



UNITED INDIA INSURANCE COMPANY LIMITED

Information Technology Department Regional Office Kolkata,
2nd Floor, Himalaya House, 38B J L Nehru Road, Kolkata -
700071.

Dated : 04.01.2018

TENDER FOR SUPPLY OF 05 NOS.DESKTOP PCs **SECTION I**

1.0 INSTRUCTIONS / GUIDELINES TO BIDDERS

The authorized vendor of OEM of Desktop Computers should submit The Tender offer in one sealed envelope mentioning “Offer for 05 NOS.DESKTOP PCs” which must in turn contain Demand Draft for Rs.10,000/-(Rupees Ten Thousand only) and Technical Specifications along with Budgetary Estimate as per format enclosed.

1.1 The Tender Offer should contain “Technical Bid” and “Commercial Bid” sealed & written on top of the two different envelopes and put inside a large envelop and sealed as indicated above and addressed to as indicated above addressed to Regional Manager -IT Dept. shall be submitted at United India Insurance Co. Ltd., Information Technology Department Regional Office Kolkata, 2nd Floor, Himalaya House, 38B J L Nehru Road, Kolkata -700071 on or **before 02.02.2018 (03.00 P.M.)**. If the last date for submission of tenders happens to be a holiday due to some unforeseen circumstances, then the tender shall be submitted on the next working day within **03.00 P.M.**

1.2 **The Tenders would be opened on 06.02.2018 (03.00 P.M.)** by the Committee constituted by the Company in the presence of bidders who are present at our Regional Office. In case, the date happens to be a holiday, then the tenders would be opened on a subsequent date, which would be advised.

2.0 EARNEST MONEY DEPOSIT (E.M.D)

2.1 The intending bidders should pay an Earnest Money Deposit of Rs.10,000(Rupees Ten Thousand only).

2.2 The E.M.D shall be paid by DD drawn in favour of “United India Insurance Company Limited”, payable at Kolkata.

2.3 The EMD will not carry any interest.

3.0 FORFEITURE OF E.M.D.

3.1 If a successful bidder who has signed the agreement and backs out of his tender bid, the EMD remitted by him will be forfeited.

3.2 The EMD made by the bidder will be forfeited if -

- a. He withdraws his tender after acceptance.
- b. He withdraws his tender before the expiry of validity period of the tender.
- c. He violates any of the provisions of the terms and conditions of this tender specification.

4.0 REFUND OF E.M.D.

4.1. EMD will be refunded to the successful bidder, only after Installation of the Desktop PCs & furnishing of guarantee certificate.

4.2. In case of unsuccessful bidders, the EMD will be refunded to them after intimating them about rejection of their tenders.

5.0 The company/purchaser/UIIC reserves the right to :

- a) Accept / Reject any of the Tender/s.
- b) Revise the quantities at the time of placing the order.
- c) Add, Modify, Relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- d) Reject any or all the tenders without assigning any reason thereof.

6.0 REJECTION OF TENDERS

6.1 The tender is liable to be rejected *interalia* :

- i) If it is not in conformity with the instructions mentioned herein.
- ii) If it is not properly signed by the bidder.
- iii) If it is not received in a sealed cover.
- iv) If it is received after the expiry of the due date and time.
- v) If it is incomplete including non-furnishing of the required documents and/or evasive.
- vi) If it is not accompanied by the requisite EMD.

7.0 VALIDITY OF TENDERS

Tenders should be valid for acceptance for a period of 90 days from the date of opening of the tender. Offers with lesser validity period would be rejected.

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SECTION II

PART A – TECHNICAL BID

SPECIFICATION / APPROX. QUANTITY / DETAILS OF WORK INVOLVED/BUDGETARY ESTIMATES

1.0 SPECIFICATION for Desktop PCs– As per Annexure enclosed.

2.0 APPROXIMATE TOTAL QUANTITY:

DESCRIPTION	Quantity
Desktop PCs	05

Note: The company reserves the right to increase/decrease the quantity of goods and services originally specified in this tender document and also to issue multiple purchase orders without any change in unit price or other terms and conditions.

3.0 DETAILS OF WORK INVOLVED:

(a) Delivery of the Desktop PCs. as per the following

Sr.No.	Office Name	No of Desktop
1	Kolkata	2
2.	Gangtok	2
3.	Purulia	1

(b) Installation of the Desktop PCs.

4.0 PRICE

4.1 The price shall be inclusive of Ex-factory price per unit, packing, forwarding, freight, transit insurance, Excise duty, and other duties if any, including delivery, installation, commissioning & testing charges .GST as applicable alone would be reimbursed as shown in the invoice.

4.2 There shall be no escalation in the prices once the prices are fixed and agreed to by the Company and the vendors. But, any benefit arising out of any subsequent reduction in the prices due to any reason whatsoever, after the prices are fixed and before the delivery should be passed on to the Purchaser/Company.

5.0 DELIVERY AND INSTALLATION

5.1 The total approximate quantity of items as mentioned above, shall be delivered at their respective places (Kolkata,Gangtok,Purulia). The actual quantity of items to be supplied to each office will be specified in the Purchase Order / Contract for Supply to be entered into between the Company on the one hand and the successful Bidder/s on the other.

5.2 The delivery time shall be **Four weeks** maximum from the date of placing of the order.

5.3 The installation / commissioning shall be completed within a period of **One week** from the date of delivery.

5.4 In case of delayed delivery, the vendor shall be liable to pay a penalty at a percentage of the value of undelivered items subject to a maximum of 5% as detailed below:

@ 1% for the first week

@ 2.5 % for the second week and

@ 5 % for the third week and above

For the purpose of this clause part of the week is considered as full week. Part delivery of systems shall be deemed to be delayed delivery. Wherever Road permit(s) are required, the delivery period starts from the day UIIC hands over Road permit to the Vendor

5.5 After the delivery is made, if it is discovered that the items supplied are not according to Our specification, such supply would be rejected at the supplier's cost.

5.6 In the event of delayed installation i.e. installation after **One week** from the date of delivery, the vendor shall be liable to pay a penalty at a percentage on the total hardware value of respective location, subject to a maximum of 5% (Five percent) as detailed below.

@ 1% for the first week

@ 2.5 % for the second week and

@ 5 % for the third week and above

For the purpose of this clause part of the week is considered as full week. Part delivery of systems shall be deemed to be delayed delivery.

6.0 PAYMENT TERMS :

100% on satisfactory Installation on submission of relevant documents by the Vendor.

7.0 WARRANTY AND ON-SITE MAINTENANCE :

The Vendor shall provide **minimum one year comprehensive on-site warranty** commencing from the date of installation of the Desktop PCs at the respective offices of the Company as provided in the Purchase Order / Contract for Supply.

8.0 GUARANTEE:

A guarantee certificate guaranteeing the Company of satisfactory operation of the components and against poor workmanship, bad quality of materials used, faulty designs and performance figures given by the bidders should be furnished along with the initial bill for payment. This guarantee should be operative for a period of 1 year from the date of installation. All defects identified during the period of guarantee shall be replaced or rectified as desired by the company free of cost by the Vendor.

9.0 The Company shall have the right to relax or waive or alter any of the provisions of the tender documents of the tender document.

10.0 If the bidder wishes to depart from the Technical Specification in any respect he shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form given below. Unless this is done, the requirements of the Technical Specification given by us in Annexure will be deemed to have been accepted by the vendor in every respect. The Company reserves the right to accept / reject any or all of the deviations shown by the Bidder.

DEVIATION FROM SPECIFICATION

Sl.No	Sl.No. & Description in the Technical Specification	Deviation Details and Reasons thereof

**(Signature of Vendor)
with seal**

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SECTION -II
PART – B COMMERCIAL BID

The bidders have to indicate the budgetary estimates for the goods and services as per the pro-forma given below.

Price for the Desktop PCs excluding GST for M/s UIIC Ltd.

S.NO	Description	Unit (Rs.)	Price	Qty	Total (Rs.)
1.	Desktop PCs (With minimum 1 year on-site Comprehensive warranty) PC Make: Model: Technical Specifications with compliance statement			05	

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SECTION III

GENERAL

1.0 PROCEDURE FOR PROCESSING THE TENDER DOCUMENT :

- 1.1 The Sealed cover containing Demand Draft for Rs. 10,000/- (Rupees Ten Thousand Only) towards EMD (Earnest Money Deposit) and technical bids would be opened by the Committee in the presence of the representatives of the Vendors. Each and every aspect in the technical bid submitted by the vendors would be evaluated by our committee and subsequently the commercial bids of successful technical bidders only would be opened by our committee in the presence of successful technical bidders who wish to attend.
 - 1.2 The lowest commercial bid (L 1) would be identified as stipulated in this tender.
 - 1.3 Any commercial bid incomplete in any respect would not be considered.
 - 1.4 The vendors are required to send not more than two of their representative/s.
 - 1.5 This procedure is subject to changes, if any and the procedure adopted by the Company for opening the tender shall be final and binding on all the parties.
- 3.0 **ROYALTIES AND PATENTS:** Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidders shall protect the Company against any claims thereof.
- 4.0 The successful Bidder shall enter into a detailed Agreement for supply, installation and maintenance of the Desktop PCs with the Company.

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SECTION IV

Please furnish details of engineers and service center covering location

S. NO.	Name of Engineer	Contact No.	Email id

Furnish escalation matrix also.

ANNEXURE

MINIMUM TECHNICAL SPECIFICATION FOR DESKTOP COMPUTER

<u>SI No</u>	<u>DESCRIPTION</u>	<u>DETAILS</u>
1	<u>PROCESSOR</u>	Intel Core i3-6100 - 6 th Generation Processor or above
2	<u>MEMORY</u>	<u>4GB DDR3 RAM @ 1600 MHz or better</u>
3	<u>CHIPSET</u>	<u>Compatible Chipset.</u>
4	<u>MOTHERBOARD</u>	<u>Intel/AMD original OR OEM original mother board</u>
5	<u>HARD DISK DRIVE</u>	<u>[500GB-SATA III -7200 RPM HDD] or higher</u>
6	<u>NETWORK</u>	10/100/1000 Mbps Network Card supporting IPv4 and IPv6.
7	<u>EXPANSION SLOTS</u>	Minimum 2 nos. of PCI Express slot.
8	<u>DISPLAY/ MONITOR</u>	<u>18.5" wide TFT/LED Monitor, minimum resolution of 1280 x 768 or better</u>
9	<u>GRAPHICS</u>	<u>HD Graphics</u>
10	<u>KEYBOARD</u>	<u>104 Keys PS/2 or USB Keyboard.</u>
11	<u>MOUSE</u>	<u>Two button optical scroll mouse.</u>
12	<u>PORTS</u>	<u>2 nos. of USB 3.0 ports and 4 nos. of USB 2.0 ports, 1 no. of PS2/USB Keyboard Port, 1 no. of PS2/USB Mouse Port.</u>
13	<u>OPERATING SYSTEM</u>	Microsoft Windows 10 64-bit (English Version) latest Service Pack. Recovery media kit to be supplied.
14	<u>OS CERTIFICATION</u>	<u>If Certification of Authenticity (COA) is not supplied by M/s Microsoft for Windows 10 Pro then Windows 10 Pro Product Keys should be embedded in the BIOS as (System Locked Pre-Installation) and the vendor has to submit unique product keys in their letter head. Further Certified for Microsoft Windows 10 Pro is mandatory.</u>
15	<u>COMPLIANCE</u>	<u>Energy Star 5/6 Compliant. / EPEAT certification. / ROHS (Restriction of Hazardous Substances) or U/L or FCC Compliant</u>
16	<u>WARRANTY</u>	<u>Minimum 1 Years On-Site Comprehensive Warranty Including OS Support like Recovery of OS after Crash.</u>
17	<u>ADDITIONAL</u>	<u>Product brochure should be available in public domain / OEM website</u>