

**MMTC LIMITED: REGIONAL OFFICE: BHUBANESWAR-751007**

(A Government of India Undertaking)

Tender No. 1/SOPT/2016-17

Ref.No.MMTC/BBSR/ADMN/SOP/Tender/2016

Dt: 13<sup>th</sup> July 2016

**TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES  
AT MMTC SALES OUTLET, NEELACHAL COMPLEX, GROUND FLOOR, GRAND ROAD,  
PURI-752001(Odisha)**

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## TENDER DETAILS

| S.No | Particulars                             | Details  |
|------|---|--|
| 1    | Tender No.                              | 1/SOPT/2016-17   |
| 2    | Estimated cost of annual job contract   | Rs. 5 Lakhs(approximately)   |
| 3    | Issue of tender document                | From 15 <sup>th</sup> July 2016 to 8 <sup>th</sup> August, 2016 upto 1100 hrs  |
| 4    | Cost of tender document                 | Rs.500/- (Five hundred only) plus VAT @5% i.e Rs. 525/-  |
| 5    | Earnest Money Deposit                   | Rs.5,000/- (Five Thousand only)  |
| 6    | Last date for submission of tender      | <b>Up to 1200 hrs on 8<sup>th</sup> August,2016.</b>   |
| 7    | Tender opening date(Technical Bid)      | <b>15.30 hrs on 8<sup>th</sup> August, 2016</b>  |
| 8    | Period of work                          | One year from the date of work order   |
| 9    | Interest free Security Deposit          | 10%(Five) of contract value including EMD  |
| 10   | Defect liability period                 | 3 (three) months from the date of completion   |
| 11   | Address and Venue of submission of bids | Senior Manger(P&A),MMTC Ltd. Regional Office,7 <sup>th</sup> Floor, Alok Bharati Complex, Sahid Nagar,Bhubaneswar-751007.. |
| 12   | Work Site                               | MMTC Sales Outlet , NEELACHAL COMPLEX, GROUND FLOOR, GROUND ROAD, PURI-752001(Odisha)                                      |

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Dt: 13<sup>th</sup> July 2016

MMTC LIMITED, BHUBANESWAR-751007 hereinafter called the Client, invites sealed bids under two bids system from eligible firms/companies/Contractors etc. **FOR PROVIDING SECURITY SERVICES**  
**AT MMTC SALES OUTLET, NEELACHAL COMPLEX, GROUND FLOOR, GRAND ROAD, PURI-752001(Odisha)**

Sealed bidding document (Technical Bid, along with EMD and Financial Bid) duly filled in as per the instructions of the Tender Document should be addressed to the Senior Manager(P&A), MMTC LIMITED, REGIONAL OFFICE, BHUBANESWAR-751007 and must reach latest by 1200 hours of 8<sup>th</sup> August, 2016 [Monday].

The sealed bidding document should be delivered in the Administration Section of the Client's office by the stipulated date and time. Tender Documents may be purchased from Admn. Section of the Client's office against a Demand Draft of Rs. 500/- plus VAT@5% i.e. Rs. 525/- of any Nationalised Banks in favour of " MMTC LIMITED, Bhubaneswar, " payable at Bhubaneswar.

Alternatively, the tender document may also be downloaded from the client's official website: <http://www.mmtclimited.com>. Those bidders who wish to download the tender document from the website of the client should furnish the tender cost of Rs. 500/-plus VAT@5% i.e. Rs. 525/- through Bank draft/Pay Order along with the bidding document and EMD. The Technical Bids shall be opened in the Conference Room of the office of the client's office on 08.08.2016 [Monday] at 1530 hours by the Committee authorized by the client, in the presence of such bidders who may wish to be present. The financial bids of only those bidders whose Technical Bids qualify shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

The Client reserves the right to reject any or all the bids without assigning any reason and the decision of the client, shall be final and binding.

**Sr. Manager(P&A)**  
**MMTC LIMITED,**  
**REGIONAL OFFICE,**  
**BHUBANESWAR -751007**

## TENDER DOCUMENT

### A. GENERAL CONDITIONS:

1. The contract will be initially for a period of one year and agreement will be signed by both the parties within 15 days from the date of issue of work order for which Agency will submit non judicial stamp paper of Rs.100/-. The contract can be terminated during the operative period by giving one month's notice in writing by either party. Contract may be extended further for two years, if services are found satisfactory.
2. MMTC reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the agency or on any other ground detrimental in the interests of MMTC . MMTC will be the sole judge in this regard. The decision regarding whether the security services is effective / proper / accurate etc. shall rest with centre. If the Administration of MMTC, Bhubaneswar/MMTC SALES OUTLET, PURI observes that security services is not up to the satisfactory level, then the contractor has to take extra efforts to maintain the security effective.
3. On termination of the contract, the Agency shall discontinue the use of the premises and handover peaceful possession of MMTC's premises together with its fixtures and articles therein in good condition.
4. The Agency shall not transfer or assign or share benefit of this agreement with anyone else without the consent in writing from MMTC .
5. The Agency shall at all time keep MMTC effectually insured against all actions, suits, proceedings, losses costs, damages, claims and demands in any way arising out of any reasons.
6. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated authorities of MMTC and the authorized representatives of the agency. The Chief General Manager, MMTC Limited, RO. Bhubaneswar will be final authority in resolving such disputes and his decision will be binding on the Agency. In case the MMTC decision as refer to in clause no.2 is challenged the dispute will be referred to arbitration by a sole arbitrator to be nominated by the CGM/Regional Head of MMTC Limited. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts in Bhubaneswar.
7. The Agency will co-operate with all other agencies at campus.
8. The agency should possess the requisite registration Licenses of Shop act, ESI, PF etc., from state / central government departments as applicable from time to time. The agency will have to maintain registers / records as

required under the provisions of various acts and complete the formalities prescribed there under. MMTC shall not be responsible in any way for any breach of these rules and regulations by the agency. The contract is liable to be terminated if breach of rules & regulation is found after the award of contract.

a. The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the agency & MMTC SALES OUTLET, PURI.

b. All employees have to be paid wages and special allowance , not lesser than the minimum rates prescribed by the Government under relevant rules.

c. All the employees have to be extended coverage of PF/FPF as per the eligibility under PF act.

d. Appropriate deductions are to be made towards coverage of PF/FPF as per the eligibility under PF act.

e. The agency shall have to pay EMD of Rs. 5000/- in shape of D/D of any Nationalised Banks drawn in favour of MMTC Limited payable at Bhubaneswar.

f. All deductions are affected from the salary / wages as per the provision of the payment of wages act.

g. The following registers are required under provisions of various acts & to be maintained up to date in the prescribed format, kept available in the premises of MMTC for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.

e. The License under the provisions of Contract Labour (R&A) act have to be obtained / renewed and kept operative. The half- yearly /yearly returns are to be submitted in time, to the authority as per rules.

9. None of the employees of the Agency will have any right to various facilities offered by MMTC to its staff and participants.

10. The Agency will be responsible for the safety and security of the men machines and buildings belonging to MMTC .

11. It will be the responsibility of the Agency to switch on and off lights, fans, etc. as may be prescribed to do so from time to time.

12. The Agency will have to keep all original / duplicate keys of all rooms, campus etc. as required for its functioning in secured and convenient place.

13. MMTC has a right to amend or modify any of the terms and conditions during the period of the contract.

14. MMTC has a right to increase or decrease the security points / manpower at any time and it will be binding on the part of the Agency to do so with mutual understanding with MMTC . The Agency will also have to follow the telephonic instructions given by the authorised MMTC SALES OUTLET, PURI representative.

15. Payment of wages and other conditions of employment of workers should not be in any way inferior to the conditions stipulated in Odisha Shops and commercial Establishment Act, 1956. All formalities and procedures prescribed under the Contract Labour (Regulation & Abolition) Act, 1970, payment of Wages Act and other related Act should be strictly adhered to. MMTC SALES OUTLET, PURI's responsibility as Principal Employer should be fully protected.

**16. The Agency should have obtained the licences under The Private Security Agencies (Regulation) Act, 2005 and under Odisha Shops and commercial Establishment Act, 1956 and should enclose attested copies of the same a proof with quotation, failing which the quotation will be rejected summarily.**

17. The necessary legal registers, forms, returns etc. required as per the law are to be maintained and complied with by the Agency and should be available for inspection to MMTC SALES OUTLET, PURI at any time.

18. The Agency must be registered with the Regional Labour Commissioner (Central), Bhubaneswar as an Agency carrying out Security Services on Contractual basis, under the Contract Labour (Regulation & Abolition) Act, 1970 and submit a copy of the licence within a month from the date of commencement of the work, at its own cost.

19. A list of the establishments (with their addresses, name of the contact person and telephone numbers) where the agency is presently rendering its services / has rendered its services along with the performance certificate issued by such establishments must be enclosed with the quotation.

**B. EMPLOYMENT OF SECURITY PERSONNEL :**

1. The appropriate payment of wages and other benefits to the employees of the agency shall be the Exclusive Responsibility Of The Agency and persons so employed by the Agency shall have No Claim whatsoever on MMTC .
2. The Agency should issue identity cards to their employees, which they should always carry with them and make available for inspection to MMTC at any time.
3. The Agency shall deploy personnel who are courteous, trained, well mannered and disciplined. The security personnel should be educated and conversant in English and should be extremely courteous with the visitors visiting MMTC and should be more alert while on duty dealing with campus residents, employees of MMTC, the workers of the other agencies, etc. The security personnel so engaged should observe decency and decorum during the course of their employment in and out of MMTC .
4. The security personnel should always be vigilant while on duty to prevent any unhealthy incident. They should be in a position to judge any danger and should immediately report to the Authorised officer of MMTC and the Agency.
5. The Agency will have to follow the norms, rules and regulations, guidelines, security standing order of MMTC SALES OUTLET, PURI and instructions given by the Administration from time to time.
6. The agency shall make surprise visits to MMTC SALES OUTLET, PURI complex on a regular basis, to ensure smooth functioning and satisfactory services by their guards.
7. All security personnel to be posted at MMTC SALES OUTLET, PURI complex should be healthy and medically fit. All legal formalities required in engaging them will be the responsibility of the Agency.
8. The Agency should provide proper uniform, woollen clothes, rain coats, gum boots, lathis, torches etc. to their employees. The Agency will ensure that the persons on duty are in neat and clean uniform.
9. The Agency should ensure that no security personnel leave his duty post in unauthorised way without a replacement.
10. The Agency should see that no unauthorised persons shall be permitted to enter the premises of MMTC or no persons shall enter the premises through the fence or no animals such as cows, buffaloes, goats, dogs etc. shall be allowed in the premises of MMTC .
11. Any event of accidents injuries / harmful nature such as fire, short circuit, overflowing of water, leakage of water, damage caused to any property of MMTC shall be reported immediately by the security personnel to the Administration.
12. In case of lapses on the part of the Agency MMTC may impose appropriate penalty after joint assessment by the in-charge of the agency and MMTC SALES OUTLET, PURI authorities.



13. MMTC will not accept any claim in the event of any of the Agency's employees sustaining any injury, damages or loss of life of the person either inside or outside of MMTC's premises.

14. The workers / staff of the Agency will have nothing to do with MMTC SALES OUTLET, PURI and shall have no presumptive right of absorption in the services of MMTC SALES OUTLET, PURI. In order to give effect to this, the agency shall incorporate suitable clause in the appointment orders to be issued to its security personnel.

15. In case the workers engaged by the Agency have any grievances, they will take it up with the agency without creating any disturbance on the campus. Under no circumstances agitation means are to be resorted to by workers of the agency, on the premises of MMTC . On the expiry of the contract the agency undertakes to leave the premises in peace with all the workers without creating any disturbances. The agency will be solely responsible if the workers engaged by it misbehave or create problems.

16. Fire protection equipment and facilities have been provided in the campus and it will be the responsibility of the agency to ensure that they are in order and got properly replenished as and when required. The security personnel should be well trained to handle such fire fighting equipment, first aid, snake bite, dog bite kits etc.

17. All employees of the Agency including Security Gun Man and Security Guards and their bag and baggage shall be liable for physical check both at the time of entry and exit of MMTC .

18. The personnel employed by the Agency as Security Guards should be in age group of 21 ó 35 years, Supervisors may be between 30 ó 40 years, Officers may be above 40 years.

19. The security personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail.

**20. The security personnel of the Agency shall not involve themselves in any type of discussions or agitations, arguments, quarrel or fighting with any of the MMTC SALES OUTLET, PURI staff and shall behave politely and firmly while adhering to their duties. Any matter creating difficulties in their duties shall be brought to the notice of the Administration.**

21. The Contractor shall change the security personnel on demand by the Administration within 24 hrs, if he /she commits unethical acts like while on duty Sleeping, Intoxicating, Negligence in performing duties, Disobedience, theft, Dishonesty, indulging in illegal activities, which may expose the interests of MMTC , involved in the work other than the allotted one or any other misconduct.

### **C. SCOPE OF WORK :**

1. The job of providing security services to MMTC shall be carried out by The agency on all week days during the contract agreement period including on all working days, holidays, closed weekly off of MMTC SALES OUTLET, PURI, to ensure overall safety & security of the Men, Machine, equipment and premises of Centre.
2. The Job shall include, access control to include manning, mustering, entry / exit gates, checking and verifying entries and exit of personnel, material and vehicles to and fro and assets on charges of MMTC SALES OUTLET, PURI and permit only authorised personnel entry and exit to the institute premises, round the clock, Proper Registration of visitors while entering and leaving MMTC , Preserving material gate passes and handing over to admin every quarter, Timely follow up of outstanding of returnable material.
3. The present scope of work will cover in and around area of operation of the entire premises of MMTC SALES OUTLET, PURI.
4. a. Ensuring issue and receipt of the day to day work includes watch and of sales outlet and its premises every day.  
b. Ensure that all security lights are in working condition and should be put on and off every day, by the Security staff on duty. Defective lights to be reported to the Maintenance in-charge immediately.
5. The Agency shall deploy required personnel (including relievers) in all the three shifts on a regular basis within the scope of operation.
6. Visitors should not be allowed to visit laboratories / Department/ Section without Gate Pass and without confirming the availability of the concerned officials of MMTC SALES OUTLET, PURI.
7. The security staff on duty should make necessary Gate Pass entries of non-returnable items in the Non-returnable Register. Register for Returnable material Gate Pass should be shown to Authorised officer of MMTC SALES OUTLET, PURI in the first week of every month by the Security Officer / Supervisor on duty along with list of unreturned material till that date.
8. Any material / equipment / machine etc. should not be allowed to be of MMTC SALES OUTLET, PURI premises taken out by any staff member or other person without the proper material Gate pass duly signed by the authorised officer/s of the Institute.
9. The Security staff on duty should ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.

10. The Agency should check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night. The Agency should prevent any unwanted / illegal activities and gather intelligence on unauthorised movements / activities. Further report any illegal activities / movement to MMTC SALES OUTLET, PURI authorities.

11. To restrain trespassers / intruders and immediately inform the same to the Administration.

12. Receive orders / directions from Administration on Institute security related matters and ensure implementation of proper security measures in the Institute.

13. Static posts to be manned and areas to be patrolled will be shown to the Agency by MMTC SALES OUTLET, PURI from time to time.

14. Timely deployment of the required security staff on all the points is the prime responsibility of the Agency.

15. The Agency shall ensure that the Security guards maintain proper communication system so that they can assemble quickly in case of emergent situation.

16. Agency shall render necessary and adequate assistance to MMTC SALES OUTLET, PURI Administration in case of strikes, labour unrest and take necessary steps to control the mob / unruly crowd.

17. If the guards find / notice any lights / fans / air conditioners etc. of any room(s) is not switched off, after office hours or any room left unlocked, they should take appropriate action to safeguard the interest of MMTC .

18. The agency shall in case of any theft during tenure of contract agreement will help to lodge FIR with police, conduct their investigation and submit the report findings to the MMTC Administration. The Agency shall also be responsible to pursue the theft case with police and related authorities.

19. The Services of Security shall be exclusively meant for MMTC Sales Out Let only.

**D. RATES / QUOTATION :**

1. Tenderer has to submit the quotation in the enclosed Annexure. Incomplete quotes will be rejected summarily.

**2. The agency should have average annual turnover of at least of Rs. 5.0 Lakhs for last 3 years for having carried out the similar nature of work. Agencies having annual turnover less than Rs. 4.8 Lakhs need not submit their quotations as it will be rejected summarily.**

3. The completed Tender in the Annexure duly accompanied by EMD in the form of DD drawn in the name of MMTC LIMITED, payable at Bhubaneswar and with attested copies of all the documents mentioned therein should reach before due date. In case the last date for receipt of the quotes mentioned in the tender notice happens to be closed holiday, the quotes will be received and opened on the next working day by maintaining the same time schedule. The Quotations received late and without EMD and the copies of the required documents will be rejected summarily.

4. The EMD is liable to be forfeited if the successful Agency fails to undertake the work from the stipulated date. On award of the contract to the successful bidder, the EMD amount of other bidders will be returned to them without any interest.

5. The Agency shall employ the following contractual Security guards and deploy them as stated hereunder.

**One Security (Gun Man)(Skilled), Two Security Guards (Semi Skilled) with suitable relievers to ensure 24x7 security in following shifts:-**

**Two Security Guards (One in each shift) in First & Second and Third shift one gun Man shall be posted. One security guard in one shift basis.**

6. If the agency fails to provide required security personnel on any day, then the amount for such absence; along with requisite statutory charges including service charges and any amount due will be deducted from the bill, along with penalty, as deemed fit.

7. On award of work the agency shall deposit with the MMTC SALES OUTLET, PURI Performance Security Deposit of 10% of the work order cost, which shall bear no interest. This deposit shall be paid by way of Demand Draft within 15 days from the date of the award of contract. Or else the Agency can also furnish the Bank Guarantee of equal amount from a Nationalized Bank in an acceptable form safeguarding interests of MMTC SALES OUTLET, PURI. The performance Security Deposit will be released to the Agency within a period of two months after completion of the contract and after fulfilling the all liabilities.

8. The agency may submit bills by 1<sup>st</sup> day of every month and payment will be made within 10 days from the date of receipt of the bills. Agency should make payment to its workers on or before 10<sup>th</sup> day of the Month in presence of the authorised officer of MMTC without fail, irrespective of receipt of monthly bills from the Institute. All deductions due to MMTC shall be made from such bills.

9. The statutory payments such as Bonus will be paid as and when due and on submission of the bill by the Agency.

10. The Director, MMTC SALES OUTLET, PURI will be the sole authority to decide the payment of any other new statutory taxes, revision of basic wages if any, by the appropriate Government Authority; after commencement of the services.

11. Revised special allowance / variable DA /revised minimum basic wages, Service Tax etc. depending on the Government orders, if any, will be payable with corresponding increase in all other payable items mentioned in the quotation with permission of the competent authority.

12. Income Tax as applicable will be deducted while making every payment.

13. Any correspondence made by the Institute in connection with this contract matter with the Agency will form the part of this agreement.

14. The tender should be valid for 120 days from the date of its opening.

15. MMTC will pay the minimum rates of wages to Skilled Workers / Unskilled Workers as promulgated by Ministry of Labour and Employment, Office of the Labour Enforcement Officer (Central), vide order dated 31/03/2016 as per Central Government rates per month as applicable as under or as amended from time to time.

| Sr. No. | Wages / Allowance               | Skilled Worker | Semi - Skilled Worker |
|---------|---------------------------------|----------------|-----------------------|
| 1.      | Basic Wages                     | Rs. 4,420      | Rs. 3,640             |
| 2.      | Special Allowance / Variable DA | Rs. 4,602      | Rs. 3,848             |
| Total   |                                 | Rs. 9,022      | Rs. 7,488             |

16. MMTC will pay the following allowances on basic wages and special allowance / DA to all the contract workers:-

| Sr. No. | Wages / Allowance                   |
|---------|-------------------------------------|
| 1.      | E.P.F. (13.36%)                     |
| 2.      | E.S.I. (4.75% )                     |
| 3.      | Payment of Bonus (8.33% )           |
| 4.      | Payment of Reliever Wages (16.67% ) |

**Technical Bid**

**Sub: Proposal for providing Security Services at MMTC SALES OUTLET, NEELACHAL COMPLEX, GROUND FLOOR, GRAND ROAD, PURI-752001(Odisha).**

| <b>Sr. No</b> | <b>Name of the item</b>   | <b>Details</b>                    |
|---------------|---|-----------------------------------|
| 1.            | Complete Name, address and phone nos. of the firm.  |                                   |
| 2.            | Name of the contact person with designation   | Shri./Smt.                        |
| 3.            | a. License No. and date under Contract Labour (Regulation & Abolition) Act, 1970, if any.       |                                   |
|               | b. License No. under Private Security Agencies (Regulation) Act 2005                            |                                   |
| 4.            | Registration Number under Odisha shops and Commercial Establishment Act 1956.                   |                                   |
| 5.            | Total number of years completed in the market since its inception.                              | Total: _____ years since _____.   |
| 6.            | PAN of the proprietor / firm<br>(Attach copy of the latest I.T. return)                         | Proprietor: PAN :<br>Firm : PAN : |
| 7.            | Provident Fund Code No. with 6A & 12 A Certificate<br>(Attach proof)                            |                                   |
| 8.            | E.S.I. Code No. and last six monthly return submitted to ESI (Attach proof)                     |                                   |
| 9.            | Service Tax Registration No.  | (Attach proof)                    |
| 10.           | Whether a list of present Organizations, where you are providing Security Services is attached? | Yes / No.                         |

11. Any other relevant information:-

I have gone through the terms and conditions of the enclosed tender documents and the same are acceptable to me. I know that the Uniforms of good quality are to be provided by me at my own cost to all the Security personnel engaged in this contract and washing allowance is also to be paid by me.

I have given the above quotation after visiting / confirming the area under Security Services in MMTC SALES OUTLET, PURI.

Place : PUNE

Signature & Seal of the firm :

Date:-

Encl.:-

The DD of Rs. ----- /- bearing D.D. No. \_\_\_\_\_ Dated: \_\_\_\_\_ is enclosed towards EMD.

**Essential Certificates:** (In absence of any one Certificate, the tender will stand rejected)

1. Copy of the latest & last 3 years Income Tax Return / Clearance certificate.
2. Copy of Registration Certificate under Odisha Shops & Commercial Establishment Act 1956.
3. Copy of License from Regional Labour Commissioner (Central) under contract Labour (Registration & Abolition) Act 1970, if any.
4. Pan Card copy
5. Proof showing P. F. code No. with 6A, 12 A Certificates.
6. Proof showing E.S.I. code No. with copy of last six monthly returns submitted to ESI.
7. Copy of Registration certificate for Service Tax.
8. Copy of license obtained under The Private Security Agencies (Regulation) Act, 2005.
9. List of present Clients with their latest phone numbers; with names of the contact, persons and copies of agreements if any.
10. Performance certificates & Turnover certificates of similar nature of work last 3 years carried out in other Govt. / Pvt. Institute.

**Annexure-'B'****Financial Bid**

|      |   |   |  |
|------|---|---|--|
| 12.  | Total Security staff to be engaged in MMTC SALES OUTLET, NEELACHAL COMPLEX, GROUND FLOOR, GRAND ROAD, PURI-752001(Odisha)   |   |  |
| 13.  | Monthly minimum wages and allowances payable thereon to the contract workers, service charges and service tax etc. thereon. | Category of the contract worker.            |  |
|      |   | Security (Gun Man)<br>(Skilled)<br><b>1</b> | Security Guard<br>(Semi-Skilled)<br><b>2</b> |
| (A)  | I. Basic Wages (Attach documentary evidence)  | Rs. 4,420                                   | Rs. 3,640                                    |
|      | II. Special Allowance / Variable DA (Attach documentary evidence)   | 4,602                                       | 3,648  |
|      | <b>Total A</b>  | <b>9,022</b>                                | <b>7,488</b>                                 |
| (B)  | E. P.F. (13.36% of A)   | 1205.33                                     | 1000.39                                      |
|      | II. E.S.I. (4.75% of A)   | 428.54                                      | 355.68                                       |
|      | III. Payment of Bonus (8.33% of A)  | 751.53                                      | 623.75                                       |
|      | IV. Payment of Reliever Wages(16.67% of A)  | 1503.96                                     | 1248.24                                      |
| *    | V. Other Statutory Payments, if any (e.g. :_____ and its % (____))(Attach Govt. order/rule copy, in support)                |   |  |
|      | <b>Total B</b>  | <b>3889.36</b>                              | <b>3228.06</b>                               |
|      | <b>Total A+B</b>  | <b>12,911.36</b>                            | <b>10,716.06</b>                             |
| *(C) | I. Service Charges on A + B (____% )  |   |  |
|      | <b>Sub Total A + B + C</b>  |   |  |
| (D.) | I. Calculate the Service Tax @15% on the sub total of A + B + C   |   |  |
|      | <b>Total A + B + C + D</b>  |   |  |
|      |   | <b>X 1</b>                                  | <b>X 2</b>                                   |
|      | <b>TOTAL</b>  |   |  |

Grand Total Rs. \_\_\_\_\_ (in number)  
(Rupees. \_\_\_\_\_)

Note: 1. Uniforms of good quality and washing allowance as per rules are to be provided by the contractor at his own cost to all the security personnel engaged by him.