

**THE ORIENTAL INSURANCE COMPANY LIMITED REGIONAL
OFFICE AHMEDABAD, INFORMATION TECHNOLOGY DEPTT.
3rd Floor, NAVJEEVAN TRUST Building, OFF. ASHRAM
ROAD, AHMEDABAD-380014**

Tender No. OIC/ROAHMEDABAD/ITD/LAPTOP/2018-19/01 Dated 02.08.2018

Terms and Conditions:-

- A. The intending bidder should have their own registered firm in Ahmedabad/Gujarat with GST Registration No. and be financially sound.**
- B. Latest GST Certificates issued by Competent Authority must be attached.**
- C. Bidders are advised to study the terms and conditions carefully. Submission of Tenders 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 All these purchases are 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.7.3 Only Direct Company Agents, Authorised Dealers, Authorised Distributers/Retailers should quote and submit their tender.

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 envelope with super scribing the envelope 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 envelope. Super scribing the envelope with the wordings “Commercial Bid for Laptop.” Commercial Bid should only indicate prices (Type/Brand of Laptop wise).

D8.2 Both the Technical Bid envelope and Commercial Bid envelope, prepared as above, are to be kept in a single sealed envelope super scribed with “Tender for Laptop”

D8.3 The envelope 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 results 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 The tender details are available at IT Department, RO Ahmedabad 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 Company Ltd.,
Regional Office Ahmedabad ,
3rd Floor, Navneevan Trust Bldg.,
Off. Ashram Road,
Ahmedabad-380 014**

Tender can be submitted till 5 PM OF 16.08.2018 either by hand or by 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 Brand
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

Foll0wing technical specifications shall be considered as the minimum requirements.

Laptops with higher configuration will be given priority subject to the financial limits setup by OICL.

Sn. No.	Specification	Minimum Requirements	Compliance. (Yes/No)
1	Processor	i5 (7th Gen or Higher)	
2	HDD	1TB 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	

Witness:

Signature

Signature

Name

Name

Address

Address

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Date

Date

COMPANY SEAL