



THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE BANGALORE
1st Floor, Leo Shopping Complex,
44/45, Residency Road Cross, Bangalore-560025
Phone- 080-46616151/100
Web site: www.orientalinsurance.org.in
CIN: U66010DL1947GOI007158

Deptt: I.T.

Dated: 15/06/2022

REF:- ITD/CONSUMABLE/BGRO/2022

Re:Purchase Of Computer Consumables,CD/DVD Printer Ribbon and other items.

We are pleased to inform you that we are going to empanel suppliers for various computer consumables. The specification, terms and conditions are enclosed herewith. If you are interested in empaneling your concern for supply of any or all of our requirements, you may please fill up the enclosed questionnaire along with the Bid and forward the same to the undersigned along with price offered for supply of various items.

This is a two Bid System. Technical Bid of the Tender should be kept in a separate sealed cover, super scribing the cover with the wordings “Technical Bid for Consumable.”

Commercial Bid of the Tender should be kept in a separate sealed cover, super scribing the cover with the wordings “Commercial Bid for Consumable”.

Both the Technical Bid cover and Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover super scribed with “Tender for Consumables”.

Please note that only the items of specified brands should be quoted. The Quotation must be forwarded in the enclosed format only. No other format would be entertained and should be dropped in the Tender Box located at the first floor of the Office, on or before 30/06/2022 by 5.00PM. Open quotations shall be rejected outright.

For Query, mail to suchita.shalini@orientalinsurance.co.in;
ranjith.kumar@orientalinsurance.co.in

REGIONAL MANAGER

The Oriental Insurance Co. Ltd

Regional Office

44/45 , Leo Shopping Complex, Residency Road Cross, Bangalore- 560025

Tel No: 46616151/100

TECHNICAL BID

NAME OF THE SUPPLIER: _____

ADDRESS OF THE SUPPLIER: _____

TELEPHONE NOS:

CONTACT PERSON: _____

PAN NO.: _____

GST NO: _____

EXPERIENCE IN THE BUSINESS: _____

EMAIL – ID _____

MOBILE NO: _____

**PUBLIC LTD/SOLE PROPRIETORSHIP/ :
PARTENRSHIP** _____

LEADING CUSTOMERS IN MARKET _____

APPROX ANNUAL TURNOVER: _____

MANUFACTURER/DISTRIBUTOR/RETAILER _____

ANY OTHER INFORMATION: _____

We agree below mentioned Terms and Conditions –

1. Supplies are required to be made at the rates agreed for, for the orders that may be placed upto 1 year or may be extended with due consent from both parties. No increase in the rates offered will be entertained during this period.

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2. The rates offered by you must specifically mention all taxes/levies applicable as extra and it should be delivered at our Regional Office, Residency Road Cross, Bangalore.
3. The materials supplied should carry a warranty against any type of manufacturing defects and the defective supplies will have to be replaced immediately without any extra cost. Also, if the quality of the items supplied does not confirm to the industry accepted standards, the company shall have the right to cancel the order if in case they are not satisfied with the quality/service.
4. Delivery must be made within 2 working days of placing the order .
5. You must submit a copy of GST Registration Certificate. Please note that Income Tax from the bill amount will be done as per rule.
6. In case you are empaneled for any supply/supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
7. You should also submit us the Manufacturer/Authorized Dealer certificate if supplying new cartridge.
8. The vendors shall have to deposit a security (EMD) (refundable at the end of Contract or not selected as L1) of Rs.1,000/-(DD) in favour of “The Oriental Insurance Co. Ltd.”
9. Vendor/Supplier should have more than 2 years of experience in the Business.
10. In case the supplier fails to supply the said items in 3 working days then the company has right to DE panel the suppliers and blacklist them from the company.
11. The oriental Insurance co. Ltd will reserve the right to enter in contract of their choice of brand and company. No disputes shall be entertained.
12. Sealed Bids will be opened in front of committee member. In case of any exigency the highest bidders may be asked to match the L1 price.

Checklist to be attached with Technical Bid

1. GST Certificate
2. Dealer Certificate/Company authorization Certificate for new HP Cartridge
3. IT Returns (latest two)
4. PAN NO Copy.
5. GST Copy

Signature and Seal of Suppliers

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COMMERCIAL BID

	CARTRIDGE	HP (NEW)	TAX	TOTAL
1	78 A			
3	12A			
4	30A			
6	32 A			
7	88A			
8	36A			
10	MFP-E82550-CARTRIDGE- W9037MC			
	CARTRIDGE	COMPATIBLE CARTRIDGE(NEW)	TAX	TOTAL
1	78 A			
2	12A			
3	30A			
4	32 A			
5	88A			
6	36A			
7	MFP-E82550-CARTRIDGE- W9037MC			
	CARTRIDGE	REFILLING	TAX	TOTAL
1	78 A			
2	12A			
3	30A			
4	32 A			
5	88A			
6	36A			
7	MFP-E82550-CARTRIDGE- W9037MC			
	CARTRIDGE	REFURBISHING	TAX	TOTAL
1	78 A			
2	12A			
3	30A			

4	32 A			
5	88A			
6	36A			
7	MFP-E82550- CARTRIDGE- W9037MC			

	OTHERS	BRAND NAME	RATE	TAX	TOTAL
1	CD-PACK OF 100				
2	DVD-PACK OF 10				
4	CD COVER(PLASTIC)				
5	CD MAILER				
6	MOUSE PAD				
7	RJ 45 CONNECTOR(100)				
8	CAT6 CABLE(305M)				

Signature and Seal of Supplier