

TENDER DOCUMENT

FOR PROVIDING DRIVER

MONTHLY CONTRACT BASIS

THE ORIENTAL INSURANCE COMPANY LIMITED

CIN NO. : U66010DL1947GOI007158

(Tender Documents consists of 24 Pages)

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THE ORIENTAL INSURANCE COMPANY LIMITED

CIN NO. : U66010DL1947GOI007158

NOTICE INVITING TENDER FOR PROVIDING DRIVER ON MONTHLY CONTRACT BASIS

We are one of the Non-Life Public Sector Insurance Company having its Head Office at Oriental House, A-25/27, Asaf Ali Road, New Delhi.

Deputy General Manager, The Oriental Insurance Company Limited, invites Sealed Tenders on '**Two Bid System**' as mentioned hereunder in the attached prescribed format from reputed Manpower Providing Agency / Travel 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/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.

The Bidder/Tenderer 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/Tenderer 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 Haryana along with the Technical Bid. Tenders without the Earnest Money Deposit (Demand Draft Only) will be deemed rejected.

Interested Manpower Providing Agency / Firms / Travel Agencies 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 Office of The Oriental Insurance Company Limited, Oriental House, 2nd floor, LIC Building, Jagadhari Road, Ambala Cantt, along with Cash payment / submission of a non-refundable Demand Draft only of Rs. 500/- (Rupees Five Hundred Only) drawn on any Nationalized / Scheduled Bank in favour of "The Oriental Insurance Company Limited" payable at Haryana 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 22/05/2016 to 10/06/2016 between 11.00 AM to 3.30 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	13/06/2016 upto 4.00 PM.
4	Date and Time of opening of Technical Bid.	15/06/2016 at 2.30 PM.
5	Date and Time of opening of Financial Bid.	Will be intimated to the Technically qualifying bidders at a later date.
6	Earnest Money Deposit (EMD).	Through Demand Draft only of Rs.10000/- (Rupees Ten Thousand Only) to be placed in the sealed Envelope of “Technical Bid”. Payment of E.M.D. 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 Only drawn on any Nationalized / Scheduled Bank favouring “The Oriental Insurance Company Limited payable at Haryana which is required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be uploaded on the Company's Website www.orientalinsurance.org.in and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates.

The Oriental Insurance Company Limited, reserves the right to reject all or any Tender without assigning any reason, whatsoever.

DEPUTY GENERAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED

ELIGIBILITY CRITERIA

1. The Bidder/Tenderer should be based at Haryana and operating their business in Haryana. **Attach photo-copy of proof.**
2. The Bidder/Tenderer should have a minimum experience of **three years as on 31/03/2016** in the field of providing Driver and Manpower on contract basis. **Attach photo-copy of proof.**
3. The Bidder/Tenderer should be possessing/holding a valid License issued by Central/State Government/concerned Department of Government of NCT for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. The successful bidder/tenderer would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach photo-copy of Licence.**
4. The Bidder/Tenderer should possess valid Provident Fund Registration Number under EPF Act with EPF Department. **Attach photo-copy of Registration.**
5. The Bidder/Tenderer should possess valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. **Attach photo-copy of Registration.**
6. The Bidder/Tenderer should have rendered similar satisfactory services to **at least 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 Lacs during the last three years. **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.**
7. The Bidder/Tenderer should furnish List of Clients to whom similar satisfactory services are given **during the last three financial years** i.e. 2013-14, 2014-15 and 2015-16 along with the numbers of persons deputed. **Attach Certificates from concerned Clients/Companies.**
8. The Bidder/Tenderer should have minimum average annual turn-over of Rs. 10 Lacs during the last three financial years i.e. 2013-14, 2014-15 and 2015-16. **Attach Certificate from Chartered Accountant in this regard.**
9. The Bidder/Tenderer should have on their wage rolls minimum 25 workmen as on 31/03/2016. **Attach Certificate from Chartered Accountant in this regard.**

- 10.**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.
- 11.**The Tenders from Bidders who's Technical Bid(s) were earlier rejected by OICL on account of fake supporting documents etc. shall not be entertained.

DEPUTY GENERAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED

TERMS AND CONDITIONS AND INSTRUCTIONS FOR BIDDERS

1. The Tenders/Bids shall be valid for a period of **atleast three months from the date of opening of tenders.**
2. The Tenders are invited on Two Bid System i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
3. Both the sealed envelopes i.e. **Envelope No. 1 “Technical Bid”** and **Envelope No. 2 “Financial Bid”** should be kept in a big **Envelope No. 3**. This sealed envelope superscribed as **“TENDER FOR PORVIDING DRIVER ON MONTHLY CONTRACT BASIS”** addressed to Deputy General Manager, The Oriental Insurance Company Limited, 2nd floor, LIC Building, Jagadhari Road, Ambala Cantt, shall be deposited in the Tender Box placed at above address. **on or before 13/06/2016 by 4.00 PM.**
4. The Tenderer/Bidder has to submit Earnest Money of Rs. 10,000/- through Demand Draft only (**payment through cheque or any other mode is not acceptable**) in favour of “The Oriental Insurance Company Limited” payable at Haryana along with the Technical Bid. Tenders without the Earnest Money Deposit will be deemed rejected.
5. The Earnest Money shall be forfeited if the Tenderer withdraws his Tender during the period of Tender Validity. The Earnest Money will also be forfeited if in the case of the successful Tenderer, the Tenderer fails to comply with all the terms and conditions of the Tender Document.
6. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, Annexures I to V 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 Tenderer.
7. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 30 days from the date of opening of tenders except of the qualified bidder.
8. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above 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.

9. 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 and eligibility criteria. The decision of The Oriental Insurance Company Limited, in this regard shall be final and binding on the Tenderers.
10. The Tenderer/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 intimated to individual qualified bidders.
11. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
12. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.
13. Convassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
14. Tenders/Bids must be received by/submitted to Deputy General Manager The Oriental Insurance Company Limited, 2nd floor, LIC Building, Jagadhari Road, Ambala Cantt, by the date and time stipulated in the Notice Inviting Tender. The Company may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder 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 Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.
15. The Contract with the Bidder/Tenderer can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
16. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company.
17. The Oriental Insurance Company Limited reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

DEPUTY GENERAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED

SCOPE OF SERVICES AND PAYMENT TERMS

1. The Bidder/Tenderer is required to provide the services of Driver strictly on 'Monthly Contract Basis' for a **initial period of two years** with a provision to extend the contract for a further period of one year on the same terms and conditions.
2. The services of driver is required for **10 hours daily on six days a week basis**. However, if need be, the driver can be called for duties 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 Tenderer/Bidder. The driver has to report at the place of duty intimated to him as per need by the Company's authorised officer.
3. The Bidder/Tenderer is required to make payment of Minimum Wages, statutory payments like EPF, ESI etc. and other payments as per the Tender Document to the Driver in time and then claim reimbursement of the expenses along with Overhead Charges and Service Charges from the Company by submitting Monthly bills along with proof of payment. Please note that reimbursements will not be made if the bills are not accompanied by proof of payment to driver and other statutory bodies.
4. The Overhead Charges as quoted in the Financial Bid within the range specified are being paid to Bidder/Tenderer to meet administrative expenses and to pay statutory payments timely and then to claim reimbursement. The Services Charges as quoted in the Financial Bid within the range specified are being paid to Bidder/Tenderer as profit margin for providing the services of driver.
5. The Bidder/Tenderer is **required to deposit statutory payments like EPF and ESI with the concerned authorities through separate Challan giving names of the 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 with the bills.
6. The Bidder/Tenderer is required to depute a particular named driver and its Police Verificiation is required to be arranged by the Tenderer and a copy of the Police Verification Report is required to be submitted to the Company. In case of non-availability of the driver deputed for a particular period, the Tenderer is required to arrange for alternative Driver so as to ensure continuance of the services of Driver.
7. The Driver provided by the Bidder/Tenderer can be deputed for Outstation Duty also, whenever required but in exceptional circumstances only.

8. In case the Bidder/Tenderer fails to provide Driver/Alternate Driver on any day during the currency of the Contract, a penalty of Rs. 1,000/- per day shall be imposed.
9. The Bidder/Tenderer on award of the Contract to him/them is/are required to **deposit an amount of Rs. 25,000/- 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.
10. The Bidder/Tenderer 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 tenderer to comply with all the rules and regulations in this regard. **The Tenderer 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 drivers deputed by them.**
11. The Tenderer/Bidder will be required to make payment to the Driver deployed only through E-payment or through "Account Payee" Cheque Only and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the Company.
12. The Bidder/Tenderer is required to take Workman Compensation Insurance Policy having adequate Sum Insured for Driver deputed to cover any payment under W. C. Act or any other Act and ensure that it will remain in force during the currency of the Contract. Copy of the Insurance Policy for Driver is required to be submitted to the Company. The premium for taking WC Policy shall be reimbursed to the Bidder/Tenderer by the Company.
13. The Driver should have a valid Driving Licence for driving four wheeler including for driving in hill stations and difficult terrains. The driver should be young and physically fit, say not more than 50 years.
14. The behaviour of the driver should be polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies. In case of any misbehaviour, in addition to taking legal action, the Tenderer 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 Tenderer.
15. The driver, in addition to safe driving of the car, would receive/alighten the occupants in a very respectful manner and would obey the instructions of the occupants.
16. 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 for maintenance of mobile instrument and mobile connection would be reimbursed to the Bidder/Tenderer on submission on proof of payment of the same to the Driver deputed by them.

17.In addition to reimbursement of Minimum Wages, statutory charges and other charges as mentioned above, the Company will reimburse to the Tenderer/Bidder (on submission of proof of payment to the Driver deputed through E-transaction or by “Account Payee” Cheque) the lump-sum 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:-

S.NO.	TIMINGS	MONTHS	AMOUNT
1	Before 5.00 AM in the Morning	April to September	Rs. 50/- per occasion.
2	After 11.00 PM in the Evening	April to September	Rs. 50/- per occasion.
3	Before 6.00 AM in the Morning	October to March	Rs. 75/- per occasion.
4	After 10.00 AM in the Morning	October to March	Rs. 75/- per occasion.

18.The driver would wear well stitched and ironed uniform during duty hours as approved by the Company and provided by the Tenderer/Bidder. The cost of uniform would be reimbursed to the Tenderer/Bidder.

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

DEPUTY GENERAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED

'TECHNICAL BID'

The Bidder is requested to furnish the following information.

SL. NO.	DESCRIPTION	PARTICULARS
1	Name of the Firm / Manpower Providing Agency / Travel Agency.	
2	Address of the Firm / Manpower Providing Agency / Travel Agency.	
3	Year of Establishment	
4	Whether the Firm / Travel Agency is proprietorship / partnership / limited Company. Attach proof with Registration Number.	
5	(A) Name of authorised contact person. (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	<hr/> <hr/> <hr/> <hr/>
6	PAN Number of the Firm/Travel Agency / Manpower Providing Agency. Attach Self-attested photo-copy of the PAN Card.	
7	Service Tax Number of the Firm / Travel Agency / Manpower Providing Agency. Attach Self-attested photo-copy of the Service Tax Number.	
8	EPF Registration Number of the Firm / Travel Agency / Manpower	

	Providing Agency. Attach photo-copy of Certificate of Registration.	
9	ESI Registration Number of the Firm / Travel Agency / Manpower Providing Agency. Attach photo-copy of Certificate of Registration.	
10	Experience in the field of providing Manpower / Driver on Monthly Contract Basis as on 31/03/2016. 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 (B) IFSC Code (C) 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. 25 Lacs paid-up capital during the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from clients / organisations.	
13	The Tenderer should have minimum average annual turn-	

	over of Rs. 10 Lacs for the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from Chartered Accountant in this regard.	
14	The Tenderer should have minimum 25 workers on the rolls as on 31/03/2016. Attach Certificate from Chartered Accountant in this regard.	
15	Enclose Demand Draft only of Rs. 10000/- as “Earnest Money Deposit”. Payment through cheque or any other mode is not acceptable.	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
16	Enclose Demand Draft only of Rs. 500/- as “Tender Fee” in case Tender Document is downloaded from our Website. Payment through cheque or any other mode is not acceptable.	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
SIGNATURE WITH STAMP : _____ NAME OF FIRM : _____ NAME OF AUTHORISED 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 Haryana.		
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 New Haryana.		
3	Proof of the Tenderer/Bidder being based in Haryana and their operation in these areas. Attach self-attested copy of proof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of the Service Tax Registration Number (If applicable).		
6	Copies of Experience Certificate of minimum three years in the field issued by clients/organisations. Attach photo-copy of proof.		
7	The Tender should have rendered similar satisfactory services to atleast one Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute during the last due years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.		
8	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		

9	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company having minimum Rs. 25 Lacs paid-up capital during the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from clients / organisations as per Annexure III.		
10	Proof of registration with Employees Provident Fund Commissioner along with Registration Number. Attach Certificate of Registration issued by EPF Commissioner.		
11	Proof of registration with ESI Authorities along with Registration Number. Attach Certificate of Registration issued by concerned ESI Authority.		
12	The Tenderer/Bidder should have minimum average annual turn-over of Rs. 10 Lacs for the last three financial years i.e. 2013-14, 2014-15 and 2015-16. Attach Certificate from Chartered Accountant as per Annexure IV.		
13	The Tenderer/Bidder should have minimum 25 workers/drivers on their rolls as on 31/03/2016. Attach Certificate from Chartered Accountant as per Annexure V.		
14	Tenderer/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 AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

ANNEXURE II

FORMAT OF 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 Tenderer with Seal _____

Name of the Tenderer _____

Date _____

ANNEXURE III

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE YEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organisation with complete postal address 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	Annual Turnover

SIGNATURE WITH STAMP : _____

NAME OF FIRM / TRAVEL AGENT : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____

E-mail ID : _____

DATE : _____

ANNEXURE IV

CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST THREE FINANCIAL YEARS

I / We, M/s _____, the tenderer for appointment of Consultant for Fire Safety Audit and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company during the last three financial years i.e. 2013-14, 2014-15 and 2015-16 is more than Rs. 10 Lacs. The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR
1	2013 - 14	Rs. _____
2	2014 - 15	Rs. _____
3	2015 - 16	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

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

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE V

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF WORKERS
ON THE ROLLS OF THE TENDERER AS ON 31/03/2016**

I / We, M/s _____, the tenderer for providing Workers on Contract Basis to The Oriental Insurance Company Limited, 2nd floor, LIC Building, Jagadhari Road, Ambala Cantt, hereby confirm that the total number of workers on my / our rolls as on 31/03/2016 is _____ (No. in figures : _____). The site / contract-wise break up of the same is as under:

SL. NO	NAME OF FIRM / TRAVEL AGENCY	ADDRESS OF FIRM / TRAVEL AGENCY	NUMBER OF WORKERS PROVIDED AS ON 31/03/2016
		GRAND TOTAL :	

SIGNATURE & SEAL OF THE TENDERER

Certified that the figure regarding number of Workers on the rolls of Mr. / M/s. _____, the tenderer for providing Housekeeping Services as mentioned above is true as per their Books of Accounts and other related records like PF / ESI etc. as on 31/03/2016.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

THE ORIENTAL INSURANCE COMPANY LIMITED

INSTRUCTIONS AND TERMS AND CONDITIONS FOR SUBMITTING FINANCIAL BID

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate 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 per Driver for duty of 10 hours daily (excluding lunch hour) for six days a week and other statutory payments like EPF, ESI and bonus etc. payable as on date as per current Notification of Haryana Govt. under “Skilled (i) Category” issued by Govt. of Haryana , is given in Annexure “A”.
6. The minimum wages, EPF, ESI, bonus and other statutory charges as per Minimum Wages Act mentioned in Annexure “A” along with lump-sum monthly mobile expenses, Conveyance Charges for early morning/late night duties as mentioned in the Scope of Services, Overhead Charges and Service Charges as quoted in the Financial Bid will be reimbursed to the Bidder/Tenderer on Monthly Basis on submission of proof of payment to the driver deputed 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. This minimum wages amount will be revised automatically whenever notification for revision in minimum wages will be issued by concerned statutory authority.
7. The Tenderers/Bidders are advised to quote the **Overhead Charges and Service Charges** (within the prescribed range) 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 Tenderers/Bidders are advised to keep in view all the expenses to be borne by him/them for providing Driver on Monthly Contract Basis including alternate driver in case regular driver is on leave and making statutory payments as per Terms and Conditions and Scope of Services of Tender Document and to meet any exigencies in providing Driver on monthly contract basis.

8. The Tenderers/Bidders are advised to refer Scope of Services given in the Tender Document so as to cover all charges to be borne by him/them before quoting Service / Administrative Charges.
9. The Tenderer/Bidders are required to **quote “Per Hour Rate” for providing the services of Driver beyond the daily limit of 10 hours.**
10. The Tenderer is required to **quote rates for “Night Charges”, which is payable only if the driver is deputed for Outstation Duty.**
11. All the Tenderers/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 Tenderer/Bidder within the prescribed range mentioned in the Financial Bid.** However, the lowest amount of “Night Charges” for outstation duties and “Per Hour Rate” for duty beyond the daily limit of 10 hours quoted amongst all the eligible Tenderers/Bidders are to be paid to the L-1 Tenderer and the decision of the Competent Authority of the Company shall be final and binding on all the Tenderers in this regard.
12. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc. will be made from the amount payable as per rules.
13. Service Tax and Cess thereon, if any, will be paid in addition to amount quoted by the Firm / Travel Agency.

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 on Six days a Week Basis (as notified by Government of Haryana) effective as on date under Skilled (i) Category		
2	PF @ 12% on Minimum Wages (Employer's Contribution).		
3	Administration Charges of PF @ 1.61% of Minimum Wages.		
4	ESI @ 4.75% of Minimum Wages (Employer's Contribution).		
5	TOTAL MONTHLY AMOUNT PAYABLE		
6	Overhead Charges (Please specify %age of the total amount mentioned under Sl. No. 5 within the range of a maximum upto 5%)		
7	Service Charges (Please specify %age of the total amount mentioned under Sl. No. 5 within the range of Minimum 5% subject to a maximum of 10%)		
8	TOTAL (5 + 6 + 7)		

NOTE: Reimbursement of Bonus @ 8.33% of Minimum Wages to the Tenderer/Bidder will be made only after actual payment to the driver and on submission of proof of payment to the Driver deputed. Reimbursement of ESI / PF Contribution to the Tenderer/Bidder will be made only after submission of proof of deposition with the concerned authorities by the Bidder.

THE ORIENTAL INSURANCE COMPANY LIMITED

'FINANCIAL BID'

SL NO	DESCRIPTION OF CHARGES	QUOTATION / RATE IN FIGURES	QUOTATION / RATE IN WORDS
1	Monthly Minimum Wages for Ten hours duty on daily basis on six days a week as mentioned in Annexure “A” - Col. 5.	Rs.	Rupees
2	“Per Hour Rate” i.e. Overtime for duty beyond a Daily Limit of 10 Hours and for Duty on Sundays/Holidays	Rs.	Rupees
3	“Night Charges” for for Outstation Duty to cover expenses for stay of driver.	Rs.	Rupees
4	Overhead Charges (Please specify %age of the total amount mentioned under Sl. No. 5 of Annexure “A” within the range a maximum upto 5%)	_____ %	_____ Percent.
5	Service Charges (Please specify %age of the total amount mentioned under Sl. No. 5 of Annexure “A” within the range of Minimum 5% subject to a maximum of 10%)	_____ %	_____ Percent.

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

Note: The Tenderers/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 Tenderer/Bidder within the prescribed range mentioned in the Financial Bid.** However, the lowest amount of “Night Charges” for outstation duties and “Per Hour Rate” for duty beyond the daily limit of 10 hours quoted amongst all the eligible Tenderers/Bidders are to be paid to the L-1 Tenderer and the decision of the Competent Authority of the Company shall be final and binding on all the Tenderers in this regard.