

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY  
NEW DELHI**

**FINANCIAL BID – HOUSEKEEPING SERVICES PART – II**

**(Schedule of rates for required Manpower)**

Category Person	Qty.	Monthly wages per person	EPF @ 13% on maximum Rs.15,000/- or actual wages whichever is less	ESI @ (3.25%+0.75%) on Rs.21000/- or actual wages whichever is less	Reliever's charges, if any	Service charges in % on (3+4+5)	Total monthly charges	Total yearly charges for 12 months
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Supervisor (skilled)	1							
Workers (cleaning staff) unskilled	13							
Electrician (Skilled) ITI Diploma Holder	1							
Plumber (Skilled) ITI Diploma Holder	1							
Office Boy (Skilled)	1	25,000/-**						
	1	17500/-**						
Mali (Unskilled)	1							
<b>Total</b>	<b>19</b>							
For Sunday/Holidays (wages for 18 man days per month for unskilled workers* (including ESI))	18 man days		NIL					
GST								
Cost of Material (As Calculated on "b" in page No. 2 of this Annexure-II)								
<b>Grand Total</b>								
<b>Grand Total in words</b>								

# Revised rates with effect from 01.04.2021 as published in Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i) vide number G.S. R. 121€ dated the June 13, 2019.

\* The number of man days may vary and accordingly the grand total may also vary every month.

\*\* Salary Fixed

Signature  
Name of the Firm  
Address

**Category:-**

1. Supervisor -Skilled
2. Workers (Cleaning Staff) -Unskilled
3. Electrician – Skilled
4. Plumber – Skilled
5. Office Boys – Skilled
6. Mali – Unskilled

**QUANTITY REQUIRED FOR MONTHLY CONSUMPTION**

<b>S.NO</b>	<b>MATERIALS NAME</b>	<b>QUANTITY</b>	<b>AMOUNT(RS)</b>
1	OIL BASED LIQUID SOAP (DETOL LIQUID SOAP)	20 LTR	
2	LINT FREE MOPS ( FLOOR DUSTER)	24	
3	LINT FREE DUSTER (YELLOW + WHITE)	36	
4	COLIN SPRAY	12	
5	LONG ASSEMBLY FOR CLEANING COB WEB	10	
6	ROOM FRESHNERS PREMIUM	10	
7	WHITE PHYNYLE (GERMS, GERMICIDE) TRISHUL	20 LTR	
8	AIR FRESHNER R5, TASKI	10 LTR	
9	TOILET CLEANERS R6, TASKI	20 LTR	
10	HARPIC FOR CLEANING OF SANITARY WARE 500 ML	10	
11	PRESSURE PUMP , DRAIN PUMP	10	
12	S. S. BRUSHES/ W. C. BRUSH	12	
13	RUBBER WIPER, FLOOR WIPER	10	
14	NAPHTHALENE BALL	1 KG	
15	HARD BROOMS	10	
16	SOFT BROOMS	10	
17	ROAD BROOMS	3	
18	TEEPOL (TASKI)	15 LTR	
19	TOILET ROLL (ONTEX) 300 NOS	3 BOX	
20	M FOLD TOWEL (GREENLIME MULTIFOLD THINK FRESH) 360PKT	6 BOX	
21	ACID	5 LTR	
22	MINI NIRMA SOAP ( FOR USE IN HOSTEL) 300 NOS	2 BOX	
23	CHEMICAL H4 (FOR GLASS CLEANING) TASKI	5 LTR	
24	BRASSO (200 ML)	1	
25	A1 TOILET (URINAL) ODONIL CUBES 50 GM / ODONIL 100 GM	10 PKT	
26	DUST CONTROL MOP	10	
27	NIRMA POWDER	5 KG	
28	VIM POWDER	5 KG	
29	URINAL SCANNER SHEET	20	
30	SCOTCH BRITE PAD	12	
31	HIT RED	8	
32	HIT BLACK	10	
33	SMALL GARBAGE BAG (20X24)	10 KG	
34	BIG GARBAGE BAG (35X45)	10 KG	
35	GLASS WIPER	5	
36	FEATHER DUSTER	10	
37	JALA BRUSH	10	
38	DURACELL 1.5 VOLT, SMALL	36	
39	SUPLI / DUST PAN	10	
40	PLASTIC JUNA	12	
41	BLEACH POWDER	2 KG	

**(a) COST OF ABOVE MATERIAL INCLUDING GST FOR ONE MONTH COMSUMPTION (A)  
RS-**

**(b) TOTAL COST OF MATERIAL FOR 12 MONTHS (AX12) RS-**

**(c) THE FIRM IS REQUIRED TO DEPOSIT ABOVE MATERIAL OF PARTICULAR BRAND IN THE PRESENCE OF THE SECURITY SUPERVISOR. THE PAYMENT FOR THE ABOVE MATERIAL WILL BE REALEASED ONLY AFTER CERTIFICATION OF SECURITY SUPERVISOR.**

**FIRM IS REQUIRED TO PROVIDE FOLLOWING EQUIPMENTS IN  
WORKING CONDITION.**

<b>S.NO</b>	<b>ITEM / EQUIPMENT NAME</b>	<b>QUANTITY</b>
1	SINGLE DISC	1
2	VACUUM CLEANER	1
3	MOSQUITO KILLER ELECTRONIC RACKET	2
4	BUCKET 16 LTR & MUG	10 EACH

**1. FIRM IS REQUIRED TO PROVIDE ABOVE ITEMS / EQUIPMENTS IN GOOD WORKING CONDITION, ONE TIME. IN CASE OF NON FUNCTIONING OF ANY ITEMS /EQUIPMENT, FIRM IS REQUIRED TO REPLACE IT WITH IN 24 HOURS.**

**2. AFTER COMPLETION OF THE CONTRACT THE SAID EQUIPMENTS WILL BE THE PROPERTY OF FIRM. SO NO RATES ARE TO BE QUOTED FOR THEM.**