

## ANNEXURE

### THE ORIENTAL INSURANCE COMPANY LIMITED



REGIONAL OFFICE NO : III  
601-605, TOWN CENTER-1,  
ANDHERI KURLA ROAD, MAROL,  
NEAR SAKI NAKA ANDHERI (E),  
MUMBAI-400059  
CONTACT NUMBER:022-28590391  
022-61493105/6149123  
WEBSITE:  
[www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)  
CIN: U66010DL1947GOI007158



### TERMS AND CONDITIONS

- A. The intending bidder should have his own registered firms at MUMBAI with GST Registration No. and be financially sound.
- B. Latest 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 in the manner as 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 45 days from the last date of submission of the said tender(s).
- D.5** The tenderer 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 2.**
- D.6** Preference will be given to vendors providing the quote with higher specifications than those mentioned in **Annexure 2.**

**D.7.1** Bidders can also quote under DGS&D if any make and model is available under Government of India (DGS&D) rate contract separately.

**D.7.2** Only direct company people, authorized dealers, authorized agents or authorized Retailer should quote and submit the quotations.

**D.7.3** 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 8.1.1**It is proposed to have a two bid System for this tender.

- a) Technical Bid comprising of **Annexure 1 & Annexure 2** in one separate cover with superscribing the cover with the wordings "Technical Bid for Laptop ".  
Please note that Prices should not be indicated in the Technical Bid.

b) Commercial Bid comprising of **Annexure 3** in one separate cover.  
superscribing the cover with the wordings "Commercial Bid for Laptop."  
Commercial Bid should only indicate prices (Type/Brand of Laptop wise).

**D8.2 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 Laptop"**

**D8.3** The cover thus prepared should also indicate clearly the name, address and contact detail of the Bidder, to enable the Bid to be returned unopened in case it is declared late.

**D.9** 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.10** Supply of items with inferior quality or other than quoted or different from required Specification, poor workmanship or failure to supply in time, may result in cancellation of the purchase order at the cost of the concerned vendors/firms.

**D.11** Any payment related to purchases will be made after satisfactory installation, testing and commissioning.

**D.12** 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.13** These tender details are available at IT Department, Regional Office III Mumbai or can be also downloaded from our website <http://www.orientalinsurance.org.in>

**D.14** All tenders/quotations must address to

**Regional Manager(IT)**

**The Oriental Insurance Co.Ltd**

**Regional Office -III, 601-605, Town center-1. Andheri -Kurla Road,  
Marol, Near Saki Naka Andheri(E), Mumbai -400059**

**Contact Number:- 022-28590391**

**Tender can be submitted till 5 PM of 31<sup>st</sup> January 2018 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.-Attach Company  
Profile and Prospectus (Maximum 3  
sheets)**
- 2 Name & Designation of the Contact  
: Person with full address, contact  
no. & emails etc.**
- 3 Annual Turnover(Rs. In Lacs)-  
: Attach most recent P & L Account  
Copy (1 -2 sheets)**
- 4 Type of products you are dealing in :  
with their Brands names.**
- 5 Name of manufacturers whose  
: products you are dealing in-  
Attach Dealership Certificate  
provided by the manufacturer**
- 6 Whether any of the manufacturer has :  
cancelled your firm or imposed any  
penalty. If so, reasons for the same.**
- 7 List of existing Corporate clients- :  
Attach documents as proof of  
clientele.**
- 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 Do you agree to all our terms & :  
conditions as mentioned in the letter**

**(NB:-The above format contains minimum required data and relevant additional documents-mentioned specifically in BOLD only may be attached to substantiate)**

**Annexure-2 : TECHNICAL BID : Specifications of Laptop**

Sn No.	Specification	Minimum Requirement	compliance(Yes/No)
1	Processor	i5(6 <sup>th</sup> Gen or Higher)	
2	HDD	500GB or Higher	
3	Processor Speed	203GHZ or Higher	
4	RAM(DDR4)	4GB or Higher	
5	Warranty	3 Years	

Witness:

Signature .....

Name .....

Address .....

.....

Date .....

Signature .....

Name .....

Address .....

.....

Date .....

**COMPANY SEAL**

**Annexure-3 : COMMERCIAL BID**

**Quote only for following brands :-**

1. HP
2. DELL
3. LENOVO
4. SONY

LAPTOP BRAND-(Mention Specifically) <u>HP/Dell/Lenovo/Acer/Sony</u>						
Brand (HP/DELL/ LENOVO/ ACER/SONY	Make and Model	Specificatio n (Processor/ RAM/HDD) -Full <b>Specificatio ns may be attached separately with brochure</b>	Basic Price per unit	GST per unit(Mentio ned CGST/ SGST/IGST Separately )	Other(Freig ht,installatio ns,commissi oning,entry tax,road permit,all local levies etc.)	Grand Total

Warranty Period : 3 years (see terms & conditions)  
 Delivery Period : 7 days (see terms & conditions)  
 Validity (Quotation) : 45 days (see terms & conditions)  
 Discount : INCLUDE IN RATE (if any)  
 Warranty : Onsite (terms & conditions): (if any)

**Witness:-**

Signature .....

Signature .....

Name .....

Name .....

Address .....

Address .....

.....

.....

Date .....

Date .....

**COMPANY SEAL**

(NB:- The above format contains minimum required data and so additional documents & sheets like brochures may be attached to substantiate )