

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


**NOTICE**

**Re: Requirement of Caretaker on contract basis for maintenance**  
**of Company's Guest/Transit House located at Delhi.**

Applications are invited from suitable Contractors (individual/firms) for providing manpower for the job of Caretaker, strictly on contract basis, for housekeeping and maintenance of Company's Guest House located at New Delhi. Contractors (individual/firms) should have atleast one/two years experience in the field of maintaining Guest/Transit House and the person deputed should be an efficient cook and able to cook/prepare all types of food items. The work includes housekeeping/dusting/sweeping and maintenance of Guest House, to attend to the guests and to arrange for them cold drink, tea, break-fast, lunch and dinner on the rates fixed by the company and/or any other work/job incidental to the contract. The Contractor has to enter into an agreement with the company.

The monthly charges payable as on date is Rs. 8,782/-. The Contractor would be allowed to keep a helper at his own cost and responsibility in consultation with the company or his authorised officer for which a lump sum amount subject to a maximum limit of Rs. 3000/- per month would be reimbursed to the Caretaker.

Suitable Contractor (individual/firm) may apply in the prescribed application form attached herewith and the last date of submission of application form is 11<sup>th</sup> May, 2012.

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

**APPLICATION FROM CONTRACTOR FOR PROVIDING CARETAKER  
OF GUEST HOUSE ON YEARLY CONTRACT BASIS.**

- 1. Name of the Contractor/Firm : \_\_\_\_\_
- 2. Name of the person to be deputed : \_\_\_\_\_
- 3. Father's Name : \_\_\_\_\_
- 4. Address (Attach proof) : \_\_\_\_\_  
\_\_\_\_\_
- 5. Identity/Voter ID (Attach proof) : \_\_\_\_\_
- 6. Telephone/Mobile/Contact No. : \_\_\_\_\_
- 7. Qualification : \_\_\_\_\_
- 8. Experience : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9. Experience of in Cooking : \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE : \_\_\_\_\_

NAME OF CONTRACTOR/FIRM : \_\_\_\_\_

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