



ದಿ ಓರಿಯಂಟಲ್ ಇನ್ಶೂರೆನ್ಸ್
ಕಂಪನಿ ಲಿಮಿಟೆಡ್

ಪೃಥ್ವಿ, ಅಗ್ನಿ, ಜಲ, ಆಕಾಶ ಎಲ್ಲಾದರ ಸುರಕ್ಷೆ ನಮ್ಮ ಬಳಿ
(ಭಾರತ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ)
ವಲಯ ಕಛೇರಿ : 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, रेसिडेन्सी रोड क्रॉस
बेंगलूर - 560 025

The Oriental Insurance
Company Limited

Prithvi, Agni, Jal, Aakash, Sabki 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 : 080 - 2558 0008, 2558 9770

Deptt: I.T.

Dated: 22/08/2016

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. 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 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 26/08/2016 by 5.00PM. Open quotations shall be rejected outright.

Yours faithfully


REGIONAL MANAGER

Corporate & Regd. Office : "ORIENTAL HOUSE", P.B. No. 7037, A-25/27, Asaf Ali Road, New Delhi - 110 002
Toll Free No. : 1800 11 8485, Non-Toll Free No. : 011-33208485 Website : www.orientalinsurance.org.in

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 or may be extended with due concern 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 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
2. Dealer Certificate/Company authorization Certificate for new HP Cartridge
3. IT Returns (last 2 Years)
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				
8	LTO-3 TAPE 800 GB				
9	CD COVER(PLASTIC)				
10	CD MAILER				
11	MOUSE PAD				
12	OPTICAL MOUSE				
13	KEYBOARD				
	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
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

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