

## **TENDER DOCUMENT FOR DR SITE**

**2082-2083**



## **The Oriental Insurance Company Ltd**

Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar,

P.O. Box: 165, Kathmandu, Nepal  
Tel. No. +977-1-4516439, 4518578, 4520402

Fax: +977-1-4520399

E-mail: [itsupportnepal@orientalinsurance.com.np](mailto:itsupportnepal@orientalinsurance.com.np)

Website: [www.orientalinsurance.com.np](http://www.orientalinsurance.com.np)

*[Handwritten signatures]*







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 E-Mail : itsupportnepal@orientalinsurance.com.np Web :www.orientalinsurance.com.np

### BID Documents for the Supply and Installation of the Disaster Recovery (DR) Site

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Visit us at [www.orientalinsurance.com.np](http://www.orientalinsurance.com.np)  
 E-mail: [itsupportnepal@orientalinsurance.com.np](mailto:itsupportnepal@orientalinsurance.com.np)



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Tender No. OICL/IT/2025/DR/0001

Tender No. OICL/IT/2025/DR/0001

Dated: 17/08/2025

**Notice Inviting Tender (NIT) for Supply and Installation Disaster Recovery (DR) Site**

1. Sealed Tenders on behalf of Chief Executive Officer are invited under two bid system (i.e Technical Bid and Financial Bid), from reputed manufacturers/companies/organizations/firms and/or authorized dealers/sales partners for supply and installation of Disaster Recovery (DR) Site at Biratnagar office of OICL. The method of submission of tender, General Terms and Conditions applicable to supply has been mentioned in Section I. The supply and installation to be made strictly as per parameters/technical specifications given in Annexure IV & V. The terms and conditions specific to the tender have been mentioned in Section II. The format for submission of tender has been given in Annexure II (for Technical Bid) and Annexure VI (for Commercial Bid/Financial Bid) to this Notice Inviting Tender.

**2. SCHEDULE**

Issuance of Tender Document	From 17-08-2025 to 21-08-2025
Last date & time for receipt of tenders	21-Aug-2025 (By Close of Working Hours of OICL) 17:00 hrs
Date & time for opening of Technical Bid:	22-Aug-2025 (Time: 12:30 hrs.)
Date & time for opening of Financial Bid	Date & Time for opening of financial bids of technically qualified bidders will be intimated later
Place of opening the Tenders	Country Office Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165, Kathmandu, Nepal
Validity of Tenders:	3(three) calendar months from the date of opening of tender

3. The tender documents may be downloaded from the website at **www.orientalinsurance.com.np** Or can be collected from our Country Office at Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 65, Kathmandu, Nepal during working Hours on all working days.
4. The OICL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the OICL, in this regard shall be final and binding on all.
5. The tenders completed in all respects must reach this office on or before 21-Aug-2025 (By Close of Working Hours of OICL ie 17:00 hrs). The tenders received after the scheduled date and time will not be accepted.

  
Chief Executive Officer

Signature with date, stamp/seal of tenderer.





## Section-I

## GENERAL CONDITIONS OF CONTRACT

Office or OICL means Country Office, The Oriental Insurance Company Limited, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165, Kathmandu, Nepal.

The bidder /tenderer means the firm / agency who participates in this tender and submits its bid.

Contractor/Agency/Firm means the bidder whose bid will be accepted by The Oriental Insurance Company Limited and shall include such successful bidder, its legal representatives, successors.

Near relatives of all employees working in The Oriental Insurance Company Limited either directly recruited or working on deputation are prohibited from participating in the tender.

## RECEIPT AND OPENING OF TENDERS

Tenders duly filled in will be received and opened on the same date and time indicated in the Notice inviting tenders in presence of tenderers / their authorized representatives who wish to be present. In case of authorized representatives, they have to bring with them the letter of authority from the corresponding tenderer as per Annexure - VIII.

If due date of receipt of tenders and that of opening of tender is declared to be a holiday subsequently, the tender would be received and opened on the next working day but the time of receipt and opening will remain the same.

The Oriental Insurance Company Limited reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from OICL.

## SCOPE OF WORK

The bidder is responsible for the following activities to facilitate the successful implementation of DR:

- i. Supply, install, deliver, migrate and integrate the specified server and licenses within the Data Centre.
- ii. Ensure timely completion of all project-related tasks as per the agreed turn-around time.
- iii. Furnish user manuals, system administration documentation, operation manuals, and relevant information.
- iv. Conduct comprehensive training sessions for the technical team as needed.

The bidder should provide an acceptance or undertaking, signed by an authorized representative, confirming that all the components and software included in the proposal are essential for the proper functioning of the system.



## PREPARATION OF TENDER

The bidders are required to submit the tender documents completed in all respects after satisfying each and every condition laid down in the tender document.

All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All corrections, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**

## SUBMISSION OF TENDERS

Notice Inviting Tender (NIT) (page 1 to 2), Section I to II (page 3 to 7) along with duly filled in Annexure I, II & III, IV, V, VII, VIII) with requisite enclosures should **be duly signed and stamped on each page** for having accepted the General and Special Terms and Conditions and submitted in a sealed envelope (**Envelope 1**) super- scribed as **'TECHNICAL BID TENDER NO. OICL/IT/2025/DR/0001**.

Annexure VI (Financial Bid) should **be duly signed and stamped** and submitted in a sealed envelope (**Envelope 2**) super-scribed as **'FINANCIAL BID TENDER NO. OICL/IT/2025/DR/0001**.

Both the sealed envelopes i.e. Technical Bid & Financial Bid are to be placed in another envelope-3 super-scribing the same as **'Tender for Supply and installation of Disaster Recovery (DR) Site - Tender No. OICL/IT/2025/DR/0001** addressed to Chief Executive Officer, The Oriental Insurance Company Limited, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165, Kathmandu, Nepal.

'Financial Bid' of only those Contractors /Agencies / firms who fulfill the terms & conditions as specified in Section I and II who have submitted Annexures I, II & III, IV, V, VII, VIII duly filled in & complete in all respects along with requisite documents shall be opened separately as indicated in the Notice Inviting Tender (NIT).

The tenders should be handed over at The Oriental Insurance Company Limited, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, and P.O. Box: 165, Kathmandu, Nepal. However, delivery of the bid document before the stipulated time and date shall be the responsibility of the bidder.

Only tenders complete in all respects and received on or before the due date and time shall be considered. Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address. OICL reserves the right to reject any or all tenders without assigning any reasons what so ever. The bidders should satisfy themselves before submission of the tender to OICL that they meet the qualifying criteria and capability as laid down in the tender documents. The bidder may withdraw the bid after submission provided that the written notice of the withdrawal is received by the OICL prior to the deadline prescribed for submission of bids.

The tender shall be valid for a period of at least 3(three) calendar months from the date of opening of the tenders.



**COST**

Bidders are requested to quote final price. No cost escalation will be accepted for the rates quoted.

**PRELIMINARY EVALUATION**

OICL shall evaluate the bids to determine that they are complete, no computational errors have been made, the documents have been properly signed and the bids are submitted in order.

Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between amount quoted in words and figures, the amount in words shall prevail.

Prior to the detailed evaluation, the OICL will determine the substantial responsiveness of each bid to the bid documents. For purposes of these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bid Documents without material deviations. The OICL's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as substantially non-responsive will be rejected by the OICL and shall not be considered subsequent to the opening of bids.

The OICL may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

**TAX DEDUCTION AT SOURCE:**

TDS as per the law shall be applicable on the invoices raised later.

**DEVIATION**

The contractor must comply with the tender specification and all terms and conditions of contract. No deviation and exceptions will be permitted.

**AWARD OF CONTRACT:**

OICL shall accept the lowest bid or any Tender and reserves the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason there of and without incurring any liability to the affected bidders for the action of OICL.





**TERMINATION OF CONTRACT:**

In case of any default by the bidder and in case of any violation of the terms and conditions of this contract, OICL may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 7 days' notice in writing to the Contractor and without incurring any financial liability whatsoever to the contractor. In such a case contractor is liable to be blacklisted for a period of 1 Year.

All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date.

**JURISDICTION OF COURTS:**

The courts/any other Tribunal or Forum in Kathmandu, Nepal shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract

     
Signature with date, stamp/seal of tenderer.

### CRITERION FOR EVALUATION OF TENDERS:

The evaluation of the tenders will be made **first on the basis of technical information furnished in form given in Annexure IV & V** and then on the basis of commercial information furnished in form given in Annexure VI. The Commercial bids (Annexure VI) of only such firms found valid based on technical parameters (as per Annexure IV&V) will be opened on a date to be communicated to bidders who have qualified in the technical bid stage. It must be kept in view that the decision given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the OICL will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of supply order will be further subject to any specific terms and conditions of the contract given in Section II of this Notice Inviting Tender (NIT). During evaluation of bids, the OICL may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

### DELIVERY SCHEDULE & INSTALLATION:

The Supply and installation of DR Server must be made within TWO weeks from the date of issue of supply order. The supply should be affected as per specifications furnished in Annexure IV & V and as per delivery schedule. The ordered Disaster Recovery (DR) Site should be supplied and installed, at the office of The Oriental Insurance Company Limited, specified Branch Office.

### PAYMENT TERMS:

Payment for the Disaster Recovery (DR) Site supplied will be made after the successful installation and testing of the all the components of DR site and ensuring it is totally operative. The payment shall be made on production of bill/invoice for supply along with bank details (Name of the bank/branch/Account No. Type (SB or current) (If Demanded by OICL) for arranging remittance. **90% of the bill amount will be paid immediately on executing the agreement and balance 10% will be released after 6 months from the date of installation.**

### FORCE MAJEURE:

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.

The term 'force majeure' as employed herein shall mean acts of God, war, civil riots, fire directly affecting the performance of the contract, flood, acts and regulations of the two parties, namely OICL and the contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to force majeure as also the ending of the said cause by giving notice to the other party within 72 hours of the cease of the cause.

Time for performance of the relative obligation suspended by force majeure shall then stand extended by the period for which such cause lasts and as agreed between both the parties.

Signature with date, stamp/seal of tenderer.



## SECTION II




### SPECIAL CONDITIONS OF CONTRACT

#### ONSITE WARRANTY MAINTENANCE & PENALTY

All tendered items shall be under on-site comprehensive warranty support from the date of installation including free spare parts, kits etc. excluding the consumable items

The vendor should fulfill the following conditions during warranty period if any of the components of DR Site are down beyond 48 hours as the case may be, penalty will be charged or recovered from the amount withheld towards warranty or payment due, per day per component at the rate of 0.2% of purchase value of item.

Any item failing at sub-component level more than three times in three months after installation, displaying chronic system design or manufacturing defects or quality control issue shall be replaced by the vendor at his cost and risk within 30 days, from the date of last failure.





ANNEXURE-I BID FORM

Tender No. OICL/IT/2025/DR/0001'

Date: .....

To

Chief Executive Officer,  
The Oriental Insurance Company Limited,  
Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165,  
Kathmandu, Nepal.

Dear Sir,

Having examined the conditions of tender and specifications, the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to provide and install required DR server in conformity with the specifications of the tender document and as per the schedule of prices attached herewith and made part of the Bid.

I/We undertake, if my/our Bid is accepted, to provide the server as per your Work order, I/We agree to abide by this Bid for a period up to 3 (three) months from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by me /us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We understand that you are not bound to accept any bid that you may receive.

**Signature**


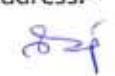


(in the capacity of)

Duly authorized to sign the bid for and on behalf of .....

Tele No(s):-

Fax No(s)

E-Mail Address: -



## ANNEXURE II

**TECHNICAL BID FOR SUPPLY AND INSTALLATION OF DISASTER RECOVERY (DR) SITE  
AT THE ORIENTAL INSURANCE COMPANY LIMITED**

1	Name of the firm, Address and Telephone Number																										
2	Name of the Contact Person, Telephone/Mobile Number																										
3	PAN /VAT No. (photocopy of PAN /VAT is to be enclosed)																										
6	Tax Clearance certificate from the Tax Authorities for previous two years (Copy of the Proof to be enclosed)																										
7	Affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co) to be enclosed																										
8	Date/year of commencement of business.																										
9	A self-attested copy of authorized dealership certificate if the bidder itself is not the manufacturing firm																										
12	Details of work of similar orders executed during last Five year's [attested copy of at- least one supply order to be enclosed]. <table border="1"><thead><tr><th align="center">Sl. No</th><th align="center">Details of client (address telephone and fax No.)</th><th align="center">Value of contract</th><th align="center" colspan="2">Duration</th></tr><tr><th></th><th></th><th></th><th align="center">from</th><th align="center">to</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>		Sl. No	Details of client (address telephone and fax No.)	Value of contract	Duration					from	to															
Sl. No	Details of client (address telephone and fax No.)	Value of contract	Duration																								
			from	to																							
13	The tenderer should also mention in the tender the list of their service centers, nearest location of their principal support center and details of customer support establishment.																										

Signature with date, stamp/seal of tenderer.



ANNEXURE II

DECLARATION

I,

.....  
..... son/daughter/wife of Shri Proprietor/Director/authorized signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute the tender documents.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my/our tender at any stage besides liability towards prosecution under appropriate law.

Signature of the bidder / Authorized person

Date:

Place:

Name & seal:

\*\*\*





ANNEXURE-III

CERTIFICATE REGARDING NEAR RELATIVES

I ..... S/o .....  
resident of .....  
hereby certify that none of my near relative(s) as mentioned in the tender document is/are employed  
in OICL. In case, at any stage, it is found that the information given by me is false/incorrect, OICL shall  
have absolute right to take any action as deemed fit without any prior information to me.

SIGNATURE OF BIDDER WITH NAME AND ADDRESS

*(In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all  
partners and in case of limited company by all the directors of company)*

**TECHNICAL SPECIFICATIONS FOR SERVER**

*The Server to be quoted must have minimum specifications mentioned below  
(Reference Model PowerEdge R750xs).*

Details		Bidder's Offer (must be specified by Bidder)
<b>Brand</b>	DELL/HP/ LENOVO/Acer or equivalent	
<b>Model</b>	must be specified by Bidder	
<b>Country of Origin</b>	must be specified by Bidder	
<b>Server type</b>	<p>Performance 2U, 2-socket server designed to accelerate application performance leveraging accelerator cards and storage scalability with VMware vSphere Standard and Windows Server 2025 Standard Edition.</p> <p>Server shall be capable of featuring VMware vSphere standard and Windows server up to 2025 Edition provided by Oriental.</p> <p>2.5" Chassis with up to 16 SAS/SATA Drives, Smart Flow, Front PERC 12, 2 CPUs</p>	
<b>Processor</b>	Include 2 x Intel® Xeon® Gold 6548Y+ 2.5G, 32C/64T, 20GT/s, 60M Cache, Turbo, HT (250W) DDR5-5200	
<b>Memory</b>	Include 8 x 32GB RDIMM, 5600MT/s, Dual Rank Support 32 DDR5 RDIMM slots, Supports RDIMM /LRDIMM, speed up to 5600MT/s, 1TB max	
<b>Hard Disk Drive</b>	<p>Include 4 x 1.2 TB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-Plug AG Drive</p> <p>Include 5 x 2.4TB Hard Drive SAS ISE 12Gbps 10K 512e 2.5in Hot-Plug</p>	
<b>Raid Controller</b>	Include PERC, H965i with rear load bracket	
<b>Network</b>	Broadcom 57414 Dual Port 10/25GbE SFP28, OCP NIC 3.0 Broadcom 57416 Dual Port 10Gb, Base-T, PCIe Adapter, Full Height Broadcom 5720 Dual Port 1GbE LOM	
<b>I/O Ports</b>	iDrac Enterprise/VGA/USB/Serial/Network	
<b>Server Management and Platform Security</b>	<ul style="list-style-type: none"> <li>Support the server infrastructure management included with below security and management features.</li> <li>Support Agentless architecture</li> <li>Support Ability to use for template / policy based bare-metal server deployment</li> </ul>	



	<ul style="list-style-type: none"> <li>• Support for Operating system deployment</li> <li>• Support Automate backup of hardware settings and firmware image</li> <li>• Support Server management module should have tight integration with VMware vCenter and Microsoft System Centre</li> <li>• Support Alerts and notification for hardware issues and baseline configuration drifts</li> <li>• Support lockdown the system to prevent system configuration and firmware changes</li> <li>• Support BIOS recovery</li> <li>• Support BIOS and Chipset level security – Should include Silicon based hardware-root-of-trust for boot authentication</li> </ul>	
<b>Physical Security</b>	Support lockable Metal front Bezel to provide physical security	
<b>Power Supplies</b>	Dual, Hot-Plug, Fully Redundant Power Supply (1+1), 1400W, Mixed Mode	
<b>Accessories</b>	Include all required accessories for rack mounting and cabling management	
<b>Power Requirement</b>	Support Automate backup of hardware settings and firmware image	
<b>Operating System</b>	Support Server management module should have tight integration with VMware vCenter and Microsoft System Centre	
<b>Others</b>	Support Alerts and notification for hardware issues and baseline configuration drifts	
<b>Warranty</b>	The Tender should provide 36 months Warranty (SADMG Rapid Parts Exchange Service) for all equipment and software included in the proposed solution.	
<b>Manufacturer Authorization Letter</b>	Tenderer must attach original manufacturer's authorization letter including partner Tier.	
<b>Certification</b>	Minimum Two certified Specialist Implementation Engineers for the proposed model.	





## TECHNICAL SPECIFICATIONS FOR HYPERVISOR

## Annexure IV - 2

Details	Technical Description of application	Bidder's Offer (must specified by Bidder)
<b>VMware</b>	Include VMware vSphere 8 Term License per Core x 32 include 1Yr	
<b>Support Installation</b>	Include Supply Delivery, Installation, Migration as per details provided by Oriental.	
<b>Certification</b>	Minimum Two VMware Certified Professional for both Data Center and Network Virtualization and Design.	

## Annexure IV – 3

## TECHNICAL SPECIFICATIONS FOR 3 KVA UPS AND BATTERY

Details	Technical Description of Goods	Bidder's Offer (must specified by Bidder)
<b>HP SERIES</b> UPS ON-LINE	HIGH FREQUENCY UPS EXTERNAL BATTERY ISO 9001:2015 certified company IGBT Based technology, Double conversions	
<b>CHARGING IGBT RECTIFIER</b> <b>PURE SINE WAVE</b> <b>Capacity : 3 KVA , 72 Volt DC</b>	Input PF :0.99 (full load) Input Volt: 165V -300V Single Phase (At 100% Load) Input Volt: 110V -300V Single Phase (At 50% Load) Output Volt: 220V+ 1% (Adjustable) Single phase Output Frequency: 50 HZ ± 0.2% Output Power Factor 0.8 lagging to unity Efficiency: >93% ; Harmonic Distortion <2% linear load ; <3% nonlinear load Noise level: <45db ;Overload: 125% 1min 150% 30 sec Display: LED & LCD Display Transfer Time: 0 millisecond	
<b>PROTECTION</b>	DC UNDER VOLTAGE : INVERTER TRIP DC OVER VOLTAGE : INVERTER TRIP OUTPUT UNDER VOLTAGE : INVERTER TRIP OUTPUT OVER VOLTAGE : INVERTER TRIP OUTPUT OVER LOAD : INVERTER TRIP OUTPUT SHORT CIRCUIT : INVERTER TRIP & many more protection features Communication: RS 232 for UPS STATUS ; SNMP (OPTIONAL) WITH SPIKE FILTER	
<b>BYPASS FACILITY</b>	Auto Provided 50% ELECTRICITY SAVING	
<b>TUBULAR BATTERY</b>	8 nos. of 12V-100AH with 36 MONTHS REPLACEMENT WARRANTY	

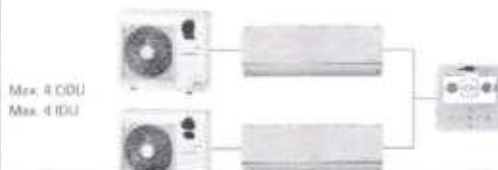
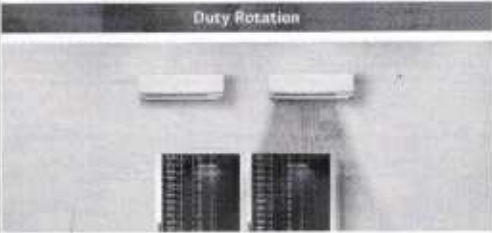


BATTERY RACK + DC CABLE	As per Battery and UPS Size	
TRANSPORTATION & INSTALLTION CHARGES	Delivery charge to be specified.	
OTHER FEATURES:	<ul style="list-style-type: none"> <li>• <b>LCD Display:</b> Provides real-time information on voltage, frequency, load level, battery level, and remaining backup time.</li> <li>• <b>Communication Ports:</b> RS232, USB, or SNMP for remote monitoring and management.</li> <li>• <b>Overload Protection:</b> UPS will automatically switch to bypass mode if overloaded.</li> <li>• <b>EPO (Emergency Power Off):</b> Allows for immediate shutdown of the UPS in emergency situations.</li> <li>• <b>Efficiency:</b> High efficiency in online and ECO modes to minimize energy consumption.</li> </ul>	

**TECHNICAL SPECIFICATIONS FOR AIR CONDITIONER**

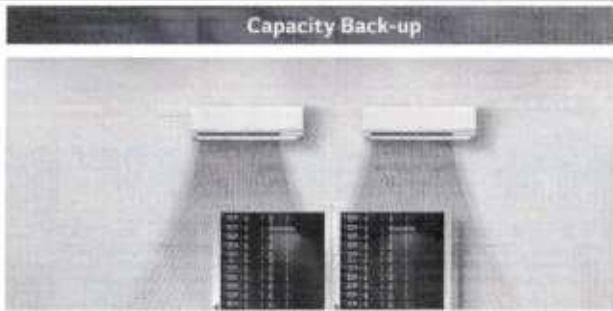
Annexure IV – 4

Reference image: LG Single Split

Details	Technical Description of Goods	Bidder's Offer (To be specified by Bidder)
Air Conditioner (2 units) (1 ton each)	Server Room Solution with installation charge  	
Duty Rotation	 Stable & Safe Operation - Stable operation due to indoor units take turns - Less breakdown and keeping server room operation - Increase air conditioner's life expectancy - Rotation interval can be set from 1h to 999h freely	

Signature with date, stamp/seal of tenderer.



Capacity Back-up	 <p>Stable &amp; Safe Operation</p> <ul style="list-style-type: none"> <li>- Stable operation due to the over capacity by back-up operation</li> <li>- Prevent air conditioners from overload</li> <li>- Protect server from overheating</li> <li>- No need for manual controls as they protect from overheating automatically</li> </ul>	
Features	<ul style="list-style-type: none"> <li>• This allows the user to access the unit remotely to switch unit on or off before or after leaving the vicinity</li> <li>• In mission-critical environments, consider systems with backup options or the ability to rotate between multiple units to ensure continuous cooling even if one unit fails.</li> <li>• Operates more than 2 sets of indoor units alternatively at every set time of operation interval. Rotation interval can be set from 1h to 999h freely</li> <li>• When the difference between the cooling set temperature and the current room temperature is higher than the set temperature difference of capacity back-up, the standby unit operates. When the temperature difference reaches to the set temperature difference, it goes back to the normal duty rotation.</li> <li>• If systems in operation have error and stop, the standby unit starts operation automatically.</li> </ul>	

## Annexure IV – 5

## Quantity of other items for Disaster Recovery (DR) Site

S.No	Categories	Technical Description of Goods	Bidder's Offer (To be specified by Bidder)
1	Network Rack (1 nos.)	27U 600x1000 (W*D) Floor Standing Network Cabinet (Mesh Front Door and Steel Rear Door) Accessories: 4Pcs Fan, 1Pc Fixed Shelf, 20Pcs Screw, 4Pcs Castor, 4Pcs Supporting Feet	
2	Firewall (1 nos.)	Fortinet FortiGate 60F, with Advanced Threat Protection License for 1Yr, minimum two certified engineers.	
3	Backup & Replication	Nakivo Backup and Replication Software Enterprise Essential for 4 Socket	

Signature with date, stamp/seal of tenderer.





4	OS	Windows 2025 Standard – 16C with 5CAL	
5	SQL	SQL Server 2022 Enterprise edition 4 core pack and SQL Server 2022 standard 2 core pack	
6	Installation charges	Installation charge for Completing Disaster Recovery (DR) Site complete project	
7	NAS (1 nos.) (Network Attached Storage)	Rack Station RS1221RP+/RS1221+, AMD Ryzen™ V1500B quad-core 2.2 GHz, 2,300 MB/s seq. read 100K 4K random read IOPS1, 4 GB ECC DDR4 Up to 32 GB, 30cm depth (38cm for RP model), Boost read/write IOPS over HDD-only arrays by 16X or more with NVMe or SATA SSD Cache4(Enterprise Series M.2 NVMe) and (Enterprise Series 3.5" SATA) overall storage 20TB with combination of NVMe and SATA	

## ANNEXURE V

## FINANCIAL BID

(To be enclosed separately from Technical Bid and Enclosed in a Separate Sealed Envelope)

Sr.No	Name of Item ( Bidder has to mention the Model of the Item)	Quantity	Unit price	Duties and taxes including VAT	Total Price	Quote and Details as per
1	Server: (Make/Model/Version: ..... )					Annexure IV - 1
2	VMware : (Make/Model/Version: ..... )					Annexure IV - 2
3	3 KVA UPS AND BATTERY: ( Make/ Model/Version: ..... )					Annexure IV - 3
4	Air conditioner: ( Make / Model /Version: ..... )					Annexure IV - 4
5	Network Rack: ( Make / Model /Version: ..... )					Annexure IV - 5
6	Firewall: ( Make / Model /Version: ..... )					Annexure IV - 5
7	Backup & Replication: ( Make / Model /Version: ..... )					Annexure IV - 5
8	OS: ( Make / Model /Version: ..... )					Annexure IV - 5
9	SQL: ( Make / Model /Version: ..... )					Annexure IV - 5
10	Installation charge: ( for Complete work ..... )					Annexure IV - 5
11	NAS (Make/Model/Version: ..... )					Annexure IV - 5

Certified that the above rates are inclusive of statutory taxes as may be applicable Certified that I agree to all the terms & conditions of the tender document

Signature of the Tenderer with seal



## Annexure VI

## AGREEMENT

This agreement is made this day of  
..... between

..... (name of the contractor) herein after called the first party which expression shall include his heirs, executors and administrators/their successors and office The Oriental Insurance Company Limited Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165, Kathmandu, Nepal herein after called 'OICL', the second party, through Chief Executive Officer herein after include his successors and assignees, shown as under: -

That whereas the first party shall and will deliver DR server and related items to Office of the OICL as per all the terms and conditions given in notice inviting Tender dated ..... and all its sections and Annexures which shall become part and parcel of this agreement.

This agreement is made for a period of ..... year(s) with effect from..... as in clause 1 of section II of the bid document as decided upon to do so by the second party on the same terms, norms and rate. Also, the contractor shall adhere to the Non-Disclosure norms of information and data of Oriental Insurance Co. Ltd.

IN WITNESS THEREOF THE ABOVE-MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS DAY ..... OF 2025.

Witness

Signature with date, stamp/seal of Contractor

(Signature, Name & full address)

Witness

for OICL

(Signature, Name & full address)

\*\*\*

Signature with date, stamp/seal of tenderer.





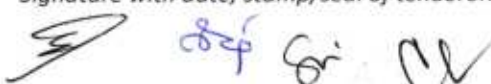
**Annexure VII**

**UNDERTAKING**

- 1 I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of the office of The Oriental Insurance Company Limited and shall abide by them.
- 2 I/We also undertake that I/We have understood technical specifications mentioned in the Tender No. ....Dated ..... and shall conduct the work strictly as per the clauses of the tender document
- 3 I/We further undertake that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.
- 4 I/We also undertake that the spares/parts to be replaced/supplied will be in accordance with specifications given in Notice Inviting Tender and I/We shall be responsible for rejection/cancellation of contract if the replacement of parts/spares and the work are not found up to the mark or for civil/criminal proceedings if the materials replaced/supplied is found to be sub-standard.

**Date:**

**Place: Signature of the Tenderer with stamp of the firm**





## Annexure VIII

## LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening on ..... (Date) in the tender for implementation of DR site in the office of The Oriental Insurance Company Limited Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, and P.O. Box: 165, Kathmandu, Nepal.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of

.....  
(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1.		

Signature of the Tenderer Or  
Officer authorized to sign the bid Documents on behalf of the Tenderer

**Note**

Maximum of One representative will be permitted to attend bid opening  
Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not submitted.

Signature of the Tenderer & Seal