

NATIONAL COMPETITIVE BIDDING
EMPANELLING LABOUR CONTRACTOR(S) FOR
MANPOWER SUPPLY

FOR

THE DIAGNOSTICS KITS MANUFACTURING
FACTORY AT MANESAR

TENDER NO.
HLL/MFG/LABOUR CONTRACT/04/ 2015-16



HLL LIFECARE LIMITED
(A GOVERNMENT OF INDIA ENTERPRISES)
Plot No. 70-71, Sector 7,
IMT Manesar, Gurgaon,
Haryana-122050
Phone 0124-4030949
Fax 0124-4030949
website: www.lifecarehll.com

HLL LIFECARE LIMITED
 (A Government of India Enterprise)
 Plot No. 70-71, Sector 7,
 IMT Manesar, Gurgaon,
 Haryana-122050
 Telefax: 0124-4030949

Tender No: HLL/MFG/LABOUR CONTRACT/04/2015-16/ Date: 30.09.2015

TENDER NOTICE

Sealed and super scribed tenders are invited in prescribed format, under two bid systems (Techno commercial Bid and Price Bid) for undertaking the contract of Manpower supply to Diagnostics Kits Manufacturing unit of HLL LIFECARE LIMITED (HLL), Plot No. 70 & 71, Sector 7, IMT Manesar, Gurgaon, Haryana. The works involved and the terms and conditions are given in the Schedules annexed to this Tender Document.

The Bidder should be recognized and experienced in undertaking manpower supply contracts. The scope of work requirements and other terms and conditions are given in the tender document. The tender document can be had from HLL LIFECARE LIMITED Building No. 70-71, Sector 7, IMT Manesar, Gurgaon, Haryana on working day between 10.30 a.m and 5.00 p.m on producing the receipt for Rs. 1000/- to be paid in the Accounts Division of HLL LIFECARE LIMITED, towards fee of the Tender Document. The tender document is also available at company's website www.lifecarehll.com . Those who download the tender document from the website shall ensure Demand Draft of Rs. 1000/- drawn in favour of HLL LIFECARE LIMITED, payable at New Delhi towards the fee of Tender document is enclosed with the Techno Commercial Bid. The bid without tender fee will be summarily rejected.

The time-line for issue and submission of tender document are as under

The date of issue of Tender Document:	30/09/2015 to 24//10/2015
Pre bid meeting (IST)	12/10/2015 at 2.00 p.m.
The last date of receipt of Bids (IST)	26/10/.2015 at 11.00 a.m.
The date of opening of Techno Commercial Bid (IST)	26/10/2015 at 11.30 a.m.

The Unit Chief reserves the right to cancel or reject this Tender fully or partially, without assigning any reason and his decision shall be final and binding on all Bidders.

UNIT CHIEF

HLL LIFECARE LIMITED
(A Government of India Enterprise)
Plot No. 70-71, Sector 7,
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Haryana-122050
Telefax: 0124-4030949

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TECHNO COMMERCIAL BID TENDER FORM

CONTENTS OF BIDDING DOCUMENTS

I. INSTRUCTIONS TO BIDDERS

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1. Schedule A : Scope of the work in Detail
- Schedule A.1 : General Requirements
2. Schedule B : Minimum Eligibility Criteria for qualifying in Techno Commercial Bid
3. Schedule C : Questionnaire-General information of the Bidder
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6. Schedule F : Declaration accepting Terms and Conditions by the Bidder

III. PRICE BID FORMS

1. Schedule G : Rate Schedule for Providing Contract Workers

HLL LIFECARE LIMITED
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1. INSTRUCTION TO BIDDERS

1. This bid is invited to finalize the rate contract for labour supply to Manesar Plant, Gurgaon, Haryana, under the supervision and control of the contractor as mentioned in this Bid.
2. This is a TWO BID systems comprising of:
 - (a) Techno Commercial Bid
 - (b) Price Bid.

The bid is open for 120 days.

3. Earnest Money deposit (EMD)

The Techno Commercial Bid should accompany a Demand Draft of Rs. 1,00,000/- (Rs. One Lac) towards Earnest Money deposit (EMD) drawn in favour of M/s HLL LIFECARE LIMITED, payable at New Delhi, or bank guarantee at the above address towards EMD, Those bids without EMD will not be considered.

4. Bid Submission

Both Techno commercial and Price bid shall be submitted separately in sealed covers. Tender number and title shall be super scribed on Technical and Price bids in order to identify two bids clearly.

The two separately sealed and super scribed bids shall be placed in a single outer envelop. The sealed and super scribed envelop with the respective Tender No. and title, completed in all respects, addressed to **UNIT CHIEF**, HLL Lifecare Limited, Plot No. 71, Sector 7, IMT Manesar, Gurgaon, Haryana should reach us on or before the due date and time mentioned in the Tender notification. HLL shall not be responsible for any postal delay in receipt of the bid documents. Electronic submission of bid by fax or e mail is not acceptable.

5. (a) The last date and time of receipt of bid is: **26.10.2015 at 11.00 a.m.**
- (b) The date and time of opening of Techno Commercial Bid is **26.10.2015 at 11.30 a.m.**

6. In case the date mentioned above is declared subsequently as holiday for the company's office, the due date for submission and opening of bids will be the next working day at the same venue and time. Bids received after the last date and time for submission shall not be considered.
7. The bidder is expected to examine all work requirement, Instructions, Forms, Terms and conditions given in the Bidding documents. Failure to furnish all information required in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidders risk and may result in rejection of the bid. The bidders shall submit the tender document duly signed and stamped on each page.
8. A declaration as given in Schedule-F stating that ALL TERMS AND CONDITIONS with respect to this tender are acceptable should accompany the tender, failing which the tender will be summarily rejected.
9. The validity of the techno commercial bid shall be for a period of three years.
10. The price bid of that bidder who qualifies in the techno commercial bid only will be opened. The date and time of opening of price bid will be intimated separately. The price bids of the bidders who do not qualify will be returned unopened.

SCHEDULE : A

HLL LIFECARE LIMITED
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SCOPE OF THE WORKS IN DETAIL

The Diagnostics Kits Manufacturing plant located at IMT, Manesar, Haryana operates in single shift basis for 300 days per annum. In future, it is envisaged that the plant may operate in two shifts.

The manpower requirements are summarized below:

S.No.	Category	Estimated number of Manpower Required	Qualification and Experience
1	Unskilled Labour for manufacturing, Quality Control House Keeping and Security	150	10 th standard pass and having minimum of 1 year experience in any manufacturing industry.
2.	Clerical Staff (Assistant Grade) A) Stores B) Administration & HR C) Commercial D) Supervisor	2 2 2 2	Any degree with relevant experience in the field for 1 year.
3.	Maintenance workman (Semi skilled/ skilled / high skilled grade)	3	ITI / Diploma with and experience in electrical maintenance and /or plant maintenance and operations of DG sets of capacity 200 KVA and above for at least 1 year.

Wages: The successful bidder shall pay wages to the contract workers engaged by them as per The Minimum Wages Act, 1948 as applicable to the state of Haryana.

SCHEDULE A-I

HLL LIFECARE LIMITED
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GENERAL REQUIREMENTS

1. To provide required number of efficient contract workers by the contractor as and when required by the company without any delay. Failure in providing manpower in time will attract, including but not limited to, penalty and / or may result in termination of contract without prior notice or forfeiture of EMD / Security Deposit and legal action for recovery of loss or damage suffered by the company on account of failure.
2. The successful bidder shall ensure compliance of GMP (Good Manufacturing Practices) requirements and other statutory requirements, as applicable, suggested / instructed by HLL representative from time to time.

3. SANITATION AND HYGIENE (GMP REQUIREMENT):

The successful bidder shall ensure that all persons employed by it as contract workers shall prior to such employment undergo Medical examination and shall be free from contagious diseases. Moreover, the successful bidder shall ensure the following.

- (i) Periodical medical examination is conducted at least once in a year.
- (ii) The contract workers who come in contact with the product shall wear protective devices like cap before entering to manufacturing area shall wear clean clothes.
- (iii) Smoking, eating, chewing and drinking shall be prohibited in the work area.

4. RECORDS MAINTENANCE:

The successful bidder will be liable to keep the Attendance Register, updated, maintain Wage Register and other Statutory Registers and any other Records to be maintained as required by the HLL from time to time.

5. LEGAL COMPLIANCE:

- (a) The successful bidder shall possess license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce documentary proof to HLL Lifecare Ltd (HLL).

(b) The contractor shall purchase insurance policy for the contractor workers engaged by him to cover accidents and similar eventualities and HLL Lifecare Limited (HLL) will not be liable for any accident/injury sustained to contractor's workmen while during / in the course of their work during the contract period. The successful bidder shall obtain personal accident insurance policy for contract workers engaged by him under Workmen's Compensation Act.

(c) The contractor shall be responsible and accountable for complying with all the relevant, prevailing labour laws, for the time being in force, in India as applicable to the supply of manpower envisaged under the tender.

6. **TRAINING**: To give periodical training to the workers engaged and keep records.

SCHEDULE B

HLL LIFECARE LIMITED
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**MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE TECHNO
COMMERCIAL BID**

1. The bidder shall possess valid registration under the Contract (Labour) Act, 1970. The tenderer should submit the copy of such valid registration.
2. The bidder should have PF and ESI and Service Tax Registration with the appropriate Authorities. The tenderer should submit the copy of EPF Registration, Service Tax Registration & PAN Card failing which tender will be rejected.
3. The bidder should have minimum 3 years experience in carrying out labour supply contracts and should have provided minimum 200 contract workers per day throughout the year. It should also have an average consultancy turnover over of minimum **Rs. 75.00 lacs** per annum.
4. The techno commercial bid should accompany documents proof / copies with respect to work experience and statutory registration(s) of the bidder.
5. The bidder shall have to provide performance security vide DD/Bank guarantee from any nationalized/scheduled bank for an amount of 5% of the value of the contract before commencement of the work within 21 days from the date of award of contract. The performance security shall be valid till the completion of contract.
6. The techno commercial bid should accompany a demand draft drawn in favour of M/s HLL Lifecare Limited, and payable at New Delhi, amounting to Rs.1,00,000/- (Rs One lac only) or bank guarantee of the same amount towards earnest money deposit (EMD) , failing which the tender will be summarily rejected. The EMD will be returned to bidders upon finalization of the tender.
7. The EMD submitted in the form of bank guarantee shall have to be valid for a period of 45 days beyond the validity of the tender. As the validity of the tender is 120 days, the

EMD SHALL BE VALID FOR 165 DAYS FROM THE DATE OF TECHNICAL BID OPENING.

8. A declaration (as given in schedule-F) from the bidder that the offer being submitted is as per the requirement given in this Bid is to be attached along with the Techno Commercial Bid.
9. The bidder should comply with all statutory requirements with respect to the labour supply contract.

SCHEDULE C

HLL LIFECARE LIMITED
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Tender No: HLL/MFG/LABOUR CONTRACT/04/ 15-16

Date: 30.09.2015

QUESTIONNAIRE
(General information of the Bidder)

1. Name and Address of the Bidder :
 - (i) Land Phone :-----
 - (ii) Mobil Phone :-----
 - (iii) Fax No. :-----
 - (iv) E mail Address :-----
 - (v) Name of contact person with :-----
 Mobile No. if any :-----
 (in case of organization)

2. Whether individual/Proprietary/
 Partnership firm/Limited Co./Society
 (Give Details & proof)

3. The code nos. of (Proof is to be enclosed)
 - (a) EPF Registration :-----
 - (b) ESI Registration :-----
 - © Service Tax Registration. -----

4. (a) No & date of license obtained under the
 Provisions of the contract labour (R&A) act : -----
 1970, if any. Please attach an attested
 copy of the license. :

5. Details of experience in carrying out :-----
 Labour supply contract in state /central :-----
 Government institution/PSUs and :-----
 No. of workers engaged. Also attach the copy of :-----
 Work award and performance certificate
 from the principal employer .

Are you ready to undertake and carry out the work in the tender No. HLL/MFG/LABOUR CONTRACT/04/ 15-16 dated 30/09/2015 by engaging adequate manpower without fail as per the terms and conditions given in Tender Notification.

6. On awarding the contract can you
- (i) Engage persons qualified and experienced As given in Schedule-A of this Bid :
 - (ii) Ensure that the worker engaged by you are free from contagious diseases. :
 - (iii) Arrange medical check-up once in a year for them :
 - (iv) Provide apron and caps to the workers engaged by you to: Wear while packing/handling the product.
 - (v) Ensure clean clothing to the workers engaged by you. :
 - (vi) Prohibit smoking, chewing, eating and drinking in the work area. :
7. Do you agree to follow the provisions of all relevant labour laws including but not limited to Payment of Minimum Wages, Good Manufacturing Practices etc :
8. Have you read, understood and agree to abide by the terms and conditions of the agreement to be signed by the bidder and the company, once the work is awarded :

DECLARATION

I/We confirm having read and understood the work requirements, instructions, forms, terms and conditions, draft agreement and all relevant information regarding the Tender Notification Tender No: HLL/MFG/LABOUR CONTRACT/04/ 15-16 dated 30/09/2015 and agree and undertake to abide by all without any deviation from what are stated and contained therein in the Tender Notification and draft agreement.

Place:
Date:

Signature
Name & Address

Seal (in case of Society/Organization/Firm)

SCHEDULE- D

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Tender No: HLL/MFG/LABOUR CONTRACT/04/ 15-16/

TERMS AND CONDITIONS

1. The Tender should be complete in all respects. Incomplete tenders shall be rejected.
2. Unsealed tenders received shall be rejected and this shall be at the sole risk of the bidder.
3. HLL Lifecare Ltd. shall have the right to inspect the existence and correctness of the details claimed in the techno commercial bid, to determine the eligibility of the bidder prior to opening of price Bid or the award of work and the bidder shall extend all cooperation for this. If any information provided in the Techno Commercial Bid is found false or not correct at the stage of inspection, the Bidder shall be disqualified. If any information provided in the Techno Commercial bid is found false at any point time during the contract period, the same shall result in termination of contract with the bidder, disqualification of the bidder from future tendering, forfeiture of EMD paid and security deposit and payment of compensation by the contractor towards loss or damage caused to the company on account of making false claims.
4. The bidder who does not meet the minimum eligibility criteria shall be considered as ***Technically disqualified***. Their price bid shall be returned unopened to such bidder(s).
5. Workers engaged by the successful bidder for undertaking the work(s) as provided in the tender document, will be the employees of the contractor at all times and for all purposes and shall not be deemed to be the employees of HLL at any point of time. It is further clarified that the labour so employed by the contractor with HLL, shall not stand at any point of time, in an employer and employee relationship with HLL.
6. The persons engaged for this work by the contractor should be in age group between 20 and 45 years and meeting the qualification criteria(s) as specified in SCHEDULE-A of this bid document.. The bidder shall arrange medical check up for them in the manner mentioned elsewhere in this tender, prohibit smoking, chewing etc. at work place and shall comply with all relevant legal & Good Manufacturing Practices provisions.
7. The contract awarded shall not be subcontracted to any other person/organization. In case HLL Lifecare finds any point of time during the period of contract, that the contract undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement, liable for legal action, termination of contract, forfeiture of EMD, security deposit and disqualification from future tenders to HLL.
8. That, the contractor shall carry out all the instructions issued by HLL through any of its authorised officer from time to time. HLL will maintain instruction register at each plant

and officer should record instruction in the same with due acknowledgement from the contractor or from his representative (s).

9. The successful bidder shall be responsible for supplying the necessary labourers in order to execute the work as per the instruction of HLL Lifecare Ltd. and such grounds of non availability of labourers due to inclement weather condition or others suggested by the contractor shall not be taken as valid ground for non-execution of the work and will be deemed as breach of contract and the successful bidder shall be liable to compensate the loss as would be assessed by HLL Lifecare Ltd. for such non-execution and the amount so computed can be set aside against the dues of the contractor with the Corporation. In addition, HLL Lifecare Ltd. may forfeit the entire security deposit or part thereof for such breach of contract.
10. It is the responsibility of the contractor to maintain a register containing the details of engagement of the labourers at work site daily and produce before the authorised person of HLL Lifecare Ltd. for verification etc. The contractor should make arrangement for issue of identity cards to the labourers engaged by him if it is so required. The contractor shall maintain registers and records as required under Contract Labour Act and rules thereof and such labour laws as applicable.
11. The contractor is liable to deposit the EPF/ESI/LABOUR WELFARE amount monthly under intimation in details along with ECR to the officer authorised by HLL Lifecare Ltd. in accordance with the EPF/ESI/LABOUR WELFARE Act. The deposit proof shall be supported with challan along with ECR detail in respect of labours provided to HLL only.
12. In case the contractor fails to make payment of wages to the contract labour within the prescribed period or makes short payment of the wages in full or unpaid balance due, as the case HLL Lifecare Ltd. will have right to recover the said amount from the contractor either by deduction any amount payable to the contractor or as a debt payable by the contractor.
13. The contractor shall not be entitled to claim any compensation for idling its labourers for non-working of plant due to natural calamities, mechanical, electrical break-down and break-down for repair and maintenance etc. In case of breakdown needing more than 10 days continuously for repair and maintenance or for any other ground, HLL Lifecare Ltd. shall intimate the contractor within three days from the date of occurrence of such breakdown.
14. That any difference or dispute which will arise in consequence of execution of work thereof shall be decided by arbitration appointed by the Chairman & Managing Director of HLL Lifecare Ltd. and decision of the Arbitrator shall be final and binding on the parties. The contractor shall have no objection to such reference to the arbitrator or any ground what so ever.

In the event of any dispute no causes of action shall arise in their favour of the contractor to approach any court of law unless he/ she have resorted to and exhausted the remedy available through arbitration as envisaged above.

The parties will enter to agreement with the embodied terms and conditions shall be deemed to have been entered into at New Delhi and the Court at New Delhi alone will

have the jurisdiction in such matter. Neither party shall be entitled to file any proceeding in any other Court of Law.

15. The Contract to supply Labour to be awarded as per this tender will be to meet temporary need as and when required. The contractor will be given specified instructions regarding requirement of contract workers to be provided along with place, time of engagement and any other instruction that may be necessary for the performance of the contract

16. PRICE BID

The Bidders shall quote to HLL Lifecare Ltd. the lowest competitive rate for ONE PERSON for One Day of each category.

17. Before quoting the rate in the price bid, the bidder should study well the nature of contract and responsibilities specified in this tender. Thereafter, the bidder shall quote separately for each category under different heads in the prescribed price format in line with Payment of Minimum Wages Act 1948 as applicable to the State of Haryana to be paid to the workers W.E.F. **01.01.2015** contractor's PF and ESI contribution, Income Tax and Service Tax as applicable, Insurance coverage for his/her/its workers, Services charges and other statutory obligation.

HLL shall have no obligation with regard to statutory or other welfare measures of the contract workers provided by the contractor. The contractor shall bear the entire responsibility and risk to pay wages or make payment(s) and other statutory levies in respect of the manpower provided by it during the tenure of contract. The successful bidder shall comply with all statutory obligations cast upon him under the relevant and prevailing labour laws, for the time being in force.

18. HLL shall formulate a minimum wage rate, which shall include Minimum wages notified by the Government and amount due towards Provident Fund and ESI as applicable for the time being and keep it in a sealed cover and open the same at the time of opening of the Price Bid. Any rate quoted, lower than this rate, shall be rejected.
19. The quoted rates by the bidders shall be valid for a period of three (03) years. The said rates shall be applicable, in case the period of the contract is further extended by the mutual consent of both the parties, for such periods as may be mutually decided.
20. On finalization, the bidder shall be required to execute an agreement. The agreement shall be initially valid for a period of one (01) year and extendable on the same terms & conditions for the further one year.
21. The rates quoted by the bidders remain fixed for the duration of the contract and no/any modification during the subsistence of the contract shall be entertained, subject to statutory changes.

22. RECOVERY OF LOSS/DAMAGE TO COMPANY:-

On awarding the contract, but before signing the agreement, the successful Bidder shall furnish performance security as demand draft or Bank Guarantee of 5% of the value of the contract which will be returned without interest on completion of contract period. This Security deposit shall be forfeited in case the bidder withdraws from the contract once it is awarded or fails in providing the sufficient number of workers in time as required by the company or in case any loss or damage is caused to the company by the contractor or by his/her /its workers or on breach of any of the conditions of the contract. Loss or damage caused to the company at the instance of the successful bidder and/or his employees shall under the terms and conditions of the foregoing tender shall be proportionately recovered from Security Deposit and the decision on the amount of compensation for the loss or damage shall be at the discretion of the Company.

23. DISTRIBUTION OF WORK IN CASE OF AWARDING WORK TO MORE THAN ONE BIDDER:

The Company reserve the right to award the contract at its discretion, in full quantity or partial, to one or more parties who agree to do the work at the lowest rate accepted. However, the Company is not bound to accept the lowest rate.

24. GENERAL

This tender is liable to be suspended or cancelled at any time at the discretion of the UNIT CHIEF of Manesar plant with or without assigning any reason. Also, any techno Commercial Bid and Price Bid may be rejected or cancelled by him/her without assigning any reason.

SCHEDULE - E

HLL LIFECARE LIMITED
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Tender No: HLL/MFG/LABOUR CONTRACT/04/ 15-16/

TECHNO COMMERCIAL BID**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA
 MANPWER SUPPLY ON CONTRCAT TO MANESAR FACTORY**

1	Do you have minimum 3 years experience in carrying out labour supply contracts in a single industry per day throughout the year.?	Yes/No
2	Do you have provided minimum 200 contract workers per day throughout the year?	Yes/No
3.	Do you have an average consultancy turnover of minimum Rs.75 lacs per annum?	Yes/No
4	If the above 1,2 & 3 are yes, have you enclosed the copies of Experience Certificate and copy (ies) of the proof '1', '2' & '3' along with the techno commercial Bid?	Yes/No
5	Do you agree to provide performance security deposit for an amount 5% of the contract value by DD or bank Guarantee from a Nationalised /scheduled bank before undertaking the work, if awarded?	Yes/No
6	Have enclosed herewith the documentary proof of Provident Fund Registration in your own name?	Yes/No
7	Have enclosed herewith documentary proof of ESI registration in your own name?	Yes/No
8	Have you enclosed herewith documentary proof of Service tax registration in your own name?	Yes/No
9	Have you attached the Declaration (as in Schedule-F) along with this bid?	Yes/No
10	Do you meet all the legal/ statutory requirements like Minimum wage Act, PF, ESI Acts, workmen Compensation Act etc. with respect to this work?	Yes/No
11	Have you enclosed DD/bank guarantee for Rs.1,00,000/- (Rs. One Lac) towards EMD in Techno Commercial Bid, If yes furnish the DD/ bank guarantee details	Yes/No

All the information provided herein is true and correct.

NAME & SIGNATURE OF THE BIDDER

Place:

Date:

SCHEDULE - F

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Date:30.09.2015

DECLARATION

I / We confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of this tender (both expressed and implied) in full and the offer being submitted is as per the requirements given in this bid and that I/we agree to abide by all without any deviation.

SIGNATURE:
NAME & ADDRESS OF APPLICANT

(Seal of the Applicant)

SCHEDULE - G

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Tender No: HLL/MFG/LABOUR CONTRACT/04/ 15-16/

PRICE BID TENDER FORM
RATE SCHEDULE FOR PROVIDING CONTRACT WORKERS

1. Name & Address of the Bidder

2. The bidder shall quote his/her lowest competitive monthly rate in this price Bid, for providing contract workers to HLL Diagnostic Kits manufacturing Factory at Manesar, Gurgaon, Haryana. The bidder should essentially understand the tender conditions and other requirements with respect to this tender.
3. The bidder shall write the wage and other charges separately for one person for one day
 - i. The wage includes the minimum Wage to be paid to one worker for a day.
 - ii. The other Charges shall include Contractor contribution of PF ESI, Service Tax, service Charge and Income tax as applicable, all other charges. For this, the bidder shall study well all the financial commitments involved.
4. The bidder should study well all the following before submitting the tender:
 1. The minimum wage to be paid to one person for one day as per Haryana Minimum wages act (Payment of Minimum Wages Act 1948) **w.e.f. 01/01/2015**
 2. The liabilities and responsibilities of contractor on undertaking the work
 3. The provision given in the draft of the agreement.
 4. In case any clarification is required, the bidder may contact UNIT CHIEF, HLL Lifecare Ltd; Plot No. 70-71 Sector 7, IMT Manesar, Gurgaon-122050 Haryana.
5. The contractor should provide the workers in time to HLL, complying with relevant statutory requirement as applicable from time to time and as directed by HLL and other statutory authorities in this regards.

6. Price Bid: Rate Quoted

Rate may be quoted for providing one person for one day to the HLL as per the category given in SCHEDULE-A of this Bid (The amount to be rounded off to Rs.)

S No	Particulars & Category	Unskilled Labour	Semi skilled (A)	Skilled (A)	High skilled
1	Per day Minimum Wages as per Haryana state Govt. w.e.f. 01.01.2015 (in Rs)	5812.75	5942.75	6202.75	6462.75
2	Rate of Service Charges on minimum wages (in %)				
3	PF on minimum wages at S. No. 1 @12% (amount in Rs)				
4	Admin Charges on minimum wages at S. No. 1 @1.36% (amount in in Rs)				
5	ESI on minimum wages at S. No. 1 @4.75% (amount in Rs)				
6	TOTAL MINIMUM WAGES QUOTED (1+2+3+4+5) (AMOUNT IN Rs)				
7	Welfare Fund as per Hr. Govt.rule fixed per month	20.00	20.00	20.00	20.00
<p>Note: 1. In Case of any discrepancy between quoted total minimum wages at sr no.6 and service charges amount , the % rates of service charges at sr no.2 will be taken for Final comparison.</p> <p>2. In case of discrepancy between the amount in words & figures, the amount in words will prevail</p>					

DECLARATION

I/We am/are fully aware of the statutory obligation to be complied with respect to this offer and on awarding the contract to me/us. I/We will be responsible for all the statutory/legal aspects related to this offer. I/We have also fully understood the nature of contract and costs involved. The rates quoted by me/us in this bid are all inclusive and in case contract is awarded, during the period of contract I/We will not claim any upward revision in the rate.

SIGNATURE OF THE BIDDER
NAME & ADDRESS
(SEAL OF THE BIDDER)

PLACE: -----

DATE: -----