

To

**The Presiding Officer  
Board for Opening Bids for Security Services  
C/O Army Institute of Law  
Sector – 68, Mohali – 160062**

**PROPOSAL FOR SECURITY SERVICE AT AIL MOHALI COMPLEX**

**Profile of the Company/Agency**

1. Name of Organization/Agency : .....
2. Detail of Owner : .....
3. Address of the Organization : .....  
(Permanent) : .....
4. PSARA Registration Number : .....
5. Key Person to Connect and Contact No : .....
6. Office Contact No : .....
7. PAN No alongwith copy of PAN Card : .....
8. ESI No alongwith copy of ESI Card : .....
9. EPF No alongwith copy of EPF Card : .....
10. GST No alongwith copy of GST Card : .....
11. No. of years of Experience in running : .....  
Security Service Agency (Attach Details)

**Contract Specific Details**

12. Do you have Experience : .....  
in providing Security Services to  
Educational Institute if Yes (Attach Details)
13. The contract is for 12 months only - Acceptable/Not Acceptable
14. Earnest Money Deposit (EMD) @ 1% of the cost of  
contract is to be deposited through Fixed Deposit  
Receipt (FDR)/Demand Draft in favour of Army  
Institute of Law payable at Mohali.  
(This amount will be refunded after completion of Tender  
Process in all cases except the L1 Agency) - FDR/DD No \_\_\_\_\_
15. Deposit Security equal to 10% of the cost of the  
contract in the form of Bank Guarantee (BG). - Acceptable/ Not Acceptable
16. Do you accept all terms and condition of the  
contract document? ..... - Yes/ No

17. Have you attached Sample Dress Photograph for Male & Female Security Guard for Summer, Winter and Rainy Season. - Yes/ No
18. If contract awarded, do you agree to extend the Contract by three months (if required), on expiry of the Contract on existing terms and conditions. - Yes/ No
19. Have you attached one copy of Terms and Conditions for Security Services duly signed and stamped on each page (Total pages -06)  
(The bid will not be considered if copy of Terms and Conditions for Security Services are duly signed and stamped on each page is not found attached) - Yes/ No
20. Have you attached one copy of BOQ's duly filled, printed on Security Agency Letter Head and duly signed No of Pages – 01  
(The bid will not be considered if one copy of BOQ's duly filled, printed on Security Agency Letter Head and duly signed is not found attached) - Yes/ No

**References**

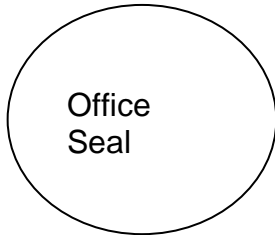
21.

S. No.	Name of Company/ Institution/ Premises where security being provided	Name of Contact Person	Mobile No. of Contact Person
1.			
2.			
3.			

**Procedure for Applying**

22. Application to be made on authorized Letter Head of Agency and signed by authorized signatory.
23. Following documents to be attached with the application form:-
- (a) Fill Proposal for Security Service Form.
  - (b) Submit 1x copy of Terms and Conditions for Security Service duly stamped and signed on each page by the authorised Signatory of the company alongwith official seal.
  - (c) Bill of Quotes attached as **Appx 'C'** duly printed on Official Letter Head of Security Agency and signed by Authorized Signatory alongwith official seal.

24. Application fee (EMD) @1% of the cost of the contract in the form of Demand Draft in favour of Army Institute of Law payable at Mohali to be attached with application.



(Signature of Authorised Signatory)

Name .....

Date.....

LAST DATE FOR SUBMISSIONS OF FORM IS 22 Feb 2024 TILL 4.00 PM. TENDER WILL OPEN ON 23 Feb 2024 AT 1000 HRS IN AIL, SECTOR 68, MOHALI.

Demand Draft (EMD) @1% of the cost of the contract (Ref para 14 of Proposal of Security Services)

(Six Pages Only)

**TERMS & CONDITIONS FOR SECURITY SERVICES**

(INCOMPLETE TENDERS WILL NOT BE ACCEPTED)

**General Terms and Conditions**

1. Duration of this contract will be for 12 months i.e. from 16 Mar 2024 to 15 Mar 2025.
2. Security to AIL Complex, Mohali will be provided round the clock (24x7) for 365 days.
3. A total of 15 security staff composed of following will be required:-

S. No	Catagory	Nos	Duration	Shifts	Total
1	Security Supervisor (Highly Skilled)	1	24 x 7	3	03
2	CCTV Supervisor (Highly Skilled)	1	0900 – 1700 hr	1	01
	<b>Total</b>				<b>04</b>
3	<b>Male Guards</b>				
	(a) Main Gate	1	24 x 7	3	03
	(b) Boys Hostel	1	2200 – 0600 hr	1	01
	(c) Girls Hostel	1	2200 – 0600 hr	1	01
	<b>Total</b>				<b>05</b>
4	<b>Lady Guards</b>				
	(a) Main Gate	1	0600 – 2200 hr	2	02
	(b) Addl Girls Hostel	1	24 x 7	3	03
	(c) Girls Hostels/ Reappropriated	1	2200 – 0600 hr	1	01
	<b>Total</b>				<b>06</b>
5	Grand Total		15 (4 x Highly Skilled, 11 x Skilled)		

4. The category and payment to the security staff Skilled and Highly Skilled category will be strictly made as per guidelines issued by Deputy Commissioner, Punjab S.A.S. Nagar, Mohali and the Punjab minimum wages Rules, 1950. Copy of Wages Rules, 1950 are attached as **Appx 'A'**. Security Agency shall work out wages as per latest Notification for Skilled and Highly Skilled Category issued by Deputy Commissioner, S.A.S. Nagar, Mohali. Agency will also attach copy of said Notification alongwith BOQ's.
5. The security guard provided by the Security Agency shall be the employee of the Security Agency and not of the AIL. However, they shall work under the supervision and control of the Registrar, AIL Mohali or staff nominated by the Registrar for this purpose.
6. Liability of meeting all the statutory obligations like EPF, ESI, GST, any other applicable tax etc will vest with the Security Agency and documentary proof by Security Agency will be provided every month alongwith submission of Security Services Bill.

## **Terms of Payment**

7. The security agency shall ensure payment of minimum monthly wages as notified by the Local Dy Commissioner from time to time to all the staff employed through him at AIL, Mohali earliest but not later than 07<sup>th</sup> of each month.

8. **Submission of Monthly Bill by the Security Agency.** The Security Agency to submit monthly bill by 10<sup>th</sup> of every month. The Security Agency will ensure that the mandatory, statutory contribution made by AIL to the Security Agency wrt ESI (Employees' State Insurance), EPF (Employees Provident Fund), EPS (Employee's Pension Scheme) & EDLI (Employees' Deposit Linked Insurance) as principal employer is paid by the agency to the employee and proof of the same to be attached alongwith the monthly bill. Rules applicable with respect to ESI, EPF, EPS & EDLI Contribution are attached as **Appx 'B'**. Payment of monthly bill will be made by AIL only if the bill is received alongwith proof of payment of ESI/ EPF/ EPS & EDLI in respect of all the security persons deployed at AIL. The Security Agency shall maintain the salary sheet for the month demonstrating receipt of wages.

9. The Security Agency, shall not be entitled any additional payment during the tenure of present contract on any account except revision of minimum wages by Central/State Govt during period of contract and acceptable logically to AIL.

10. The Security Agency shall submit monthly bills in duplicate by the 10<sup>th</sup> of every month to the Registrar, AIL Mohali complete with all documents viz form 10 & form 14, the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 etc., The bills submitted by the agency will be scrutinized by the dealing staff at AIL and payment shall be made within a period of 15 days from the submission of the bills.

11. TDS as applicable shall be deducted from the monthly payment of the security agency.

12. The security agency undertakes to ensure that security personal employed by the agency at AIL will be engaged on duty as per duty hours, and paid salary as per rules on the subject and rates quoted in this tender. A certificate to this effect will be attached with monthly bills being submitted by the Security guards.

13. The Security Agency shall take full responsibility for paying monthly minimum wages to its contracted employees before 7<sup>th</sup> of each month. In Case any complaint is received from the contracted employees, action will be taken. Under such dispensation, contract is liable for termination giving due notice and setting the dues of the employee from the pending bills/security deposit available with the AIL, Mohali.

14. The Security Agency will ensure and render a monthly certificate that all employees have been paid as per rates quoted in the tender and mandatory deductions have been deposited with the concerned authorities.

15. Payment will be made for actual number of security staff provided/ utilised on monthly basis. Relief will be provided by security agency under its own arrangement.

16. The security Agency shall abide by labour Laws, Rules and regulation as issued by the government and amended from time to time.

17. In the event of any injury / loss of life to contractor's men/staff operating in the college, it shall be sole repeat sole responsibility of the security agency for payment towards any treatment or compensation or legal matters arising therefrom. The Security Agency shall get

all his worker, deployed on AIL, Mohali covered under requisite General Insurance Scheme under the Prescribed Act or any additional insurance to cover liabilities under payment of Compensation Act. For settlement of claim of injured/ dead worker, AIL Mohali shall not bear any liability on his account what so ever.

### **QR for Guards and Supervisors to be Provided By the Security Agency**

18. **Age.** The security guards should be within the age group of 25-40 yrs and security supervisor within 25-50 yrs (Proof of age is required). They should be well trained for security duties.

19.. **Police Verification and Medical.** The agency will provide certificate of medical fitness and police verification in respect of each security staff.

20. The Security Agency shall furnish a report of antecedents of security guard deputed for deployment with AIL, Mohali. Security Agency while providing replacement of existing staff, will submit Police Verification and Medical Fitness Certificate in respect of new employee.

21. The person proposed to be employed by the security agency should be fully capable to understand and carryout all the duties expected from him satisfactorily as applicable to an educational institute.

### **Conduct, Responsibilities and Duties of Security Guard and Security Agency**

22. The security agency will be responsible to provide all round security to the AIL Campus including its property 24x7 and for 365 days.

23. Security Agency will be responsible to deploy trained guards with good bearing on duty. Untrained guards or guards with poor bearing will not be accepted.

24. The Security Agency shall be responsible for the conduct of security guard as per law of the land. The Security Agency shall withdraw the delinquent workers immediately being asked in writing by the empowered officer and provide suitable relief within 24/48 hours.

25. Security guards to carry out the said security work satisfactorily during day and as well as night. The timing of shift, place of duty and the number of the guards for each shift will be finalized after mutual discussion with the Registrar, Army Institute of Law, Mohali.

26. Detailed requirement of security cover, drills and procedures to be followed, access control, frisking of vehicles, equipment, stores and personal will be given out by the Registrar. Security guards should posses the requisite skills and are expected to perform these duties in a professional manner.

27. The security agency shall arrange the maintenance of registers, books and forms as are found necessary for the efficient performance of the security work undertaken herein. A duty register indicating the name of security guards on duty should be available for inspection at all time at the premises. Requisite stationary will be provided by AIL.

28. In order to cater for absence of a security guard from work, there should be a relief system. No security guard to be put in more than 8 hours in a single shift. A mechanism for relief to be worked out.

29. **Field officer.**

(a) The agency will depute a field officer who will carry out checks on guard at least once in a week and record of the same to be maintained in the register. He will get the register signed from the college security officer and the Registrar once in a week. He will also be responsible to carry out in situ refresher training of each guard and scrutinize the correctness of details filled by the guards in various registers.

(b) **Surprise Check and Night Checking.** Field officer detailed by the security agency will check security guards at night (once in a week) which could also be in the form of surprise check and maintain record of the same.

30. Security Staff deployed at this campus will be required to do day and night patrolling at the campus as per directions of the Registrar or Empowered appointment.

31. The Security agency will make arrangements to provide relief of the guard absenting more than 24 hrs due to any reasons. During the given period of absence of 24 hrs the existing guard may be employed twice in the 24 hrs cycle with minimum gap of 8 hrs.

32. **Uniform (Summer, Winter & Rainy Days).** The security agency will be responsible to provide the security guard with the uniform, baton and torchlights for night patrolling and seasonal clothing. All security guards will be properly dressed and adhere to dress code given by the agency and agreed to by the Institute. **Photograph of one set of these items both for male and female security staff for summer, winter and rainy season will be attached with the tender document.**

33. The security agency shall arrange safeguard of the material, property and residences of AIL, Mohali by posting the security guard in such a manner and at such points and by patrolling of required areas, by checking of cars, lorries and other vehicles and by search of employee and visitors at the access points and in such a manner as considered necessary in consultation with the Registrar AIL, Mohali.

34. **Name & Telephone Number.** Name, telephone number and other contact details of guards, supervisors and Field Officer will be displayed in security room by the Security Agency.

35. Security guard employed to observe the CCTV footage will be responsible to intimate unusual activity to the Principal / Registrar/ Wardens/ Security Supervisor. Security Supervisor will be required to attend to the situation immediately by assessment/visit to the area (except where not permitted).

36. Security Supervisor alongwith male/female guard (as required) is also required to accompany the Registrar/Warden to the location of incidence for restoration/ investigation. Security Supervisor responsible for CCTV footage will under no circumstances allow student to enter control room and will not allow any person to take copy of footage until so authorised by the Registrar/Principal. Security Supervisor for CCTV footage is also not permitted to make any copy of footage and is liable to be frisked at the time of entry to the control room and at the time of leaving.

37. Security Supervisor and Security Guard on duty could be asked to accompany Registrar/Warden to any place including student hostels inside the campus and 1.44 Acre Land Sports Ground.

38. Security Supervisor employed for CCTV footage should have adequate skills to prepare reports, compile data of footage and keep records of daily attendance of the guards.

39. Any of the security guard provided by the Security Agency whose work or conduct is found unsatisfactory by the AIL, Mohali shall be replaced immediately at no cost to AIL, Mohali.

40. **Penalty.**

40.1 In case of any lapse attributed to the duty of guard penalty will be imposed on company as per following details: -

- (a) **Minor Lapse not Involving any Damage to Property or Person.** - Rs. 250/-
- (b) **Major Lapse** - Upto Rs. 5000/- with or without lodging complaint with civil police depending on the nature of case.
- (c) **Failure to Provide Relief for Security Staff more than 24 Hrs** - Upto Rs. 5000/- depending on period of absence.

40.2 Any loss to property due to lapse attributed to the negligence of Security Guard and/or due to act of omission/commission on part of security staff, the Security Agency will be responsible to make good the loss which shall be worked out by Registrar and will remain non-negotiable and shall be put in writing.

40.3 The Security Agency will maintain a Penalty register in respect of personnel deployed. Regular entries (as and when penalty is imposed will be made in the register). The register will be put up to the Registrar once in a month for signature.

**Operation of Contract**

41. Registrar, AIL Mohali shall be the Empowered Officer for this contract in respect of all disputes of any kind, the Principal of the Institute will be final authority for the purpose of this contract.

42. The services of Security Guards deployed by the Security Agency will be dispensed with if they are not found working according to satisfaction of the Registrar, AIL, Mohali.

43. All disputes arising out of or in any way concerning this contract whatsoever shall be referred to the sole arbitration of the Principal AIL, Mohali or any other officer appointed by him/her. The decision of such arbitrator shall be final and binding on the concerned parties.

44. The Contract shall remain in force for a period of twelve months wef date of signing of agreement. In an event of requirement, the Security Agency should be willing to continue the existing contract from three months to twelve months from the expiry of contract at existing terms and conditions.

45. Actual number of Security Guards and Supervisors required will be intimated by the College to the agency in writing. Such numbers may vary from time to time due to various exigencies like closure of college for holidays, lockdowns, pandemic etc. There could also be a requirement for requisition of additional guards for special occasions. Payment will be made for only those security personal whose services have actually been utilized by the College in its premises.

46. District courts in the State of Punjab where AIL, Mohali is located, shall have the jurisdiction, over all the disputes arising out of security contract.



47. **Termination of Contract.**

47.1 The Security Agency shall not under any circumstances alter or give or agree to give any person any gift or consideration of any kind of inducement for reward doing or forbearing to do or for having done or forborne to do any act in relation to be obtaining or execution of this or any other contract. Any breach of this condition by the contractor or by anyone employed / engaged by him or acting on his behalf whether with or without his knowledge shall entail the AIL to discontinue the services, forfeiture of the security deposit to and terminate the contract forthwith and deduct from contractor's bill, the amount of any loss or damage resulting from the cancellation thereof, due to the AIL, Mohali, without prejudice to any other rights available under the terms of contract or law.

47.2 AIL has right to short closure / termination (wholly or partially) of this contract with one month notice without assigning any reasons to the Security Agency.

47.3 The contract is liable for termination by giving one-month notice to the Security Agency in the event of non-performance or improper performance of the duties in terms of Security Contract. Periodic failure to provide full complement of guards or putting untrained guards on duty could be an appropriate reason for cancelation of contract.

47.4 If Security Agency wants to terminate the contract he shall be intimating such termination of contract with three month prior notice to AIL.

47.5 Security Agency will not sublet this contract in any form/case.

47.6 If at any time during the currency of contract an order or decree of competent court be made or resolution passed for the winding up of contract, the AIL will have rights to terminate the contract by giving one month notice in writing but without prejudice to any right acquired to either party prior to such termination.

**Security**

48. The Security Agency will strictly follow the normal security rules of establishment applicable from time to time. Security Agency and his engaged personnel will ensure the security and safety measures within the establishment. The Security Agency and his personnel will get a briefing from Registrar or the nominated Security Officer, or his staff from time to time which should be adhered to in all respects. Security Agency will submit written undertaking to this effect.

**Misuse of Name of Establishment**

49. Security Agency or his engaged personnel will not misuse or exploit name of the establishment for any convenience and will not use address and name of organization for any use like drawl of loans/preparation of Aadhar card/PAN card/Voter ID/Ration Card etc. He will not demand any serving certificate for its own use / for his engaged personnel. Any serving certificate or certificate of any kind issued by anybody on name of the organization will be treated as fake document and this organization will not take responsibility of any such signed/unsigned/prepared/ill prepared document.

**Declaration**

**I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.**

**Place:**

**Date:**

**Signature:**

**Appendix 'A'**

(Refer to para 4 of Terms and Conditions for Security Service)

**THE PUNJAB MINIMUM WAGES RULES, 1950**

**Chapter-I**

**PRELIMINARY**

1. **Short title and extent.** - (1) These rules may be called the Punjab Minimum Wages Rules, 1950.  
(2) They extend to the whole of the State of Punjab as formed by section 11 of the State Reorganization Act, 1956.
2. **Interpretation.—** In these rules, unless the context otherwise requires:—
  - (a) 'Act' means the Minimum Wages Act, 1948;
  - (b) (omitted)
  - (c) 'Authority' means the authority appointed under Section (1) of section 20;
  - (d) 'Board' means the Advisory Board appointed under Section 9;
  - (e) 'Chairman' means the Chairman of the Advisory Board or the Advisory Sub-Committees, as the case may be appointed under section 9;
  - (f) 'Committee' means a Committee appointed under Clause (a) of sub-section (1) of section 5 and includes a Sub-Committee appointed under that section;
  - (g) 'Day' means a period of twenty-four hours beginning at mid-night;
  - (h) 'Form' means a form appended to these rules;
  - (i) 'Inspector' means a person appointed as Inspector under section 19;
  - (j) 'Registered trade union' means a trade union registered under the Indian Trade Unions Act. 1926;
  - (k) 'Section' means a section of the Act; and
  - (l) All other words and expression used herein and not defined shall have the meaning respectively assigned to them under the Act.

## CHAPTER II

### MEMBERSHIP, MEETINGS AND STAFF OF THE BOARD AND COMMITTEE

**3. Term of office of members of the Committee.—** The term of office of the members of the Committee shall be such as in the opinion of the State Government is necessary for completing the enquiry into the employment concerned and the State Government may at the wage period, indicating also and in precise terms the wage period to which the 'nil' entry relates.

(4-A) Every employer shall send annually a return in form III showing the deductions from wages so as to reach the Inspector not later than the 1<sup>st</sup> February following the end of the year to which it relates.

(5) The amount of fine imposed under sub-rule (3) shall be utilized only for such purposes beneficial to the employees as are approved by the State Government.

(6) The provisions of this rule shall not operate to the prejudice of more favourable terms, if any, to which an employee may be entitled under any other law or under the terms of any award, agreement or contract of service, and in such a case, the employee shall be entitled only to the more favourable terms aforesaid.

**22. Publicity to the minimum wage fixed under the Act.—** Notices in Form IX-A containing the minimum wages of rates fixed together with abstracts of the Act, the rules made thereunder and the name and the address of the Inspector shall be displayed in Punjabi at the main entrance of the establishment and its office and shall be maintained in a clean and legible condition. Such notices shall also be displayed on the notice boards of all Sub-Divisional and District Offices.

**23. Weekly day of rest. -** (1) Subject to the provisions of this rule, an employee in a scheduled employment in respect of which minimum rates of wages have been fixed under the Act, shall be allowed a day of rest every week (hereinafter referred to as "the rest day") which shall ordinarily be Sunday, but the employer may fix any other day of the week as the rest day for any employee or class of employees in that scheduled employment:

Provided that the employee has worked in the scheduled employment under the same employer for a continuous period of not less than six days.

Provided further that the employee shall be informed of the day fixed as the rest day and of any subsequent change in the rest day before the change is effected, by display of a notice to that effect in the place of employment at the place specified by the Inspector in this behalf.

Provided further that nothing in this rule shall be deemed to affect the provisions of the Factories Act, 1948, or any other Act for the time being in force.

**Explanation.—** For the purpose of computation of the continuous period of not less than six days specified in the first proviso to this sub-rule.—

(a) any day on which an employee is required to attend for work but is given only an allowance for attendance and is not provided with work,

(b) any day on which an employee is laid off on payment of compensation under the Industrial Disputes Act, 1947; and

(c) any day on which the employee was on leave which was a holiday, with or without pay granted by the employer during the period of six days immediately preceding the rest day.

(i) It shall be deemed to be days on which the employee has worked.

(ii) Any such employee shall not be required or allowed to work in a scheduled employment on the rest day unless he has or will have a substituted rest day for a whole day on one of the three days immediately before or after the rest day:

Provided that no substitution shall be made which will result in the employee working for more than ten days consecutively without a rest day for a whole day.

(iii) Where in accordance with the foregoing provisions of this rule, any employee works on a rest day and has been given a substituted rest day on any one of the five days before or after the rest day, the rest day shall, for the purpose of calculating the weekly hours of work, be included in the week in which the substituted rest day occurs.

(iv) An employee shall be granted for rest day wages calculated at the rate applicable to the next preceding day and in case he works on the rest day and has been given a substituted rest day, he shall be paid wages for the rest day on which he worked, at the overtime rate and wages for the substituted rest day at the rate applicable to the next preceding day:

Provided that where the minimum daily rate of wages of the employee as notified under the ACT has been worked out by dividing the minimum monthly rate of wages by twenty-six, or where the actual daily rate of wages of the employee has been worked out by dividing the monthly rate of wages by twenty-six and such actual daily rate of wages is not less than the notified minimum daily rate of wages of the employee, no wages for the rest day shall be payable, and in case the employee works on the rest day, he shall be paid only for the rest day on which he worked, an amount equal to the wages payable to him at the overtime rate; and if any dispute arises whether the daily rate of wages has been worked out as aforesaid, the Labour Commissioner may, on application made to him in this behalf decide the same after giving an opportunity to the parties concerned to make written representations:

Provided further that in case of an employee governed by a piece-rate scheme, the wages for the rest day, or as the case may be, the rest day and the substituted rest day, shall be such as the Punjab Government may, by notification in the Official Gazette, prescribe having regard to the minimum rate of wages fixed under the Act in respect of the scheduled employment.

### **Explanation**

In this sub-rule 'next preceding day' means the last day on which the employee has worked, which precedes the rest day or the substituted rest day, as the case may be, and where the substituted rest day falls on a day immediately after the rest day, the next preceding day means the last day on which the employee has worked, which precedes the rest day.

**Appendix 'B'**

(Refer to para 8 of Terms and Conditions for Security Service)

**DETAILS OF ESI, EPF, EPS & EDLI CONTRIBUTION**

**(1) E.S.I. Contribution**

E.S.I. (Employees' State Insurance) Scheme being contributory in nature, all the employees in the factories or establishments to which the Act applies shall be insured in a manner provided by the Act. The contribution payable to the Corporation in respect of an employee shall comprise of employer's contribution and employee's contribution at a specified rate. The rates are revised from time to time. Currently, the employee's contribution rate (w.e.f. 01.07.2019) is 0.75% of the wages and that of employer's is 3.25% of the wages paid/payable in respect of the employees in every wage period. Employees in receipt of a daily average wage upto Rs.176/- are exempted from payment of contribution. Employers will however contribute their own share in respect of these employees.

**Collection of E.S.I. Contribution**

An employer is liable to pay his contribution in respect of every employee and deduct employees contribution from wages bill and shall pay these contributions at the above specified rates to the Corporation within 15 days of the last day of the Calendar month in which the contributions fall due. The Corporation has authorized designated branches of the State Bank of India and some other banks to receive the payments on its behalf.

**Contribution Period and Benefit Period**

There are two contribution periods each of six months duration and two corresponding benefit periods also of six months duration as under.

**Contribution Period Corresponding Cash Benefit Period**

<b>Contribution Period</b>	<b>Cash Benefit Period</b>
1 <sup>st</sup> April to 30 <sup>th</sup> Sept.	1 <sup>st</sup> Jan of the following year to 30 <sup>th</sup> June.
1 <sup>st</sup> Oct to 31 <sup>st</sup> March of the year following.	1 <sup>st</sup> July to 31 <sup>st</sup> December.

**(2) Present Rates of EPF, EPS & EDLI Contribution**

<b>BY</b>	<b>CONTRIBUTION ACCOUNTS</b>			<b>ADMINISTRATION ACCOUNTS</b>	
	<b>EPF</b>	<b>EPS</b>	<b>EDLI</b>	<b>EPF@@</b>	<b>EDLI @@</b>
<b>EMPLOYEE</b>	12% /10% ##	0	0	0	0
<b>EMPLOYER</b>	Difference of EE share and Pension Contribution	8.33% ##	0.5% ##	0.50% !! [w.e.f. 01-06-2018]	0 [w.e.f. 01-04-2017]

**10% rate is applicable for**

- Any establishment in which less than 20 employees are employed.
- Any sick industrial company and which has been declared as such by the Board for Industrial and Financial Reconstruction
- Any establishment which has at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and
- Any establishment in following industries:-  
(a) Jute (b) Beedi (c) Brick (d) Coir and (e) Guar gum Factories.

## Contribution is rounded to the nearest rupee for each employee, for the employee share, pension contribution and EDLI contribution. The Employer Share is difference of the EE Share (payable as per statute) and Pension Contribution.

!! Monthly payable amount under EPF Administrative charges is rounded to the nearest rupee and a minimum of Rs 500/- is payable. Note:- If the establishment has no contributory member in the month, the minimum administrative charge will be Rs 75/-

@@ In case Establishment is exempted under PF Scheme, Inspection charges @0.18%, minimum Rs 5/- is payable in place of Admin charges. In case the Establishment is exempted under EDLI Scheme, Inspection charges @ 0.005%, minimum Re 1/- is payable in place of Admin charges.

Notes:

**Under Employees Provident Fund (EPF)**

- The contributions are payable on maximum wage ceiling of Rs. 15000/-
- The employee can pay at a higher rate and in such case employer is not under any obligation to pay at such higher rate.
- To pay contribution on higher wages, a joint request from Employee and employer is required [Para 26(6) of EPF Scheme]. In such case employer has to pay administrative charges on the higher wages (wages above 15000/-).
- For an International Worker, wage ceiling of 15000/- is not applicable.

**Under Employee's Pension Scheme (EPS)**

- Contribution is payable out of the employer's share of PF and no contribution is payable by employee.
- Pension contribution not to be paid:

When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). When an EPS pensioner is drawing Reduced Pension and re-joins as an employee.

In both the cases the Pension Contribution @8.33% is to be added to the Employer Share of PF. (Pension contribution is not to be diverted and total employer share goes to the PF). In case an employee, who is not existing EPF/EP member joins on or after 01-09-2014 with wages above Rs 15000/- In these cases the pension contribution part will be added to employee share, EPF.

- In all other cases Pension Contribution is payable. A member joining after 50 years age, if not a pensioner does not have choice of not getting the Pension Contribution on grounds that he will not complete 10 years of eligible service. The social security cover is applicable till he/she is a member.
- For International Worker, higher wage ceiling of 15000/- is not applicable from 11-09-2010.

Note:- In case an existing EPS member (as on 01-09-2014) whose Pension contribution was paid erstwhile EPS wage ceiling of 6500/- contribution to contribution above Rs 15000/- wage ceiling from 01-09-2014 he will have to give a fresh consent and an amount of 1.16% on wages above 15000/- will have to be contributed by him in pension Fund (A/C No 10) through the employer.

### **UNDER Employees' Deposit Linked Insurance (EDLI)**

1. Contribution to be paid on up to maximum wage ceiling of 15000/- even if PF is paid on higher wages.
2. Each contribution is to be rounded to nearest rupee. (Example for each employee getting wages above 15000, amount will be 75/-)
3. EDLI contribution to be paid even if member has crossed 58 years age and pension contribution is not payable. This is to be paid as long as the member is in service and PF is being paid.

<b>RATE OF PF CONTRIBUTION SINCE 1952</b>		
<b>Period</b>	<b>Rate</b>	<b>Payable on</b>
01.11.1952 to 31.03.1956	1 aana per rupee	Total basic wages, DA and Food concession by both employers & employee
01.04.1956 to 31.03.1971	6.25%	Total basic wages, DA and Food concession by both employers & employee
01.04.1971 to 31.07.1988	6.25%, Enhanced rate 8%	Total basic wages, DA and Food concession by both employers & employee As on 31st March 1972, the enhanced rate of 8 per cent 'was applicable to the establishments employing 50 or more persons.
01.08.1988 to 31.05.1990	8.33%	Total basic wages, dearness allowance (including the cash value of any food concession) and retaining allowance (if any) payable to each employee who is a subscriber.
01.06.1990 to 08.04.1997	8.33%, Enhanced rate  10%	Total basic wages, dearness allowance (including the cash value of any food concession) and retaining allowance (if any) payable to each employee who is a subscriber. As on 31st March 1991, the enhanced rate of 10 per cent 'was applicable to the establishments employing 50 or more persons.

<b>Period</b>	<b>Rate</b>	<b>Payable on</b>
09.04.1997 to 21.09.1997	8.33%, Enhanced rate 10%	Notification dated 9th April, 1997 was issued enhancing Provident Fund contribution rate from 8.33% to 10%. With this 172 categories of industries/establishments out of 177 categories notified were to pay Provident Fund contribution @ 10% w.e.f. 1.5.1997.
22.09.1997 onwards	10%, Enhanced rate 12%	a) Establishment paying contribution @ 8.33% to 10% b) Establishment paying contribution @10% to 12%

<b>EPF Administrative Charges Payable By The Employers Of Un-Exempted Establishments</b>		
<b>Period</b>	<b>Rate</b>	<b>Reckoned on</b>
01.11.1952 to 31.12.1962	3%	Total employers' and employees' contributions.
01.01.1963 to 30.09.1964	3%	Total employer's and employees' contributions payable @ 6.25%.
	2.4%	Total employer's and employees' contributions payable @ 8%.
01.10.1964 to 30.11.1978	0.37%	On total pay on which contributions are payable.
01.12.1978 to 30.09.1986	0.37%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment was Rs. 5/-.
01.10.1986 to 31.07.1998	0.65%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment was Rs. 5/-.
01.08.1998 to 31-12-2014	1.10%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is Rs.5/-.
01.01.2015 to 31.03.2017	0.85%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is Rs.500/-.
01.04.2017 to 31.05.2018	0.65%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is Rs.500/-.



<b>Period</b>	<b>Rate</b>	<b>Reckoned on</b>
01.06.2018 onwards	0.50%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is Rs.500/-.

<b>EPF Inspection Charges Payable By The Employers Of Exempted Establishments</b>		
<b>Period</b>	<b>Rate</b>	<b>Reckoned on</b>
01.11.1952 to 31.12.1962	0.75%	On total employees' and employer's contributions payable @ 6.25%.
01.01.1963 to 30.09.1964	0.75%	On total employees' and employer's contributions payable @ 6.25%.
	0.60%	On total employees' and employer's contributions payable @ 8%.
01.10.1964 to 31.07.98	0.09%	On total pay on which contributions are payable.
01.08.1998 onwards	0.18%	On total pay on which contributions are payable.

**Appendix 'C'**  
(Refer to para 23(c) of  
Proposal for Security Service)

**BILL OF QUOTES (BOQ) FOR THE CONTRACT OF  
SECURITY SERVICES AT AIL MOHALI**

<b>S No.</b>	<b>Particulars</b>	<b>Security Supervisor (Highly Skilled) Amount (in Rs.)</b>	<b>Security Guard (Skilled) Amount (in Rs.)</b>
1	Minimum Wages as per DC rate Mohali (8hrs per day) Per Person Per Month		
2	EPF		
3	ESI		
4	Weekly Off/ Reliever Charges (for One Month)		
5	<b>Sub Total 1 (S No. 1 to 4)</b>		
6	Service Charges/Supervisory Charges *		
7	Labour Welfare Fund (if applicable)		
8	Any Other Charges (Write Details)		
9	<b>Sub Total 2 (S No. 5 to 8)</b>		
10	Wages Per Person Per Day		
11	No. of Manpower		
12	Wages for 30 Days/One Month w/o GST		
13	Wages for 30 Days/One Month with GST		
14	Total for 12 Months w/o GST		
15	Total for 12 Months with GST		
16	<b>Grand Total for 12 Months with GST</b>		

\* Service charges applicable as per Punjab Govt. rules (please also attach the copy of the notification of same).

**Notes:**

1. The consolidated figure quoted by the Security Agency for complete year for total numbers of Guards and Security Supervisors including all misc heads **will be considered for deciding L1 vendor/firm.**
2. Where ever not applicable, please write-NIL.
3. Bill of Quotes to be prepared on agencies Letter Head.
4. Amount will only be paid for actual No. of personnel employed.

Signature: \_\_\_\_\_

Name:

Date:

Place:

**For Office Use only.**

<b>S No.</b>	<b>Particulars</b>	<b>College Fund(70%) Amount (in Rs.)</b>	<b>Hostel Fund (30%) Amount (in Rs.)</b>
1	Total for One Month with GST		
2	Total for 12 Months with GST		

Presiding Officer:

Member: 1.  
2.