

LIFE INSURANCE CORPORATION OF INDIA  
DIVISIONAL OFFICE  
“JEEVAN PRAKASH”, BHELUPUR ,  
VARANASI-221001



TENDER DOCUMENTS

For Providing  
Catering and Housekeeping Services on Contractual Basis  
At  
STC, VARANASI

FINANCIAL BID  
PART - II

Please check that number of Pages is 06 (Six Pages)

Each Page of the Tender Document must be Signed &  
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# TENDER DOCUMENTS FOR PROVIDING

CATERING AND HOUSEKEEPING SERVICES ON CONTRACTUAL BASIS  
AT  
SALES TRAINING CENTRE,  
LIFE INSURANCE CORPORATION OF INDIA,  
PAHADIA  
VARANASI UP.221001

## (FINANCIAL BID)

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## FINANCIAL BID, PART-II

Important Instructions for quoting the rates -

1. The rate quoted for catering services should be Package rate per trainee per day. This rate will include Bed Tea, Breakfast, Pre-lunch Tea, Lunch, Post-Lunch Tea, Evening Tea with snacks and Dinner (see Annexure - IX, Menu of Meals and refreshment of Technical Bid) and quality of food materials (Annexure - XI of the Technical Bid). However, for Housekeeping & General Maintenance Services as given in Annexure VII of the Technical Bid, the rates quoted shall be per month. For Housekeeping & General Maintenance minimum 08 workers required.
2. The Contractor must also give the bifurcation of the package rate for catering services quoted by them.
3. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess and any other deduction as per income tax rules from time to time will be made from the monthly bill of the Contractor.
4. The Contractor has to ensure compliance of all the applicable Labour laws and Minimum Wages Act 1948 (as per wages notified/revised by the Chief Labour Commissioner-Central, Ministry of Labour & Employment, Government of India) or as fixed by Labour department, UP Government whichever is applicable and payment of compensation for overtime/weekly off/National Holiday/Any other Holiday and/or any authority constituted by or under any law from time to time. The Contractor will also comply with the requirements of various Acts applicable, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (Regulation and Abolition) 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 and when 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 any authority by or under any law, for the category of persons deployed.
5. The Contractor will deduct ESI contribution and Provident fund contribution of the workers from their payments at the rate as applicable from time to time and deposit the same with the appropriate authorities along with Employer's contribution of ESI and PF as per the rate applicable from time to time. The Employer's contribution of ESI, PF, bonus, gratuity, leave/overtime/weekly off/National Holiday/Any other Holiday or any other payment in lieu of statutory payments, any increase in minimum wages by Central/State Government, cost of uniform/washing/ironing etc. shall also to be borne by the contractor which he may consider while quoting their rates.
6. The Contractor will declare that all statutory payments to the Supervisors/workers by the stipulated date have been made and will then raise monthly bill and claim payment from STC (subject to deduction of statutory taxes as applicable). It is a



condition precedent to the payment of contractor's bill by STC that they must have paid all wages/dues/claims and statutory contributions etc. in respect of their workers deployed at STC and satisfactory proof thereof is submitted with the bill to STC.

7. The contractor will have full control on the workers, as per the guidance of LIC and accordingly give necessary guidance and direction to carry out the jobs assigned to them and will also be responsible for the payment of their wages/dues/claims and other facilities if any.
8. The Contractor will be required to arrange additional workers/waiters beyond what is specified above, if required by STC for any short duration or special meetings or programs etc. STC will consider payment of minimum wages for such additional worker(s), on per day worker basis, as per instructions. However, all other conditions will be applicable as contained in the Tender Document.
9. Apart from items as mentioned in Annexure-XIV of the Technical Bid, all other equipments & Facilities shall be arranged by the Contractor, for which no payment will be made.
10. Contractor will arrange Employees Compensation Policy (Workmen Compensation Policy in respect of Supervisors and workers deployed by the contractor at STC) of amount as prescribed by the STC. The policy shall be in the joint names of the Life Insurance Corporation of India as Principal Employer and Contractor. The premium thereof shall be borne by the Contractor. No reimbursement shall be made by the STC on this account.
11. Water and Electricity shall be provided free of cost by LIC.
12. The Contractor should also keep in mind the following factors/inputs/expenses/taxes etc. while quoting the rates in the financial bid (indicative and not exhaustive).

- Cost of raw material and inputs for preparation of meals/refreshments etc.
- Profit and administrative expenses of the Contractor
- Statutory payment/expenses which the contractor expects to incur to ensure compliance with various statutory/legal provisions of the Authorities.
- Margin for statutory tax deductions.
- Margin towards any increase in minimum wages during the contract period and extension if there will be any.
- Expenses towards the premium of WC policy.
- Margin towards EPF, ESI, Bonus, Gratuity, leave/overtime/weekly off/National Holiday/Any other Holiday or any other payment in lieu of statutory payments.
- Expenses to be incurred for providing / washing /cleaning /ironing /maintenance uniform for workers and its pre-mature replacement.
- Out of pocket and other expenses in relation to obligations under this Tender.
- Expenses towards disposal of Garbage/Waste etc. to a proper dumping place.
- Any other expenses which the contractor feels are likely to be incurred or which are mentioned in the Tender document.
  
- Any penalty imposed by LIC on account of breach/violation of any terms and conditions of the Tender document.



## FINANCIAL BID

We hereby quote the following rate for the different Services under this Tender;

1. CATERING SERVICES: Package rate per day per head and its bifurcation for the menu as provided under Annexure – IX of the Technical Bid, of the Tender;

Bifurcation of the above package Rates is as under –

Sr No	Description	Per day per trainee Rate in Figures (Rs.)	
		Basic Rate excluding GST	Total
1	Bed Tea		
2	Breakfast		
3	Pre-Lunch Tea with biscuits		
4	Lunch		
5	Post Lunch Tea with biscuits		
6	Evening Tea with snacks		
7	Dinner		
8	Total Package Rate (1 – 7) (A)		

Total amount in words (as given in 8 above) Rs .....

2. HOUSEKEEPING AND GENERAL MAINTENANCE WORKS: Per month rate for the services to be provided under Annexure-VII of the Technical bid of the Tender. For Housekeeping & General Maintenance 8 workers( Includes Cleaning work, dusting, Reception Duty and office duty etc.) are required. As per office requirements the number of workmen may be increased or decreased by 25%.

Sr No	Description	Rate in Rs. Per month (D)	
		Basic Rate excluding GST	Total
1	House Keeping & Maintenance Charges Including material (consolidated / month as per Tender)		

### Estimations\*:

Estimated Number of Man Days (Number of Trainees multiplied by Number of Days) in a year – 3000 (E)

(Sessions may be for one day, two days or three days)

1	Rate for Providing Catering for 1 year (A x E)		I
2	Rate for House Keeping for 1 year (D x 12)		II
3	Total Quoted for the Contract (I + II) (in figures)		III

Total Amount per annum in words (as given in III above)

Rs .....

**NOTE:**

1. If the quoted rates in Figures and words differ the Bid will be rejected.
2. If any of the calculations as in above are wrong / miscalculated the bid will be rejected.
3. \* - These are only estimated figures to arrive at the L1 Bidder. Actual figures may differ.
4. Total Rate "III" will be the basis of the Contract.
5. GST will be paid by the contractor as per rules.

Declaration: The rates have been quoted by us after fully understanding our duties, responsibilities and obligations under this Tender document.

Place:  
Date:

Name of the Firm:

Signature of Contractor with seal