



THE ORIENTAL INSURANCE COMPANY LIMITED
ORIENTAL STAFF TRAINING COLLEGE
Sector 11, Bata Mod, Mathura Road, Faridabad, Haryana
Phone : 0129 – 4128020-21-22
CIN U66010DL1947GOI007158

NOTICE INVITING TENDER

Name of Work: Providing Workforce for House Keeping, Electrical Maintenance & Gardening Services on Contractual basis at Oriental Staff Training College, Sector 11, Bata more, Mathura Road, Faridabad.

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 to its officers 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 sealed tenders in the prescribed format under two bid system - Technical Bid (Part-I un-priced) & Financial Bid (Part-II priced) - from the Delhi / NCR based full time service providers possessing valid registration and license under all the relevant statutes including the ESI Act 1948 and EPF Act 1952, for Providing Workforce for House Keeping, Electrical Maintenance & Gardening Services in the College for Initial period of three years with provision of extension of two years at the sole discretion of OSTC based on the satisfactory performance of contractor.

This Tender will come into force w.e.f. 01.04.2022. The existing tenders will continue their scheduled period and will join in this tender from the date of their natural expiry date. The expiry date of this tender will be counted from the commencement date i.e. 01.04.2022 and subsequent joining for providing of workforce, will also expire with the expiry of this tender only.

Tenderer / Bidder should qualify the eligibility criteria as stated in Section 2 of the tender document. Otherwise the bid shall be rejected.

The tender document can be obtained from the office of Manager, Oriental Staff Training College, Sector-11, Mathura Road, Faridabad by submitting a written request against **cash/ submission of a non-refundable Demand Draft of Rs.1180/- (Rs. One Thousand One Hundred and eighty only)** drawn on any Scheduled Bank in favor of “**The Oriental Insurance Company Limited**”, payable at Faridabad during all working days (Monday to Friday) between 10.00 AM to 03.00 PM up to 20.02.2022. The tender document can also be downloaded from Company’s website www.orientalinsurance.org.in. In case, the tender document is downloaded, the tender fee of Rs. 1180/- (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)**. The tenders for which Tender Fee has not been paid will not be entertained.

Each tender must be accompanied with an **Earnest Money Deposit (EMD)** in the form of a demand draft **for Rs. 2,00,000 (Rupees Two Lac only)** drawn on any scheduled Bank in favor of **The Oriental Insurance Company Ltd., payable at Faridabad only**. No other form of payment will be accepted for submission of EMD. The said demand draft towards the earnest money must be attached with the Technical Bid (Part-I unpriced). At the back of the demand draft, the name of the bidder should be clearly written with the caption "**Tender for Providing Workforce for House Keeping, Electrical Maintenance & Gardening Services at OSTC, Faridabad**". Tenders submitted without EMD shall not be evaluated or considered.

The tender containing separate sealed envelopes for **Technical Bid Part –I (un-priced) & Financial Bid Part – II (priced)** should be submitted after keeping both in a **third sealed envelope** marked on top "**Tender for Providing Workforce for House Keeping, Electrical Maintenance & Gardening Services on Contractual Basis at OSTC, Faridabad**" with the name, address and telephone number of the bidder at the bottom of the cover on the left of the third envelope. The complete sealed tender addressed to Chief Manager, Oriental Staff Training College, Sector-11, Faridabad should be dropped in the locked tender box available at the reception on ground floor at OSTC, Faridabad up to 21.02.2022 before 03.00 PM. OSTC shall not be responsible if the Tenders are delivered elsewhere or are not delivered on time due to postal or any other delays.

Tenders are not transferable under any circumstances. OSTC reserves the rights to accept, reject any or all Tenders without assigning any reasons thereof.

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.

Important information for tenderers:

i)	Issue of tender document	:	01.02.2022 to 20.02.2022 upto 03.00 PM
ii)	Tender document Fee (Non-refundable)	:	Rs.1180/- (Rs. One Thousand One Hundred & Eighty only)
iii)	Date of Pre-bid conference		18.02.2022 at 03.00 p.m.
iv)	Last date & time for submission of tender	:	21.02.2022 up to 03.00 pm
v)	Date & time of opening of Technical Bids	:	21.02.2022 at 03.30 pm
vi)	Date & time of opening of Financial Bids	:	Will be intimated to the Technically qualifying bidders at a later date
vii)	Earnest Money Deposit (EMD)	:	Through Demand Draft Rs.2,00,000/-(Rs.Two Lac only)

OSTC, reserves the right to reject any or all of the tenders in part or full without assigning any reason(s).