

FORM F-3 (REVISED after Pre bid)

(To be submitted with Financial Proposal)

Cost Calculation format for arriving at the cost / bed per Month for the Housekeeping & Cleanliness Services

Name of the District: _____

Sl.	Particulars	Monthly Cost per Personnel (Rs.) exclusive of GST					***No. of Personnel	Total Cost / Month (Rs.) (up to two decimal places only)
		*Take home Remuneration / Month (to be quoted based on 30 days service)	EPF (Employer's share of 13%)	ESI (Employer's share of 3.25%)	Service Charge **	Total (per personnel per Month)		
1	Human Resource	a	b	c	d	e = a+b+c+d	f	g = e x f
1.1	Remuneration of Sanitation worker plus Gardener (Semi-Skilled)							
1.2	Remuneration of Plumber+ Electrician +Oxygen plant operator (High Skilled)							
1.3	Remuneration of Lift man (Skilled)							
1.4	Remuneration of Sanitation Supervisor (Skilled)							
2	Cleaning Equipment & Material Cost (exclusive of GST) per Month							
2.1	Cleaning Equipment, machinery & it's maintenance Cost / Month****							

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2.2	Cleaning Materials & Consumables Cost / Month*****		Will be met by the institution.
3	Total Cost / Month (exclusive of GST) [g of 1.1 + g of 1.2 + g of 1.3 + g of 1.4 +g of 2.1]		
4	Total No. of Beds *****		
5	Cost per bed per Month (exclusive of GST) (g of Sl. 3 ÷ g of Sl. 4)		(up to two decimal places only)

(Pl. go through the Notes mentioned below carefully before quoting the rates and No. of Personnel)

Note :

- * The **monthly take home remuneration** must be based as per minimum wages act vide the **recent gazette notification no. 2816 dated 25.05.2021** issued by **Labour & ESI Department, Odisha** for **Semi-skilled and Skilled** personnel. This should take into account **24 x 7 x 365 days service** of housekeeping & cleaning personnel required at the health institutions.
- ** The **service charge** shall be quoted by taking into account **all management cost** of the personnel including **statutory requirement, uniform, training etc.** mentioned in the Terms of Reference (Section 3). The bidders are required to quote the price (**Service Charge**) in **whole Rupees & no fraction of Rupee** will be considered and quoting in fraction of Rupee will lead to summarily rejection of financial bid. There must not be **any compromise** on the **take home remuneration** mentioned above.
- *** **The no. of housekeeping personnel** (Sanitation worker / Plumber / Electrician / Sanitation Supervisor/Gardener/Liftman/oxygen plant operator) against our District is mentioned at **Section – 6 (Column M, N, O, P,Q,R,S)**. The bidders are requested to go through the **Section - 6 *Column M, N, O, P,Q,R,S)** carefully to quote and accordingly put the **no. of personnel figure** in the **column 'f'** against Sl. No.1.1, 1.2, 1.3 & 1.4 of Form F3.
- **** **Cleaning Equipment & its consumable cost** for the **contract period** should be taken into account the **total no. of beds** of **all the institutions** and **total no. of institutions of the district** and accordingly calculate the **Cleaning Equipment Cost / Month**.
- ***** **Cleaning Material cost / Month** should not be taken into account as it will be borne by the institution.
- ***** **The no. of Beds** of district / other institution is mentioned at **Section – 6 (Column K** of the table). The bidders are requested to go through the **Section - 6 (Column K)** carefully and quote. Accordingly put the **no. of beds figure** in the **column 'g'** against **Sl. No. 4** of Form F3.
The cost per Bed per Month (in Rs.) (exclusive of GST) as mentioned against Sl. No.5 above must be the same as the figure mentioned column 'a' of Form F2

Date :

Place:

Authorized Signature

Full Name:

Organization

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12.8.22