

दि ओरिएण्टल इन्शुरेंस कम्पनी लिमिटेड

ओरिएण्टल हाउस, पो.बॉ. नं. 7037

ए-25/27, आसफ अली रोड, नई दिल्ली-110 002



THE ORIENTAL INSURANCE COMPANY LIMITED

ORIENTAL HOUSE, P.B. No. 7037

A-25/27, Asaf Ali Road, New Delhi-110 002

पंजीकृत एवं प्रधान कार्यालय  
REGD. & HEAD OFFICE

Deptt: IT

Ref: - ITD/HO/2K12/L/119

February 21, 2012

**Sub: Inviting quotation for purchase of Computer Consumables & Allied Items.**

We OICL, hereby invite competitive quotation from the supplier of Consumable items for purchase of Items and as per the terms and conditions attached in Annexure-1 for supply at Head Office, New Delhi.

Sealed quotation mentioning the specifications, brand and price with applicable Taxes as per proforma of Annexure-II should be completed in all respect and submitted at the below mentioned address latest by **01 March 2012** by 16:00 hrs. In the event of the specified date for the receipt of quotation being declared a holiday for OICL, the quotation will be received till the appointed time on the next working day.

**The Chief Manager**

**THE ORIENTAL INSURANCE COMPANY LIMITED**

**2<sup>nd</sup> floor, I.T Deptt, Head Office-"ORIENTAL HOUSE"**

**A-25/27, ASAF ALI ROAD**

**NEW DELHI**

**Tel. No. +91-11-43659230**

To be received by Mr. JP Vajpei (Manager) /Mr. Rajeev Singh, AO (I.T), seated at the aforementioned address.

The name and address of the bidder should be given on the sealed envelope and the same should be super-scribed as under:

"Quotation for Consumable & Allied Items"- Last date of submission **01.03.2012**

Any quotation received by OICL after the last date & time for receipt as given above will be summarily rejected and/or returned unopened to the bidder.

**CHIEF MANAGER**

## QUOTATION FOR CONSUMABLES &amp; ALLIED ITEMS

S. No.	Item	Tentative Quantity (Pieces/Pkt)
1.	Data Cartridge DDS-3 (12/24 GB)	50
2.	Continuous Stationery 15x12x1	75
3.	Continuous Stationery 15x12x2	15
4.	Continuous Stationery 10x12x1	2
5.	Continuous Stationery 10x12x2	2
6.	CD Mailer 5 ¼" (Plastic)	10
7.	Mouse Pad	25
8.	Power Cord (Length 2 meters)	10
9.	USB Printer Cable (Length 2 meters)	10
10.	CAT 6 LAN Cable (Length 2 meters) RJ 45	25
11.	CAT 6 LAN Cable (Length 3 meters) RJ 45	10
12.	USB Optical Mouse (Logitech)	30
13.	Multimedia Keyboard (Logitech)	30
14.	CD-W (Moserbaer/Sony)	850
15.	CD-RW (Moserbaer/Sony)	100
16.	DVD-W (Moserbaer/Sony)	200
17.	4 GB Pen Drive (Kingston/Transcend)	20
18.	8 GB Pen Drive (Kingston/Transcend)	5
19.	Printer Ribbon MT661	5
20.	Tally Genicom 2280	5
21.	Printer Ribbon LIPI 6306L	7
22.	RJ 45 Splitter LAN (1 to 2 Network)	5
23.	Cartridge S050520 (Epson M1200)	10

**Terms & Conditions for Inviting Quotation**

1. The bidder may quote for the items in which they deal.
2. OICL reserves the right to accept any bid, annul the Bid process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for OICL's action.
3. The rate contract will be valid for one year from the date of award of contract.
4. OICL will award the contract to the successful Bidder/Bidders whose bid is determined as the lowest evaluated bid (L1) for particular item & Brand.
5. Any bid received by OICL after the last date & time for receipt of bids prescribed by OICL will be rejected and/or returned unopened to the bidder.

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QUOTATION FOR CONSUMABLES & ALLIED ITEMS

6. All the bids should be sealed and sent in an envelope superscribed "Quotation for Consumable & Allied Items" with name and address of the bidder and brand of the product quoted for.
7. Payment will be made on successful delivery of the item.
8. The Oriental Insurance Company Limited shall not be responsible for non-receipt/ non-delivery of the Bid documents due to any reason whatsoever.
9. The purchaser reserves the right at the time of award of contract to increase or decrease the quantity without any change in price or other terms and conditions.
10. The vendor warrants that the items supplied under the contract are new, unused/not refurbished or the most recent or current brands and incorporate all recent improvements in design and materials unless provided otherwise in the contract.
11. The vendor shall with all reasonable time period, repair or replace the defective items or parts thereof, without prejudice to any other rights which the purchaser may have against the vendor under the contract.
12. If the vendor, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take remedial action as may be necessary at the vendor risk and expense and without prejudice to any other rights which the purchaser may have against the vendor under the contract.
13. Payment shall be made by the Purchaser only after completion of supply and acceptance of the computer Consumables mentioned in the schedule, to the entire satisfaction of the Purchaser or any other agency nominated by him.
14. Payment shall be made in Indian Rupees only.
15. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.
16. Delivery period will be 7 days from the date of order. In case of late delivery OICL shall deduct from the order value, as liquidity damage, a sum equivalent to the 0.5% of the order value every week (7 days) or part thereof of delay, up to a maximum of 5% of the order value.





THE ORIENTAL INSURANCE COMPANY LIMITED, NEW DELHI

Annexure-2

QUOTATION FOR CONSUMABLES & ALLIED ITEMS

S. No.	Item	Basic Price	Taxes	Total
1.	Data Cartridge DDS-3 (12/24 GB)			
2.	Continuous Stationery 15x12x1			
3.	Continuous Stationery 15x12x2			
4.	Continuous Stationery 10x12x1			
5.	Continuous Stationery 10x12x2			
6.	CD Mailer 5 ¼" (Plastic)			
7.	Mouse Pad			
8.	Power Cord (Length 2 meters)			
9.	USB Printer Cable (Length 2 meters)			
10.	CAT 6 LAN Cable (Length 2 meters) RJ 45			
11.	CAT 6 LAN Cable (Length 3 meters) RJ 45			
12.	USB Optical Mouse (Logitech)			
13.	Multimedia Keyboard (Logitech)			
14.	CD-W (Moserbaer/Sony)			
15.	CD-RW (Moserbaer/Sony)			
16.	DVD-W (Moserbaer/Sony)			
17.	4 GB Pen Drive (Kingston/Transcend)			
18.	8 GB Pen Drive (Kingston/Transcend)			
19.	Printer Ribbon MT661			
20.	Tally Genicom 2280			
21.	Printer Ribbon LIPI 6306L			
22.	RJ 45 Splitter LAN (1 to 2 Network)			
23.	Cartridge S050520 (Epson M1200)			

Date:

Authorized Signatory

Name:

Designation:

Company:

Office Seal/Stamp

for  
  
