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PROPOSAL DOCUMENT FOR HOUSEKEEPING SERVICES
AT FORE SCHOOL OF MANAGEMENT, B-18, QUTUB
INSTITUTIONAL AREA, NEW DELHI-16

1. Proposal is invited by FORE School of Management, B-18, Qutub Institutional Area, New Delhi-16 from reputed, experienced House Keeping agencies/Organisation for providing House Keeping services in the Institute at the above mentioned address. The Firm should have valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Goods & Services Tax Registration Certificate and PAN Card, up to date GST clearance certificate and having similar line of business for more than 2 years towards out-sourcing of Cleaning services in office buildings in Delhi. The service providers should have local Offices at Delhi to ensure satisfactory fulfillment of contractual obligations. The tentative details of the task and deployment of personnel can be seen at Para 15 to 19. The broad details of the area to be covered is attached as **Annexure -1**.

2. The Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to forward their proposal. They should produce satisfactory work completion certificate. Proposal must cover the following:-

- (a) Checklist of documents submitted as per Performa at Annexure-2 duly filled in.
- (b) Agency profile including previous experience of manpower supply to Educational Institution, if any.
- (c) Satisfactory work completion certificate along with the contact Nos. and person of the organization issuing the certificate.
- (d) A Separate cover indicating the rates only which are to be quoted on monthly basis (Annexure-3). The breakdown should be clearly mentioned.
- (e) An EMD amounting to 5% of the total Annual Contract in DD favouring FORE School of Management payable at New Delhi.
- (f) The sealed covers should be placed in the envelope superscribed 'Proposal for House Keeping Services. This should be addressed to FORE SCHOOL OF MANAGEMENT, B-18, QUTUB

INSTITUTIONAL AREA, NEW DELHI-110016 or hand delivered latest by 1700 hrs. on 16.03.2018.

3. Proposal received after, the due date and time will be summarily rejected. Incomplete and conditional proposals shall not be accepted.
4. The FORE designated Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for further consideration.
5. The bidders are required to submit the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, ISO certification if any, Pan-Card and up-to date VAT & GST clearance along-with the proposal, failing which the proposal shall be declared as non-responsive and thus liable for rejection.
6. Submission of more than one proposal by a bidder for a particular work will render the proposal liable for rejection.
7. The companies/organization may assess about the nature and quantum of work before quoting their rate.
8. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time under contract Labour (R&A) Act-1970 and the Minimum Wages Act 1948.
9. The supervision charges, if any, rate of wages, statutory dues and other allowances etc. under the labour law and other laws payable by the employer (the bidder) should be indicated in detail as per the enclosed annexure 3.
10. The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the proposed rate.
11. The bidders while submitting Proposal shall furnish an affidavit along with the Proposal about the authenticity of the Proposal document including EMD. Conditional Proposals will not be accepted under any circumstances by the Institute. EMD deposit of unsuccessful bidders will be refunded within 30 days after finalization of Proposal without interest.
12. The Bank Draft/ Bankers Cheque produced in relation to this Proposal should be drawn on any Scheduled Bank in favour of the "FORE SCHOOL OF MANAGEMENT, payable in Delhi. On the reverse of the Bank Draft/Bankers Cheque the name of the Party and contact person's mobile No. should be mentioned.
13. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.

14. RIGHT TO ACCEPTANCE OR REJECTION OF PROPOSALS:

- A. The Proposal is liable to be rejected inter-alia:
- (i) If it is not in conformity with the instructions mentioned in the proposal paper.
 - (ii) If it is not properly signed by the bidder.
 - (iii) If it is received by FAX, E-MAIL or in OPEN COVER.
 - (iv) If it is received after the expiry of the due date and time.
 - (v) If it is not accompanied by the requisite EMD and proper documents as per Para 2 (Annexure 2).
- B. This office reserves the right to:
- (i) Accept / Reject any of the proposal in full or part thereof.
 - (ii) Revise the requirement at the time of placing the order.
 - (iii) Add, modify, relax or waive any of the conditions stipulated in the Proposal specification, wherever deemed necessary.
 - (iv) Reject any or all the proposals in part or full without assigning any reason thereof.

15. **SCOPE OF WORK:**

To provide Cleaning services in the FORE SCHOOL OF MANAGEMENT, B-18, QUTUB INSTITUTIONAL AREA, NEW DELHI-110016 during the period of contract. Details of the job work are as under:-

16. **JOB DESCRIPTION**

- (a) To work and act under the guidance of person nominated by the FORE in matters relating to his working at site/location.
- (b) To be conversant with the routine housekeeping duties.
- (c) To provide regular, uniformed, well groomed unskilled, manpower for housekeeping work.
- (d) To wear clean uniform, have clean shave and neat hair cut and appear smart and tidy.
- (e) Not to divulge any information about FORE, staff or customer, except those general information, which is permitted to be told to public.
- (f) The Agency will submit monthly proof of payment of ESI & PF of all his employees working at FORE premises.
- (g) The Agency will provide 2 set of uniforms which are weather appropriate to their housekeeping personnel.

- (h) The Agency will provide the annual passbook of PF to every employee by the end of every year reflecting the monthly deposits.
- (i) The Agency will provide employment letter, **Police verification**, ID card of the employees deployed at FORE premises.
- (j) The Agency shall arrange to carryout forthrightly surprise checks to supervise the performance of the personnel provided by it and share the performance report with FORE Administrative Officer
- (k) To maintain cleanliness of all rooms/Halls, computer laboratories, library, bathrooms, toilets, wash basins, corridors, staircase, ramps with machine, etc. of FORE Premises, Delhi.
- (l) Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers office cubicles, photocopier machines, fax machine, printers etc.
- (m) Daily cleaning of window panes.
- (n) Periodic cleaning of ceilings to remove cobwebs.
- (o) Regular maintenance of cleanliness of electric fans and light fittings of building.
- (p) Moving of articles like tables, chairs, Almirah, display boards, etc. as and when such shifting is necessary.
- (q) Keeping the drains around the building clean and clear from choking in and around building.
- (r) Cleaning and maintenance staff should be present from 8 A.M. to 4 P.M.
- (s) Maintain cleanliness around the FORE Campus.
- (t) To facilitate bringing of diesel from nearby petrol pump and helping electricians to transfer the same to the Generating sets.

Note:

1. The above detail also includes all corridors and staircase including side space and railings for all floors & Front portion of FORE Premises.
2. Agencies deputed for the task shall maintain an updated site on their own web and facilitate updated information on FORE web by timely giving the data.

17. Daily Works

- (i) Glass Cleaning
- (ii) Floor Mopping
- (iii) Work Station Cleaning
- (iv) Dusting of Computers, telephones, tables, chairs, Almirah etc.
- (v) Dusting and cleaning of Class Rooms
- (vi) Garbage Disposal
- (vii) Regular Mopping of Office & Reception Area
- (viii) Meeting Room Cleaning before and after Meeting
- (ix) Wooden Fixtures Cleaning of Internal Office
- (x) Glass cleaning of internal office
- (xi) Basement sweeping
- (xii) Hourly cleaning of washrooms (Ladies & Gents).
- (xiii) Hourly Cafeteria cleaning
- (xiv) Issue and placing of hand washing items in all the washrooms & checking their availability etc.

18. Periodical Works

- (i) High Dusting
- (ii) Electrical Fittings cleaning
- (iii) Brassoing of copper name plate etc.
- (iv) Floor polishing

NOTE: Agencies deputed for the task shall maintain an updated site on their own web and facilitate updated information on FORE web by timely giving the data.

19. Training Details.

- (a) The Housekeeping Agency will conduct training once in every month according to schedule of the agency.
- (b) This manpower could be increased or decreased as per the requirement of FORE. However, FORE has to give a notice of 7 days for any such requirement and the House Keeping Agency will accordingly make arrangements. However, in case of indiscipline the change to be effected immediately.
- (c) The house keeping agency shall change the house keeping staff provided to the institute by rotation or as and when called upon by the Institute to do so.
- (d) FORE School of Management (FSM) shall be entitled to supervise the services provided by the House Keeping Agency and if it finds that the

conduct, behaviour and performance of work of any of its personnel so deputed is unsatisfactory, the FSM may at its sole discretion issue directions to the House Keeping Agency to immediately recall the particular person and substitute him by another person and the House Keeping Agency shall comply with such directions issued by FSM forthwith.

20. **Place of Duty:**

FORE SCHOOL OF MANAGEMENT, B-18, QUTUB INSTITUTIONAL AREA,
NEW DELHI-110016

21. **Earnest Money Deposit:** The bidders shall enclose with the Proposal EMD amounting to 5% of total value of contract in the form of Bank draft / Pay Order drawn on any Nationalized/Schedule Bank in favour of the "FORE SCHOOL OF MANAGEMENT", payable in Delhi.

22. **Period of Contract:** The initial period of contract would be six months, extendable by another six months on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Service charges/rates quoted by the agency would be fixed except any statutory increase. After satisfactory completion of a year of service, the contract can be extended for another year on the same terms and conditions with mutual agreement.

23. **General Conditions of Contract**

- (a) The manpower will have to be supplied by the agency within 15 days of award of contract.
- (b) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category. All equipment/ machineries etc. shall be arranged by the bidder.
- (c) Cleaning should be completed in office cited premises (except common places) prior to commencement of classes and opening of office hours i.e. 8:45 AM so that work in office does not get interrupted in the middle for cleaning purpose.
- (d) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office. The service provider will also ensure that the

personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

- (e) The service provider shall engage necessary persons as required by this office from time to time. The deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The House-keeping Agency will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
- (f) There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office.**
- (g) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office. If contract is awarded to a agency, this clause must form part of the Joining Letter to be issued by the Agency hiring them.**
- (h) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature.
- (i) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer-in-charge upon any matter arising under the clause shall be final and binding on the agency.
- (j) That the persons engaged shall not be below the age of 18 years or above the age of 50 years and they shall not interfere with the duties of the employees of this office.
- (k) The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency.

- (l) This office may require the service provider to remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- (m) The service provider has to **provide Photo Identity Cards** to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- (n) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- (o) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require providing particulars of EPF, ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
- (p) The service provider will submit the bill in triplicate to Director, FORE School of Management, New Delhi – 110016 (pertaining to cleaning work FORE institutional complex) in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after subject to certificate given by the Officer In-Charge and production of documentary evidence towards P.F./ESI/GST of its staff for the previous month. Tax if any shall be deducted at source as per the relevant Act.
- (q) Payments to the service provider would be strictly on certification by the AO/CAO that his services were satisfactory and attendance as per the bill preferred by the service provider.
- (r) No wages/remuneration will be paid to deployed persons for the days of absence from duty.
- (s) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.

- (t) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (u) The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Administrative Officer or his representative, in fulfillment of the contract from time to time.
- (v) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- (w) That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
- (x) This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- (y) The successful bidder shall furnish a security deposit equivalent to 5% of the contract value in the form of an Account Payee Demand Draft drawn in favour of the "FORE SCHOOL OF MANAGEMENT" payable at New Delhi or Fixed Deposit Receipt from a nationalized / commercial bank or Bank Guarantee from a nationalized / commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.

(z) The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions on non judicial Rs. 100/- stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of six months commencing from, April 2018 and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed except where the changes are necessitated due to statutory increase in wages etc. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to.

(aa) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

(bb) The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement, then one month's wages etc and any amount due to the Service Provider from the office shall be forfeited.

(cc) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

(dd) In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Director, FORE School of Management, New Delhi, whose decision shall be binding on both the parties.

(ee) The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.

(ff) That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

(gg) This office reserves the right to reject any or all the Proposals without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.

NB 1. EPF and ESI and any other statutory contribution to be paid for personnel employed by Housekeeping Agency shall be responsibility of Housekeeping Agency.

2. For every 6(six) days of duty of personnel one day off with payment will be given. The Housekeeping Agency will have to bear cost of providing personnel for this weekly off. The total monthly rates quoted shall be inclusive off all these, including profits, overheads, bonus, gratuity etc. and taxes whatsoever payable.

4. **FORCE MAJEURE**

If, at any time during the continuance of the Contract Agreement, the performance in whole or in part by either party of any obligation under agreement is prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, sabotages, fire, floods, explosions, epidemics, guarantee, restrictions issued by any Government department or competent authority or acts of God (hereinafter referred to as eventualities) then provided notice of the happening of any such eventuality is given by either party to the other within fifteen days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Performance of the Contract Agreement shall, however, be resumed as soon as practicable after such eventuality has come to an end or ceased to exist. Provided that, if the performance in whole or part of any obligation under the Contract Agreement is delayed by means of any such eventuality for a period of exceeding six months, either party may at his option terminate the contract agreement provided further that in the event of such prevention or delay as aforesaid, then instead of exercising the option, both parties may consult with each other with a view to agreeing between them the action mutually to be taken in order to minimize the effects of such prevention or delay and continue the operation of this contract agreement.

25. **Applicable Law and Jurisdiction**

(a) All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Courts at Delhi.

(b) No alternative offer shall be considered.

(c) FORE reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the

same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of FORE action.

(d) FORE reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

26. Any clarification on the documents may be obtained from:-

Mr Shailendra Kumar Administrative Officer FORE School of Management Qutub Institutional Area, New Delhi-110016 Tel: 011-41242424-Extn 421 011-4648500-Extn 421	Air Commodore SK Midha (Retd) Chief Administrative Officer FORE School of Management Qutub Institutional Area, New Delhi-110016 Tel: 011-41242424-Extn 421 011-4648500-Extn 421
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26. After award of LOA, the Contractor is required to enter into a Contract with FORE on The terms and conditions as detailed in the proposal document

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this Proposal have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Housekeeping Agency with Seal

Name

Designation:

Address:

Phone No.:

ANNEXURE – 1
(Refers to Para 1 of
FORE Housekeeping Proposal)

BROAD DETAILS OF THE AREA TO BE COVERED UNDER HOUSE KEEPING JOB

AREAS FOR HOUSE-KEEPING AREAS	CLASS ROOM	PRAGYA HALL/ RECEPTION AREA	AUDI	LIBRARY	CANTEEN	TOILET (GENTS)	TOILET (LADIES)	FACULTY ROOM/P ANTRY	STAFF ROOM	PARKING BASEMENT & SET BACK AREA	STAIR CASE & RAILING	ROOF TOP & OPEN LOBBY AREA
BASEMENT	-	-	1	1	-	-		-	7	-	√	
MEZZANINE FLOOR	-	-	-	-	-	1	1	-	-	-	√	
CAR PARKING	-	-	-	-	-	-		-	-	1	√	
GROUND FLOOR	4	1	-	-	1	3	2	4	5	-	√	
FIRST FLOOR	2+2 comp. room	-	-	-	-	4	1	17	5	-	√	
SECOND FLOOR	5	-	-	-	-	2	2	18	2	-	√	
THIRD FLOOR	2	-	-	-	-	2	2	28	4	-	√	√
(FOURTH FLOOR)		-	-	-	-	2	2	-	6	-	√	√
Executive floor	-	-	-	-	-	1	1		12	-	√	
FIFTH FLOOR	-	-	-	-	-	1	1	3	-	-	√	√
OUTSIDE AREA											√	
(Back Side)												
SETBACK AREAS											√	
FRONT GATE:	TWO GATES AND THEIR ENTRY AREA											
AREAS WHERE OUTSIDE PARKING IS DONE	ALONG THE FRONT WALL (OUTSIDE)											

Note : 1. All the floor have lift lobby which are to be cleaned.

2. There are four Lifts which need to be cleaned on daily basis

ANNEXURE - 2
(Refers to Para 2 (a) for
FORE Housekeeping Proposal

CHECKLIST OF DOCUMENTS SUBMITTED

Sl. No.	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Name of the Agency			
2.	Date of establishment of the agency			
3.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person(s)			
4.	Copy of Registration of firms			
5.	Copy of Registration certificate of EPF			
6.	Copy of Registration Certificate of ESI			
7.	Copy of Labour license			
8.	Copy of Income Tax Return for last 2 years			
9.	Copy of GST Registration			
10	Copy of ISO 9001-2008 Certificate if applicable			
11	Copy of PAN/TAN Card			
12	Length of experience in the field			
13	List of clients indicating quantum of work executed with them			
14	Proof of experience			
15	Details of EMD			
	(i) Amount			
	(ii) Draft No.			
	(iii) Date			
	(iv) Issuing Bank			
16	Copy of GST Certificate.			
17	Rate quoted complies with the Minimum Wages Act of Govt. of India(Central Govt) with all other statutory provisions			
18	Whether a copy of the terms and conditions duly signed, in token of acceptance of the same, is attached.			

Signature of Bidder & Seal of Establishment

Annexure - 3
(Refers to Para 2 (d).of
FORE House Keeping proposal .

NO OF & CATEGORIES OF PERSONNEL REQUIRED

Category	No.	Indicate Material Requirement for cleaning purposes based on the scope of work	Machines etc that would be provided
Supervisor	1		
Safai Karmachari	14		
Attendant	3		

COSTING BASED ON MINIMUM WAGES OF DELHI

Sl. No.	COST HEAD	Amount
A.	Minimum wages (8 hrs. 26 days)	
B	Additional wage for extra hrs. duty (per hour basis)	
C	Wage for Sundays/Gazetted Holidays (optional on as required basis)	
D		
E	Statutory obligation on Minimum wage @	
	PF	
	Bonus	
	N/F	
	Leave	
E	Gratuity	
	ESI	
	Service charge @	
	Any other charges (To be specified clearly	
F	Cost per month of housekeeping Personnel for 10 hrs. duly for 26 days and 4 hrs. duty for Sunday per month	

NOTE: 1. It is to be certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government.

Signature of Bidder & Seal of Establishment