

**The Oriental Insurance Company Limited**

Bill of Materials (Tender Ref No: OICL/HO/ITD/EPROCUREMENT/2020/01)

**General Instructions**

<b>S.No.</b>	<b>General Instructions</b>
1	The bidder is expected to quote the costs for all items required for fully complying with the requirements of the RFP and the addenda in the respective sections of the price bid. The prices for the respective sections would be deemed to include all components required to successfully utilise the solution.
2	OICL is not responsible for any arithmetic errors in the commercial bid details sheet committed by the shortlisted bidders, however, if there are any computational errors OICL will evaluate the Bid as per provisions contained under RFP document.
3	Tax information is to be mentioned separately in this Bill of Material. The TAX TYPE and PERCENTAGE should be clearly mentioned in the Bill of Materials. The Bidder shall be entirely responsible for all taxes, duties, license fees, and demurrage charges etc., incurred until delivery of the contracted goods & services to OICL. However, Octroi / local levies (if any), in respect of transaction between OICL and Bidder, will be reimbursed by OICL, on submission of proof of actual transaction. If there is any increase/decrease in taxes/ duties due to any reason whatsoever, after Notification of Award, the same shall be passed on to OICL.
4	The Bidders should quote as per the format of Bill of Material ONLY and a masked replica of the Bill of Material should be enclosed in the technical bid.
5	The masked Bill of Materials which would be submitted as part of the Technical Bill of Material should contain "XX" for ALL the corresponding commercial values that will be present in the unmasked Bill of Material that will be part of the Commercial submission.
6	All amounts in the Bill of Material should be in INR
7	The Bidder should to the extent possible stick to the same structure of the Bill of Material. Hence OICL does not expect the bidders to delete necessary rows.
<b>TRAINING</b>	
8	Bidder needs to provide Core Team Training to OICL
9	The rates provided by the bidders should be applicable for any additional trainings that OICL may require throughout the tenure of the contract.
10	Bidder to note that the first two mock sessions will be free of cost and bidder has to quote for any subsequent sessions that OICL may call for in the future
11	The Bidder should note that no additional charges are payable for training the Vendors in each event.

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		Year 1			Year 2							
S.No.	Details	Quantity (Q)	Rate (R)	Total Amt. (Q*R)	Quantity (Q)	Rate (R)	Total Amt. (Q*R)	Total Amt. for 2 years	Tax Type	Tax Percentage	Tax Value	Total Amt. including Tax
1	E-tendering (A)	10			10							
	<b>Total Amount</b>											

S.No.	Training Type	Minimum No. of Days/ Weeks per batch	Batches	No. of Trainees per batch	Rate per batch (INR)	Total Amount (INR)	Tax Type	Tax Percentage	Tax Value	Total Amt. including Tax
1	Core Team Training (B)		1	10						
2	Any other (Please specify) ( C )									
	Total									

**Total Amount (A + B + C)** \_\_\_\_\_

Total Amount in Rupees: \_\_\_\_\_

\*\* All amounts in INR