



**THE ORIENTAL INSURANCE COMPANY LIMITED**

**REGIONAL OFFICE BANGALORE**  
**1<sup>st</sup> 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: 21/02/2019**

**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 04/03/2019 by 5.00PM. Open quotations shall be rejected outright.

For Query, mail to [suchita.shalini@orientalinsurance.co.in](mailto:suchita.shalini@orientalinsurance.co.in);  
[ranjith.kumar@orientalinsurance.co.in](mailto: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 depanel 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 one)
4. PAN NO Copy.
5. GST Copy

*Signature and Seal of Suppliers*

# The Oriental Insurance Co. Ltd

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

Tel No: 46616151/100

	CARTRIDGE	HP (NEW)	TAX	TOTAL
1	78 A			
2	55A			
3	12A			
4	30A			
5	53A			
6	32 A			
7	88A			
8	36A			
9	05A			
10	43X(9040DN)			
11	LJP 4700 BLACK (50 A)			
12	LJP 4700 MAGENTA			
13	LJP 4700 CYAN			
14	LJP 4700 YELLOW			
	CARTRIDGE	COMPATIBLE CARTRIDGE(NEW)	TAX	TOTAL
1	78 A			
2	55A			
3	12A			
4	30A			
5	53A			
6	32 A			
7	88A			
8	36A			
9	05A			
10	43X(9040DN)			
11	LJP 4700 BLACK (50 A)			
12	LJP 4700 MAGENTA			
13	LJP 4700 CYAN			
14	LJP 4700 YELLOW			

	CARTRIDGE	REFILLING	TAX	TOTAL
1	78 A			
2	55A			
3	12A			
4	30A			
5	53A			
6	32 A			
7	88A			
8	36A			
9	05A			
10	43X(9040DN)			
11	LJP 4700 BLACK (50 A)			
12	LJP 4700 MAGENTA			
13	LJP 4700 CYAN			
14	LJP 4700 YELLOW			
	CARTRIDGE	REFURBISHING	TAX	TOTAL
1	78 A			
2	55A			
3	12A			
4	30A			
5	53A			
6	32 A			
7	88A			
8	36A			
9	05A			
10	43X(9040DN)			
11	LJP 4700 BLACK (50 A)			
12	LJP 4700 MAGENTA			
13	LJP 4700 CYAN			
14	LJP 4700 YELLOW			

	<b>OTHERS</b>	<b>BRAND NAME</b>	<b>RATE</b>	<b>TAX</b>	<b>TOTAL</b>
<b>1</b>	<b>CD-PACK OF 100</b>				
<b>2</b>	<b>DVD-PACK OF 10</b>				
<b>3</b>	<b>8 GB PEN DRIVE</b>				
<b>4</b>	<b>CD COVER(PLASTIC)</b>				
<b>5</b>	<b>CD MAILER</b>				
<b>6</b>	<b>MOUSE PAD</b>				

*Signature and Seal of Supplier*