



**The Oriental Insurance Co. Ltd**

*Regional Office*

4, Lyons Range, KOLKATA- 700001

Tel No: 033-2230-4591

Dated: 17th Aug 2016

**Ref.: ITD/KLRO/002/2016-2017**

Mr.....

M/s.....

Address.....

.....

.....

Dear Sir,

**Re.: Rate contract for Computer Consumables**

We are having HP LaserJet Printers, Lipi Printers, Inkjet Printers, working in our offices situated all over KOLKATA, West Bengal and Sikkim. We also require DDS-tapes, CDs, DVDs, and Pen Drives of various Capacities for our offices. Our order shall be based on actual requirements. We require the quotations for purchase of various items mentioned in annexure 2.

The format for Rate Contract bid is in two parts – **Technical Bid & Commercial Bid**. You must submit the bids as mentioned in details in the enclosure- Procedure for submission of bids.

Tentative place, time and date of opening of technical bid of rate contract: - **At 15:30 hrs on.25.08.2016 at the address given above. The exact date/time of opening of commercial bids will be confirmed the same day. The commercial bids may also be opened the same day on 25.08.2016 if all parties involved in the process agree.**

Please quote the rate of Consumables in the attached format along with Manufacturer authorization form/Dealership Certificate. Only direct company people, authorized dealers, authorized agents should quote.

For any clarifications, please feel free to contact us.

REGIONAL MANAGER

**Terms and Conditions: For Consumables**

**1. Payment Terms**

The payment terms shall be 100% after delivery and successful installation of the equipment on receipt of the Original Invoice and installation report duly certified by the Officer In-charge of the Office where the CONSUMABLES are installed/supplied.

**2. Price**

The price quoted should be **inclusive of all taxes including all duties, all local levies, Buy back of old consumables , freight charges, transportation charges, installation, warranty and installation charges.**

**The dispatch/courier cost for supply of consumables and receipt of old buyback items to and from local/outstation offices is to be borne by the bidder.**

**3. Validity of Bid Price**

The rate contract will be valid for **2 years** only. However the validity of the rate contract may be extended under special circumstances with mutual consent of the parties.

**4. Installation**

If after the supply/installation of the consumables some manufacturing defects or unsatisfactory user experience is reported then the vendor will be responsible for pursuing the warranty formalities with OEM or replace whichever is necessary.

**Witness:**

**Witness:**

Signature-----

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Name -----

Name -----

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Date -----

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## 5. Cancellation of Contract

Oriental reserves its right to cancel the order in the event of one or more of the following situations:

- Delay in delivery of consumables beyond the specified period of delivery( 2 days for inside Kolkata region and 3 days for outside Kolkata )
  - Serious discrepancy found in consumables supplied.
6. The oriental insurance co ltd reserves the right to enter in the contract of their choice of brand and warranty period.
  7. Supplies are required to be made at the rates agreed for, for the orders that may be placed for the contracted period.
  8. WARRANTY – The consumables should compulsorily be backed up with **Original manufacturer's warranty.**
  9. You should agree to supply the above items to the offices of the company located in all over KOLKATA, All over West Bengal & Sikkim as per the list and addresses of all offices under RO-Kolkata attached. The courier cost is to be borne by the bidder.
  10. In case of shifting of any office premises to a new location or opening up of any new office under West Bengal and Sikkim, the same rate contract will be applicable for supply of batteries there also by the Vendor.
  11. Buy Back values of old consumables must be specifically mentioned separately.
  12. The rates should be all inclusive i.e VAT, Octroi, Excise Duty, transportation charges etc. The rates should be inclusive of installation charges. The authorized person shall go to the site to replace and install the consumables.
  13. The Material supplies should carry the original manufacturer warranty as applicable against any type of manufacturing defects and defective supplies will

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have to be replaced immediately without any extra cost. Also if the quality of the items supplied does not conform to the industry accepted standard, the companies shall have the right to cancel the order if in case they are not satisfied with the quality/services.

14. Local Delivery & installation within 48 hours & for outstation 72 hours from the placement of order failing which the empaneled supplier would invite penalty as stated in '5' above. **The dispatch/courier cost for supply of consumables and receipt of old buyback items to and from local/outstation offices is to be borne by the bidder**
15. In case you are empaneled for any supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
16. You should also submit us the Manufacturer/ Authorized Dealer certificate. That must be valid as on date.
17. Latest Sales Tax Clearing Certificate.
18. VAT Certificate
19. Disposal of old consumables under buyback is Vendors responsibility. The old consumables which are to be replaced with a new one needs to be recycled/ disposed off safely without causing environmental hazard. A certificate to this effect shall be furnished by the vendor.
20. Tentative place, time and date of opening of technical bid of rate contract: - **At 15:30 hrs on.25.08.2016 at the address given above. The exact date/time of opening of commercial bids will be confirmed the same day. The commercial bids may also be opened the same day on 25.08.2016 if all parties involved in the process agree.**

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## **A. Technical Bid**

**1. Name of the Bidder**

**With Full Address, Telephone No., Fax No. & Email:**

**2. Name & Designation of the Contact Person with Full Address, Telephone No., Fax No. & Email:**

**3. Annual Turnover (Rs. In Lacs):**

**4. Type of products you are dealing in with their Brand names:**

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Address -----

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**5. Whether any of the manufacturers has cancelled the agency or imposed any penalty. Reasons for the same:**

**6. List of existing Clients :**

**7. Whether any dispute/issues with Clients for last 3 years. Reasons for the same:**

**8. Whether registered for Sales Tax/VAT purpose (If so number and date of registration. Attach copy of Sales Tax certificate/VAT)**

**Witness:**

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**10. Whether you are promoter/partner in any Company dealing in similar products:**

**11. Whether you agree to replace the consumables found to be defective irrespective of standard warranty conditions during warranty period:**

**12. Do you agree to all our Terms & Conditions as mentioned?**

**13. Bank details:**

- i) Bank Name:**
- ii) Branch Name:**
- iii) A/C No:**
- iv) IFSC Code:**
- v) MICR Code:**
- vi) Aadhar ID (If available):**

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**Annexure 2****B. Commercial Bid**

Prices should be quoted by filling up the table in the following Format:

Sr. No.	Consumables Model name	New (price)	Taxes	Less :- Buy back	Net Price
<b>LASERJET</b>					
1	HP BLACK TONER CARTRIDGE 43X				
2	HP BLACK TONER CARTRIDGE 05A				
3	HP BLACK TONER CARTRIDGE 12A				
4	HP BLACK TONER CARTRIDGE 36A				
5	HP BLACK TONER CARTRIDGE 55A				
6	HP BLACK TONER CARTRIDGE 78A				
7	HP BLACK TONER CARTRIDGE 88A				
8	HP BLACK TONER CARTRIDGE Q7553A				
9	HP BLACK TONER CARTRIDGE Q5950A				
10	HP BLACK TONER CARTRIDGE Q5951A				
11	HP BLACK TONER CARTRIDGE Q5952A				
12	HP BLACK TONER CARTRIDGE Q5953A				
<b>LIPI</b>					
1	LIPI MT661 RIBBON				
<b>INKJET</b>					
1	678 INKJET BLACK				
2	678 INKJET COLOUR				
<b>DDS-TAPE</b>					
1	DDS-3 24GB CARTRIDGE C-5708A				
2	DDS CLEANING CARTRIDGE C-5709A				
<b>CD</b>					
1	700 MB SONY				
2	700 MB MOSERBEAR				
<b>DVD</b>					
1	SINGLE LAYER 4.34 GB SONY				
2	SINGLE LAYER 4.34 GB MOSERBEAR				
<b>PEN DRIVE</b>					
1	8 GB HP				
2	8 GB SANDISK				
3	8 GB TRANSCEND				
4	16 GB HP				
5	16 GB SANDISK				
6	16 GB TRANSCEND				

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