



दि ओरिएण्टल इन्शुरेंस कम्पनी लिमिटेड
क्षेत्रीय कार्यालय जी.एस.रोड, उलुबारी, गुवाहाटी-781007
THE ORIENTAL INSURANCE COMPANY LIMITED
Regional Office : G. S. Road, Ulubari, Guwahati-781007

Ref. No.: OIC/GRO/2K12/047


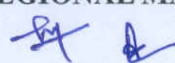
Date: 22/11/2012

TENDER NOTICE

We are inviting sealed quotations in two bids system (technical & commercial) from reputed registered firm(s) for the supply of hardware items viz UPS, Printer & Computers etc, to be installed at our offices at 27 locations across North Eastern States of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland & Tripura [**Annexure 4**]. The reputed firms and their accredited/sole selling agents are requested to submit their tender(s)/quotation(s) for supply, installation, commissioning and satisfactory demonstration and support of the items contained in the **Annexure-3**.

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 tenderer/quotationers should have his own registered firms with VAT/CST Registration No. and be financially sound.
- B. Latest/recent Sales Tax Certificates issued by Competent Authority must be attached.
- C. Tenderers / quotationers 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 for UPS, Printer & PCs) in the manner as is indicated below:-
- D.1 Basic Rate.
 - D.2 Applicable rate & amount of VAT/CST, any other taxes as prescribed under rules.
 - D.3 The cost of delivery to the destinations (as shown in **Annexure 4**) within the fixed date and any other charges including installations, permits etc must be clearly mentioned.
 - D.4 The items to be supplied must carry "**on site warranty**" and this should be mentioned in the quotation.
 - D.5 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.6 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 3**.
 - D.7 Preferences will be given to vendors providing
 - D.7.1 Quotations submitted with price under Rate Contract approved by Directorate General of Supplies & Disposals(DGS&D), 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 Vendors may submit quotations for one or more items mentioned in the tender.
 - D.9 Procedure for Submission of Bids:-
 - D.9.1 The format for submission of tender(s)/quotation(s) should be in two bids – Technical Bid (Annexure 1) & Commercial Bid (Annexure 2).
 - D.9.2 For each item viz UPS, PCs and Printers separate envelope should be used such that
 - D.9.2.1 In each envelope of one item (say PC), it should contain two envelopes i.e. Technical bid & Commercial Bid.
 - D.9.2.2 Each envelope must superscribed with "Quotation For UPS", "Quotation For Computers", "Quotation for Printers" etc separately
 - D.9.2.3 Technical Bid should not indicate prices of the items which should be mentioned only in Commercial Bid.
 - D.9.2.4 The tenderers/quotationers must submit their companies profiles, prospectus etc.
 - D.10 The successful tenderer/quotationer 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.

Handwritten initials/signatures in blue ink.

- 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 result 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 are 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 10 Dec.2012 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/VAT :
purpose. If so number and date of
registration. (Attach copy of Sales Tax
Certificate / VAT)

- 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)

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Annexure-2: COMMERCIAL BID

(This is the common format for UPS, Printer or PCs which has to be submitted separately as per terms & conditions)

Items	:- (State whether PC/Printer/UPS etc)				
Descriptions	:- (state the make/model, system specifications/configurations etc.) [NB: The specifications & brand shall also be the deciding factor]				
Areawise (State/ District)	Basic Price per unit	VAT/CST per unit	Tax/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

A. Printer : 27 Nos.

1. Make HP LJP model 1108
2. On site 1 year warranty

B. UPS : 27 Nos.

1. Repute brand UPS (viz APC/Numeric/Uniline/Orion/ECS(Accenta) etc)
2. 1KVA online with isolation transformer suitable for single phase AC input & single phase AC output floor mounted type & battery bank (of 1 KVA UPS) with stand-1 Hour Backup.
3. On site 1 Year warranty.
4. Full details of technical requirements of UPS & Batteries is given in **Annexure 5**.

C. Computers : Minimum 10 nos.

1. Reputed brand.(viz HP/Wipro/ Compaq/HCL/Dell/Sony etc)
2. Minimum system specification is shown in the **Annexure- 6**.
3. On site minimum 1 year warranty

NB:- Despite the above figures, the firms/vendors/dealer must quote prices for all the places.

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Annexure-4: List of Offices

SI No.	Office Name	District	State
1	EC Biswanath Chariali	Sonitpur	Assam
2	EC Lanka	Nagaon	Assam
3	EC Rangiya	Kamrup	Assam
4	EC Chaigaon	Kamrup	Assam
5	EC Moran	Sibsagar	Assam
6	EC Dergaon	Golaghat	Assam
7	EC Lumding	Lumding	Assam
8	EC Abhyapuri	Bongaigaon	Assam
9	EC Chapar	Dhubri	Assam
10	EC Chapatgram	Dhubri	Assam
11	EC Basugaon	Kokrajhar	Assam
12	EC Howli	Barpeta	Assam
13	EC Nongstain	Khasi Hills	Meghalaya
14	EC Lakhipur	Cachar	Assam
15	EC Hailakandi	Hailakandi	Assam
16	EC Thoubal	Thoubal	Manipur
17	EC Bishnupur	Bishnupur	Manipur
18	EC Nambol	Imphal west	Manipur
19	EC Champai	Champhai	Mizoram
20	EC Khowai	Khowai	Agartala
21	EC Ambassa	Dhalai	Agartala
22	EC Badarghat	West Tripura	Agartala
23	EC Gandhigram	West Tripura	Agartala
24	EC Khayerpur	West Tripura	Agartala
25	EC Daporjio	Upper Subansiri	Arunachal Pradesh
26	EC Along	West Siang	Arunachal Pradesh
27	EC Bihpuria	North Lakhimpur	Assam

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1. General

- a. UPS shall be free from workmanship defects, sharp edges, nicks, scratches, burs, etc. All fasteners shall be fixed properly. The equipment shall be complete with all parts and all parts shall be functional.
- b. UPS Enclosure's Degree of Protection IP2L1 as per appendix C of IS13947 (part 1)/1993 (reaffirmed 2004).
- c. By-pass facility shall be provided for maintenance of UPS.
- d. UPS shall supply output power and charging current at the same time.
- e. Switching device shall be MOSFET or IGBT and the same shall be confirm in the offer.
- f. Switching frequency shall be above 10 KHz and shall be declared in the offer.
- g. KW rating of the UPS shall be 0.70 times the KVA rating.

2. Input (as applicable)

- a. 160V-260V, 50 +/-3% Hz single phase AC or
- b. 300V-450V, 50 +/-3%Hz three phase AC

3. Output (as applicable)

- a. 230V +/-1% (with alternative setting for 220V +/-1%) 50 +/-0.5Hz, single phase.
 - b. 400V +/-1% (with alternative setting for 380V +/-1%) 50 +/-0.5Hz three phase. Voltage regulation from no load to full load shall be within +/-1% in both the cases. UPS shall also have facility for operation in synchronous mode in which output frequency shall be same as that of mains frequency.
4. Total harmonics distortion at output : 2% maximum for UPS up to 5KVA and 3% maximum for UPS above 5 KVA on resistive load. If total input harmonics are less than or equal to 10%.
5. Efficiency (at rated output KVA Rating, rated Pf ,rated voltage and frequency)
- a. Overall efficiency (minimum) : 90%
6. UPS power factor at rated load : better than 0.9 lagging at input side .
7. Over load : UPS shall withstand 20% overload for 10 minutes and 50% over load for one minute.
8. Protections :
- Following protection shall be provided in UPS:
- a. Over voltage, short circuit, and overload at UPS output terminal.
 - b. Under voltage at battery terminal.
 - c. Over shoot and under shoot shall not be greater than 4% of rated voltage for

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duration of 40m sec. (maximum)

9. Indicators and meters

a. Following indicators shall be provided:-

- (i) Mains presence.
- (ii) Battery charging and discharging
- (iii) Output overload
- (iv) Low battery voltage.

b. Digital meter shall be provided for monitoring the following parameters in UPS(not applicable for rack mounting):

- (i) Input AC voltage.
- (ii) Output AC Voltage, current and frequency
- (iii) Battery voltage and current.

10. Battery bank:

a. UPS shall be supplied with SMF VRLA battery only.

b. Tenderers shall declare battery AH capacity, battery voltage, number of batteries of each rating, make and model of batteries offered with each item of UPS.

c. Batteries for UPS shall be of the following makes:-

Exide, Panasonic, Amar Raja, Global, Rocket ,Base,Okaya.CSB, RITAR make or DGS&D

registered batteries or any other make duly type tested to JISC 8702 from government lab .

d. The UPS shall be complete with Trolley for battery bank and the firms shall also connect

the batteries with UPS and commission the same.

e. Minimum VAH rating of battery bank for different duration of back up time shall be as detailed below:

UPS rating in KVA	Min.VAH 30 minute back up	Min. VAH 60 minute back up	Min VAH 120 minute back up	Min. VAH 240 minute back up
0.5 KVA	400	800	1600	3200
1 KVA	800	1600	3200	6400
2 KVA	1600	3200	6400	12800
3 KVA	2400	4800	9600	19200
5 KVA	4000	8000	16000	32000
6 KVA	4800	9600	19200	38400
7.5 KVA	6000	12000	24000	48000
10 KVA	8000	16000	32000	64000
15 KVA	12000	24000	48000	96000
20 KVA	16000	32000	64000	128000
30 KVA	24000	48000	96000	192000

16. Testing requirement for UPS:

a. Type Tests : Following shall constitute type test and at least one sample shall be type tested for each rating with maximum backup time. Type testing shall be conducted either at an independent govt. lab or at the premises of the manufacturer in presence of an officer from concerned Directorate of Quality Assurance.

- (i) Visual examination.
- (ii) Verification of output power and frequency.

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Annexure- 6 :- Minimum System Specifications/Requirements

Sl. No.	Item	Specification of PC with AMD Athlon-64	Specification of PC with Intel Core 2 Duo	Specification of PC with intel i series
1	Processor	AMD Athlon-64 II X2 250(3.0 Ghz) (64 bit Dual Core Processor	Intel Core 2 Duo E7400	Intel Core i3 or better
2	CPU Speed	3.0 GHz or better	3.0 GHz or better	3.0 GHz or better
3	Chipset	AMD780/n vidia GE Force 6series on OEM Motherboard	Intel 3 series/n Vidia GForce 7 series or better on OEM Motherboard	Intel 3 series/n Vidia GForce 7 series or better on OEM Motherboard
4	FSB	2000 MHz or better	1066 MHz FSB.	1066 MHz FSB.
5	RAM	2GB 533 MHz DDR2 RAM with 8 GB Expandability.	2 GB 667 MHz DDR2 RAM with 4GB Expandability	2 GB 667 MHz DDR2 RAM with 4GB Expandability
6	Hard Disk Drive	250 GB Serial ATA HDD	320 GB Serial ATA HDD.	320 GB Serial ATA HDD.
7	FDD	-----	-----	-----
8	L2 Cache	2 x 128 KB L1 Cache, 2 x 512 KB L2 Cache Memory	3 MB L2 cache	3 MB L2 cache
9	DVD ROM	DVD Writer	DVD Writer	DVD Writer
10	Monitor	43.2 cm(17/18.5 inch) Digital Colour Monitor TCO-03 certified.	43.2 cm(17/18.5 inch)TFT Digital Colour Monitor TCO-03 certified.	43.2 cm(17/18.5 inch)TFT Digital Colour Monitor TCO-03 certified.
11	Keyboard	Bilingual Keyboard in English and Devnagri,	Bilingual Keyboard in English and Devnagri	Bilingual Keyboard in English and Devnagri,
12	Mouse	Optical	Optical	Optical
13	OS	Windows 7 professional/windows XP professional preloaded with Media and Documentation and Certificate of Authenticity	Windows 7 professional/windows XP professional preloaded with Media and Documentation and Certificate of Authenticity	Windows 7 professional/windows XP professional preloaded with Media and Documentation and Certificate of Authenticity
14	Ethernet Controller	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up.	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up.	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up.
15	Warranty	Minimum 1 year	Minimum 1 year	Minimum 1 year
16	Preloaded Software	McAfee Antivirus (Latest Version) with 60 days License.	McAfee Antivirus (Latest Version) with 60 days License.	McAfee Antivirus (Latest Version) with 60 days
17	Required CD Driver	OS,MBD,Ethernet,Anti-virus etc	OS,MBD,Ethernet,Anti-virus etc	OS,MBD,Ethernet,Anti-virus etc

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