



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

TENDER DOCUMENT
FOR PROVIDING DRIVER
ON MONTHLY CONTRACT BASIS



THE ORIENTAL INSURANCE COMPANY LIMITED

**Regional Office, 6-3-871, Snehalatha building,
Greenlands Road, Somajiguda,
HYDERABAD - 500016**

Telephone No. : 040-23400175.

CIN NO. : U66010DL1947GOI007158
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(Tender Documents consists of 37 Pages)



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**NOTICE INVITING TENDER FOR PROVIDING
DRIVER ON MONTHLY CONTRACT BASIS**

The Deputy General Manager in-charge, The Oriental Insurance Company Limited, Regional Office, Hyderabad invites Sealed Tenders on 'Two Bid System' as mentioned hereunder in the attached prescribed format from reputed Manpower Providing Agency having adequate experience in the field of providing Driver and other manpower on contract basis.

Interested parties may submit bids **in two separate envelopes** duly super-scribed as “**Technical Bid**” and “**Financial Bid**”. Both these bids should be put in **one big envelope super-scribed “TENDER FOR PROVIDING DRIVER ON MONTHLY CONTRACT BASIS”**. The Bidder is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed.

The Bidder has to submit **Earnest Money Deposit of Rs.10,000/-** through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of “The Oriental Insurance Company Limited” payable at Hyderabad along with the Technical Bid. Tenders without the Earnest Money Deposit (through Demand Draft Only) will be deemed rejected.

Interested Manpower Providing Agency/Firms can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their own letter head from the Establishment Department, The Oriental Insurance Company Limited, Regional office, 6-3-871, Snehalata building, Greenlands road, Somajiguda, Hyderabad-500016 on payment of **Rs.500** (Rupees Five hundred only) by Cash or by Demand Draft drawn on any Nationalized/ Scheduled Bank in favour of “The Oriental Insurance Company Limited” payable at Hyderabad on all working days (Monday to Friday) between 10.00 A. M. to 3.30 P. M. The time schedule of tendering is specified below :-

1	Issue of Tender Document	From 11/06/2018 to 22/06/2018 between 11.00 AM to 4.00 PM on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	Rs.500/- (Rupees Five Hundred Only).
3	Last Date and Time for submission of Tender in tender box	29/06/2018 upto 4.00 PM.
4	Date and Time of opening of Pre-qualification and Technical Bid.	06/07/2018
5	Date and Time of opening of Financial Bid.	Will be intimated to Technically qualifying bidders at a later date.
6	Earnest Money Deposit (EMD).	Demand Draft only for Rs.10,000/- (Rupees Ten Thousand Only) to be placed in sealed Envelope of “Technical Bid”. Payment of EMD through any other mode is not acceptable.

The Tender Document can also be downloaded from the website www.orientalinsurance.org.in and the same will be accepted along with the Tender Fee of **Rs.500/-** (Rupees Five Hundred Only) through a separate Demand Draft drawn on any Nationalized / Scheduled Bank favoring “The Oriental Insurance Company Limited” payable at Hyderabad. The DD is required to be placed in the envelope containing Technical Bid. All amendments or corrigendum with respect to this Tender will be unloaded on the Company's Website www.orientalinsurance.org.in and notice thereof will not be published in any newspaper. All bidders are, therefore, advised to visit the website regularly for updates. The Oriental Insurance Company Limited, reserves the right to reject any or all bids without assigning any reason, whatsoever.



ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS OF CONTRACT

1. The Bidder should be based at HYDERABAD and should have their business operations in Hyderabad city. The Office Premises of the Bidder should be located in Hyderabad / Secunderabad. **Attach photo-copy of proof of registration.**
2. The Bidder should have an established Office Premises in Hyderabad / Secunderabad having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient services of driver. Bids received from Firms / Establishments operating from residential premises and not having an established Office Premises with necessary infra-structure and manpower on its rolls will not be accepted and will be rejected.
3. The Bidders are hereby informed that the Company will send a committee of its officers or appoint an investigator to inspect the office Premises and infra-structure facilities of Bidders and to verify the existence and to assess the competence of Bidders in providing satisfactory and efficient services required in the Tender Document. The report of the committee shall be taken into account for the purpose of evaluation of the Technical Bid of Bidders. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders.
4. The Bidder should have a minimum experience of **three years as on 31/03/2018** in the field of providing Drivers on Monthly Contract Basis. **Attach photo-copy of proof.**
5. The Bidder should be possessing / holding a valid License issued by Central or State Government or by concerned Department of Government for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract Labour to the Company, the Bidder will be required to submit the same within one month of award of the work. The successful Bidder would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach photo-copy of License.**
6. The Bidder should be registered with EPF Authorities and should have a valid Provident Fund Registration Number issued by EPF Authorities under the EPF Act. **Attach photo-copy of Registration.**
7. The Bidder should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under the ESI Act 1948. **Attach photo-copy of Registration.**
8. The Bidder should be registered with GST authorities and should have a valid GST registration Number issued by GST authority. **Attach photo-copy of Service Tax Registration.**
9. The Bidder should have rendered similar satisfactory services of providing Drivers on Contract Basis to **atleast one** Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute having minimum paid-up capital of **Rs.25 Lakhs** during the last three financial years. **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.** The Bidder should furnish **List of Clients to whom drivers on Monthly Contract Basis** are given **during the last three financial years i.e. 2015-16, 2016-17 and 2017-18** along with the numbers of persons deputed. **Attach Certificates from concerned Clients/Companies.**
10. The Bidder should have **minimum Annual Turn-over of Rs.25 Lakhs** during the last three financial years **i.e. 2015-16, 2016-17 and 2017-18.** **Attach Certificate from Chartered Accountant in this regard.**
11. The Bidder should have on their wage rolls **minimum 5 drivers** in Hyderabad / Secunderabad as on **31/03/2018.** **Attach Certificate from Chartered Account in this regard.**



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12. The Company will debar from tendering those Bidders having their relatives working in The Oriental Insurance Company Limited in any capacity. A Non-relationship Certificate is required to be submitted as per **Annexure II** of the Tender Document.
13. The Bidder should be ready to and will deposit ESI and EPF Contribution every month in respect of drivers deputed for our Company through a separate Challan meant for our company. The bidder shall submit on their letter head a copy of the same as proof of payment to the statutory authorities along with complete details of contribution deposited in respect of each named driver duly certified, stamped and signed by authorized signatory as per the specimen enclosed as **Annexures IX and X treating it as a mandatory requirement**.
 - a. Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the drivers deputed for our Company (which should be equivalent to the amount payable to them as per Specimen of Calculation Sheets enclosed as **Annexures VII, VIII and XI** duly stamped and signed by authorized signatory) **through “E-payment” and/or through “Account Payee Cheque” only treating it as a mandatory requirement**. Payment of amount of Wages to the drivers in Cash by the Bidder is prohibited and will not be accepted.
 - b. The driver provided by the bidder can be deputed for outstation duty (outside Hyderabad / Secunderabad) also, when required.
 - c. Arrange Police Verification of each driver deputed for our Company and **submit a Police Verification Report obtained from the Police Authorities** in respect of each driver before deputing to our company **treating it as a Mandatory requirement as it involves handing-over of a “Government of India” owned Four- wheeler to the driver deputed for performance of the duty of a driver**.
 - d. Provide alternative driver, whenever the regular driver deputed by them is not reporting for duty and/or is on leave treating it as a Mandatory Requirement so as to ensure continuity of services of driver to our company. In case of failure to provide alternate driver the Bidder should be ready to bear the penalty imposed by the Company as per the terms and conditions of the Tender Document. **Please note the penalty for not providing alternate driver in the absence of regular driver by the Bidder is to be borne by the Bidder itself. The Bidder will not be allowed to pass on the penalty amount to the driver deputed by them.**
 - e. In case the bidder fails to provide driver / alternate driver on any day during the currency of the contract, the Company may engage casual driver from market and will recover the expenses incurred for engaging such casual driver from the bidder or deduct the expenses from the amount payable to the bidder. The decision of the oriental insurance company limited in this regard will be final and binding on the bidder.
 - f. The successful bidder upon award of the contract to them is required to deposit an amount of **Rs.50,000** (Rupees Fifty thousand only) as **Security Deposit** with the Company. This deposit will remain with the company during the currency of the contract and no interest shall be paid on this amount.
 - g. The successful bidder is required to ensure compliance of Minimum Wages Act, ESI and EPF and other statutory payments to the driver deputed and it is the sole responsibility of the bidder to comply with all Rules and Regulations of the government in this regard. The bidder will be reimbursed these expenses on submission of proof of payment of minimum wages, ESI, PF and other statutory payments on monthly basis in respect of the driver deputed by the bidder.
 - h. The successful bidder is required to obtain Employers Liability Insurance policy from any general insurance company other than The Oriental Insurance Company limited having adequate sum insured for the driver deputed to cover the liabilities which may arise under the Workmen Compensation Act or any other Act. The bidder shall ensure that the policy will remain in force during the currency of the contract period. The bidder shall submit a copy of the policy to the Company every year and the premium paid for the policy will be reimbursed to the bidder.
 - i. The successful bidder shall obtain Personal Accident insurance policy from any general insurance company other than The Oriental Insurance Company for sum insured of **Rs.5 lakhs** covering the death



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and disability risks to the driver deputed for driving our Company owned car. The bidder shall submit a copy of the policy to the Company every year during the period of contract and the premium paid for the PA policy will be reimbursed to the bidder.

- j. The driver deputed by the successful bidder should have a valid permanent driving license for driving the car including the endorsement for driving the car in hill stations and difficult terrain. The driving license of the driver deputed should be valid throughout the period of contact and the bidder should ensure that the license is renewed in time if it is expiring during the period of contract. The driver deputed should be young and ***not more than 45 years of Age***. The driver deputed should not be suffering from any chronic illness and should not be suffering from poor vision or hearing problem.
- k. The driver deputed by the successful bidder shall necessarily keep his mobile phone active at all times, even on roaming and would respond to and/ or make calls at the directions of the occupants of the car. A lumpsum payment of **Rs.500 per month** shall be reimbursed towards mobile phone expenses to the bidder on submission of proof of payment of the same to the driver deputed by them.
- l. The driver deputed by the successful bidder should be polite, cordial and obedient. In case of any misbehavior, in addition to taking legal action, the bidder will be penalized for the same and the decision of the competent authority of the Company in this regard shall be final and binding on the bidder. The driver, in addition to the safe driving of car, would receive / alight the occupants in a respectful manner and would obey the instructions of the occupants of the car.
- m. The driver deputed by the successful bidder shall wear well stitched, clean and ironed uniform during duty hours as approved by the company and provided by the bidder. The cost of such uniform shall be borne by the bidder.
- n. The deputed driver will carry out daily cleaning of the car provided to him for driving and maintain the same in good presentable condition.
- o. The company shall reimburse to the successful bidder the following amounts towards the expenses incurred by the driver for reporting at the place of duty early in the morning and for ending the duty in the late night hours for each such occasion subject to submission of proof of such payment to the driver deputed

Sl.no	Timings	Relevant Months	Amount
1	Before 5 AM in the morning	April to September	Rs.50 per occasion
2	After 11 PM in the night	April to September	Rs.50 per occasion
3	Before 6 AM in the morning	October to March	Rs.50 per occasion
4	After 10 PM in the night	October to March	Rs.50 per occasion

- p. The Bidder is required to submit “**Letter of Acceptance**” in this regard as per specimen enclosed as **Annexure VI** and non-compliance of the above requirement or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, our Company reserves the right to cancel the Work Order given to Bidder and the Security Deposit deposited with the Company by such Bidder will be forfeited.
 - q. Any Penalties imposed by police / RTA for violation of traffic rules by the driver deputed by the bidder such as over speeding, drunken driving, signal jumping, wrong parking, rash and negligent driving etc shall be borne by the bidder or the same will be deducted from the monthly payment to the bidder.
14. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure XII** is required to be submitted along with Technical Bid.



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15. The Tenders from Bidders whose Technical Bid(s) were earlier rejected by The Oriental Insurance Company on account of fake supporting documents etc. shall not be entertained.

Sd/-
(PANKAJ KHANNA)
DGM I/C



GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR BIDDERS

16. The Tenders/Bids should be valid for a period of **at least two months from the date of opening of Technical Bid of tender.**
17. The **duration of the Contract will be for an initial period of 2 (Two) years from the date of commencement of services after award of contract on the rates quoted by Bidder in the Financial Bid with a provision to extend the contract for a further period of two years by increasing the rates for “Overhead Charges” and “Service Charges” by 10%** on the same terms and conditions on providing satisfactory and efficient services. The rates of “Overhead Charges” and “Service Charges” quoted by the Bidder in their Financial Bid shall remain fixed during the currency of the Contract for the initial period of **Two years** and no revision in rates will be permitted.
18. The Tenders are invited on **Two Bid System i.e. Technical Bid and Financial Bid.** The Bidder is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder is required to clearly indicate on these sealed envelopes their name, address and contact details.
19. Both the sealed envelopes superscribed as **Envelope No. 1 “Technical Bid” and Envelope No. 2 “Financial Bid”** should be kept in a big **Envelope No. 3.** This sealed **Envelope No. 3** superscribed as **“TENDER FOR PORVIDING DRIVER ON MONTHLY CONTRACT BASIS”** and addressed to Regional Manager, Establishment Department, The Oriental Insurance Company Limited, 6-3-871, Snehalata building, Greenlands road, Somajiguda, Hyderabad-500016, shall be deposited in the Tender Box placed at Establishment Department **on or before 29/06/2018 by 4.00 PM.**
20. The Bidder has to submit Earnest Money Deposit of **Rs. 10,000/- (Rupees Ten Thousand only)** through Demand Draft only (**payment through cheque or any other mode is not acceptable**) in favour of “The Oriental Insurance Company Limited” payable at Hyderabad along with the Technical Bid. Tenders without the Earnest Money Deposit will be rejected.
21. The Earnest Money shall be forfeited if :
 - i. The Bidder withdraws his Tender during the Validity Period of Tender.
 - ii. The Successful Bidder fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
 - iii. The Successful Bidder fails to comply with the rules and regulations set forth by Government such as PF, ESI, Minimum Wages and other statutory requirements.
22. Earnest Money Deposit of unsuccessful Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
23. As per Public Procurement Policy of Government of India, exemption from payment of Earnest Money Deposit is allowed to Micro and Small Enterprises (MSEs) provided such MSEs enclose certified copy of Valid Certificate of Registration as MSEs issued by appropriate Registering Authority and letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSEs. Kindly note that if these documents are not attached with the Tender Document submitted by MSE Bidder, their Bid/Tender shall not be entertained and shall be treated as rejected.



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24. The Bidder, on award of the contract to provide drivers on monthly contract basis, is required to **deposit as amount of Rs. 50,000/- (Rupees Fifty Thousand Only) as Security Deposit** with the Company through Demand Draft Only. This deposit will remain with the Company during the currency of the Contract and **no interest will be paid on this amount.**
25. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexures **I to XII** and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid” as these documents will help in evaluating the Technical Bid of the bidder.
26. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.
27. At first instance only “Technical Bid” will be opened on the scheduled date and time given in the “Notice inviting Tender”. The Technical Bids will then be evaluated on the basis of documents/information furnished, eligibility criteria and inspection of office premises and infrastructure. The Bidders are hereby informed that the Company will arrange inspection of their Office Premises and infra-structure facilities of Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of evaluation of the Technical Bid submitted by the bidders. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders.
28. The Bidder who will qualify in the “Technical Bid” will only be eligible for opening of their “Financial Bid”. The date and time of opening of “Financial Bid” shall be up-loaded on Company's Website and shall be intimated to individual qualified bidders through their E-mail address provided in the Tender Document. All Bidders are therefore, advised to visit our website www.orientalinsurance.org.in regularly for updates.
29. If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder are forged or have been manipulated, the work order issued to the Bidder shall be cancelled and the Security Deposit of the Bidder lying with the Company shall be forfeited without any claim whatsoever on the Company and the Bidder is liable for action as deemed fit by the Company.
30. All amendments/information with respect to this Tender will be unloaded on the Company's Website www.orientalinsurance.org.in and notice thereof will not be published in any newspaper. All Bidders are, therefore, advised to visit the website regularly for updates.
31. All over-writings/corrections should be duly signed by the Bidder.
32. Each Bidder will submit only one tender either by himself or as a partner in joint venture or firm or company.
33. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offense under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.



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34. Tenders/Bids must be received by The Regional Manager, Establishment Department, The Oriental Insurance Company Limited, Regional Office, 6-3-871, Snehalata Building, Greenlands Road, Somajiguda, Hyderabad-500016 by the date and time stipulated in the Notice Inviting Tender.
35. The Company may, at its discretion, extend the deadline for submission of Bids in which case all rights and obligations of the Company and the bidders will be the same. The information thereof will be available on the Company's Website and Notice thereof will not be published in any newspaper. All Bidders are therefore, advised to visit the website regularly for updates.
36. The Contract with the Bidder can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
37. In case the Bidder desires to cancel the contract, he is required to give three months notice in writing to the Company.
38. The Oriental Insurance Company Limited, Regional Office, Hyderabad, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

39. ARBITRATION

In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration by OICL or an Arbitrator appointed by them specifically for resolution of dispute/difference under this contract. The arbitration shall be conducted under the Indian Arbitration and Conciliation Act, 1996, and any amendments thereof. The venue of the arbitration proceedings shall be The Oriental Insurance Company Limited, Regional Office, 6-3-871, Snehalata Building, Greenlands Road, Somajiguda, Hyderabad, or any such other place as the arbitrator may decide.

Sd/-
(PANKAJ KHANNA)
DGM I/C



SCOPE OF SERVICES, TERMS AND CONDITIONS & PROCEDURE FOR SUBMISSION OF MONTHLY BILL FOR REIMBURSEMENT OF PAYMENT TO BIDDER

40. The Bidder is required to provide the services of Driver strictly on 'Monthly Contract Basis' for a **initial period of Two years from the date of commencement of services, after award of contract, on the rates quoted** by Bidder in the Financial Bid with a provision to extend the contract for a further period of Two years by increasing the rates for “Overhead Charges” and “Service Charges” by 10% on the same terms and conditions on providing satisfactory and efficient services. The rates of “Overhead Charges” and “Service Charges” quoted by the Bidder in their Financial Bid shall remain fixed during the currency of the Contract for a initial period of Two years and no revision in rates will be permitted.
41. The services of driver is required for **10 hours daily (excluding lunch time of half an hour) on six days a week basis. The duty hour of driver will start from the actual time of reporting for duty intimated to him by authorized official of our Company and will end from the actual time of relieving from duty and will vary on day to day basis as per requirement of the Company.** However, if need be, the driver can be called for duty at any hour and can be used beyond the daily limit of 10 hours and on Holidays/Sundays, for which “Per Hour Rate” as Overtime Charges will be reimbursed to the Bidder. The driver has to report at the place of duty at any location intimated to him as per need by the Company's authorized officer.
42. **The location of reporting for duty may vary on day-to-day basis as per requirement of the Company. Driver may be required to report from duty to another place during duty hours for which a fixed monthly conveyance charges of Rs. 500/- per month will be paid to the driver.**
43. The overtime will be paid as per actual hours of duty performed by the driver subject to the following daily/monthly maximum limits:-

Maximum Overtime Limit on any working days	Maximum Six Hours per day.
Maximum Overtime Limit on Sundays / Holidays	Maximum Eight Hours per day.
Maximum Overtime Limit in a Month	Maximum 100 Hours per month.

44. The Bidder is required to make payment of Minimum Wages, Statutory Payments like EPF, ESI etc., Overtime, if applicable, and other payments as per the Tender Document to the Driver by the 5th day of every month and to Statutory Authorities in time by themselves and then claim reimbursement of such expenses along with “Overhead Charges” and “Service Charges” from the Company by submitting Monthly bills along with proof of Payment of Minimum Wages, Overtime and other Statutory Charges. Please note that reimbursements will be made to the Bidder, only if the bills are accompanied by documentary proof of all these payments to driver and other statutory authorities along with other documents mentioned in the Tender Document **treating it as a mandatory requirement.**
45. The Bidder shall make all payments including minimum wages to the drivers deputed on or before 5th day of every month along with Pay Slips to Individual Drivers through E-transaction and submit copy



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of Pay Slips along with the monthly bills to the Company. The minimum wages will not be paid for leave/absence of driver if alternate driver is not provided by the Bidder.

46. **The persons/drivers deployed, engaged by the Bidder are employees of the Bidder and deputed to the Company only for the purpose of providing services.** The persons/drivers deployed shall be in sole employment of the Bidder and Bidder shall be solely and fully responsible for their acts, salaries, wages, remunerations and/or any other statutory or other payments. Under no circumstances the Company shall be liable for any payment or claim or compensation and in case any liability falls on the Company for any reason, the Bidder shall keep the Company indemnified against the same. In order to give effect to this, **the Bidder shall incorporate suitable clause in the appointment letters to be issued to its employees that they are employees of Bidder, a copy of which should be given to the Company for perusal and record.**
47. The Company shall have the right to deduct from the amount due to the Bidder, any sum required or estimated to be required, for making good the loss suffered by a driver deputed, by reason of non-fulfillment of the conditions of the contract of the benefit of the drivers, non-payment of wages or of deduction made from their wages which are not justified by the terms of the contract or non-observance of the Regulations.
48. It is informed/clarified to the Bidder that the **“Overhead Charges”** quoted by the Bidder in their **“Financial Bid” are being paid to Bidder to meet the expenses for administrative (including cost for submission of papers/documents as proof of payment) and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges to drivers and to pay the statutory payments timely to statutory authorities by themselves in advance and then to claim reimbursement** of such expenses from the Company on monthly basis by submitting proof of such payments along with monthly bill.
49. The **“Services Charges”** quoted by the Bidder in their **“Financial Bid” are being paid to Bidder as profit margin for providing the services of driver including alternate driver on monthly contract basis.**
50. The Bidder is **required to deposit statutory payments like EPF and ESI with the concerned authorities through separate Challan for OICL giving names of persons deputed for our company treating it as a mandatory requirement.** Please note the reimbursement of these expenses will be made only on submission of separate challan for the persons deputed in our company along with details as per specimen enclosed as **Annexure IX and X.**
51. The Bidder, on award of the contract, is required to submit list of drivers deputed by them along with driver details like age, father's name, residential address, aadhar number, mobile number, bank account details etc. The **Police Verification Report** in respect of each driver is required to be submitted to OICL by the Bidder at his own cost.
52. It is mandatory for the Bidder to :-
 - a. Deposit ESI and EPF Contribution in respect of drivers deputed for our Company through a separate Challan for OICL every month and submit a copy of the same duly certified, stamped and signed by authorized signatory as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each driver on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as Annexures IX and X



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treating it as a mandatory requirement.

- b. Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the drivers deputed for our Company (which should be equivalent to the amount payable to them as per Specimen of Calculation Sheets enclosed as **Annexures VII and VIII** duly stamped and signed by authorized signatory) through “**E-payment**” and/or through “**Account Payee Cheque**” only treating it as a **mandatory** requirement. Payment of the amount of Minimum Wages, Overtime and other charges to the drivers in Cash will not be acceptable.
 - c. Arrange/Apply for “On Line” Police Verification in respect of each driver deputed for our Company on his own expenses and submit **Police Verification Report** obtained from the Police Authorities in respect of each driver before deputing him to our company treating it as a Mandatory requirement as it involves handing-over of a “Government of India” Four wheeler to the driver, some of which are having passes for entry in high security areas, deputed for performance of the duty of a driver. Please note that online application for Police Verification is to be made by Bidder himself/themselves giving declaration that the driver in question is his/their own employee. Police Verification applied by the individual driver will not be accepted.
 - d. Provide alternate driver, whenever the regular out-sourced driver deputed by them is not reporting for duty and/or on leave treating it as Mandatory Requirement as the Company is making payment of Reliever/Leave Cost of the Bidder. In case of failure to provide alternate driver the Bidder shall bear the **Penalty of Rs.500/- per day** as per the terms and conditions of the Tender Document and the Company will not allow the Bidder to recover/deduct this penalty amount from the amount payable to the driver deputed for duty.
 - e. The Bidders are required to submit a **Letter of Acceptance** in this regard as per specimen enclosed as **Annexure VI** and non-compliance of the above-noted mandatory requirements or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the Tender Document will be treated as a default in providing satisfactory services. In such an event, the Company reserves the right to cancel the Work Order given to Bidder and the Security Deposit deposited with the Company by such Bidder will be forfeited.
53. The Driver provided by the Bidder can be deputed for Outstation Duty also, whenever required but in exceptional circumstances only.
54. In case of absence/non-availability of the driver deputed for a particular day or period on account of leave or otherwise, the bidder **is required to arrange for alternative Driver** (for which reliever/leave cost is being paid to the Bidder) so as to ensure continuance of the services of Driver **treating it as a Mandatory Requirement**. In case the Bidder **fails to provide Driver/Alternate Driver** on any day or period during the currency of the Contract, **a penalty of Rs. 500/- per day shall be imposed** on the Bidder, which will be adjusted from the monthly bill submitted for reimbursement. **Please note that the Bidder will not deduct/recover this penalty from the amount payable to the driver deputed by them and the Bidder will have to bear the penalty amount by themselves.**
55. The Successful Bidder, on award of the Contract, is required to **deposit an amount of Rs. 50,000/-** (Rupees Fifty thousand only) as **Security Deposit** with the Company. This deposit will remain with the Company during the currency of the contract and no interest shall be paid on this amount.



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56. The Bidder is required to ensure payment of Minimum Wages, ESI and PF and other statutory payments to the Driver deputed and it is the sole responsibility of the Bidder to comply with all the rules and regulations in this regard. **The Bidder will be reimbursed these expenses only on submission of proof of payment of Minimum Wages, Overtime, ESI, PF and other payments on monthly basis along with details of amount deposited for each driver deputed by them.**
57. The Bidder will be required to make payment to the Driver deployed only through E-payment or through “Account Payee” Cheque Only by the 5th day of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the Company. **It is a mandatory requirement and no deviation in the mode of payment to drivers will be permitted.**
58. The Bidder is required to take Workman Compensation Insurance Policy having adequate Sum Insured to cover any liability under the W. C. Act or any other Act and ensure that the insurance policy will remain in force during the currency of the Contract. Copy of the Employer’s liability Insurance Policy for Driver is required to be submitted to the Company. The premium for taking the Employer’s Liability Policy shall be reimbursed to the Bidder by the Company.
59. The Driver should have a valid Driving License for driving four wheeler including for driving in hill stations and difficult terrains. The driver should be physically fit and not more than 45 years of age. The Driver should always carry original valid Driving License with him while on duty and follow all the traffic rules strictly. **In case any penalty is imposed by the Police and/or Other Authorities for not carrying original valid Driving License by Driver or for violating the traffic rules, the penalty so imposed will be borne by the Bidder.**
60. The behavior of the driver should be soft spoken, polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies. **The Bidder, on award of contract, shall have to give Undertaking in this regard to OICL.** In case of any misbehavior, in addition to taking legal action, the bidder will be penalized for the same and the decision of the competent authority of the company in this regard shall be final and binding on the bidders.
61. The driver, in addition to safe driving of the car, is expected to receive the occupants in a very respectful manner and would obey the instructions of the occupants.
62. The driver would **necessarily keep mobile phone with connection with him for 24 hours**, even on roaming, and would attend and make calls at the directions of occupants and the lump-sum expenses @ **Rs.500/- per month** (or on pro-rata basis if the driver is deputed for part of the month) for maintenance of mobile instrument and mobile connection would be reimbursed to the Bidder on submission on proof of payment of the same to the Driver deputed by them.
63. In addition to reimbursement of Minimum Wages, statutory charges and other charges as mentioned above, the Company will reimburse to the Bidder (on submission of proof of payment to the Driver deputed through E-transaction or by “Account Payee” Cheque along with their wages) the lump-sum conveyance charges to meet expenses incurred by the driver for reporting at the place of duty early morning and for ending duty in late night hours for each occasion as per tariff given below:-



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64.

Sl.no	TIMINGS	AMOUNT
1	Reporting for duty At or Before 6.00 AM in the Morning	Rs. 50/- per occasion.
2	Relieving from duty At or After 10.00 PM in the Night	Rs. 50/- per occasion.

65. The driver should wear well stitched and ironed dress during the duty hours.

66. The Driver is required to maintain upto date Log Book on daily basis for use of the Vehicle provided by the Company on the basis of duties given to him and produce the same to the company officials whenever demanded/required for record and other purposes. The calculations of wages and overtime payable will be made on the basis of entry in the Log Book duly signed by the User Officer.

67. The driver will carry-out daily cleaning of the car provided to him for driving and maintain the same in a good presentable condition. The cleaning material will be provided by the Company.



PROCEDURE FOR SUBMISSION OF THE BILL ON MONTHLY BASIS FOR REIMBURSEMENT / RELEASE OF PAYMENT TO BIDDER.

The Bidder is required to submit their Monthly Contract Bills for reimbursement of Minimum Wages, Overtime, statutory charges and other charges as mentioned in Tender Document paid by them to drivers and to statutory authorities, Overhead Charges and Service Charges as per rates quoted by them along with the following documents for claiming reimbursement/release of Monthly Contract Charges **treating it as a mandatory requirement :-**

66. Statement of Computation of Total Contract Charges payable for the month as per **Annexure VII.**
67. Statement of Computation of Wages, Overtime and other charges payable to each driver for the month as per **Annexure VIII.**
68. Photo-copy of Challan for depositing ESI contribution in respect of each driver through a separate Challan for OICL in respect of drivers deputed for our company every month duly certified, stamped and signed by authorized signatory along with complete details of contribution deposited in respect of each driver on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as **Annexure IX.**
69. Photo-copy of Challan for depositing EPF contribution in respect of each driver through a separate Challan for OICL in respect of drivers deputed for our company every month duly certified, stamped and signed by authorized signatory along with complete details of contribution deposited in respect of each driver on their letter head duly stamped and signed by authorized signatory as per specimen enclosed as **Annexure X.**
70. Photo-copy of proof of payment of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the drivers (as per calculations given in **Annexures VII and VIII**) through “E-transaction” and/or through “Account Payee Cheque” only duly certified, stamped and signed by authorized signatory.
71. Computation Sheet for calculation of overtime hours in respect of each driver, based on entry in Log Book of Staff Car duly verified by senior executive, as per **Annexure XI.**
72. The Bidder is required to make payment of minimum wages, overtime and other charges to the drivers and statutory charges to statutory authorities in time from his own sources (on account of payment of Overhead Charges to them) and then claim reimbursement from the Company on Monthly Basis along with the above-noted documents. It is informed/clarified that submission of all documents listed above along with bill for the month is a mandatory requirement, failing which the payment will not be released.

Sd/-
(PANKAJ KHANNA)
DGM I/C



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

'TECHNICAL BID'

The Bidder is requested to furnish the following information.

SL. NO	DESCRIPTION	PARTICULARS
1	Name of the Firm / Manpower Providing Agency.	
2	Address of the Firm / Manpower Providing Agency.	
3	Year of Establishment	
4	Whether the Firm / Agency is proprietorship / partnership / limited Company. Attach proof with Registration Number.	
5	A. Name of authorized contact person. B. Mobile / Landline Number C. Fax Number D. E-mail ID	
6	PAN Number of the Firm or Manpower Providing Agency. Attach Self-attested photo-copy of the PAN Card.	
7	GST Registration Number of the Firm or Manpower Providing Agency. Attach Self attested photo-copy of the GST Registration number	
8	EPF Registration Number of the Firm / Manpower Providing Agency. Attach photo-copy of Certificate of Registration.	
9	ESI Registration Number of the Firm / Manpower Providing Agency. Attach photo-copy of Certificate of Registration.	



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

10	Experience of minimum three years in the field of providing Drivers on Monthly Contract Basis as on 31/03/2018. Attach Certificate of Experience and Satisfactory Completion of work awarded from the concerned Establishments / Companies.	
11	Bank Account Details of the Firm A. Bank Account No. B. Bank Name and Address C. IFSC Code D. MICR Code. Attach photo-copy of cancelled cheque.	
12	List of existing Clients along with proof which should include atleast one Government / Public Sector Undertaking or any Private Company having minimum Rs.50 Lacs paid-up capital during the last 3 financial years i.e. , 2015-16 , 2016- 17 and 2017-18 Attach Certificate from the clients / organisation.	
13	The Bidder should have minimum annual turn-over of Rs. 25 Lacs for the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Attach Certificate from Chartered Accountant in this regard as per Annexure IV.	
14	The Bidder should have minimum 5 drivers in Hyderabad / Secunderabad on its rolls as on 31/03/2018. Attach Certificate from Chartered Accountant in this regard as per Annexure V.	



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15	Whether the Bidder is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits? If Yes, attach self-attested copy of Valid Certificate of Registration as MSEs along letter from Registering Authority certifying exemption from payment of EMD and benefits.																									
16	Enclose Demand Draft only of Rs.10,000/- as “Earnest Money Deposit”. Payment through cheque or any other mode is not acceptable.	<table border="1"><tr><td>Demand</td><td>Draft</td><td>No.</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Date</td><td>of</td><td>Demand Draft</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Demand</td><td>Draft</td><td>Amount</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Bank</td><td></td><td>Name</td></tr><tr><td colspan="3"><hr/></td></tr></table>	Demand	Draft	No.	<hr/>			Date	of	Demand Draft	<hr/>			Demand	Draft	Amount	<hr/>			Bank		Name	<hr/>		
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17	Enclose Demand Draft only of Rs.500 as “Tender document Fee” in case Tender Document is downloaded from our Website. Payment through cheque or any other mode is not acceptable.	<table border="1"><tr><td>Demand</td><td>Draft</td><td>No.</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Date</td><td>of</td><td>Demand Draft</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Demand</td><td>Draft</td><td>Amount</td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Bank</td><td></td><td>Name</td></tr><tr><td colspan="3"><hr/></td></tr></table>	Demand	Draft	No.	<hr/>			Date	of	Demand Draft	<hr/>			Demand	Draft	Amount	<hr/>			Bank		Name	<hr/>		
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THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

SIGNATURE WITH STAMP : _____
NAME OF FIRM : _____
NAME OF AUTHORIZED PERSON : _____
CONTACT NUMBER : _____
E-mail ID : _____
DATE : _____



ANNEXURE I

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Sr. No.	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft only (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at Hyderabad.		
2	Tender Fee of Rs.500/- (Rupees Five Hundred Only) in the form of Demand Draft only in case the Tender Document is downloaded from Company's Website (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at Hyderabad.		
3	Proof of the Bidder being based in Hyderabad and their operation in and around Hyderabad city. Attach self-attested copy of proof.		
4	Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Bidder self-attested copy of the GST Registration Number (If applicable).		
6	The bidder should have rendered similar satisfactory services of providing drivers on contract basis to atleast one Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute having a minimum paid-up capital of Rs.25 Lakhs during the last three financial years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.		
7	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		
8	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company having minimum Rs.25 Lakhs paid-up capital during the last three financial years i.e. 2015-16, 2016-17 and 2017-18.. Attach Certificate from clients / organisations as per Annexure III.		
9	Proof of registration with Employees Provident Fund Commissioner along with Registration Number. Attach Certificate of Registration issued by EPF Commissioner.		
10	Proof of registration with ESI Authorities along with Registration Number. Attach Certificate of Registration issued by concerned ESI Authority.		



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

11	The Bidder should have minimum annual turn-over of Rs. 25 Lakhs for the last three financial years i.e. , 2015-16 , 2016-17 and 2017-18. Attach Certificate from Chartered Accountant as per Annexure IV.		
12	The Bidder should have minimum 5 drivers in Hyderabad / Secunderabad city on their rolls as on 31/03/2018. Attach Certificate from Chartered Accountant as per Annexure V.		
13	Letter of Acceptance of terms and conditions and payment procedure for submission of monthly bills for release of payment to Bidder as per specimen given in Annexure VI.		
14	Undertaking regarding Non-blacklisting / prosecution of the firm as per specimen given in Annexure XII.		
15	Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

NAME OF AUTHORIZED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____



ANNEXURE II

NON-RELATIONSHIP CERTIFICATE

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 Bidder with Seal _____

Name of the Bidder _____

Date _____



ANNEXURE III

**LIST OF PRESENT AND PAST CLIENTS
DURING LAST THREE FINANCIAL YEARS.**

(Please give complete details as per the following format along with the Experience Certificate issued by clients/ organizations to whom services were provided during the last three financial years. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation with complete postal address located in Hyderabad mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Contract was awarded.	Nature of Work	Number of Drivers provided to them.

SIGNATURE WITH STAMP : _____
NAME OF FIRM / TRAVEL AGENT : _____
NAME OF AUTHORIZED PERSON : _____
CONTACT NUMBER : _____
E-mail ID : _____
DATE : _____



ANNEXURE IV

**CERTIFICATE REGARDING ANNUAL TURN-OVER OF BIDDER
DURING THE LAST THREE FINANCIAL YEARS**

I / We, M/s _____, the Bidder for providing Drivers on Monthly Contract Basis, hereby confirm that the minimum Annual Turn-Over of the firm/company during the last three financial years (2015-16, 2016-17 and 2017-18) is Rs.25 Lakhs or more. The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR
1	2015-16	Rs. _____
2	2016 - 17	Rs. _____
3	2017 - 18	Rs. _____

SIGNATURE & SEAL OF THE BIDDER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s. _____ are true and found correct as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE
CHARTERED ACCOUNTANT**



ANNEXURE V

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF DRIVERS
ON THE ROLLS OF THE BIDDER AS ON 31/03/2018**

I / We, M/s _____, the Bidder for providing Drivers on Monthly Contract Basis to The Oriental Insurance Company Limited, Regional Office, 6-3-781, Snehalata Building, Greenlands Road, Somajuguda, Hyderabad hereby confirm that the total number of Drivers on my / our rolls in Hyderabad city as on 31/03/2018 is (No. in figures : _____). The site / firm / contract wise break up of drivers provided to Firms/Clients are as under:

SL. NO	NAME OF FIRM / COMPANY TO WHOM DRIVER SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF DRIVERS PROVIDED AS ON 31/03/2018
		GRAND TOTAL :	

SIGNATURE & SEAL OF THE BIDDER

Certified that the figure regarding number of Drivers in Hyderabad city on the rolls of Mr. / M/s. _____, the Bidder for providing Drivers on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts as on 31/03/2017.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT



ANNEXURE VI

ACCEPTANCE LETTER

(To be given on the letter head of the bidder)

The Deputy General Manager I/C
The Oriental Insurance Company Limited,
Regional office,
HYDERABAD

Sir,

Re: Acceptance of Terms and Conditions and Procedure for Submission of bills along with mandatory documents for release of payment in respect of Tender for Providing Drivers on Monthly Contract Basis.

The Tender Document for providing Drivers on Monthly Contract Basis floated by The Oriental Insurance Company Limited have been purchased / downloaded through their Website by me / us. I / we have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/documents for the release of payments to Bidder of the Tender Document of The Oriental Insurance Company Limited, Regional office, 6-3-871, Snehalata building, Greenlands Road, Somajiguda, Hyderabad – 500016.

I / We declare and agree that I / We will abide by all the terms and conditions/clauses and hereby accept the procedure for submission of monthly bills along with all the statutory/mandatory requirement and other documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and The Oriental Insurance Company Limited shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the tender document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

I / We hereby unconditionally accept all the terms and conditions/clauses and accept the procedure for submission of monthly bills along with all the statutory/mandatory requirements/documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document for providing Drivers on Monthly Contract Basis in its entirety.

The required Earnest Money is enclosed herewith in the form of Demand Draft of Rs. _____ drawn on _____ payable at Hyderabad.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER WITH DATE
AND RUBBER STAMP



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

ANNEXURE VII

DRIVER ANNEXURE VI AND VII - 08-07-2016ods - OpenOffice.org Calc

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ANNEXURE VII

M/S

CALCULATION SHEET FOR MONTHLY CONTRACT CHARGES PAYABLE FOR PROVIDING DRIVERS FOR THE MONTH OF

SL NO	NAME OF DRIVER	MONTHLY COST PER DRIVER										TOTAL MONTHLY CHARGES (C/C FF/ESI/OT/CONV. MOBILE NICT CHARGES (COLUMN 9+12-13+14+15+16+17))	DEDUCTION FOR NOT PROVIDING ALTERNATE DRIVER BY BIDDER (TO BE BORNE BY BIDDER)	MONTHLY CONTRACT CHARGES PAYABLE (COLUMN 18 - 19)	OVERHEAD CHARGES @ 4% OF COLUMN 20	SERVICE CHARGES @ 5% OF COLUMN 20	TOTAL MONTHLY CHARGES PAYABLE TO BIDDER (20+21+22)						
		MINIMUM WAGES AS PER MINIMUM WAGE ACT	SPECIAL WAGES FOR TWO HOURS DUTY DAILY	TOTAL WAGES FOR 10 HOURS DUTY DAILY (3 + 4)	LEAVE COST @ 8.63% OF TOTAL MINIMUM WAGES (Col 3)	FIXED MONTHLY CONVEY. PAYABLE	UNIFORM COST (FIXED)	TOTAL MONTHLY COST PER DRIVER (5+6+7+8)	OVER TIME HOURS	OVER TIME RATE	OVER TIME PAYMENT (COLUMN 10 X 11)							EMPL. EFF. PLUS ADMN CHARGES @ 13.38% OF COLM 3	EMPL. ESI @ 4.75% OF COLUMN (5 + 12)	CONV. EXP. FOR LATE / EARLY HOURS DUTY	MOBILE EXP.	NICT CHARGES FOR OUT-STATION DUTY DAILY	
8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
9	1		10000.00	1000.00	10000.00	1000.00	100.00	100.00	10000.00	100.00	100.00	10000.00	1000.00	1000.00	1000.00	100.00	100.00	100000.00	1000.00	100000.00	1000.00	1000.00	100000.00
10	2																						
11	3																						
12	4																						
13	5																						
14	6																						

Sheet1 / Sheet2 / Sheet3

Sheet1 / 3 mg1 STD Sum=1000.00 100%

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THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

ANNEXURE VIII

DRIVER ANNEXURE VI AND VII - 08-07-2016.ods - OpenOffice.org Calc

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M6 = [DETAILS OF MODE OF PAYMENT MADE TO DRIVER i.e. CHEQUE NO. OR E-TRANSACTION NO. (ATTACH PHOTO-COPY OF PROOF)]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													ANNEXURE VIII	
2		M/S _____												
3														
4		CALCULATION AND DETAILS OF AMOUNT PAID BY THE AGENCY/FIRM TO THE DRIVER FOR THE MONTH OF												
5														
6	SL NO	NAME OF DRIVER	TOTAL WAGES FOR TEN HOURS DUTY DAILY (COLUMN 5 OF SUMMARY)	FIXED MONTHLY CONVEYANCE PAYABLE FOR THE MONTH (COL. 7 OF SUMMARY)	TOTAL OVERTIME PAYMENT (COLUMN 12 OF SUMMARY)	CONVEYANCE CHARGES FOR EARLY / LATE DUTY AS PER CONTRACT (COLUMN 15)	MOBILE EXPENSES PAYABLE FOR THE MONTH (COLUMN 16 OF SUMMARY)	NIGHT CHARGES PAYABLE FOR THE MONTH (COLUMN 17 OF SUMMARY)	TOTAL AMOUNT PAYABLE TO DRIVER (COLUMN 3+4+5+6+7+8)	LESS EMPLOYEE EFF CONTRIB. FOR THE MONTH @ 12% OF COLUMN 3 OF SUMMARY)	LESS EMPLOYEE ESI CONTRIB. FOR THE MONTH @ 1.75% OF COLUMN 3 OF SUMMARY)	NET AMOUNT PAID TO THE DRIVER FOR THE MONTH (9 (+) 10 (-) 11)	DETAILS OF MODE OF PAYMENT MADE TO DRIVER i.e. CHEQUE NO. OR E-TRANSACTION NO. (ATTACH PHOTO-COPY OF PROOF)	
7	1	2	3	4	5	6	7	8	9	10	11	12	13	
8	1													
9	2													
10	3													
11	4													
12	5													
13	6													

Sheet1 Sheet2 Sheet3

Sheet 2 / 3 mp1 STD Sum=0 100%

11:28 AM 07/11/2016



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

ANNEXURE IX

(On the Letter Head of the Bidder Company)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we have deposited ESI Contribution for the month of _____, **2018** vide Challan No. _____ dated _____ (copy enclosed) in respect of our Establishment (Party Code : _____) which includes ESI Contribution for the month of _____, **2018**, in respect of the following drivers deputed for The Oriental Insurance Company Limited as per details given below :-

S. No	Name of Driver	Employees' Contribution	Employer's Contribution	Interest	Damages	Others	Total
1	Shri						
2	Shri						
3	Shri						
4	Shri						
5	Shri						
	TOTAL						
	GRAND TOTAL (IN WORDS) : Rupees _____						

For _____

Authorized Signatory / Proprietor

Stamp of the Company



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

ANNEXURE X

(On the Letter Head of the Company)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we have deposited EPF Contribution for the month of _____, 2018 vide Challan No. _____ dated _____ (copy enclosed) in respect of our Establishment (Establishment Code : _____) which includes EPF Contribution for the month of _____, 2018 in respect of the following drivers deputed for The Oriental Insurance Company Limited :-

SL.NO	NAME OF DRIVER	EPF NUMBER
1	Shri	
2	Shri	
3	Shri	
4	Shri	

The total amount of contribution of EPF in respect of the above-noted drivers for the month of _____, 2018, deposited vide above-referred challan is as per details given below :-

S.No	Particulars	A/C 1 PF Contr.	A/C 2 PF Admn.	AC 10 EPS	A/C 21 EDLI	A/C 22 EDLI Adm.	Total
1	Employer's Share						
2	Employee's Share						
3	Administration Charges						
4	Inspection Charges						
5	Penal Damages						
6	Misc. Payment (Interest U/S 7Q)						
	GRAND TOTAL (IN WORDS) : Rupees _____						

For _____

Authorized Signatory / Proprietor
Stamp of the Company



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE – HYDERABAD

ANNEXURE XI

OVERTIME SHEET FOR OUTSOURCED DRIVER FOR THE MONTH OF _____

NAME OF OUTSOURCED DRIVER : SHRI

DATE	DAY	DUTY	DUTY STAR T TIME (AM/PM)	DUTY CLOSE TIME (AM/PM)	LUNCH	OVERTIME FOR DAY	CONVEYANCE OCCASSION
01/01/16	MONDAY				HALF HOUR		
	TUESDAY				HALF HOUR		
	WEDNESDAY				HALF HOUR		
	THURSDAY				HALF HOUR		
	FRIDAY				HALF HOUR		
	SAT				HALF HOUR		
	SUNDAY				HALF HOUR		
	MONDAY				HALF HOUR		
	TUESDAY				HALF HOUR		
	WEDNESDAY				HALF HOUR		
	THURSDAY				HALF HOUR		
	FRIDAY				HALF HOUR		
	SAT				HALF HOUR		
	SUNDAY				HALF HOUR		
	MONDAY				HALF HOUR		
	TUESDAY				HALF HOUR		
	WEDNESDAY				HALF HOUR		
	THURSDAY				HALF HOUR		
	FRIDAY				HALF HOUR		
	SAT				HALF HOUR		
					T O T A L :		

Overtime is payable after performing duty for 10.5 hours from Monday to Saturday after excluding lunch time for half an hour subject to a maximum permissible limit of 100 hours in a month. On Sundays/Holidays Overtime payable is for actual duty hours subject to maximum permissible limit. Maximum permissible overtime : Monday to Saturday : Six Hours Per Day and on Sunday/Holidays : Eight Hours Per Day.

For M/s _____

Authorized Signatory/Proprietor



ANNEXURE XII

SPECIMEN OF UNDERTAKING REGARDING
NON- BLACK LISTING or PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

I/We / Our organization, M/s. _____

hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body / Public Sector Undertaking in any State or by any Court of Law.

**SIGNATURE OF BIDDER WITH
DATE AND RUBBER STAMP**



**INSTRUCTIONS AND TERMS AND CONDITIONS FOR QUOTING
RATES AND SUBMITTING FINANCIAL BID**

1. Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. All the rates should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The Minimum Wages Rates payable to Driver **for duty of 10 hours daily (excluding lunch time of half an hour) for six days a week** and other statutory payments like EPF, ESI and bonus etc. shall be as per the notification issued by Addl. Labour Commissioner, Government of Telangana state shall be mentioned in Annexure “A”.
6. The Minimum Wages Rates per Driver and Overtime Rates will be revised as per revision in Minimum Wages Rates notified by Addl. Labour Commissioner, Government of Telangana State from time to time.
7. The minimum wages, EPF, ESI, bonus and other statutory charges as per the Minimum Wages Act mentioned in Annexure “A” along with lump-sum monthly mobile expenses, Conveyance Charges for early morning or late night duties as mentioned in the Scope of Services, Overhead Charges and Service Charges as quoted in the Financial Bid will be paid by the Bidder first to the drivers and then reimbursed to the Bidder on Monthly Basis on submission of proof of payment to the driver deputed as per procedure mentioned in the Tender Document and to the respective statutory authorities within 15 working days from the date of receipt of their bills along with necessary documents/proof complete in all respect as per procedure given in the Tender Document. Please note that Monthly Bills will be treated as received if it is accompanied by all the mandatory/statutory requirements and documents. This minimum wages amount will be revised automatically whenever notification for revision in minimum wages will be issued by concerned statutory authority.
8. The Bidder is required to provide the services of Driver strictly on 'Monthly Contract Basis' for a initial **period of Two years** from the date of commencement of services, after award of contract, on the rates quoted by Bidder in the Financial Bid with a provision to **extend the contract for a further period of Two years** by increasing the rates for “Overhead Charges” and “Service Charges” by 10% on the same terms and conditions on providing satisfactory and efficient services. The rates of “Overhead Charges” and “Service Charges” quoted by the Bidder in their Financial Bid shall remain fixed during the currency of the Contract for a initial period of Two years and no revision in rates will be permitted.
 - a. It is informed/clarified to the Bidder that the “Overhead Charges” quoted by the Bidder in their “Financial Bid” are being paid to Bidder to meet the expenses for administrative (including cost for submission of papers/documents as proof of payment) and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges to drivers and to pay the statutory payments timely to statutory authorities by themselves in advance and then to claim reimbursement of such expenses from the Company on monthly basis by submitting proof of such payments along with monthly bill.



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9. The “**Services Charges**” quoted by the Bidder in their “**Financial Bid**” are being paid to Bidder as profit margin for providing the services of driver including alternate driver on monthly contract basis.
10. The Bidders are advised to quote the “**Overhead Charges**” and “**Service Charges**” in terms of percentage of sum total of monthly charges arrived at by adding Total Minimum Wages Rate given in Annexure “A” and all other charges like Overtime, Night Charges, Mobile Expenses and Conveyance Charges payable on monthly basis. The Bidders are advised to keep in view all the administrative and financial expenses / arrangements to be made and borne by them for providing Driver on Monthly Contract Basis including alternate driver in case regular driver is on leave and to make payment of minimum wages, statutory and other payments as per Terms and Conditions and Scope of Services given in the Tender Document and to meet any expenses / exigencies (including bearing of penalty by Bidder as per Tender Document) in providing Driver/Alternate Driver so as to ensure continuity of driver services.
11. The Bidders are advised to refer Scope of Services (including bearing penalty amount by the Bidder in case of failure to provide alternate driver in the absence of regular driver deputed by them) and Terms and Conditions relating to submission of Monthly Bills along with mandatory/statutory documents/requirements for release of payment to them given in the Tender Document so as to cover all administrative and financial arrangement / expenses to be borne by him/them before quoting Overhead and Service Charges.
12. The Bidders are required to quote “**Per Hour Rate**” for providing the services of Driver beyond the daily limit of 10 hours (excluding lunch time of half an hour) as per Minimum Wages Act. The ESI charges, if applicable, will be paid in addition to the “Overtime Rate” Per Hour on submission of proof of depositing the same with statutory authorities.
13. The Bidder is required to quote rates for “**Night Charges**”, which is payable only if the driver is deputed for Outstation Duty. No “Night Charges” will be paid for duty within the city of Hyderabad / Secunderabad. The ESI charges, if applicable, will be paid in addition to the “Night Charges” per night on submission of proof of depositing the same with statutory authorities.
14. All the Bidders are hereby informed that the decision in regard to lowest rates quoted shall be taken on the basis of Lowest Percentage of Monthly Overhead Charges and Service Charges quoted by the Bidder in their Financial Bid. However, the **lowest amount of “Night Charges”** for outstation duties quoted amongst all the eligible Bidders will be paid to the L-1 Bidder and the decision of the Competent Authority of the Company shall be final and binding on all the Bidders in this regard.
15. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess, Swachh Bharat Tax etc. will be made from the amount payable as per rules.
16. Goods and Services Tax (GST) as applicable, will be paid in addition to amount quoted by the bidder.



ANNEXURE “A” (DRIVER)

**PRESENT MINIMUM WAGES AND OTHER STATUORY PAYMENTS AS PER
MINIMUM WAGES ACT**

SL. NO	ITEMS	AMOUNT (Rs.)	AMOUNT (IN WORDS) RUPEES
1	Minimum Wages per person for Ten hours Daily Duty (excluding lunch time of half an hour) on Six days a Week Basis (as notified by Labour Commissioner, Government of Telangana from time to time).		
2	PF (Employer's Contribution) As per Govt.of Telangana minimum wages	As per notification	As per notification
3	Administration Charges of PF As per Govt.of Telangana minimum wages	As per notification	As per notification
4	ESI @ As per Govt. of Telangana minimum wages.	As per notification	As per notification
5	TOTAL MONTHLY AMOUNT PAYABLE		
6	Uniform (Fixed Amount per month)		
7	Fixed Monthly Conveyance Charges for reporting to duty as per need of company		
8	TOTAL MONTHLY COST PER DRIVER (EXCLUDING OVERHEAD AND SERVICE CHARGES)		

NOTE:- Reimbursement of Bonus @ 8.33% of Minimum Wages to the Bidder will be made only after actual payment to the driver through “E-transaction” or through “Account Payee Cheque” and on submission of proof of payment to the Driver deputed. Reimbursement of ESI / PF Contribution to the Bidder will be made only after submission of proof of deposit with the concerned authorities as per the procedure mentioned in the Tender Document.



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'FINANCIAL BID'

SL NO	DESCRIPTION OF CHARGES	QUOTATION / RATE IN FIGURES	QUOTATION / RATE IN WORDS								
1	Monthly Minimum Wages for Ten hours duty (excluding lunch break) on daily basis for six days a week, statutory and other charges as mentioned in Annexure “A” - Column 8.										
2	Overhead Charges (Please quote in terms of percentage of the total amount mentioned under Sl. No. 8 of Annexure “A”). The percentage should not be less than 4%, which the company considers as reasonable for making payment timely by Bidder first and then claim reimbursement of Monthly Bill along with documents.	_____ %	_____ Percent.								
3		_____ %	_____ Percent.								
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">“Overtime Rate” per hour (@ twice the hourly rate as per Minimum Wages) for duty beyond a Daily Limit of 10 Hours and for Duty on Sundays/Holidays as per Minimum Wages.</td> <td style="width: 20%; text-align: center;">Rs.</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> <tr> <td>Add : ESI Contribution @ %</td> <td style="text-align: center;">Rs.</td> </tr> <tr> <td style="text-align: right;">TOTAL :</td> <td style="text-align: center;">Rs.</td> </tr> </table>	“Overtime Rate” per hour (@ twice the hourly rate as per Minimum Wages) for duty beyond a Daily Limit of 10 Hours and for Duty on Sundays/Holidays as per Minimum Wages.	Rs.			Add : ESI Contribution @ %	Rs.	TOTAL :	Rs.	Rs. _____ Overtime Rate per Hour including ESI Contribution	Rs. _____ Overtime Rate Per Hour including ESI contribution.
“Overtime Rate” per hour (@ twice the hourly rate as per Minimum Wages) for duty beyond a Daily Limit of 10 Hours and for Duty on Sundays/Holidays as per Minimum Wages.	Rs.										
Add : ESI Contribution @ %	Rs.										
TOTAL :	Rs.										
4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">“Night Charges” per night for Outstation Duty performed by the Driver</td> <td style="width: 20%; text-align: center;">Rs.</td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> <tr> <td>Add : ESI Contribution @ %</td> <td style="text-align: center;">Rs.</td> </tr> <tr> <td style="text-align: right;">TOTAL :</td> <td style="text-align: center;">Rs.</td> </tr> </table>	“Night Charges” per night for Outstation Duty performed by the Driver	Rs.			Add : ESI Contribution @ %	Rs.	TOTAL :	Rs.	Rs. _____ Night Charges per night for outstation duty including ESI contribution	Rs. _____ “Night Charges” per night for Outstation Duty i/c ESI contribution.
“Night Charges” per night for Outstation Duty performed by the Driver	Rs.										
Add : ESI Contribution @ %	Rs.										
TOTAL :	Rs.										



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SIGNATURE WITH STAMP	:	_____
NAME OF FIRM / TRAVEL AGENT	:	_____
NAME OF AUTHORIZED PERSON	:	_____
CONTACT NUMBER	:	_____
E-mail ID	:	_____
DATE	:	_____

Note: The Bidders are hereby informed that the **decision in regard to lowest rates quoted shall be taken on the basis of Lowest Percentage of Monthly Overhead Charges and Service Charges quoted by the Bidder in their Financial Bid. However, the lowest amount of “Night Charges” for outstation duties quoted amongst all the eligible Bidders shall be paid to the L-1 Bidder and the decision of the Competent Authority of the Company shall be final and binding on all the Bidders in this regard.**