



**THE ORIENTAL INSURANCE COMPANY LIMITED**

**10<sup>th</sup>, Floor, Hansalaya Building, 15 Barakhamba Road, New Delhi**

**TELEPHONE NO. : 011-23324495**

**CIN NO. : U66010DL1947GOI007158**

**Tender Document for providing Ether Grade Thermoplastic Polyurethane laser printed Ear Tags ( Medium, Large) & Tag Applicators for Animal Identification**

Bidders are advised to study this tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected.

In case of any query kindly email to [ravinder.k@orientalinsurance.co.in](mailto:ravinder.k@orientalinsurance.co.in)

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**10<sup>th</sup>, Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi**  
**TELEPHONE NO. : 011-23324495**      **CIN NO. : U66010DL1947GOI007158**

**Notice inviting Tenders for providing Ether Grade Thermoplastic Polyurethane laser printed Ear Tags ( Medium, Large) & Tag Applicators for Animal Identification**

Regional Manager, Establishment Department, The Oriental Insurance Company Limited, invites Sealed Tenders on 'Two Bid System' as mentioned hereunder in the attached prescribed format from reputed Ear Tags Providing Agency/Firm having adequate experience in the field of providing Ear Tags (medium, large)

**Interested parties may submit bids in two separate envelopes duly super-scribed as “Technical Bid” and “Financial Bid”. Both these bids should be put in one big envelope super-scribed “Tender Document for providing Ether Grade Thermoplastic Polyurethane laser printed Ear Tags ( Medium, Large) & Tag Applicators for Cattle Identification ”. The Bidder/Tenderer is requested to sign all the papers comprising Technical Bid, Financial Bid and all the Annexures attached.**

The Bidder/Tenderer is requested to quote rates in the 'Financial Bid' keeping in view the terms and conditions of this Tender Document and the tender is liable to be rejected if any change in the terms and conditions is proposed. The Bidder/Tenderer has to submit Earnest Money Deposit of Rs. 25000/- through Demand Draft only (payment by cheque or any other mode is not acceptable) in favour of “The Oriental Insurance Company Limited” payable at New Delhi along with the Technical Bid. Tenders without the Earnest Money Deposit (through Demand Draft Only) will be deemed rejected.

Interested and Reputed Ear Tag Manufacturers / Authorised Dealers can obtain the detailed Tender Document, containing detailed Terms and Conditions, Eligibility Criteria, Technical Bid, Financial Bid and Annexures to be attached with bids, against a written request on their letter head from the Office of Regional Manager, Establishment Deptt., The Oriental Insurance Company Limited, 10<sup>th</sup>, Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi on all working days (Monday to Friday) between 10.00 A. M. to 3.30 P. M. The time schedule of tendering is specified below:-

1	Issue of Tender Document	<b>From 29.06.2022 to 07.07.2022 between 11.00 AM to 3.00 PM</b> on all working days (Monday to Friday).
2	Tender Document Fee (Non-refundable)	NIL
3	Last Date and Time for submission of Tender.	<b>08.07.2022 upto 02.00 PM</b>
5	Date and Time of opening of Technical Bid.	<b>08.07.2022 at 03.00 PM</b>
6	Date and Time of opening of Financial Bid.	Will be intimated to Technically Qualified Bidders at a later date.
7	Earnest Money Deposit ( EMD ).	Demand Draft only of Rs.25,000/- (Rupees Twenty Five Thousand Only) to be placed in sealed Envelope of “Technical Bid”. Payment of EMD through any other mode is not acceptable.

The Tender Document can also be downloaded from the website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)

All amendments/information with respect to this Tender will be uploaded on the Company's Website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) and notice thereof will not be published in any newspaper. All Tenderers are, therefore, advised to visit the website regularly for updates. The Oriental Insurance Company Limited, reserves the right to reject all or any Tender without assigning any reason, whatsoever.

**REGIONAL MANAGER, ESTABLISHMENT DEPARTMENT**

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**10 TH FLOOR, HANSALAYA BUILDING, 15 BARAKHAMBA ROAD NEW DELHI**  
**TELEPHONE NO. : 011-23324495**

**ELIGIBILITY CRITERIA**

1. Bidder should be the Manufacture/ Authorised Dealer.
2. The manufacturing company should produce duly attested/translated into English manufacturing license of animal identification systems issued from concerned department of their State/country.
3. Manufacturers / Authorised Dealers shall have a minimum of 05 Years' experience in the relevant field, should be evident from relevant documents submitted for the items tendered.
4. Manufacturers/Authorized Dealers should be having direct sales of a minimum of 5 lac ear tags and 1500 Ear tag applicators to Government Agencies & Co-operatives in India over the last 12 months preceding the tender. Supporting documents in this regard should be provided by the bidder in the technical bid.
5. The bidder should have Minimum Turnover of Rs. 50 lacs during the financial year preceding the tender and Turnover certificate from CA should be enclosed.
7. The bidder should be ISO accredited and preferably approved by NDDB.
8. The Bidder/Tenderer should be registered with Goods and Service Tax Authorities and should have a valid Goods and Service Tax Registration Number issued by Statutory Tax Authority. **Attach self-attested photo-copy of Goods and Service Tax Registration.**
9. The Bidder/Tenderer must submit a valid and effective Quality Assurance Certificate(s), if any awarded to them, which will be considered for evaluation of Technical Bids of Bidder/Tenderer.
11. The Bidder/Tenderer must have a valid and effective Licence issued by statutory authority for providing Ear Tags. Attach self-attested photo-copy of valid and effective License issued by statutory authority

10. The Company will debar Bidders/Tenderers having blood relatives working in The Oriental Insurance Company Limited, Regional Office 1, 10<sup>th</sup>, Floor, 15 Barakhamba Road, New Delhi-110001, from tendering in any capacity. A **Non-relationship Certificate** is required to be submitted as per **Annexure I** of the Tender Document.
11. The Bidder/Tenderer are required to submit **“Letter of Acceptance”** in this regard as per specimen enclosed as **Annexure-II** and non-compliance of the above requirement or any requirement given in this Tender Document and any deviation in compliance of the requirement mentioned in the TenderDocument will be treated as a default in providing satisfactory services. In such an event, the Company reserves the right to cancell the Work Order given to Bidder/Tenderer and the amount of Security Deposit deposited with the Company by such Bidder/Tenderer will be forfeited.
12. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter Head of the Company as per specimen given in **Annexure III** is required to be submitted along with Technical Bid.
13. The Tenders from Bidders/Tenderers who's Technical Bid(s) were earlier rejected by OICL on account of fake supporting documents etc. shall not be entertained.

**REGIONAL MANAGER  
ESTABLISHMENT DEPARTMENT**

THE ORIENTAL INSURANCE COMPANY LIMITED  
10 TH FLOOR, HANSALAYA BUILDING, 15 BARAKHAMBA ROAD NEW DELHI  
TELEPHONE NO. : 011-23324495

**TECHNICAL SPECIFICATIONS OF EAR TAG & EAR TAG APPLICATOR**

Sr.No.	DESCRIPTION
1	<p><b>Description of Ear Tags required.</b></p> <p><b>Large Maxi Female</b> Female 58 x 69 mm With Closed Head Flag Type Colour: Lemon Yellow. Male 27 mm Dia With 25 mm Hight With Metal Insert.</p> <p><b>Medium Female</b> Female 42 x 50 mm With Closed Head Flag Type Colour: Lemon Yellow. Male 27 mm Dia With 25 mm Hight With Metal Insert.</p>
2.	<p><b>Raw Material:</b> The tag should be made from Ether Grade Thermoplastic Polyurethane material that should be resistant to ultraviolet light, high and low temperature, impossible to reopen by wrench and should betamperproof.</p> <p>The manufacturer should provide documentation from independent and recognized sources to demonstrate the non-resolvability of its tags. Pull test certificate for the ear tag with minimum 28kgF pull test force shall be furnished at the time of submitting technical bid.</p>
3.	<p><b>Weight :</b> The weight of the Ear tag (male+female) should be 7.5 grams (+/-10%)</p>

4	1st Line	One Dimensional bar code with encoding 128,10mm high (+/-1mm)
	2nd Line	A row of 6 digits , 12mm high ( +/- 1mm)
	3rd Line	A row of 6 digits , 12mm high ( +/- 1mm)
	<b>Printing : ( Laser)</b>	
5	Number & Bar code should be covering full size of the female tag and leaving 2 mm margin on all sides	
6	The printing must be as dark as possible to ensure the readability of the bar code over the years. The manufacturer should provide documentation to demonstrate the readability of its tags over the years. Ear tag series will be provided by Underwriting office.	
7	<b>Colour :</b> The colour of the tag should be lemon yellow.	
8	<b>Packing:</b> In order to manage the tag inventory, Female part should be packaged serially per plastic tray of 50 tags and male part per bag of 50 pieces. The female part should hold firmly on the tray to avoid misplacing/loss of inventory. Male part should be packed in poly bag of 50 each.	
9	<b>Ear Tag Applicator:</b> Compatible Universal applicator with 1 extra pin along with the ear tags should also be supplied.	
10	<b>Ear Tag Test Report:</b> a) Ether Grade Test Report is required to be provided at the time of supply. b) Manufacturer' test certificate should be attached with the proposal	

### Physically Characteristics:

1. The inner and outer surface of the Tag should be smooth.
2. The borders of the tag should be smooth without any roughness and ridges.
3. The edges of the tag shall be free from visible nicks and cuts.
4. The tag shall be free from un-dispersed raw material, streak and particles of foreign matter, tears and blisters.
5. The Tag shall be uniformly smooth, straight and yellow throughout the length.

6. The outer surface of Tag should be suitable to ensure easy clear and permanent laser printing as per numbering pattern.
7. The Tag shall not develop any crack, bulging and deformity and shall hold the laser printing.
8. The raw material should be UV resistant and does not melt over time due to the high humidity exposure, in the field.
9. Male & female parts of ear tag should be laser printed as per specifications and embossed with the manufacturer name/logo.
10. The laser marking should be permanent offering high contrast of reading.
11. The laser marking should not fade over the years.
12. The laser marking should be done by the genuine manufacturer of the ear tag. Undertaking letter for the same on letter ahead of the manufacturer should be provided in the technical bid.

### **Important and essential criteria of the Ear Tags**

1. The visual ear tags should be tamper proof.
2. The Tags male and female should not be removable / reusable
3. The Tags if torn apart or separated apart by force either intentional or accidental the male part should break in such a way that metal part should remain in the female part.
4. Test report should be submitted along with the technical bid. Bid without confirming test report made as per above specifications will be rejected.

### **Packaging of the Ear Tag**

1. The Packaging should be proper packaging
2. It should be helpful for maintaining proper inventory control
3. Prevent loss of physical and functional integrity during transportation and storage
4. Female part should be packaged serially per plastic tray of 50 tags and male part per bag of 50 pieces.
5. The female part should hold firmly on the tray to avoid misplacing/loss of inventory.
6. The ear tag should be packaged into a good quality corrugated box of 1,800 ear tags.

**Samples:**

1. 2 x 50 ear tags packaged as per above specifications with 2 applicators and 2 tagging notices should be provided.
2. Non-conforming samples / packaging will be rejected.

**Laser Marking samples:**

The samples of ear tag should be laser printed as under and covering the full size of the ear tag:

Female part:	Male part
211600 XXXXXX	OIC

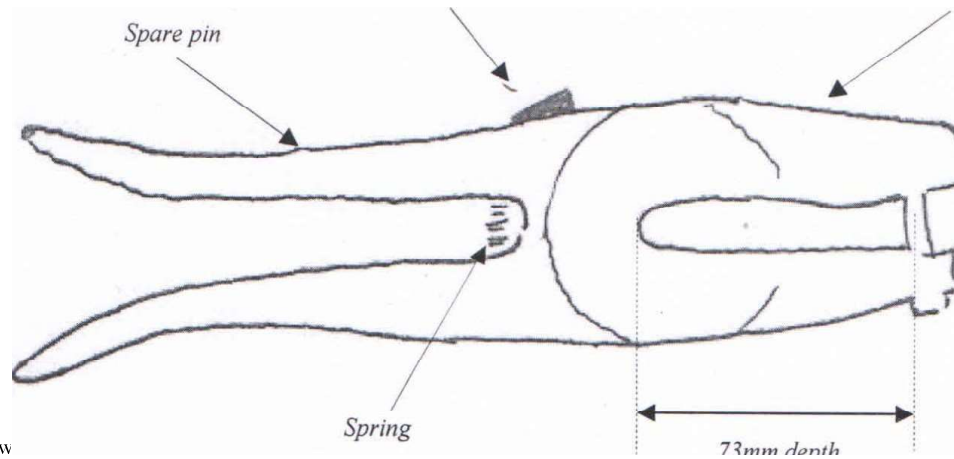
**Ear Tag Applicator**

The applicator and its pin should be reliable for mass tagging and be manufactured by the same ear tag manufacturing company. The pin should be reliable for a minimum of 2,000 ear tag applications. Undertaking for the same shall be given by the bidder/manufacturer.

1. The applicator should be branded with the manufacturer's name /logo engraved on the metal portion on the upper applicator's jaw.
- 2 .A spare pin should be supplied along with each applicator and located in the applicator's handle. .
- 3.The applicator' weight should not exceed 300 +-10 grams.
- 4.The applicator should be made of high quality die cast aluminum.
- 5.The applicator should have an inbuilt metal locker located in the articulation jaw only.
6. The ear tag applicator should be compatible for the application of visual ear tags.
7. Each ear tag applicator should be packaged individually into a good quality plastic bag along with a colored notice/instruction to use of ear tag application in English/Hindi

Drawing:





Inbuilt metal locker  
Applicator jaw

**CHECK SLIP**  
(To be filled by the Tenderer only)

THE DOCUMENTS TO BE COMPULSORILY ENCLOSED TO THE TENDER FORM ARE LISTED BELOW. ANY OMMISSION MAKES THE TENDER LIABLE FOR REJECTION. BEFORE SEALING THE TENDER, CHECK UP EACH ITEM AND SCORE AT THE APPROPRIATE PLACE WITH YES OR NO.

1. Name & Address of the Firm	
2. A. Latest Manufacturing License enclosed B. Manufacturers Authorization Letter (Other than manufacturer)	
3. PAN Number	Yes/No
4. GST Registration	Yes/No
5. Sample Submission Declaration enclosed	Yes/No
6. Marketing Experience Certificate (for the products quoted) Enclosed.	Yes/No
7. Products Catalogue enclosed	Yes/No
8. Earnest Money enclosed	Yes/No
9. Technical Bid Part -I	Yes/No
10. Financial Bid Part -II	Yes/No

The above details have been checked and found correct

Place:

Dated:

Signature of Tenderer  
(Official Seal)

**Part -I Technical Bid for supply of Items/instruments for the Year**

1.	Name of the Firm	
2.	Address for correspondence with Telephone/Telex/Fax Nos. etc.	
3.	Address of manufacturing unit along with its registration in industries	
4.	Contact person for further details/clarification, if any, that may be required, his designation, office and residential telephone nos.	
5.	List of users/customers (With performance report/ Business Affidavit )	
6.	Details of Earnest money	
7.	State Sales-Tax /Trade-Tax Regn. No.	
8.	State Sales-Tax /Trade-Tax Clearance Certificate	
9.	Permanent Account No.	

10.	Manufacturing License No. along with Certificate from NDDB	
11	Income-Tax Clearance Certificate	
12.	Marketing Experience Certificate enclosed (For the products quoted)	
13.	Products catalogue enclosed	
14.	Manufacturing Experience Supplier/Distributor-should enclose Authority Letter	
15.	Technical specification of the Equipments/Instruments as required by the department	
16.	Sample submission declaration	

N.B. Certified copy of all the required documents must be enclosed.

Date :

Place :

Signature of Tenderer

Name & Designation

**Part -II Financial Bid for supply of Items/instruments for the Year**

Sl. No.	Description (With Specifications)	Price per Unit (Rs.)	Taxes (Rs.)	Total price per unit (Rs.)
1				
2				
3				
4				
5				
6				

Date :

Place :

Signature of Tenderer

Name & Designation

### **GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR BIDDERS/TENDERERS**

1. The Tenders/Bids submitted by the Bidders/Tenderers should be valid for a period of **atleast two months from the date of opening of Technical Bid of Tender.**
2. The duration of the Contract will be for a **initial period of three years from the date of award of contract with a provision to extend the contract for a further period of one year. The Expected quantity of Ear Tags is 1 lac for the Financial Year 2022-23. The Rates quotes remain valid for an initially period of 3 years. In case of extension of contract for another year, the same rates remain valid for that period also.**
3. The Tenders are invited on **Two Bid System i.e. Technical Bid and Financial Bid.** The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. 1 along with documents and Financial Bid in sealed Envelope No. 2. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes name of firm/bidder/tenderer, their address and contact details of their representative.

**Both the sealed envelopes superscribed as Envelope No. 1 “Technical Bid” and Envelope No. 2 “Financial Bid” should be kept in a big Envelope No. 3. This sealed Envelope No. 3 superscribed as “Tenders for providing Ether Grade Thermoplastic Polyurethane laser printed Ear Tags & Tag Applicators for Animal Identification” and addressed to Regional Manager, Establishment Deptt., The Oriental Insurance Company Limited, 10<sup>th</sup>, Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi, shall be deposited in the Tender Box placed at Establishment Deptt., 10<sup>th</sup>, Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi, on or before 08.07.2022 upto 02.00 PM. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.**

4. The Earnest Money deposited by Bidder/Tenderer shall be forfeited if :-
  - (i) The Bidder/Tenderer withdraws his Tender during the Validity Period of Tender.
  - (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
5. Earnest Money Deposit of unsuccessful Tenderer/Bidders will be refunded within 45 days from the date of opening of tenders except of the qualified bidder.
6. As per Public Procurement Policy of Government of India, exemption from payment of Earnest Money Deposit is allowed to Micro and Small Enterprises (MSEs) provided such MSEs enclose certified copy of Valid Certificate of Registration as MSEs issued by appropriate Registering Authority and letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSEs. Such MSEs be provided Bid/Tender Document free of cost. Kindly note that if these documents are not attached with the Bid/Tender Document submitted by MSE Bidder/Tenderer, their Bid/Tender shall not be entertained and shall be treated as rejected.
7. The EMD of the successful Bidder/Tenderer will be deemed Security Amount. Thus **total Security Amount of Rs. 25000/- (Twenty Five Thousand**

**Only) will remain with the Company throughout the duration of contract.** This deposit will remain with the Company during the currency of the Contract and **no interest will be paid on this security deposit amount.** This Security Amount will be refunded to the Bidder/Tenderer on completion / termination / cancellation of the contractor after deducting any dues payable to the Company on whatsoever account subject to Bidder/Tenderer submitting a **“No Dues” Indemnity Bond** on a non-judicial stamp paper of requisite value duly notarized **as per specimen given in Annexure IV of the Tender Document.**

8. All the copies of the documents mentioned in the Eligibility Criteria, Technical Bid, and other necessary documents are required to be attached with the “Technical Bid” to be eligible for opening of “Financial Bid.”
9. Unsealed tenders will not be accepted. The tender received in any manner other than prescribed in the Tender Document shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.
10. At first instance only “Technical Bid” will be opened on the scheduled date and time given in the “Notice inviting Tender”. The Technical Bids will then be evaluated on the basis of documents/information furnished, eligibility criteria. The Bidder/Tenderer are hereby informed that the Company may arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Company and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders/Tenderers. The decision of The Oriental Insurance Company Limited in this regard shall be final and binding on the Bidders/Tenderers.
11. The “Financial Bid” of only those Bidders/Tenderers who qualify in their “Technical Bid” will be opened and “Financial Bid” of those Bidders/Tenderers whose “Technical Bid” is not qualified will not be opened. The date and time of opening of “Financial Bid” shall be up-loaded on Company's Website and shall be intimated to individual qualified bidders through their E-mail address provided by the Bidder/Tenderer in their Tender Document. All Tenderers/Bidders are, therefore, advised to visit the company's website regularly for updates.
12. If at any stage, it is found that the documents, certificates, bills and documents submitted by the Bidder/Tenderer are forged or have been manipulated, the work order issued to the Bidder/Tenderer shall be cancelled and the Security Deposit of the Bidder/Tenderer lying with the Company shall be forfeited without any claim whatsoever on the Company and the Bidder/Tenderer is liable for action as deemed fit by the Company.
13. All amendments/information with respect to this Tender will be uploaded on the Company's Website [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) and notice thereof will not be published in any newspaper. All Bidders/Tenderers are, therefore, advised to visit the website regularly for updates.
14. All over-writings/corrections should be duly signed by the Tenderer/Bidder.
15. Each Tenderer/Bidder will submit only one tender either by himself or as a partner in joint venture/firm/company or as a member of consortium. If a Bidder/Tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid/tender, the

bids/tenders are liable to be rejected.

## **16. ARBITRATION**

(A) In the event of any question, dispute or difference arising under this agreement or in connection there-with whether before or after the determination, abandonment or breach of the Contract except as to matter the decision of which is specifically provided under this Contract, which cannot be settled amicably by negotiation, the same shall be referred to Sole Arbitration of the Deputy General Manager, The Oriental Insurance Company Limited, Regional Office-1, 10<sup>th</sup> Floor, 15 Barakhamba Road, New Delhi, by either party within 15 days of the failure of negotiation.

(B) The agreement to appoint an Arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof. There will be no objection to any such appointment that the Arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Deputy General Manager or the said Officer shall appoint another Officer to act as Arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

(C) The Arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid, arbitration and Conciliation Act, 1996 and the Rules made thereunder, any modification thereof from the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

(D) The venue of the Arbitration proceeding shall be the Office of the Deputy General Manager, The Oriental Insurance Company Limited, Regional Office-1, 10<sup>th</sup> Floor, 15 Barakhamba Road, New Delhi, or such other places as the Arbitrator may decide.

(E) The Contractor shall not be entitled to suspend the provision of Agreement, pending resolution of any disputes and shall continue to render the services notwithstanding the existence of any dispute between the Contractor and the Company or the subsistence of any arbitration or other proceedings.

17. Convassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
18. Tenders/Bids must be addressed and submitted to Regional Manager, Establishment Department, The Oriental Insurance Company Limited, 10<sup>th</sup> Floor, Hansalaya Building, 15 Barakhamba Road, New Delhi-110001, and shall be deposited in the Tender Box placed at Establishment Deptt., by the date and time stipulated in the Notice Inviting Tender. The Company may, at its discretion, extend the deadline for submission of Tenders/Bids in which case all rights and obligations of the Company and the Tenderer/Bidder will be the same. The information thereof will be available on the Company's Website and Notice thereof will not be published in any newspaper. All Tenderers/Bidders are, therefore, advised to visit the website regularly for updates.



19. The Contract with the Bidder/Tenderer can be cancelled by the Company by giving one month's notice in writing without assigning any reason, whatsoever.
20. In case the Bidder/Tenderer desires to cancel the contract, he is required to give three months notice in writing to the Company.
21. The Oriental Insurance Company Limited, New Delhi, reserves the right to reject/cancel any or all the tenders without assigning any reason, whatsoever.

**Regional Manager**  
**ESTABLISHMENT DEPARTMENT**

**ANNEXURE -I**

**FORMAT OF NON-RELATIONSHIP CERTIFICATE**

I / We / Our organization,\_\_\_\_\_including our Partners / Share-holders / Directors hereby certify that none of my / our blood relative(s) is / are employed and posted at The Oriental Insurance Company Limited, Head Office, New Delhi.

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

\_\_\_\_\_

Date

\_\_\_\_\_

**ANNEXURE -II**

**ACCEPTANCE LETTER**  
(On the Letter Head of the Firm / Agency)

To,  
Regional Manager  
The Oriental Insurance Co. Ltd.  
10<sup>th</sup> Floor, 15- Barakhamba Road,  
New Delhi

Dear Sir,

**Re: Acceptance of Terms and Conditions and Procedure t in respect of Tender for Providing Ear Tags**

The Tender Document for Ear Tags for animal Identification Basis floated by The Oriental Insurance Company Limited have been purchased / downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure along with statutory and mandatory requirements/documents for Tender Document. I / We declare and agree that I / We will abide by the all the terms and conditions/clauses and hereby accept all terms, conditions and procedures mentioned in the Tender Document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and The Oriental Insurance Company Limited shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money/Security Deposit deposited by me / us along with the tender document.

I / We hereby unconditionally accept all the terms and conditions/clauses along with all the statutory/mandatory requirements/documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document for providing Drivers on Monthly Contract Basis in its entirety.

The required Earnest Money is enclosed herewith in the form of Demand Draft of Rs. \_\_\_\_\_  
\_\_\_\_\_payable at New Delhi.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER/TENDERER  
WITH DATE AND RUBBER STAMP

drawn on

**ANNEXURE -III**

**SPECIMEN OF UNDERTAKING REGARDING**  
**NON-BACKLISTING/PROSECUTION OF THE FIRM**

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date : \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

I / We / Our organization, M/s\_\_\_\_\_hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

**SIGNATURE OF BIDDER/TENDERER**  
**WITH DATE AND RUBBER STAMP**

**NO DUES CERTIFICATE**

Please do not submit this Indemnity Bond now.

(To be submitted when the Contract is cancelled/Terminated/Completed for refund of Security Deposit)

DEED OF INDEMNITY EXECUTED IN FAVOUR OF THE ORIENTAL INSURANCE COMPANY LIMITED  
(ON NON-JUDICIAL STAMP PAPER OF RS. 100/- OR AS PER NORMS DULY NOTARIZED.)

This deed of Indemnity executed on\_\_\_\_\_at New Delhi by Shri/Smt\_\_\_\_\_on behalf of (Name and address of the Ear Tags Service Provider) (herein referred to as the Service Provider) favouring The Oriental Insurance Company Limited (herein referred to as the OICL having its Regional Office at 10<sup>th</sup> Floor, 15 Barakhamba Road, New Delhi-110001 witness as follows :-

- (1) The Service Provider had been working for the OICL, New Delhi, for providing Ear Tags.
- (2) The Service Provider has made a Security Deposit of Rs.\_\_\_\_\_only for Ear Tags as provided under Item No. 1 above.
- (3) The Contract for providing Ear Tags and Ear Tag Applicators has been completed/terminated by the OICL / Cancelled by the OICL / Service Provider with effect from\_\_\_\_\_.
- (4) The Service Provider having satisfied the OICL that there are no outstanding dues of any sort and also that he has not caused any damage to the property of the OICL and on the request of the Service Provider the OICL has agreed to refund the aforesaid Security Deposit of Rs.\_\_\_\_\_.

In witness whereof the Service Provider has signed his deed of indemnity at the place and date above mentioned in presence of following witness :

Witness  
Signature  
Name  
Address

Signature of the Service Provider with Stamp of Firm

Signature  
Name  
Address

**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**10<sup>th</sup>, Floor, 15 Barakhamba Road, New Delhi-**  
**110001 Telephone no. : 011-23324495**

**INSTRUCTIONS AND TERMS AND CONDITIONS FOR QUOTING RATES AND SUBMITTING FINANCIAL BID**

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.

**Regional Manager**  
**ESTABLISHMENT DEPARTMENT**