



**INSURANCE REGULATORY AND DEVELOPMENT  
AUTHORITY OF INDIA (IRDAI)  
Hyderabad**

**TENDER**

IRDAI invites sealed tenders under two bid systems for the supply of 117 Nos. of laptops on a buyback basis with the existing desktops. For details, please download the attachment. Last date for receipt of bids is 11<sup>th</sup> December 2015 by 3.30 PM.

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF  
INDIA, HYDERABAD**

INVITATION OF SEALED TENDERS UNDER TWO BID SYSTEMS FOR THE SUPPLY  
OF LAPTOPS (117 ) ON A BUY- BACK BASIS WITH THE EXISTING DESLTOPS

RFP No.IRDA/IT/13-14/142 Vol-5 dated November 14, 2015



Issued By

Insurance Regulatory and Development Authority of India

3rd Floor, Parisrama Bhavan, Basheer Bagh

HYDERABAD- 500 004

Telangana State

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## **INTRODUCTION**

Insurance Regulatory and Development Authority of India (IRDAI) is a Regulatory body of Insurance Sector of India.

## **TENDER NOTICE**

IRDAI invites sealed Tenders under two Bid systems for the supply 117 nos. of laptops on a buy-back basis with the existing old desktops. The tender bids duly-filled in all respects enclosing necessary documents may be addressed to the Senior Joint Director, Information Technology, Insurance Regulatory and Development Authority of India, Hyderabad, so as to reach on or before 3.30 p.m., 11-12-2015 the tender may be dropped in Tender Box placed at "Administration" Block of IRDAI, Hyderabad office.

## **Tender Schedule**

<b>S.No.</b>	<b>Activity</b>	<b>Dates</b>
1	Issue of Notification	14 th November 2015
2	Last date for submission of queries to it@irda.gov.in	18th November 2015
3	Submission of Final Bid/Tender	11 <sup>th</sup> December 2015

Tenderer should sign and seal in all pages of the tender; otherwise the tender will be summarily rejected.

## 1. TECHNICAL QUALIFYING CRITERIA

The Tenderer must fulfil the following eligibility condition.

- i) The vendor **must be a reputed Firm/Company** incorporated in India with a standing of **5 years existence**.
- ii) The vendor must be a **Original manufacturer of the equipments / Authorized Service Provider /Warranty support provider of OEM** who can supply the laptops as per the specification stated at **Annexure IV** and maintain the same on site for a period of 3 years.
- iii) The vendor whose sales turnover is not less than Rs. 30 Lakhs (Rupees Thirty Lakhs) per annum in the past three years for supply of laptops are eligible to apply. The tenderer should submit copies of supporting documents to prove this condition (Copy of Purchase orders should be provided).
- iv) The Firm should have all the necessary registrations of the Govt. under the Shop and Establishment Act. PAN Number, VAT Registration, CST, Service Tax, Sale Tax and Excise Duty (If applicable) etc. enclose document for proof.
- v) The Technical Bid should be accompanied by Rs. 3,00,000/- in the form of a bank Demand Draft/Pay Order in favour of IRDAI, Hyderabad as an Earnest Money Deposit (EMD) for vendors.
- vi) The Tenderer should be a supplier of computers and laptops for at least three years. The tenderer should submit copies of supporting records to prove the same.

- vii) The tenderer should not have been blacklisted by any State Government/Central Government and/or any Central PSU. Self Declaration to this effect should be furnished in the Technical Bid. ( **Annexure –VI**)
- viii) **Presence of vendor / support arrangements at Hyderabad, Mumbai and Delhi:** Majority of laptops are required to be supplied to IRDAI office at Hyderabad. However, around 5-10 laptops are also required to be supplied to our Mumbai and Delhi regional offices. Vendor should be able to provide onsite support to the laptops supplied to our Delhi and Mumbai regional offices. A proof containing the presence of vendor at Hyderabad /Delhi & Mumbai or its ability to provide support to the laptops supplied to our offices at Hyderabad, Mumbai and Delhi shall be submitted .

## **2. MODE OF SUBMISSION**

**A.** Tenders should be addressed to the Senior Joint Director, IRDAI, HYDERABAD by designation only.

**B.** Tender should be submitted in the following two separate sealed covers.

- i) Technical Bid
- ii) Price Bid

Both Covers should be super-scribed accordingly. Tenderers furnishing Technical Bid and Price Bid in the same cover will be summarily rejected...Tenders not accompanied by EMD with the technical bid will also be rejected

**C(i).** Tender can be submitted in person on or before the due date and time specified in the tender notice. Such tenders may be dropped in the **TENDER BOX** kept at the

**Administrative Block**

**Insurance Regulatory and Development Authority Of India**

3<sup>rd</sup> Floor, Parishram Bhavan,

Basheerbagh,  
Hyderabad - 500004

**C(ii)** Alternatively, the tenderer who prefers to submit the tender through post can dispatch the same through Registered Post or Courier so as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered, and the Senior Joint Director, Information Technology, IRDAI, will not be liable or responsible for the same.

### **3. DUE DATE and TIME**

The due date for submission of bids is **11th Dec 2015, 3.30 PM.** The technical bids will be opened at 4.30 p.m. on the same day in the presence of bidder's representatives who wish to be present.. The tender received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

IRDAI reserves the right to extend the last date and time for submission of bids.

### **4. EARNEST MONEY DEPOSIT**

1. Tenderer shall enclose a demand draft/pay order of any nationalized banks/ scheduled bank for Rs. 3 lacs drawn in favour of IRDAI, payable at HYDERABAD as the non-interest bearing Earnest Money Deposit in Technical cum Commercial Bid. Technical cum Commercial bid without EMD shall be rejected.

2. Cheques, Bank Guarantees will not be accepted towards EMD.

3. On opening the Technical Bid Envelope, it is found that Earnest Money Deposit is not enclosed, then the Tender offer will summarily be rejected; unless any category of Tenderer specially exempted by the Government from the payment of Earnest Money Deposit reasons and proof of the same has to be enclosed..

4. The Earnest Money Deposit will be forfeited if:

I. Tenderer withdraws his tender or backs out after acceptance.

- II. Tenderer fails to submit the performance bank Guarantee.
- III. Tenderer violates any of the conditions prescribed in the Tender Document.
- IV. Tenderer revises any of the terms quoted, during validity period.

## **5. REFUND OF EARNEST MONEY DEPOSIT**

The Earnest Money Deposit of the unsuccessful tenders will be returned within 30 days after the acceptance of the successful tender. For this purpose, the tenderer is advised to send along with the original tender itself, an Advance Stamped Receipt for the Earnest Money Deposit amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the SENIOR JOINT Director, INFORMATION TECHNOLOGY, IRDAI, HYDERABAD. Earnest Money Deposit will not bear any interest thereon.

## **6. SUBMISSION OF TENDER - TWO COVER SYSTEM**

### **A. TECHNICAL BID (IN ENVELOPE-A)**

The Technical Bid as prescribed should be filled up, and sealed in a separate cover along with all the enclosures specified. The cover shall be called “**Envelope-A**”

**The Technical Bid Envelope should contain the following:**

- I. Demand Draft for Earnest Money Deposit along with Advance Stamped Receipt for Refund of EMD.
- II. Documentary proof for **Original manufacturer of the equipments / Authorized Service Provider of OEM /Warranty support provider of OEM**
- III. Documentary proof for the existence of the vendor for the past 5 years.
- IV. Documentary proof for the constitution of the tenderer firm with details of the name, address, telephone number, cell phone number, fax number and e-mail address of the tenderer should be furnished.

- III. Documentary proof for the capacity to supply the required quantity. For this purpose, Annual turnover statement and Balance Sheet for the last three years viz., 2012-13, 2013-2014, 2014-2015 duly attested by a qualified Company Auditor, should be submitted. (Annexure II). Supply made by the tenderer alone will be considered towards the eligibility criteria.
- IV. Duly attested Copy of PAN and copy of Income Tax return filed up to 2014-15 respect of Indian Tenders.
- V. Duly attested copies of General as well as Central Sales Tax Registration Certificates and Sales Tax Clearance Certificate, as on 31.03.2015.
- VI. Authorization for a Senior Responsible Officer/Representative of the company duly authorizing him to transact business.
- VII. Details of Standard and other Accessories offered as specified in Annexure III
- VIII. Declaration duly signed by the tenderer. (*Annexure VI*)
- IX. The Tenderer should provide warranty/guarantee and Free Service on site for a period of three years from the date of installation **including for those supplied to our Mumbai and Delhi Regional offices.**
- X. Illustrated Information sheet containing all the Technical Details, Specification of the tendered items should be sent along with the tender. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of tender.
- XI. The tenderer should attach the fresh authorization certificate from the OEM referring to this tender. The certificate should be addressed to the Senior Joint Director, Information Technology, IRDAI, Hyderabad.
- XII. Credentials of the tenderer with his experience for supply of Computers & Laptops



in the last three years in the following format.

Sl. No.	Year	Date of Receipt of order	Name of the Department	Value of order	Whether full supply was made within the time stipulated, if not, Give details of delayed offers and reasons thereof.
1					
2					
3					
4					
5					
6					

XIII. The signed TENDER DOCUMENT which contains **EMD** and TECHNICAL BID which contains above details in original should be enclosed in full without omitting any paper / pages. This cover should be super scribed as “**Technical Bid Envelope “A”**”

#### **B. PRICE BID (IN ENVELOPE – B)**

The Price Bid as prescribed in **Annexure VIII** should be filled up and sealed in a separate cover super scribed as “PRICE BID – Envelope B” along with Price Bid certification as prescribed in **Annexure VII**.

Both the Technical Bids and Price Bids should then be put in a single outer cover, duly sealed and super scribed as “**Tender for Procurement of Laptops under buy back offer – IRDAI, HYDERABAD**”

The Tenders not submitted as specified above will summararily be rejected. **All items in Annexure I to VI should be in Envelope „A“ (meant for Technical Bid) and all items in Annexure – VII and VIII should be in Envelope „B“ (meant for Price Bid).**

## **7. PRICE**

Basic unit Rate shall be quoted per item as listed in the tender (**Annexure VIII**), shall be inclusive of all charges of installation at IRDAI, HYDERABAD. The rates should be indicated clearly both in Figures and in words. If there is variation between the rates in Figures and words the lower rate will be taken for evaluation.

The rate quoted shall be inclusive of rate of all accessories specified in **Annexure –III** and no separate rate should be quoted for such accessories and others.

- a. Validity of the rates quoted in the Tender will be up to 3 months from the date of opening of Tender.
- b. The above procurement of laptops is procured for business purposes.
- c. Tax component if any should be clearly specified whether inclusive or exclusive and percentages should also be mentioned in the price bid.
- d. Payment will be made on satisfactory supply and installation. It may be noted that 90% payment will be made after satisfactory supply, installation of laptops and completing the following activities:
  - i. Installation of MS-office.
  - ii. Configuration of network adapter settings in the laptop in consultation with IRDA-IT Network Administrator.
  - iii. Installation of Anti-virus.
  - iv. Data transfer from old desktop to new laptop.
- e. Balance 10% will be paid on submission of equivalent bank guarantee valid for a period of 42 months ( 36 months warranty + 6 months – additional validity)

## **8. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION**

- a) The Tenders should contain all particulars like the name and address of the Tenderer in their letter-head as per the format given in Annexure – I to IV

### **(Technical Bid)**

- b) The Price details must be quoted in the PRICE BID only as per format given in Annexure – VIII and incomplete details on the above will be treated as non-responsive offer, and the tender is liable for rejection. The rates should be kept firm and valid for 90 days from the date of opening the Tender.
- c) The Rates should be quoted for item as per specification and it should be indicated clearly both in words and Figures. The tenderer with full signature should attest in any scoring or overwriting. The rate quoted should not be subject to any price variation clauses. In case there is discrepancy in creating in words and figures, the amount in words will be considered as final.
- d) Information sheet and specifications of quoted items should necessarily accompany the offer.

## **9. CERTIFICATES**

### **Warranty Certificate**

Successful vendor should furnish three year warranty certificate and vendor should provide free service from the date of installation/commissioning whichever is later for any manufacturing defects during that period.

## **10. OPENING OF TENDER AND EVALUATION THEREON**

The tenders received up to 3.30 P.M. on the last day as mentioned in the Tender Notice will be opened at 4.30 P.M. on the same day by the Senior Joint Director, IRDAI, HYDERABAD or by any other officer authorized on his/her behalf at IRDAI, HYDERABAD in the presence of those

Tenderer or their representatives who choose to be present at the time of opening. Representatives who are attending the opening of the Tenders should bring a Letter of Authority from the Tenderer, whom they represent to identify their bonafide.

1. The Tenders should be submitted only in the original form downloaded from the IRDAI Website.
2. The Tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
3. The Senior Joint Director, Information Technology, IRDAI, Hyderabad reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the IRDAI so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
4. If the successful Tenderer fails to performance bank guarantee (given in point No. 12) within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the purchase order, the Earnest Money Deposit, will be forfeited along with liability for all damages sustained by the IRDAI by reasons of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by the IRDAI for procurement of laptops i.e. Notional loss suffered by the IRDAI such damages, shall be assessed by the Senior Joint Director, Information Technology, IRDAI, Hyderabad whose

decision is final and the amount assessed is recoverable by proceeding under the suitable law.

## 11. TENDER EVALUATION CRITERIA

Tenderers who satisfy the technical and general conditions stipulated in the tender document and who have supplied all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified Tenderers alone will be considered for “**Opening the Price Bid in Envelope B**”.

Lowest price quoted for individual items and its total mentioned in **Annexure III** shall be criteria for selection of any technically qualified vendor. However the IRDAI reserves the right of placing the orders to any of the Tenderers, without assigning any reason.

## 12. PERFORMANCE BANK GUARANTEE

- a. The successful bidder shall at his own expense deposit with IRDAI, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled bank acceptable to IRDAI, payable on demand, for the due performance and fulfilment of the contract by the bidder. The PBG shall be submitted by the successful bidder within 2 – 3 weeks of issuance of purchase order.
- b. This Performance Bank Guarantee will be for an amount equivalent to 10% of contract value. For this purpose the contract value shall be the Total Cost (TC) quoted by the bidder in its Commercial Proposal as per the specified format. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee shall be valid for 6 months after the end of contract period. Subject to the terms and conditions in the performance bank guarantee, the performance bank guarantee will lapse automatically on its expiry date. The performance bank guarantee may be discharged/ returned by IRDAI upon being satisfied that there has

been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

- c. In the event of the bidder being unable to service the contract for whatever reason, IRDAI would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of IRDAI under the contract in the matter, the proceeds of the PBG shall be payable to IRDAI as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract. IRDA shall notify the bidder in writing of the exercise of its right to receive such compensation indicating the contractual obligation(s) for which the bidder is in default and the bidder will have to pay it within 14 days of the notice date. IRDA's decision in this respect will be final.
- d. IRDA shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

### **13. FORFEITURE OF EARNEST MONEY DEPOSIT**

If the Successful Tenderer (referred as "Tenderer") fail to act according to the Tender Conditions or Backs out after the Tender has been accepted, the Earnest Money will be forfeited by the Senior Joint Director, Information Technology, IRDAI, Hyderabad.

### **14. VARIATION IN QUANTITIES**

The Senior Joint Director, IRDAI , Hyderabad reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (upto 25%) as indicated in the tender schedule.

### **15. RELEASE OF PURCHASE ORDER**

1. It is not binding on the part of the Senior Joint Director, IRDAI, HYDERABAD to accept the lowest or any other tender and he reserves the right to reject or accept/cancel any

tender fully or partly or retender without assigning any reason, what so ever. The SENIOR JOINT Director, INFORMATION TECHNOLOGY, IRDAI , HYDERABAD reserves the right to accept/cancel and place the supply orders to the successful tender / tenderer.

2. The SENIOR JOINT Director, INFORMATION TECHNOLOGY, IRDAI, HYDERABAD also reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is violated or any counter condition is given by the tender.

3. IRDAI , HYDERABAD will release the formal purchase order to the selected bidder.

## **16. EXECUTION OF PURCHASE ORDER**

The tenderer should nominate and intimate to IRDAI HYDERABAD his authorized representative specifically to handle the Purchase order from IRDAI and ensure that he fully familiarizes with the terms and conditions of the Tender Purchase Order and the Guidelines, and is responsible to effectively execute the Purchase Order complying all the terms and conditions.

## **17. DELIVERY**

- a. Supply of Laptops will have to be completed within 2-3 weeks.
- b. Around 5 -10 laptops are required to be delivered to our Delhi and Mumbai Regional offices. The numbers laptops to be delivered at Delhi and Mumbai regional will be specified in the purchase order.
- c. The delivery schedule should be strictly adhered. If the tenderer fails to complete the delivery within the time stipulated, the purchase order shall be cancelled & Security Deposit will be forfeited.
- d. In order to take care of situation arising out of the failure of the tenderer to

supply as per the schedule and quality, norms, order for additional quantities will be placed with the other tenderer to make good the shortfall caused by such defaulter and the orders placed with such tenderer will be cancelled with sufficient cause.

- e. Delivery of Laptops shall be made by the tenderer in accordance with the terms specified.

## **18. INSTALLATION**

The installation should be done within **15** working days from the date of supply of laptops at the IRDAI, HYDERABAD.

## **19. PAYMENT TERMS**

90% payment shall be made on supply and installation of laptops and balance 10% on submission of BG valid for a period of 42 months. EMD for the successful bidder shall be returned after submission of BG.

## **20. JURISDICTION FOR LEGAL PROCEEDING**

Suite or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court in HYDERABAD only.

## **21. PENALTY**

In the event of failure of the successful tenderer to make the supply of laptops and others within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5% (Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Sr.Joint Director, IRDAI, HYDERABAD to grant extension of time with penalty/without penalty and to purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by



IRDAI, HYDERABAD in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

## **22. REJECTION CRITERIA**

Tenders with incomplete information subjective and conditional offers as well as partial offers will be liable for rejection. A tender without EMD shall be rejected.

## **23. SAVING CLAUSE**

1. In case any doubt arises on interpretation or otherwise of any point in this tender document, IRDAI shall be emailed to [ir@irda.gov.in](mailto:ir@irda.gov.in) for clarification by 18<sup>th</sup> November 2015. IRDAI reserves the right not to answer any or all queries without assigning reasons.
2. At any time before last date of submission of tenders, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and the same shall be made available in IRDAI's web site. Therefore, the bidders are requested to check the **'tenders' section** of IRDAI's website [www.irda.gov.in](http://www.irda.gov.in) on a regular basis

## **24. BUY BACK OFFER**

The tenderer should quote the maximum competitive price for old computers available in IRDAI. The details regarding make, model, configuration & quantities of the old computers are given in **Annexure V. The desktops are disposed on a as-is-where-is basis.**

If any tenderer wants to inspect the old computers in the Institute they can visit, at their own expense on all working days, during office hours (between 10.00 am to 5 .00 pm).

The supplier must take old computers and peripherals within 15-20 days from the date of

supply of the new laptops. The supplier must submit an undertaking in this regard.

**25. GENERAL**

The tenderer while sending their tender should enclose Original Tender Documents in the respective envelopes with the conditions stipulated duly certified and attested by them in token of having accepted the Tender conditions that they understood and accepted them fully. The Tenderer should enclose, proof for carrying out supplies, as specified, to various customers during the last three years, i.e. 2012-2013, 2013-2014, 2014-2015, turnover details and financial statement, major purchase order copies, and acceptance certificate by customers in the Technical Bid. Tenders kept in single cover containing both technical and financial bid will be summarily rejected.

**26. SIGNATURE AND SEAL**

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender.

Documents must be submitted only in the respective covers.

I/We \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE & Seal of the Agency :

Date :

**ENVELOPE –A**

TENDER NO.....

**Procurement of Laptops under Buy back Offer TECHNICAL BID**

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

**ENVELOPE – B**

TENDER NO .....

**Procurement of Laptops under Buy back Offer**

**PRICE BID**

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

## ANNEXURE – I

### EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

Demand Draft particulars

Sl. #	D.D. No.	Date	Name of the Bank and Place	Amount in Rs.
1				

I/We, ..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Seal of Tenderer

Date:

Place:

## ANNEXURE – II

### TURN OVER DETAILS

As per the tender eligibility criteria, the sales turn-over should not be less than **30 Lakhs (Rupees Thirty Lakhs only)** per annum in the past three years for supply of computers and laptops. These turn-over details will have to be substantiated with the appropriate documentary evidences duly enclosed.

The last three years sales turn-over details are furnished as follows.

Name of the Company / Firm:

Sl. No.	Financial Year	Turnover (Rs. In Lakhs)
1	2012-13	
2	2013-14	
3	2014-15	

Proof of the above sales turn-over details should be furnished in the form of audited balance sheet of the tenderer. In case, if the Audited balance sheet is not ready, financial statements duly authenticated by the qualified Company Auditor should be enclosed.

**Annexure – III**

**Procurement of Laptops**

<b>S. NO</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>
1	Laptop with all other Accessories ( as per Annexure-IV)	<b>117 Nos.</b>
2	Optical mouse (USB) with mouse pad	117 Nos.
3	Ms- Office Std 2016 SNGL OLP NL (Part No: 021-10554)	117 Nos

**Note: The above items should be delivered & installed at IRDAI offices ,  
HYDERABAD, Delhi and Mumbai at the following addresses**

<b>S.No</b>	<b>Particulars</b>
1	IRDA Head Office Insurance Regulatory and Development Authority of India 3rd Floor, Parisrama Bhavan, Basheer Bagh HYDERABAD 500 004 Telangana State (INDIA )

2	<p>Mumbai Regional Office Insurance Regulatory and Development Authority of India</p> <p>Royal Insurance Building 12, J. Tata Road, Ground Floor Mumbai 400 020. Near Churchgate)</p> <p>Phone No.: 022- 22898623</p> <p>□</p>
<u>3</u>	<p>Delhi Regional Office, Insurance Regulatory and Development Authority of India</p> <p>Delhi Office – Gate No. 3 Jeevan Tara Building, First Floor Sansad Marg, New Delhi-110001</p> <p>Ph: (011) - 2344 4400</p>

Please furnish the detailed information / brochure of the laptop model proposed

**Annexure - IV**

<b>No.</b>	<b>Parameter</b>	<b>Minimum Technical Specification</b>
	<b>Make &amp; Model</b>	<b>To be specified by Bidder</b>
1	Processor	5th Generation Intel® Core™ i5-5200U or better
2	Mother board and chipset	Intel Chipset integrated with processor
3	RAM	1*8GB DDR3 SDRAM (1600 MHz) or higher
4	RAM upgradability	RAM should be Upgradeable to 16 GB
5	HDD	Minimum 500 GB with @7200 RPM HDD
6	Communication & I/O Ports	1 Network connector (RJ-45), 2 Nos. USB 3.0 , 1 Charging Port, headphone/Microphone jack, VGA/HDMI port Other standard features
7	Keyboard & Mouse	Key Board with touch pad.
8	Camera	Integrated HD Webcam
9	Graphics	Intel HD Graphics
10	sound card	Intel High Definition Audio, Integrated stereo sound. Integrated microphone
11	Display	14"/15.6" HD Resolution (1366x768) with Anti-Glare LED
12	Optical Disk Drive	DVD writer 8x or above with Integrated speakers
13	Battery Type	Lithium ion battery with 6 hr back up
14	Weight & Height/Thickness	Less than 2.5 Kg (including battery)
15	Wireless & Bluetooth	Integrated wireless supporting 802.11 a/b/g/n network and Bluetooth v4.0 or higher (with backward compatibility of 2.0)
16	Power and supply	External 65W or higher AC adapter of OEM make
17	OS/Media	



		Windows 8.1 Professional 64 Bit Version downgrade able to Windows 7 32 BIT, with latest Service Pack Preloaded License,  Systems Hardware driver should be available in OEM website against the offered model
18	Certifications	For the quoted Model : Windows 8 Operating system Professional Certification
19	Carry Case	Standard Good Quality Carrying Case (Standard or Backpack with OEM Logo)
20	Warranty	3 Years standard onsite warranty on Laptop Hardware (One year Battery warranty )

## ANNEXURE –V

### Buy back list of Computers & Peripherals

Configuration	Qty	Year of Purchase
HP Dual Core-P4-2.8Ghz-1 GB ram-160 gb hdd-Windows-xp-Optical mouse-dvd-rw	22	07.11.2006 & 21.11.2006
HP Dual Core-P4-2.8Ghz-1 GB ram-160 gb hdd-Windows-xp-Optical mouse-dvd-rw- TFT"17	17	23.07.2007
HP Core 2 Duo P4-1.8Ghz-1 GB ram-160 gb hdd-Windows-xp-Optical mouse-dvd-rw-15" TFT	32	25.05.2008
Acer Veriton M200-Q45 SFF-intel core 2 duo 3GHz-2GB RAM-320GB HDD-DVD RW- Windows 7-18.5" LCD monitor-DVD RW- Optical mouse and keyboard	30	15.06.2010
Lenovo 7303 M58-intel core 2 duo 3GHz- 2GB RAM-250GB HDD-DVD RW-Windows 7-17" LCD monitor-DVD RW-Optical mouse and keyboard	06	03.08.2010
HP 7000 series-i3 2.93 GHz-2gb ddr3-320gb hdd-Windows 7 Professional-18.5" LCD monitor-DVD RW-Optical mouse and keyboard	10	30.03.2011
TOTAL	117	

**ANNEXURE –VI**

**DECLARATION**

I/We having our office at declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date:

Place:

**ANNEXURE – VII**

**PRICE BID CERTIFICATION**

To,  
The Senior Joint Director,  
Information Technology  
IRDAI, HYDERABAD

I/We ..... of  
.....

hereby agree on the acceptance of this tender by Senior Joint Director, Information Technology, IRDAI, HYDERABAD for supply of laptops in accordance with the terms and conditions of contract stated in the tender document, supply of laptops hereunder named of the quality and sort and at the rates or price specified in **Annexure – VIII**.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date:

Place:

**PRICE BID****Supply of Laptops**

SNO	ITEM DESCRIPTION	Qty.	Brand	Unit Price	Tax	Total cost
1	Supply & Installation of Laptops ( Please attach the detailed specifications of the laptops)	117				
	Less: ( Buy back price of the existing desktop )					
	Sub Total					
2	Optical mouse (USB) with mouse pad	117				
3	Ms- Office Std 2016 SNGL OLP NL (Part No: 021-10554)	117				
	Grand Total					

Total Rupees in words:

The above price shall be valid for a period of 3 months

Cost Including all the Taxes (Sales, Service, Octroi, Transit Insurance etc)

Signature of the Authorised representative

Designation:

Name of the Agency:

Date & Seal: