

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 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. Training programs / workshops / seminars are conducted for Class I officers & almost through out the year.

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 Catering service providers who fulfils eligibility criteria as per **Section 2** of the Tender Notice.

Tenderers/ Bidders 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.1000/- (Rs. One thousand only)** 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 hours to 15.30 hours up to from 04.09.2017 to 25.09.2017.** 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.1000/- (non refundable) should be paid through a separate demand draft drawn on any Scheduled bank favouring **“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 is not paid shall be summarily rejected.**

Each tender must be accompanied with an **Earnest Money Deposit (EMD)** in the form of a demand draft **for Rs. 30,000 (Rupees Thirty thousand only)** drawn on any scheduled Bank in favour 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 of the earnest money must be attached with the **Technical Bid (Part-I unpriced)**. **At the back of the demand draft, the name of the Tenderer should be clearly written with the caption "Providing Catering Services on contractual basis 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 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. The complete sealed tender addressed to 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 till **11.00 A.M on 26.09.2017**. 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. 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.

Important information for tenderers:

i)	Issue of tender document	:	04.09.2017 to 25.09.2017
ii)	Tender document Fee (Non-refundable)	:	Rs.1000/- (Rs.One thousand only)
iii)	Date & time of Pre-bid conference	:	19.09.2017 at 11.30 AM
iv)	Last date & time for submission of tender	:	26.09.2017 upto 11.00 AM
v)	Date & time of opening of Technical Bids	:	26.09.2017 at 11.30 AM
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.30,000/- (Rs.Thirty thousand only)