



# THE ORIENTAL INSURANCE COMPANY LIMITED

Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box : 165,

Kathmandu, Nepal

Tender No. OICL/KTM/2024-2025/001(OFFICE UNIFORM)

**TENDER DOCUMENT FOR SELECTION OF UNIFORM**  
**SUPPLIER**



## The Oriental Insurance Company Ltd

Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar,

P.O. Box: 165, Kathmandu, Nepal

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## The Oriental Insurance Company Limited Country Office, Kathmandu

### TENDER NOTICE FOR THE OFFICE UNIFORM FOR THE YEAR

2024-2025

Issuance of Tender Document : From 22-03-2024 to 26-03-2024  
(Between 10: 00 hrs and 17: 00) hrs)

Last Date for submission of Tender : 26-03-2024 17: 00 Hrs

Date and time of opening Tender : 27-March -2024 11:00 Hrs

The tender document may also be downloaded from our website  
[www.orientalinsurance.com.np](http://www.orientalinsurance.com.np).

The OICL reserves the right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding

Signature: [Handwritten signature]



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## **Re: Tender for Office Uniform**

Sir/Madam



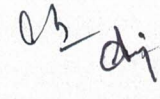
The oriental Insurance Company Limited, Kathmandu, Nepal invites sealed bids along with the samples of cloth for award of tender for supply of summer and Winter Uniform from established and reliable manufacturers and suppliers. The schedule of requirement is as per Annexure - 1.

The interested manufacturers / suppliers may submit their sealed quotations along with samples so as to reach the Chief Executive officer, The oriental Insurance company Limited, Kathmandu, Nepal on or before 25-03-2024 by 14:00 Hrs.

The bidder must mention the name of the firm and its contact numbers on sealed cover super scribing – “**Tender for Office Uniform – 2024**”. Tenders received after closing date and time will not be considered at all.

The detailed terms and conditions for submitting of bid are as under:

- The quantity of the required fabric / items of uniform will be intimated at the time of the placement of supply orders as per requirement.
- The samples will be selected by competent authority of OICL. One or more items of the same firm may be selected by the committee and accordingly, order shall be placed with the firm for such selected items. In other words, different firm may be awarded contract for different pieces of uniform depending on quality and rates. The decision of the OICL will be final and binding on all bidders.
- Bidders are required to furnish their complete address and telephone numbers along with copy of PAN/VAT certificate etc.
- A firm blacklisted by any of the organizations/School/College will not be eligible to participate in this tender. In case any such firm obtained contract by hiding this fact and it comes to the notice of OICL, contract will be cancelled immediately and the items of uniform already supplied will also be confiscated.
- The bid document (Annexure A) must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- Any request for increase in the approved rates will not be entertained for any reason after the purchase order is issued to the successful bidder.
- The OICL reserve the right to reject any or all the bids or part or not to award the contract to the lowest bidder considering the samples/quality of fabric. The decision of OICL in this regard shall be final and binding on all.
- The items ordered shall be supplied as per specification/sample selected to the said offices within 60 days of placement of order, failing which a penalty of Rs. 500/- per day for each day of delay shall be imposed and deducted from the payment of the supplier.



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- Any Taxes (VAT etc) if any, must be specifically quoted failing which no amount would be paid towards any taxes.
- TDS and other applicable taxes as per prevailing rates will be deducted before making the payment.
- Payment against bill/invoice shall be released only after supply/inspection and observance of satisfactory supply of the material/ uniform. Payment will be made directly to the supplier by A/C Payee cheque mode/ IPS mode only. NO advance payment will be made in any case.
- In case the successful bidder is found in breach of any conditions(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned.
- All disputes are subject to the jurisdiction of courts in Kathmandu, Nepal and agreement will be governed by and be construed in accordance with the laws of Nepal.
- Interested firms/ parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the firm.
- The bidders who do not fulfill any of the above stated conditions and incomplete tenders are liable to be summarily be rejected at the risk and cost of the bidder only and any further correspondence in this regard will not be entertained.
- The rates quoted by the Supplier will be valid for two years. If the Company wishes to place order with the same Supplier for another one year, then the Supplier will supply the uniform at the same rate.

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## Annexure-1

### Schedule of Requirement & Form of Financial BID

S.No.	Description	Units of Measurement	Rate per Unit (NRs)	VAT if Any
1				

### Fabric Specifications:

Pant & Coat (Summer/Winter): Colour (Dark Blue)

- 1) (Indian Brand Fabric Fine Polyester 70% Viscose 30%)

Shirt (Summer/winter): Colour: White/Off white

- 1) Officers: Indian Brand (80% Polyester, 20% Cotton)

Signature: [Handwritten Signature]