



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE GUWAHATI
G.S. ROAD, ULUBARI, GUWAHATI-781007
Web site: www.orientalinsurance.org.in
CIN: U66010DL1947GOI007158

Ref. No.: OIC/GRO/2K17/26

Date: 27/11/2017

TENDER NOTICE

We are inviting sealed quotations in two bids system (technical & commercial) from reputed registered firm(s) for the supply of Laptops, to be used by CRM/RM. 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

Terms and Conditions :-

- A. The intending bidder should have his own registered firms at Guwahati with VAT/CST 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 (separately LJP Printer & PCs) 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 5**.
 - D.6 Preferences will be given to vendors providing:-
 - D.7.1 Quotations submitted with price under Rate Contract approved by Government E-Market Place (GEM), Government of India.
 - D.7.2 Superior technical specifications
 - D.7.3 Reputed brand
 - D.7.4 In case of tie, vendors qualification & expertise in the field with financial stability will be the deciding factor.
 - D.7.5 Only direct company people, authorised dealers, authorised agents or authorised retailer should quote and submit the quotations.
 - D.7.6 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.8 Procedure for Submission of Bids:-
 - D.8.1 The format for submission of tender(s)/quotation(s) should be in two bids – Technical Bid (Annexure 1) & Commercial Bid (Annexure 2).
 - D.8.2 For each item viz PCs and Printers separate envelope should be used such that
 - D.8.2.1 In each envelope of one item should contain two envelopes i.e. Technical bid & Commercial Bid.
 - D.8.2.2 Each envelope must superscribed with “Quotation For Laptop”.
 - D.8.2.3 Technical Bid should not indicate prices of the items which should be mentioned only in Commercial Bid.
 - D.8.2.4 The bidder must submit their companies profiles, prospectus etc.
 - D.10 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.11 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.12 Any payment related to purchases will be made after satisfactory installation, testing and commissioning.
- D.13 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.14 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.15 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 6 December 2017 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	:- LAPTOP			
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: List of Items with technical details

Laptop : 3 nos.

1. Reputed brand.(viz HP/Dell)
2. Minimum system specification is shown in the Annexure- 4.
3. On site minimum 3 year warranty

Annexure-4: Technical Specification : (Laptop)

Sn. No.	Specification	Minimum Requirements	Compliance. (Yes/No)
1	Processor	i5 (6 th Gen or Higher)	
2	HDD	500 GB or Higher	
3	Processor speed	2.3 GHz or Higher	
4	RAM (DDR4)	4 GB or Higher	
5	Operating System	Windows 10 Pro	
6	Warranty	3 Years	