

# **TENDER DOCUMENT**

**FOR PROVIDING AND INSTALLATION  
OF BRAND NEW 82.5 KVA SILENT DG  
SET (DIESEL) WITH OPERATOR**

**ON MONTHLY HIRE BASIS AT**

**AGGARWAL BHAWAN, 4/14A,  
ASAF ALI ROAD, NEW DELHI.**

**THE ORIENTAL INSURANCE COMPANY LIMITED  
ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD, NEW DELHI.**

**TELEPHONE NO. : 011-43659435.**

**CIN No. U66010DL1947GOI007158**

**(Tender Documents consists of 24 Pages)**

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**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**ORIENTAL HOUSE, A-25/27, ASAF ALI ROAD, NEW DELHI.**  
**TELEPHONE NO. : 011-43659435**  
**CIN No. U66010DL1947GOI007158**

**NOTICE INVITING TENDER FOR PROVIDING AND INSTALLATION OF**  
**BRAND NEW 82.5 KVA (DIESEL) SILENT DG SET ON MONTHLY HIRE BASIS**

We are one of the Non-Life Public Sector Insurance Company having its registered office at Oriental House, A-25/27, Asaf Ali Road, New Delhi and having its Head Office Unit located at Aggarwal Bhawan, 4/14A, Asaf Ali Road, New Delhi.

Chief Manager, Establishment Department, The Oriental Insurance Company Limited, invites Sealed Tenders on '**Two Bid System**' as mentioned hereunder in the attached prescribed format for providing **Brand New 82.5 KVA Silent DG Set (Diesel) on Monthly Hire Basis and its installation on roof top of the building** from reputed firms/agencies having adequate experience in the field of providing and maintaining Silent DG Set on monthly hire 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 AND INSTALLATION BRAND NEW 82.5 KVA SILENT DG SET (DIESEL) ON MONTHLY HIRE 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 New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit (Demand Draft Only) will be deemed rejected.

Interested Firms / Agencies can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Instructions to Bidders, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their own letter head from the Office of Chief Manager, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, along with Cash payment / submission of a non-refundable Demand Draft only of Rs. 575/- (Rupees Five Hundred Seventy Five Only) drawn on any Nationalized / Scheduled Bank in favour of "The Oriental Insurance Company Limited" payable at New Delhi on all working days (Monday to Friday) between 11.00 A. M. to 3.30 P. M. The time schedule of tendering is

specified below :-

1	Issue of Tender Document	From <b>30/03/2016 to 11/04/2016 between 11.00 AM to 3.30 PM</b> on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	Rs. 562/- (Rupees Five Hundred Sixty Two Only).
3	Last Date and Time for submission of Tender	<b>12/04/2016 upto 4.00 PM.</b>
4	Date and Time of opening of Technical Bid.	<b>13/04/2015 at 11.30 AM.</b>
5	Date and Time of opening of Financial Bid of Eligible Tenderers.	Will be intimated to the Technically qualified 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](http://www.orientalinsurance.org.in) and the same will be accepted along with the Tender Fee of Rs. 562/- (Rupees Five Hundred Sixty Two Only) through a separate Demand Draft Only drawn on any Nationalized / Scheduled Bank favouring “The Oriental Insurance Company Limited payable at New Delhi which is required to be placed in the envelope containing Technical Bid.

All amendments/information with respect to this Tender will be unloaded on the Company's Website [www.orientalinsurance.org.in](http://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.

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

**(A. R. JOSHI)**  
**CHIEF MANAGER**

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**A-25/27, ASAF ALI ROAD, NEW DELHI.**  
**TELEPHONE NO. : 011-43659435**  
**CIN No. U66010DL1947GOI007158**

**ELIGIBILITY CRITERIA**

1. The Tenderer/Bidder should be based at Delhi/NCR and operating their business in Delhi/NCR. The Office Premises and Workshop of Tenderer/Budder for carry-out their business should be located in Delhi/NCR. **Attach photo-copy of proof.**
2. The Tenderer/Bidder should have a proper established Office Premises and Workshop for repair/maintenance of Silent DG Set in Delhi/NCR having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient services. Tenders received from Firms/Establishments operating from residential premises and not having proper established Office Premises having necessary work-shop, infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Tenderer/Bidder are hereby informed that the Company will arrange inspection of the Office Premises, Workshop and infra-structure facilities for repair and maintenance of Silent DG Set of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose to verify the existance of firm/establishment, its workshop having infra-structure facility and status of the firm/establishment so as to take a decision about the qualification of Technical Bid of Tenderers/Bidders. The decision of Chief Manager, Establishment Department, The Oriental Insurance Company Limited, in this regard shall be final and binding on the Tenderers/Bidders.
4. The Tenderer/Bidder should have a minimum experience of five years in the field of providing DG Sets on hire on monthly contract basis to reputed clients including Govt. Deptts./PSUs. **Attach photo-copy of proof/experience certificate.**
5. The Tenderer/Bidder should have a valid PAN Number issued by Income Tax Authority. **Attach photo-copy of PAN Card.**
6. The Tenderer/Bidder should be registered with Service Tax Authority and should have a valid Service Tax Number issued by Service Tax Authority. **Attach photo-copy of Registration.**
7. The Tenderer/Bidder should have a valid VAT Number issued by competent authority. **Attach photo-copy of document** whereby VAT Number is allotted by competent authority.

8. The Tenderer/Bidder should have rendered similar satisfactory services of Hiring of DG Sets 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 Lacs during the last three years. **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.**
9. The Tenderer/Bidder should furnish List of Clients to whom similar satisfactory services are given **during the last three financial years i.e. 2012-13, 2013-14 and 2014-15. Attach Certificates from concerned Clients/Companies.**
10. The Tenderer/Bidder should have minimum average **annual turn-over of Rs. 10 Lacs during the last three Financial Years i.e. 2012-13, 2013-14 and 2014-15. Attach Certificate from Chartered Accountant in this regard.**
11. The tenders (directly or indirectly) from any firm/establishment whose services have not been found satisfactory by OICL authorities earlier shall not be entertained.
12. The quotations from Tenderer/Bidder whose tenders were earlier rejected by OICL on account of fake supporting documents etc. shall not be entertained.
13. The Tenders (directly or indirectly) from any 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.

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
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**CIN No. U66010DL1947GOI007158**

**TERMS AND CONDITIONS AND INSTRUCTIONS TO TENDERERS /**  
**BIDDERS FOR SUBMITTING TENDER FOR PROVIDING AND**  
**INSTALLATION OF BRAND NEW 82.5 KVA SILENT DG SET**  
**(DIESEL) SET ON MONTHLY HIRE BASIS**

1. The Tenders/Bids should be valid for a period of **atleast two months from the date of opening of tenders.**
2. The Tenderer/Bidder is required to **provide Brand New 82.5 KVA Silent DG Set (Diesel) of reputed make and model on hire and its installation at roof top of building located at Aggarwal Bhawan, 4/14A, Asaf Ali Road, New Delhi** and offers received for providing old DG Set will be treated as rejected.
3. The Tenders are invited **on Two Bid System i.e. Technical Bid and Financial Bid.** The Tenderer/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/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.
4. 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 AND INSTALLATION OF BRAND NEW 82.5 KVA SILENT DG SET (DIESEL) ON MONTHLY HIRE BASIS”** addressed to Shri A. R. Joshi, Chief Manager, Establishment Deptt., The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, shall be deposited in the Tender Box placed at Establishment Deptt. on or before **12/04/2015 by 4.00 PM.**
5. The Tenderer/Bidder has to submit Earnest Money 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 New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit will be deemed rejected.
6. The Tenderer/Bidder, on award of the contract to provide Brand New DG Set on Monthly Hire Basis, is required to **deposit as amount of Rs. 25,000/- (Rupees Twenty Five 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.**

7. 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 the successful Tenderer/Bidder fails to provide Brand New 82.5 KVA Silent DG Set on Monthly Hire Basis and/or fails to comply with terms and conditions of the Tender Document.
8. All copies of the documents mentioned in the Eligibility Criteria, Technical Bid, **Annexures I to IV** and other necessary documents which are required to be attached with the “Technical Bid” should be attached as these documents will help in evaluating the Technical Bid of the Tenderer/Bidder for deciding the eligibility for opening of Financial Bid of Tenderer/Bidder.
9. 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.
10. 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 of receipt shall not be considered. The Company will not accept any responsibility for the tenders lost in transit or delivered elsewhere and as such the tenders lost in transit or delivered elsewhere will not be considered and treated as rejected.
11. 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 workshop of Tenderer/Bidder. The Company will arrange inspection of Office Premises and Workshop with infra-structure of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose to verify the existence of firm/establishment, infra-structure facility and status of the firm/establishment to take a decision about the qualification of “Technical Bid”. The decision of Chief Manager, Establishment Deptt., The Oriental Insurance Company Limited, in this regard shall be final and binding on the Tenderers.
12. 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.
13. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
14. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company.



15. 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.
16. Tenders/Bids must be received by/submitted to Chief Manager, Establishment Department, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi, 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.
17. 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.
18. In case the Tenderer/Bidder desires to cancel the contract, they are required to give three month's notice in writing to the Company otherwise the Security Deposit lying with the Company will be forfeited and not refunded.
19. Chief Manager, Establishment Department, The Oriental Insurance Company Limited, New Delhi, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**A-25/27, ASAF ALI ROAD, NEW DELHI.**  
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**SCOPE OF SERVICES, TERMS AND CONDITIONS AND PAYMENT**  
**TERMS FOR PROVIDING BRAND NEW 82.5 KVA SILENT DG SET**  
**ON MONTHLY HIRE BASIS AND ITS INSTALLATION ON ROOF TOP**  
**OF AGGARWAL BHAWAN, 4/14A, ASAF ALI ROAD, NEW DELHI.**

1. The Tenderer/Bidder is **required to provide Brand New 82.5 KVA Silent DG Set (Diesel) of reputed make** at Aggarwal Bhawan, 4/14A, Asaf Ali Road, New Delhi, on Monthly Hire Basis including the job of its installation at roof top of the building for a **initial period of three years** with a provision to extend the contract for a further term of three years by increasing the Monthly Hire Charges including operator charges quoted by the Tenderer/Bidder by 20% at the discretion of the Company.
2. The Tenderer/Bidder is required to provide **Brand New 82.5 KVA Silent DG Set (Diesel) of reputed make and model on Monthly Hire Basis** duly supported by copy of Purchase Invoice to verify date of purchase of Brand New 82.5 KVA Silent DG Set (Diesel) and offers received for providing old DG Set will be treated as rejected.
3. The Tenderer/Bidder is required to **provide and complete the job of installation of Brand New 82.5 KVA Silent DG Set (Diesel) with sound proofing on roof top of the building** including civil, electrical and other work complete in all respect to provide electricity through DG Set whenever required **within a period of 21 days from the date of award of Work Order**. In case of delay in completion of job within a specified period of 21 days, **a penalty of Rs. 3000/- per day** after expiry of 21 days from the date of Work Order will be imposed on Tenderer/Bidder subject to a limit of maximum penalty of Rs. 15,000/-.
4. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company otherwise the Security Deposit lying with the Company will be forfeited and will not be refunded.
5. The Contract with the Tenderer/Bidder can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
6. The Brand New 82.5 KVA Silent DG Set (Diesel) of branded/reputed make with sound proofing is required to be commissioned/installed at roof top of the building within 21 days from the date of receipt of confirmed order.

7. The monthly rental for providing Brand New 82.5 KVA Silent DG Set (Diesel) on hire/rental is to be quoted by the Tenderer/Bidder in Financial Bid.
8. Charges for providing Operator for DG Set is to be quoted by the Tenderer/Bidder for 240 working hours in a month. Over time charges for Operator, if required after completion of 240 working hours in a month, will be paid on pro-rata basis as per the rates quoted by the Tenderer/Bidder in their Financial Bid. Overtime Charges will also be paid if the Operator is called on holidays.
9. The Tenderer will have to provide name and address of the Operator deputed for the job. The operator will be an employee of the Tenderer/Bidder and he will not be considered as an employee of the Company. The Tenderer/Bidder has to ensure payment of Minimum Wages and other statutory payments as per rules to the Operator of DG Set deputed for its operation. It is the sole responsibility of the Tenderer/Bidder to comply with all the rules and regulations in this regard and Company will not be responsible for any liability on this account.
10. In case of absence of the named operator, the Tenderer/Bidder has to provide alternative Operator during the period of absence without any additional cost.
11. In case the Tenderer/Bidder fails to provide 'Alternate Operator' in absence of 'Regular Operator' on any day during the currency of the Contract, a penalty of Rs. 400/- per day shall be imposed.
12. Monthly Rent for the month quoted by the Tenderer/Bidder for the services provided shall be paid to the Tenderer/Bidder after expiry of month within ten working days from the date of receipt of bill.
13. All applicable taxes and duties, if any, will be paid extra to the Tenderer/Bidder.
14. The lump-sum cost of erection/installation of Brand New 82.5 KVA Silent DG Set (Diesel) with sound proofing including all material cost like Girder, all civil work, foundation for Girder, cost/labour of Lifting of DG Set at Roof top of the building and lying the same at Girder on Roof, GI Chemical Earthing, Earthing Cable Alu. Armored, Power Cable and any other material/cost/labour for completion of job in all respect at specified location on Roof Top of Aggarwal House, A-14/4, Asaf Ali Road, New Delhi, is required to be quoted by Tenderer/Bidder in the Financial Bid giving complete component-wise details of specifications, sizes and labour involved.
15. The fuel/lubricant like Diesel and Mobil Oil for operating Brand New 82.5 KVA Silent DG Set (Diesel) as per requirement will be provided by the Company.

16. The servicing/maintenance/repair of 82.5 KVA Silent DG Set (Diesel) after completion of every 240 hours of its operation and its break-down in operation of DG Set including cost of all parts/consumables will be carried out by the Tenderer/Bidder timely and as per requirement free of cost and no charges/expenses for servicing/maintenance/repair and breakdown of DG Set including replacement of parts/consumables will be paid to the Tenderer/Bidder by the Company.
17. The Tenderer/Bidder will arrange repair of 82.5 KVA Silent DG (Diesel) in case of its breakdown for minor faults at the earliest but within 12 hours. In case of major faults, it is to be repaired within 24-36 hours. If the Tenderer/Bidder fails to rectify the fault within the above prescribed limits, the Company will deduct the actual rent on pro-rata basis for the period of breakdown. The decision of the Chief Manager (Establishment) of the Company taken in this regard shall be final and acceptable to Tenderer/Bidder.
18. 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 will be paid on this amount.
19. The Tenderer/Bidder is required to take Workman Compensation Insurance Policy having adequate Sum Insured for Operator deputed in the name of their firm/agency 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 taken for Operator in the name of their firm/agency is required to be submitted to the Company. The premium for taking WC Policy shall be reimbursed to the Bidder/Tenderer by the Company. In case the Tenderer/Bidder fails to take and renew the W.C. Insurance Policy timely, the Tenderer/Bidder will be liable/responsible to meet/discharge all the responsibilities as per provisions of the Law.
20. All interested Tenderers/Bidders are advised to visit the site of installation of Brand New 82.5 KVA Silent DG Set (Diesel) with sound proofing before quoting rates in the Financial Bid so as to have a clear picture of material, work/job and labour involved in arranging installation of **Brand New 82.5 KVA Silent DG Set (Diesel) with sound proofing** on roof top of the location and to provide services as per terms and conditions given in this Tender Document.
21. The Tenderers/Bidders will have to obtain all necessary permission from statutory and other municipal authorities for providing and installation of Brand New 82.5 Silent DG Set (Diesel) on roof top of the building. They have also to obtain sufficient and adequate Third Party Insurance from nationalized insurance company for installation of 82.5 KVA Silent DG Set (Diesel) on roof top of the building.

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**A-25/27, ASAF ALI ROAD, NEW DELHI.**  
**TELEPHONE NO. : 011-43659435**  
**CIN No. U66010DL1947GOI007158**

**“TECHNICAL BID” FOR PROVIDING AND INSTALLATION OF BRAND  
NEW 82.5 KVASILENT DG SET (DIESEL) ON MONTHLY HIRE BASIS**

The Tenderer/Bidder is requested to furnish the following information :-

SL. NO.	DESCRIPTION	PARTICULARS
1	Name of the Firm / Company.	
2	Registered Address of the Firm / Company with Telephone Number.	
3	Office Address of the Firm / Company with Telephone Number.	
4	Address of the Workshop of the Firm / Company with Telephone Number.	
5	Year of Establishment	
6	Whether the Firm / Agency is proprietorship/partnership/private limited Company based in Delhi/NCR. <b>Attach proof with Registration Number.</b>	
7	Registration Number of the Firm / Company.	
8	(A) Name of authorised Contact Official/Person of the Company.  (B) Mobile Number  (C) Landline Number  (D) E-mail ID	_____  _____  _____  _____

9	PAN Number of the Firm / Company. <b>Attach Self-attested photo-copy of the PAN Card.</b>	
10	Service Tax Number of the Firm / Company. <b>Attach Self-attested photo-copy of the Service Tax Number.</b>	
11	VAT Number of the Firm / Company. <b>Attach Self-attested photo-copy of the VAT Number.</b>	
12	Experience in the field of providing DG Sets on Monthly Hire Basis. <b>Attach Certificate of Experience and Satisfactory Completion of work awarded from Firms/Agencies.</b>	
13	<p>Bank Account Details of the Firm</p> <p>(A) Bank Account No.</p> <p>(B) Bank Name and Address</p> <p>(C) IFSC Code</p> <p>(D) MICR Code.</p> <p><b>Attach photo-copy of cancelled cheque.</b></p>	<hr/> <hr/> <hr/> <hr/>
14	List of existing Clients along with proof which should include <b>atleast one</b> Government / Public Sector Undertaking or any Private Company having <b>minimum Rs. 25 Lacs paid-up capital</b> during the last three financial years i.e. 2012-13, 2013-14 and 2014-15. <b>Attach Certificate from clients / organisations.</b>	

15	The Tenderer should have <b>minimum average annual turnover of Rs. 10 Lacs</b> for the last three financial years i.e. 2012-13, 2013-14 and 2014-15. <b>Attach Certificate from Chartered Accountant in this regard.</b>	
16	Enclose Demand Draft only of Rs. 10,000/- as “Earnest Money Deposit”. <b>Payment through cheque or any other mode is not acceptable.</b>	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
17	Enclose Demand Draft only of Rs. 562/- as “Tender Fee” in case Tender Document is downloaded from our Website. <b>Payment through cheque or any other mode is not acceptable.</b>	Demand Draft No. _____ Date of Demand Draft _____ Demand Draft Amount _____ Bank Name _____
<p>SIGNATURE WITH STAMP : _____</p> <p>NAME OF FIRM : _____</p> <p>NAME OF AUTHORISED PERSON : _____</p> <p>CONTACT NUMBER : _____</p> <p>E-mail ID : _____</p> <p>DATE : _____</p>		

## 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 ( <b>payment through cheque or any other mode is not acceptable</b> ) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
2	<b>Tender Fee of Rs. 562/-</b> (Rupees Five Hundred Sixty Two Only) in the form of Demand Draft only in case the Tender Document is downloaded from Company's Website ( <b>payment through cheque or any other mode is not acceptable</b> ) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
3	Tenderer/Bidder self-attested copy of proof of the Tenderer / Bidder Firm/Company being based in Delhi / NCR and their operation in these areas.		
4	Tenderer/Bidder self-attested copy of Registration Certificate of the Firm/Company.		
5	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department of the Firm/Company.		
6	Tenderer/Bidder <b>self-attested copy of the Service Tax</b> Registration Number of the Firm/Company.		
7	Tenderer/Bidder <b>self-attested copy of the VAT Number</b> of the Firm/Company.		
8	Copies of Experience Certificate of minimum five years in the field issued by clients/organisations. <b>Attach photo-copy of proof.</b>		
9	The Tender should have rendered similar satisfactory services to atleast <b>one</b> Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment of repute during the last due years. <b>Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.</b>		



10	<b>Non-relationship Certificate</b> for participation of near relative of employee in the Tender <b>as per Annexure II.</b>		
11	List of existing Clients along with proof which should include <b>atleast one</b> Government / Public Sector Undertaking or any Private Company having <b>minimum Rs. 25 Lacs paid-up capital during the last three financial years</b> i.e. 2012-13, 2013-14 and 2014-15. <b>Attach Certificate from clients / organisations as per Annexure III.</b>		
12	The Tenderer/Bidder should have <b>minimum average annual turn-over of Rs. 10 Lacs</b> for the last three financial years i.e. 2012-13, 2013-14 and 2014-15. <b>Attach Certificate from Chartered Accountant as per Annexure IV.</b>		
13	Tenderer/Bidder self-attested photo-copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		
14	<b>Self-attested Photo-copy of cancelled cheque</b> of Tenderer/Bidder Bank Account.		

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 for providing services during the last three Financial Years. The 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 & Designation of the Contact Person with Telephone / 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 providing **Brand New 82.5 KVA Silent DG Set (Diesel) on Monthly Hire Basis** 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. 2012-13, 2013-14 and 2014-15 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	2012 - 13	Rs. _____
2	2013 - 14	Rs. _____
3	2014 - 15	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**

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**A-25/27, ASAF ALI ROAD, NEW DELHI.**  
**TELEPHONE NO. : 011-43659435**  
**CIN No. U66010DL1947GOI007158**

**INSTRUCTIONS AND TERMS AND CONDITIONS FOR SUBMITTING**  
**“FINANCIAL BID” FOR PROVIDING AND INSTALLATION OF BRAND**  
**NEW 82.5 KVA SILENT DG SET (DIESEL) ON MONTHLY HIRE BASIS**

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid for providing Brand New 82.5 KVA Silent DG Set (Diesel) with sound proofing of reputed make and model and its installation on roof top.
2. The Tenderers/Bidders are hereby informed that the decision in regard to lowest rates quoted shall be decided on the basis of total cost arrived at Column 5 of the Financial Bid i.e. Total Amount of Monthly Hire Charges calculated for three years, Total Amount of Monthly Charges for Operator calculated for three years and Lump-sum Cost of installation/erection of Brand New 82.5 KVA Silent DG Set (Diesel) and other charges.
3. The rate should be quoted in Indian Rupees Only.
4. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
5. No column should be left blank which would otherwise make the tender liable for rejection.
6. The Tenderers/Bidders are advised to refer Scope of Services and Terms and Conditions given in the Tender Document so as to have a clear view of all material, labour and job/work cost to be borne by him/them before quoting rates.
7. The Tenderers/Bidders are advised to visit the site of installation of Brand New 82.5 KVA Silent DG Set i.e. At roof top of Aggarwal Bhawan, 4/14A, Asaf Ali Road, New Delhi, before quoting rates in the Financial Bid so as to have a clear picture of cost of all material, work, labour and incidental/other misc. charges involved in providing and carrying-out installation of Brand New 82.5 KVA Silent DG Set with sound proofing on Monthly Hire/Rental Basis on roof top of the location complete in all respect.
8. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess etc. will be made from the amount payable as per rules.
9. Service Tax and Cess thereon, if any, will be paid to the Tenderer/Bidder in addition to the amount quoted by them in their Financial Bid.

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**A-25/27, ASAF ALI ROAD, NEW DELHI.**  
**TELEPHONE NO. : 011-43659435**  
**CIN No. U66010DL1947GOI007158**

**“FINANCIAL BID” FOR PROVIDING BRAND NEW**  
**82.5 KVA SILENT DG SET ON MONTHLY HIRE BASIS**

SL NO	DESCRIPTION OF CHARGES	QUOTATION / RATE IN FIGURES	QUOTATION / RATE IN WORDS
1	<p>Monthly Hire/Rental Charges for <b>Brand New 82.5 KVA Silent DG Set (Diesel)</b> to be provided/installed on roof top of Aggarwal Bhawan, 4/14A, Asaf Ali Road, New Delhi, as per terms and conditions given in the Tender Document.</p> <p>Make : _____</p> <p>Model : _____</p> <p>(Attach specification of Brand New 82.5 KVA Silent DG Set - Diesel to be installed.)</p>	Rs.	Rupees
2	<p>Monthly Charges for providing DG Set Operator for operation of Brand New 82.5 KVA Silent DG Set (Diesel) for 240 working hours in a month. Over-time charges will be paid on pro-rata basis.</p>	Rs.	Rupees
3	<p>Lump-sum cost/charges for installation of <b>Brand New 82.5 KVA Silent DG Set (Diesel) with sound proofing</b> including all material cost like Girder, all civil work, foundation for Girder, cost/labour of Lifting of DG Set at Roof and laying the same at Girder on Roof, GI Chemical Earthing, Earthing Cable Alu. Armored, Power Cable and any other material, freight, labour, loading / unloading cost for completion of job in all respect at</p>	Rs.	Rupees

	specified location on Roof Top of Aggarwal House, A-14/4, Asaf Ali Road, New Delhi, is required to be quoted by Tenderer/Bidder in the Financial Bid giving complete component-wise details of material specifications, sizes and labour involved. <b>(Component-wise details of all material and expenses including freight, sound proofing, loading and unloading charges and taxes, if any, should be given in the attached Annexure).</b>		
4	Other charges, if any. Please specify such charges.	Rs.	Rupees
5	TOTAL arrived by adding Total Amount of Monthly Hire Charges calculated for three years, Total Amount of Monthly Charges for Operator calculated for three years and lump-sum cost of erection / installation of DG Set and other charges. (Col. 1 x 36 + Col. 2 x 36 + Col 3 + Col. 4)	Rs.	Rupees

**Important Note : The Tenderers/Bidders are hereby informed that the decision in regard to lowest rates quoted will be decided on the basis of total cost arrived at Column 5 of the Financial Bid i.e. by adding Total Amount of Monthly Hire Charges calculated for three years, Total Amount of Monthly Charges for Operator calculated for three years and lump-sum cost of erection/installation of DG Set and other charges.**

SIGNATURE WITH STAMP : \_\_\_\_\_

NAME OF FIRM / TRAVEL AGENT : \_\_\_\_\_

NAME OF AUTHORISED PERSON : \_\_\_\_\_

CONTACT NUMBER : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

DATE : \_\_\_\_\_

**ANNEXURE TO “FINANCIAL BID”**

**COMPONENT-WISE DETAILS OF COST OF MATERIAL REQUIRED WITH SPECIFICATIONS, FREIGHT, LOADING AND UNLOADING CHARGES FOR ERECTION/INSTALLATION OF BRAND NEW 82.5 KVA DG SET (DIESEL) WITH SOUND PROOFING ON ROOFTOP OF AGGARWAL HOUSE, ASAF ALI ROAD, NEW DELHI.**

SL NO	DESCRIPTION WITH SPECIFICATIONS	QTY.	UNIT/ JOB	RATE PER UNIT (Rs.)	TOTAL AMOUNT (Rs.)
1	Girder – Size : _____ Size : _____				
2	Charges for carrying-out complete Civil Work, Material, Foundation Work, Welding Charges for fixing Girders complete in all respect including painting for <b>installation of Brand New 82.5 KVA Silent DG Set with sound proofing on roof top.- of building.</b>				
3	Charges for Earthing with cable/material including Gel/Chemical Earthing. Specification : _____ _____ _____				
4	Freight, Loading/Unloading Charges upto the Roof Top and upto placing it on Girder i.e. Final place of installation.				
5	Power Cable – Specification : _____ _____				
6	Control Cable – Specification : _____ _____				
7	VAT and other Govt. Levies applicable on Materials.				
8	Other charges, if any. Please specify such charges.				
<b>TOTAL COST (THIS COST IS REQUIRED TO BE MENTIONED IN COLUMN 3 OF FINANCIAL BID i.e. ON PAGE 22)</b>					

**SIGNATURE AND STAMP OF TENDERER/BIDDER**