



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE- HYDERABAD

**“Snehalatha”, 6-3-871, P.B.No.45, Greenlands Road,
Begumpet Hyderabad-500016
Phone- 044-23412185 / 23400175 & 23413330**

Web site: www.orientalinsurance.org.in

CIN: U66010DL1947GOI007158

GST No. 36AAACT0627R3ZY

Date: 12-Nov-2018

TENDER NOTICE

We are inviting sealed quotations in two bids system (technical & commercial) from reputed registered firm(s) for the supply of Laptops. 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.

Total requirement of Laptops – 13
Preferred brands : HP / Dell / Lenovo

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 this purpose.

REGIONAL MANAGER
IT DEPARTMENT

Terms and Conditions :-

- A.** The intending bidder should have his own registered firm/ Dealer / Distributor in and around Hyderabad city with GST Registration No. of Telangana State with the facility for sale and repair of laptops. The bidder should have strong financial position with **minimum annual sales turnover of Rs.1 Crore** during the financial year 2017-2018. Copy of the audited accounts for 2017-2018 should be submitted.
- 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 examination 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 of each laptop complying with our specifications
 - D.2** Applicable rate & amount of GST, any other taxes as prescribed under tax 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 the tender /quotation submitted by you must be for minimum validity period of 45 days from the last date for submission of the said tender(s).
 - D.5** The tenderer should note that their tender/quotations are liable to be rejected if any of the requirements is/are found to be not complied with. Therefore, the submitted items must meet the 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 outlets, Authorized dealers / distributors, Authorized agents or Authorized Retailer should submit the quotations.
 - D.7.3** The purchase is subject to limits of budgets set by our company and based on the budget provided by our head office, the number of items actually purchased may increase or decrease. The company reserves the right to reject all or some quotations if the bids submitted are not complying with our requirements.

D 8.1.1 TENDER PROCESS : 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 which is superscribed as "Technical Bid for supply of Laptops".

Please note that Prices should not be indicated in the Technical Bid.

b) **Commercial Bid** comprising of **Annexure 3** in one separate cover.

Superscribed as "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 DM'S 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 un-opened 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 What so ever 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 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 Hyderabad or can be also downloaded from our website <http://www.orientalinsurance.org.in>

D.14 All tenders/quotations must address to

**The Regional Manager (IT Department)
THE ORIENTAL INSURANCE COMPANY LIMITED
Regional Office, "Snehalatha", 6-3-871,
P.B.No.45, Greenlands Road, Begumpet,
HYDERABAD-500016
Phone- 040-23412185 / 23400175 & 23413330**

Tender can be submitted upto 3 PM of 24th November 2018 either by hand or by post. The company will not be held liable for any postal delay and such tender(s)/quotation(s) received after the last date and time for submission of bids 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 sales Turnover 2017-2018 (Rs.In Lacs)- :
Attach most recent P & L Account copy

 - 4 Type of products you are dealing in :
with their Brand names

 - 5 Name of Manufacturer whose :
Products you are dealing in – Attach
Dealership Certificate provided by the manufacturer
- 3
- 6 Whether any of the manufacturers has cancelled your dealership or imposed any penalty. If so, give reasons for the same.
 - 7 List of your 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 with Sales tax / GST authorities?. If so, provide the registration number and date of registration-**Attach copy of Sales Tax Certificate / GST**
 - 10 Service facilities available at your end for repair and maintenance of laptop computers
 - 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 required

S.NO.	SPECIFICATION	MINIMUM REQUIREMENTS	COMPLIANCE (Yes/No)
1	Processor	Intel core i7or Higher processor with default configuration and data encryption feature. Chipset integrated with Processor.	
2	Hard Disk Drive	1 TB or Higher capacity	
3	Processor speed	2.3 GHz or Higher	
4	RAM (DDR4)	4 GB or Higher	
5	Operating System	Windows 10 Pro (64 bit)	
6	Display	Minimum 14 inches LED Screen display	
7	DVD RW	DVD RW optical with dual layer support	
8	Ethernet connection	10/100 LAN card	
9	Intel Wireless	W-Fi 802.1 AC	
10	Graphics	Intel HD Graphics / NVIDIA GeForce	
10	Webcam	Built-in webcam	
10	PORTS	(i) RJ-45 LAN (one port) (ii) USB 3.0 (two ports) (iii) VGA port (one) (iv) HDMI port (one)	
11	Blue Tooth	Blue tooth facility	
12	Finger Print reader	Finger Print scanner	
13	Long life battery	Long life LI-ion battery with minimum 3 hours backup	
14	Security	Data Encryption	
15	Weight	Maximum 2.5 Kg	
16	Carry bag	Carry bag of good quality.	
17	Accessories	User manual, Drivers CD, Adapter cable, Recovery CD, Operating System CD	
18	Pre-loaded software	Microsoft Office 2013 or later version	
19	Warranty	Three Years on-site warranty	
20	Delivery time	Maximum 20 days from the date of purchase order	

Witness:

Signature:

Signature:

Name:

Name:

Address:

Address:

Date:

Date:

COMPANY SEAL

Annexure-3: COMMERCIAL BID

Quote only for following brands:-

1. HP
2. DELL
3. LENOVO
4. ACER
5. Asus

Items	LAPTOP BRAND- (Mention Specifically) <u>HP/Dell/Lenovo/Acer/ASUS</u>					
Brand (HP/DELL /LENOVO /ACER/ASUS)	Make and Model	Specification (Processor/RA M/HDD)- Full Specifications may be attached separately with brochure	Basic Price per unit	GST per unit (Mentioned CGST/SGST/IGST Separately)	Other (Freight, installations, commissioning, entry tax, road permit, all local levies etc.)	Grand Total

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)