

TENDER DOCUMENT FOR SUPPLY OF DESKTOP COMPUTERS/ LAPTOPS AND PRINTERS

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

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Inviting BIDs for Supply of Desktop Computers/ Laptops and Printers

CONTENTS

| Sl.No. | Particulars | Page No. |
|--------|---|----------|
| 1 | Notice Inviting Tender (NIT) | 2 |
| 2 | General conditions of contract (Section I) | 3 – 6 |
| 3 | Special conditions of contract (Section II) | 7 |
| 4 | Bid Form (Annexure I) | 8 |
| 5 | Technical Bid (Annexure II) | 9-10 |
| 6 | Certificate regarding near relatives (Annexure III) | 11 |
| 7 | Technical Specifications Desktop Computers and Printers and Locations and Approximate Quantity (Annexure IV- 1,2,3) | 12-15 |
| 8 | Financial bid (Annexure V) | 16 |
| 9 | Agreement (Annexure VI) | 17 |
| 10 | Undertaking (Annexure VII) | 18 |
| 11 | Letter of authorization for attending bid opening (Annexure VIII) | 19 |

Visit us at www.orientalinsurance.com.np
E-mail: oriental@orientalinsurance.com.np

Signature with date, stamp/seal of tenderer.



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Tender No. OICL/IT/2025/PC-PRN/0002

Dated: 04/11/2025

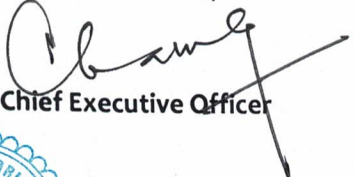
Notice Inviting Tender (NIT) for Supply of Desktop Computers/ Laptops and Printers

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 authorised dealers/sales partners for supply of Desktop Computers/ laptops and Printers at various locations across OICL Offices in Nepal. The method of submission of tender, General Terms and Conditions applicable to supply has been mentioned in Section I. The supply of the above is 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.

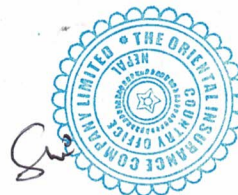
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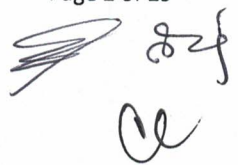
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| Date of Tender | 04-Nov-2025 |
| Last date & time for receipt of tenders | 09-Nov-2025 (By Close of Working Hours of OICL) |
| Date & time for opening of Technical Bid: | 10-Nov-2025 (Time: 12:30 hrs.) |
| Date & time for opening of Financial Bid | 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 09-Nov-2025 (By Close of Working Hours of OICL). 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 - X.

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.

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 cutting, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**

SUBMISSION OF TENDERS

Notice Inviting Tender (NIT) (page 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 kept in a sealed envelope (**Envelope 1**) super- scribed as '**TECHNICAL BID TENDER NO. OICL/IT/2025/PC-PRN/0002**.'

Annexure VI (Financial Bid) should **be duly signed and stamped** and kept in a sealed envelope (**Envelope 2**) super-scribed as '**FINANCIAL BID TENDER NO. OICL/IT/2025/PC-PRN/0002**.'

Both the sealed envelopes i.e. Technical Bid & Financial Bid are to be placed in another big cover super-scribing the same as '**Tender for Supply and installation of Supply of Desktop Computers**'

Signature with date, stamp/seal of tenderer.



/ Laptops and Printers - Tender No. OICL/IT/2025/PC-PRN/0002 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 Contractor /Agencies / firms/ vendors/ dealers/ suppliers who fulfill the terms & conditions as specified in Section I and II who have submitted Annexure I, II III,IV,V,VII,&VIII duly filled in & complete in all respects along with requisite documents will 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 firm 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 generally 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 be taken for evaluation.

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 conforms 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 applicable will be affected from the bills.

Signature with date, stamp/seal of tenderer.



Handwritten signatures and initials of the tenderer.

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 to itself 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. In such a case contractor is liable to be blacklisted for a period of 1Year.

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. Notwithstanding anything contained herein, OICL also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 7 days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

JURISDICTION OF COURTS:

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

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** and then on the basis of commercial information furnished in form given in Annexure V. The Commercial bids (Annexure V) of only such firms found valid based on technical parameters (as per Annexure IV) 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 of Computers/ Laptops and Printers 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 Desktops/Laptops/ Printers should be supplied at the Office of The Oriental Insurance Company Limited, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165, Kathmandu, Nepal.

Signature with date, stamp/seal of tenderer.

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PAYMENT TERMS:

Payment for the Desktops/Laptops & Printers supplied will be made immediately after the successful delivery of the units mentioned 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 will be paid immediately on executing the agreement and balance 10% will be released after 3 months from the date of installation of the above at OICL office.**

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 and 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 clause by giving notice to the other party within 72 hours of the ending of the cause respectively.

Time for performance of the relative obligation suspended by force majeure shall then stand extended by the period for which such cause lasts

Signature with date, stamp/seal of tenderer.

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SECTION II

SPECIAL CONDITIONS OF CONTRACT**ONSITE WARRANTY & 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 system is down beyond 48 hours as the case may be, penalty will be charged or recovered from out of withheld amount towards warranty or payment due, per day per system 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 problem should be replaced by the vendor at his cost and risk within 30 days, from the date of last failure.

Signature with date, stamp/seal of tenderer.



ANNEXURE-I BID FORM

Tender No. OICL/IT/2025/PC-PRN/0002

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 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..... days 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 the lowest or any bid, you may receive.

Signature

(in the capacity of)

Duly authorized to sign the bid for and on behalf of

Tele No(s):-

E-Mail Address:-

Signature with date, stamp/seal of tenderer.



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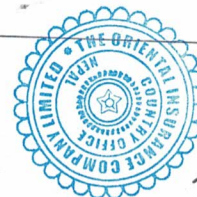
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ANNEXURE II

**TECHNICAL BID FOR SUPPLY AND INSTALLATION OF DESKTOP/ LAPTOPS AND PRINTERS
IN 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 by the Tax Authorities is completed up to the Year (Copy of the Proof to be enclosed) Atleast two years Tax Clearance certificates to be sunbmitted | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | <p>Details of work orders executed during last TWO years [attested copy of at-least one supply order to be enclosed].</p> <table border="1"> <thead> <tr> <th rowspan="2">Sl. No</th> <th rowspan="2">Details of client (address telephone and fax No.)</th> <th rowspan="2">Value of contract</th> <th colspan="2">Duration</th> </tr> <tr> <th>from</th> <th>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 | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>The tenderer should also mention in the tender the list of their service centers, nearest location of their principal's support center and details of customer support establishment.</p> | | | | | | | | | | | | | | | | | | | | | | | |

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 document would lead to rejection of my/our
 tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the bidder / Authorized person

Date:

Place:

Name & seal:

Signature with date, stamp/seal of tenderer.

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Page 10 of 19

824

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 tome.

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)*

Signature with date, stamp/seal of tenderer.

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Page 11 of 19

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Annexure IV - 1

TECHNICAL SPECIFICATIONS FOR DESKTOP

The Desktop to be quoted must have minimum specifications mentioned below (Reference Model DELL OptiPlex 7020).

| Details | Bidder's Offer (must specified by Bidder) |
|--------------------------|---|
| Brand | DELL/HP/ LENOVO/Acer or equivalent |
| Model | must be specified by Bidder |
| Country of Origin | must be specified by Bidder |
| Processor | Intel Core i7-14700 (8 Core 12 Threads) 2.1 GHz-5.4 GHz Max Turbo, 33 MB Smart Intel Cache |
| Chipset | Intel® H110 Chipset or higher |
| Memory | 8GB DDR5 RAM (4800 MHz) |
| Hard Disk Drive | 512gb NVMe gen 4, minimum of 512gb @7200 rpm Serial ATA Hard Disk or higher |
| Graphics | Integrated Intel HD Graphics or equivalent |
| Network | minimum of Integrated Gigabit Ethernet (10/100/1000 mbps) |
| I/O Ports | <ul style="list-style-type: none"> • Front • 1x USB 2.0 (480 Mbps) Port with PowerShare • 1x USB 2.0 (480 Mbps) Port • 1x USB 3.2 Gen 2x2 (20 Gbps) Type-C Port • 1x USB 3.2 Gen 2 (10 Gbps) Port • 1x Universal Audio Jack • Rear • 3x USB 3.2 Gen 1 (5 Gbps) Ports • 3x DisplayPort 1.4a Ports • 2x USB 2.0 (480 Mbps) • 1x USB 3.2 Gen 2 (10 Gbps) Port • 1x RJ-45 (1 Gbps) Ethernet Port • 1x Re-tasking Line-out/Line-in Audio Port • 1x Video Port (HDMI 2.1/DisplayPort • 1x 1.4a/VGA/USB 3.2 Gen 2 |
| Display | minimum of 18" Screen Monitor with LED Back Light (same brand) |
| Casing | Mid-Tower (MIT), Steel Frame With Plastic Front Bezel |
| Dimension | 14.17 * 6.89 * 16.42 in |

Signature with date, stamp/seal of tenderer.



| | |
|-------------------|---|
| Mouse | USB Optical Mouse (same brand) |
| Keyboard | USB Enhanced Keyboard (same brand) |
| Power Requirement | 220V-240V AC ($\pm 10\%$) 50/60Hz |
| Operating System | Genuine Windows 11 Professional pro or Latest |
| Others | - Necessary Cables |
| Warranty | 3 year in parts replacement and services |

Annexure IV - 2

TECHNICAL SPECIFICATIONS FOR LAPTOP

The Desktop to be quoted must have minimum specifications mentioned below (Reference Model Lenovo Ideapad Slim 3 15IRH8).

| Details | Bidder's Offer (must specified by Bidder) |
|-------------------|--|
| | DELL/HP/ LENOVO/Acer or equivalent |
| Brand | |
| Model | must be specified by Bidder |
| Country of Origin | must be specified by Bidder |
| Processor | Intel Core i7-13620H |
| Chipset | Intel® H110 Chipset or higher |
| Memory | 16 gb DDR5 RAM |
| Hard Disk Drive | 512GB NVMe Gen 4 SSD, Minimum 512 GB Hard disk |
| Graphics | Integrated Intel UHD Graphics or equivalent |
| Wireless Network | Wifi 6, 11ax 2*2 & Bluetooth 5.1 minimum of Integrated Gigabit Ethernet (10/100/1000 mbps) |
| I/O Ports | minimum of <ul style="list-style-type: none"> - USB3.0 Gen 1 – 2 Ports; - USB 2.2 gen 1 – 1 ports (Support data transfer, power delivery and display port 1.2; - 1*HDMI 1.4 - RJ-45 – 1 port; - 1* Card reader - 1* power connector - 1 * Headphone / microphone combo |
| Display | minimum of 15.6" FHD (1920 x 1080) IPS Display |
| Camera | FHD 1080p with camera shutter |

Signature with date, stamp/seal of tenderer.



Page 13 of 19

Signature

Signature

| | |
|------------------|---|
| Battery | 3 cell, 47Wh |
| Operating System | Genuine Windows 11 Professional or Latest |
| Others | - Necessary Cables |
| Warranty | 3 year in parts replacement and services |

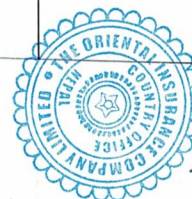
Annexure IV - 3

TECHNICAL SPECIFICATIONS FOR PRINTER

Reference Printer: Brother DCP L2540DW

| Details | | Bidder's Offer (must specified by Bidder) |
|--------------------------------|--|--|
| Paper Size (maximum) | A4, Letter, A5, A5 (Long Edge), A6, Executive, Legal, Folio | |
| Brand | CANON/HP/ BROTHER or equivalent | |
| Model | <i>must be specified by Bidder</i> | |
| Print Speed (maximum) | Up to 30 pages/minute (Letter size) | |
| Print Resolution (maximum) | Up to 19200 × 19200 dpi | |
| Duplex Printing Capability | Yes | |
| Paper Input Capacity (maximum) | 250-sheet capacity paper tray, 50-sheet capacity multi-purpose tray, Paper Weight 16 to 28 lb (60 to 105 g/m ²) | |
| Optional Input Capacity (max.) | Up to 100 Sheets of 20 lb (80 g/m ²) Plain Paper (face-down delivery to the face-down output paper tray) | |
| Output Capacity (maximum) | One sheet (face-up delivery to the face-up output tray) | |
| Memory (std. / max.) | 64 MB or above | |
| Standard Interfaces | IEEE 802.11b/g/n (Infrastructure Mode/Ad-hoc Mode), IEEE 802.11g/n (Wi-Fi Direct™), Ethernet 10Base-T/100Base-TX, Hi-Speed USB 2.0 | |

Signature with date, stamp/seal of tenderer.



| | | |
|--|--|--|
| Operating Systems Compatibility | Windows®: XP Home / XP Professional / XP Professional x64 Edition / Windows Vista®/ Windows® 7, 8, 8.1, 10, 11 / Windows Server®2003 / 2003 R2 (32/64 bit) / 2008 / 2008 R2 / 2012 / 2012 R2/ 2022 Mac® OS X® v10.8.5, 10.9.x, 10.10.x Linux | |
|--|--|--|

Approximate Quantity for the Supply of the said Desktop/ laptops and Printer

| Sl. NO | Item | No. |
|-----------------------------------|---------|-----------|
| 1 | Desktop | 6 |
| 2 | Laptop | 6 |
| 3 | Printer | 8 |
| Approximate Total Quantity | | 20 |

Note: The Actual Order will depend upon the requirement as per company's requirement while placing the Order. The quantity of order may be also be reduced while placing the Order.

OICL is not bound to place the complete Order to one Vendor. The sole right for the quantity of order will be with OICL.

Signature with date, stamp/seal of tenderer.

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ANNEXURE V

FINANCIAL BID

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

| Sl.No | Name of Item (Bidder has to mention the Model of the Item) | Quantity | Unit price | Duties and taxes including VAT | Total Price |
|-------|--|----------|------------|--------------------------------|-------------|
| 1 | Desktop (Make & Model:) | | | | |
| 2 | Printer (Make & Model:) | | | | |
| 3 | Laptop (Make & Model:) | | | | |

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

Signature with date, stamp/seal of tenderer.



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 Desktops/ Laptops/ Printers 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 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.

IN WITNESS THEROF THE ABOVE-MENTIONED PARTIES HAVE PUT THEIRSIGNATURES ON THIS DAY OF 202 .

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.



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Signature

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 CCA Karnataka and shall abide by them.
- 2 I/We also undertake that I/We have understood technical specifications mentioned in the 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 respect and we hold the responsibility for the same.
- 4 I/We also undertake that the spare/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 sub-standard.

Date:

Place: Signature of the Tenderer with stamp of the firm

Signature with date, stamp/seal of tenderer.



ANNEXURE VIII

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening on (Date) in the tender for purchase of servers 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 representatives will be permitted to attend bid opening in cases where it is restricted to one first preference will be allowed.
Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the Tenderer & Seal

Signature with date, stamp/seal of tenderer.

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