

THE ORIENTAL INSURANCE COMPANY LIMITED
ASAF ALI ROAD, HEAD OFFICE, NEW DELHI.

Deptt.: Establishment

14th March, 2012

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT FOR MULTI-PURPOSE FAX MACHINES.

Sealed quotations are invited, **in Two Bid System**, for comprehensive annual maintenance contract for maintenance of 36 fax machines of the following models:-

1. PANASONIC – 772.
2. PANASONIC – 802.
3. PANASONIC – UF490.
4. SAMSUNG – 5100 / 5100P.
5. SAMSUNG – 4521.
6. SAMSUNG – 565P.
7. HP LASERJET – 3030.

The list of 36 Multi-purpose Fax Machines showing the place of their installation and the dates upto which the existing AMC is valid. The AMC for these machines shall be given for the remaining period on pro-rata basis so that the AMC for all the machines expires on the same date.

The Comprehensive Annual Maintenance Contract for Multi-purpouse Fax Machines out-lining the detailed terms and conditions for maintenance of fax machines and payment procedure is enclosed. No change in the terms and conditions are acceptable and in case any change in the terms and conditions is proposed, the tender is liable to be rejected. Interested parties are required to enclose the list of clients including government organisations to whom they are giving services for maintenance of fax machines alongwith proof.

Interested firms, having atleast five years experience in the field of maintenance of multi-purpose fax machines, may submit bids in two separate envelopes duly super-scribed as “**Technical Bid**” and “**Financial Bid**”. Both these bids should be put in one big envelope superscribed “**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR MULTI-PURPOSE FAX MACHINES**”. The tender should be addressed to **Chief Manager, Establishment Deptt., The Oriental Insurance Commpany Limited, Oriental House, A-25/27, Asaf Ali Road, New Delhi-11002**, so as to reach him **latest by 31st March, 2012**. The company shall not be reponsible for any delay and/or loss of tender in transit.

The company reserves the right to reject any or all tenders without assigning any reason, whatsoever.


(B. P. SINGH)
CHIEF MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
ASAF ALI ROAD, HEAD OFFICE, NEW DELHI.

'TECHNICAL BID'

FOR ANNUAL MAINTENANCE CONTRACT FOR FAX MACHINES

1	NAME OF THE FIRM	
2	ADDRESS OF THE FIRM	
3	NAME, DESIGNATION, TELEPHONE NUMBER AND E-MAIL ID OF THE AUTHORISED PERSON FOR THIS BID.	
4	WHETHER FIRM IS PROPRIETORSHIP / PARTNERSHIP / LIMITED COMPANY.	
5	NUMBER OF WORKERS ON ROLLS	
6	EXPERIENCE IN THE FIELD OF MAINTENANCE OF FAX MACHINES.	
7	WHETHER AUTHORISED DEALER FOR VARIOUS MAKES AND MODELS OF FAX MACHINES. IF YES, PROVIDE DETAILS?	
8	NUMBER OF CLIENTS INCLUDING GOVERNMENT ORGANISATIONS. ENCLOSE LIST OF CLIENTS.	
9	ENCLOSE COPIES OF AMC AGREEMENT/AWARD LETTER FOR MAINTENANCE OF FAX MACHINES WITH CLIENTS.	
10	PAN NUMBER OF THE FIRM. ENCLOSE PHOTO-COPY OF THE SAME.	
11	WHETHER REGISTERED WITH SERVICE TAX AUTHORITY? IF YES, SERVICE TAX NUMBER.	
12	WHETHER REGISTERED WITH SALES TAX AUTHORITY? IF YES, SALES TAX NUMBER?	

NAME AND SIGNATURE OF AUTHORISED
SIGNATORY WITH STAMP

THE ORIENTAL INSURANCE COMPANY LIMITED
ASAF ALI ROAD, HEAD OFFICE, NEW DELHI.

'FINANCIAL BID'

FOR ANNUAL MAINTENANCE CONTRACT FOR FAX MACHINES

We, _____, have gone through the Comprehensive Annual Maintenance Contract for maintenance of multi-purpose fax machines outlining the terms and conditions and quote our rates for various machines as under :-

SL. NO.	MAKE AND MODEL OF FAX MACHINE	RATE PER ANNUM
1	PANASONIC 772	
2	PANASONIC 802	
3	PANASONIC - UF490	
4	SAMSUNG – 5100/5100P	
5	SAMSUNG - 4521	
6	SAMSUNG - 565P	
7	HP LASERJET - 3030	

As per the terms and conditions, we have inspected all the 36 machines as per the list enclosed and agree to take Comprehensive A.M.C. on the rates quoted above. We also agree to enter into Comprehensive A.M.C. for fax machines on pro-rata basis so that the AMC for all the machines expires on the same date and for any addition/deletion of fax machines during the currency of AMC agreement.

SIGNATURE OF AUTHORISED SIGNATORY _____

NAME OF THE FIRM : _____

ADDRESS : _____

CONTACT NUMBER : _____

E-MAIL ID : _____

OFFICIAL STAMP OF THE FIRM :