

द्वि ओरिएण्टल इन्शुरेन्स कम्पनी लिमिटेड

(भारतीय जनसंघ की भागीदारी में स्थापित कम्पनी)

सुरेन्द्र बिल्डिंग, एस.सी.ओ. 109-110-111

सेक्टर 17-डी, चण्डीगढ़-160 017

टेलीफोन : पी.बी.एक्स. : 702102 - 702104

704236, 704732

डायरेक्ट 704257, 704102, 704561

तार का पता : ओरिएण्टलआरओ



क्षेत्रीय कार्यालय
Regional Office

THE ORIENTAL INSURANCE COMPANY LIMITED

(Subsidiary of General Insurance Corporation of India)

Surendra Building, S.C.O. 109-110-111

Sector 17-D, CHANDIGARH-160 017

Telephones PBX 702102 - 702104

704236, 704732

Direct 704257, 704102, 704561

Grams ORIENTRO

Fax 0172 - 703998

To:

16th April 2015

Re: Purchase of Computer Consumables - Continuous Stationery, CDs, DVDs, Toner Cartridges, Compatible Toner Cartridges, Printer Heads and other items for 2015-2016

We are pleased to inform you that we are going to empanel suppliers for various computer consumables for the year 2015-2016 (for one year from date of signing the contract). The specification and terms and conditions are enclosed herewith. If you are interested in empanelling your concern for supply of any or all of our requirements, you may please fill up the enclosed questionnaire along with the quotation and forward the same to the undersigned along with price offered for supply of various items. Please note that only the items of specified brands should be quoted by you. **The quotations must be forwarded in the enclosed format only.** No other format would be entertained. **The quotations in sealed envelopes should reach the undersigned at the following address on or before 20.04.2015 by 4.00 P.M. Open quotations shall be rejected outright.** The sealed envelope thus prepared should also indicate clearly the name and address of the Bidder, to enable the Bid to be returned unopened in case it is declared "Late". Tentative place, time and date of opening of bid is **2:00 P.M. on 4th May 2015 at the address given below.** Please note that The Oriental Insurance Company Limited shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever. The Tender Document for download is available at the website <http://www.orientalinsurance.org.in>.

**Regional Manager(IT),
The Oriental Insurance Company Limited,
Regional Office,
SCO No.109-110-111, Sector 17-D,
Chandigarh-160 017**

Yours faithfully,

REGIONAL MANAGER

Encl. As mentioned above



TERMS AND CONDITIONS

(For purchase of Continuous Stationery, CDs, DVDs, Toner Cartridges, Compatible Toner Cartridges, Printer Heads and other items etc.)

- 1) Supplies are required to be made at the rates agreed for, for the orders that may be placed during the **contract period i.e. one year from date of signing of the Agreement. No increase in the rates offered and selected by us will be entertained during this period.**
- 2) Bidder agrees to supply the above items to the offices of the Company located in Tricity (List as per Annexure 4).
- 3) **Manufacturers/agents/Distributors/Dealers/Suppliers of computer consumables in Chandigarh/TriCity** having valid PAN Card of the proprietor/firm, VAT registration certificate **are eligible** to quote.
- 4) **Bid Validity is 90 days from the last Day of Submission of Bids**
- 5) The rates quoted should be inclusive of Delivery Charges at the Destination Office.
- 6) **The rates should be all inclusive i.e. inclusive of all Taxes, Levies (VAT etc), Octroi, Excise Duty, Warranty charges, Transportation Charges etc.**
- 7) **The materials supplied should carry a warranty against any type of manufacturing defects and the defective supplies will have to be replaced immediately without any extra cost.** Also, if the quality of the items supplied does not conform to the industry accepted standards, the company shall have right to cancel the order if in case they are not satisfied with the quality/service.
- 8) **Delivery must be made within 48 clock hours of placing the order** failing which the empanelled supplier would invite penalty as stated in "16" below.
- 9) **Bid Security is Rs. 5,000/- in the form of Demand Draft or Pay Order** from a Schedule Bank in favor of **The Oriental Insurance Company Limited** payable at **Chandigarh** (No Interest will accrue on this amount) **is to be submitted along with the Bid.** Bid Security Submitted will be forfeited if bidder backs out of bidding process after submitting the bid **or** bidder backs out after qualifying **or** bidder doesn't accept the purchase order issued by OICL after qualifying.
- 10) **Any Bid Not Submitted along with Bid Security will be rejected.**
- 11) For the bidder who doesn't qualify in this tender, Bid Security shall be returned after acceptance of Purchase Order / Letter of Selection by the Successful bidders. The Bid Security will be refunded to the successful bidder only after his/her acceptance of the Letter of Selection / Purchase Order and after furnishing performance security deposit.
- 12) No separate intimation in respect of corrigendum, if any, will be sent to tenderers as information regarding this respect will be available on website i.e. <http://www.orientalinsurance.org.in>
- 13) To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for the clarification of its bid. However, no post bid clarification at the initiative of the bidder shall be entertained. The purchaser at its discretion may call for any clarification regarding the bid document. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.
- 14) **Quotations erased and overwritten shall be summarily rejected, unless authenticated with the Bidder's signature.**



15) A letter as regards of selection will be sent to the selected bidder/s.

16) **The empanelled supplier shall have to deposit a performance security in the form of Demand Draft or Pay Order** from a Schedule Bank in favor of **The Oriental Insurance Company Limited** payable at **Chandigarh** (No Interest will accrue on this amount and it will be refundable after contract period except in `16') as follows:

SNo.	Item	Security (Rs.)
1	Continuous Stationery Only	5,000/-
2	Other Computer consumables	10,000/-

17) If the delivery is not effected within the maximum specified time, i.e., 48 clock hours then a further period of one week would be allowed subject to a penal interest @ 1.5% of the amount of order per day of delay over and above the max. 48 clock hours. If the supply is not effected even within the extended period, then it would be the discretion of the concerned office either to cancel the order and/or to forfeit the security amount. In the event of the selected supplier denies to supply the ordered item/s, agreed and accepted as per the Tender Document, for whatsoever the reason may be, the Performance Security Deposit submitted with the Tender shall stand forfeited and the supplier will be blacklisted to participate in Tender proceedings in future.

18) The payment terms shall be 100% after delivery and acceptance. Receipt of the Original Invoice is required for making Payment. TDS or any other taxes applicable from time to time during the period of contract will be deducted at the time of payment of bills.

19) Payments will be made through e-payment system only.

20) Validity of the Tender Agreement / Contract is one year from date of signing of contract . Supplies are required to be made at the rates agreed for, for the orders that may be place during this period.

21) Copy of Sales Tax registration Certificate / VAT Registration Certificate, TIN Number / Sales Tax Registration Number, PAN Number, and Copy of Income Tax Return for the previous two years / Audited accounts of the Bidder for the last two years is to be submitted along with the Bid.

22) **Manufacturer / Authorized Dealer/ Authorized Seller certificate from the Manufacturer for Toner Cartridge / Compatible Toner Cartridge / Continuous Stationery / Printer Heads** quoted is to be submitted along with the Bid, which should be valid as on date.

23) **Manufacturer of the Compatible Toner Cartridge being quoted should be ISO 9001: 2008 and ISO 14001: 2004 certified. Copy of ISO 9001: 2008 and ISO 14001: 2004 certificate for the Manufacturer of the Compatible Toner Cartridge valid as on date is to be submitted along with the Bid.**

24) In case you are empanelled for any supply/supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.

25) A bidder is free to quote for any number of items. Financial Evaluation shall be done for each item separately to decide L1 Bidder for an item. Orders will be placed to multiple bidders depending upon the number of the items for which bidder is L1.

26) Conditional bids shall be rejected.

27) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.

28) The decision of the OICL, in regard to evaluation, shall be final and binding on all the Bidders. All disputes shall be subject to the jurisdiction of Chandigarh court only. 28) You should also submit the statement of availability of stock of various items quoted as mentioned in the supplier's Bio-data form.



BIO-DATA OF COMPUTER CONSUMABLES SUPPLIERS

SNo.	Requirements	Reply of The Bidder
1	Name and Address of the Supplier	
2	Bid is Valid for 90 days from the last Day of Submission of Bids	Yes, my bid is Valid for 90 days from the last Day of Submission of Bids
3	Bidder's proposal number and date	
4	Date of commencement of Operations	
5	Whether Registered with Sales Tax authority / VAT Authorities: If yes, Copy of Sales Tax Registration Certificate / VAT Registration Certificate, Sales Tax No. / TIN Number (Attach Copies)	
6	Whether the Establishment is Public Ltd. / Sole Proprietorship / Partnership concern (Please enclose documentary evidence like - Incorporation certificate / Partnership Deed / Sole Proprietor - Trade License)	
7	Telephone/Fax/Mobile/ E-Mail address	Telephone Fax Mobile E-Mail address
8	Names of leading customers including PSU from whom orders are secured in previous financial year (2012-13) <u>for the Toner Cartridge quoted/ Continuous Stationery quoted / Printer Heads quoted</u> along with copy of the empanelment letter / purchase.	
9	Names of <u>three</u> leading Customers including PSU from whom orders for <u>Compatible Toner Cartridge</u> are secured in previous financial year (2012-13) along with copy of the empanelment letter/Purchase Order.	

SNo.	Requirements	Reply of The Bidder
10	Turnover in last 2 Years (Copy of ITR for the last two years / Audited accounts for the last two years)	1 2
11	Whether the Establishment is Manufacturer / Distributor / Retailer for the following items Quoted (<u>Attach Copy of - Manufacturer / Authorized Dealer/ Authorized Seller certificate from the Manufacturer for</u>) 1. Toner Cartridges 2. Compatible Toner Cartridges 3. Continuous Stationery 4. Printer Heads	
12	Average Quantum of stock (in general) for following items 1. Toner Cartridges 2. Compatible Toner Cartridges 3. Continuous Stationery 4. Printer Heads	
13	Copy of ISO 9001, 2008 and ISO 14001 : 2004 certificate valid as on date for the Manufacturer of the Compatible Toner Cartridge quoted (Please attach Copy of Certificates)	Copy of ISO 9001, 2008 Certificate Attached: Yes/No Copy of 14001 : 2004 Certificate Attached: Yes/No
14	Bid Security of Rs. 5,000/- by way of a Demand Draft or Pay Order in favour of "THE ORIENTAL INSURANCE COMPANY LIMITED" payable at Chandigarh is to be attached. <u>(Any Bid Not Submitted along with Bid Security will be Rejected.)</u>	Name of the Bank Address of The Bank Demand Draft/Pay Order Number Date Amount:
15	Bid Validity Period : 90 days after the last date of submission of bid prescribed by OICL. (Yes/No)	
16	Details of the Bidder's Bank for effecting e-payments: (a) Beneficiary Bank Name (b) Beneficiary branch Name (c) IFSC code of beneficiary Branch(d) Beneficiary account No. (e) Branch Serial No. (MICR No.) (Cancelled Cheque attached with The Bid)	
17	There will be no escalation in the Price quoted in the Bid for the duration of the Contract that is 31 st March 2014. (Yes/No)	
18	PAN NO.and TIN NO. (Please Attach Copy)	
19	If you have got any branches please give details	

SNo.	Requirements	Reply of The Bidder
20	Affidavit as Per Annexure 3 on Non Judicial Stamp Paper of Rs. 10/- attached along with Bid	
21	Any other information if so desired may be given	

Witness:		Bidder	
Signature		Signature	
Name		Name	
Address		Designation	
		Company	
Date		Date	
Place		Place	
		Company Seal	

Annexure 2- QUOTATION FOR ANNUAL RATE CONTRACT OF CONSUMABLES FOR 2015-16

Sr.No.	Item	Brands <u>(In Case Not Already Specified, Kindly Specify the Brand being Quoted)</u>	Unit Rate (Rs.) - <u>Inclusive of all taxes,duties,Levies (VAT etc), Octroi, Excise duty, Warranty , Transportation charges etc.</u>
	New Compatible Toner Cartridges		
1	New Compatible Toner Cartridge for HP M 2727 nfs MFP {HP 53A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
2	New Compatible Toner Cartridge for HP M 2727 nfs MFP {HP 53X} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
3	New Compatible Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER - Black {Q5950A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
4	New Compatible Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER - Cyan {Q5951A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
5	New Compatible Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER - Yellow {Q5952A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
6	New Compatible Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER Magenta {Q5953A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
7	New Compatible Toner Cartridge for HP LASER JET 1505 Printer – {HP 36A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
8	New Compatible Toner Cartridge for HP LASER JET 1007, HP Pro M 202 DW Printer {HP 88A -CC388A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
9	New Compatible Print Cartridge for HP LASER JET 1022 & 1015 Printer {HP 12A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
10	New Compatible Toner Cartridge for CANON 3108 Printer (BLACK) {crtg. 912} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
11	New Compatible Toner Cartridge for EPSON Aculaser M1200 Printer (BLACK) {C13SO50520} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		



Sr.No.	Item	Brands <u>(In Case Not Already Specified, Kindly Specify the Brand being Quoted)</u>	Unit Rate (Rs.) - <u>Inclusive of all taxes,duties,Levies (VAT etc), Octroi, Excise duty, Warranty , Transportation charges etc.</u>
12	New Compatible Toner Cartridge for EPSON Aculaser M1200 Printer (BLACK){C13SO50521} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
13	New Compatible Toner Cartridge for HP LASER JET 1606DN Printer {HP-78 A (CE278A)} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
14	New Compatible Toner Cartridge for HP LASER JET 2055DN Printer {HP-05 A (CE505A)} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
15	New Compatible Toner Cartridge for HP LASER JET 2055DN Printer {HP- 05 X-(CE505X)} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
16	New Compatible Toner Cartridge for HP LASER JET 3015DN Printer {HP- 55 A - (CE255A)} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
17	New Compatible Toner Cartridge for HP LASER JET 3015DN Printer {HP - 55 X - (CE255X)} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
18	New Compatible Toner Cartridge for HP LASER JET 9040 Printer {HP- 43 X --- (C8543X)} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer		
	PRINTING STATIONERY		
19	15"x12"-Part I- 1000 Sheets (70 GSM \pm 5% NUMBERED)		
20	15"x12"-Part II - 500 Sheets (70 GSM \pm 5% NUMBERED)		
21	15"x12"-Part III - 500 Sheets (70 GSM \pm 5% NUMBERED)		
	TONERS (NEW/REFILL)		
22	REFILL of HP M 2727 nfs MFP [HP 53A or Compatible (Black)]		
23	REFILL of HP M 2727 nfs MFP [HP 53X or Compatible (Black)]		
24	Refill of HP COLOUR LASER JET PRINTER 4700 dn [Q5950A or Compatible] - BLACK		

Sr.No.	Item	Brands <u>(In Case Not Already Specified, Kindly Specify the Brand being Quoted)</u>	Unit Rate (Rs.) - <u>Inclusive of all taxes,duties,Levies (VAT etc), Octroi, Excise duty, Warranty , Transportation charges etc.</u>
25	Refill of HP COLOUR LASER JET PRINTER 4700 dn [Q5951A or Compatible] - Cyan		
26	Refill of HP COLOUR LASER JET PRINTER 4700 dn [Q5952A or Compatible] - Yellow		
27	Refill of HP COLOUR LASER JET PRINTER 4700 dn [Q5953A or Compatible] - Magenta		
28	Refill of HP LASER JET 1505 [HP 36A or Compatible]		
29	Refill of HP LASER JET 1007, HP Pro 202 DW [HP 88A or Compatible]		
30	Refill of HP LASER JET 1022, HP 1015 [HP 12A or Compatible]		
31	Refill of HP LASER JET 6L PRO [HP 06F or Compatible]		
32	Refill of CANON 3108 (BACK) [crtg. 912 or Compatible]		
33	Refill of EPSON Aculaser M1200 (BACK) [C13SO50520 or compatible]		
34	Refill of EPSON Aculaser M1200 (BACK) [C13SO50521 or Compatible]		
35	Refill of HP LASER JET 1606DN [HP 78 A or Compatible]		
36	Refill of HP LASER JET 2055DN [HP 05 A or Compatible]		
37	Refill of HP LASER JET 2055DN [HP 05 X or Compatible]		
38	Refill of HP LASER JET 3015DN [HP 55 A or Compatible]		
39	Refill of HP LASER JET 3015DN [HP 55 X or Compatible]		
40	Refill of HP LASER JET 9040 [HP 43 X or Compatible]		



Sr.No.	Item	Brands (In Case Not Already Specified, Kindly Specify the Brand being Quoted)	Unit Rate (Rs.) - Inclusive of all taxes,duties,Levies (VAT etc), Octroi, Excise duty, Warranty , Transportation charges etc.
41	New Toner Cartridge for HP M 2727 nfs MFP {HP 53A}	HP	
42	New Toner Cartridge for HP M 2727 nfs MFP {HP 53X}	HP	
43	New Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER - Black {Q5950A}	HP	
44	New Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER - Cyan {Q5951A}	HP	
45	New Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER - Yellow {Q5952A}	HP	
46	New Toner Cartridge for HP COLOUR LASER JET 4700 dn PRINTER Magenta {Q5953A}	HP	
47	New Toner Cartridge for HP LASER JET 1505 Printer – {HP 36A}	HP	
48	New Toner Cartridge for HP LASER JET 1007, HP Pro M 202 DW Printer {HP 88A -CC388A}	HP	
49	New Toner Cartridge for HP LASER JET 1022 & 1015 Printer {HP 12A} from ISO 9001: 2008 and ISO 14001: 2004 certified Manufacturer	HP	
50	New Toner Cartridge for HP LASER JET 1606DN Printer {HP-78 A (CE278A)}	HP	
51	New Toner Cartridge for HP LASER JET 2055DN Printer {HP-05 A (CE505A)}	HP	
52	New Toner Cartridge for HP LASER JET 2055DN Printer {HP- 05 X-(CE505X)}	HP	
53	New Toner Cartridge for HP LASER JET 3015DN Printer {HP– 55 A - (CE255A)}	HP	
54	New Toner Cartridge for HP LASER JET 3015DN Printer {HP – 55 X - (CE255X)}	HP	
55	<u>New Toner Cartridge</u> for HP LASER JET 9040 Printer {HP– 43 X ---(C8543X)}	HP	
56	<u>New Toner Cartridge</u> for CANON 3108 Printer (BLACK) {crtg. 912}	Canon	
57	<u>New Toner Cartridge</u> for EPSON Aculaser M1200 Printer (BLACK) {C13SO50520}	Epson	



Sr.No.	Item	Brands (In Case Not Already Specified, Kindly Specify the Brand being Quoted)	Unit Rate (Rs.) - Inclusive of all taxes,duties,Levies (VAT etc), Octroi, Excise duty, Warranty , Transportation charges etc.
58	New Toner Cartridge for EPSON Aculaser M1200 Printer (BLACK){C13SO50521}	Epson	
59	EPSON Aculaser M1200 Photo Conductor Unit (S051099)	Epson	
	RIBBONS (NEW/ REFILL)		
60	LIPI LINE PRINTER – MT661 – Ribbon Cartridge(New)	LIPI/PRODOT	
61	LIPI LINE PRINTER – MT661 – Ribbon Cartridge(REFILL)		
	DATA STORAGE DEVICE		
62	DDS-3 24GB data cartridge	SONY/HP/Seagate/Quantum/Tand berg	
63	RECORDABLE DVD (SPINDLE-50 Pcs)	SONY / SAMSUNG/ MOSER BAER	
64	RECORDABLE DVD(SPINDLE-10 Pcs) DOUBLE LAYER	SONY / SAMSUNG/ MOSER BAER/	
65	RE-WRITABLE DVD(SPINDLE- 10Pcs)	SONY / SAMSUNG/ MOSER BAER	
66	RE-WRITABLE DVD(SPINDLE- 10Pcs) DOUBLE LAYER	SONY / SAMSUNG/ MOSER BAER	
67	RECORDABLE-CD(SPINDLE-50 Pcs)	SONY / SAMSUNG/ MOSER BAER	
68	RE-WRITABLE-CD(SPINDLE-10 Pcs)	SONY / SAMSUNG/ MOSER BAER	
	OTHER ITEMS		
69	CD MAILER-5.25"(COST PER 100 Pcs)		
70	Mouse Pad		
71	CD MAILERS PLASTIC-ONE C.D		
72	512 MB DDR2 RAM PC2- 5300 of 667 Mhz	Transcend / Kingston / Simmtronics	
73	1 GB DDR2 RAM PC2- 5300 of 667 Mhz	Transcend / Kingston / Simmtronics	



Sr.No.	Item	Brands <u>(In Case Not Already Specified, Kindly Specify the Brand being Quoted)</u>	Unit Rate (Rs.) - <u>Inclusive of all taxes,duties,Levies (VAT etc), Octroi, Excise duty, Warranty , Transportation charges etc.</u>
74	Optical Scroll Mouse (USB)	Logitech /iBall/hp	
75	Optical Scroll Mouse (PS2)	Logitech /iBall/hp	
76	Wireless Keyboard and Mouse Pair	Logitech /iBall/hp	
77	Wireless Keyboard	Logitech /iBall/hp	
78	Wireless Mouse	Logitech /iBall/hp	
79	107 Keys USB Keyboard	Logitech /iBall/hp	
80	107 Keys PS2 Keyboard	Logitech /iBall/hp	
81	5-Port 10/100 Unmanaged Switch with Power Adaptor	D-LINK / Belkin / Netgear /TP-Link	
82	5 Amp Power Cable for PC of 2 Mtr.Length		
83	VGA cable		
84	USB Type A to Type B Printer Cable of 2 Mtr. Length		
85	CAT 6 UTP Patch Cord (1 mtr.)		
86	CAT 6 UTP Patch Cord (2 mtr.)		
87	CAT 5e UTP Patch Cord (1 mtr.)		
88	CAT 5e UTP Patch Cord (2 mtr.)		
89	CAT 6 UTP Cross Cable (1 mtr.)		
90	CAT 5e UTP Cross Cable (1 mtr.)		
91	Pack of RJ45 Connector (100 Pieces)		
92	Single Information Outlet With SMB having Shutter Facility For LAN cabling		

Non –Judicial Stamp paper Of Rs. 10/-

AFFIDAVIT

I _____ Partner / Legal Attorney / Proprietor / Accredited Representative of M/s _____ solemnly declare that

I/We are submitting tender for the Rate Contract for Computer Consumables.

I/We or our Partners don't have any relative working in OICL.

All Information furnished by me / us in respect of fulfillments of eligibility criteria and Information given in this tender is complete, correct and true.

All Documents / credentials submitted along with this Tender are genuine, authentic, true and valid.

The Price Submitted by me is without any Condition.

If any information or document submitted is found to be false/incorrect, OICL may Cancel my/our Tender and action as deemed fit may be taken against me/us including Termination of the Contract, Forfeiture of all dues including earnest money, performance security and black listing of my/our firm and all partners of the Firm etc.

Date

Seal of Notary

Signature of the Bidder

The near relatives for this purpose are defined as:(a)

Members of a Hindu undivided family.

(b) They are husband and wife.

(c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).



Annexure 4. Location of offices:

S.No.	Office Code	Office Name	Address
1	230000	RO CHANDIGARH	SURENDRA BUILDING,SCO-109-110-111,SECTOR 17D, CHANDIGARH-160017
2	230011	Service Centre, Chandigarh	SURENDRA BUILDING,SCO-109-110-111,SECTOR 17D, CHANDIGARH-160017
3	231100	DO1 CHANDIGARH	SCO 99-100,SEC-17-B, CHANDIGARH-160017
4	231102	CBO 3 CHANDIGARH	FIRST FLOOR,QUIET OFFICE-15,SECTOR 35-A, CHANDIGARH-160035
5	231110	DAB CHANDIGARH	FIRST FLOOR, SCO-45. SECTOR-20-C, CHANDIGARH-160020
6	231200	DO2 CHANDIGARH	FIRST FLOOR ,S.C.O. 48-49, SECTOR 17-A, CHANDIGARH-160017
7	231202	BO PANCHKULA	SCO 325, IIInd FLOOR, SECTOR - 9, PANCHKULA-134109
8	231203	CBO2 CHANDIGARH	SECOND FLOOR, S.C.O. NO. 5, SECTOR 17-E, CHANDIGARH-160017
9	231290	EC Panchkula (MANI MAJRA)	2366/2, 1st FLOOR, MARIWALA TOWN,MANIMAJRA, CHANDIGARH
10	231292	EC Zirakpur	ADJOINING PUNJAB NATIONAL BANK,OPPOSITE LUCKY DHABA, SAINI TOWER,PATIALA, ROAD, ZIRAKPUR, DISTRICT MOHALI-140603
11	231300	DO3 CHANDIGARH	SCO 72 & 73-A, 2nd FLOOR, SECTOR 26, GRAIN MARKET, CHANDIGARH-160026
12	231301	CBO4 CHANDIGARH	FIRST FLOOR, SCO 1076-77, SECTOR-22-B, CHANDIGARH-160022
13	231303	BO DERA BASSI	2nd Floor of Chopra Building , Ambala Chandigarh Road , Dera Bassi-140507
14	231393	E C PINJORE	LALJEET COMPLEX,CHANDIGARH SHIMLA HIGHWAY, BUS STAND ,PINJORE
15	231400	DO MOHALI	2nd FLOOR, SCO-20, PHASE 1, SAS NAGAR, MOHALI-160055
16	231496	EC Mohali	SCF- 41, 2ND FLOOR, PHASE XI, Mohali