



THE ORIENTAL INSURANCE COMPANY LIMITED
REGIONAL OFFICE GUWAHATI
G.S. ROAD, ULUBARI, GUWAHATI-781007
Web site: www.orientalinsurance.org.in
CIN: U66010DL1947GOI007158

Ref. No.: OIC/GRO/2K16/016

Date: 22/07/2016

TENDER NOTICE

Sealed quotations are invited from reputed registered firm(s) for the supply of the following items:-

- (a) Stationery Items (for Regional Office Guwahati only)
- (b) SMF UPS Battery (for all offices across North-East)

The above items is to be installed/utilized at our offices across North Eastern States of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland & Tripura. Any reputed firms and their accredited/sole selling agents are requested to submit their tender(s)/quotation(s) for supply, installation, commissioning and satisfactory demonstration and support of the items.

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.

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.


REGIONAL MANAGER

Terms and Conditions :-

- A. The bidder should have his own registered firms at Guwahati only with VAT/CST Registration No.
- B. Latest/recent Sales Tax Certificates issued by Competent Authority and PAN card 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 should be quoted in the manner as is indicated below:-
- D.1 Basic Rate.
- D.2 Applicable tax viz VAT/CST, freight, Octroi etc as prescribed under rules must be clearly shown.
- D.3 The cost of delivery to the destinations stated in the tender within the fixed date and any other charges including installations, road permits/entry tax etc must be clearly mentioned. NB: Road Permit or Entry Tax etc must be procured by the vendor and the applicable rate must be clearly shown in the quotations.
- D.4 The items to be supplied must carry “**on site warranty**” [Minimum 2 (Two) Years] and this should be mentioned in the quotation with a clear-cut warranty period.
- D.5 The validity of such tender(s)/quotation(s) submitted must carry minimum validity period of 3 months from the last date of submission of the said tender(s).
- D.6 The bidder 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.
- D.7 Preferences will be given to vendors providing
- D.7.1 Superior technical specifications.
- D.7.2 Reputed brand.
- D.7.3 In case of tie, vendors qualification & expertise in the field with financial stability will be the deciding factor.
- D.7.4 Only direct company people, authorised dealers, authorised agents or authorised retailer should quote and submit the quotations.(Certificate should be enclosed)
- D.7.5 All these purchases is subject to limits of budgets set by our company and based on these, items may be dropped/increased or quotation(s)/tender(s) be may accepted / rejected.
- D.7.6 Any vendor who had been blacklisted by our company need not apply.
- D.8 The L1 bidder for SMF battery and Stationery Items will be empaneled for 1(one) year from the announcement of the bids and will supply the items as and when ordered by the company without fail, within the specified period.
- D.9 Procedure for Submission of Bids:-
- D.9.1 Duly filled Empanelment form must be submitted by interested bidder.
- D.9.2 The bidder must not quote “**price/value**” of the item in the “Empanelment Form”, however the firm's profiles, prospectus, documents pertaining to the item/ brand/ make/ manufacturer/ technical details etc may be submitted.
- D.9.3 Batteries must be of either Amaron Raja (Quanta) or Exide.
- D.9.4 The capacities of batteries should be of 12 V and 42/ 65 AH only.
- D.10 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.



D.11 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.12 Any payment related to purchases will be made after satisfactory installation, testing and commissioning.

D.13 Any discrepancies arising out of the non-compliance of the guidelines will not be entertained and the decisions taken by Regional Manager of OICL 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.

D.14 These tender details is available at IT Department, Regional Office Guwahati or can be also downloaded from our website <http://www.orientalinsurance.org.in/tender-notices.jsp>

D.15 All tenders/quotations must address to

Regional Manager
The Oriental Insurance Co.Ltd
Regional Office Guwahati
G.S.Road Ulubari-781007, Assam

Tender can be submitted till **5 PM of 1st August 2016** either by hand or post. The company will not be held liable for any postal delay and such tender(s)/quotation(s) receipt after due date will not be considered.



ANNEXURE 1:- Empanelment Form

Annexure-1A:- Details of the firm(Common Format for SMF Battery/ Stationery Items)

- 1 Name of the bidder :
With Full Address, Contact No, Email etc.
- 2 Name & Designation of the Contact Person :
with full address, contact no. & emails etc
- 3 Annual Turnover(Rs. In Lacs) :
- 4 Type of products you are dealing in with :
their Brand names
- 5 Name of manufacturers whose products you :
are dealing in
- 6 Whether any of the manufacturer has :
cancelled your firm or imposed any penalty.
If so, reasons for the same.
- 7 List of existing clients :
- 8 Whether any dispute/issues with Clients for :
last 3 years. If so, reasons for the same.
- 9 Whether registered for Sales Tax/VAT :
purpose. If so number and date of
registration. (Attach copy of Sales Tax
Certificate / VAT)
- 10 Service facilities available for maintenance :
- 11 Whether you are authorised dealer of any :
Manufacturer? If yes please mention
- 12 Do you agree to all our terms & conditions :
as mentioned in the letter

Signature

Name

Designation.....

Date

COMPANY SEAL

(NB:-The above format contains minimum required data and so additional documents & sheets may be attached to substantiate)



ANNEXURE 2:- COMMERCIAL BID (For SMF Batteries only)

NB: 1. Please submit different table for different brand.

2. Road Permission Tax/Entry Tax must be clearly mentioned in amount or % only.

Items(Batteries)					
Name of the Brand					
Manufacturers / Make					
Technical Specifications					
Office Name and State	Basic Price per unit	VAT/CST per unit	Tax/Other (freight, installations, commissioning, entry tax, road permit, all local levies etc)	Scrap Discount	Grand Total
Assam					
Tripura					
Arunachal Pradesh					
Nagaland					
Meghalaya					
Mizoram					
Manipur					

Warranty Period :
 Delivery Period :
 Validity (Quotation) :
 Discount : (if any)

Signature

Name

Designation

Date

COMPANY SEAL

(NB:-The above format contains minimum required data and so additional documents & sheets may be attached to substantiate)

Handwritten signature

ANNEXURE 3:- COMMERCIAL BID (For Stationery Items only)

Sl.No.	Item Descriptions	Brand Name	Basic Price	VAT/CST & Warranty Period	Grand Total
1	Computer papers 15 x 12 x I Part				
2	Computer papers 15 x 12 x II Part				
3	HP-DDS 3/DDS 4 Data Cartridge 24 GB				
4	CD-R				
5	CD Mailers 5 ¼"				
6	DVD-R				
7	Lipi Line (Lipi MT-661) DMP Printer Ribbon				
8	Lipi Line (Lipi MT-661) DMP Printer Head				
9	Pendrive- 4 GB				
10	Pendrive- 8 GB				
11	Keyboard of Reputed Brand.				
12	Mouse of Reputed Brand.				
13	2 GB DDR-2 RAM				
14	1 GB DDR-2 RAM				
15	Printer Teflon HP 1007				
16	Printer Teflon HP 1022				
17	Printer Teflon HP 1606				
18	Printer Teflon HP 1108				
19	Printer Teflon HP 1556				
20	Fuser Assembly HP 1007				
21	Fuser Assembly HP 1022				
22	Fuser Assembly HP 1606				
23	Fuser Assembly HP 1108				
24	Fuser Assembly HP 1556				
25	Paper Pick-up Roller HP 1007				
26	Paper Pick-up Roller HP 1022				
27	Paper Pick-up Roller HP 1606				
28	Paper Pick-up Roller HP 1108				
29	Paper Pick-up Roller HP 1556				

Delivery Period : (see terms & conditions)

Signature
 Name
 Designation
 Date

COMPANY SEAL

(NB:-The above format contains minimum required data and so additional documents & sheets may be attached to substantiate)