



**RFP NO: NIC/IT/RFP/02/2026/SmallVendorEmpanelment
for Empanelment of Vendors for**

- (a) Supply of IT Equipment, Consumables and Peripherals**
- (b) Stock Transfer of IT Equipment– NIC Head Office, Kolkata.**
- (c) AMC of Enterprise Items at DC, NR, Kolkata and DR, Bengaluru**
- (d) IT Technical Compliance Service - NIC Head Office, Kolkata.**
- (e) IT License Compliance Service - NIC Head Office, Kolkata.**
- (f) Supplying/Subscription of Enterprise Licenses under limited tender for immediate/urgent requirements**

Sealed Bids are invited from Kolkata based bonafide, reputed and well established vendors for empanelment in the above connection. RFP documents are available at NIC Website <https://nationalinsurance.nic.co.in> and can be downloaded from **17-02-2026 to 11-03-2026 (Up to 12:00 PM)**. Last date of submission of bid is **11-03-2026 up to 1:00 P.M in offline mode**. The address for submission of completed bid documents within stipulated period is given below:

**'The Deputy General Manager-IT,
National Insurance Company Limited,
1ST Floor,
Premises No. 18-0374, Plot no.CBD-81, Rajarhat, New Town,
Kolkata-700156
IT department,
Head Office,

Kolkata-.**

The submitted bid documents will be opened on **11-03-2026 at 03:00 PM** at above mentioned address in **in offline mode**.

Tender Document can be downloaded from <https://nationalinsurance.nic.co.in>, and CPP portal from 17th February, 2026

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

RFP NO: NIC/IT/RFP/02/2026/ Small Vendor Empanelment

Empanelment of Vendors for Supply of

- (a) Supply of IT Equipment, Consumables and Peripherals
- (b) Stock Transfer of IT Equipment– NIC Head Office, Kolkata.
- (c) AMC of Enterprise Items at DC, NR, Kolkata and DR, Bengaluru
- (d) IT Technical Compliance Service - NIC Head Office, Kolkata.
- (e) IT License Compliance Service - NIC Head Office, Kolkata.
- (f) Supplying/Subscription of Enterprise Licenses under limited tender for immediate/urgent requirements



National Insurance Company Limited
Head Office
Premises No. 18-0374, Plot no.CBD-81, Rajarhat, New Town,
Kolkata-700156
Phone Nos.: (033)2283-1728/39, Fax No.: (033)2283-1740

नेशनल इन्श्योरेन्स कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता –
७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

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

Empanelment of vendors will be separate against Application-1, Application-2, Application-3, Application-4, Application-5 and Application-6. Interested vendors can apply to all or any part after fulfilling the criteria as mentioned below.

Part A

Supply of IT Equipment, Consumables and Peripherals Suppliers for supply and installation of IT Equipments, Consumables and peripherals as and when required. Sample list of items likely to be procured under this arrangement is attached.

Part B

Undertaking Stock transfer of IT equipments from Kolkata to various offices and vice versa across the country.

Applications for empanelment are to be submitted as per the specimen format enclosed along with the required supportive documents.

Part C

AMC of Enterprise items at DC, NR, Kolkata and DR site of NIC as and when required.

Part D

Engagement of IT Technical compliance service provider for providing service pertaining to licences deployed in NIC as and when required. Detailed scope of work is attached as Annexure.

Part E

Engagement of IT License compliance service provider for providing legal advice for upcoming and ongoing IT projects of NIC keeping CVC guidelines, IT purchase procedure and agreements in mind as and when required.

Part F

Supplying/Subscription of Enterprise Licenses under limited tender for immediate/urgent requirements

A. Eligibility Criteria-Part A- Small Purchases

- 1) Must have Valid Trade Licence issued by appropriate Authority for carrying out the business.
- 2) Bidder should be Authorised Partners/suppliers/distributors of supplied/quoted Brands.
- 3) Must have a valid PAN Card.
- 4) Possess GST Registration number at West Bengal with supporting document(s).
- 5) Must have average Turnover of **₹10,00,000.00 (Rupees Ten Lakh) and above** for supplying and installing IT Equipment, Consumables and peripherals items during the last 2 (Two) years ending 31-03-2025(copy of certification by chartered accountant).
- 6) Vendor has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-D

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७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156

Local Address:

B. Other information, Terms and Conditions-Part A- Small Purchases

- 1) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1, 2, 3, 4, & 5 of the eligibility criteria must be submitted.
- 2) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 3) If any information/documents furnished/submitted by any Bidder are found to be incorrect or false, the application for such Bidder is liable to be straightaway rejected.
- 4) The Company reserves the right to inspect the premises of the Vendors and/or ask for original documents (the copies of which have been submitted with the application) for verification, the vendor shall comply with such requests as and when sought by the Company. The Company may ask for further information/documents, if deemed necessary by the company.
- 5) The empanelment shall be for a period of **02 (two)** years from 01-04-2026 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the discretion of the company. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 6) Quotations will be invited from the empanelled Vendors for procuring items/getting service under concerned group mentioned in attached **Annexures A** and L1 will awarded the order. There may be separate items also (other than items mentioned in Annexure A) for which quotation may be invited by NIC as and when required.
- 7) The empanelled Vendors shall be liable to supply and install items within the stipulated time.
- 8) Delay in supply of items beyond stipulated time may lead to cancellation of order.
- 9) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and he may be barred from participation in next vendor empanelment exercise.
- 10) The Company reserves the right to de-panel a Vendor in the following situation: -
 - i) Inability to supply and install items/to provide service as per specifications and on quoted rate within stipulated time.
 - ii) Supply of duplicate/incompatible/spurious cartridge or counterfeit/sub-standard products.
- 11) Bid without Earnest Money Deposit shall be out rightly rejected.
- 12) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days notice in writing without assigning any reason whatsoever.
- 12) Conditional Bids shall be straightaway rejected.
- 13) Bid submitted after the specified date and time shall not be accepted.
- 14) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.
- 15) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, such vendors may be not considered for this empanelment exercise.
- 16) Earnest Money of **₹10,000.00(Rupees Ten Thousand only)** in the form of Bank Draft / NEFT in favour of **“NATIONAL INSURANCE COMPANY LIMITED”** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of

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National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:



the panel. The deposit shall carry no interest. Earnest Money of unsuccessful Vendors will be refunded/returned without any interest after the exercise of empanelment is over.

| | |
|---------------------------|--------------------------------------|
| Name as per Bank Account | : National Insurance Company Limited |
| Bank Account Number | : 6762010554 |
| Type of Account | : Current Account |
| Name of the Bank | : Indian Bank |
| Name of the Branch | : Russell Street, Kolkata – 700071 |
| MICR Number of the Branch | : 700019018 |
| IFSC No. of the Branch | : IDIB000R024 |

Note: SSI units registered with NSIC and MSME and startup companies can avail the following benefit

- Exemption from payment of EMD (subject to submission of registration certificate of NSIC/MSME).
- Startup companies are exempted from turnover criteria.

C. Eligibility Criteria-Part B- Stock Transfer of IT-Equipment

- 1) Must have Valid Trade Licence issued by appropriate Authority for carrying out the business.
- 2) Must have a valid PAN Card.
- 3) Possess GST Registration number at West Bengal with supporting document(s).
- 4) Must have average Turnover of **₹10,00,000.00 (Rupees Ten Lakh) and above** for stock transfer during the last 2 (Two) years ending 31-03-2025 copy of certification by chartered accountant).
- 5) Must have taken a marine transit insurance cover from a regional/general insurer in India, from a company other than National Insurance Company Ltd. The declaration to the effect that such policy shall be valid throughout the period of empanelment shall be submitted.
- 6) Vendor has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-D

D. Other information, Terms and Conditions- Stock Transfer of IT-Equipment

- 1) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1, 2, 3, 4 & 5 of the eligibility criteria must be submitted.
- 2) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 3) If any information/documents furnished/submitted by any vendor are found to be incorrect or false, the application for such vendor is liable to be straightaway rejected.
- 4) Declaration is to be submitted by the vendor that it has not been blacklisted by any PSU company
- 5) The empanelment shall be for a period of **02 (two)** years from 01-04-2026 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the discretion of the company. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 6) The empanelled Vendors shall be liable to transfer and deliver the items within the stipulated time.

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National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

- 7) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and will be barred from participation in next vendor empanelment exercise.
- 8) The Company reserves the right to de-panel a Vendor in the following situation :
Inability to deliver items/to provide service as per specifications and on quoted rate within stipulated time.
- 9) Bid without Earnest Money Deposit shall be out rightly rejected.
- 10) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days' notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days' notice in writing without assigning any reason whatsoever.
- 11) Conditional Bid shall be straightaway rejected.
- 12) Bid submitted after the specified date and time shall not be accepted.
- 13) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.
- 14) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, those vendors may be not considered for this empanelment exercise.

Earnest Money of **₹10,000.00(Rupees Ten Thousand only)** in the form of Bank Draft NEFT in favour of **“NATIONAL INSURANCE COMPANY LIMITED”** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of the panel. The deposit shall carry no interest. Earnest Money of unsuccessful Vendors will be refunded without any interest after the exercise of empanelment is over.

| | |
|---------------------------|--------------------------------------|
| Name as per Bank Account | : National Insurance Company Limited |
| Bank Account Number | : 6762010554 |
| Type of Account | : Current Account |
| Name of the Bank | : Indian Bank |
| Name of the Branch | : Russell Street, Kolkata – 700071 |
| MICR Number of the Branch | : 700019018 |
| IFSC No. of the Branch | : IDIB000R024 |

Note: SSI units registered with NSIC and MSME can avail the following benefit

- Exemption from payment of EMD(subject to submission of registration certificate of NSIC/MSME)

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National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

E. Eligibility Criteria-Part C- AMC of Enterprise Items

- 1) Must have Valid Trade Licence issued by appropriate Authority for carrying out the business.
- 2) Bidder should be Authorised Partners/suppliers/distributers of supplied/quoted Brands for AMC.
- 3) Must have a valid PAN Card.
- 4) Possess GST Registration number at West Bengal with supporting document(s).
- 5) Must have average Turnover of **₹10,00,000.00 (Rupees Ten Lakh) and above** for supplying, installing IT Equipment, Consumables and peripherals items and providing AMC during the last 2 (Two) years ending 31-03-2025(copy of certification by chartered accountant).
- 6) Vendor has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-D

F. Other information, Terms and Conditions-Part C- AMC of Enterprise Items

- 1) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1, 2, 3, 4, & 5 of the eligibility criteria must be submitted.
- 2) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 3) If any information/documents furnished/submitted by any Bidder are found to be incorrect or false, the application for such Bidder is liable to be straightaway rejected.
- 4) The Company reserves the right to inspect the premises of the Vendors and/or ask for original documents (the copies of which have been submitted with the application) for verification, the vendor shall comply with such requests as and when sought by the Company. The Company may ask for further information/documents, if deemed necessary by the company.
- 5) The empanelment shall be for a period of **02 (two)** years from 01-04-2026 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the discretion of the company. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 6) Quotations will be invited from the empanelled Vendors for getting AMC service under concerned group and L1 will awarded the order.
- 7) The empanelled Vendors shall be liable to provide AMC for entire contract period.
- 8) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and he may be barred from participation in next vendor empanelment exercise.
- 9) The Company reserves the right to de-panel a Vendor in the following situation :-
 - i) Inability to provide service as per specifications and on quoted rate within stipulated time.
 - ii) Bid without Earnest Money Deposit shall be out rightly rejected.
- 10) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days notice in writing without assigning any reason whatsoever.
- 11) Conditional Bids shall be straightaway rejected.
- 12) Bid submitted after the specified date and time shall not be accepted.

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National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:



- 13) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.
- 14) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, such vendors may be not considered for this empanelment exercise.
- 15) Earnest Money of **₹10,000.00 (Rupees Ten Thousand only)** in the form of Bank Draft /NEFT in favour of **“NATIONAL INSURANCE COMPANY LIMITED”** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of the panel. The deposit shall carry no interest. Earnest Money of unsuccessful Vendors will be refunded/returned without any interest after the exercise of empanelment is over.

| | |
|---------------------------|--------------------------------------|
| Name as per Bank Account | : National Insurance Company Limited |
| Bank Account Number | : 6762010554 |
| Type of Account | : Current Account |
| Name of the Bank | : Indian Bank |
| Name of the Branch | : Russell Street, Kolkata – 700071 |
| MICR Number of the Branch | : 700019018 |
| IFSC No. of the Branch | : IDIB000R024 |

Note: SSI units registered with NSIC and MSME and startup companies can avail the following benefit

- Exemption from payment of EMD (subject to submission of registration certificate of NSIC/MSME).
- Startup companies are exempted from turnover criteria.

G. Eligibility Criteria-Part D- IT Technical Compliance Service

- 1) Must have Valid Trade Licence/Certificate of Registration issued by appropriate Authority for carrying out the business.
- 2) Must have a valid PAN Card.
- 3) Must have average Turnover of **₹10,00,000.00 (Rupees Ten Lakh) and above** for supplying and installing IT Equipment, Consumables and peripherals items during the last 2 (Two) years ending 31-03-2025(copy of certification by chartered accountant).
- 4) Should provide required tools and scripts to perform license assessments for leading software publishers such as Oracle, Microsoft, Adobe, VMWare, Red Hat, IBM etc. Declaration need to be submitted.
- 5) Should have done similar work for license assessment, license advisory & negotiations for at least last 3 years and for more than 5 Large Enterprise Customers & more than 1 PSU customers. Documents need to be submitted.
- 6) Permanent Establishment in India.
- 7) Should be able to provide license consultants with 10 years of relevant experience with major software publishers such as Oracle/Microsoft in relevant roles & expertise. Documents need to be submitted.
- 8) Proven track records with successful outcomes for customers for license compliance.
- 9) Vendor needs to provide declaration on their letter head that they agree with scope of work mentioned in Annexure-B
- 10) Vendor has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-D

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H. Other information, Terms and Conditions-Part D- IT Technical Compliance Service

- 1) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1,2,3,4,5,6,7,8,9 & 10 of the eligibility criteria must be submitted.
- 2) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 3) If any information/documents furnished/submitted by any Bidder are found to be incorrect or false, the application for such Bidder is liable to be straightaway rejected.
- 4) The Company reserves the right to inspect the premises of the Vendors and/or ask for original documents (the copies of which have been submitted with the application) for verification, the vendor shall comply with such requests as and when sought by the Company. The Company may ask for further information/documents, if deemed necessary by the company.
- 5) The empanelment shall be for a period of **02 (two)** years from 01-04-2026 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the discretion of the company. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 6) Quotations will be invited from the empanelled Vendors for providing technical compliance service under concerned group mentioned in attached Annexures and L1 will awarded the order.
- 7) The empanelled Vendors shall be liable to adhere the scope of work mentioned in Annexure-II and in PO within the stipulated time.
- 8) Delay in service beyond stipulated time may lead to cancellation of order.
- 9) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and he may be barred from participation in next vendor empanelment exercise.
- 10) The Company reserves the right to de-panel a Vendor in the following situation :-
 - Inability to provide service as per scope of work and on quoted rate within stipulated time.
 - Bid without Earnest Money Deposit shall be out rightly rejected.
- 11) Bid without Earnest Money Deposit shall be out rightly rejected.
- 12) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days notice in writing without assigning any reason whatsoever.
- 13) Conditional Bids shall be straightaway rejected.
- 14) Bid submitted after the specified date and time shall not be accepted.
- 15) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.
- 16) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, such vendors may be not considered for this empanelment exercise.
- 17) Earnest Money of **₹10,000.00(Rupees Ten Thousand only)** in the form of Bank Draft /NEFT in favour of **“NATIONAL INSURANCE COMPANY LIMITED”** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of the panel. The deposit shall carry no interest. Earnest Money of unsuccessful Vendors will be refunded/returned without any interest after the exercise of empanelment is over.

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National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:



Name as per Bank Account : National Insurance Company Limited
Bank Account Number : 6762010554
Type of Account : Current Account
Name of the Bank : Indian Bank
Name of the Branch : Russell Street, Kolkata – 700071
MICR Number of the Branch : 700019018
IFSC No. of the Branch : IDIB000R024

Note: SSI units registered with NSIC and MSME and startup companies can avail the following benefit

- Exemption from payment of EMD (subject to submission of registration certificate of NSIC/MSME).
- Startup companies are exempted from turnover criteria.

Detailed scope of work is attached as annexure-B.

I. Eligibility Criteria-Part E- IT License Compliance Service

- Must have Valid Trade Licence issued by appropriate Authority for carrying out the business.
- Must have a valid PAN Card.
- Must have average Turnover of **₹10,00,000.00 (Rupees Ten Lakh) and above** for supplying and installing IT Equipment, Consumables and peripherals items during the last 2 (Two) years ending 31-03-2025(copy of certification by chartered accountant).
- Vendor should have required skills and expertise for IT contracts negotiations.
- Should have done similar work for IT contracts negotiations for at least last 3 years and for more than 5 Large Enterprise Customers & More than 1 PSU customers.
- Should be able to provide consultants with more than 15 years of relevant experience in IT contract negotiations for software licensing agreements, cloud agreements & services agreements in relevant roles preferably in major software publishers or service providers.
- Permanent Establishment in India.
- Proven track record with successful contracts negotiations & outcomes for the customers.
- Vendor needs to provide declaration on their letter head that they agree with scope of work mentioned in Annexure-C
- Vendor has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-D

J. Other information, Terms and Conditions-Part E- IT License Compliance Service

- 1) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1,2,3,4,5,6,7,8,9 & 10 of the eligibility criteria must be submitted.
- 2) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 3) If any information/documents furnished/submitted by any Bidder are found to be incorrect or false, the application for such Bidder is liable to be straightaway rejected.
- 4) The Company reserves the right to inspect the premises of the Vendors and/or ask for original documents (the copies of which have been submitted with the application) for verification, the vendor shall comply with such requests as and when sought by the Company. The Company may ask for further information/documents, if deemed necessary by the company.

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – 700071

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

- 5) The empanelment shall be for a period of **02 (two)** years from 01-04-2026 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the discretion of the company. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 6) Quotations will be invited from the empanelled Vendors for procuring items/getting service under concerned group mentioned in attached Annexures and L1 will awarded the order.
- 7) The empanelled Vendors shall be liable to adhere the scope of work mentioned in Annexure-III and in PO within the stipulated time
- 8) Delay in service beyond stipulated time may lead to cancellation of order.
- 9) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and he may be barred from participation in next vendor empanelment exercise.
- 10) The Company reserves the right to de-panel a Vendor in the following situation :-
 - Inability to provide service as per scope of work and on quoted rate within stipulated time.
 - Bid without Earnest Money Deposit shall be out rightly rejected.
- 11) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days notice in writing without assigning any reason whatsoever.
- 12) Conditional Bids shall be straightaway rejected.
- 13) Bid submitted after the specified date and time shall not be accepted.
- 14) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.
- 15) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, such vendors may be not considered for this empanelment exercise.
- 16) Earnest Money of **₹10,000.00(Rupees Ten Thousand only)** in the form of Bank Draft / NEFT in favour of **“NATIONAL INSURANCE COMPANY LIMITED”** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of the panel. The deposit shall carry no interest. Earnest Money of unsuccessful Vendors will be refunded/returned without any interest after the exercise of empanelment is over.

| | |
|---------------------------|--------------------------------------|
| Name as per Bank Account | : National Insurance Company Limited |
| Bank Account Number | : 6762010554 |
| Type of Account | : Current Account |
| Name of the Bank | : Indian Bank |
| Name of the Branch | : Russell Street, Kolkata – 700071 |
| MICR Number of the Branch | : 700019018 |
| IFSC No. of the Branch | : IDIB000R024 |

Note: SSI units registered with NSIC and MSME and startup companies can avail the following benefit

- Exemption from payment of EMD (subject to submission of registration certificate of NSIC/MSME).
- Startup companies are exempted from turnover criteria.

Detailed scope of work is attached as annexure-C.

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

K. Eligibility Criteria-Part F- Supplying/Subscription of enterprise Licenses

- Must have Valid Trade Licence issued by appropriate Authority for carrying out the business.
- Bidder should be Authorised Partners/suppliers/distributers of supplied/quoted Brands for Licenses.
- Must have a valid PAN Card.
- Possess GST Registration number at West Bengal with supporting document(s).
- Must have average Turnover of **₹10,00,000.00 (Rupees Ten Lakh) and above** for supplying, installing IT Equipment, Consumables and peripherals items and providing Licenses during the last 2 (Two) years ending 31-03-2025(copy of certification by chartered accountant).
- Vendor has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-D

L. Other information, Terms and Conditions-Part F- Supplying/Subscription of enterprise Licenses

- 1) Clearly legible copies of documentary evidence, duly signed and stamped, in support of requirement Nos. 1, 2, 3, 4, & 5 of the eligibility criteria must be submitted.
- 2) Declaration and/or information and/or copies of documents, to be submitted, should have consistency with the nature of Trade or Business.
- 3) If any information/documents furnished/submitted by any Bidder are found to be incorrect or false, the application for such Bidder is liable to be straightaway rejected.
- 4) The Company reserves the right to inspect the premises of the Vendors and/or ask for original documents (the copies of which have been submitted with the application) for verification, the vendor shall comply with such requests as and when sought by the Company. The Company may ask for further information/documents, if deemed necessary by the company.
- 5) The empanelment shall be for a period of **02 (two)** years from 01-04-2026 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the discretion of the company. The empanelment may be further extended or reduced depending on necessity/performance and at the sole discretion of the Company.
- 6) Quotations will be invited from the empanelled Vendors for getting AMC service under concerned group and L1 will awarded the order.
- 7) The empanelled Vendors shall be liable to provide Support for entire contract period.
- 8) During the mid-period, on review, if the service of any of the empanelled Vendor/s is/are found to be unsatisfactory, the name of such Vendor/s shall be deleted from the panel and he may be barred from participation in next vendor empanelment exercise.
- 9) The Company reserves the right to de-panel a Vendor in the following situation :-
 - iii) Inability to provide service as per specifications and on quoted rate within stipulated time.
 - iv) Bid without Earnest Money Deposit shall be out rightly rejected.
- 10) The selected Vendor may at their option, withdraw name from the panel by giving 30 (Thirty) days notice in writing. The Company may also de-panel a Vendor by giving 30 (Thirty) days notice in writing without assigning any reason whatsoever.
- 11) Conditional Bids shall be straightaway rejected.
- 12) Bid submitted after the specified date and time shall not be accepted.
- 13) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:



- 14) If any existing empanelled vendor is found to be having unsatisfactory performance in the last 2 years with NIC, such vendors may be not considered for this empanelment exercise.
- 15) Earnest Money of **₹10,000.00 (Rupees Ten Thousand only)** in the form of Bank Draft /NEFT in favour of **“NATIONAL INSURANCE COMPANY LIMITED”** payable at Kolkata is to be enclosed separately in an envelope. The Earnest Money of successful Vendors will be kept as Security Deposit up to the validity of the panel. The deposit shall carry no interest. Earnest Money of unsuccessful Vendors will be refunded/returned without any interest after the exercise of empanelment is over.

| | |
|---------------------------|--------------------------------------|
| Name as per Bank Account | : National Insurance Company Limited |
| Bank Account Number | : 6762010554 |
| Type of Account | : Current Account |
| Name of the Bank | : Indian Bank |
| Name of the Branch | : Russell Street, Kolkata – 700071 |
| MICR Number of the Branch | : 700019018 |
| IFSC No. of the Branch | : IDIB000R024 |

Note: SSI units registered with NSIC and MSME and start-up companies can avail the following benefit

- Exemption from payment of EMD (subject to submission of registration certificate of NSIC/MSME).
- Start-up companies are exempted from turnover criteria.

It is to be noted that if any vendor do not comply with any eligibility criteria and other information, terms and conditions of quoted Part mentioned above (i.e. A, B, C, D E & F), the bid will be rejected.

Vendor needs to submit the application in sealed envelope containing all documents, duly signed and stamped, along with Earnest Money (in a separate envelope for each part applying for) superscripted **“Application for Empanelment of Small purchase Vendor-NIC Head Office” and/or “Application for Stock Transfer of IT Equipments-NIC Head Office and/or Application for Empanelment for AMC of Enterprise Items and/or Application for Empanelment for IT Technical Compliance Service and/or Application for Empanelment for IT License Compliance Service and supply and subscription of Enterprise Licenses”**, as the case maybe.

Please note that Bidder has to submit bids in offline mode.

Submitted to the below address:

Deputy General Manager-IT
National Insurance Company Limited,
Head Office, IT Department, 1st Floor
Premises No. 18-0374, Plot no.CBD-81, Rajarhat, New Town, Kolkata-700156
Enclosures: As Above.

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

Application Form-1

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

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

Year Amount

10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2023-24 to FY 2024-25

- i)
- ii)
- iii)

11. Annual Turnover during the last 2 Years ending 31-03-2025 (copies of Balance sheet must be enclosed

Year Amount

- i)
- ii)
- iii)

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no. CBD-81, New Town, Kolkata-700156

Local Address:

12. Particulars of Earnest Money :

13. GST Registration Number at West Bengal :

14. Details of Documents submitted

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

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

(Signature with seal)

Name of the signatory:

Date & Place:

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता –
७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156

Local Address:

Application Form-2

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

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

- | | <u>Year</u> | <u>Amount</u> |
|---|-------------|---------------|
| 10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2023-24 to FY 2024-25 | | |
| | i) | |
| | ii) | |
| | iii) | |

- | | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 11. Annual Turnover during the last 2 Years ending 31-03-2025(copies of Balance sheet must be enclosed | | |
| | i) | |
| | ii) | |
| | iii) | |

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

12. Particulars of Earnest Money :

13. GST Registration Number at West Bengal :

14. Details of Documents submitted

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

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

Date _____
(Signature with seal)

Name of the signatory:

Date & Place:

Application Form-3

Application for Empanelment of Vendors for AMC of Enterprise Items at DC, NR Kolkata and DR, Bengaluru

1. Name and address of the Firm :
2. Nature of Trade or Business :
3. Name of Owner/s :
4. Year of Establishment :
5. Address for correspondences :
6. Telephone / Mobile Numbers :
7. Name of contact Person/s with Telephone / Mobile Numbers :
8. Trade Licence No., Date of expiry and Issuing Authority (enclose Photocopy) :
9. Copy of PAN Card :
10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2023-24 to FY 2024-25

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |
11. Annual Turnover during the last 2 Years ending 31-03-2025(copies of Balance sheet must be enclosed

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |
12. Particulars of Earnest Money :

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता –

७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156

Local Address:

13. GST Registration Number at West Bengal :

14. Details of Documents submitted

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

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

(Signature with seal)
Name of the signatory:

Date & Place:

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता –
७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

Application Form-4

Application for Empanelment of Vendors for IT Technical Compliance Service - NIC Head Office, Kolkata.

1. Name and address of the Firm :
2. Nature of Trade or Business :
3. Name of Owner/s :
4. Year of Establishment :
5. Address for correspondences :
6. Telephone / Mobile Numbers :
7. Name of contact Person/s with Telephone / Mobile Numbers :
8. Trade Licence No., Date of expiry and Issuing Authority (enclose Photocopy) :
9. Copy of PAN Card :
10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2023-24 to FY 2024-25

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |
11. Annual Turnover during the last 2 Years ending 31-03-2025(copies of Balance sheet must be enclosed)

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

12. Particulars of Earnest Money :

13. GST Registration Number :

14. Details of Documents submitted

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

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

(Signature with seal)

Name of the signatory:

Date & Place:

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

Application Form-5

Application for Empanelment of Vendors IT License Compliance Service - NIC Head Office, Kolkata.

1. Name and address of the Firm :
2. Nature of Trade or Business :
3. Name of Owner/s :
4. Year of Establishment :
5. Address for correspondences :
6. Telephone / Mobile Numbers :
7. Name of contact Person/s with Telephone / Mobile Numbers :
8. Trade Licence No., Date of expiry and Issuing Authority (enclose Photocopy) :
9. Copy of PAN Card :
10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2023-24 to FY 2024-25

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |
11. Annual Turnover during the last 2 Years ending 31-03-2025(copies of Balance sheet must be enclosed)

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |
12. Particulars of Earnest Money :

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

13. GST Registration Number

:

14. Details of Documents submitted

i)

ii)

iii)

iv)

v)

vi)

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

(Signature with seal)

Name of the signatory:

Date & Place:

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156

Local Address:

Application Form-6

Application for Empanelment of Vendors- Supplying/Subscription of Enterprise Licenses - NIC Head Office.

1. Name and address of the Firm :
2. Nature of Trade or Business :
3. Name of Owner/s :
4. Year of Establishment :
5. Address for correspondences :
6. Telephone / Mobile Numbers :
7. Name of contact Person/s with Telephone / Mobile Numbers :
8. Trade Licence No., Date of expiry and Issuing Authority (enclose Photocopy) :
9. Copy of PAN Card :
10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2023-24 to FY 2024-25

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |
11. Annual Turnover during the last 2 Years ending 31-03-2025(copies of Balance sheet must be enclosed)

| | <u>Year</u> | <u>Amount</u> |
|------|-------------|---------------|
| i) | | |
| ii) | | |
| iii) | | |

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156

Local Address:

12. Particulars of Earnest Money :

13. GST Registration Number :

14. Details of Documents submitted

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

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

(Signature with seal)

Name of the signatory:

Date & Place:

नेशनल इन्श्योरेन्स कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156
Local Address:

Annexure-A

List of Items:

| S.No. | IT Equipment's (Software/hardware) | Brand/Make/Type |
|-------|--|--|
| 1 | HP AIO Elite One 705 G1 Desktop Mother Board-(Part No 757989-001, 757989-501, 757989-601) | HP |
| 2 | HP AIO Elite One 705 G1 Desktop Display (Part No 735207-001) | HP |
| 3 | HP AIO Elite One 705 G1 Desktop RAM (4 GB 1600MHZ PC3-12800 CL11 DDR3 SDRAM) Part No-698656-154) | Samsung/Hynix |
| 4 | HP AIO Elite One 705 G2 Desktop Mother Board(Part No-7988973-001, 822827-601) | HP |
| 5 | HP AIO Elite One 705 G2 Desktop Display(Part No-838246-001) | HP |
| 6 | HP AIO Elite One 705 G2 Desktop RAM(Part No-698656-154, 4GB 1RX8 PC3L-14900S) | Samsung/Hynix |
| 7 | Rental Laptop per month (For Minimum 6 months) | Will be shared during quotation invitation |
| 8 | HP 705 G1 Mini SFF RAM(4 GB 1Rx8 PC3L-12800S HMT451S6BFR8A Part No-698656-154) | Samsung/Hynix |
| 9 | HP AIO Elite One 705 G1 Desktop RAM(8 GB 1600MHZ PC3-12800S CL11 DDR3 SDRAM) | Samsung/Hynix |
| 10 | Dell E5470 Laptop RAM(8GB 2Rx8 PC4-2133P-SA0-10 HMA451S6AFR) | Samsung/Hynix |
| 11 | Windows Server 2025 R2 Standard Edition with 3 years Warranty | Microsoft |
| 12 | Windows Server 2025 R2 Data Centre Edition with 3 years Warranty | Microsoft |
| 13 | RHEL 2 CPU VDC Edition Premium Support Subscription for 1 year | |
| 14 | RHEL 2 CPU VDC Edition Premium Support Subscription for 5 years | |
| 15 | RHEL 2 CPU Standard Edition Premium Support Subscription for 1 year | |
| 16 | RHEL 2 CPU Standard Edition Premium Support Subscription for 5 years | |
| 17 | Adobe Acrobat Reader Professional DC Software | |
| 18 | MS Office 365 licence yearly subscription | |
| 19 | Canva Licence(Yearly) | |

नेशनल इन्श्योरेंस कंपनी लिमिटेड पंजीकृत एवं प्रधान कार्यालय: परिसर क्रमांक 18-0374, प्लॉट क्रमांक CBD-81, न्यू टाउन, कोलकाता – ७००१५६

National Insurance Company Limited Registered & Head Office: Premises No. 18-0374, Plot no.CBD-81, New Town, Kolkata-700156

Local Address:

| | | |
|----|---|--|
| 20 | Screen Reader software for VH user | |
| 21 | HP Elitebook 840-14" adapter | |
| 22 | Adobe Express (yearly) | |
| 23 | Postman Enterprise version(yearly) | |
| 24 | Paper Shredder | |
| 25 | Microsoft SQL Server 2022 | Microsoft |
| 26 | Rental Desktop per month including USB Key Board and USB Mouse (For Minimum 6 months) | Will be shared during quotation invitation |
| | | |
| | Consumables | |
| 27 | Cartridges for Printers Original make(HP LJ CP1025)(CE311A/312A/313A) | Will be shared during quotation invitation |
| 28 | Cartridges for Printers Original make(HP LJ CP1025)(CE314 A) | Will be shared during quotation invitation |
| A | HP LJ 1213 NF mfp. 1136 (CC388A /88A) | |
| B | Canon Maxify MB 5170 2700 XL Black | |
| C | Canon Maxify MB 5170 2700 XL Color (Cyan/Magenta/Yellow) | |
| D | HP 6970 905 Black/ XL Black | |
| E | HP 6970 905 Color(Cyan/Magenta/Yellow) | |
| F | HP 6970 905 Color(Cyan/Magenta/Yellow) XL | |
| G | HP Officejet Pro 8026 915 Black/Color | |
| H | HP Officejet 6000 920 Black/Color | |
| I | HP 6830 Printer 934 Black/XL | |
| J | Hp 6830 Printer 934 Color(Cyan/Magenta/Yellow)/XL(Cyan/Magenta/Yellow) | |
| K | HP 8710 955 Black | |
| L | HP 8710 955 XL(Cyan/Magenta/Yellow/BLACK) | |
| M | HP LJ P1606DN (78A/CE278A) | |
| N | Officejet Pro 8026(915XL Black) | |
| O | Officejet Pro 8026(915XL Cyan/Magenta/Yellow) | |
| P | Deskjet Advantage 6075 (682 Black/Tricolor) | |
| Q | MFC7430W(LC400M/400C/400Y/400BK) | |
| R | HP LJ P1606DN (CE278AF Dual) | |
| 29 | Compatible/Refilled Cartridge for out of AMC Printers | Will be shared during quotation invitation |
| 30 | UPS Batteries 10Kva | Will be shared during quotation invitation |

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| | | |
|----|---|--|
| 31 | UPS Batteries 5Kva | Will be shared during quotation invitation |
| 32 | CD/DVD | Major Brands |
| 33 | AAA Batteries(100 Unit) | Duracell |
| 34 | AA Batteries(100 Unit) | Duracell |
| 35 | Lenovo V14 Original Battery | |
| 36 | Lenovo ThinkBook 14 Original Battery | |
| 37 | Spike Buster | Major Brands |
| 38 | MDP to HDMI (Female) connector | Honeywell |
| 39 | DP to HDMI converter uport | Major Brands |
| 40 | HP 215 15.6 Laptop Backpack | |
| 41 | Laptop Bag(leather) | |
| | | |
| | Peripherals | Brand/Make/Type |
| 42 | Tape cleaning cartridge (Part No-LT09) | Major Brands (/FUSI/) |
| 43 | Tape cleaning cartridge (Part No-LT08) | Major Brands(/FUSI/) |
| 44 | USB Keyboard for Desktops/Tower Server | Logitech/HP/Dell/HCL/IBM/Apple |
| 45 | USB Mouse for Desktops/Tower Server | Logitech/HP/Dell/HCL/IBM/Apple |
| 46 | Wireless Key Board for Desktop/Tablet/iPad | Logitech/HP/Dell/HCL/IBM/Apple |
| 47 | Wireless Mouse for Desktop/Tablet/iPad | Logitech/HP/Dell/HCL/IBM/Apple |
| 48 | Mouse Pad | Major Brands |
| 49 | Bluetooth Speaker | Sony/JBL/Philips/Boat |
| 50 | HP Nano Keyed Cable Lock | |
| 51 | HP 435 Multi-Device Wireless Mouse | |
| 52 | HP 235 Slim Wireless Mouse | //HPZ3700 |
| 53 | HP 235 Wireless Mouse and Keyboard Combo | //HP 260 |
| 54 | HP USB-C to RJ45 Adapter G2 | //HP V7W66AA |
| 55 | HP 455 Programmable Wireless Keyboard | |
| 56 | HP 125 Wired Mouse | //HP M10 |
| 57 | HDMI to HDMI Cable (5m / 1.5M) | |
| 58 | HP 65W USB-C LC Power Adapter | //HP |
| 59 | HP Universal USB-C Multiport Hub | //HP 1C1Y5AA |
| 60 | HP H300 Wireless Handset | //HP H500 |
| 61 | Internal SSDs (SATA) (500 GB) | SEAGATE,SAMSUNG,WD, TRANSCEND, HP |
| 62 | Internal SSDs (PCIe/NVMe/PCIe-NVMe) (500 GB) | SEAGATE,SAMSUNG,WD, TRANSCEND, HP |
| 63 | External Hard Disks(1 TB / 2 TB / 4TB) | SEAGATE,SAMSUNG,WD, TRANSCEND, HP , |
| 64 | Internal Hard Disks(1 TB / 2 TB / 4 TB) | SEAGATE,SAMSUNG,WD, TRANSCEND, HP , |

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| | | |
|----|---|--|
| 65 | External DVD Writer | LG/SAMSUNG/ASUS |
| 66 | Pen drives (USB 3.0) (16 GB / 32 GB / 64 GB,/128 GB) | Transcend, Scandisk, HP, Sony, Kingston |
| 67 | Dual USB Pen drives with Type C port (16 GB/ 32 GB / 64 GB,128 GB) | Transcend, Scandisk, HP, Sony, Kingston |
| 68 | Projector | Will be shared during quotation invitation |
| 69 | Printer cum Scanner cum Copier(Black & White) | Will be shared during quotation invitation |
| 70 | Printer cum Scanner cum Copier(Color) | Will be shared during quotation invitation |
| 71 | Wireless charger(Multipurpose) | |
| 72 | Lenovo V14 Power Adapter Original | |
| 73 | USB Hub(Including 1 USB Port 3.0, 1 USB Port 2.0, 1 RJ45 Ethernet Port, 1 HDMI Port) for Laptop | Dell/HP |
| 74 | USB Type-C Hub(Including 1 USB Port 3.0, 1 USB Port 2.0, 1 RJ45 Ethernet Port, 1 HDMI Port) for Laptop | Dell/HP |

Note: There may be addition/deletion of items during the quotation invitation of rate contract.

Annexure-B

Scope of Work- IT technical Compliance Service Partner:

1. Provide discovery tools/scripts for licenses deployed.
2. Perform license compliance assessment for in scope publishers by analysing below points (i) License deployments across environment. (ii) License Entitlements by studying procurement/contract details for license. (iii) Applicable licensing policies by the respective publishers.
3. Provide License Compliance Report & Recommendation for in scope publishers. (i) Effective License Position (ii) License Non-Compliance Summary along with the costs (iii) Remedial Actions & Recommendations to mitigate or minimise license non compliance costs and risks. (iv) Provide unused software (Shelfware) & cost optimization strategy where ever required.
4. Selection of license publisher in scope will be done in batches after discussion with NIC and license compliance partner using below parameters. Top Spend License compliance threat/audit notices Upcoming renewals
5. License compliance partner should do license audit once per year for the selected publisher and provide report in the stipulated format.
6. Provide incremental report in case of Audit Notice by publisher and handle license audit related discussions.
7. Review Software Asset Management process & provide recommendations for the best practices and tools to be deployed in future.

- Please note that additional scope of work may be given by NIC as per the requirement.
- Please note that significant weightage will be given to the profile & expertise of the consultants being provided for such services while selecting the vendor.

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Annexure-C

Scope of Work- IT License Compliance Service Partner:

1. Understanding NIC's requirements & outcomes to be achieved by investing into IT products & services or cloud subscriptions.
2. Review Master Services Agreement/Licensing Agreements/Cloud Subscription Agreements/Services Scope Of Work from below stand point (i) Commercial Contract Structure & Fees (ii) Legal & Contractual Terms (iii) Technical Scope Of Work & Deliverable (iv) Licensing Terms
3. Provide assessment summary & recommendations for amendments.
4. Perform contract red line and provide draft modifications to be made to agreements.
5. Participate in contract negotiations along with NIC teams as desired.
6. Provide intelligence on pricing & industry benchmarks wherever possible.
7. Design new agreements as needed from case-to-case basis
8. Review contract governance process and provide recommendations for implementation of best practices and tools for improvements.

Please note that significant weightage will be given to the profile & expertise of the consultants being provided for such services while selecting the vendor.

- Please note that additional scope of work may be given by NIC as per the requirement.
- Please note that significant weightage will be given to the profile & expertise of the consultants being provided for such services while selecting the vendor.

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Annexure-D

Self-Declaration (To be signed on Bidder's Company Letter-Head)

Re: Declaration regarding Conflict of Interest (COI) in Public Procurement

We, hereby declare that the participation by our bidding firm (Bidder's Name) or any of our affiliates that are neither involved in the consultancy contract to which this procurement is linked; nor if we are part of more than one bid in the procurement; nor if our bidding firm or our organization personnel have relationships or financial or business transactions with any official of Procuring Entity i.e. M/s National Insurance Company Limited who are directly or indirectly related to tender or execution process of contract; nor have access to information of (Bidder's Name) to gain unfair advantage in the procurement process. We, also confirm that:

1. We, (Bidder's Name) or our constituent do not have common controlling shareholding or other ownership interest
2. Any constituent of us (Bidder's Name) is not a constituent of another bidder.
3. We, (Bidder's Name) do not have the same legal representation with any other bidder for the purpose of the bid.
4. We, (Bidder's Name) do not have any relationship with any other bidder that puts us in a position to allow access to each other's information or to influence the bid of any other bidder.
5. We, (Bidder's Name) have not participated in preparation of any document, design or technical specification for the project.

(Signed & Stamped from Bidder)

*****END OF DOCUMENT*****

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