

Ref: ITMG/183/2010-11

September 1, 2010.

(REQUEST FOR PROPOSAL)

Dear Sir,

Re: Purchase of Colour Scanner with Automatic Document Feeder

GIC invites quotation as follows :

❖ FUJITSU Image Scanner, Model No. fi-6130

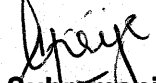
Annexure-I is the form for the commercial bid.

The commercial bid (Annexure-I) should be filled completely, placed in a sealed envelope marked "COMMERCIAL BID FOR SCANNER" and submitted latest by 9th September, 2010 by 3.00 P.M., at the address given below.

**General Insurance Corporation of India,
ITMG (1st Floor),
"Suraksha" 170, J.Tata Road,
Churchgate, Mumbai - 400 020.
☎ 22867115 / 22867113
e-mail : itmg@gicofindia.com**

Annexure-II contains other terms and conditions of the tender.

Yours faithfully,


(Girija Subramanian)
AGM – ITMG

Encls: 1. Annexure I (Form of Commercial Bid)
2. Annexure II (Terms and Conditions)

Commercial Bid for FUJITSU Image Scanner

Sr. No.	Product Description	Qty.	Unit Price	VAT @ 5%	All incl. Price
1	FUJITSU Image Scanner Model No. fi-6130	2	₹ _____	₹ _____	₹ _____
Total →			₹ _____	₹ _____	₹ _____
Octroi at actual will be reimbursed on production of original receipt in favour of General Insurance Corporation of India					

TAX : All inclusive in the above quote (Indicate Yes or No) : _____

OCTROI : Extra as applicable (Indicate Yes or No) : _____

DELIVERY PERIOD : _____

AUTHORISED SIGNATORY : _____

COMPANY SEAL : _____

DATE : _____ PLACE : _____

Terms and Conditions:

- 1) The quotation should be in a Sealed Envelope.
- 2) The rates quoted should be valid up to 31st October, 2010.
- 3) Attach brochures for scanner quoted.
- 4) After supply is made, if it is found that the material supplied are not in accordance to our specification, such supply will be rejected at the suppliers cost.
- 5) No alterations in model no. / specification / quality of the items ordered or in the period of execution or in the price for the items to be finalized or in any of the terms and conditions shall be made without prior intimation to the Corporation and acceptance of the same by the Corporation in writing. It is the vendor's responsibility to demonstrate that the quality and standard specified have been complied with.
- 6) The Corporation reserves the right to accept/reject in part or full any quotation without assigning any reason and the lowest quotation shall not necessarily be the basis of acceptance.
- 7) Any dispute arising out of or relating to this enquiry shall be deemed to have arisen in Mumbai City and is subject to adjudication of Mumbai Courts.
- 8) The tender should reach ITMG department within the date and time mentioned. Further, no responsibility will be taken for postal delay or non-delivery, non-receipt of the quotation.
- 9) Efficient and prompt after sales service from the vendor is expected.
- 10) Any quotation not complying, partly or wholly, with these terms and conditions will be liable for rejection.

II) REJECTION OF TENDERS:

The tender is liable to be rejected *inter alia*

- a) if it is not in conformity with the instructions mentioned herein
- b) if it is not properly signed by the tenderer as required
- c) if it is not received by sealed tender as specified above.
- d) if it is received after the expiry of the due date and time.
- e) if it is incomplete including non-furnishing of the required documents.

III) PAYMENT TERMS:

100% payment will be made on delivery and installation of the product. It would be the responsibility of the vendors to provide installation certificate duly signed by users.

AUTHORISED SIGNATORY : _____

COMPANY SEAL : _____

DATE : _____ PLACE : _____