



**THE ORIENTAL INSURANCE COMPANY LIMITED**  
**REGIONAL OFFICE GUWAHATI**  
**G.S. ROAD, ULUBARI, GUWAHATI-781007**  
Web site: [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in)  
CIN: U66010DL1947GOI007158

Ref. No.: OIC/GRO/2K18/032

Date: 02/02/2018

### **TENDER NOTICE**

We are inviting sealed quotations in two bids system (technical & commercial) from reputed registered firm(s) for the supply of Laptops, to be used by DM. 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.

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**



- D.11 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.
- D.12 These tender details is available at IT Department, Regional Office Guwahati or can be also downloaded from our website <http://www.orientalinsurance.org.in>.
- D.13 All tenders/quotations must address to

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

Tender can be submitted till 5 PM of 12 February 2018 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: TECHNICAL BID**

## **BID PARTICULARS:**

- 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/GST :  
purpose. If so number and date of  
registration. (Attach copy of Sales Tax  
Certificate / GST)
  
- 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

Witness:

Signature .....

Name .....

Address .....

.....

Date .....

Signature .....

Name .....

Address .....

.....

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**

Items	:- LAPTOP			
Descriptions	:- (state the make/model, system specifications/configurations etc.) [NB: The specifications & brand shall also be the deciding factor]			
Basic Price per unit	GST per unit (Mentioned CGST/SGST/IGST Separately)	Other (freight, installations, commissioning, entry tax, road permit, all local levies etc)	Any other	Grand Total

Warranty Period : (see terms & conditions)  
 Delivery Period : (see terms & conditions)  
 Validity (Quotation) : (see terms & conditions)  
 Discount : (if any)  
 AMC terms & conditions: (if any)

Witness:-

Signature .....

Name .....

Address .....

.....

Date .....

Signature .....

Name .....

Address .....

.....

Date .....

**COMPANY SEAL**

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

### **Annexure-3: List of Items with technical details**

Laptop : 8 nos.

1. Reputed brand.( viz HP/Dell/Lenovo)
2. Minimum system specification is shown in the **Annexure- 4.**
3. On site minimum 3 year warranty

#### **Annexure-4: Technical Specification : (Laptop)**

<b>Sn. No.</b>	<b>Specification</b>	<b>Minimum Requirements</b>	<b>Compliance. (Yes/No)</b>
1	Processor	i5 (i5-6200U) or Better	
2	Memory	Minimum 4GB DDR4 Memory	
3	Processor speed	2.3 GHz or Higher	
4	HDD	Minimum 500 GB SATA	
5	LAN	10/100/1000 LAN	
6	Wireless LAN	Wifi 1x1 AC + BT4.1 (Combo)	
7	USB	2x USB 3.0 and 1x USB 2.0	
8	Card Reader	4 in1(SD,SDHC, SDXC, MMC)	
9	Keyboard	Windows Key Keyboard, 2 button touchpad, 84mmx42mm, imaging sensor	
10	Warranty	3 years	
11	Preloaded OS	Win 10 Pro Preloaded	