

दि ओरिएण्टल इश्योरेंस कम्पनी लिमिटेड
(भारत सरकार का उपक्रम)
ओरिएण्टल स्टाफ ट्रेनिंग कॉलेज,
सेक्टर 11, बाटा मोड़, मथुरा रोड़,
फरीदाबाद - 121006

ई-मेल: 60000@orientalinsurance.co.in
दूरभाष: 4128020, 4128021, 4128022
वेब साइट: orientalinsurance.org.in
सिन: U66010DL1947GOI1007158



The Oriental Insurance Co. Ltd.
(A Govt. of India Undertaking)
Oriental Staff Training College
Sector 11, Bata Mor, Mathura Road
Faridabad – 121006
E-Mail: 60000@orientalinsurance.co.in
Ph.: 4128020, 4128021, 4128022
Website: orientalinsurance.org.in
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NOTICE INVITING TENDER

Oriental Staff Training College (OSTC), Faridabad is a Corporate Training Centre of The Oriental Insurance Co. Ltd., a premier Public Sector General Insurance Company which has been established to impart training /Meeting/ Workshop to company executives 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 Bata Mor, Mathura Road Faridabad has been developed as a well contained residential facility.

Chief Manager, Oriental Staff Training College, (OSTC), invites Tenders on GeM Portal and in form of sealed tenders in the prescribed format under two bid system - **Technical Bid (Part-I Un-priced) & Financial Bid (Part-II Priced)** - from Delhi / NCR based full time Catering service providers, who fulfils eligibility criteria as per **Section 2** of the Tender Notice.

The contract for Catering Services will be awarded for Initial period of three years w.e.f 01.04.2023 (the award letter and agreement will be provided to the service provider on yearly basis on satisfactory services) with provision of extension of two years at the sole discretion of OSTC based on the satisfactory performance of contractor.

The tender document can be obtained from the office of Chief Manager, Oriental Staff Training College, Sector-11, Mathura Road, Faridabad by submitting a written request along with Tender fee (until and unless exempted) in cash/ submission of a non-refundable Demand Draft / Net Banking of Rs.1000/- + GST (as applicable) drawn on any Scheduled Bank in favour of "The Oriental Insurance Company Limited, payable at Faridabad during all working days (Monday to Friday) between 10.00 AM to 03.30 PM from 01.02.2023 to 15.02.2023.

The tender document can also be downloaded from Company's website www.orientalinsurance.org.in or from GeM Portal from 01.02.2023 and the tender fee (until and unless exempted) of Rs.1000/- + GST (as applicable) (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 un-priced) / Net

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Regd. Office: ORIENTAL HOUSE, P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110002

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Banking as per details given and UTR No. is to be mentioned in Technical Bid. **The tenders for which Tender Fee has not been paid will not be entertained.**

Each tender (**until and unless exempted**) must be accompanied with a Bid Security Declaration in the prescribed format (Annexure XXII) Tenders submitted without Exemption Certificate/ Bid Security Declaration shall not be evaluated or considered.

As per the guidelines issued by Micro, Small and Medium Enterprises (MSME), below mentioned exemptions are provided to any tenderer who is registered as MSME:

Exemption for Tender Cost: As per MSME Policy circular dated 23.03.2012, MSEs registered under UAM scheme will be provided Tender free of cost. Bidder are required to submit valid UAM certificate and their claim for free tender cost will be considered for the service/ category for which they are registered as per UAM certificate. Decision of Bid evaluation committee will be final in the matter.

Note: Bidders are required to submit their MSME Certificate with the Technical Bid or at the time of purchase of tender from our office to avail exemption for tender fee. Bids without MSME Certificate will be treated as normal bidder. All other rules will be applicable on all bidders.

Instruction to Bidders

Instructions for Online/ Offline Bid Submission

- (a) Bidders should comply with rules and regulations of GeM portal for submission of Bids online. It is mandatory for all bidders to submit their Bids through GeM Portal along with offline Bid submission.
- (b) The tender containing separate sealed envelopes for **Technical Bid Part – I un-priced & Financial Bid Part – II priced** should be submitted after keeping both envelopes in a **third sealed envelope** marked on top "**Tender for Providing Catering Services at OSTC, Faridabad**" with the name, address and telephone number of the Tenderer **at the bottom of the cover on the left side of the third envelope**. The complete sealed tender addressed to "Chief Manager, Oriental Staff Training College, Bata more, Mathura Road, Sector-11, Faridabad" should be dropped in the locked tender box available at the reception on ground floor at OSTC, Faridabad up to 15.02.2023 till **04.30 PM**. OSTC shall not be responsible if the Tenders are delivered elsewhere or are not delivered on time due to postal or any other delay.

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- (c) If there is any mismatch between the total value shown in the documents (offline) in sealed envelope and in GEM portal, then the bid of the bidder will be rejected.
- (d) OSTC will not be liable of the any arithmetic error in the bill of material, and the GEM final number will be accepted as the Total cost of the Project.
- (e) If bidder misses or forgets to quote rates of any line item, then it is assumed that bidder will provide that service at zero cost to OSTC during contact period.

Tenders are not transferable under any circumstances. OSTC reserves the rights to accept, reject any or all Tenders without assigning any reasons thereof. OSTC reserves the right to disqualify such Tenderers who have a record of not meeting the contractual obligations against earlier contracts entered into with OSTC or with any Central or State Government Agencies.

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. / GeM Portal.

Important information for tenderers:

i)	Issue of tender document	:	01.02.2023 to 15.02.2023
ii)	Tender document Fee (Non-refundable)	:	Rs.1000/- + GST (as applicable)
iii)	Date & time of Pre-bid conference	:	14.02.2023 at 12.00 Noon
iv)	Last date & time for submission of tender	:	16.02.2023 upto 02:00 PM
v)	Date & time of opening of Technical Bids	:	16.02.2023 at 02.30 PM

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vi)	Date & time of opening of Financial Bids	:	01.03.2023 at 11.00 AM
vii)	Earnest Money Deposit (EMD) (Basis of exemption for Bidders with MSME Certificate)	:	Bid Security Declaration as per format provided in Annexure XXII to be submitted

Name of Bank A/c (i.e. beneficiary)	The Oriental Insurance Company Limited
Name of the Bank	State Bank of India
Address of the Bank	Sector 11 Mathura Road Faridabad
Bank Branch Name	Faridabad Mathura Road
Account type	Current
Account No	55051698788
IFSC Code	SBIN0050106
Nine digit MICR Code No	110002755

Note: Technical Bid and Financial Bid can be downloaded from GeM Portal, as well as our Website under “Tender Section” from 01.02.2023.

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