



**THE ORIENTAL INSURANCE COMPANY LIMITED, RO-HYDERABAD**  
**FINANCIAL BID FOR SUPPLY OF HOUSEKEEPING WORKERS AND DRIVER**

Name of the Bidder : \_\_\_\_\_

Address of the Bidder : \_\_\_\_\_

**Service Charges / Administrative Charges including Cost of Materials**

I / We hereby quote our fixed %age administrative / service charges as under:-

**In figures \_\_\_\_\_ % of the monthly Wage Bill**

**In words \_\_\_\_\_ Percent of monthly wage bill**

I / We hereby quote our "**NIGHT CHARGES**" per night for outstation duty performed by **DRIVER** is as under:

Amount (in Rupees) :- \_\_\_\_\_ (IN FIGURES) per each night of out station duty

Amount (in Rupees) :- \_\_\_\_\_ IN WORDS

Hourly rate for overtime payable to Driver for each Hour : \_\_\_\_\_ per hour\*\*

Driver duty performed on Holiday / Week end : Per day rate : Rs. \_\_\_\_\_ per day \*\*

**\*\* Payable in addition to the monthly Minimum wage for Driver**

**NOTE** : - To claim overtime charges, Minimum One Hour overtime after normal working hours should be performed by the Driver. No overtime payment will be made for part of an hour. No overtime payment shall be made for Safai Karamcharis.

(Note: Any cutting / overwriting / inconsistency in the financial bid will render it invalid and decision of OICL RO, HYDERABAD will be final)

These administrative / service charges will be paid to me/us by OICL RO on actual amount paid by me / us to the workers & Driver as mentioned in the bill raised by me / us every month calculated as per the provisions above. This percentage of service charges will remain fixed during the period of contract. Though the % age of charges will remain fixed during the Contract period, the actual amount of monthly Administrative / Service Charges may vary depending upon the amount that will be claimed every month due to revision of Minimum wages from time to time.

However, in respect to Driver, the lowest amount of "Night Charges" for outstation duties quoted amongst all the eligible Bidders will be the basis for determining the L-1 Bidder. The decision of the Competent Authority of OICL in this regard shall be final and binding on all the Bidders

I / we agree that this Bid submitted by me / us shall be valid for a period of 120 days (one hundred twenty days) from the date of opening of the tender by OICL.

GST if applicable shall be extra and borne by OICL. I/We agree to all the terms and conditions of the tender document.

Date: Signature:

Place: Name of Signatory:

(The bid will be invalid if not signed by the bidder)