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# RFQ - CISCO NETWORK ROUTER

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RFQ - 94



**UNITED INDIA INSURANCE CO. LTD**

INFORMATION TECHNOLOGY DEPARTMENT

No. 24, Whites Road, Chennai - 600014





Release Date of RFQ	13 <sup>th</sup> October 2017
Last Date of bid submission	20 <sup>th</sup> October 2017

Address for Communication & Submission of Bids	The Chief Manager Information Technology Department First Floor, United India Insurance Co. Ltd Regd & Head Office No. 24, Whites Road, Chennai 600 014
E-Mail IDs for communication	to: <a href="mailto:uiicnoc@uiic.co.in">uiicnoc@uiic.co.in</a> cc: <a href="mailto:vivekkumra@uiic.co.in">vivekkumra@uiic.co.in</a>





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## 1. ABOUT THE COMPANY

United India Insurance Company Limited (UIIC) is a leading public sector General Insurance Company transacting General Insurance business in India with Head Office at Chennai, 29 Regional Offices, 8 Large Corporate and Brokers Cells and 2000+ Operating Offices geographically spread throughout India and has over 16000 employees. United India Insurance Company Limited, hereinafter called "UIIC" or "The Company", which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns, issues this bid document, hereinafter called Request for Quotation or RFQ.

## 2. INSTRUCTIONS / GUIDELINES TO BIDDERS

- a. The UNITED INDIA INSURANCE Co. Ltd. invites bids for the supply, installation and maintenance of CISCO Router at its IT Annex, Raji Building, Chennai 600006.
- b. The bid should be submitted in one sealed envelope mentioning "OFFER for CISCO 819 Router - 2017".

## 3. THE REQUEST FOR QUOTATION (RFQ)

- a. The RFQ as indicated above addressed to Chief Manager, Information Technology department and shall be submitted at the **Information Technology Department, First Floor, UNITED INDIA INSURANCE Co. Ltd, Regd. & Head Office, No. 24 - Whites Road, Chennai - 600 014** on or before **3 PM on 20<sup>th</sup> October 2017**. 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 11 AM on the next working day.
- b. The bid covers would be opened by the Committee constituted by the Company in the presence of bidders who are present at the address given above on the same day of bid submission.
- c. The vendor shall provide commercial quote as per the format given in Annexure 4.

## 4. THE COMPANY RESERVES THE RIGHT TO

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

## 5. REJECTION OF RFQs

The RFQ is liable to be rejected interalia:

- a. If it is not in conformity with the instructions mentioned herein,
- b. If it is not properly signed by the bidder,
- c. If it is received after the expiry of the due date and time,
- d. If it is evasive or in complete including non-furnishing the required documents.
- e. If it is quoted for period less than the validity of RFQ.
- f. If it is received from any blacklisted bidder or whose past experience is not satisfactory.

## 6. VALIDITY OF RFQ

Tenders should be valid for acceptance for a period of at least 60 (Sixty) days from the last date of tender submission. Offers with lesser validity period would be rejected.





## **7. GENERAL TERMS**

- a. Bidders shall be eligible as per the eligibility criteria mentioned in Annexure 3.
- b. The successful bidder has to submit the duly signed undertaking in the Company's letter head within 7 days from the receipt of the LOA; mentioning that the deliverables mentioned under the Scope of Work of this RFQ will be adhered for a period of one year from the date of installation of the router.
- c. Any queries may be communicated through e-mail and response to query will be by return e-mail.
- d. The offer containing erasures or alterations will not be considered. There shall be no handwritten material, corrections or alterations in the offer.
- e. Addendum/Amendments/Corrigendum, if any, will be communicated through website or e-mail only. UIIC reserves the right to cancel the tender at any time without incurring any penalty or financial obligation to any bidder.
- f. UIIC reserves its right to carry out factory inspection of the equipment to be supplied to UIIC at bidder's factory/site/centre. There shall not be any additional charges for such inspection.

## **8. PRICE**

- a. The bidders should quote only the base price. All applicable taxes/Octroi will be paid as actuals.
- b. The price shall be all inclusive of labour cost, ex-factory price per unit, packing, forwarding, freight, transit insurance, Excise duty, road permit charges, other duties, if any, including state levy, delivery, installation, commissioning and testing charges.
- c. There shall be no escalation in the prices once the prices are fixed and agreed to by the Company and the bidders.
- d. All the items should be quoted in INR (Indian Rupees) only.

## **9. INSURANCE**

The Bidder is responsible for acquiring transit insurance for all components. The goods supplied under the Contract shall be fully insured in Indian Rupees. UIIC will insure the equipment once it is delivered at the premise mentioned.

## **10. NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER**

- a. UIIC is under no obligation to accept the lowest or any other offer received in response to this tender and reserves the right to reject any or all the offers including incomplete offers without assigning any reason whatsoever.
- b. UIIC reserves the right to make any changes in the terms and conditions of the RFQ. UIIC will not be obliged to meet and have discussions with any Bidder or to entertain any representations.

## **11. FORMAT AND SIGNING OF BID**

- a. Proposals submitted in response to this tender must be signed by (in all the pages) the Authorized signatory of the Bidder's organization.
- b. The bid shall be in A4 size papers, numbered with index, highlighted with technical specification details, shall be signed by the Bidder or a person duly authorized to bind the Bidder to the Contract and neatly bind or filed accordingly.
- c. Any interlineations, erasures or overwriting shall be valid only if the person signing the bid counter signs them.
- d. Bids should be spirally bound or fastened securely before submission. Bids submitted in loose sheets will be rejected as non-compliant.





- e. Bidders responding to this RFQ must comply with the format requirements given in various annexure of the RFQ, bids submitted in any other format/type will be treated as non-compliant and may be rejected.
- f. ADDITIONAL INFORMATION: Include additional information which will be essential for better understanding of the proposal. This might include data sheets, diagrams, excerpts from manuals, or other explanatory documentation, which would clarify and/or substantiate the bid. Any material included here should be specifically referenced elsewhere in the bid.
- g. GLOSSARY: Provide a glossary of all abbreviations, acronyms, and technical terms used to describe the services or products proposed. This glossary should be provided even if these terms are described or defined at their first use in the bid response.

## **12. SCOPE OF WORK**

- a. Deliver and install CISCO C819G-4G-GA-K9 Router at United India Insurance Co. Ltd, IT Annex, Raji Building, Chennai – 600006, within 2 weeks from the date of Purchase Order.
- b. The router shall be covered under warranty for a min of one year from the date of installation.
- c. Comprehensive onsite warranty / AMC of 8 X 5 X NBD to be provided for a period of one year from the date of installation.

## **13. PAYMENT TERMS**

- a. No advance payment shall be made in any case.
- b. 80% payment will be released on delivery of the router and 20% will be released after successful installation of the router at the said premise. Necessary delivery challan and installation sign off document shall be attached along with the invoices for releasing payments.
- c. All payments will be made to the Bidder in Indian Rupees only.
- d. The payments will be made only after the acceptance of milestones and relevant activities / deliverables. Any delay in achievement of the milestones or deliverables will result in further delay of the payment.
- e. The Bidder recognizes that all payments to the Bidder under this RFQ and subsequent agreement are linked to and dependent on successful achievement and acceptance of milestones / deliverables / activities set out in the project plan and therefore any delay in achievement of such milestones / deliverables / activities shall automatically result in delay of such corresponding payment.
- f. Any objection / dispute to the amounts invoiced in the bill shall be raised by UIIC within reasonable time from the date of receipt of the invoice.
- g. All out of pocket expenses, travelling, boarding and lodging expenses for the entire term of this RFP and subsequent agreement is included in the amounts and the Bidder shall not be entitled to charge any additional costs on account of any items or services or by way of any out of pocket expenses, including travel, boarding and lodging etc.
- h. The company also reserves the right to prescribe additional documents for release of payments and the bidder shall comply with the same.
- i. The bidder shall cover the entire scope of services mentioned and deliver all the 'deliverables' as mentioned under the scope of work.





**Annexure 1 - NO BLACKLIST DECLARATION**

(To be submitted in the Bidder's letter head)

Ref. No:

To

The Chief Manager  
Information Technology Department  
United India Insurance Company Limited  
Head Office, 24, Whites Road  
Chennai – 600014

Subject: Submission of No Black Listing Self-Declaration for Tender Ref. No. UIIC: HO: ITD:2017:94 "RFQ for CISCO Network Router"

Dear Sir/Madam,

We do hereby declare and affirm that we have not been blacklisted by Central / any State Government / PSU's or any regulatory bodies as on the date of bid submission.

(Authorized Signatory of Bidder)

Date:  
(Company Seal)



**Annexure 2 - Manufacturer's Authorization Form**

(To be submitted in the OEM's letter head)

Ref. No:

To,

The Chief Manager,  
Information Technology Department,  
First Floor, United India Insurance Co. Ltd,  
Regd. & Head office, No.24, Whites Road,  
Chennai - 600014

Dear Sir,

Re: Your RFP Ref: UIIC-HO-ITD-2017:94

We who are established and reputable manufacturers / producers of \_\_\_\_\_ having factories / development facilities at (address of factory / facility) do hereby authorize M/s \_\_\_\_\_ (Name and address of SI) to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full warranty for the Solution, Products and services offered by the above firm against this Bid Invitation. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

- a. Such Products as UNITED INDIA INSURANCE Co Ltd (UIIC) may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and
- b. In the event of termination of production of such Products:
  - i. advance notification to UIIC of the pending termination, in sufficient time to permit the UIIC to procure needed requirements; and
  - ii. Following such termination, furnishing at no cost to UIIC, data sheets, operations manuals, standards and specifications of the Products, if requested.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,

(Authorized Signatory of Bidder)

Date:

(Company Seal)







**Annexure 3 - Eligibility Criteria Form - for Bidders**

<u>S#</u>	<u>Criteria</u>	<u>Documentary Proof Required</u>	<u>Yes/No</u>	<u>Remarks</u>
a.	The bidder should be a public/private Limited company and should be in existence in Chennai, India	Copy of the Certificate of Incorporation issued by Registrar of Companies		
b.	The bidder should be an authorized partner of CISCO for reselling and maintenance of their network products.	Certificate of partnership from CISCO for the current year		
d.	The bidder should not be blacklisted/debarred by any Government Departments, Agencies or Public Sector Undertakings in India	Self-Declaration		





**Annexure 4 - Commercial Bid Format {all amounts should be in INR}**

S#	Particular	Qty	Price
1	Cisco C819G-4G-GA-K9 Router with 1 year 8x5xNBD onsite comprehensive support	1	
2	Buyback price for Cisco 1941	1	
TOTAL			

*(all prices are exclusive of taxes)*

