



# **The Oriental Insurance Co Ltd**

M R O – I, Oriental House, 2<sup>nd</sup> Floor, 7 J Tata Rd, Churchgate, Mumbai -20  
**PH: 022-22820369**

Proposed Interior Renovation  
of

2<sup>nd</sup>, Ground  
&  
Mezzanine Floor  
Of

ORIENTAL HOUSE,  
Churchgate, Mumbai

# **The Oriental Insurance Co Ltd**

M R O – I, Oriental House, 2<sup>nd</sup> Floor, 7 J Tata Rd, Churchgate, Mumbai -20

## **Technical Bid**

for  
the Proposed Renovation  
of  
2<sup>nd</sup>, Ground & Mezzanine Floor  
of  
ORIENTAL HOUSE,  
Churchgate, Mumbai

Dy. Gen. Manager ( M R O - I )

Tel : 022 – 2282 0369

**THE ORIENTAL INSURANCE CO. LTD.**  
M R O – I, Oriental House, 2<sup>nd</sup> Floor, 7 J Tata Rd, Churchgate, Mumbai -20

**TENDER NOTICE**

TENDER NO : OIC/MRO-I/05/2017-18

The Oriental Insurance Co. Ltd. intends to invite Tenders from the Bonafide contractors for the proposed Interior of 2<sup>nd</sup>, Ground & Mezzanine Floor of Oriental House, Churchgate, Mumbai – 20 . Ph- 022-22820369

The scope of work includes : 1. Total Estimated Cost of various works such as Furniture, Civil, Electrical etc.is **Rs. 1.35 Crore (excluding taxes)** with completion period of 90 days. 2. Entering into agreement with Company for the same including Supervision and Execution of work. 3. To comply with CVC guidelines and queries if any, connected with such project. The work shall be executed as per specifications & supervision of our Consulting Architects M/s **NORMAN - GADGILL Architects**. Tel: 2411 1818 address: 86 R K Rd, Wadala(w), Mumbai – 31

Tender documents ie “ **Technical & Price Bid** ” for the above can be downloaded from [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) or can be collected from our office from 01.09.2017 on all working days

Tenders to be submitted in two separate envelopes duly marked as Envelope no.1 -TECHNICAL BID. Envelope no.2- FINANCIAL BID. Both these sealed bids should be put in a big envelope superscribed with the NAME OF TENDER and dropped in the Tender Boxes placed in the Estate Dept of our office on or **before 29/09/2017 by 3.00 p.m .**

Tender Fee Rs **5000** /- and EMD **Rs 3,38,000/-** to be paid through two separate demand drafts (no cash/cheques) favouring “THE ORIENTAL INSURANCE COMPANY LIMITED” payable at Mumbai along with the Technical bid.

Tender documents should be dropped in box of the office of Reg. Manager – estate & establishment - The Oriental Insurance Co. 2nd Floor, Oriental House, Mumbai – 400020 **on or before 29<sup>th</sup> Sept 2017 by 3.00pm**. Tenders shall be opened on the same day at **3.00pm** or other date will be declared then. Pre-Bid meeting shall be on **18<sup>th</sup> Sept 2017 at 5.00pm at Oriental House**

Contractor should meet the following criteria to be considered eligible for the “Technical Bids”

- 1 Average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the Estimated cost.
- 2 Experience of having successfully completed similar works during the last 7 years ending last day of the month previous to the one during the last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :
  - A Three similar completed works costing not less than the amount equal to 40% of the estimated cost  
OR
  - B Two similar completed works costing not less than the amount equal to 50% of the estimated cost  
OR
  - C One similar completed work costing not less than the amount equal to 80% of the estimated cost

The Oriental Insurance Co. and the Architects do not bind themselves to accept any or all the bids and reserve the right to reject any or all bids without assigning any reason.

**Dy. Gen. Manager ( MRO-I)**

The Oriental Insurance Co.

**THE ORIENTAL INSURANCE CO. LTD.**  
M R O – I, Oriental House, 2<sup>nd</sup> Floor, 7 J Tata Rd, Churchgate, Mumbai -20

**Qualifying Details**

<b>N o</b>	<b>CONDITION</b>	<b>AMOUNT</b>
		<u>Rs</u>
1	Average annual financial turnover of the contractor during the last 3 years , ending 31 <sup>st</sup> March of the previous financial year ( 30% of the Estimated Cost )	
	<u>Is this at least 40,50,000/= ?</u>	<u>Yes / No</u>
2	Projects completed in last 7 years under following criteria :	
A	3 similar completed works costing not less than ( 40% of the Estimated Cost ) Rs. 54,00,000/=	
	Names of the Projects	
	I	
	li	
	lii	
B	2 similar completed works costing not less than ( 50% of the Estimated Cost ) Rs. 67,50,000/=	
	Names of the Projects	
	I	
	li	
C	1 similar completed work costing not less than ( 80% of the Estimated Cost ) Rs. 1,08,00,000/=	
	Name of the Project	
	I	

Signature & stamp  
Of the Contractor

**CONDITIONS TO THE CONTRACTORS**  
( for Technical Bid )

1	Tender must be submitted in a sealed envelope as mentioned.
2	Contractor is expected to have visited the site, studied the actual conditions, reviewed the drawings before filling the tender.
3	Every page must bear the Contractor's company stamp & initials and the last page must bear the full signature of the Contractor.
4	Any prior information other than the drawings / tender document shall be obtained by the Contractor at his own cost & will.
5	Contractor submitting the tender must have his own workshop or shall arrange so for the execution of the said work.
6	Company / Architect reserves the right to reject or accept any tender without clarifying the reasons thereof.
7	Company / Client reserves the right to award the tender either in full or in part if required.
8	Contractor shall mention all his / company's registration numbers with various authorities such as GST / Income tax / Electric board /MCGB etc. wherever necessary.
9	Contractor shall do the execution of the said work preferably at his workshop and carry out minimum work at the site and wherever absolutely necessary & essential.
10*	Successful Tenderer ie L1 will have to give either a Bank Guarantee or a security deposit for <b>Rs. 6.76 Lakhs</b> (5%) which also includes EMD at the time of accepting the work order.

Sign of Contractor

THE ORIENTAL INSURANCE CO. LTD.

M R O – I, Oriental House, 2<sup>nd</sup> Floor, 7 J Tata Rd, Churchgate, Mumbai -20

( This Declaration Letter MUST be typed on Contractor's letterhead )  
Otherwise may amount to disqualification

**Dy. Gen. Manager ( MRO-I )**

The Oriental Insurance Co. Ltd,  
2<sup>nd</sup> Floor, Oriental House, & J Tata Rd,  
Churchgate, Mumbai - 400 020

**Name of the Project :** Interior of 2<sup>nd</sup>, Ground & Mezzanine Floor of  
Oriental house

Dear Sir ,

- a I / We hereby confirm that I / we have fully read all the instructions, conditions, drawings etc. and that I / We also understood the Tender documents and that we are aware of the scope of work as well as the terms and conditions application for the same.
- b I / We declare that we have no difficulty in understanding or interpreting its terminology / language or drawing.
- c I / We accept that the Management will have the right to disqualify me / us without citing any reasons or in case incorrect / incomplete information is provided or noticed subsequently
- d I / We agree that the decision of the management / Architect is acceptable to us
- e Information given by me / us is true to the best of my / our knowledge.

We are now hereby submitting our Tender for the above project.

The said application is made by us on behalf of .....  
and having authority to submit the same.

Date :

Signature of the applicant

( Name in bracket )

State title, capacity in which application is made

# ENCLOSURE 1

( Details about the Contractor / Company  
Structure

ie – Name, address, key persons etc )

# THE ORIENTAL INSURANCE CO. LTD.

M R O – I, Oriental House, 2<sup>nd</sup> Floor, 7 J Tata Rd, Churchgate, Mumbai -20

Name of the Project : Interior of 2<sup>nd</sup>, Ground & Mezzanine Floor of Oriental house

No	SCHEDULE – A	DETAILS ABOUT THE FIRM / ORGANISATION / COMPANY.
1	Name of the Company / Firm / Contractor Permanent Address : Communication Address : Telephone : Fax No. :	
2	Description of the Company / Firm ( eg. General, Engineering, Interior, Proprietary / Partnership etc. )	
3	Details of Registration & Classification with PWD / other Government agencies etc.	
4	Name & Address of Banker : ( bankers solvency certificate to be attached )	
5	Number of years of experience as a contractor :	
6	Name & Address of Partner/s ( Please state of changes, if any, in partnership since the inception )	
7	Details about the Company structure. ( Mention names, addresses, positions etc. of all key persons in the organization )	
8	Balance sheet / Profit & Loss Statement for the last 3 years. ( to be attached herewith )	
9	Performance certificate from previous clients. ( Certificates should be of works that are successfully completed in last 7 years & not just the work orders )	

10	Details about any legal litigation / Arbitration proceedings taken up with O I Co / previous clients / departments or any Government bodies.	
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11	Certificate of works completed / executed. ( in the given format along with declaration stating that there is no change in the partnership deed or to be intimated if otherwise )	
12	Valid Income tax Clearance Certificate ( to be attached along with ) alongwith PAN Card & GST copy	
13	Details of the technical staff with their qualification & experiences.	
14	List of equipment to be deployed in the works with respective details.	
15	Has the applicant or any of his partner or previous firm been blacklisted or removed / demoted etc. from approved list of contractors by any organization. ( Kindly answer Yes or No. If yes then give details )	
16	Any other additional information relevant to the evaluation of their pre-qualification	
17	A Non-relationship Certificate/declaration is required to be submitted as per the along with the Technical Bid. The Estate Dept of MRO 1 ( OICL ) will debar the parties from tendering having relatives working in THE ORIENTAL INSURANCE CO.LTD.	
18	Are you registered with E S I S P. F, M W F, <b>G S T</b>	Yes / No
19	Project Information	( to be given in the format below )
		Note : Contractor will be liable for rejection / disqualification / termination of the contract if found having given false information at any stage of selection / execution of work etc.
	Date :	Signature of the Contractor
	Place :	Stamp of the Organization

# ENCLOSURE 2

( Project Information / Performance Certificates  
from previous clients etc )

**PROJECT INFORMATION**

( Contractor must fill this irrespective of attached documents )

Name of the Contractor :

Sr No	Name of the Project	Year Executed	Nature of the Project	Project Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Signature & stamp of the Contractor

# ENCLOSURE 3

( Balance Sheet / P & L for last 3 years )

and

( Valid Income Tax Certificate / Copy of return filed  
for last 3 years )

# ENCLOSURE 4

( Details of Technical Staff )

and

( List of Equipment )

and

( Additional Information )