



**THE ORIENTAL INSURANCE COMPANY LIMITED
INFORMATION TECHNOLOGY DEPARTMENT**

REGIONAL OFFICE- PATNA

RAJENDRA PATH, PIRMUHANI, PATNA- 800001

Web site: www.orientalinsurance.org.in

CIN-U66010 DL 1947 GO1007158

GST No. 10AAACT0627R3ZC

Date: 16-05-2018

TENDER NOTICE: OICL/ROPAT/ITD/PC/2019/02

We are inviting sealed quotations 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.

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.

Total requirement of Laptops – 12
Preferred brands: HP / Dell / Lenovo

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 this purpose.


REGIONAL MANAGER
IT DEPARTMENT

Terms and Conditions:-

- A. The intending bidder should have his own registered firm/ Dealer / Distributor in and around Patna city with GST Registration No. of Bihar State with the facility for sale and repair of laptops. OEMs of the preferred brands could also participate through their online channel partners. The bidder should have strong financial position with **minimum annual sales turnover of Rs.1 Crore** during the financial year 2018-2019. Copy of the audited accounts for 2018-2019 should be submitted.
- 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 examination 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:-
- D.1 Basic Rate of each laptop complying with our specifications
 - D.2 Applicable rate & amount of GST, any other taxes as prescribed under tax rules.
 - D.3 The items to be supplied must carry "on-site warranty" and this should be mentioned in the Quotation.
 - D.4 The validity of the tender /quotation submitted by you must be for minimum validity period of 45 days from the last date for submission of the said tender(s).
 - D.5 The tenderer should note that their tender/quotations are liable to be rejected if any of the requirements is/are found to be not complied with. Therefore, the submitted items must meet the Technical specifications laid down by the company as shown in **Annexure 2**.
 - D.6 Preference will be given to vendors providing the quote with higher specifications than those mentioned in **Annexure 2**. In view of the above, Vendors providing quotes for laptops with i7 processors will have precedence over quotes for laptops with i5 processors.
 - D.7.1 Bidders can also quote under DGS&D/GEM if any make and model is available under Government of India (DGS&D/GEM) rate contract separately.
 - D.7.2 Only direct company outlets, Authorized dealers / distributors, Authorized agents or Authorized Retailer should submit the quotations.
 - D.7.3 The purchase is subject to limits of budgets set by our company and based on the budget provided by our head office (Rs. 50,000 + GST and other Taxes), the number of items actually purchased may increase or decrease. The company reserves the right to reject all or some quotations if the bids submitted are not complying with our requirements.

D.8.1.1 TENDER PROCESS: It is proposed to have a two bid System for this tender.

- a) **Technical Bid** comprising of Annexure 1 & Annexure 2 in one separate cover which is superscripted as "Technical Bid for supply of Laptops".
Please note that Prices should not be indicated in the Technical Bid.
- b) **Commercial Bid** comprising of Annexure 3 in one separate cover.
Superscripted as "Commercial Bid for Laptop."
Commercial Bid should only indicate prices (Type/Brand of Laptop wise).

D.8.2 Both the Technical Bid cover and Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover superscripted with "Tender for DM'S Laptop".

D.8.3 The cover thus prepared should also indicate clearly the name, address and contact detail of the Bidder, to enable the Bid to be returned un-opened in case it is declared "Late".

D.9 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 what so ever will be granted.

D.10 Supply of items with inferior quality or other than quoted or different from required Specification, poor workmanship or failure to supply in time, may results in cancellation of the purchase order at the cost of the concerned vendors/firms.

D.11 Any payment related to purchases will be made after satisfactory installation, testing and commissioning.

D.12 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 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.

D.13 These tender details are available at IT Department, Regional Office Patna or can also be downloaded from our website <http://www.orientalinsurance.org.in>

D.14 All tenders/quotations must address to :

THE REGIONAL MANAGER (IT DEPARTMENT)
THE ORIENTAL INSURANCE COMPANY LIMITED
Regional Office, Patna
Rajendra Path, Pirmuhani, Kadamkuan
Patna- 800001

Tender can be submitted upto 5 PM of 03rd June 2019 either by hand or by post. The company will not be held liable for any postal delay and such tender(s)/quotation(s) received after the last date and time for submission of bids 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 sales Turnover 2018-2019 (Rs. In Lacs)- Attach most recent P & L Account copy	:
4	Type of products you are dealing in (with their Brand names)	:
5	Name of Manufacturer Whose Products you are dealing in – (Attach Dealership Certificate provided by the manufacturer)	:
6	Whether any of the manufacturers has cancelled your dealership or imposed any penalty. If so, give reasons for the same.	:
7	List of your 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 with Sales tax / GST authorities? If so, provide the registration number and date of registration- Attach copy of Sales Tax Certificate / GST	:
10	Service facilities available at your end for repair and maintenance of laptop/ computers	:
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: Specifications of Laptop required

SPECIFICATION	MINIMUM REQUIREMENTS	POINTS FOR HIGHER CONFIGURATION		
Processor	Intel core i5 or Higher processor with default configuration and data encryption feature. Chipset integrated with Processor.	i5 processor: 40 points	i7 processor: 80 points	
Processor Base speed	2.5 GHz or Higher	Clock Speed multiplied by 10. Eg: 2.5 GHz will get 2.5 X 10 = 25 points		
Hard Disk Drive	500 GB or Higher capacity	500 GB: 5	1 TB: 10	More than 1 TB: 20 points
RAM (DDR4)	4 GB or Higher	RAM Capacity multiplied by 2.50 Eg: 4 GB will get 4 X 2.50 = 10 points		
Operating System	Windows 10 Pro (64 bit)	Mandatory- Genuine and Activated: No points		
Display	Minimum 14 inches HD LED Screen display	HD: 5 points	Full HD: 10 points	Retina Display: 15 points
DVD RW	DVD RW (Optional)	No DVD drive: 0	DVD RW optical with dual layer support: 10	
Ethernet connection	10/100 LAN card	10/100 LAN: 0 points	Gigabit LAN: 5 points	10 Gigabit LAN: 10 points
Intel Wireless	W-Fi 802.11 A	Upto 11 Mbps: 5 points	From 11 Mbps to upto 54 Mbps: 10 points	
Graphics	Intel HD Graphics / NVIDIA GeForce	Integrated Graphics: 5 points	Dedicated upto 1 GB: 10 points	Dedicated above 1 GB: 15 points
Webcam	Built-in webcam	VGA: 0 points	HD webcam: 5 points	
PORTS	(i) RJ-45 LAN (one port) (ii) USB 3.0 (two ports) (iii) VGA port (one) and/or HDMI port (one)	3 points per port among RJ- 45, USB, VGA and HDMI		
Bluetooth	Bluetooth facility	Mandatory: No points		
Finger Print reader	Finger Print scanner	Mandatory: No points		
Long life battery	Long life LI-ion battery with minimum 3 hours backup	Below 6 Cells: 0 points	6 Cells: 5 points	More Than 6 Cells: 15 points
Security	Data Encryption	Mandatory: No points		
Carry bag	Carry bag of good quality.	Other than Leather/ Leatherette Bag: No points	Leather/ Leatherette Bag: 5 points	

Accessories	User manual, Drivers CD, Adapter cable, Recovery CD, Operating System CD	No points		
Pre-loaded software	Microsoft Office 2013 or later version (Optional)	No MS Office: 0 points	Microsoft Office 2013 or later version: 15 points	
Warranty	Three Years on-site warranty	Mandatory: No points		
Delivery time	Maximum 4 weeks from the date of purchase order	Within Four weeks: No points	Within Three weeks: 3 points	Within Two or less weeks: 5 points

Commercial Bid: Terms and Conditions

1. The L1 Bidder will be declared as per points collected in **Annexure-2: TECHNICAL BID: Specifications of Laptop required**. The highest cumulative points collected by the bidder as per the table will be declared L1 subject to limits of budgets set by our company and based on the budget provided by our head office (maximum Rs. 50,000 + applicable GST and other Taxes).
2. In case where two or more products have jointly the highest points as per table, the product with lower price will be declared L1. If both, price and points are equal for two or more products by different bidders, equal amount of order will be placed with each such bidders with highest points and lowest prices.
3. Penalty for delay in delivery: 2% of quoted price for delay of every week or part thereof after stipulated delivery duration or quoted duration, whichever is less.
4. **Any bidder may quote price for upto two types of Laptops with their respective prices.**

Witness:

Signature:

Signature:

Name:

Name:

Address:

Address:

Date:

Date:

COMPANY SEAL

Annexure-3: COMMERCIAL BID

Quote only for following brands:-

1. HP
2. DELL
3. LENOVO

Items		LAPTOP BRAND- (Mention Specifically) <u>HP/Dell/Lenovo</u>					
Sl No.	Brand (HP/ DELL/ LENOVO)	Make and Model	Specification (Processor/RAM/HDD)-Full Specifications may be attached separately with brochure	Basic Price per unit	GST per unit (Mentioned CGST/SGST/IGST Separately)	Others (Freight, installations, commissioning, entry tax, road permit, all local Levies etc.)	Grand Total
1							
2							

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)