

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

**CORRIGENDUM**

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

Reference is drawn to Notice inviting Tender for providing Driver on Monthly Contract Basis published in Delhi Edition of newspapers "Times of India" and "Navbharat Times" on 16/07/2016 and up-loaded on Company's Website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in).

It is informed to all concerned and interested bidders/tenderers that, the minimum wage rate for Driver will be under "Skilled Category" instead of "Skilled (i) category" mentioned in Tender Document, which is up-loaded on Company's Website. Hence, the Minimum Wage Rate for Driver as on date is Rs. 11,622/- per month instead of Rs. 11,440/- per month. The Minimum Wage Rate per Driver and Overtime Rate will be revised as per revision in Minimum Wage Rates notified by Addl. Labour Commissioner, Government of NCT of Delhi, Labour Department, New Delhi, from time to time.

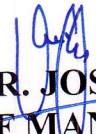
In view of the foregoing, Page Nos. 32 and 33 of "Financial Bid" of "Tender Document for providing Drivers on Monthly Contract Basis" is corrected/revised as per sheets attached with this Corrigendum. All Bidders/Tenderers are hereby requested use the attached two sheets for submission of "Financial Bid" of "Tender for providing Drivers on Monthly Contract Basis" instead of Page Nos. 32 and 33 of Tender Document up-loaded on company's website.

Keeping in view the above, it is informed to all concerned and interested bidders/tenderers that the last date for Issue of Tender Document, Submission of Tender Document and Opening of Technical Bid is extended as under :-

1	Issue of Tender Document	From <b>18/07/2016 to 12/08/2016 between 11.00 AM to 3.00 PM</b> on all working days (Monday to Friday).
2	Last Date and Time for submission of Tender.	<b>19/08/2016 upto 4.00 PM.</b>
4	Date and Time of opening of Technical Bid.	<b>22/08/2016 at 11.00 AM.</b>

All other terms and conditions of the Tender Document for Providing Drivers on Monthly Contract Basis remain unchanged.

**Dated: 1<sup>st</sup> August, 2016**

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

**Encls: As above.**

**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 <b>Ten hours Daily Duty (excluding lunch time of half an hour) on Six days a Week</b> Basis (as notified by Addl. Labour Commissioner, Government of NCT of Delhi) <b>effective w.e.f. 01/04/2016</b> under Skilled Category i.e. <b>11622 plus <math>(11622 / 8 \times 2) \times 1.5 = 11622 + 2906 \times 1.5 = 11622 + 4359 = \text{Rs. } 15,981/-</math> per month treating minimum wages as Rs. 11622/- and special wages as Rs. 4359/-.</b>	15,981.00	Rupees Fifteen Thousand Nine Hundred Eight One Only.
2	PF (Employer's Contribution) @ 12% on Minimum Wages of 8 hours i.e. Rs.11,622/-	1,395.00	Rupees One Thousand Three Hundred Ninty Five Only.
3	Administration Charges of PF @ 1.36% of Minimum Wages of 8 hours i.e. Rs.11,622/-	158.00	Rupees One Hundred Fifty Eight Only.
4	ESI (Employer's Contribution) @ 4.75% of Minimum Wages of 10 hours i.e. Rs.15,981/-	759.00	Rupees Seven Hundred Fifty Nine Only.
5	Reliever / Leave Cost @ 8.63% on Minimum Wages of 8 hours i.e. Rs. 15,981/-	1,379.00	Rupees One Thousand Three Hundred Seventy Nine Only.
6	Uniform (Fixed Amount per month) as per terms and conditions of Tender Document.	350.00	Rupees Three Hundred Fifty Only.
7	Fixed Monthly Conveyance Charges for reporting to duty as per need of company	500.00	Rupees Five Hundred Only.
8	Mobile Expenses per month as per terms and conditions of Tender Document.	500.00	Rupees Five Hundred Only.
9	<b>TOTAL MONTHLY COST PER DRIVER (EXCLUDING OVERHEAD AND SERVICE CHARGES)</b>	<b>21,022.00</b>	<b>Rupees Twenty One Thousand Twenty Two Only.</b>

NOTE: Reimbursement of Bonus @ 8.33% of Minimum Wages to the Tenderer/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 Tenderer/Bidder will be made only after submission of proof of deposition with the concerned authorities along with details and procedure mentioned in the Tender Document by the Bidder/Tenderer.

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**A-25/27, ASAF ALI ROAD, NEW DELHI.**  
**TELEPHONE NO. : 011-43659435**

**'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 <b>Annexure "A" - Column 8.</b>	Rs. 21,022/-	Rupees Twenty One Thousand Twenty Two Only.						
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/tenderer first and then claim reimbursement of Monthly Bill along with documents.	_____ %	_____ Percent.						
3	Service 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 5%, which the company considers as reasonable for providing efficient, satisfactory and smooth services of providing driver on Monthly Contract Basis.	_____ %	_____ Percent.						
4	<table border="1" style="width: 100%;"> <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%;">Rs. _____</td> </tr> <tr> <td>Add : ESI Contribution @ 4.75%</td> <td>Rs. _____</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL :</b></td> <td>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 @ 4.75%	Rs. _____	<b>TOTAL :</b>	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 @ 4.75%	Rs. _____								
<b>TOTAL :</b>	Rs. _____								
4	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">"Night Charges" per night for Outstation Duty performed by the Driver</td> <td style="width: 20%;">Rs. _____</td> </tr> <tr> <td>Add : ESI Contribution @ 4.75%</td> <td>Rs. _____</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL :</b></td> <td>Rs. _____</td> </tr> </table>	"Night Charges" per night for Outstation Duty performed by the Driver	Rs. _____	Add : ESI Contribution @ 4.75%	Rs. _____	<b>TOTAL :</b>	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 @ 4.75%	Rs. _____								
<b>TOTAL :</b>	Rs. _____								

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 in their Financial Bid. However, the lowest amount of "Night Charges" for outstation duties 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.