

NOTICE

THE ORIENTAL INSURANCE COMPANY LIMITED

A-25/27, ASAF ALI ROAD, NEW DELHI.

TELEPHONE NO. : 011-43659435

DRIVER ON MONTHLY CONTRACT BASIS

The Oriental Insurance Company Limited require the services of Driver on 'Monthly Contract Basis' through Contractor and invites tenders on 'Two Bid System' from reputed firms in the field.

The Tender Document containing detailed terms and conditions, 'Technical Bid' and 'Financial Bid' etc. can be obtained from Chief Manager, The Oriental Insurance Company Limited, Estb. Deptt., Oriental House, A-25/27, Asaf Ali Road, New Delhi, from **24/08/2012 to 03/09/2012 between 11.00 AM to 4.00 PM** on working days. The last date for submission of tender document is **05/09/2012 upto 4.00 PM**. The Tender Document and detailed terms and conditions can also be downloaded by visiting company's Website www.orientalinsurance.org.in

CHIEF REG. MANAGER

TENDER DOCUMENT

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

TENDER DOCUMENT FOR PROVIDING DRIVER
STRICTLY ON MONTHLY CONTRACT BASIS

We are one of the leading Non-Life Public Sector Insurance Company having its Head Office at Oriental House, A-25/27, Asaf Ali Road, New Delhi. Sealed Tenders are invited in **Two bid system** as mentioned hereunder from reputed Manpower Providing Agency or Taxi Operators to provide the services of Driver strictly on Monthly 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 Hiring Taxi on Monthly Contract Basis”**. The tenderer is requested to sign all the papers comprising 'Financial Bid' and 'Technical Bid'.

The 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. It may please be noted that the tender document would be valid only when the tenderer submits a demand draft of Rs. 10,000/- in favour of 'The Oriental Insurance Company Limited' towards 'Earnest Money' and the same is required to be placed in the envelope of 'Technical Bid'.

The company reserves the right to reject all or any Tender without assigning any reason, whatsoever.

The Tender Document duly completed in all respect is to be submitted to The Chief Manager, Establishment Department, The Oriental Insurance Company Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi. on working days on or before **05/09/2012 upto 4.00 PM.**

CHIEF REG. MANAGER

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TERMS AND CONDITIONS FOR HIRING OF TAXI
ON MONTHLY CONTRACT BASIS

1. The Tenderer will 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. 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.
3. The Tenderer is required to depute a particular named driver and its Police Verficiation 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.
4. The driver provided by the Tenderer can be deputed for Outstation Duty also.
5. In case the Tenderer fails to provide Driver on any day during the currency of the Contract, a panelty of Rs. 1000/- per day shall be imposed.
6. The Tenderer is required to quote Monthly Charges for providing the services on Driver strictly on Monthly Contract Basis. Service Tax or any other tax shall be paid extra.
7. The Tenderer is required to quote “Per Hour Rate” for providing the services of driver beyond the daily limit of 10 hours.
8. The Tenderer is required to quote rates for “Night Charges”, which is payable if the driver is deputed for Outstation Duty.
9. All the Tenderer are hereby informed that the decision in regard to lowest rates quoted shall be based on the Monthly Contract Charges, Night Charges and Per Hour Rate for duty beyond the daily limit of 10 hours and the decision of the competent authority of the company shall be final and binding on all the Tenderers.

- 10.**The Tenderer is required to ensure payment of minimum wages, ESI and PF, if applicable, 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 is required to submit proof along with the monthly bills submitted to the company.
- 11.**The Tenderer is required to take Insurance Policy having adequate Sum Insured for Driver deputed to cover any payment under W. C. Act or any other Act. Copy of the Insurance Policy for Driver is required to be submitted to the Company.
- 12.**The Driver should have a valid Driving Licence for driving four wheeler including for hill stations and difficult terrains. The driver should be young, say not more than 45 years.
- 13.**The behaviour of the driver should be polite, cordial and obedient. 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.
- 14.**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 for doing various kinds of job.
- 15.**The driver would wear well stitched and ironed uniform to be provided by the Tenderer.
- 16.**The driver would necessarily keep mobile phone with him for 24 hours, even on roaming, and would attend and make calls at the directions of occupants and the expenses for maintenance of mobile instrument and connection would be borne by the Tenderer.
- 17.**The driver will carry-out daily cleaning of the car provided to him for driving and maintain the same in a good presentable condition.
- 18.**The Contract with the Tenderer can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
- 19.**The company reserves the right to reject all or any tender without assigning any reason, whatsoever.

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'TECHNICAL BID'

The Tenderer is requested to furnish the following information.

1. Name of the Firm.
2. Address of the Firm.
3. Whether the firm is proprietorship / partnership / limited company.
4. Name, designation, telephone number and E-mail ID of the Authorised Person.
5. The Tenderer should submit list of its various existing clients alongwith proof which should include at least one Government / Public Sector Undertakings or any Private company having minimum Rs. 10 Crores paid-up capital.
6. The Tenderer should quote his Service Tax Number and submit photo-copy of the same as proof.
7. The tenderer should quote his PAN Number and submit photo-copy of the same as proof.
8. A demand draft of Rs. 10,000/- drawn in favour of 'The Oriental Insurance Company Limited' towards earnest money is required to be submitted along with the Technical Bid. The demand draft should be kept in the envelope containing 'Technical Bid'.
9. The company reserves the right to reject all or any tender/quotation without assigning any reason, whatsoever.

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

DATE : _____

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'FINANCIAL BID'

1. The Tenderer is required to quote 'Monthly Contract Charges' for providing the services of Driver for 10 hours daily as per the terms and conditions given in this Tender Document.
2. The Tender is also required to quote "Per Hour Rate" for duty beyond a daily limit of 10 hours and "Night Charges" for Outstation Duty to cover expenses for stay of driver.
3. Service Tax or any other tax shall be paid extra.

MONTHLY CONTRACT CHARGES FOR DRIVER	PER HOUR RATE	NIGHT CHARGES

SIGNATURE WITH STAMP : _____

NAME OF FIRM : _____

DATE : _____

NAME OF AUTHORISED PERSON : _____

CONTACT NUMBER : _____