बिड संख्या/Bid Number: GEM/2026/B/7892799
दिनांक /Dated: 07-08-2026

# बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| **बिड बंद होने की तारीख/समय /Bid End Date/Time** | 31-08-2026 16:00:00 |
| **बिड खुलने की तारीख/समय /Bid Opening Date/Time** | 31-08-2026 16:30:00 |
| **बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)** | 180 (Days) |
| **मंत्रालय/राज्य का नाम/Ministry/State Name** | Ministry Of Finance |
| **विभाग का नाम/Department Name** | Department Of Financial Services |
| **संगठन का नाम/Organisation Name** | Oriental Insurance Company Ltd |
| **कार्यालय का नाम/Office Name** | India |
| **शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal** | HOD Email id :buycon120.oicl.dl@gembuyer.in<br>Buyer Email id: buycon173.oicl.dl@gembuyer.in |
| **वस्तु श्रेणी /Item Category** | Custom Bid for Services - Comprehensive Asset Tagging, verification, Fixed Asset Register (FAR) Reconciliation of Company Non IT Assets on Pan India Basis |
| **समान श्रेणी/Similar Category** | • Financial Audit Services |
| **अनुबंध अवधि /Contract Period** | 3 Month(s) |
| **बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)** | 216 Lakh (s) |
| **उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service** | 3 Year (s) |
| **इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required** | Yes |
| **टर्नओवर पात्रता मानदंड/Turnover eligibility criteria** | GeM verified turnover |
| **एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover** | No |
| **स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover** | No |

| बिड विवरण/**Bid Details** | |
|---|---|
| विक्रेता से मांगे गए दस्तावेज़/**Document required from seller** | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/**Do you want to show documents uploaded by bidders to all bidders participated in bid?** | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension** | 3 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended** | 3 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count** | 3 |
| बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled** | No |
| बिड का प्रकार/**Type of Bid** | Two Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation** | 2 Days |
| अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)** | 5400000 |
| **Payment Timelines** | Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC) |
| मूल्यांकन पद्धति/**Evaluation Method** | Total value wise evaluation |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required** | Yes |
| मध्यस्थता खंड/**Arbitration Clause** | No |
| सुलह खंड/**Mediation Clause** | No |

**ईएमडी विवरण/EMD Detail**

| | |
|---|---|
| एडवाईजरी बैंक/Advisory Bank | KOTAK MAHINDRA BANK |
| ईएमडी राशि/EMD Amount | 100000 |

### ईपीबीजी विवरण /ePBG Detail

| | |
|---|---|
| आवश्यकता/Required | No |

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

**लाभार्थी /Beneficiary :**

Deputy General Manager
India, Department of Financial Services, Oriental Insurance Company Ltd, Ministry of Finance
(Rajendra Chavan)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

### एमआईआई अनुपालन/MII Compliance

| | |
|---|---|
| एमआईआई अनुपालन/MII Compliance | Yes |

### एमएसई खरीद वरीयता/MSE Purchase Preference

| | |
|---|---|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X% | 15 |

### ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

**This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.**

1. The minimum average annual financial turnover of the bidder during the last three financial years, ending on

31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Scope of Work:**1786112338.pdf

**Payment Terms:**1786112351.pdf

**GEM Availability Report ( GAR):**1786112391.pdf

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**1786112675.pdf

## Custom Bid For Services - Comprehensive Asset Tagging, Verification, Fixed Asset Register (FAR) Reconciliation Of Company Non IT Assets On Pan India Basis ( 1 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Comprehensive Asset Tagging, verification, Fixed Asset Register (FAR) Reconciliation of Company Non IT Assets on Pan India Basis |
| Regulatory/ Statutory Compliance of Service | YES |
| Compliance of Service to SOW, STC, SLA etc | YES |
| **एडऑन /Addon(s)** | |

### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

---

### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | Quantity | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Arnav Kumar | 110002,The Oriental Insurance Co. Ltd. Oriental House, A-25/27, Asaf Ali Road, | Project / Lumpsum Based | N/A |

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Generic**

   **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **Generic**

   Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. Click here to view the file

5. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file .

6. **Past Project Experience**

   **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers’ controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers’ Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1

bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

ओरिएण्टल इंश्योरेंस
पृथ्वी, अग्नि, जल, आकाश। सबकी सुरक्षा हमारे पास।
www.orientalinsurance.nic.in * बीमा आग्रह की विषय वस्तु है।

Oriental insurance
Prithvi, Agni, Jal, Aakash. Sab ki suraksha hamare paas.
www.orientalinsurance.nic.in *Insurance is the subject matter of solicitation.

**THE ORIENTAL INSURANCE COMPANY LIMITED**
**(A GOVT OF INDIA UNDERTAKING)**

# REQUEST FOR PROPOSAL

For

# Selection of Agency for Comprehensive Asset Tagging, Verification and Fixed Asset Register (FAR) Reconciliation on PAN India Basis

## Tender No. : HO/Estate/FAR/2026/01

**DEPUTY GENERAL MANAGER**
**ESTATE & ESTABLISHMENT DEPARTMENT**
**CORPORATE OFFICE,**
**BLOCK-IV, PLATE-A, NBCC OFFICE COMPLEX,**
**KIDWAI NAGAR EAST,**
**NEW DELHI – 110023**

**PART –I**

## TECHNICAL BID

Submitted by:
Signature: ______________________

Name: ______________________

Contact No.: ______________________

Muda Q [illegible]

# Important Notice

**THIS TENDER DOCUMENT IS NOT TRANSFERABLE.**

**This document is the property of The Oriental Insurance Company Ltd (OICL). It should not be copied, distributed or recorded on any medium (electronic or otherwise) without OICL's written permission. Use of contents given in this document, even by the authorised personnel/agencies for any purpose other than that specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian law.**

**Bidders are advised to study this tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.**

**The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected. The bidder must quote for all the items asked for, in this tender/ Request for Proposal.**

**The bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation and demonstration for the purposes of clarification of the bid, if so desired by OICL. OICL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.**

## Introduction

Brief about OICL: The Oriental Insurance Company Limited (OICL), a public sector non-life insurance undertaking under Ministry of Finance, is ahead of its peers in the industry in adopting information technology. OICL has been enjoying the highest rating from leading Indian credit rating agencies CRISIL and ICRA.

OICL has its head office at New Delhi, 29 regional offices in various cities, Oriental Staff Training College (OSTC) at Faridabad, 300+ divisional offices, 600+ Operating offices, Regional Training Centers, Claims Service Centers Health Hubs, TP Claims Hubs geographically spread out across India.

The Oriental Insurance Company Limited (OICL) invites sealed bids (Two Bid System i.e. "**Technical Bid**" and "**Financial Bid**") from eligible and experienced agencies for Comprehensive Asset Tagging, Physical Verification, Reconciliation and Updation of Fixed Asset Register (FAR) on Pan India Basis for assets located at various offices of Company & sites wherever assets provided by Company.

## IMPORTANT SCHEDULES

| **DESCRIPTION** | | | |
|---|---|---|---|
| 1. | Quotation Based on | : | Fixed Rate Tender |
| 2. | Cost of tender document | : | Rs 3,000/- (Non-refundable) |
| 3. | Sale of tender (Date) | : | 07/08/2026 to 31/08/2026<br>from 11:00 AM to 3:00 PM |
| 4. | Pre-Bid Meeting | : | 14/08/2026 at 11:00 AM at 1st Floor, Corporate Office, Block-4, NBCC Office Complex, East Kidwai Nagar, New Delhi |
| 5. | Last Date of Bid Submission | : | 31/08/2026 Up to 4:00 pm and technical bid will be opened on 01/09/2026 at 3.00 pm. |
| 6. | Earnest money | : | Rs. 1,00,000/- |
| 7. | Date of commencement | : | Within 10 days of letter of award from the Client |
| 8. | Period of completion | : | 90 Days from date of Work Order |
| 9. | Liquidated Damages | : | Rs. 2,000/- per day to the maximum of 10% of contract Value. |
| 10. | Payment Terms | : | 100% after Satisfaction Report received from all Regional Offices |
| 11. | Tax deduction at source | : | As per prevailing rates |
| 12. | Mobilization Advance: | : | No mobilization advance shall be paid for this work. |
| 13. | Corrigendum | : | The corrigendum related to this tender, if any, will be published on Company (OICL) website only. |

Nude V

## 1. SCOPE OF WORK:

The selected bidder shall undertake the following activities:

- Physical Verification of all Movable and Immovable Assets. (NON I.T. ASSETS)
- Creation and Affixing of unique QR Code / RFID Asset Tags.
- Asset Data Capture and Inventory Creation.
- Geo-tagging
- Reconciliation with existing fixed asset register (FAR)
- Submission of Verification Reports and Exception Reports.
- Handover of complete Digital Asset Register in prescribed format to respective Regional Offices
- Or any other related activity as instructed by the OICL.

## 2. ESTIMATED ASSET VOLUME

| Particulars | Details |
|---|---|
| Estimated Asset Count & Asset Value | Assets Count -1,21,038 & Value – Rs.6,74,97,14,505 as provided by Accounts mail dated 15.07.2026 |
| Locations | 969 locations as provided by Marketing Dept mail dated 07.07.2026 |
| Project Duration | 90 Days |
| Asset Categories | Furniture, Equipment, Machinery, Vehicles, etc. (Non IT Assets) |

## 3. ELIGIBILITY CRITERIA:

Experience of having carried out Asset Tagging and Verification Projects for PSUs in last 3 years ending initial stipulated last date of submission of tenders: -

Three similar works, for Asset Value not less than 50% of the Asset Value cited in this Tender;

OR

Two similar works, for Asset Value not less than 60% of the Asset Value cited in this Tender;

OR

One similar work, for Asset Value not less than 80% of the Asset Value cited in this Tender;

The Bidder should:-

- ✓ Be a Registered Company / LLP / Proprietorship in India.
- ✓ Have minimum 3 Years' experience as Executive Agency in Asset Tagging and Verification projects.
- ✓ Have average Annual Turnover of ₹ 5 Crores during the last Three Financial Years.

Made to [illegible]

- ✓ Possess GST Registration, PAN and other statutory registrations.
- ✓ Not be blacklisted by any Government Department, PSU or Public Authority.

## 4. DELIVERABLES

The Successful Bidder shall provide for:

- QR/ RFID Tagged Assets
- Updated Fixed Asset Register
- Asset-wise Photographs (if applicable)
- Verification & Reconciliation Reports
- Final Certified Asset Database in Excel & PDF format
- Project Completion Report

## 5. BID SECURITY:

| Description | Amount |
|---|---|
| EMD (Payable in the form of DD in the name of our Company payable at Delhi) | ₹1,00,000/- |
| Performance Security in the form of Bank Guarantee | 10% of contract value |

Earnest Money Deposit, as mentioned above, required to be submitted along with the tender, shall be paid in the manner as prescribed above.

The EMD shall be payable to OICL without any condition(s), recourse or reservations.

The Bid will be rejected by OICL as non-responsive and shall not be considered in case EMD or Non-Refundable Cost of Tender is not received for the requisite amount or submitted in a manner other than prescribed above.

The EMD of unsuccessful bidders in Technical Evaluation shall be returned within 30 days of declaration of Technical Evaluation results. Further, the EMD of bidders other than L1, will be returned within 15 days, after opening of Financial Bid.

The EMD of the successful agency will be discharged after the consultant has furnished the required acceptable Performance Guarantee. No interest shall be paid by OICL on the EMD.

Bank Guarantee shall be released after the successful handing over of the deliverables by the Agency, to the satisfaction of our Company.

The EMD may be forfeited:-

- ✓ If an agency withdraws the bid after bid opening during the period of validity;
- ✓ If, any unilateral revision in the offer is made by the tenderer during the validity of the offer.
- ✓ Upon non acceptance of LOI / LOA, if and when placed.
- ✓ In the case of successful agency, if the agency fails to sign the Agreement within the 30 days from the date of issue of LOA to commence the work within the stipulated time period prescribed in the contract.
- ✓ If the bidder furnishes any incorrect or false statement / information/ document.
- ✓ If bidder is non-performing the work or not completed the work as specified

6. **List of Documents to be submitted, in addition to the documents above:-**

- ✓ The bidder will provide the presentation showing the following:
  - ➢ Similar Project Experience
  - ➢ Team Strength i.e. Key Personnel Qualifications, certifications, experience, and availability of proposed experts
  - ➢ Understanding of the project, proposed methodology & Approach for completion of work i.e. Project Management & Implementation Plan
  - ➢ Past Performance : Client references, completion record, performance certificates
  - ➢ Technology, Tools technical capabilities
  - ➢ Financial Capability
- ✓ Affidavit duly notarized by Notary Public on Non-Judicial stamp paper of Rs. 100 for correctness of document / information.
- ✓ Unconditional letter of acceptance of tender conditions (in original) (duly signed on letter head of the applicant / bidder).
- ✓ Power of Attorney / Board Resolution of the person authorized for signing/submitting the tender.
- ✓ Details of Client Organization in respect of Work Experience Certificate, along with name and contact details of the contact person.
- ✓ Integrity Impact

NOTE:

In case of non-submission of EMD of the requisite amount and submission in any manner other than prescribed above, the Bid shall be rejected out rightly without seeking any further clarification.

Unconditional letter of acceptance duly signed on letter head, Notarized Affidavit for correctness of document/information are mandatory documents and are need to be checked carefully for its correctness before submission of bid. The bid shall be rejected out rightly in case of its non-submission without seeking any further clarification/document. No claim of the agency whatsoever shall be entertained by OICL on this account.

The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents submitted. Please note no fresh document other than in the form of clarification/revision in respect of an existing document shall be accepted after last date of submission of bids. Bids with Incomplete/Ambiguous information are liable to be rejected.

## 7. CONTACT DETAILS

Deputy General Manager
Estate & Establishment Department
The Oriental Insurance Company Limited
Block IV, Plate A, NBCC Office Complex,
Kidwai Nagar East, New Delhi
Email: chavan.rajendra@orientalinsurance.co.in
Phone: 011-24384111
Website: www.orientalinsurance.org.in