

**The Oriental Insurance Co. Ltd**  
*Regional Office*  
*4<sup>th</sup> Floor, IDA Building, 7 Race Course Road*  
*Indore - 452003*

Deptt: I.T.

Dated: 20 April 2023

**Ref.: OICL/150000/ITD/2023/01**

Mr.....

M/S.....

Address.....

.....

.....

Dear Sir,

Re.: **Rate contract for UPS EXIDE NXT SERIES/AMARA RAJA 12V 26AH, 42AH  
and 65AH SMF Batteries**

We are having 1 KVA, 2 KVA, 5 KVA, & 10 KVA UPS systems working in our offices situated all over Madhya Pradesh with each unit having around 6-32 of SMF Batteries of various rating. Our order shall be based on actual requirements.

The format for Rate Contract bid is in two parts – **Technical Bid & Commercial Bid**. You must submit the bids as mentioned in details in the enclosure- Procedure for submission of bids.

**Please note that only EXIDE NXT SERIES/AMARA RAJA 12V 26AH, 42AH and 65AH SMF batteries should be quoted.**

For any clarifications, please feel free to contact IT Dept. at vssubrahmanyam@orientalinsurance.co.in / dhurve.anand@orientalinsurance.co.in / akash.khare@orientalinsurance.co.in.

Please quote the rate of Batteries and consumables in the attached format along with Manufacturer authorization form/Dealership Certificate. Only direct company people, authorized dealers, authorized agents should quote.

REGIONAL MANAGER

**The Oriental Insurance Co. Ltd**  
*Regional Office*  
*4<sup>th</sup> Floor,IDA Building, 7 Race Course Road*  
*Indore - 452003*

**A. General Instructions**

**1. This invitation to Rate Contract is for: -**

Supply of Batteries for UPS to any of the offices of **The Oriental Insurance Company Limited's** Regional office, Indore at locations specified in Annexure 3. The types of batteries required are: **EXIDE NXT SERIES NXT Series /AMARA RAJA 12V 26AH, 42AH AND 65AH SMF Batteries.**

2. Tenderers are advised to study the terms and conditions carefully. Submission of Rate Contract shall be deemed to have been done after careful study and examination of the Rate Contract Document with full understanding of its implications.
3. Sealed offers should be submitted to The Oriental Insurance Co. Ltd. not later than the date and time laid down, at the address given below in person or sent by registered post to **IT Department on the Fourth Floor** at the said address: -

**Regional Manager**  
**The Oriental Insurance Company Limited.**  
**Regional Office**  
**4<sup>th</sup> Floor,IDA Building, 7, Race Course Road,**  
**Indore - 452003**

**Final Price should include Installation, traveling and carrying cost.**  
**No other extra amount will be paid other than GST.**

**4. Schedule for Invitation to Tender:**

- a) Name of the Purchaser: **The Oriental Insurance Co. Ltd.**
- b) Probable locations where Batteries may have to be delivered:  
**As per Annexure- 3**
- c) Address at which Tenders would be submitted:

**Information Technology Dept**  
**The Oriental Insurance Company Limited.**  
**4<sup>th</sup> Floor,IDA Building, 7, Race Course Road,**  
**Indore - 452003**

- d) Latest time and date for submission of Rate Contract is on or before **17:30 hours on 05.05.2023**
- e) Tentative place, time and date of opening of technical bid of rate contract: - **At the address given under (c) above. The exact date/time will be notified and can also be confirmed over telephone.**
- f) Tentative place, time and date of opening of technical bid of rate contract: - **At the address given under (c) above. The exact date/time will be notified and can also be confirmed over telephone.**

**Note: The Oriental Insurance Company Limited shall not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.**

## **B. Procedure for Submission of Bids**

- 1.1 It is proposed to have a **two cover System** for this tender.
  - a) **Technical Bid** comprising of **Annexure 1** in **one separate cover**.
  - b) **Commercial Bid** comprising of **Annexe 2.1 & 2.2** in **one separate cover**.
- 1.2 Technical Bid of the Rate Contract should be covered in a separate sealed cover, superscribing the cover with the wordings "Technical Bid for Batteries - Rate contract."  
**Please note that Prices should not be indicated in the Technical Bid.**
- 1.3 Commercial Bid of the Rate Contract should be covered in a separate sealed cover, superscribing the cover with the wordings "Commercial Bid for Batteries - Rate contract".  
**Commercial Bid should only indicate prices**
- 1.4 Both the Technical Bid cover and Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover superscribed with **Rate contract for Batteries**.
- 1.5 The cover thus prepared should also indicate clearly the name and address of the Bidder, to enable the Bid to be returned unopened in case it is declared "**Late**".

## C. Terms and Conditions: For UPS Batteries

### 1. Performance Security

The supplier shall have to deposit a security of Rs. 50000/- in the form of DD at the time of submission of Rate Contract (No interest will accrue on this amount). The successful Bidder should send the signed contract within 2 days after the receipt of notification of award of the Contract from the Purchaser. The Bid Security of the successful bidder will be treated as performance security till **two years** after the last battery installation/purchase ordered under the rate contract.

### 2. Penalty

If the delivery & Installation is not effected within the maximum specified time i.e 48 hours then a further period of two weeks would be allowed subject to a penal interest @1.5% of the amount of order per week imposed on the first day of respective week of delay over and above the 48 hours maximum specified time. For outside Indore & Bhopal maximum specified time will be 72 hours only.

If the supply is not effected even within the extended period then it would be the discretion of concerned office either to cancel the order and/or to forfeit the security amount.

### 3. Payment Terms

The payment terms shall be 100% after delivery and successful installation of the batteries on receipt of the Original Invoice and Installation report duly certified by the Officer Incharge of the Office where the batteries are installed. The same has to be submitted along with warranty papers for batteries to Regional office for payment.

### 4. Price

The price quoted should be **inclusive of all taxes including all duties, all local levies, freight charges, transportation charges, installation, warranty charges and interconnector charges.**

### 5. Validity of Bid Price

The rate contract will be valid for **2 year** only. However the validity of the rate contract may be extended under special circumstances with mutual consent of the parties.

### 6. Installation

The installation of batteries at the required site has to be done by your assigned representative. At the time of installation the batteries must be fully charged and must be of the current series only.

After installation completion call report has to be signed by the concerned office incharge and the same has to be submitted along with warranty papers for batteries to Regional office for payment.

### 7. Maintenance

Preventive maintenance must be carried out minimum once in three months with proper sign- off from the office In- Charge.

### 8. Part Replacement

Post expiration of warranty all batteries of the batch is replaced even if one or two batteries are found faulty, otherwise warranty is not provided for the part replacement. On similar terms all the batteries has to be replaced during warranty period even if less number of batteries are found faulty.

## **9. Cancellation of Contract**

Oriental reserves its right to cancel the order in the event of one or more of the following situations:

- Delay in delivery of batteries beyond the specified period of delivery
- Serious discrepancy found in batteries supplied.

- 1. The Oriental Insurance Company Ltd. reserves the right to enter in the contract of their choice of Battery brand and warranty period.**
- 2.** Supplies are required to be made at the rates agreed for, for the orders that may be placed for the contracted period.
- 3. WARRANTY** – The batteries should compulsorily be backed up with **3 years manufacturer's warranty**.
- 4.** You should agree to supply the above items to the offices of the company located in all over Madhya Pradesh as per the list and addresses of all offices under Regional Office, Indore attached.
- 5.** In case of shifting of any office premises to a new location or opening up of any new office under Madhya Pradesh, the same rate contract will be applicable for supply of batteries there also by the Vendor.
- 6.** Buy Back values of old batteries must be specifically mentioned separately.
- 7.** The rates should be all inclusive i.e. GST/IGST etc. The rates should be inclusive of installation charges. The Person shall go to the site to replace and install the Batteries.
- 8.** The Material supplies should carry a manufacturer warranty of two years against any type of manufacturing defects and defective supplies will have to be replaced immediately without any extra cost. Also if the quality of the items supplied does not conform to the industry accepted standard, the companies shall have the right to cancel the order if in case they are not satisfied with the quality/services.
- 9.** Local Delivery & installation within 48 hours & for outstation 72 hours from the placement of order failing which the empanelled supplier would invite penalty as stated in '2' above.
- 10.** You must submit a copy of sales Tax registration certificate and sales tax clearance certificate/audited accounts for the previous financial year.
- 11.** In case you are empanelled for any supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
- 12.** You should also submit us the Manufacturer/ Authorised Dealer certificate. That must be valid as on date.
- 13.** SMF batteries should be VRLA (Valve Regulated Lead Acid). Specifically designed for Indian power conditions. The battery should conform to JIS 8702 C Specifications.
- 14.** The battery should be manufactured in an ISO 9001, 2008 ISO 14001: 2004 and ISO TS 16949: 2002.
- 15.** GST Certificate
- 16.** Support Centers in Madhya Pradesh.
- 17.** Disposal of old battery is Vendors responsibility. The old batteries which are to be replaced with a new one needs to be recycle/disposed off safely without causing environmental hazard. A certificate to this effect shall be furnished by the vendor.

REGIONAL MANAGER

**A. TECHNICAL BID****BID PARTICULARS:**

1. **1 Name of the Bidder** :  
 . With Full Address, Telephone No.,  
 Fax No. & Email
  
2. **Name & Designation** of the :  
 Contact Person With Full Address,  
 Telephone No., Fax No. & Email
  
3. **Annual Turnover (Rs. In Lacs)** :
  
4. **Type of products you are** :  
**dealing in with their Brand**  
**names**
  
5. **Name of manufacturers whose** :  
**products you are dealing in**
  
6. **Whether any of the** :  
**manufacturers has cancelled**  
**the agency or imposed any**  
**penalty. Reasons for the same.**
  
7. **List of existing Clients** :
  
8. **Whether any dispute/issues** :  
**with Clients for last 3 years.**  
**Reasons for the same.**
  
9. **Whether registered for GST** :  
**purpose**  
**If so number and date of**  
**registration.**  
**Attach copy of GST**  
**Registration.**
  
10. **Service facilities available** :  
**For maintenance.**
  
11. **Whether you are** :  
**promoter/partner in any**  
**Company dealing in similar**  
**products**

- 11    **Whether you agree to replace        :**  
      **the batteries found to be**  
      **charging less or giving lesser**  
      **backup irrespective of**  
      **standard warranty conditions**  
      **during warranty period.**
- 12    **Do you agree to all our Terms &       :**  
      **Conditions as mentioned in the**  
      **letter**

**Witness:**

Signature       -----  
Name            -----  
Address        -----  
  
Date            -----

Signature       -----  
Name            -----  
Designation    -----  
Company        -----  
Date            -----

**Company Seal**

**B. COMMERCIAL BID****BID PARTICULARS:**

1. Name of the Bidder
2. Address of the Bidder
3. Year of establishment
4. Status of the Firm
5. (whether company/Firm/propriety)
6. Bidder's proposal number and date
7. Name & address of the officer  
To whom all references shall be  
Made regarding this tender  
Telephone :  
Fax No. :  
Mobile :
8. The price during the period of contract will be linked to M.R.P. (all inclusive) as per the manufacturer's catalogue on the **20.04.2023**. For variation in price do you agree to the following:
  - If the M.R.P. goes up by up to 15% the bid price  
Will be maintained.
 

Yes /No  
If not, then at what rate
  - If the M.R.P. goes up by more than 15% but  
not exceeding 20%, the bid price will be  
increased by 10%
 

Yes /No  
If not, then at what rate
  - If the M.R.P. goes up by more than 20% but  
not **exceeding 25%**, the bid price will be  
increased **by 15%**

Yes /No  
If not, then at what rate
  - If the M.R.P. decreases, the bid price  
Will be decreased in the same ratio
 

Yes /No  
If not, then at what rate

**Witness:**

Signature -----  
 Name -----  
 Address -----  
 Date -----

Signature -----  
 Name -----  
 Designation -----  
 Company -----  
 Date -----

**Company Seal**



**Detail of cost of Goods****UPS-Batteries:**

Type Of Battery	Specification	Base price of the New Battery (Exclusive of Taxes)	Taxes applicable (SGST +IGST)	Total Cost of New Battery per Unit (inclusive of Taxes)	Less: Buy back Cost per Unit	Net cost per unit (inclusive of Taxes)
SMF	26AH-12V					
SMF	42AH-12V					
SMF	65AH-12V					

Manufacturer warranty for all batteries should be minimum 3 years.

Cost of UPS Battery includes Installation cost, traveling cost and carrying cost.

No other amount is to be paid other than GST.

**IMPORTANT:**

**You can attach separate sheet if necessary in same format.**

**The price quoted should be inclusive** of all taxes including GST, freight charges, transportation charges, installation/commissioning & testing charges, warranty charges and cost of inter connectors.

**Witness:**

Signature -----  
 Name -----  
 Address -----  
 Date -----

Signature -----  
 Name -----  
 Designation -----  
 Company -----  
 Date -----

**Company Seal**

**List of Office locations under Supervision of Regional Office, Indore**

Office Code	Office Name	Full Address
150000	RO Indore	7 RACE COURSE ROAD, IDA BUILDING 4th FLOOR, INDORE, PIN - , (MP), IND
150011	SVC INDORE	575/11 MG ROAD, INDORE, INDORE, PIN - , (MP), IND
150012	SVC BHOPAL	102/103 KALACHAND MANSION, BERASIA ROAD, BHOPAL, PIN - , (MP), IND
150013	SVC JABALPUR	687 Gutt Residency North Civil Line, Opposite Railway Stadium Jabalpur MP, JABALPUR, PIN - , (MP), IND
150015	SVC RATLAM	18-19, Gulab Market, Ram Mandir Chouraha, Sailana Road, Ratlam, PIN - 475001, (MP), IND
150017	Non Motor SVC Indore	401, IDA Building, Race Course Road, Indore, PIN - 452001, (MP), IND
150021	TP HUB INDORE	4TH FLOOR IDA BUILDING, 7 RACE COURSE ROAD, INDORE, PIN - , (MP), IND
150022	TP HUB JABALPUR	1561 Vidhya Heights, Dr. Barat Road Napier Town, Near Russell Crossing, Jabalpur, JABALPUR, PIN - , (MP), IND
150023	TP HUB BHOPAL	11-B INDRAPURI BHEL, BHOPAL, BHOPAL, PIN - , (MP), IND
150024	TP HUB GWALIOR	3rd Floor, Hotel Amar Palace, Above SBI Personnel Banking Branch, Phoolbagh Chauraha, GWALIOR, PIN - 474002, (MP), IND
151100	INDORE DO I	208-211 SILVER SANCHORA CASTLE , 8/2 R.N.T MARG, INDORE-452001, INDORE, PIN - , (MP), IND
151112	B O DEWAS	1 PATWARDHAN MARG MOTI BUNGLOW LAXMI BAI PARK ROAD, DEWAS, PIN - , (MP), IND
151190	EC DHAR	2 TRIMURTI NAGAR CHOURAHA, MAIN ROAD, DHAR, INDORE, PIN - , (MP), IND
151191	EC PITHAMPUR	FLAT NO 6, PATEL PARISAR, MHOW NEEMUCH ROAD, PITHAMPUR, INDORE, PIN - , (MP), IND
151192	EC MANAWAR	SILVER COMPLEX, Dhar Manawar Road, MANAWAR, PIN - , (MP), IND
151200	INDORE DO II	20 SNEH NAGAR SAPNA SANGEETA ROAD INDORE-452001, PH.2465026/2462283/4246794/F4094380, INDORE, PIN - , (MP), IND
151290	Extension counter	299 ADHAKUA, PARSI GALI, MHOW (M.P.), INDORE, PIN - , (MP), IND
151300	DO III INDORE	11-B RATLAM KOTHI, INDORE, INDORE, PIN - , (MP), IND
151301	CBO II INDORE	7 SHIV VILACE PALACE, RAJBADA, INDORE, PIN - , (MP), IND

151400	DO 4 INDORE	Kanchan Sagar , 18/1 Old Palasia A.B.Road, INDORE, INDORE, PIN - , (MP), IND
151401	CBO 5 INDORE	Sheeba Complex Regal Chouraha, 562 M.G.Road Indore., INDORE, PIN - , (MP), IND
152100	BHOPAL DO I	102/103 BERASIA ROAD SINDHI COLONY, BHOPAL, BHOPAL, PIN - , (MP), IND
152109	CBO V BHOPAL	PLOT NO.7, NEAR MY CAR SHOW ROOM, KOH-E-FIZA, BHOPAL, PIN - , (MP), IND
152190	EC SEHORE	HOUSE NO 138 WARD NO. 6 PALTAN AREA , NEAR JAISWAL HOSPITAL BUS STAND SEHORE, BHOPAL, PIN - , (MP), IND
152600	DO UJJAIN	14 ARIHANT VARAH MIHIR MARG, TEEN BATTI CHOURAHA MADHAV NAGAR, UJJAIN, PIN - , (MP), IND
152605	CBO I UJJAIN	SAVITRI SADAN FREEGANJ 2513314 2521821, UJJAIN, PIN - , (MP), IND
152607	BO BIAORA	ANAND LODGE BIAORA, RAJGARH, PIN - , (MP), IND
152691	MO SARANGPUR	11, Near Police Station, Near Police Station, Sarangpur Distt. Rajgarh, Sarangpur, PIN - , (MP), IND
152693	EC_PACHORE	Pachore , (MP), IND
152700	DO SATNA	CITY TRADE CENTRE, NEAR BUS STAND, CHORASIA BUILDING, SATNA, SATNA, PIN - , (MP), IND
152702	BO REWA	NEAR HOTEL MAHARAJA, REWA, REWA, PIN - , (MP), IND
152791	MO DEVENDRANAGAR	Devendranagar (MP), IND
152794	EC_MANGAWAN	Mangawan, (MP), IND
152800	BHOPAL DO II	CHITTOD COMPLEX ZONE1, M.P .NAGAR BHOPAL-462011, BHOPAL, PIN - , (MP), IND
152801	CBO II BHEL SERVICES	E-5/10 RAVISHANKAR NAGAR , OPP. HABIBGANJ METRO POLICE STATION, BITTAN MARKET BHOPAL, BHOPAL, PIN - , (MP), IND
152802	BO VIDHISHA	25 ARIHANT VIHAR COLONY, PHASE - I, VIDISHA, VIDHISHA, PIN - , (MP), IND
152803	BO ITARSI	ABOVE SYNDICATE BANK, GANDHINAGAR, ITARSI., DISTT.- HOSHANGABAD MP, BHOPAL, PIN - , (MP), IND
152890	HARDA EXTENTION COUNTER	EXTN.COUNTER [BRANCH ITARSI], BALAJI COMPLEX V.V.GIRI WARD , HARDA [M.P.]461331PHONE 07577-224778, HARDA, PIN - , (MP), IND
152891	EC HOSHANGABAD	I ST FLOOR VAKRATUND SHOPPING COMPLEX, OPPOSITE M.P.S.R.T.C. BUS STAND, HOSHANGABAD M.P., BHOPAL, PIN - , (MP), IND
152892	EC RAISEN	NEAR RADHA PRINTING PRESS, SAGAR ROAD RAISEN , MP 464551, BHOPAL, PIN - , (MP), IND

152894	EC MANIDEEP	23-A INDIRA NAGAR, MANDIDEEP, DISTT RAISEN(MP), MANDIDEEP, PIN - , (MP), IND
153400	DO GWALIOR	3rd FLOOR HOTEL AMAR PALACE, PHOOL BAGH CHAURAH, GWALIOR (M.P) 474 002, kirti.asnani@orientalinsurance.co.in, GWA, PIN - , (MP), IND
153402	BO MORENA	OPP. JANPAD PANCHAYAT, M S ROAD, rajendra.patankar@orientalinsurance.co.in, MORENA, PIN - , (MP), IND
153403	BO GUNA	Nai Mandi, Agra Bombay Road, GUNA (MP), arvind.khare@orientalinsurance.co.in, GUNA, PIN - , (MP), IND
153484	EC_MEHGAON	Mehgaon PIN - , (MP), IND
153495	EC SHIVPURI	Haji Sanu Market, Shivpuri, deepak.agrawal@orientalinsurance.co.in, SHIVPURI, PIN - , (MP), IND
153496	EC DABRA	THAKUR BABA ROAD, DABRA, GWA, PIN - , (MP), IND
153497	EC ASHOK NAGAR	EC ASHOK NAGAR , BY PASS ROAD ASHOK NAGAR, ASHOK NAGAR MP, GUNA, PIN - , (MP), IND
153500	DO KHANDWA	OPP GDC , INDORE ROAD, KHANDWA, PIN - , (MP), IND
153501	BO BURHANPUR	DR.HAWALDAR BUILDING , NEAR PUSHPAK BUS STAND., BURHANPUR, PIN - , (MP), IND
153502	BO KHARGONE	BRANCH OFFICE, GURUDWARA MARG, KHARGONE, MP, 0, PIN - , (MP), IND
153590	EC SENDHWA	Rajpal Complex Near New Bus Stand, A.B.Road , SENDHWA, KHANDWA, PIN - , (MP), IND
153700	DO SAGAR	DIVISIONAL OFFICE, BHOPAL ROAD, BHAGWAN GANJ, - , SAGAR, PIN - , (MP), IND
153701	BO DAMOH	KHANDUJA COMPLEX, STATION CHOURAHA, SAGAR ROAD, DAMOH, PIN - , (MP), IND
153702	BO KATNI	NAI BASTI, KATNI (MP), KATNI, PIN - , (MP), IND
153800	DO RATLAM	18-19 GULAB MARKET, RAM MANDIR CHOURAHA, SAILANA ROAD , RATLAM, PIN - , (MP), IND
153801	BO NEEMUCH	6 Vikas Nagar Sch.no. 14/1 , Ambedkar Marg NEEMUCH MP., NEEMUCH, PIN - , (MP), IND
153802	BO MANDSAUR	MAHARANA PRATAP CHOURAHA, JANGIR MANSION, MHOW NEEMUCH ROAD, MANDSAUR, PIN - , (MP), IND
153890	EC JAORA	GANDHI CHAURAH, CHAUPATI, JAORA, PIN - , (MP), IND
153891	EC JHABUA	SHOP NO 1, BAPUSA TOWER RAJWADA CHOWK , 104 NEHRU MARG JHABUA 457-661, RAJWADA JHABUA, RATLAM, PIN - 477661, (MP), IND
153894	MO SAILANA	SHOP NO. 4 5, NEW BUS STAND, SAILANA, PIN - , (MP), IND

153896	MO MEGNAGAR	Corner Shop of Shri Balaji Automobiles, Infront of Girls High School, MEGHNAGAR, MEGHNAGAR, PIN - , (MP), IND
153897	MO SHAMGARH	Main Road, Shamgarh, Pin-458883, SHAMGARH, PIN - , (MP), IND
153900	DO 2 JABALPUR	CHAMBERs BHAVAN, CIVIC CENTRE, MARHATAL, JABALPUR, PIN - , (MP), IND
153901	BO CHHINDWARA	PARASIA ROAD CHHINDWARA, SHARMA COMPLEX NEAR PANKAJ TALKIES, CHHINDWARA, PIN - , (MP), IND
153998	MO SAUSAR	SHOP No. 10, WARD No. 15, GAJANAN COLONY, NAGPUR ROAD SOUSAR, CHHINDWARA, PIN - , (MP), IND