

The Oriental Insurance Company Limited
Regional Office 3
Sixth Floor, Town Centre Tower 1
Andheri-Kurla Roa
Marol
Mumbai –400059.

TENDER NOTICE

Sealed Tenders are invited for supply of a chauffeur-driven mid-size car on monthly hire for use by The Oriental Insurance Company Limited for use by their Regional Office 3 located at Sixth Floor, Town Centre Tower 1, Andheri-Kurla Road, Marol, Mumbai–400059. Travel Operators having adequate experience in the field and having carried out similar jobs for Insurance Companies, Banks or other Public Sector Companies may apply in the prescribed format.

Vehicle offered for hire should be an Air Conditioned Car in the mid-size car segment, preferably of the makes Maruti Swift Dzire, Mahindra Verito, Toyota Etios or Tata Indigo.

The monthly rental charges quoted should include charges for the Driver and all applicable taxes. The Vehicle should be available for 12 hours daily for six days (excluding Sunday) every week. Separate rates must be quoted for fuel.

Bids are to be submitted in a sealed envelope marked "Offer for Staff Car". The prescribed format of the Bid is given below:

Bid for Chauffeur-Driven Mid-size Car on Hire

Make of Vehicle				
CC of Vehicle				
Age of Vehicle				
Fuel Used				
Type of Permit				
No. of Days Per Week				
Monthly Rental Charges				
Fuel Charges				
No.of Kms. Per Month				
No.of Hours Per Day				
Rate Per Km. In Excess of Prescribed Kilometres				
Rate Per Hour In Excess of the Prescribed Hours				
Charges for Plying on Sunday				
Any Other Particulars				

The bids are to be dropped in the Tender Box at our Regional Office at the above-mentioned address on or before 08/06/2012 16.00 hours.

The Oriental Insurance Company Limited reserves the right to reject any or all Tenders without assigning any reason.


Amitabha Mitra
Chief Regional Manager