



**THE ORIENTAL INSURANCE COMPANY LIMITED**

**REGIONAL OFFICE-KOLKATA**

**4, Lyons Range, Kolkata – 700001 (West Bengal)**

**NOTICE FOR INVITING QUOTATIONS FOR SUPPLY OF COMPUTER CONSUMABLES**

**Ref : Tender Ref No – OICL/ROKolkata/ITD/UPSBatt&Consumables/2018/03 Dated 22/09/2018**

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 RO Kolkata.

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 Kolkata having valid PAN Card of the proprietor/firm, VAT registration certificate as per Annexure-2.
3	Time and last date of submission of Tenders	<b>09.10.2018, by 4pm</b>  Quotations received after the above time and date will not be considered under any circumstances.
4	Address for Submission of sealed Quotations	The Regional Manager In-Charge (IT), The Oriental Insurance Company Ltd, Regional Office-Kolkata, 4, Lyons Range Kolkata – 700001
5	Contact Details	Email: 1) <a href="mailto:rbanerjee@orientalinsurance.co.in">rbanerjee@orientalinsurance.co.in</a> 2) <a href="mailto:dcgagrai@orientalinsurance.co.in">dcgagrai@orientalinsurance.co.in</a>
6	Time and date of opening of Bids	<b>10.10.2018 on 12 noon</b> (or any subsequent date informed) at the same address as stated in item no. 4
7	Terms of payment to supplier	100% on successful delivery
8	Time limit of delivery	7 days from issue of Purchase Order
9	Rate Contract	The approved rates will remain the same during contract period of TWO YEARS from date of signing of the Agreement. Prices should indicate the price at site.
10	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.

If the last date for submission of Tenders happens to be a holiday due to some unforeseen circumstances, then the tender can be submitted by 12pm on the next working day.  
OICL reserves the right to change the dates mentioned in the Tender document.

List of items are given as per Annexure -1.

**Annexure – 1**

SI No	Consumables Model Name
	<b>Cartridges</b>
1	HP BLACK TONER CARTRIDGE 12A
2	HP BLACK TONER CARTRIDGE 88A
3	HP BLACK TONER CARTRIDGE 78A
4	HP BLACK TONER CARTRIDGE 30A
5	HP BLACK TONER CARTRIDGE 43X
6	HP BLACK TONER CARTRIDGE Q5950A
7	HP MAGENTA TONER CARTRIDGE Q5953AC
8	HP CYAN TONER CARTRIDGE Q5951AC
9	HP YELLOW TONER CARTRIDGE Q5952AC
	<b>Refilling</b>
1	HP BLACK TONER CARTRIDGE 12A
2	HP BLACK TONER CARTRIDGE 88A
3	HP BLACK TONER CARTRIDGE 78A
4	HP BLACK TONER CARTRIDGE 30A
5	HP BLACK TONER CARTRIDGE 43X
6	HP BLACK TONER CARTRIDGE Q5950A
7	HP MAGENTA TONER CARTRIDGE Q5953AC
8	HP CYAN TONER CARTRIDGE Q5951AC
9	HP YELLOW TONER CARTRIDGE Q5952AC
	<b>Pen Drive</b>
1	16 GB (TRANSCEND / SANDISK / HP)

• **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 VAT Registration/Sales Registration Number of the firm along with PAN Number.
4. The bidder should be Manufacturers/agents/Distributors/Dealers/Sellers of computer consumables in Kolkata.
5. The bidder should have minimum annual Turnover of more than Rs. 1 lakh for the financial year 2017-18 with respect to computer consumables along with proof.

6. The Bidder should be supplying continuously to minimum 2 PSUs/FIs/Central/State Govt. organizations in the year 2016-17 and 2017-18.

Draft Contract form attached as Annexure -4.

- **Bid Submission:**

1. The bid must be signed by a person with the proper authority to bind the company as a “Constituted Attorney” of the company.

2. The envelope must also contain the following:

- (a) VAT Registration/ Sales Tax Registration of the firm along with PAN number.
- (b) Annual Turnover of more than Rs 1 lac for the financial year 2017-18 with respect to computer consumables along with proof of following.
- (c) Supplying Consumable items to minimum 2 PSUs/FIs/Central/State Govt organizations.

No changes are allowed after the submission of the documents.

**3. The envelope should be sealed properly and super-scribed “Tender for Supply of Computer Consumables - Tender Ref No – OICL/ROKolkata/ITD/UPSBatt&Consumables/2018/03 Dated 22/09/2018 addressed to**

**The Regional Manager In-Charge (IT),  
The Oriental Insurance Company Ltd,  
Regional Office-Kolkata,  
4, Lyons Range  
Kolkata – 700001**

The envelopes should also bear the name and address of the tenderer on the left lower corner.

The Bids received/delivered in the tender box at the above 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.

- **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. Conditional bids shall be rejected.

4. 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 as per format in Annexure-3. 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 two years 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 details 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 order any 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, 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 **through ECS**.

**Annexure – 2**

**PRE-QUALIFICATION BID**

**BID PARTICULARS FOR TENDER NO:** OICL/ROKolkata/ITD/UPSBatt&Consumables/2018/03 Dated 22/09/2018:

- |   |                  |
|---|------------------|
| <b>1. Name of the Bidder</b> :  | Enclosed: Yes/No |
| with Full Address, Telephone No. & email  |                  |
| <b>2. Name &amp; Designation of the Contact Person with Full Address, Telephone No., Fax No. &amp; Email</b> :              | Enclosed: Yes/No |
| <b>3. Status of the Bidder</b> :  | Enclosed: Yes/No |
| (Please enclose documentary evidence like - Incorporation certificate / Partnership Deed / Sole Proprietor - Trade License) |                  |
| <b>4. Annual Turnover (Rs. In Lacs) For Sale of Computer Consumables for FY 2017-18</b> :                                   | Enclosed: Yes/No |

Please enclose documentary proof

5. Income Tax PAN No. : Enclosed: Yes/No

6. Bank A/c No. & Bank details with IFSC code : Enclosed: Yes/No

7. VAT Particulars : Enclosed: Yes/No

8. List of Clients in the category of  
PSUs/FIs/Central Government/  
State Government (Please enclose list : Enclosed: Yes/No  
of minimum 2 such clients with full address  
and Contract Amount)

9. 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

**Annexure -3**

Sl No	Consumables Model Name	Basic Price per unit	GST	Total Price Per Unit
	<b>Cartridges</b>			
1	HP BLACK TONER CARTRIDGE 12A			
2	HP BLACK TONER CARTRIDGE 88A			
3	HP BLACK TONER CARTRIDGE 78A			
4	HP BLACK TONER CARTRIDGE 30A			
5	HP BLACK TONER CARTRIDGE 43X			
6	HP BLACK TONER CARTRIDGE Q5950A			
7	HP MAGENTA TONER CARTRIDGE Q5953AC			
8	HP CYAN TONER CARTRIDGE Q5951AC			
9	HP YELLOW TONER CARTRIDGE Q5952AC			
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1	HP BLACK TONER CARTRIDGE 12A			
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4	HP BLACK TONER CARTRIDGE 30A			
5	HP BLACK TONER CARTRIDGE 43X			
6	HP BLACK TONER CARTRIDGE Q5950A			

7	HP MAGENTA TONER CARTRIDGE Q5953AC			
8	HP CYAN TONER CARTRIDGE Q5951AC			
9	HP YELLOW TONER CARTRIDGE Q5952AC			
	<b>Pen Drive</b>			
1	16 GB (TRANSCEND / SANDISK / HP)			

**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. (Annexure – 3)
  - 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 two years from the date of signing of contract and will maintain adequate inventory of the items quoted/awarded.

**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:  
\_\_\_\_\_