



National Insurance Company Limited

Head Office, Information Technology Department,
3, Middleton Street, Post Box No. 9229, Kolkata 700071
Tel: 2283 1739 Fax: 2283 1740

RFP NO: NIC/IT/RFP/10/2017/SmallVendorEmpanelment for Empanelment of Vendors for Supplying of IT Equipment, Consumables and Peripherals – NIC Head Office, Kolkata.

Sealed Bids are invited from Kolkata based bonafide, reputed and well established Vendors for empanelment in the above connection. RFP documents are available at NIC Website www.nationalinsuranceindia.com and can be downloaded from **19-01-2018 to 07-02-2018 (Up to 5.45 PM)**. Last date of submission of bid is **08-02-2018** up to **1:00 P.M.** The address for submission of completed bid documents within stipulated period is given below:

'The Deputy General Manager-IT, National Insurance Company Limited, 4th Floor, IT department, Head Office, 3, Middleton Street, Kolkata, 700071'.

The submitted bid documents will be opened on **08-02-2018 at 03:00 PM** at above mentioned address.

**RFP NO: NIC/IT/RFP/10/2017/
SmallVendorEmpanelment**

**Empanelment of Vendors for Supplying of IT Equipment,
Consumables and Peripherals – NIC Head Office, Kolkata**



**National Insurance Company Limited
Head Office
3, Middleton Street, Kolkata 700 071
Phone Nos.: (033)2283-1728/39, Fax No.: (033)2283-1740**



National Insurance Company Limited

Head Office, Information Technology Department,
3, Middleton Street, Post Box No. 9229, Kolkata 700071
Tel: 2283 1739 Fax: 2283 1740

Sealed Tenders are invited from Kolkata based bonafide, reputed and well-established Vendors for empanelment as follows:

IT Equipment, Consumables and Peripherals Suppliers for supply and installation of IT Equipments, Consumables and peripherals as and when required.

Applications for empanelment are to be submitted as per the specimen format enclosed. Bidders willing to apply for empanelment, should submit the application forms with supportive documents.

A. Eligibility Criteria

- 1) Must have Valid Trade Licence issued by appropriate Authority for carrying out the business.
- 2) Bidder should be Authorised Partners of supplied/quoted Brands as and when required.
- 3) Submitted Income Tax Return for the last Assessment year & possess PAN Card.
- 4) Submitted Sales Tax Return.
- 5) GST Registration number at West Bengal with supporting document(s). In case of unregistered GST vendor, declaration should be provided for the same with valid reason.
- 6) Must have average Turnover of **₹1,00,000.00 (Rupees One Lakh) and above** for supplying and installing IT Equipment, Consumables and peripherals items during the last 3 (Three) years ending 31-03-2017.
- 7) Earnest Money of **₹5,000.00(Rupees Five Thousand only)** in the form of Bank Draft / Pay Order / Bankers' Cheque in favour of **"NATIONAL INSURANCE COMPANY LIMITED"** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of the panel and carry no interest. Earnest Money of unsuccessful Vendor will be refunded without any interest after the exercise of empanelment is over.
- 8) Existing Vendors willing to continue as empanelled vendors and having previous Earnest Money deposit still retained by NIC are not required to deposit Earnest Money of **₹5,000.00(Rupees Five Thousand only)** but should submit all latest supportive documents.

B. Other information, Terms and Conditions

- 1) Bidder can submit applications for empanelment for items as mentioned in Annexure-A. In few cases of hardware items, brands against the column "Make" have been mentioned based on our past experience, quality, reliability and availability of the hardware.
- 2) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1, 2, 3 & 4 of the eligibility criteria must be submitted.
- 3) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 4) If any information/documents furnished/submitted by any Bidder are found to be incorrect or false, the application for such Bidder will be straightaway rejected.
- 5) The Company reserve the right to inspect the premises of the Vendors and/or ask for original documents (the copies of which have been submitted with the application) for verification as and when asked by the Company. The Company may ask for further information/documents, if necessary.
- 6) The empanelment shall be for a period of **02 (two)** years from 01-04-2018 or any other date as may be decided by the Company. However, after completion of one year the panel will be revised. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 7) Quotations will be invited from the empanelled Vendors for procuring items/getting service under concerned group mentioned in Annexure-A and L1 will awarded the order.
- 8) The empanelled Vendors shall be liable to supply and install currently manufactured items within the stipulated time.
- 9) Delay in supply of items beyond stipulated time may lead to cancellation of order.
- 10) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and will be barred from participation in next vendor empanelment exercise.
- 11) The Company reserves the right to de-panel a Vendor in the following situation :-
 - i) Non-participation in 50% of the Tender in a year.
 - ii) Inability to supply and install items/to provide service as per specifications and on quoted rate within stipulated time.
 - iii) During the tenure if any vendor is observed to have supply of duplicate/incompatible/spurious cartridge or counterfeit/sub-standard products.
- 12) Bid without Earnest Money Deposit shall be out rightly rejected.

- 13) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days notice in writing without assigning any reason whatsoever.
- 14) Conditional Bid shall be straightaway rejected.
- 15) Bid submitted after the specified date and time shall not be accepted.
- 16) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.
- 17) NIC invites RATE CONTRACT for all the IT equipment as listed in the attached annexure (Annexure-A) to be valid for 6 months.
- 18) All the vendors should be preferably GST registered.
- 19) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, those vendors may be not considered for this empanelment exercise.
- 20) Separate group of vendors may be formed for stock transfer of IT Equipment among NIC offices PAN India.
- 21) Interested bidders for empanelment of stock transfer of IT Equipment among NIC offices PAN India should fill the respective application (Application-2) and submit their bid accordingly.
- 22) Bidders interested to be part of both the empanelment should submit both the applications (Application-1 and Application-2) separately.
- 23) Empanelment of vendors will be separate against Application-1 and Application-2.

The Bid application in sealed envelope containing all documents, duly signed and stamped, along with Earnest Money (in a separate envelope) superscripting "**Application for Empanelment of Small purchase Vendor-NIC Head Office**" should be submitted to the below address:

Deputy General Manager-IT
National Insurance Company Limited,
Head Office, IT Department, 4th Floor
3, Middleton Street, Kolkata- 700071
Phone Number: - (033)22831728/39
Fax Number: - (033)22831740
Mobile: 8335080507.

Enclosures: As Above.

Application Form-1

Application for Empanelment of Vendors for Supply of IT Equipment, Consumables and Peripherals – NIC Head Office, Kolkata

1. Name and address of the Firm :
2. Nature of Trade or Business :
3. Name of Owner/s :
4. Year of Establishment :
5. Address for correspondences :
6. Telephone / Mobile Numbers :
7. Name of contact Person/s with Telephone / Mobile Numbers :
8. Trade Licence No., Date of expiry and Issuing Authority (enclose Photocopy) :
9. Copy of IT Return for the last Assessment year / PAN Card :
10. Copy of latest sales Tax Return :

- | | <u>Year</u> | <u>Amount</u> |
|---|-------------|---------------|
| 11. Name, address and contact numbers of existing Top 3 (Three) Clients | | |
| i) | | |
| ii) | | |
| iii) | | |

- | | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 12. Annual Turnover during the last 3 Years ending 31-03-2017(copies of Balance sheet must be enclosed | | |
| i) | | |
| ii) | | |
| iii) | | |

13. Particulars of Earnest Money :

14. GST Registration Number at West Bengal :

15. Details of Documents submitted

- i)
- ii)
- iii)
- iv)
- v)
- vi)

I/we declare that the statement/information given above is true and copies of documents submitted are genuine. If it is found by National Insurance Company Limited that any information / document as given above is / are found incorrect and / or false, the Company may reject my / our application.

(Signature with seal)

Name of the signatory:

Date & Place:

Application Form-2

Application for Empanelment of stock transfer of IT Equipment among NIC offices

1. Name and address of the Firm :
2. Nature of Trade or Business :
3. Name of Owner/s :
4. Year of Establishment :
5. Address for correspondences :
6. Telephone / Mobile Numbers :
7. Name of contact Person/s with Telephone / Mobile Numbers :
8. Trade Licence No., Date of expiry and Issuing Authority (enclose Photocopy) :
9. Copy of IT Return for the last Assessment year / PAN Card :
10. Copy of latest sales Tax Return :

- | | <u>Year</u> | <u>Amount</u> |
|---|-------------|---------------|
| 11. Name, address and contact numbers of existing Top 3 (Three) Clients | | |
| i) | | |
| ii) | | |
| iii) | | |

- | | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 12. Annual Turnover during the last 3 Years ending 31-03-2017(copies of Balance sheet must be enclosed | | |
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I/we declare that the statement/information given above is true and copies of documents submitted are genuine. If it is found by National Insurance Company Limited that any information / document as given above is / are found incorrect and / or false, the Company may reject my / our application.

(Signature with seal)

Name of the signatory:

Date & Place:

ANNEXURE-A: LIST OF ITEMS FOR RATE CONTRACT

GROUP Items		
	Description of Hardware	Brand/Make/Type
1	External Hard Disks(1 TB/2 TB)	SEAGATE,SAMSUNG,WD, TRANSCEND, HP etc,
2	Personal Cloud Storage(2 TB/4TB)	WD, Etc.
3	Pen drives/OTG Pen Drive (16 GB/32 GB / 64 GB)	Transcend, Scandisk, HP, Sony, Kingston
4	Battery and Adapters for Laptops	Dell, HP and Lenovo
5	USB Keyboard and Mouse for desktops/Tower Server, USB Mechanical Keyboard with Backlit LED	Logitech, HP, Dell, ZEBRONICS
6	Wireless Key Board and Mouse for Desktop/Tablet/iPad	Logitech, HP, Dell, HCL, IBM, Apple
7	Cartridges for Printers Original make	HP,RICOH,SHARP,CANON,XEROX,BROTHER,EPSON,SAMSUNG, Panasonic
8	Compatible cartridges	RICOH, SHARP, CANON, TVS, BROTHER, EPSON, Panasonic, Samsung
9	Mobile Power Bank for Android and Apple phones.	Major Brands
10	Mobile Adapter	Major Brands
11	Cordless Phone (Landline, GSM based)	Panasonic, Motorola etc.
12	ADSL Router	TP-Link, D-Link, NetGear etc.
13	Android Mobile Anti-virus (Subscription Basis)	1 Year or More
14	Casting Devices	Google Chromecast, Amazon Fire TV Stick With Alexa Voice Remote, Apple TV etc.
15	Professional Display (FHD/4K) including wall Mounting Kit (with 3 years support)	43" , 55" & 75", Brand: Samsung, LG etc.
16	Projectors	EPSON,PHILLIPS, BENQ etc.,
17	Small printer/printer cum scanner/printer cum scanner cum fax/scanner	HP,RICOH,SHARP,CANON,XEROX,BROTHER,EPSON,SAMSUNG
18	Webcams	Major Brands
19	High end Full HD with HDMI Laptop/Macbook/Tab/LCD/LED/AUDIO SYSTEM/DVD/VIDEO SYSTEM and other office Items	Major Brands
20	IP Telephony compatible Headset, Speaker Phone	Plantronics or Jabra*
21	Audio/Video Cables and Accessories, converter etc. (like USB/VGA/RCA/coaxial/Fibre/HDMI etc.)	Major Brands like MOLEX,MX,MILESTONE,CPPLUS,NETGEAR,BELKIN
22	Portable Switch & Wi-Fi Router	Major Brands
23	Audio Speakers(USB/3.5 MM/NFC/BT/DLNA/Wi-Fi)	Major Brands
24	Refilling of Cartridge for out of AMC Printers	HP, Brother, Panasonic, Canon, Epson, Samsung
25	Battery and Adapters for Wireless Landline Handsets	Major Brands
26	JAWS software for Visually Handicapped	JAWS
27	CD/DVD	Major Brands
28	Additional RAM for Desktop	Major Brands
29	Spike Buster	Major Brands
30	Laptop cooling pad	Major Brands
31	Digital Signature Token & Certificate	Safescript

*Bidders should be Authorised supplier of OEM.