



# THE ORIENTAL INSURANCE COMPANY LIMITED

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

(INFORMATION TECHNOLOGY DEPARTMENT)

REF: OICL/HO/ITD/CONSUMABLES/2017-01

DATED: 27.10.2017

## **RE: NOTICE FOR INVITING QUOTATIONS FOR SUPPLY OF COMPUTER CONSUMABLES**

The Oriental Insurance Company Limited, Information Technology Department invites Sealed Quotations for purchase of Computer Consumables & Allied items as per list attached in Annexure 1, to be used at HO, spread over various locations in Delhi given in annexure 1.1.

1	Nature of Work	Supply of Computer Consumables Items as per Annexure -1
2	Eligibility of the bidder	Manufacturers/agents/Distributors/Dealers/Suppliers of computer consumables in Delhi having valid PAN Card of the proprietor/firm, GSTIN as per Annexure-2.
3	Bid Security	Rs. 5,000 in the form of Demand Draft
4	Time and last date of submission of Tenders	04:00 pm on 20.11.2017. Quotations received after the above time and date will not be considered under any circumstances.
5	Address for Submission of sealed Quotations	The General Manager (IT) The Oriental Insurance Company Limited IT Dept, 2 <sup>nd</sup> Floor, Head Office, A-25/27, Asaf Ali Road, New Delhi-110002
6	Contact Details	Ph: 011- 43659225 & 43659207 Email: tender@orientalinsurance.co.in
7	Time and date of opening of Qualifying bid	04:30 pm on 20.11.2017 (or any subsequent date informed) at the same address as stated in item no. 5
8	Time and date of Opening of Commercial bid	To be intimated later
9	Terms of payment to supplier	100% on successful delivery
10	Time limit of delivery	15 days from issue of Purchase Order
11	Penalty	In case of delay in supply of consumable items ordered beyond stipulated time, a penalty of 1 % of the value of the Purchase order per day and maximum upto 5% will be deducted from the bill

12	Rate Contract	The approved rates will remain the same during contract period of one year from date of signing of the Agreement. Prices should indicate the price at site.
13	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. .

Note: The quotation incomplete 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.

Tentative schedule for the Tender is given below:

Sr. No.	Description	Schedule Date & Time
1	Date of Advertisement	27.10.2017
2	Last date of submission of bids	20.11.2017 4:00 pm
3	Opening of Qualification bid	20.11.2017 4:30 pm
4	Opening of Commercial bid	Will be intimated
5	Declaration of L1 Bidder	Will be intimated
6	Notification of Award	Will be intimated

- If any of the above dates is declared holiday for OICL, the next working date will be considered.
- OICL reserves the right to change the dates mentioned in the Tender document.

List and approximate quantity of items required is as per Annexure -1.

### **Bidders Eligibility Criteria:**

1. Bidder's Profile duly filled and signed by the bidder, attaching relevant certificates/documents required as per Annexure -2.
2. Copy of Partnership deed or proprietorship deed signing the bid on behalf of the firm/Company.
3. The bidder shall submit PAN Number and GSTIN.
4. The bidder should be Manufacturers/agents/Distributors/Dealers/Sellers of computer consumables in Delhi.
5. The bidder should have minimum annual Turnover of more than Rs. 5 lakhs for the financial year 2016-17 with respect to computer consumables along with proof.
6. The Bidder should be supplying to minimum 2 PSUs/FIs/Central/State Govt organizations.
7. The Bidder should not have been blacklisted by any Government or PSU enterprise in India as on date of the submission of Bid. Self-Declaration is required by authorized signatory on company letter head.

## **Bid Security:**

The bid must be accompanied by a bid security in the form of

- (a) A Demand Draft for Rs. 5000/- from a Schedule Bank in favour of **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Delhi.

EMD submitted by bidder may be forfeited if:

- i. Bidder backs out of bidding process after submitting the bids
- ii. Bidder backs out after qualifying
- iii. Bidder does not accept the Purchase Order/sign the contract within the time prescribed by OICL after qualifying.

For the bidders who do not qualify in this tender, EMD shall be returned after agreement with the successful bidder.

Draft Contract form attached as Annexure -4.

The bid security of the successful bidder will be refunded after the successful completion of the contract period after deducting the penalties, if any.

No interest is payable on EMD. Any bid submitted without bid security would be disqualified.

## **Bid Submission:**

1. The bidders are specifically required to submit their offer in three parts, each in different sealed envelopes duly marked as:
  - (a) Envelope-A Bid Security
  - (b) Envelope B: Qualification Bid
  - (c) Envelope C: Commercial Bid

The three envelopes should contain the following documents:

**Envelope-A:** Bid Security:- Demand Draft or Pay order for Rs. 5000/- from a Schedule Bank in favour of **“THE ORIENTAL INSURANCE COMPANY LIMITED”** payable at Delhi.

**Envelope-B:** Qualification Bid:-

- (a) Bidder's Profile duly filled and signed by the bidder, attaching relevant certificates/documents required as per Annexure -2.
- (b) Copy of Partnership deed or proprietorship deed signing the bid on behalf of the firm/Company.
- (c) PAN number and GSTIN.
- (d) Annual Turnover of more than Rs. 5 lacs for the financial year 2016-17 with respect to computer consumables along with proof of following.

- (e) Supplying Consumable items to minimum 2 PSUs/FIs/Central/State Govt organizations.
- (f) Manufacturers/agents/Distributors/Dealers/Sellers of computer consumables in Delhi.
- (g) The Bidder should not have been blacklisted by any Government or PSU enterprise in India as on date of the submission of Bid. Self-Declaration is required by authorized signatory on company letter head.

**Envelope-C: Commercial Bid:**

The rates for computer consumables should be filled and signed by the bidder as per Annexure 3.

- 2. All the three Envelopes A, B & C should be kept in a fourth envelope and sealed properly with superscription and address as mentioned below:
- 3. No changes are allowed after the submission of the documents.

All these four envelopes should be sealed properly and super-scribed "Tender for Supply of Computer Consumables - REF: **OICL/HO/ITD/CONSUMABLES/2017-01 DATED 27.10.2017** addressed to the General Manager, II Floor, IT Department, A-25/27, Asaf Ali Road, New Delhi-110002. The envelopes should also bear the name and address of the tenderer on the left lower corner.

The Bids received/delivered at IT Dept at 2<sup>nd</sup> floor at the specified address only will be considered.

Any bid received by the Purchaser after the last date for receipt of bids prescribed by the Purchaser, will be rejected and / or returned unopened to the Bidder.

**Bid Opening:**

The tenders shall be opened in two stages. First the Envelope A & Envelope B shall be opened to ascertain the eligibility of bidders as per eligibility criteria. The commercial bid of only eligible bidders shall be opened. The schedule for opening the bid shall be as under:

- i. The qualification bid shall be opened as per schedule mentioned in the Notice Inviting Tender.
- ii. The commercial bids of only those bidders, who will be found eligible as per eligibility criteria, shall be opened as per schedule.

**Evaluation Criteria:**

- 1. OICL shall evaluate the bids to determine whether they are complete in all respects and error free.
- 2. A bidder is free to quote for any number of items. Financial Evaluation shall be done for each item separately to decide the L1 bidder for an item & brand. Order will be placed to multiple bidders depending upon the number of items & brand for which a bidder is L1.

3. If there is any discrepancy between the unit price (which shall be inclusive of all taxes) and the total price (that is obtained by multiplying the unit price and quantity), the unit price as defined above shall prevail and the total price shall be corrected by the purchaser. If the bidder does not accept the correction of the errors, his bids shall be rejected.
4. Conditional bids shall be rejected.
5. The decision of OICL, in regards to evaluation, shall be final and binding on all the Tenderers.

**Other terms & conditions:**

1. Prices should be shown separately for each item/unit as detailed in Bid documents. Tenders not containing item-wise prices are liable to be rejected.
2. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Purchaser, shall be written in English.
3. Bids shall remain valid for 180 days after the date of bid opening.
4. The price quoted through this tender shall remain valid for a period of one year from the date of entering into the contract. OICL reserves the right to extend the period of contract by maximum One Year on the same rates and terms & conditions of the contract with the mutual consent.
5. The detail of the materials of Computers Consumables required by this office are mentioned in the enclosed Annexure -1. The firm has to supply the items of the brand as mentioned, otherwise the supplied items will be rejected and no payment towards the same will be paid.
6. OICL reserves the right to increase or decrease the quantity of the computer consumable items as mentioned in Annexure 1 as and when required.
7. Any defect if noticed in the workmanship and quality of the goods supplied, the bidder has to replace the items supplied by him at his own cost & before payment of the particular bill.
8. OICL reserves the right to cancel the quotation and to forfeit the E.M.D., if it is observed that the bidder supplied items of poor quality and workmanship **more than once**.
9. Payment will be done after successful delivery of items.

**General Manager (IT)**

## QUOTATION FOR COMPUTER CONSUMABLES &amp; ALLIED ITEMS

Sr. no.	Item	Estimated quantity required annually
1	Continuous Stationery 15x12x1 (60 gsm) pack of 1000 sheets (Diamond/Desmat)	30
2	Continuous Stationery 15x12x2 (60 gsm) pack of 1000 sheets (Diamond/Desmat)	20
3	CD/Floppy Mailer 5 1/4"	100
4	Mouse Pad	30
5	Power Cord (Length 2 meters)	20
6	Power Cord (Length 3 meters)	20
7	Power Cord (Length 5 meters)	10
8	USB Printer Cable (Length 2 meters)	20
9	USB Printer Cable (length 3 meters)	20
10	USB Printer Cable (length 5 meters)	10
11	CAT 6 LAN Cable (Length 2 meters)	20
12	CAT 6 LAN Cable (Length 3 meters)	20
13	CAT 6 LAN Cable (Length 5 meters)	20
14	RJ 45 Splitter LAN (1 TO 2 Network)	5
15	VGA Cable (length 3 meters)	20
16	VGA Cable (length 5 meters)	10
17	Audio Cable (length 3 meters)	10
18	Audio Cable (length 5 meters)	5
19	USB Optical Mouse (HP/Logitech/Dell)	30
20	USB Keyboard (HP/Logitech/Dell)	20
21	CD-R (Moserbaer/Sony) with jewel case	200
22	CD-RW (Moserbaer/Sony) with jewel case	50
23	DVD-R (Moserbaer/Sony) with jewel case	50
24	4 GB Pen Drive(HP/Kingston/Transcend)	20
25	8 GB Pen Drive(HP/Kingston/Transcend)	30
26	16 GB Pen Drive(HP/Kingston/Transcend)	40
27	32 GB Pen Drive (HP/Kingston/ Transcend)	40
28	Printer Ribbon MT661 (LIPI/Prodot)	10
29	Tally Genicom 2280 (Tally/LIPI/Prodot)	10
30	Printer Ribbon LIPI 6306L (Lipi/Prodot)	10
31	Printer Ribbon LIPI 2250 (Lipi/Prodot)	20
32	Cartridge S050520 (Epson M1200)	5
33	DDR 2 RAM- 1GB (667 MHz or more)	10
34	Cordless Keyboard (HP/Dell/Logitech)	10
35	Cordless Mouse (HP/Dell/ Logitech)	10
36	Cordless Keyboard & Mouse (Combo) (HP/Dell/Logitech)	20
37	500 External Hard Disk Drive USB 3.0 (Seagate/Western Digital)	10
38	1 TB External Hard Disk Drive USB 3.0 (Seagate /Western Digital)	10

Name of Bidder:

Address

Company Seal

Date

Signature of the bidder

**Annexure 1.1. Location of offices:**

<b>S.No.</b>	<b>Office Code</b>	<b>Office Name</b>	<b>Office Address</b>	<b>PIN Code</b>
<b>1.</b>	<b>10000</b>	<b>Oriental House</b>	<b>A-25/27, Asaf Ali Road, New Delhi</b>	<b>110 002</b>
<b>2.</b>	<b>10002</b>	<b>Agrawal House</b>	<b>Asaf Ali Road, New Delhi</b>	<b>110 002</b>
<b>3.</b>	<b>10004</b>	<b>Universal Bldg.</b>	<b>Asaf Ali Road, New Delhi</b>	<b>110 002</b>
<b>4.</b>	<b>10001</b>	<b>88 Janpath</b>	<b>88 Janpath, New Delhi</b>	<b>110 001</b>
<b>5.</b>	<b>10005</b>	<b>Scindia House</b>	<b>Kasturba Gandhi Marg, New Delhi</b>	<b>110001</b>

## QUALIFICATION BID

**BID PARTICULARS FOR TENDER NO: OICL/HO/ITD/CONSUMABLES/2017-01 DATED: 27.10.2017**

1. **Name of the Bidder** : Enclosed: Yes/No  
with Full Address, Telephone No. & email
2. **Name & Designation of the Contact Person with Full Address, Telephone No., Fax No. & Email** : Enclosed: Yes/No
3. **Status of the Bidder** : Enclosed: Yes/No  
(Please enclose documentary evidence like - Incorporation certificate / Partnership Deed / Sole Proprietor - Trade License)
4. **Annual Turnover (Rs. In Lacs)** : Enclosed: Yes/No  
For Sale of Computer Consumables for FY 2016-17  
Please enclose documentary proof
5. **Income Tax PAN No.** : Enclosed: Yes/No
6. **GSTIN No.** : Enclosed: Yes/No
7. **Bank A/c No. & Bank details with IFSC code** : Enclosed: Yes/No
8. **EMD Particulars** : Enclosed: Yes/No
9. **List of Clients in the category of PSUs/FIs/Central Government/ State Government (Please enclose list of minimum 2 such clients with full address and Contract Amount)** : Enclosed: Yes/No
10. **The Bidder should not have been blacklisted by any Government or PSU enterprise in India as on date of the submission of Bid. Self-Declaration is required by authorized signatory on company letter head.** : Enclosed: Yes/No
11. **We agree to the terms and conditions of the tender and we do hereby agree to supply as per these terms and conditions.** : Enclosed: Yes/No

Name of Bidder:  
Signature  
Company seal  
Date

Signature of the bidder



## FINANCIAL BID

## QUOTATION FOR COMPUTER CONSUMABLES &amp; ALLIED ITEMS

Sr. no.	Item	Basic price per unit	Taxes	Total Price per unit
1	Continuous Stationery 15x12x1 (60 gsm) pack of 1000 sheets (Diamond/Desmat)			
2	Continuous Stationery 15x12x2 (60 gsm) pack of 1000 sheets (Diamond/Desmat)			
3	CD/Floppy Mailer 5 1/4"			
4	Mouse Pad			
5	Power Cord (Length 2 meters)			
6	Power Cord (Length 3 meters)			
7	Power Cord (Length 5 meters)			
8	USB Printer Cable (Length 2 meters)			
9	USB Printer Cable (length 3 meters)			
10	USB Printer Cable (length 5 meters)			
11	CAT 6 LAN Cable (Length 2 meters)			
12	CAT 6 LAN Cable (Length 3 meters)			
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14	RJ 45 Splitter LAN (1 TO 2 Network)			
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17	Audio Cable (length 3 meters)			
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19	USB Optical Mouse (HP/Logitech/Dell)			
20	USB Keyboard (HP/Logitech/Dell)			
21	CD-R (Moserbaer/Sony) with jewel case			
22	CD-RW (Moserbaer/Sony) with jewel case			
23	DVD-R (Moserbaer/Sony) with jewel case			
24	4 GB Pen Drive(HP/Kingston/Transcend)			
25	8 GB Pen Drive(HP/Kingston/Transcend)			
26	16 GB Pen Drive(HP/Kingston/Transcend)			
27	32 GB Pen Drive (HP/Kingston/ Transcend)			
28	Printer Ribbon MT661 (LIPI/Prodot)			
29	Tally Genicom 2280 (Tally/LIPI/Prodot)			
30	Printer Ribbon LIPI 6306L (Lipi/Prodot)			
31	Printer Ribbon LIPI 2250 (Lipi/Prodot)			
32	Cartridge S050520 (Epson M1200)			
33	DDR 2 RAM- 1GB (667 MHz or more)			
34	Cordless Keyboard (HP/Dell/Logitech)			
35	Cordless Mouse (HP/Dell/ Logitech)			
36	Cordless Keyboard & Mouse (Combo) (HP/Dell/Logitech)			
37	500 External Hard Disk Drive USB 3.0 (Seagate/WD)			
38	1 TB External Hard Disk Drive USB 3.0 (Seagate /WD)			

Name of Bidder:

Signature

Company seal

Date

Signature of the bidder

**Annexure -4**

**CONTRACT FORM**

THIS AGREEMENT made on this ----- day of ----- between the Oriental Insurance Company Ltd. (hereinafter “the Purchaser”) of one part and (Name of Vendor) (hereinafter “the vendor”) of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services should be provided by the vendor viz., Supply, Delivery at site of goods as per purchaser’s notification of award in the OICL and has accepted a bid by the vendor for the supply of those Goods at unit price as per purchaser’s notification of award.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.,
  - a) The Schedule of Requirements.
  - b) The General Conditions of Contract.
  - c) The Purchaser’s Notification of Award
3. In consideration of the payments to be made by the Purchaser to the Vendor as hereinafter mentioned, the vendor hereby covenants with the purchaser to provide the goods and ancillary services and to remedy defects therein the conformity in all respects with the provisions of the contract.
4. The purchaser hereby covenants to pay the vendor in consideration of the provision of the goods and ancillary services and the remedying of defects therein, the unit price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The vendor undertakes that the items/goods quoted/awarded would be continued to be supplied upto one year from the date of signing of contract and will maintain adequate inventory of the items quoted/awarded.

**Brief particulars of the goods, which shall be supplied/provided by the vendor, are as under:**

Detail of cost of Goods

Item No.	Description of the item	Unit cost		Total unit Price
		Basic Price	Taxes	

**DELIVERY SCHEDULE: -----**

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and the year first above written.

Signed, Sealed and Delivered by the said \_\_\_\_\_ (For the Purchaser) in the presence of:  
\_\_\_\_\_

Signed, Sealed and Delivered by the said \_\_\_\_\_ (For the Vendor) in the presence of:  
\_\_\_\_\_