



UNITED INDIA INSURANCE COMPANY LIMITED
HEAD OFFICE: INFORMATION TECHNOLOGY DEPT
24, WHITES ROAD CHENNAI

CIN : U93090TN1938GOI000108

WEBSITE : WWW.UIIC.CO.IN

PRE-QUALIFICATION TENDER (PQT) – SUPPLY AND SUPPORT OF DIGITAL NETWORK LASER PRINTERS

United India Insurance Company Limited proposes to empanel vendors for a period of three years for supply and support of Digital Network Laser Printers throughout India as and when the need arises. The Vendors meeting the following criteria may apply for empanelment in the specified format.

ELIGIBILITY CRITERIA:

- a. The vendor is registered as a company in India as per Companies Act, 1956. The Certificate of Incorporation issued by the Registrar of Companies is to be submitted. (Documentary proof should be attached).
- b. The Vendor should be original equipment manufacturer (OEM) for Laser Printers / authorized reseller of the Laser Printers in India.
- c. The Vendor should have an Average Annual Turnover of **Rs.25 Crores** (Rupees Twenty Five Crores only) in the last three financial years (FY 2015-16, 2016-17 and 2017-18) and this not inclusive of the turnover of associate companies as per the audited accounts. Financial year shall mean an accounting period of 12 months. Figures for an accounting period exceeding 12 months will not be acceptable. Annual reports of FY 2015-16, 2016-17 and 2017-18 should be attached. Vendors who are yet to publish their audited document for the year 2017-18, must submit the provisional/CA certified results for the FY 2017-18. (Documentary proof should be attached).
- d. The vendor has registered positive net profit (after tax) in at least one year in the last three Financial Years (2015-18). Financial year shall mean an accounting period of 12 months. Figures for an accounting period exceeding 12 months will not be acceptable. Vendors who are yet to publish their audited document for the year 2017-18, must submit the provisional/CA certified results for the FY 2017-18. (Documentary proof should be attached).
- e. Should have executed at least one single order / multiple orders arising out of one tender with purchase order value of not less than **Rs.One Crore** for printers during the last three financial years.
- f. Should have executed at least one single order/ multiple orders arising out of one tender during the last three financial years for supply, installation and support of Printers in at least **75 Locations** in India. (Multi-location delivery purchase order)
- g. The Vendor should have countrywide support service facilities (Owned / Franchise / Resident Engineer) at least in **75 different locations** in Metro/City/Town/village including locations where UIIC has its Regional Offices. Of the 30 regional office locations, the vendor should have service centres in at least **25 regional office locations** (List of our Regional Office locations is given separately). (It may be noted that if a Vendor is having more than one service center in a location, the same shall be treated as one location only.)
- h. The vendor should not be black listed at the time of PQT application by any Central Government/State Government / PSU / Banking / Insurance company in India. Vendor to submit the Self Declaration certificate.

The PQT form can be downloaded from our website: www.uiic.co.in and should be submitted along with the proof of electronic credit in to our Bank A/c details given below for Rs.5,000/- (Rupees Five Thousand Only) towards non-refundable empanelment application fee.



Application fee shall be credited to our Bank Account as given below:

Beneficiary Name	United India Insurance Company Ltd.
IFSC Code	BOFA0CN6215 (Please distinguish alphabet O with 0 (Zero)).
Account No	UIC000100
Bank Details	Bank of America, 748, Anna Salai, Chennai 600 002.
Remarks	EMPANELCOMP<Depositor Name>

Last date for submission of Pre-qualification tender application 25.02.2019 (3PM). The sealed cover containing the PQT application form should be superscribed as "PQT for Laser printers".

The Company reserves the right to accept/reject any/all pre-qualification applications without assigning any reason whatsoever.

Thanking you,


CHIEF MANAGER

Information Technology Department



UIIC Regional Office Locations.

- 1) Ahmedabad
- 2) Bangalore
- 3) Bhopal
- 4) Chandigarh
- 5) Chennai
- 6) Coimbatore
- 7) Guwahati
- 8) Hubli
- 9) Hyderabad
- 10) Jaipur
- 11) Kochi
- 12) Kolkata
- 13) Lucknow
- 14) Ludhiana
- 15) Madurai
- 16) Mumbai- RO 1
- 17) Nagpur
- 18) New Delhi –RO 1
- 19) Patna
- 20) Pune
- 21) Vadodara
- 22) Vizag.
- 23) Dehradun
- 24) Bhubaneswar
- 25) Raipur
- 26) Puducherry
- 27) Jodhpur
- 28) Calicut
- 29) Mumbai-RO 2
- 30) New Delhi-RO 2





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Application Form for Pre Qualification Tender (PQT) – Empanelment of Vendors for Supply and Support of Digital Network Laser Printers

(All details in appropriate columns should be filled-in. Incomplete details will entail rejection)

PART-A

1.Name and Address of the Company (Local / Contact Address)	
2. Application Fee Details i) Amount ii) Date of Credit iii) NEFT /RTGS No. iv) Bank Name v) Branch	Rs. 5,000/- (Rupees Five Thousand Only)
3. Registered Address of the Company	
4.Contact Person Name: Designation Phone Fax Cell No. E-mail	



PART-B

Sl. No.	Particulars	Details
1	Whether Registered Company?	Yes / No
2	Whether OEM (Original Equipment Manufacturer) or Authorised Channel Partner?	OEM / CHANNEL PARTNER
3	Annual Turnover for 3 years.	2015-16 Rs. (in Crores)
		2016-17 Rs.
		2017-18 Rs.
4	Net Profit for 3 years	2015-16 Rs.
		2016-17 Rs.
		2017-18 Rs.
5	Whether executed at least one single order / multiple orders arising out of one tender with purchase order value not less than Rupees One Crore during the last 3 years for supply of printers.	YES/NO
6	Whether executed at least one single order / multiple orders arising out of one tender for supply, installation and support of Printers in at least 75 locations.(Multi-location delivery purchase order)	YES/NO
7	Whether having support service centres in at least 75 different locations including at least 25 locations where UIIC have its Regional Offices.	YES/NO

Documents to be submitted for the above (**mandatory**).

- Sr. No. 1 Copy of certificate of incorporation.
- Sr. No. 2 Copy of authorisation letter from OEM in case of Authorised Channel Partner, to deal with United India Insurance Company Ltd.
- Sr. No. 3 & 4 Copies of audited Balance Sheets (including profit and loss accounts and directors report as a full set) for three years namely (2015-16, 2016-17 & 2017-18), giving details of turnover or statutory auditor's certificate specifying turnover and Profit/Loss details for the three years.
- Sr. No.5 Copies of purchase orders executed during the last three years with purchase order value not less than Rupees One Crore for supply of printers.
- Sr. No.6 Copy of one single purchase order/ multiple orders arising out of one tender for supply, installation and support of Printers in at least 75 locations across India. (Multi-location delivery purchase order).
- Sr. No. 7 List of Support Service Centres (owned / franchise) in at least 75 different locations including minimum 25 locations where UIIC has its Regional Offices. (For example if a vendor has got 4 service centres in Chennai City, it shall be counted as only one location and not four.)



PART- C

Additional Information

1	No of employees giving break-up for Technical & Service Engineers Location wise	Attach details
2	List of major clients to whom the goods & Services are rendered including the value of the orders executed.	Attach details

Authorised Signatory

(Name & Designation, seal of the Company)

- ◆ Incomplete PQT forms will not be entertained.
- ◆ Additional information can be attached as an Annexure.
- ◆ All documents should be signed by an authorised representative of the Company with company seal.

