

SUB: Tender For Providing house keeping and office support services
TENDER NO: HLL/CRDC/TENDER/PUR/2017-18/01

With reference to the above we hereby incorporate the following amendment to the tender documents as detailed below.

- 1) In the Price Schedule mentioned in Annexure - I of the above Tender Notice, details in Sl.No.2 under the heading 'Description' is amended as 'Housekeeping Staff (1 shift per day)' i.e. 2 shifts per day is amended as **1 shift per day**. Please quote the rates accordingly in the table given below:

Annexure I PRICE SCHEDULE

Operation of Housekeeping and Office Support services at Corporate R & D Centre Akkulam					
S. No.	Description	Nos.	Cost Per Month (Rs.)	Service Charges per Month (Lumsum)**	Cost per Annum (Rs.)
1	Supervisor	1			
2	Housekeeping Staff (1 shifts per day)	9			
3	Pantry attendant	2			
4	<u>Office Support</u>				
a	Front Office Assistant	1			
b	Executive Assistant	3			
c	Office Assistant	1			
6	Animal Handler	1			
			Rent Per Month (Rs.)	Service Charges per Month (Lumsum)**	Cost per Annum (Rs.)
7	<u>Machine on monthly rentals</u>				
a	Single disk Scrubbing Machine	1			
b	Wet and Dry Vaccum cleaner	1			
c	High Pressure Jet Machine	1			
d	Back pac vaccum cleaner	1			
e	Glass cleaning kit with 9mts Telescopic Pole	1			
Total cost Per annum					

*Wages shall be complied with latest central minimum wages Act.

**Any revision to the existing statutory rates and any extension to contract the service charges shall remain constant.

Authorized Signatory of Applicant and Seal

2) The Breakup of costing asked in different tables under Annexure –I of the above Tender Notice are amended as follows. Please quote the rates in the following amended tables.

BREAK UP OF COSTING FOR SUPERVISOR/EXEC. ASST./FRONT OFFICE ASST.	
Item	Amount per Month per Person (Rs.)
Minimum Wages including VDA *	
ESI @ 4.75% of Gross wages	
EPF @ 13.16% of Basic and VDA	
Bonus @ Rs.583/- per month	
Insurance as per statutory norms	
Service Charges (Including all Overheads) (Lumsum)**	
GST @ 18%	
Rate per person per month	

*Wages shall be complied with latest central minimum wages Act (Skilled Category).

**Any revision to the existing statutory rates and any extension to contract, the service charge shall remain constant.

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BREAK UP OF COSTING FOR OFFICE ASSISTANT & ANIMAL HANDLER	
Item	Amount per Month per Person (Rs.)
Minimum Wages including VDA *	
ESI @ 4.75% of Gross wages	
EPF @ 13.16% of Basic and VDA	
Bonus @ Rs.583/- per month	
Insurance as per statutory norms	
Service Charges (Including all Overheads) (Lumsum)**	
GST @ 18%	
Rate per person per month	

*Wages shall be complied with latest central minimum wages Act (Semi Skilled Category).

**Any revision to the existing statutory rates and any extension to contract, the service charge shall remain constant.

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BREAK UP OF COSTING FOR PANTRY ATTENDANT	
Item	Amount per Month per Person (Rs.)
Minimum Wages including VDA *	
ESI @ 4.75% of Gross wages	
EPF @ 13.16% of Basic and VDA	
Bonus @ Rs.583/- per month	
Insurance as per statutory norms	
Service Charges (Including all Overheads) (Lumsum)**	
GST @ 18%	
Rate per person per month	

*Wages shall be complied with latest central minimum wages Act (Unskilled Category).

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BREAK UP OF COSTING FOR HOUSE KEEPING STAFF	
Item	Amount per Month per Person (Rs.)
Minimum Wages including VDA *	
ESI @ 4.75% of Gross wages	
EPF @ 13.16% of Basic and VDA	
Bonus @ Rs.583/- per month	
Insurance as per statutory norms	
Service Charges (Including all Overheads) (Lumsum)**	
GST @ 18%	
Rate per person per month	

*Wages shall be complied with latest central minimum wages Act (Unskilled Category).

**Any revision to the existing statutory rates and any extension to contract, the service charge shall remain constant.

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All other terms and conditions remain same as per the original tender no. HLL/CRDC/TENDER/PUR/2017-18/01 and subsequent amendments.