



THE ORIENTAL INSURANCE COMPANY LIMITED

REGIONAL OFFICE-Kolkata

4 Lyons Range, Kolkata-700 001

(033)-22307995 / 22313157 / 22303425 / 22302638/9830928526

CIN-U66010 DL 1947 GO1007158

GSTIN - 19AAACT0627R3ZU

**RE: NOTICE FOR INVITING QUOTATION FOR PURCHASE OF
LAPTOPS**

DATE : 13/05/2019

The Oriental Insurance Co. Ltd., Regional office, Kolkata, invites sealed quotations for purchase of **4 nos.** of **LAPTOPS** as per requirement / specifications mentioned below:

| | | |
|---|--|---|
| 1 | Requirement | 4 Nos. of LAPTOP |
| 2 | Nature of Work | Supply, Maintenance & Support of LAPTOP |
| 3 | Eligibility of the bidder | Authorised dealer of the Brand quoted for |
| 4 | Address for Submission of Quotations | IT Deptt. The Oriental Insurance Company Limited Regional office , 4, Lyon's Range, Kolkata-700001 |
| 5 | Terms of payment to supplier | 100% on successful installation |
| 6 | Time limit of delivery | Max. 5 days from issue of Purchase Order |
| 7 | Taxes, Transportation and other incidental charges \ | Rates quoted should be inclusive of all taxes, transportation and all incidental charges. No additional claim in any manner will be entertained |
| 8 | Warranty | 3 years |
| 9 | Detailed Technical Specification, Price Bid and Terms & Conditions are attached as Annexure -1. | |

Last date of submission of complete quotation is **4pm on 27/05/2019**

- **Complete Product Brochures, leaflets etc. should be enclosed.**
- **Copy of OEM Certificate of Authorized dealership of offered LAPTOP brand.**

No changes are allowed after submission of the Quotation.


REGIONAL MANAGER

ANNEXURE – 1

| Minimum Specifications | |
|------------------------|------------------------|
| Processor | i5 or higher processor |
| RAM | 4 GB or higher |
| HDD | 500 GB or higher |
| Operating System | Win 10 Pro |
| Warranty | 3 years |

PRICE :

| 1 | 2 | 3 | 4 | 5 |
|------------------------------------|-------------------------|------------|----------|---|
| Item Description (Make & Model) | Unit Price in Rs. | Tax in Rs. | Quantity | Final Unit Price inclusive of all taxes & charges |
| | | | 4 | |

Terms & Conditions:

- i) The above Financial offer is valid for 6 months from the last date of submission of quotation.
- ii) The rates quoted are inclusive of all Taxes and no other charges will be entertained.
- iii) Comprehensive Onsite Warranty offered will be for 3 years from the date of supply of laptop.
- iv) The 100 % payment will be paid after successful installation of laptop.
- v) The response to this quotation should be full and complete in all respect. Incomplete or partial quotation shall be rejected. **The Vendor must comply with the minimum specifications asked for in Annexure-1.**
- vi) OICL will award the contract to the successful Vendor whose quotation is determined as the lowest evaluated quotation (L1).
- vii) The incomplete/non-complying quotation in any respect will be liable for rejection.
OICL reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
- viii) All the quotations should be sealed and sent in an envelope **super-scribed "Quotation for Purchase of Laptop, 2019"** with name and address of the Vendor and model of the product quoted for.

Place

Date

Address

Name & signature of the Bidder with Seal