



**THE ORIENTAL INSURANCE CO.LIMITED**  
**Mumbai Regional Office No 1**  
**“Oriental House”**  
**2nd floor, 7, J. T. Road,**  
**Mumbai – 400 020**  
**Tel No. 22820369**  
**CIN – U66010DL1947GO1007158**

**NOTICE INVITING TENDERS**

The Sealed Tender is invited in Two Bid System for **PROVIDING HOUSEKEEPING ,PANTRY & GARDENING SERVICES ON MONTHLY CONTRACT BASIS AT ORIENTAL HOUSE AND OTHER OFFICES/PRESMISES**

**Cost of Tender : Rs 1000/- .**

**EMD : Rs 30,0000 /-**

Details of Bid and prescribed Tender forms can be downloaded from the Company's website '[www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)' OR collected from the Estate Dept of our office from **11/11/2016 upto 01/12/2016 between 11 a.m. to 3.00 p.m** on working days except Saturday and Sunday.

**Pre-bid meeting on 02/12/2016, 10.00am**

Tenders to be submitted in two separate envelopes duly marked as (1)TECHNICAL BID  
(2) FINANCIAL BID. Both these sealed bids should be put in a big envelope superscribed with the NAME OF Tender and dropped in the Tender Boxes placed in the Estate Dept of our office on or before 08/12/2016 by 3.00 p.m .

Tender cost and EMD to be paid through two separate demand drafts (no cash/ cheques) favouring “THE ORIENTAL INSURANCE COMPANY LIMITED” payable at Mumbai along with the technical bid.

The Company reserves the right to reject or accept any or all tenders without assigning any reason thereof.

**REGIONAL MANAGER**

**INSTRUCTIONS FOR BIDDERS:**

The **cost of tender as specified for Tender** is payable by demand draft favouring “**THE ORIENTAL INSURANCE COMPANY LIMITED**” payable at Mumbai.

**EMD to be submitted along with the technical bid for Tender. Site may be inspected before bidding. The date and time of Pre- bid meeting at the site is mentioned in the notice .**

The bidder has to submit **Earnest money Deposit** through demand draft favouring “**THE ORIENTAL INSURANCE COMPANY LIMITED**” payable at Mumbai along with the **technical bid**. Tenders without the EMD will be deemed rejected. The cost of tender as specified for **Tender** is payable by demand draft favouring “**THE ORIENTAL INSURANCE COMPANY LIMITED**” payable at Mumbai

**Tenders are invited in two bid system i.e. “Technical bid” and “Financial bid”.**

**Envelope no. 1 - Technical bid superscribed with the name of Tender on the top of envelope** .The intending bidders should submit the details in the technical bid duly contained in closed sealed envelope superscribed as “**Technical bid**”:

**Relationship with Employees:** A non-relationship Certificate is required to be submitted.as per following format along with the Technical bid.The Office will debar parties from tendering having relatives working in **The Oriental Insurance Company Limited** in any capacity.

**Participation of near relatives of employees in the tender / execution of works.**

I / We / Our Organization, .....*including our Partners/Share holders/Directors* hereby certify that none of my/our relative (s) is/are employed in **The Oriental Insurance Company Limited**

In case at any stage, if it is found that the information given by me/us is false/ incorrect, The Oriental Insurance Company Limited shall have the absolute right to take any action as deemed fit without any prior intimation to me/us

**Signature of the Tenderer with Seal.**

**Name of the Tenderer:**

**Designation:**

**Envelope no. 2 Financial bid superscribed with the name OF Tender on the top of envelope**

The “**Financial bid**” shall be contained in a closed sealed superscribed envelope as “**financial bid**”.

**Envelope no. 3** Both the sealed envelopes of “**technical bid**” and “**financial bid**” should be kept in this **third envelope and the sealed envelope superscribed with the name of Tender on top of envelope** and shall be deposited in the sealed tender box at Estate Deptt , The Oriental Insurance

Company Ltd.Mumbai Regional Office No.1, Oriental House, 2<sup>nd</sup> Floor , 7, J. Tata Road Churchgate,Mumbai-400 020 **on or before 08/12/2016 3.00 pm.**

Unsealed tenders will not be accepted.The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after this date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit.

Earnest money of unsuccessful bidders shall be refunded within 30 days of opening of tenders except of the qualified bidder.

At first instance only technical bids shall be opened .The technical bids will then be evaluated on the basis of documents/information furnished as also if necessary, after physical examination of the tenderers office/workshop & projects successfully executed by them. The criteria followed by the Company will be at its sole discretion and will not be open to question. The bidders who shall qualify in the technical bid will only be eligible for the opening of their financial bid. The date and time of opening of financial bid shall be intimated to individual qualified bidders .

The Company reserves the right to reject/cancel any or all the tenders without assigning any reasons whatsoever.

**Regional Manager**

for **THE ORIENTAL INSURANCE CO. LTD**  
**Mumbai Regional Office No.1,**  
**"Oriental House", 2<sup>nd</sup> Floor**  
**7, J. Tata Road, Churchgate,**  
**Mumbai-400 020**