



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: 10/01/2018

REF:- ITD/CONSUMABLE/BGRO/2018/1

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, superscribing the cover with the wordings “Technical Bid for Consumable.”

Commercial Bid of the Tender should be kept in a separate sealed cover, superscribing 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 superscribed 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 25/01/2017 by 5.00PM. Open quotations shall be rejected outright.

Yours faithfully

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 depanel the suppliers and blacklist them from the company.

Checklist to be attached with Technical Bid

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

Signature and Seal of Suppliers

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COMMERCIAL BID

OTHERS		BRAND NAME	RATE		
1	CD-PACK OF 100				
2	DVD-PACK OF 10				
3	8 GB PEN DRIVE				
4	16 GB PEN DRIVE				
5	32 GB PEN DRIVE				
6	DDS-3 TAPE 24 GB				
7	LTO-3 TAPE 800 GB				
8	CD COVER(PLASTIC)				
9	CD MAILER				
10	MOUSE PAD				
11	OPTICAL MOUSE				
12	KEYBOARD				
13	FUSER ASSEMBLY(1606dn,2055dn,3015dn)				
14	MAINTAINENCE KIT(9040dn)				
15	NETWORK SWITCH(HUB)				
	HP TONER CARTRIDGE	HP (NEW)	COMPATIBLE CARTRIDGE(NEW)	REFILLING	REFURBISHING
1	78 A				
2	55A				
3	12A				
4	30A				

	HP TONER CARTRIDGE	HP (NEW)	COMPATIBLE CARTRIDGE(NEW)	REFILLING	REFURBISHING
5	53A				
6	88A				
7	36A				
8	05A				
9	43X(9040DN)				
10	LJP 4700 BLACK (50 A)				
11	LJP 4700 MAGENTA				
12	LJP 4700 CYAN				
13	LJP 4700 YELLOW				
14	55A				

Please Note:

** In case of Refurbishing ,Please give the details of spare parts to be changed during refurbishing.

REFURBISHING PARTS	RATES
TOTAL	

Important:

1. 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.
2. Sealed Bids will be opened in front of committee member and 4-5 Suppliers /Vendor whose Quote is minimum will be selected for the same. In case of any exigency the highest bidder may be asked to match the L1 price.

Signature and Seal of Supplier

CONTACT US

Mail To : suchita.shalini@orientalinsurance.co.in
ranjith.kumar@orientalinsurance.co.in
ananthasai.shrinivasan@orientalinsurance.o.in

Contact Person: Suchita Shalini/Ranjith Kumar/S Ananthasai

Address: The Oriental Insurance Co Ltd

Regional Office

Leo Shopping Complex

Residency Road Cross

Bangalore Phone: 46616151/100/152