



THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE : GUWAHATI

G.S. ROAD, ULUBARI , GUWAHATI-781007

Web site : www.orientalinsurance.org.in

CIN: [U66010DL1947GOI007158](https://www.mca21.gov.in/cin/U66010DL1947GOI007158)

Ref. No.: OIC/GRO/2K18/68

Date : 17/12/2018

TENDER NOTICE

We are inviting sealed Quotations in two Bids system (technical & commercial) from reputed registered Firm(s) for the supply of 2 Nos. PCs, 2 Nos. Printer and 1 Scanner for TP HUB, Bongaigaon under R.O. Guwahati. The reputed Firms and their accredited/sole selling agents are requested to submit their Tender(s) / Quotation(s) for supply.

All these purchases to be made are subject to requirements of the Company and the Company reserves the Right to cancel/reject/accept the Proposals/Tenders or increase / decrease the number of items to be purchased.

The interested Vendors/Firms/Dealers are therefore requested to go through the terms and conditions required for submitting the sealed Quotation(s)/Tender(s) and may participate in the Bid by submitting the requirements within the time and date laid down for the purpose.


REGIONAL MANAGER

 रीवा

Terms and Conditions :

- A. The intending Bidder should have his own registered Firms at Guwahati with GST Registration No. and be financially sound.
- B. Latest/recent Sales Tax Certificates issued by Competent Authority must be attached.
- C. Bidders are advised to study the terms and conditions carefully. Submission of quotations shall be deemed to have been done after careful study and examinations of the terms & conditions with full understanding of its implications.
- D. The rate of each item should be quoted in the manner as is indicated below :
 - D.1 Basic Rate.
 - D.2 Applicable Rate & Amount of GST, any other Taxes as prescribed under Rules.
 - D.3 The items to be supplied must carry "on site warranty" and this should be mentioned in the quotation.
 - D.4 The validity of such Tender(s)/Quotation(s) submitted must carry minimum validity period of 30 days from the last date of submission of the said tender(s).
 - D.5 The Tenderer/ Quotationer should note that their Tender/Quotations will be rejected if any of the requirement(s) is/are found to be not complied with. Therefore, the submitted items must meet technical specifications laid down by the Company as shown in **Annexure 3.**
 - D.6 Preferences will be given to Vendors providing :-
 - D.6.1 Quotations submitted with Price under Rate Contract approved by Government E-Market Place (GEM), Government of India.
 - D.6.2 Superior Technical specifications
 - D.6.3 Reputed Brand
 - D.6.4 In case of Tie, Vendors qualification & expertise in the field with financial stability will be the deciding factor.
 - D.6.5 Only direct Company people, authorised Dealers, authorised Agents or authorised Retailer should quote and submit the quotations.
 - D.6.6 All these purchases is subject to limits of budgets set by our Company and based on these, items may be dropped/increased or Quotation(s)/Tender(s) be may accepted / rejected.
 - D.7 Procedure for Submission of Bids :
 - D.7.1 The Format for submission of Tender(s)/Quotation(s) should be in two Bids – Technical Bid (Annexure 1) & Commercial Bid (Annexure 2).

- D.7.2 For each item viz PCs, Printers and Scanner separate envelope should be used such that
- D.7.2.1 In each envelope of one item should contain two envelopes i.e. Technical Bid & Commercial Bid.
 - D.7.2.2 Each envelope must superscribed with "Quotation For Desktop / Printer/ Scanner".
 - D.7.2.3 Technical Bid should not indicate prices of the items which should be mentioned only in Commercial Bid.
 - D.7.2.4 The Bidder must submit their Companies profiles, prospectus etc.
- D.8 The successful Bidder will have to supply the items within the period specified in the purchase order without fail. No extension of time without any valid reason whatsoever will be granted.
- D.9 Supply of items with inferior quality or other than quoted or different from required specification, poor workmanship or failure to supply in time, may results in cancellation of the purchase order at the cost of the concerned Vendors/Firms.
- D.10 Any payment related to purchases will be made after satisfactory installation, testing and commissioning.
- D.11 Any discrepancies arising out of the non-compliance of the guidelines will not be entertained and the decisions taken by Regional Manager(IT) or Competent Authority of our Company will be the final. He reserves the Right to accept or reject any or all Quotations without assigning any reason and such decisions will be binding on all Bidders.
- D.12 These Tender details is available at IT Department, Regional Office Guwahati or can be also downloaded from our website <http://www.orientalinsurance.org.in>.
- D.13 All Tenders/Quotations must address to

Regional Manager(IT)
The Oriental Insurance Co. Ltd
Regional Office : Guwahati
G.S. Road, Ulubari -781007, Assam

Tender can be submitted till 5 PM of 27 December 2018 either by hand or post. The Company will not be held liable for any postal delay and such Tender(s)/ Quotation(s) receipt after due date will not be considered.

Annexure-1: TECHNICAL BID

BID PARTICULARS:

- 1 Name of the Bidder :
With Full Address, Contact No, Email etc.

- 2 Name & Designation of the Contact Person :
with full address, contact no. & emails etc

- 3 Annual Turnover(Rs. In Lacs) :

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

- 5 Name of manufacturers whose products you :
are dealing in

- 6 Whether any of the manufacturer has :
cancelled your Firm or imposed any
penalty. If so, reasons for the same.

- 7 List of existing Clients :

- 8 Whether any dispute/issues with Clients for :
last 3 years. If so, reasons for the same.

- 9 Whether registered for Sales Tax/GST :
purpose. If so number and date of
registration. (Attach copy of Sales Tax
Certificate / GST)

- 10 Service facilities available for maintenance :

- 11 Whether you are authorised Dealer of any :
Manufacturer? If yes please mention

- 12 Do you agree to all our terms & conditions :
as mentioned in the letter

Witness:

Signature

Name

Address

.....

Date

Signature

Name

Address

.....

Date

COMPANY SEAL

(NB:-The above Format contains minimum required data and so additional documents & sheets may be attached to substantiate)

Annexure-2: COMMERCIAL BID

Items	: 2 Nos. PCs, 2 Nos. Printer and 1 No. Scanner			
Descriptions	:- (state the Make/Model, System Specifications/Configurations etc.) [NB: The Specifications & Brand shall also be the deciding factor]			
Basic Price per unit	GST per unit (Mentioned CGST/SGST/IGST Separately)	Other (freight, installations, commissioning, entry Tax, Road Permit, all local levies etc)	Any other	Grand Total

Warranty Period : (see terms & conditions)
 Delivery Period : (see terms & conditions)
 Validity (Quotation) : (see terms & conditions)
 Discount : (if any)
 AMC terms & conditions: (if any)

Witness:-

Signature

Name

Address

Date

Signature

Name

Address

Date

COMPANY SEAL

(NB:-The above format contains minimum required data and so additional documents & sheets may be attached to substantiate)

Annexure-3 : Technical Specification :

(A) PRINTER SPECIFICATION :

Sl No	Parameters	Specifications	Compliance. (Yes/No)
1	Model	Should be specified by Bidder.....	
2	Print Technology	Laser	
3	Mono(Black & White)	Mono(Black & White)	
4	Duplex	Automatic-Inbuilt	
5	Print speed - Simplex	Black (A4): Up to 28 ppm; Black (letter): Up to 30 ppm	
6	Print speed - Duplex	Black (A4): Up to 18 ipm; Black (letter): Up to 18 ipm	
7	Print resolution	Black (best): Up to 1200 x 1200 dpi;	
8	Standard print languages	PCL5c; PCL6; PS; PCLm; PDF; URF; PWG	
9	Supported Media Size	76 x 127 to 216 x 356 mm	
10	Media Type	Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards	
11	Paper Tray	10 Sheets Priority Tray, 250 sheets Input Tray	
12	Output Tray Capacity	150 Sheets	
13	Duty cycle	20000 Pages, Recommended monthly page volume 250 to 2,500 Pages	
14	Memory	256MB	
15	Processor	800Mhz	
16	Connectivity	1 Hi-Speed USB 2.0	
17	Starter Toner Capacity	1600 Pages	
18	Replacement Toner Capacity	Standard: 1600 Pages, Large: 3500 Pages	
19	Warranty	1 Year	

