

**THE ORIENTAL INSURANCE COMPANY LIMITED.
ORIENTAL HOUSE.
REGIONAL OFFICE NO.1, 2ND FLOOR,
7, J.TATA ROAD, CHURCHGATE, MUMBAI 400 020.
Tel. No: 22820369.**

TENDER NOTICE

Sealed tenders in **two bid system (technical and financial bid separately)** are invited from **Lift Consultants** of repute having adequate experience for the following two projects. **Both the projects are independent of each other,so the tenders need to be submitted separately in respect of each project with the envelope superscribed with the name of the project.**

PROJECT A. - REPAIRS/REPLACEMENT OF 3 LIFTS AT ORIENTAL HOUSE, 7, JAMSHEDJI TATA . ROAD, CHURCHGATE, MUMBAI – 20

PROJECT B - REPAIRS/REPLACEMENT OF 1 LIFT AT INDIAN MERCANTILE CHAMBERS, R.KAMANI MARG, BALLARD ESTATE,MUMBAI 38 & 2 LIFTS AT MAGNET HOUSE, N. M. MARG, BALLARD ESTATE, MUMBAI 38.

The intending bidders may collect the tender documents from the Estate Deptt, The Oriental Insurance Company Ltd.,Mumbai Regional Office No.1, Oriental House, 2nd Floor , 7, J. Tata Road Churchgate,Mumbai-400 020 **from 14.12.2012 to 30.12.2012 between 10.30 am to 5.00 pm.on all working days except Saturday and Sunday.**

Forms can also be downloaded from the Company's website:www.orientalinsurance.org.in

Earnest money of Rs.5000/- through demand draft payable to “THE ORIENTAL INSURANCE COMPANY LIMITED”

Last date for submission of sealed tenders is 31.12.2012 by 4.00P.M.

The Company reserves the right to reject/cancel any or all the tenders without assigning any reasons whatsoever.

DY. GEN .MANAGER

INSTRUCTIONS FOR BIDDERS:

For each Project separate tenders are required to be submitted. Sites may be inspected before bidding.

Tenders are invited in two bid system i.e. "Technical bid" and "Financial bid".

Envelope no. 1 - Technical bid superscribed with the name of work on the top of envelope PROJECT FOR REPAIRS/REPLACEMENT OF

The intending bidders should submit the details in the technical bid duly contained in closed sealed envelope superscribed as "Technical bid":

The bidder has to submit **earnest money of Rs.5000/-** through demand draft payable to "THE ORIENTAL INSURANCE COMPANY LIMITED" along with the technical bid.

Tenders without the EMD will be deemed rejected,

Relationship with Employees: A non-relationship Certificate is required to be submitted as per following format along with the Technical bid. The Office will debar parties from tendering having relatives working in **The Oriental Insurance Company Limited** in any capacity.

Participation of near relatives of employees in the tender / execution of works.

I / We / Our Organization,

.....including our

Partners/Share holders/Directors hereby certify that none of my/our relative (s) is/are employed in **The Oriental Insurance Company Limited**

In case at any stage, if it is found that the information given by me/us is false/ incorrect, The Oriental Insurance Company Limited shall have the absolute right to take any action as deemed fit without any prior intimation to me/us

Signature of the Tenderer with Seal.

Name of the Tenderer:

Designation:

Envelope no. 2 Financial bid superscribed with the name of work on the top of envelope PROJECT FOR REPAIRS/REPLACEMENT OF

_____ The "Financial bid" shall be contained in a closed sealed superscribed envelope as "financial bid". The financial bid shall contain **Total Fees in terms of % of cost of project .Rates quoted for must be inclusive of all taxes and charges etc. .**

Envelope no. 3 Both the sealed envelopes of “technical bid” and “financial bid” should be kept in this **third envelope and the sealed envelope superscribed with the name of work on the top of envelope PROJECT FOR REPAIRS/REPLACEMENT OF _____** and shall be deposited in the sealed tender box at Estate Deptt , The Oriental Insurance Company Ltd.Mumbai Regional Office No.1, Oriental House, 2nd Floor , 7, J. Tata Road Churchgate,Mumbai-400 020 **on or before 31.12.2012 by 4.00 pm.**

Unsealed tenders will not be accepted.The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after this date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit.

Earnest money of unsuccessful bidders shall be refunded within 30days of opening of tenders except of the qualified bidder.

At first instance only technical bids shall be opened on **02.01.2013 at 2.30p.m** .The technical bids will then be evaluated on the basis of documents/information furnished as also if necessary, after physical examination of the tenderers office/workshop & projects successfully executed by them. The criteria followed by the Company will be at its sole discretion and will not be open to question. The bidders who shall qualify in the technical bid will only be eligible for the opening of their financial bid. The date and time of opening of financial bid shall be intimated to individual qualified bidders .

The Company reserves the right to reject/cancel any or all the tenders without assigning any reasons whatsoever.

DY. GEN .MANAGER

for **THE ORIENTAL INSURANCE CO. LTD**
Mumbai Regional Office No.1,
"Oriental House", 2nd Floor
7, J. Tata Road, Churchgate,
Mumbai-400 020

TECHNICAL BID

PROJECT A - REPAIRS/REPLACEMENT 3 LIFTS AT ORIENTAL HOUSE, 7, J.T. RD, MUMBAI – 20.

Name of the Firm	
License No./:Regn.No:	
Address:	
Name of the Contact Person/s Phone : Mobile: Fax No.: Email:	
Year of Establishment Experience in respect of major projects undertaken	
References	
Name of Establishments with List of their works carried out during last 3 years: Work profile /Bio-data to be attached.	
Balance Sheet for last 3 years enclosed:	
PAN No:	
Service Tax. Registration No.:	
EMD details	
Participation of near relative of employees in the tender /execution of work as per format	

(Signature with Seal of Consultants)

FINANCIAL BID

PROJECT A. - REPAIRS/REPLACEMENT OF 3 LIFTS AT ORIENTAL HOUSE, 7, J.T. RD, MUMBAI – 20.

	<u>Estimation and Tendering & Supervision:</u>	Fees in % of cost of project
I	<p>To inspect the premises and provide a preliminary report based on visual inspection of the repairs needed for formulating action.</p> <p>To prepare detailed report and the estimate after receiving client's views on preliminary report.</p>	
II	<p>To evolve tender documents to enable client to invite the tenders.</p> <p>To scrutinize and to evaluate the tenders.</p> <p>To assist and advise the client in shortlisting the Technical bids of Contractor.</p>	
III	<p>To obtain necessary permission from statutory bodies for execution of work.</p> <p>To instruct the Contractor about the execution of the work. To finalise time schedule (bar chart).</p> <p>To visit the site regularly to exercise proper quality control on workmanship, materials etc.</p> <p>To advise the client about necessary non destructive tests and advise the client the subsequent action.</p> <p>To record the measurements of the work.</p> <p>To certify the bills submitted by the Contractors. The Contractors bill should be certified within 7 working days from the date of receipt of the bill.</p> <p>The chief Consultant has to visit the site atleast twice a week or more number of times, if required by the client and as per the progress of work.</p> <p>To post a full time qualified Engineer to monitor the quality control, progress and to guide the Contractor for proper execution of the work as per the specifications of the work.</p>	
	Total Fees in terms of % of cost of project	

(Signature with Seal of Consultants)

TECHNICAL BID

PROJECT B. REPAIRS/REPLACEMENT OF 1 LIFT AT INDIAN MERCANTILE
CHAMBERS, R.KAMANI MARG, BALLARD ESTATE, MUMBAI 38
&
2 LIFTS AT MAGNET HOUSE, N. M. MARG, BALLARD ESTATE,
MUMBAI 38.

Name of the Firm	
License No./Regn.No:	
Address:	
Name of the Contact Person/s Phone : Mobile: Fax No.: Email:	
Year of Establishment Experience in respect of major projects undertaken	
References	
Name of Establishments with List of their works carried out during last 3 years: Work profile /Bio-data to be attached.	
Balance Sheet for last 3 years enclosed:	
PAN No:	
Service Tax. Registration No.:	
EMD details	
Participation of near relative of employees in the tender /execution of work as per format	

(Signature with Seal of Consultants)

FINANCIAL BID

PROJECT B. REPAIRS/REPLACEMENT OF 1 LIFT AT INDIAN MERCANTILE
CHAMBERS, R.KAMANI MARG, BALLARD ESTATE, MUMBAI 38
&
2 LIFTS AT MAGNET HOUSE, N. M. MARG, BALLARD ESTATE,
MUMBAI 38.

	<u>Estimation and Tendering & Supervision:</u>	Fees in % of cost of project
I	To inspect the premises and provide a preliminary report based on visual inspection of the repairs needed for formulating action. To prepare detailed report and the estimate after receiving client's views on preliminary report.	
II	To evolve tender documents to enable client to invite the tenders. To scrutinize and to evaluate the tenders. To assist and advise the client in shortlisting the Technical bids of Contractor.	
III	To obtain necessary permission from statutory bodies for execution of work. To instruct the Contractor about the execution of the work. To finalise time schedule (bar chart). To visit the site regularly to exercise proper quality control on workmanship, materials etc. To advise the client about necessary non destructive tests and advise the client the subsequent action. To record the measurements of the work. To certify the bills submitted by the Contractors. The Contractors bill should be certified within 7 working days from the date of receipt of the bill. The chief Consultant has to visit the site atleast twice a week or more number of times, if required by the client and as per the progress of work. To post a full time qualified Engineer to monitor the quality control, progress and to guide the Contractor for proper execution of the work as per the specifications of the work.	
	Total Fees in terms of % of cost of project	

(Signature with Seal of Consultants)