



THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE – HYDERABAD

DEPT : ESTB

DATE : 08-11-2021

Pre-bid Clarifications

Ref : Tender for supply of man power at RO-Hyderabad and other offices under RO-Hyderabad

During the pre-bid meeting held at RO-Hyderabad on 08-11-2021 at 11:00 AM, the following queries were raised by the bidders and the same are clarified below :-

<u>Sl.No.</u>	<u>Query raised</u>	<u>Clarification</u>
1	Whether the minimum wages applicable to Telangana and Andhra Pradesh should be considered OR Minimum wages declared by Central Government to be considered ?	It is clarified that the Minimum wages as declared by Telangana / Andhra Pradesh states through a Gezette Notification for Safai Karamcharis and Driver shall be taken into consideration as applicable to the place of deployment of the worker.
2	Tax returns for Financial Year 2020-2021 are not yet filed as the last date for filing the IT returns is extended upto 31-12-2021.	Where the tax returns for FY 2020-2021 are not yet filed, the bidder can submit the Tax Returns for FY 2017-2018, 2018-2019 and 2019-2020 along with the Technical bid.
3	Exemption for EMD for MSME and cost of Tender application	There is no exemption for MSME for cost of tender application. All bidders are required to pay the cost of Tender application form Rs.1180/- by cash or Demand Draft. Exemption for EMD (Rs.50,000) is allowed for MSME provided the certificate of registering as MSME is submitted by the bidder and the Validity period of the certificate has not expired.
4	Caution Deposit for Successful Bidder	The successful Bidder is required to deposit Rs.1,50,000 as caution deposit for the contract. If any MSME is determined as Successful bidder, they are required to deposit Rs.2,00,000 as caution deposit with OICL. So, for any successful bidder, the caution deposit amount shall be Rs.2,00,000. (Rupees Two Lakhs only) including the EMD amount. The deposit amount will be with OICL till the expiry of the contract period and no interest shall be payable on the caution deposit amount.
5	Last date for submission of Bid	The bid should reach OICL Regional office at Hyderabad by 5:00 PM on 12/11/2021. The bids can be handed over in person or sent by courier or speed post. Delay in submission of bid for whatever reason will not be accepted.
6	Reimbursement of Bonus paid to workers	There is no reimbursement of Bonus paid by the contractor to the workers.
7	Registration with Central labour ministry	It is sufficient if the bidder is registered with the State government of Telangana OR Andhra Pradesh as a Manpower supplying company.

8	Reimbursement of premiums paid by Contractor for the Personal Accident policy and Employer liability policy	The successful bidder is required to take Group Personal Accident insurance (Rs.5,00,000 SUM INSURED per person) for the workers deployed by him including the Driver and alternative manpower supplied when the regular worker is absent or on leave. Similarly, the successful bidder is required to take Employer liability policy for the wage amounts paid to the workers. The insurance policies should be obtained from any insurer other than The Oriental Insurance company Ltd. The policies should be renewed by the contractor every year till expiry of the contract period. The premium plus GST paid by the contractor will be reimbursed by OICL.
9	Hourly rate for overtime payable to Driver after the regular duty hours OR duty on holidays OR out station charges involving Night Halt.	The bidder shall specify the hourly rate for overtime charges payable to the driver. The hourly rate shall be applicable for duty done by the driver after normal working hours. For duty on holidays / outstation duties involving Night stay the rate per day should be specified. The revised format of Financial bid is being uploaded on the web portal of OICL. The over time duties done by driver will be entered in the LOG book which is maintained by OICL. The contractor shall submit a copy of the log book every month along with the monthly bill for Driver.
10	GST and TDS on bill amount	As per Tax Rules, 2% TDS shall be deducted from the contractor on the Basic Wage amount only which is reimbursed by OICL. GST will be paid by OICL on the Basic Wage amount only. At the end of financial year, Form 16 A shall be issued by OICL to the contractor.
11	Uniform to the workers	The uniform, ID cards, Hand gloves and masks shall be provided by the successful bidder to all Safai Karmacharis and Driver. The cost of uniforms shall be borne by the contractor only and there will not be any reimbursement from OICL for the same.
12	Certificate from CA about number of workers on rolls with the contractor	It would suffice if the bidder submits the ESI / PF remittance slip confirming the number of workers currently working with the bidder.
13	Driving license for the driver deployed	The driver deployed by the successful bidder shall have valid Driving license to drive the car. The substitute driver provided in the absence of the regular driver shall also have a valid driving license to drive the car.
14	Supply of material to OICL offices	The materials should be supplied every month to the operating offices and RO as per the Quality and Quantity specified in the Tender document. The bidder may permit their deployed worker to purchase the materials every month if supply from Hyderabad is not feasible.
15	Billing Pattern	Three Separate invoices should be raised every month Viz.. (1) For all officers in Telangana including RO-Hyderabad (2) For all offices in Andhra Pradesh state and (3) Bill for Driver including his overtime and night halt charges.
16	Documents to be submitted to OICL along with Monthly wage bill	Every month, the contractor shall submit the following documents along with the bill for reimbursement of wages (1) Proof of payment of PF (2) Proof of payment of ESI charges (3) copy of Log book of driver (4) Copy of bank passbook of the contractor showing details of payment of wages to workers by ECS / Cheque mode.