

NOTICE INVITING TENDER

Oriental Staff Training College (OSTC), Faridabad is a Corporate Training Center of The Oriental Insurance Company Ltd., a premier Public Sector General Insurance Company, which has been established to impart training to its officers to promote professional and holistic human resource development inter alia through skills and knowledge up-gradation / refurbishment of its personnel. The College located at Sector 11 Bara Mor, Mathura Road Faridabad has been developed as a well contained residential facility.

Chief Manager, OSTC, invites sealed tenders in the prescribed format under two bid system - **Technical Bid (Part-I) & Financial Bid (Part-II)** - from the **Delhi / NCR based** full time service providers possessing valid registration and license under all the relevant statutes including the ESI Act 1948 and EPF Act 1952, for providing Housekeeping Services in the College for a period of three years.

The Bidder(s) should qualify the eligibility criteria as stated in Section 2 of the tender document. Otherwise the bid shall be rejected.

The tender document can be obtained from the office of The Chief Manager, Oriental Staff Training College, Sector-11, Mathura Road, Faridabad by submitting a written request against **cash / submission of a non-refundable Demand Draft of Rs. 1180/- (Rupees One Thousand One Hundred & Eighty only) towards cost of Tender Document including GST** drawn on any Scheduled Bank in favor of **"The Oriental Insurance Company Limited"**, payable at **Faridabad** during **all working days (Monday to Friday) between 10.00 AM to 3:30 PM from 04.12.2018 to 26.12.2018**. The tender document can also be downloaded from Company's website www.orientalinsurance.org.in. In case, the tender document is downloaded, the tender fee of Rs.1180/- (non refundable) should be paid through a separate demand draft drawn on any Scheduled bank favoring **"The Oriental Insurance Company Limited"** payable at **Faridabad** which must be enclosed with the **Technical Bid (Part – I)**. **The tenders for which Tender Fee is not paid shall be summarily rejected.**

Each tender must be accompanied with an **Earnest Money Deposit (EMD)** in the form of a demand draft **for Rs. 50,000 (Rupees Fifty thousand only)** drawn on any scheduled Bank in favor of **The Oriental Insurance Company Ltd., payable at Faridabad only**. No other form of payment will be accepted for submission of EMD. The said demand draft towards the earnest money must be attached with the **Technical Bid**

(Part-I). At the back of the demand draft, the name of the Bidders should be clearly written with the caption "Providing Housekeeping Services on contractual basis at OSTC, Faridabad". Tenders submitted without EMD shall not be evaluated or considered.

The tender containing separate sealed envelopes for **Technical Bid (Part –I) and Financial Bid (Part – II)** should be submitted in a **third sealed envelope** marked on top "**Tender for Providing Housekeeping Services on Contractual Basis at OSTC, Faridabad**" with the name, address and telephone number of the Bidders at the bottom of the cover on the left. The complete sealed tender addressed to The Chief Manager, Oriental Staff Training College, Sector-11, Faridabad should be dropped in the locked tender box available at the reception on ground floor at OSTC, Faridabad till 3:00 PM up to 27.12.2018. OSTC shall not be responsible if the Tenders are delivered elsewhere or are not delivered on time due to postal or any other delays.

Tenders are not transferable under any circumstances. OSTC reserves the rights to accept, reject any or all Tenders without assigning any reasons thereof.

All information with regard to any modification / amendment / extension of dates etc. in respect of this tender, till the entire process is completed, will be uploaded on Company's website www.orientalinsurance.org.in.

Important information for tenderers:

i)	Issue of tender document	:	04.12.2018 to 26.12.2018
ii)	Tender document Fee (Non-refundable)	:	Rs.1180 /- (Rs. One Thousand One Hundred & eighty only) including GST
iii)	Date of Pre-bid conference	:	19.12.2018 at 11.00 AM
iv)	Last date & time for submission of tender	:	27.12.2018 up to 3.00 PM
v)	Date & time of opening of Technical Bids	:	27.12.2018 up to 3.30 PM
vi)	Date & time of opening of Financial Bids	:	Will be intimated to the Technically qualifying bidders at a later date
vii)	Earnest Money Deposit (EMD)	:	Through Demand Draft Rs.50,000/-(Rs.Fifty thousand only)

OSTC, reserves the right to reject any or all of the tenders in part or full without assigning any reason(s).