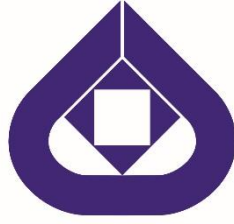


Limited e-Tender for Procurement of Computer Consumables



आपत्काले रक्षिष्यामि

GIC Re

भारतीय साधारण बीमा निगम

General Insurance Corporation of India

Suraksha, 170, J. Tata Road, Churchgate, Mumbai – 400020

☎ → +91-22-2286 7115; E-mail → itmg@gicofindia.com

Ref. No. : ITMG/ 12 /2017-18

Date of issue of e-Tender Document: 22 May 2017

Submit before : 03:00 PM, 9 June 2017

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SECTION – I : REQUEST FOR PROPOSAL

LIMITED E-TENDER FOR PROCUREMENT OF COMPUTER CONSUMABLES

1. INTRODUCTION:

General Insurance Corporation of India (GIC), is a wholly owned Government of India undertaking and has been catering to the needs of Indian General Insurance Industry for the past four decades. GIC of India is currently the designated "Indian Reinsurer".

GIC also assumes reinsurance from foreign insurance companies. GIC of India has started leading the reinsurance programs of several insurance companies in neighboring SAARC countries, South East Asia, Middle East and African continent. To offer its international clientele easy accessibility and efficient service, GIC of India has enhanced its global presence by opening branch offices in London, Kuala Lumpur , Dubai, a representative office at Moscow and Subsidiary in South Africa.

2. REQUIREMENTS:

GIC requires to procure computer consumables on Rate Contract basis through e-procurement portal <https://gicre.eproc.in>

3. INVITATION:

E-Tenders are invited for the items listed as per **Annexure-I** and **Annexure-II** from the following empaneled vendors on rate contract basis for a period of one year:-

- M/s. Aditi Computers
- M/s. Chandra International
- M/s. Rohra Computer Products

4. TENDER DOCUMENT:

The Tender Document (non-transferable) covering eligibility requirements and terms & conditions may be obtained by interested and eligible bidders by downloading from the GIC Re website www.gicofindia.com.

5. IMPORTANT DATES:

Event / Activity	Date / Time
Date of Issue of e-Tender Document	22 May 2017
Last Date for Submission of e-Tenders	3:00 PM on 9 June 2017
Opening of Commercial Bids of e-Tenders	3:30 PM on 9 June 2017

Queries, if any, to be forwarded to itmg@gicofindia.com with subject as “RFP - Limited e-tender for procurement of computer consumables” before **2 June 2017**. Clarifications to the queries will be uploaded on GIC website www.gicofindia.com.

SECTION – II: INSTRUCTIONS / GUIDELINES TO e-TENDERERS:

1. BINDING TO ALL TERMS & CONDITIONS:

The Bidders are advised to submit the e-Tenders strictly based on the terms and conditions and specifications contained in the e-Tenders document including amendments, if any, issued by GIC prior to submission of e-Tenders. The formats prescribed in the e-Tenders documents should be scrupulously followed by the e-bidders. E-Tenders bids that do not comply with the terms and conditions are liable for rejection.

2. SUBMISSION OF e-TENDERS:

2.1 Method of e-Tenders Submission:

- (1) The e-bidders are required to submit their respective e-Tenders as per the instructions given in **Annexure-IV**.
- (2) All bids are to be submitted online on the website <https://gicre.eproc.in>. No Bid shall be accepted off-line. The bids shall be received only “online” on or before the scheduled date and time of bid submission.
- (3) The Bid should contain only the basic price for each item of list of material as per the price-bid format. The Bidder should quote basic price for each item including all duties, levies, loading- unloading charges, transportation charges, other expenses, etc. However, taxes would be paid extra as and where applicable. Hence, the quoted price should be exclusive of taxes.

- (4) A self-signed and stamped scanned copy EMD deposit through NEFT/RTGS as stipulated in Section-II Para 2.2 below should be uploaded on the E-procurement portal. The RTGS/NEFT transaction should have been done atleast 2 days before the final submission of the bid.
- (5) In the e-tender system, after uploading the bid, the bidder need not send any documents (hard copy) to the tender inviting authority before opening of technical bid/price bid. If required, after opening of bid, the authenticity of the uploaded documents would be verified by the tender inviting authority.

2.2 Details of RTGS/ NEFT of Earnest Money Deposit (EMD):-

The payment towards non-interest bearing EMD amount ₹ 5,000/- (Rupees Five Thousand Only) should be made through **RTGS / NEFT** in account of "**General Insurance Corporation of India**" as per details below:-

Sr. No.	Details of Bank Account	
1	Type of Account	Current
2	Account Number	001020100010245
3	Name of the Bank	Bank of India
4	Name of the Branch	Churchgate, Mumbai
5	Address of Branch	Eros Building, Churchgate, Mumbai – 400 020
6	MICR Code No.	400013014
7	IFSC Code No.	BKID0000010

- (1) No previous dues of the bidder shall be adjusted towards the above transaction of EMD.
- (2) The bidder shall use a particular RTGS/NEFT transaction for one tender only otherwise his bid will be rejected.
- (3) The account from which the EMD amount is to be deposited/transferred should be in the name of contractor/authorized person of the firm who have digitally signed the bid.
- (4) Refund of EMD in respect of unsuccessful bidder will also be made to that specific account of the bidder.

3. OPENING OF TENDERS:

Bidder should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of bid preparation, bid submission, bid opening etc., in the e-tender system.

The encrypted bids received will be decrypted and opened online, on the scheduled date and time at the address (mentioned in the covering page of this tender document) in the presence of those bidders who have submitted the bid and wish to remain present. The bidders are required to send their representative/s who is/are vested with powers to make a decision. The authorized representative should bring a letter on company's letterhead authorizing him/her to attend the bid-opening. Without this letter he/she may not be allowed to attend the bid-opening meeting.

After evaluation of bid, all the bidders will get the information regarding bid status. Thereafter, a system generated email confirmation will be sent to all bidders. The bidders can check information regarding the status of their tender and ranking on e-procurement portal. Purchase Order(s) will be issued separately to the successful bidder(s).

4. PROCEDURE FOR PROCESSING THE TENDER:

- (a) Commercial bids of only those bidders would be considered who have submitted EMD as per Section-II Para 2.2 above.
- (b) The bid prices would be displayed and the lowest commercial bid in terms of itemwise cost (L1) would be identified on the basis of rates quoted for each consumable item. The cost of all the items should be filled carefully.
- (c) Any commercial bid incomplete in any respect would not be considered.

This procedure is subject to changes and the procedure adopted by GIC for opening the tender shall be final and binding on all the parties.

5. FORFEITURE OF E.M.D.:

The EMD submitted by the bidder will be forfeited if the bidder

- a) Withdraws the tender after acceptance by GIC; or

- b) Withdraws the tender before the expiry of the validity period of the tender; or
- c) Violates any of the provisions of the terms and conditions of the tender.

6. REFUND OF E.M.D.:

- a) EMD of the successful bidder submitted through NEFT/RTGS shall be converted/adjusted into Security Deposit and would be refunded to the successful bidder after the expiry of agreement as per **Annexure-III**.
- b) In case of rejection of tender / unsuccessful tender, the EMD will be refunded to the bidders after intimation of rejection after issue of Purchase Order to the successful bidder.

7. REJECTION OF e-TENDERS:

The e-Tender is liable to be rejected *interalia* if any of the following conditions is met:

- a) If it is not accompanied by the requisite EMD payment.
- b) If it is not in conformity with the instructions mentioned herein.
- c) If it is incomplete or due to non-furnishing of required documents.
- d) If the bid is conditional.
- e) Any billing linked to GIC Re's assets and/or revenue will disqualify the bidder.

GIC reserves the right to reject the e-tender without assigning any reasons whatsoever and the decision of GIC is final and no communication would be entertained.

8. VALIDITY OF BIDS:

Bids should be valid for acceptance for a minimum period of 90 (ninety) days from the last date for submission of bids. The validity may be extended by mutual consent. Offers with lesser validity period would be rejected.

9. AGREEMENT/CONTRACT:

The successful bidders shall enter into a detailed Agreement with GIC as per draft given in **Annexure-III**. However, GIC Re reserves the right to alter / vary / amend / modify all or any of the terms set out in the said draft Agreement. The bidders are advised to go through the terms and conditions of the draft agreement before submitting their bids.

10. TERMINATION OF AGREEMENT/CONTRACT:

GIC Re shall have the unilateral right to terminate any agreement/contract(s) formed between GIC Re and the successful bidder(s) by giving thirty (30) days written notice in advance. Termination may result from non-performance, inferior product quality, failure to meet warranty/service commitments, inadequate technical expertise, business failure, etc.

11. SUB-CONTRACTING:

The successful bidder will not, without the explicit written consent of GIC Re, make any assignment or sub-contract for the provision of any goods/services hereby bid on.

12. BIDDER'S UNDERSTANDING OF THE RFP:

In responding to this RFP, the bidder accepts the full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries with GIC Re as necessary to gain such understanding. GIC Re reserves the right to disqualify any bidder who demonstrates less than such understanding. Further, GIC Re reserves the right to determine, at its sole discretion, whether the bidder has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to GIC Re.

13. GOOD FAITH STATEMENT:

All information provided by GIC Re in this RFP is offered in good faith. Individual items are subject to change at any time. GIC Re makes no certification that any item is without error.

GIC Re is not responsible or liable for any use of the information or for any resulting claims.

14. PAYMENT TERMS:

Payment shall be in Indian Rupees only. The vendors should quote the basic price for each item (including all expenses, duties, levies, octroi, etc.) Taxes would be paid extra as and where applicable. No separate reimbursement of any kind will be provided to the vendor beyond the quoted price. There shall be no escalation in the prices once they are fixed and agreed by GIC Re and the vendors. But, any benefit arising out of any subsequent reduction in the prices due to

8. In case of any technical assistance on bid preparation/submission, login, registration, etc., kindly contact the following team:-

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1800 HRS IST		
(MONDAY TO FRIDAY (Exclusions: GIC Re HOLIDAYS))		
Contact Nos. and email IDs for helpdesk officers		
Dedicated email	gicresupport@c1india.com (Please email your issues before your call helpdesk. This will help us serving you better.)	
Global support number	+91-22-66865600	
Dedicated helpdesk for GIC Re Suppliers		
Name	Email	Phone Numbers
Mayur Phakale	mayur.phakale@c1india.com	+91-22-66865633
Sachin Toraskar	sachin.toraskar@c1india.com	+91-22-66865610
Fairlin Jivin	fairlin.jivin@c1india.com	+91-22-66865603
Escalation Level		
Deeksha More	deeksha.more@c1india.com	-

9. In case of any tender-related queries, kindly contact us at:-

**General Insurance Corporation of India,
ITMG Department, 1st Floor, Suraksha,
170, J. Tata Road, Churchgate, Mumbai-400 020
Phone: +91-22-2286 7115, E-mail: itmg@gicofindia.com**

ANNEXURE-I

LIST OF GENERAL COMSUMABLES

GENERAL CONSUMABLES	
I T E M S	
A) MOUSE	
	Scroll Mouse – Logitech Brand (small size)
	Scroll Mouse – Logitech Brand (normal size)
B) RJ 45	
	RJ 45 Connectors – D link Brand (one box)
C) I/O Port	
	I/O Port Box with face plate – Logitech Brand
	I/O Port Female Connector – Logitech Brand
D) KEYBOARD	
	USB Keyboard – Microsoft Brand
E) WIRELESS KEYBOARD AND MOUSE COMBO	
	Combo pack of wireless keyboard and mouse– Logitech Brand
F) PATCH CORD	
	Patch Cord (1 meter) D – Link Brand
	Patch Cord (2 meters) D – Link Brand

ANNEXURE-II

LIST OF STORAGE MEDIA PRODUCTS

STORAGE MEDIA PRODUCTS	
I T E M S	
(A) DVD (4.7 GB)	
WORM (Write Once Read Many) – Moser Baer Brand	
Rewritable – Moser Baer Brand	
(B) PEN DRIVE (Min. 3 year warranty)	
With a capacity of 16 GB – Sony Brand	
With a capacity of 16 GB – Sandisk Brand	
With a capacity of 32 GB – Sony Brand	
With a capacity of 32 GB – Sandisk Brand	
(C) USB (Ver 3.0 or higher) HARD DISK (Min. 3 year warranty)	
With a capacity of 1 TB – Transcend Brand	
With a capacity of 1 TB – Seagate Brand	
With a capacity of 2 TB – Transcend Brand	
With a capacity of 2 TB – Seagate Brand	
(D) DATA CARTRIDGE	
LTO 5 tapes with 1.5 TB native data capacity; 3.0 TB with 2:1 data compression – HP Ultrium Brand	
(E) BARCODE LABELS	
Barcode labels for LTO 5 tapes	

ANNEXURE-III

Agreement for Rate Contract of Consumables for a period of 1 year

(to be executed on non-judicial stamp paper worth ₹100/-)

This Agreement entered into at Mumbai on this _____ day of _____ 2017

BETWEEN _____ a company registered under the Companies Act, 1956 and having its registered office at _____ hereinafter referred to as the VENDOR

AND

General Insurance Corporation of India (GIC Re), a company registered under the Companies Act, 1956 and having its registered office at Suraksha, 170, J. Tata Road, Churchgate, Mumbai 400020, hereinafter referred to as GIC.

WHEREAS GIC had called for e-tenders from various companies for procurement of Computer Consumables from empaneled vendors, hereinafter called RFP; and

WHEREAS the Vendor had submitted a e-Tender which was accepted by GIC; and

WHEREAS GIC is desirous of placing order for the same; and

WHEREAS the Vendor had agreed to provide computer consumables to GIC as per the terms and conditions mentioned herein below.

NOW THEREFORE THIS DEED WITNESSETH:

1. **PERIOD OF AGREEMENT:**

This Agreement is for the period of 1 year from _____ to _____.

However, the period of Agreement may be extended by mutual consent at expiring rates and terms.

2. CONSIDERATION:

GIC will pay to the vendor the price indicated against each item as per the Purchase Order. The payment for the consumables will be made to the vendor after the execution of agreement by means of bills/invoices submitted by the vendor against its delivery.

3. TERMS AND CONDITIONS:

1. If the items supplied by the vendor are not found to be original, then the Corporation reserves the right to disqualify the vendor without assigning any reason thereof.
2. If it is discovered after the supply has been made that the material supplied are not according to the specifications, such supply will be rejected at the supplier's cost.
3. If the supplier fails to deliver the goods on or before the date specified, the Corporation reserves the right to discontinue purchasing the items without assigning any reason thereof and the vendor should make good any loss or damage that the Corporation suffers on this account.
4. No alterations in specifications or quality of the items ordered or in the period of execution or in the prices of the items to be finalized 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 the standards specified have been complied with.
5. Any dispute arising out of or relating to this enquiry shall be restricted to adjudication in courts in Mumbai only.
6. The vendor shall not sub-contract any work under this Agreement without the prior written consent of GIC.
7. The old/used consumables will become property of GIC.
8. Transport charges for the delivery of consumables safely to GIC will have to be borne by the vendor.
9. In the event of any breach of contract, decision of GIC shall be final and binding and reserves the right to cancel the contract in case of poor performance.
10. GIC reserves the right to withhold the payment, if the delivery/goods/service is not satisfactory.

4. DEDUCTIONS OF PENALTY:

In the event of delayed delivery i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage of the total value of the consignment subject to a maximum of 10% (ten percent) as detailed below:-

- @ 1% up to one week;
- @ 2.5% up to two weeks;
- @ 5% up to three weeks;
- @ 10% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week.

In the event of supply of faulty/defective material or material that is not as per the standards and/or specifications, then the vendor has to replace faulty/defective material with the standard/specified material by GIC at its own cost.

GIC reserves the right to blacklist the vendor under the following conditions:-

- If the delivery time of the order placed to the vendor exceeds two weeks.
- If the vendor refuses/is unable to change the faulty/defective material supplied to GIC against any/all order(s).
- Any violation of the contract and/or breach of conditions of RFP.
- Any other condition(s) arising during the contract period which could affect the rights and interests of GIC.

5. CURRENCY AND TYPE OF CONTRACT

Payment for the consumables shall be in Indian Rupees only. The price quoted by the vendor should be inclusive of all expenses, taxes, duties, levies, out of pocket expenses, etc. No separate reimbursement of any kind will be provided beyond the quoted price. GIC Re would be entitled to levy, deduct tax on payments as applicable in India.

6. CANCELLATION (VALIDITY OF AGREEMENT)

This Agreement is valid initially for a period from _____ to _____.

Either party may terminate the agreement prior to expiry of contract period by giving one month written notice in advance.

7. JURISDICTION AND ARBITRATION:

In case of any disputes or any differences arising out at any time between the parties in respect of this Agreement, the same shall be resolved by mutual discussion and if not resolved, then steps

would be taken in accordance with and subject to the provisions of the Indian Arbitration Act, 1940. This Agreement shall be subject to the jurisdiction of the Courts in the city of Mumbai only.

8. FORCE MAJEURE:

Neither the vendor nor GIC shall be liable to the other for the delay in or failure of their respective obligations under this Agreement caused by occurrences beyond the control of the vendor or GIC (as the case may be) due to fire, floods, power cuts, acts of the public enemy, war, insurrections, riots, strikes, lockouts, sabotage, or any civil unrest arising out of an Act of God, any law, statute or ordinance, order action or regulations of the Government or any compliance therewith similar to the above. Either party shall promptly notify the other of the commencement and cessation of such contingency and prove that such is beyond their control and affects the fulfillment of their obligations under this Agreement adversely.

The respective obligations of the parties shall be extended for the period of Force Majeure provided notices as required above are given in time and the contingency established if so required by the other party.

9. LIABILITY AND INDEMNITIES:

The Service Provider represents and warrants that the service rendered do not violate/infringe upon any patent, copyright, trade secret, or other property right of any other person or other entity. The Service Provider agrees that it will and hereby does, indemnify GIC from any claim, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.

10. CONFIDENTIALITY:

The Service Provider acknowledge that all material and information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the GIC Re. The Service Provider agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information and not to release or disclose it to any other parties. The Service Provider shall take appropriate action with respect to its employees to ensure

that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied.

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective hands and seals the day and year herein mentioned.

<p>SIGNED, SEALED AND DELIVERED by the within named GIC by hands of _____ (signature) Name : _____ Designation : _____ Company : GIC of India in the presence of _____ (signature) Name : _____</p>	<p>SIGNED, SEALED AND DELIVERED by the within named (Service Provider) by hands of _____ (signature) Name : _____ Designation : _____ Vendor : _____ in the presence of _____ (signature) Name : _____</p>
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ANNEXURE-IV

1. Vendor Registration:

- i. Bidders are required to enroll on GIC e-Procurement portal by <https://gicre.eproc.in>. Enrolment on the GIC e-Procurement portal is free of charge.
- ii. During enrolment / registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- iii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iv. For e-tendering process, bidder should possess valid Digital Signature Certificate (Class III Certificates with signing & encryption copy) which can be obtained from SIFY/ TCS/ nCode/ eMudra or any Certifying Authority recognized by CCA India on eToken Smart Card.
- v. Upon enrolment on GIC e-Procurement portal for e-tendering, the bidders shall register their valid Digital Signature Certificate (DSC) with their profile.
- vi. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- vii. Bidders can then log into the site through the secured login by entering their user ID password and the password of the DSC / eToken.

Note: Those who are already enrolled not need to go through the above step.

2. Preparation of Bids by Registered Vendor:

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and down load the complete tender document and should take into account corrigendum if any published before submitting their bids.

- ii. Any clarifications, if required, may be obtained online through the contact details given under section 15.8.
- iii. Bidders should keep the bid documents ready in advance that are needed to be submitted as indicated in the tender document in PDF format only.
- iv. Bidder shall go through the tender carefully to understand the documents required to be submitted as part of the bid. Any deviation from the terms and conditions of the tender may lead to rejection of the bid.
- v. Bidders shall submit their bids through online e-tendering system to the Competent Authority well before the bid submission end date and time (as per Server System Clock). The Competent Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- vi. Bidder should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening, etc. in the e-tender system.

3. Submission of Bids by Registered Vendor:

- i. Bidder should log into the site well in advance for bid submission so that he / she uploads the bid in time i.e. on or before the bid submission time.
- ii. Bidder should deposit the EMD as per the instructions specified in the e- Tender Notice / tender document on or before the last date & time mentioned in the e-Tender Notice / tender document, otherwise the uploaded bid will be rejected. The bidders claiming exemption as a NSIC registered unit shall upload the scanned copy of valid NSIC registered confirming as manufacturer of tendered item.
- iii. While submitting the bids online, the bidder shall read the terms & conditions of e-Tender Notice / tender document and accept the same in order to proceed further to submit his/her bid.

- iv. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the e-Tender Notice / tender document according to specified cover.
- v. Bidders shall note that the very act of using DSC for downloading the e-Tender Notice / tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the e-Tender Notice / tender document without any exception and have understood the complete e-Tender Notice / tender document and are clear about the requirements of the e-Tender Notice / tender document.
- vi. Bidders shall submit their bids through online e-tendering system to the Competent Authority well before the bid submission end date and time (as per Server System Clock). The Competent Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- vii. Bidder should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening, etc. in the e-tender system.