



THE ORIENTAL INSURANCE CO.LIMITED
Mumbai Regional Office No 1
“Oriental House”
2nd floor, 7, J. T. Road,
Mumbai – 400 020
Tel No. 22820369
CIN – U66010DL1947GO1007158

NOTICE INVITING TENDERS

Sealed Tenders are invited in Two Bid System for the following works. :

Sr.No	Name of project & Premises	Estimated Cost Rs.	Cost of Tender Rs.	Earnest Money Rs.	Project Consultant	Pre- bid meeting
1	MAJOR REPAIR AND RESTORATION WORKS OF MAGNET HOUSE, BALLARAD ESTATE , MUMBAI.	Rs 94 Lacs	5,000/-	Rs 2 Lacs	M/s S.P Civil Engineers Ltd Cell no-9867558897	25/05/2016 at 3.00 pm to 4.00pm

Details of Bid and prescribed Tender forms can be downloaded from the Company's website 'www.orientalinsurance.org.in' OR collected from the Estate Dept of our office from 09/05/2016 upto 27/05/2016 between 11 a.m. to 3.00 p.m on working days except Saturday and Sunday

Tenders to be submitted in **two separate envelopes** duly marked as **(1) TECHNICAL BID (2) FINANCIAL BID**. Both these sealed bids should be put in a big envelope superscribed with the **NAME OF PROJECT** and dropped in the Tender Boxes placed in the Estate Dept of our office on or before **30/05/2016 by 3.00 p.m .**

Tender cost and EMD 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.

The Company reserves the right to reject or accept any or all tenders without assigning any reason thereof.

DY GENL MANAGER

INSTRUCTIONS FOR BIDDERS:

The **cost of tender as specified for project** is payable by demand draft favouring **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Mumbai.

EMD to be submitted along with the technical bid for project. Site may be inspected before bidding. The date and time of Pre- bid meeting at the site is mentioned in the notice .

The bidder has to submit **Earnest money Deposit** through demand draft favouring **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Mumbai along with **the technical bid**. Tenders without the EMD will be deemed rejected. The cost of tender as specified for each project is payable by demand draft favouring **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Mumbai

Tenders are invited in two bid system i.e. “Technical bid” and “Financial bid”.

Envelope no. 1 - Technical bid superscribed with the name of PROJECT on the top of envelope

.The intending bidders should submit the details in the technical bid duly contained in closed sealed envelope superscribed as **“Technical bid”**:

Relationship with Employees: A non-relationship Certificate is required to be submitted.as per following format along with the Technical bid.The Office will debar parties from tendering having relatives working in **The Oriental Insurance Company Limited** in any capacity.

Participation of near relatives of employees in the tender / execution of works.

I / We / Our Organization, *including our Partners/Share holders/Directors* hereby certify that none of my/our relative (s) is/are employed in **The Oriental Insurance Company Limited**

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:

Designation:

Envelope no. 2 Financial bid superscribed with the name OF PROJECT on the top of envelope

The **“Financial bid”** shall be contained in a closed sealed superscribed envelope as **“financial bid”**.

Envelope no. 3 Both the sealed envelopes of **“technical bid”** and **“financial bid”** should be kept in this **third envelope and the sealed envelope superscribed with the name of PROJECT on top of envelope** and shall be deposited in the sealed tender box at Estate Deptt , The Oriental Insurance Company Ltd.Mumbai Regional Office No.1, Oriental House, 2nd Floor , 7, J. Tata Road

Churchgate,Mumbai-400 020 **on or before 30/05/2016 3.00 pm.**

Unsealed tenders will not be accepted.The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after this date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit.

Earnest money of unsuccessful bidders shall be refunded within 30 days of opening of tenders except of the qualified bidder.

At first instance only technical bids shall be opened .The technical bids will then be evaluated on the basis of documents/information furnished as also if necessary, after physical examination of the tenderers office/workshop & projects successfully executed by them. The criteria followed by the Company will be at its sole discretion and will not be open to question. The bidders who shall qualify in the technical bid will only be eligible for the opening of their financial bid. The date and time of opening of financial bid shall be intimated to individual qualified bidders .

The Company reserves the right to reject/cancel any or all the tenders without assigning any reasons whatsoever.

DY. GEN .MANAGER

**for THE ORIENTAL INSURANCE CO. LTD
Mumbai Regional Office No.1,
"Oriental House", 2nd Floor
7, J. Tata Road, Churchgate,
Mumbai-400 020**

Relationship with Employees: A non-relationship Certificate is required to be submitted.as per following format along with the Work Profile .The Office will debar applications having relatives working in **The Oriental Insurance Company Limited** in any capacity.

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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 with Seal.
Name of the Firm**

Designation: