

**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 @ 12% on maximum Rs.15,000/- or actual wages whichever is less	ESI @ 3.25%# on Rs.21000/- or actual wages whichever is less	Reliever's charges, if any	Service charges in %	Total monthly charges	Total yearly charges for 12 months
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*)	18 man days							
GST								
<b>Grand Total</b>								
<b>Grand Total in words</b>								

# Revised rates with effect from 01.07.2019 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

Place:

New Delhi:

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