



ದಿ ಓರಿಯಂಟಲ್ ಇನ್ಸೂರೆನ್ಸ್  
ಕಂಪನಿ ಲಿಮಿಟೆಡ್

ಪೃಥ್ವಿ, ಅಗ್ನಿ, ಜಲ, ಆಕಾಶ ಎಲ್ಲದರ ಸುರಕ್ಷೆ ನಮ್ಮ ಬಳಿ  
(ಭಾರತ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ)  
ರೀಜನಲ್ ಅಫೀಸ್ : ಲಿಯೋ ಶಾಪಿಂಗ್ ಕಾಂಪ್ಲೆಕ್ಸ್  
44/45, ರೆಸಿಡೆನ್ಸಿ ರೋಡ್ ಕ್ರಾಸ್  
ಬೆಂಗಳೂರು - 560 025.

दि ओरिएण्टल इश्योरेंस  
कम्पनी लिमिटेड

पृथ्वी, अग्नि, जल, आकाश सबकी सुरक्षा हमारे पास  
(भारत सरकार का एक उपक्रम)  
क्षेत्रीय कार्यालय : लियो शॉपिंग कॉम्प्लेक्स,  
44/45, रेसिडेंसी रोड क्रॉस,  
बेंगलूर - 560 025.

The Oriental Insurance  
Company Limited

Prithvi, Agni, Jal, Aakash, Sab ki suraksha hamare pass  
(A Govt. of India Undertaking)  
Regional Office : Leo Shopping Complex,  
44/45, Residency Road Cross,  
Bangalore - 560 025

Tel : 080-2558 1123 - 24 - 25, 2558 2738 Fax : 2558 0008, 2558 9770

Deptt: I.T.

Dated: 28/08/2015


Ref.: ITD/BGRO/0.50/2015-2016

Mr.....  
M/s.....  
Address.....  
.....  
.....

**Re:Purchase Of Computer Consumables, Floppies,CD/DVD Printer Ribbon and other items.**

We are pleased to inform you that we are going to empanel suppliers for various computer consumables for the financial year 2015-2016. The specification, terms and conditions are enclosed herewith. If you are interested in empanelling 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 covered in a separate sealed cover, superscribing the cover with the wordings "Technical Bid for Consumable ."** Commercial Bid of the Tender should be covered 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 by you. 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 04/09/2015 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: 25581123-24-25

**TECHNICAL BID**

**NAME OF THE SUPPLIER:** \_\_\_\_\_

**ADDRESS OF THE SUPPLIER:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NOS:**

**CONTACT PERSON:** \_\_\_\_\_

**SALES TAX NO:** \_\_\_\_\_

**PAN NO.:** \_\_\_\_\_

**SERVICE TAX 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 from date of entering into contract . No increase in the rates offered and selected by us will be entertained during this period.

## **The Oriental Insurance Co. Ltd**

*Regional Office*

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

Tel No: 25581123-24-25

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 should be registered with the Sales Tax authorities and relevant law of the land.
6. You must submit a copy of Sales Tax Registration Certificate. Please note that Income Tax / Service Tax deduction from the bill amount will be done as per rule.
7. In case you are empanelled for any supply/supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
8. You should also submit us the Manufacturer/Authorised Dealer certificate, if applicable as on date.
9. The empanelled supplier shall have to deposit a security (refundable at the end of Contract) of Rs.1,000/-(DD) in favour "The Oriental Insurance Co. Ltd."
10. Vendor/Supplier should have more than 2 years of experience in the Business.
11. In case they are failed 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. VAT Certificate/Sales Tax Clearing Certificate.
2. Dealer Certificate/Company authorization Certificate for new HP Cartiridge
3. IT Returns (last 3 Year)
4. PAN NO.

*Signature and Seal of Suppliers*

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### COMMERCIAL BID

OTHERS	BRAND NAME	RATE		
1 LIPI PRINTER RIBBON MT661				
2 CD-PACK OF 100				
3 DVD-PACK OF 10				
4 8 GB PEN DRIVE				
5 16 GB PEN DRIVE				
6 32 GB PEN DRIVE				
7 DDS-3 TAPE 24 GB	HP			
8 LTO-3 TAPE 800 GB	HP			
9 CD COVER(PLASTIC)				
10 CD MAILER				
11 MOUSE PAD				
12 OPTICAL MOUSE				
HP TONER CARTRIDGE	HP (NEW)	COMPATIBLE CARTRIDGE(NEW)	REFILLING	REFURBISHING
13 78 A				
14 55A				
15 12A				
HP TONER CARTRIDGE	HP (NEW)	COMPATIBLE CARTRIDGE(NEW)	REFILLING	REFURBISHING
16 53A				
17 88A				
18 36A				
19 05A				
20 43X(9040DN)				
21 LJP 4700 BLACK (50 A)				



22	LJP 4700 MAGENTA			
23	LJP 4700 CYAN			
24	LJP 4700 YELLOW			

**Please Note:**

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

REFURBISHING PARTS	RATES
<b>TOTAL</b>	

**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](mailto:suchita.shalini@orientalinsurance.co.in)

[vijayasri@orientalinsurance.co.in](mailto:vijayasri@orientalinsurance.co.in)

Contact Person: S Vijayasri/Suchita Shalini

Address: The Oriental Insurance Co Ltd

Regional Office

Leo Shopping Complex

Residency Road Cross

Bangalore Phone: 25581123-24-25