINING COLLEGE
SECTOR-11, MATHURA ROAD
FARIDABAD-121 006**



**Tender Document
for providing
Catering Services on Contractual Basis
at
OSTC FARIDABAD**

FINANCIAL BID : PART –II (PRICED)

(Please check that Number of pages are 12)

**EACH PAGE OF THE TENDER DOCUMENT MUST BE SIGNED
AND STAMPED BY THE TENDERER**

Important instructions for quoting the rates

1. The rate quoted should be Package rate per trainee officer per day. This rate will include Bed Tea , Breakfast , Pre - lunch Tea, Lunch, Post - lunch Tea, Evening Tea and Dinner. (See Annexure-X Menu of Meals and refreshment) and quality of food materials – (Annexure XII) of the Technical Bid.
2. The Service Provider/contractor must also give the bifurcation of the package rate quoted by him.
3. The package rate per day per trainee officer will be payable irrespective of any missing refreshment or meal by any trainee officer. However, in case the trainee officer remains away from the OSTC and does not avail the catering facility for the whole day/full day i.e. from Bed tea to Dinner, it will be treated as “No Meal” and no payment shall be made to the contractor for such ‘No meal’.
4. Payment in respect of permanent Faculty of OSTC, Guest faculty, Guest(s) or other employees/Officers of OSTC/Company will be as per bifurcated rates on the basis of actual refreshment/meals taken. The Service Provider/contractor has to maintain a record of the same.
5. Generally the catering services will be required for a minimum of 30 trainee officers on any day. If the number of officers on any particular day, is less than 30, the Service Provider/contractor will be paid package charges for actual number of officers present plus overhead @ 25% of package rate per head per day for the number of officers falling short of 30. Payment in respect of item 4 above shall be over and above payment in respect of trainee officers.
6. During break days i.e. when there is no training programme, the Service Provider/contractor will be paid a sum of **Rs.3,500/-** (Rupees three thousand five hundred only) per day as compensation towards standing expenses. The Service Provider/Contractor will provide refreshments/meals etc.,as required by OSTC, to its Faculty/officers/guests irrespective of number of persons and for this payment will be made as per item

4 above on actual basis.

7. The rate quoted shall be inclusive of all overheads and taxes. However, Service Tax / GST which the Bidder / Contractor charges extra in the bill as per applicable rules and which he is liable to deposit to the Government authorities in respect of this contract if applicable, will be borne by OSTC.
8. All statutory deductions such as TDS, surcharge, Education cess, Higher Education cess and any other such deduction as per Income tax Rules in force will be made from the monthly bill.
9. The rate quoted by the Service Provider/ contractor will be reviewed and revised in April and October every year on the basis of Average Consumer Price Index (Base year 2001=100) as mentioned in Annexure -XVII of the Technical Bid.
10. The Service Provider/ contractor has to ensure compliance of Minimum Wages Act 1948 (as per wages notified/ revised by Chief Labour Commissioner-Central, Ministry of Labour and Employment, Government of India) or as fixed by Labour Department, Haryana Government, which ever is applicable and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time. The Service Provider/ contractor will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R&A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947, The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and/ or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed
11. The Service Provider/Contractor will declare that he/they have made all statutory payments to his/their Supervisor / workers by the stipulated date and thereafter will raise the monthly bill and claim payment from

OSTC Faridabad (subject to deduction of statutory taxes as applicable). It is a condition precedent to the payment of contactor's bill by OSTC that they must have paid all wages/dues and statutory contributions etc. in respect of their workers deployed at OSTC and satisfactory proof thereof is submitted with the bill to OSTC.

12.(a) The minimum number of workers required to be deployed for providing the services at OSTC shall be as under:

S. no.	No. of trainees	Minimum Number of Supervisor /workers				
		Supervisor (Highly Skilled)	Cooks (Skilled)	Sweeper & Dish washers (Unskilled)	Waiters (Semi skilled)	Total
1.	Up to 60	01	02	1 + 1	03	08
2	61 to 75	01	02	1 + 1	04	09
2	76 to 90	01	02	1 + 1	05	10
3	91 to 105	01	02	1 + 2	05	11
4	106 to 120	01	02	1 + 2	06	12
5	> 120	01	02	1 + 2	07	13

(b) The Contractor/Service Provider will be required to pay wages as per following categorization:

SUPERVISOR	HIGHLY SKILLED
COOKS	SKILLED
WAITERS	SEMI-SKILLED
OTHERS	UNSKILLED

A copy of the latest Gazette Notification No.F.No.1/13(3)/2017-LS.II dated 17.3.2017 and No. 1/13(3)/2017-LS.II dated 20.04.2017 issued by Chief Labour Commissioner (Central), Govt of India, Ministry of Labour &

Employment New Delhi with regard to payment of minimum wages is annexed for information.

Note: The Service Provider/ Contractor will be required to arrange additional workers/ waiters beyond what is specified above, if required by OSTC for any short duration or special meetings or programmes etc. OSTC may consider payment of minimum wages for such additional worker, on per day per worker basis. The Service provider/Contractor will also be required to obtain License under Contract labour (R&A) Act, 1970 to run catering Services at OSTC, if applicable.

13 The Service Provider/contractor will provide special item(s) as mentioned in Annexure XI of the Technical Bid as and when required and the per head cost of each such item shall be @ 20% (Twenty percent) of the per head Lunch or Dinner rates quoted in this Bid depending upon whether the item is ordered during lunch or dinner.

14 Refreshments/meals etc. shall be provided as required by OSTC to its Faculty/officers/guests irrespective of minimum number of persons, for which payment will be made as per bifurcated rates mentioned in the financial bid on actual basis.

15 The Service Provider/ contractor will provide tea/coffee with 2 biscuits each to the staff of OSTC/ visitors in office at the rate of Rs.8/-(Rupees Eight only) per head per occasion. The timings for providing the same shall be 11 A.M. and 3 P.M. on all working days and also as per specific needs of OSTC. These rates will be applicable up to 80 cups of tea/coffee including biscuits each day. Beyond 80 cups the payment will be made as per bifurcated rates quoted in this Bid. The quality of tea/coffee and/ or biscuits provided to staff of OSTC / visitors in office shall be strictly the same as provided to officers/trainees.

16 The rates for any item not specified in the Tender/Financial bid will be decided after mutual negotiations.

17 Crockery, cutlery, serving bowls and containers for tea/coffee/milk/sugar sachets etc. will be provided by OSTC.
Any annual loss/breakage/damage up to the extent of 10% only

in respect of such items shall be permissible and any loss / breakage/damage beyond 10% shall be made good by the Service Provider/ contractor.

18 Napkins, salt (Catch) and pepper (catch) shall be provided by the Service Provider/contractor on each table in the Dining Hall.

19 Table covers and LPG cylinder will be provided by OSTC but the cost of refilling (fuel/LPG) shall be borne by the Service Provider/contractor. No charges for providing equipments and facilities by OSTC as provided in Annexure-XVIII will be taken from the Contractor/ service provider. The Contractor shall take LPG refills from the Agency which has provided LPG connections to OSTC.

20 Water and electricity shall be provided by OSTC free of cost.

21 The Contractor / Service Provider shall provide uniform (Two shirts / Two trousers / Two pairs of socks / One *apron* / One belt / one pair of shoes / One pair of Sandals / Chappals, one Jacket or Sweater per year to each worker) to the Supervisor / Workers deployed by them at OSTC. Reasonable actual cost of uniform will be reimbursed to the Service Provider/Contractor; but cost of its washing/cleaning /ironing/ maintenance and premature replacement shall be borne by the Service Provider/ contractor

22 Accommodation, subject to availability, will be provided for a few workers of the Service Provider/contractor to provide late night and early morning service

23 Cost of cleaning material for cleaning of Dining Hall, Kitchen, Wash room, (including providing of liquid soap and towel) as mentioned in Annexure VIII Auxillary services shall be borne by the Service provider/Contractor.

24 The Service Provider/ contractor should also keep in mind the following cost factors/inputs/expenses/taxes etc while quoting the rates in the financial bid.

a) Cost of the raw material and inputs for preparation of meals/refreshments etc.

- b) Any increase in the cost of raw material, other inputs and overheads etc. beyond what is compensated as per para 9 above.
 - c) Profit & administrative expenses of the Service Provider/ Contractor.
 - d) Statutory payment/ expenses which the service Provider/ contractor expects to incur to ensure compliance with various statutory/legal provisions of the Authorities.
 - e) Margin for Statutory tax deductions.
 - f) Expenses to be incurred for washing/cleaning/ironing/ maintenance of uniforms of workers and its premature replacement.
 - g) Out of pocket and other expenses in relation to obligations under this Tender.
 - h) Expenses towards disposal of Garbage/waste etc. to a proper dumping ground of the Municipal Corporation of Faridabad.
 - i) Any other expenses which the Service Provider/ contractor feels are likely to be incurred or which are mentioned in the tender document.
 - j) Any penalty imposed by OSTC on account of breach of any terms and conditions of Tender Document
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F.No.1/13(3)/2017-LS.II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 17/3/2017


Revision of Minimum Rates of Wages

The Central Government in exercise of the powers conferred under Clause (b) of section 3 read with clause (i) of sub-section (1) of section 4 of the minimum wages Act, 1948 has revised the minimum rates of wages per day for all category of employees specified in column no. (1) of the Gazette Notification **S.O.No. 188(E)** for the Schedule Employment of "**Construction or Maintenance of Roads or Runways or in Building Operation 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** which is effective from the date of publication i.e. 19th January, 2017. The revised rates of minimum wages per day is given below.

Category of employee	Area 'A'	Area 'B'	Area 'C'
Unskilled	523	437	350
Semi-skilled/ Unskilled supervisory	579	494	410
Skilled	637	579	494
Clerical	637	579	494
Highly Skilled	693	637	579

The workers are eligible for the minimum wages quoted against their respective category and next VDA shall be effective from 01.04.2017 only.

The other details of notification **S.O.No. 188(E)** is available in Ministry of Labour & employment website **labour.gov.in**


(Anil Kumar Nayak)
Chief Labour Commissioner(C)

F.No.1/13(3)/2017-LS-II
 Government of India
 Ministry of Labour & Employment
 Office of the Chief Labour Commissioner(C)
 New Delhi

Dated: 25/1/2017

O R D E R

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 31.12.2016 reaching 277.5 from 271 (base 2001 = 100) and thereby resulting in an increase of 6.5 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.04.2017


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.**

Therefore, the minimum rates of wages including the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2017 to the employees would be as under:-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	'A' Area	'B' Area	'C' Area
Unskilled	<u>523+13</u> 536	<u>437+11</u> 448	<u>350+9</u> 359
Semi-Skilled/Unskilled Supervisory	<u>579+14</u> 593	<u>494+12</u> 506	<u>410+10</u> 420
Skilled	<u>637+16</u> 653	<u>579+14</u> 593	<u>494+12</u> 506
Clerical	<u>637+16</u> 653	<u>579+14</u> 593	<u>494+12</u> 506
Highly Skilled	<u>693+17</u> 710	<u>637+16</u> 653	<u>579+14</u> 593

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.


 (A.K. Nayak)
 CHIEF LABOUR COMMISSIONER(C)

To
 As per list attached

FINANCIAL BID

We hereby quote the following Package rate per day per head and its bifurcation for the menu as provided under Annexure-X of Technical bid of the tender:

Table A: Package Rate

Rate per day per head for all meals and refreshment from Bed Tea to Dinner as per menu specified in the Tender Document
Rs. (in figures)
Rupees (in words)

Table B: Bifurcated Rates

(The bifurcation of the above package rate is as under)

S.No.	Items as per menu specified in the Tender Document)	Rates in	
		Figures	Words
1	Bed Tea/coffee with biscuits	Rs.	Rupees
2	Breakfast	Rs.	Rupees
3	Pre lunch Tea/coffee with biscuits	Rs.	Rupees
4	Lunch	Rs.	Rupees
5	Post lunch tea/coffee with biscuits	Rs.	Rupees
6	Evening Tea/coffee with snacks	Rs.	Rupees
7	Dinner	Rs.	Rupees
8.	Total Package Rate	Rs.	Rupees

(The total amount under column 8 should be the same as mentioned in

Signature and Seal of the Tenderer

Table A above)**Notes:**

- a) The Contractor/Service Provider will be required to pay wages to their workers deployed at OSTC as per following categorization:

SUPERVISOR	HIGHLY SKILLED
COOKS	SKILLED
WAITERS	SEMI-SKILLED
OTHERS	UNSKILLED

- b) In addition to the above, special item(s) as mentioned in Annexure XI of the Technical bid will be provided as and when required and the per head cost of each such item shall be @ 20% (Twenty percent) of the per head Lunch or Dinner rates quoted in this Bid depending upon whether the item is ordered during lunch or dinner.
- c) Refreshments/meals etc. shall be provided as required by OSTC to its Faculty/officers/guests irrespective of number of persons, for which payment will be made as per above bifurcated rates on actual basis.
- d) Tea/coffee with 2 biscuits each will be provided to the staff of OSTC/visitors in office at the rate of **Rs.8/- (Rupees Eight only)** per head per occasion. The timings for providing the same shall be 11 A.M. and 3 P.M. on all working days and also as per specific needs of OSTC. These rates will be applicable up to 80 cups of tea/coffee including biscuits each day. Beyond 80 cups of tea/coffee, the payment will be made as per bifurcated rate quoted above. The quality of tea and or biscuit provided to staff of OSTC/visitors in office shall be strictly the same as provided to officers/trainees.
- e) The rates for any item not specified in the Tender/Financial bid

will be decided after mutual negotiations.

- f) The rates have been quoted by us after fully understanding our duties, responsibilities and obligations under this Tender Document.

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

Signature:

Name of Signatory:

Seal:

Date:

Place:

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