

THE ORIENTAL INSURANCE COMPANY LIMITED
MUMBAI REGIONAL OFFICE- 2

Dept - IT

30th January, 2018

TENDER NOTICE- Procurement of Laptops
Tender No. OIC/MRO1, MRO2/ITD/LAPTOP/2018/1 Dated. 30.01.2018

Sealed quotations are invited 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; including installation & warranty support.

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.

Current requirement of Laptops – 17 nos.

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. Details of tender are available on www.orientalinsurance.org.in under "Tender" section.

REGIONAL MANAGER

Terms and Conditions -

- A.** The intending bidder should have his own registered firms at **Mumbai** with GST Registration No. and be financially sound.
- 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 examinations 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 -
- (i) Basic Rate.
 - (ii) Applicable rate & amount of GST, any other taxes as prescribed under rules.
 - (iii) The items to be supplied must carry "on-site warranty" and this should be mentioned in the Quotation.
 - (iv) The validity of such tender(s)/ quotation(s) submitted must carry minimum validity period of 50 days from the last date of submission of the said tender(s) .
 - (v) The tenderer 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-2** .
 - (vi) Preference will be given to vendors providing the quote with higher specifications than those mentioned in **Annexure-2**.
 - (vii) **a)** Bidders can also quote under DGS&D if any make and model is available under Government of India (DGS&D) rate contract separately.
b) Only direct company people, authorized dealers, authorized agents or authorized retailer should quote and submit the quotations .
c) All these purchases is subject to limits of budgets(Rs. 50,000/- per laptop excluding Taxes) set by our company and based on these, items may be dropped/increased or quotation(s)/tender(s) be accepted / rejected.
 - (viii) It is proposed to have a two bid system for this tender.
a) (1) Technical Bid comprising of **Annexure- 1 & Annexure-2** in one separate cover with superscribing the cover with the wordings "**Technical Bid for Laptop**".
Please note that Prices should not be indicated in the Technical Bid.

Continued

(2) Commercial Bid comprising of **Annexure-3** in one separate cover superscribing the cover with the wordings "**Commercial Bid for Laptop.**"

Please note that Commercial Bid should only indicate prices (Type/Brand of Laptop wise).

b) 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 Laptop".

c) The cover thus prepared should also indicate clearly the name, address and contact details of the Bidder, to enable the Bid to be returned unopened in case it is declared "Late".

(ix) 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 whatsoever will be granted.

(x) 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.

(xi) Any payment related to purchases will be made after satisfactory installation, testing and commissioning.

(xii) 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.

(xiii) These tender details are available at Information Technology Department, Regional Office MRO-2 and can also be downloaded from our website <http://www.orientalinsurance.org.in>

(xiv) All tenders/quotations must be addressed to -

**Regional Manager (IT)
The Oriental Insurance Co. Ltd.
Mumbai Regional Office-2 , 7th Floor,
7, J. TATA ROAD, Churchgate , Mumbai- 400020
(Phone No: 022-22897343 / 022-22897325)**

(xv) **Price valid for 06 months for any additional purchases during the year.**

Tender can be submitted till 5:00 PM of 10th February 2018 either by hand or post. The company will not be held liable for any postal delay and such tender(s)/quotation(s) received 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. - **Attach Company Profile
and Prospectus (Maximum 3 sheets)** :
2. Name & Designation of the Contact
Person with full Address, Contact no.
& Emails etc. :
3. Annual Turnover (Rs. In Lacs) -
**Attach most recent P & L Account Copy
(1-2 sheets)** :
4. Type of products you are dealing in with
their Brand names :
5. Name of manufacturers whose products
you are dealing in - **Attach Dealership
Certificate provided by the manufacturer** :
6. Whether any of the manufacturer has
cancelled your firm or imposed any penalty.
If so, reasons for the same. :
7. List of 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 for Sales Tax/GST purpose.
If so, number and date of registration.
Attach copy of Sales Tax Certificate / GST :
10. Service facilities available for maintenance :
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- Specification of Laptop

S.No.	Specification	Minimum Requirements	Compliance.(Yes/No)
1	Processor	i5 (6thGen or Higher)	
2	HDD	500 GB or Higher	
3	Processor speed	2.3 GHz or Higher	
4	RAM (DDR4)	4 GB or Higher	
5	Operating System	Windows 10 Pro (data encryption feature)	
6	Warranty	3 Years	

Witness:

Signature Signature

Name Name

Address Address

Date Date

COMPANY SEAL

Annexure-3: COMMERCIAL BID

Quote from reputed brands only (HP/LENEVO/ACCER/DELL/SONY):-

Items			LAPTOP BRAND - (Mention Specifically viz. HP/DELL etc.)			
Brand (Pls. Specify brand Specifically)	Make and Model	Specification (Processor/RAM/HDD,Warranty)- Full Specifications may be attached separately with brochure)	Basic Price per unit	GST per unit (Mention CGST/SGST/IGST Separately)	Other(Freight, installations, Commissioning, entry tax, Road permit, all local levies etc.)	Grant Total

Warranty Period : 3 years (see Terms & Conditions)
 Delivery Period : 10 days (see Terms & Conditions)
 Validity (Quotation) : 50 days (see Terms & Conditions)
 Discount : INCLUDE IN RATE (if any)
 Warranty : Onsite (Terms & Conditions): (if any)

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)