



Securities and Exchange Board of India

**Chandigarh Local Office
SCO – 127-128, 1st Floor,
Sector 17 C, Chandigarh**

Tender No. NRO/ CLO /1 /2022

Tender Document – Part III

(Financial Bid)

**Supplying of Outsourced Staff at Chandigarh
Local Office**

Tender submitted by.....

FINANCIAL BID- Summary Sheet

Sr. No	Category of Outsourced Staff	No. of staff (A)	Total wages to be paid per workman per month (Rs.) (B)	Service charges per person per month in percentage (C)	Corresponding Service Charges (Rs.) D = (B) * (C/100)	Total Amount (Rs.) E = (B+D)	Total amount per month (Rs.) F = A * E
1	Monthly service charges for providing administrative and support staff in unskilled category	1	22,895/-				
2	Monthly service charges for providing administrative and support staff in clerical category	2	28,280/-				
3	Sub - Total (Sr. No. 1+2)						
4	GST @ 18% as applicable (on Sr. No. 3)						
5	Total Per Month (Sr. No. 3 + Sr. No. 4)						
6	Grand Total for providing the outsourced staff per annum (Sr. No. 5 * 12)						
7	Grand Total Amount in Words						

Pay Structure for Unskilled Category – Office Boy cum Housekeeping Staff

Sr. No.	Particulars	Amount (Rs. Ps.)	Remarks
1	Basic Pay (Rs. 437/- per day w.e.f. 01.04.2022)	11,362.00	(437X26)
2	D. A. (Rs. 116/- per day w.e.f. 01.04.2022)	3,016.00	(116X26)
3	Total of Basic + DA	14,378.00	
4	House Rent Allowance (5% of (Basic + DA))	719.00	
5	Allowance for Conveyance, Lunch, CCA etc. payable on pro-rata basis for the no. of days present	2,500.00	
6	PF contribution @ 13% of (Basic + DA) or 15,000/- whichever is lower (Employer's Contribution)	1,869.00	
7	ESIC Employer's contribution, if (Basic + DA)<21,000 (@ 3.25% of (Basic+DA+HRA+Conveyance, Lunch, Washing, CCA allowance, etc.)	572.00	
8	Bonus equated on monthly basis (8.33% of Basic + DA)	1,198.00	8.33 % of Sr. No. 3
9	Leave wages (21 days' pay p.a. equated on monthly basis)	968.00	(Sr. No. 3 / 26) * 21/12
10	Gratuity (15 days p.a. equated on monthly basis)	691.00	(Sr. No. 3 / 26) * 15 / 12
	Total Gross Earnings	22,895.00	

Pay Structure for Clerical Category – Receptionist cum Data Entry Operator			
Sr. No.	Particulars	Amount (Rs. Ps.)	Remarks
1	Basic Pay (Rs. 579/- per day w.e.f. 01.04.2022)	15,054.00	(579X26)
2	D. A. (Rs. 155/- per day w.e.f. 01.04.2022)	4,030.00	(155X26)
3	Total of Basic + DA	19,084.00	
4	House Rent Allowance (5% of (Basic + DA))	954.00	
5	Allowance for Conveyance, Lunch, CCA etc. payable on pro-rata basis for the no. of days present	2,500.00	
6	PF contribution @ 13% of (Basic + DA) or 15,000/- whichever is lower (Employer's Contribution)	1,950.00	
7	Bonus equated on monthly basis (8.33% of Basic + DA)	1,590.00	8.33 % of Sr. No. 3
8	Leave wages (21 days' pay p.a. equated on monthly basis)	1,284.00	(Sr. No. 3 / 26) * 21/12
9	Gratuity (15 days p.a. equated on monthly basis)	918.00	(Sr. No. 3 / 26) * 15 / 12
	Total Gross Earnings	28,280.00	