



**RFP NO: NIC/IT/RFP/04/2024/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 Legal Compliance Service - NIC Head Office, Kolkata.

Sealed Bids are invited from Kolkata based bonafide, reputed and well established vendors for empanelment in the above connection. RFP documents are available at ewizard portal <https://nicl.ewizard.in> and NIC Website <https://nationalinsurance.nic.co.in> and can be downloaded from **05-03-2024 to 15-03-2024 (Up to 12:00 PM)**. Last date of submission of bid is **15-03-2024 up to 1:00 P.M in both online and 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,  
1<sup>ST</sup> 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 **15-03-2024 at 03:00 PM** at above mentioned address in **in both online and offline mode**.

***Tender Document can be downloaded from <https://nationalinsurance.nic.co.in>, <https://nicl.ewizard.in> and CPP portal from 05<sup>th</sup> March, 2024***

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/04/2024/ 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 Legal Compliance Service - NIC Head Office, Kolkata.

### NIC Head Office, Kolkata



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

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७००१५६

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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, and Application-5. 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 Legal compliance service provider for providing legal advise for upcoming and ongoing IT projects of NIC keeping CVC guidelines, IT purchase procedure and agreements in mind as and when required.

#### **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/distributers 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 31-03-2023(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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**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 01-04-2024 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 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 31-03-2023(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 01-04-2024 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.
- 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.

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Local Address:



- 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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**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 31-03-2023(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 01-04-2024 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.
- 13) Company reserves absolute right to accept or reject any or all the Bids without assigning any reason whatsoever.

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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 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 31-03-2023(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 01-04-2024 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 Legal 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 31-03-2023(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 Legal 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 01-04-2024 or any other date as may be decided by the Company. However, after completion of one year the panel may be revised at the

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Local Address:



- 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.**

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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:



**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), 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 Legal Compliance Service**”, as the case maybe.

**Please note that Bidder has to submit bids in both online and offline mode. Non-submission of any one, may result to the rejection of entire bid.**

Submitted to the below address:

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

नेशनल इन्श्युरेन्स 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:



## PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the ITI e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://nicl.ewizard.in>

### 1. REGISTRATION PROCESS ON ONLINE PORTAL

- Bidders to enroll on the e-Procurement module of the portal <https://nicl.ewizard.in> by clicking on the link "Bidder Enrolment" as per portal norms.
- The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.
- The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc
- Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

### 2. Tender Document Search

- Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective

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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:



'Interested Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### 3. Bid Preparation

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats.

### 4. Bid Submission

- Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid
- Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- Kindly have all relevant documents in a single PDF file.
- The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

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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:

## 5. Amendment of bid document

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## 6. Instruction to Bidders

- Process for Bid submission through ITI Ewizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website (<https://nicl.ewizard.in>). Steps are as follows:

(Home page  $\Rightarrow$  Downloads  $\Rightarrow$  Bidder Manuals).

- The tenders will be received online through portal <https://nicl.ewizard.in>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://nicl.ewizard.in>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://nicl.ewizard.in> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'User Guide and FAQ' for the e- Submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://nicl.ewizard.in>

- The bidder has to **“Request the tender”** to portal before the **“Date for Request tender document”**, to participate in bid submission.

7. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
8. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
9. No deviation to the technical and commercial terms & conditions allowed.
10. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids

### Technical Support

Tel: 011-49606060, [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)  
Tariq Anwar: 9355030608, [eprochelpdesk.35@gmail.com](mailto:eprochelpdesk.35@gmail.com)  
Saikat Pal: 9355030620, [eprochelpdesk.38@gmail.com](mailto:eprochelpdesk.38@gmail.com)  
Navneet Mishra: 9355030630, [eprochelpdesk.17@gmail.com](mailto:eprochelpdesk.17@gmail.com)

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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:



**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 :

- |   | <u>Year</u> | <u>Amount</u> |
|---|-------------|---------------|
| 10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2021-22 to FY 2022-23 |             |               |
|   | i)          |               |
|   | ii)         |               |
|   | iii)        |               |

- |  | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 11. Annual Turnover during the last 2 Years ending 31-03-2023(copies of Balance sheet must be enclosed |             |               |
|  | 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:

**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-2021-22 to FY 2022-23 |             |               |
|   | i)          |               |
|   | ii)         |               |
|   | iii)        |               |

- |  | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 11. Annual Turnover during the last 2 Years ending 31-03-2023(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 :

- |   | <u>Year</u> | <u>Amount</u> |
|---|-------------|---------------|
| 10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY-2021-22 to FY 2022-23 |             |               |
|   | i)          |               |
|   | ii)         |               |
|   | iii)        |               |

- |  | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 11. Annual Turnover during the last 2 Years ending 31-03-2023(copies of Balance sheet must be enclosed |             |               |
|  | 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:

**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 2021-22 and 2022-23  
i) 

	<u>Year</u>	<u>Amount</u>

  
ii)  
iii)
11. Annual Turnover during the last 2 Years ending 31-03-2023(copies of Balance sheet must be enclosed)  
i) 

	<u>Year</u>	<u>Amount</u>

  
ii)  
iii)

नॅशनल इन्श्युरेन्स 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:

**Application Form-5**

**Application for Empanelment of Vendors IT Legal 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 :

- |   | <u>Year</u> | <u>Amount</u> |
|---|-------------|---------------|
| 10. Name, address and contact numbers of existing Top 3 (Three) Clients from FY 2021-22 and 2022-23 |             |               |
| i)  |             |               |
| ii)   |             |               |
| iii)  |             |               |

- |  | <u>Year</u> | <u>Amount</u> |
|--|-------------|---------------|
| 11. Annual Turnover during the last 2 Years ending 31-03-2023(copies of Balance sheet must be enclosed |             |               |
| 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:

**Annexure-A**

**List of Items:**

S.No.	Description of Hardware	Brand/Make/Type
1	External Hard Disks(1 TB & 2 TB & 4TB)	SEAGATE,SAMSUNG,WD, TRANSCEND, HP etc,
2	Internal Hard Disks(1 TB & 2 TB & 4 TB)	SEAGATE,SAMSUNG,WD, TRANSCEND, HP etc,
3	External DVD Writer	LG/SAMSUNG/etc,
4	Pen drives (USB 3.0) (16 GB & 32 GB & 64 GB)	Transcend, Scandisk, HP, Sony, Kingston
5	Dual USB Pen drives with Type C port (16 GB/ 32 GB / 64 GB)	Transcend, Scandisk, HP, Sony, Kingston
6	Projector	Annexure – A attached for Technical Specifications
7	Printer cum Scanner cum Copier(Black & White)	Annexure – B1 attached for Technical Specifications
8	Printer cum Scanner cum Copier(Color)	Annexure – B2 attached for Technical Specifications
9	Cartridges for Printers Original make	Annexure – C attached for Technical Specifications
10	Cartridges for Printers Original make	Annexure – C attached for Technical Specifications
11	Compatible/Refilled Cartridge for out of AMC Printers	Annexure -D attached for Printer Model & Cartridge/Toner
12	Rental Desktop per month including USB Key Board and USB Mouse (For Minimum 3 months)	Annexure – E attached for Technical specifications
13	UPS Batteries 10Kva	Annexure – G attached for Technical specifications
14	UPS Batteries 5Kva	Annexure – H attached for Technical specifications
15	CD/DVD	Major Brands
16	Spike Buster	Major Brands
17	Dot Matrix Printer	Annexure – F attached for Technical specifications
18	Laptop cooling pad	Major Brands
19	HP BLC Virtual Connect 1Gb SX Small Form Factor Pluggable Option Kit (Part Number- 453151-B21).	Major Brands
20	FC Cable LC-LC multimode ( 2 Mtr & 5 Mtr & 10 Mtr)	Major Brands
21	VMw vSphere EntPlus 1P 5yr 24/7 support- (Part Number- BD514AAE)	Major Brands
22	HP DIMM 16GB RAM 1333 MHz with part number 672631-B21 for HP ProLiant BL460C Gen8	Major Brands
23	16 GB DIMM DDR3 RAM(Part Number-647653-081)	
24(a)	MDP to HDMI(Female) connector	Honeywell
24(b)	DP to HDMI Converter uport	Major Brands
25	64 GB DIMM DDR4 RAM(Part Number-809085-091)	Major Brands
26	32 GB DIMM DDR4 RAM (Part Number-809084-091)	Major Brands
27	32 GB DIMM DDR4 RAM(Part Number-809083-091)	Major Brands
28	24-core Outside Plant Cable - ECSS Armor, Loose-tube, Gel-filled, 50/125 micron OM3 MM (150 Meters)	Major Brands
29	24F, 1U, LC MM OM3, Loaded with Pigtails, Splice tray, adapter & splice protectors	Major Brands
30	SC-LC Style Multimode 50/125 micron Duplex Patch Cord, 3 Meter	Major Brands
31	Tape Cleaning Cartridge(Part No-LT06)	Major Brands
32	IBM Server disk(part No-42c0484)	IBM
33	RAM(Part No-43X5055)	IBM

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:

34	Ethernet sfp	Major Brands
35	Tape Cartridge(barcode included)(Part No-LT06 2.5TB)	Major Brands
36	USB Keyboard for desktops/Tower Server	Logitech/HP/Dell/HCL/IBM/Apple
37	USB Mouse for desktops/Tower Server	Logitech/HP/Dell/HCL/IBM/Apple
38	Wireless Key Board for Desktop/Tablet/iPad	Logitech/HP/Dell/HCL/IBM/Apple
39	Wireless Mouse for Desktop/Tablet/iPad	Logitech/HP/Dell/HCL/IBM/Apple
40	Mouse Pad	Major Brands
41	Bluetooth Speaker	Sony/JBL/Philips/Boat
42	IBM Tape Cartridge(Part No-00V7590 6.5TB)	Major Brands
43	Interlink Cable for UPS Battery (42 AH)(10 mm)	Major Brands
44	Interlink Cable for UPS Battery (26 AH)(10 mm)	Major Brands
45	HP AIO Elite One 705 G1 Desktop Mother Board-(Part No 757989-001, 757989-501, 757989-601)	HP
46	HP AIO Elite One 705 G1 Desktop Display(Part No 735207-001)	HP
47	HP AIO Elite One 705 G1 Desktop RAM(4 GB 1600MHZ PC3-12800 CL11 DDR3 SDRAM) Part No-698656-154)	Samsung/Hynix
48	HP AIO Elite One 705 G2 Desktop Mother Board(Part No-7988973-001, 822827-601)	HP
49	HP AIO Elite One 705 G2 Desktop Display(Part No-838246-001)	HP
50	HP AIO Elite One 705 G2 Desktop RAM(Part No-698656-154, 4GB 1RX8 PC3L-14900S)	Samsung/Hynix
51	Rental Laptop per month (For Minimum 3 months)	Annexure –I attached for Technical specifications
52	Lenovo Thinkpad T450 Laptop Motherboard(Part No- PN-00HN525, MFG PN- SL10G54513)	Lenovo
53	Lenovo Thinkpad T450 Laptop Backlit Keyboard(Part No-01AX346)	Lenovo
54	Lenovo Thinkpad T450 Laptop Adapter(Part No-5A10H03910/FRU-00HM613)	Lenovo
55	Lenovo Thinkpad T450 Laptop Battery(Part No-45N1736)	Lenovo
56	Lenovo Thinkpad T450 Laptop RAM(4GB PC3-12800 DDR3L-1600 SODIMM P/N-03X6656, MFG PN-SM30E51190)	Samsung/Hynix
57	Dell E5470 Laptop Motherboard(Part No- 0VJ1G)	Dell
58	Dell E5470 Laptop Keyboard(Part No- MP-13L83U4J698)	Dell
59	Dell E5470 Laptop Adapter(65 W Part No-ODMR5H)	Dell
60	Dell E5470 Laptop Battery(62W Part No-OHK6DV)	Dell
61	Dell E5470 Laptop RAM(4GB 1Rx8 PC4-2133P-SA0-10 HMA451S6AFR	DELL
62	Windows RDP Remote Desktop Licence	Microsoft

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Local Address:

## 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 Legal 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\*\*\*\*\*

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

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