

Deptt: I.T.

Dated: 10th Aug 2015 Ref.: OICL/RO CHD/ITD/BATTERIES/2015-16/1

Mr.....
M/s.....
Address.....
.....
.....

Dear Sirs,

Re.: **Rate contract of UPS SMF Batteries**

We are having 1 KVA, 2KVA, 5 KVA and 10 KVA UPS systems working in our 104 offices situated all over Chandigarh, Punjab, Panchkula & Pinjore in Haryana, Chamba, Una & Amb in Himachal Pradesh (**Annexure 6**), with each unit having multiple number of SMF Batteries ranging from 3 Number of Batteries in most of the 1 KVA UPS, 16 Number SMF batteries in most of the 5 KVA UPS (APC Make) and 32 Number of SMF batteries for 10KVA (APC Make). **Our order shall be based on actual requirements only.** The annual requirement is expected to be around Rs. 10/15 Lacs. However this will be only indication and not a commitment.

The format for Rate Contract bid is in two parts –

Technical Bid (Annexure1)

Commercial Bid (Annexure 2).

You must submit the bids as mentioned in details in the enclosure- **Procedure for submission of bids.**

Batteries quoted should be **certified to JISC 8702 from government lab.**

Please quote the rate of Batteries in the attached format only along with Manufacturer (OEM) Authorization Form Valid as on date. Only direct company people, authorized dealers of the OEM, authorized agents of the OEM, authorized retailers of OEM should quote. **Authorization should be from the Original Equipment Manufacturer (OEM) only and valid as on date**

Vendors may quote for one or more items mentioned in the rate contract bid.

For any clarifications, please feel free to contact us.

REGIONAL MANAGER (IT)
The Oriental Insurance Co. Ltd
SURENDRA BUILDING,
SCO 109-110-111,
SECTOR 17D,
CHANDIGARH-160017

A. General Instructions

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

A.1.1 Supply and Installation of SMF Batteries for UPS to any of the 104 offices of The Oriental Insurance Company Limited located in Chandigarh, Punjab, Panchkula & Pinjore in Haryana, Chamba, Una & Amb in Himachal Pradesh. **List of Addresses of all offices attached in the Annexure 6.** Batteries quoted should be **certified to JISC 8702 from government lab. Copy of certificate for JISC 8702 Compliance for 70 AH – 12V, 65 AH – 12V, 45 AH -12 V, 42 AH – 12V, 28 AH – 12V, 26 AH -12V batteries quoted to be submitted along with the Technical Bid. Manufacturer's Warranty Period for Battery quoted should be Two year.**

A.2 Bidders 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. **Bids should be submitted in the Specified Format only.**

Format for bids are given in this document and also available at our website: www.orientalinsurance.org.in

A.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** or **dropped in the Rate Contract Box kept on the 1st Floor** at the said address: -

REGIONAL MANAGER (IT)
The Oriental Insurance Co. Ltd
SURENDRA BUILDING,
SCO 109-110-111,
SECTOR 17D,
CHANDIGARH-160017

Final Price quoted should be *inclusive of all taxes including all duties, taxes, octroi, all local levies, freight charges, transportation charges, warranty charges, interconnectors and installation charges.*

A.4. Schedule for Invitation of Rate Contract Bids:

A.4.1) Name of the Purchaser: **The Oriental Insurance Co. Ltd.**

A.4.2) Probable locations where orders may have to be delivered and Installed:

Offices of The Oriental Insurance Company Limited located in Chandigarh, Punjab, Panchkula & Pinjore in Haryana, Chamba, Una & Amb in Himachal Pradesh, (list of Addresses of all offices attached in the Annexure 6)

A.4.3) Address at which Tenders would be submitted:

REGIONAL MANAGER (IT)
The Oriental Insurance Co. Ltd
SURENDRA BUILDING,
SCO 109-110-111,
SECTOR 17D,
CHANDIGARH-160017

OICL/RO CHD/ITD/BATTERIES/2015-16/1

A.4.4) Last time and date for submission of Bid for Rate Contract is on or before **15:30 hours on 27th August 2015.**

A.4.5) **Technical bid of rate contract will be opened on 16:00 hrs on 27th August 2015.** Time and date of opening of financial Bid of rate contract will be intimated later.

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

B.1 It is proposed to have a **two cover System** for this tender.

- a) **Technical Bid** comprising of **Annexure 1** in **one separate sealed cover** .
- b) **Commercial Bid** comprising of **Annexure 2** in **one separate sealed cover**.

B.2 **Technical Bid** of the Rate Contract should be covered in a **separate sealed cover**, superscribing the cover with the wordings "Technical Bid for UPS Batteries Supply and Installation Rate Contract.",

Technical Bids should be submitted in the Specified Format only.

Please note that Prices should not be indicated in the Technical Bid.

B.3 **Commercial Bid** of the Rate Contract should be covered in a **separate sealed cover**, superscribing the cover with the wordings "Commercial Bid for UPS Batteries Supply and Installation Rate Contract.".

Commercial Bids should be submitted in the Specified Format only.

Commercial Bid should only indicate prices

B.4 ***Both the Technical Bid Cover and Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover superscribed with Supply and Installation Rate contract for UPS Batteries .***

B.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".**

B.6 The Tender Document for download is available at the website <http://www.orientalinsurance.org.in>

B.7 No separate intimation in respect of corrigendum, if any, will be sent to tenderers who downloaded the Tender documents from website as information regarding this respect will be available on website i.e. <http://www.orientalinsurance.org.in>

B.8 The offer should be submitted strictly as per the terms and conditions, formats and procedures laid down in the tender document, failing which the offer is liable for rejection.

B.9 Normally no technical / commercial clarifications will be sought after opening of tender. However, deviation if any from the specified technical and commercial terms must be submitted in a separate sheet in Technical bid. OICL reserves the right to accept or reject such deviations without further reference to the tenderers. Offers as asked for must be submitted complete in all respects.

B.10 **SIGNING OF ALL PAGES OF TENDER:**

Technical Bid: Tenderer must **sign** with **company's seal** on **all pages of their Technical Bid**, including overleaf and all enclosures submitted with the tenders except printed leaflets/catalogues.

Commercial Bid received without signature and company's seal on all pages shall be rejected.

Quotations, erased and overwritten shall be summarily rejected, unless authenticated with the tenderer's signature.

B.11 All disputes shall be subject to the jurisdiction of Chandigarh court only.

B. 12 **Late Tenders /Delay Offer:** A tender which has not been received on or before the due date and before the due time of submission of Rate Contract will not be considered. No relaxation in this respect will be entertained.

B.13 CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained. If any of the documents, required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification / document regarding the bid document. In case of non- compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

B.14 Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made first on the basis of Technical Bid and then on the basis of Commercial Bid. The Commercial Bid of such firms found valid based on Technical Bid will only be opened. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the OICL will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

B.15 Financial Evaluation shall be done for each item (**70 AH – 12V / 65 AH – 12V / 45 AH - 12 V / 42 AH – 12V / 28 AH – 12V / 26 AH -12V**) separately to decide the L1 bidder for an Item. Order will be placed to multiple bidders depending upon the number of items for which bidder is L1. **L1 for each item will be decided after taking into account the Buy Back Price quoted in the Commercial Bid.**

B.16 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.

B.17 Any attempt on the part of the tenderer to influence in any way for the acceptance of his tender will render the tender for rejection.

c. Terms and Conditions:

C.1 For UPS Batteries

C.13.1 Delivery Time

Local (For Chandigarh, Mohali and Panchkula) Delivery & installation within 2 Days & for outstation 3-4 days from the placement of order. If the delivery & Installation is not effected within the maximum specified time 2 days for within Chandigarh, Mohali and Panchkula and 3-4 days for outside Chandigarh, Mohali, Panchkula, then a further period of one week would be allowed subject to a

penal interest @ 1.5% of the amount of order per day of delay over and above the max. 2/4 days. If the supply is not effected even within the extended period, then it would be the discretion of the concerned office either to cancel the order and/or to forfeit the security amount.

C.13.2 Payment Terms

The payment terms shall be 100% after delivery and subject to successful installation of the equipment & disposal of old batteries under buyback. Payment will be made on receipt of the Original Invoice, installation report, disposal report duly certified by the Officer In charge of the Office where the batteries are installed. As Disposal of old battery is Vendor's obligation/ responsibility, hence payment will be made after deducting the rates of old batteries under buy- back. The Original Invoice, installation report and disposal report have to be submitted to THE REGIONAL MANAGER (IT), The Oriental Insurance Co. Ltd, SURENDRA BUILDING, SCO 109110-111, SECTOR 17D, CHANDIGARH-160017 before any payment can be made.

C.13.3 Price

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

C.13.4 Validity of Bid

90 days after the last date of submission of bid prescribed by OICL.

C.1.5 Installation

The installation of batteries at the required site has to be done by your fully trained assigned representative. For any mishap/ accident or any other careless conduct during replacement of batteries, the supplier will be fully responsible. 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 in-charge and the same has to be submitted along with warranty papers for batteries by the successful bidder to THE REGIONAL MANAGER (IT) at Regional Office Chandigarh located in SURENDRA BUILDING, SCO 109-110-111, SECTOR 17D, CHANDIGARH-160017 for payment.

C.1.6 Warranty Period

Manufacturer's Warranty Period should be Two year from the Date of Installation

C.1.7 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.

C.1.8 The Oriental Insurance Co Ltd. reserves the right to enter in the contract of their choice of Battery Brand.

C.1.9 Validity of the Tender Agreement is 1 (ONE) year from the date of contract. Supplies are required to be made at the rates agreed for, for the orders that may be placed upto 1 (ONE) year from the date of contract.

C.1.10 You should agree to supply the above items to the offices of the company located in Chandigarh, Punjab, Panchkula & Pinjore in Haryana, Chamba, Una & Amb in Himachal Pradesh. **(List of Addresses of all offices attached in the Annexure 6)**

C.1.11 Buy Back values of old batteries must be specifically mentioned separately in The Commercial Bid.

C.1.12 The whole Battery Bank need not be replaced at one go and order can be placed for any number of batteries.

C.1.13 **The rates should be all inclusive i.e inclusive of all taxes (e.g. VAT etc) including all duties (e.g. Excise Duty), all local levies, octroi , freight charges, transportation charges, warranty charges, interconnectors and installation charges** . The Person shall go to the site to replace and install the Batteries.

C.1.14 The Material supplies should carry two years manufacturer warranty against any type of manufacturing defects and defective supplies will have to be replaced by the successful bidder immediately without any extra cost. Also if the quality of the items supplied by the successful bidder does not confirm to the industry accepted standard, the company shall have the right to cancel the order if in case they are not satisfied with the quality/services. Two years Warranty from the Date of Installation should be assured by the Manufacturer of the batteries as well in addition to the successful bidder.

C.1.15 Local (For Chandigarh, Mohali and Panchkula) Delivery & installation within 2 days & for outstation 3-4 days from the placement of order. If the delivery & Installation is not effected within the maximum specified time, i.e., 2 days for Local delivery and Installation and 3-4 days for Outstation Delivery and Installation, then a further period of one week would be allowed subject to a penal interest @ 1.5% of the amount of order per day of delay over and above the max. 2/4 days. If the supply is not effected even within the extended period, then it would be the discretion of the concerned office either to cancel the order and/or to forfeit the security amount.

C.1.16 You must submit a copy of Sales Tax Registration Certificate / VAT Registration Certificate in the Technical Bid.

C.1.17 In case you are empanelled for any supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.

C.1.18 You should also submit us the Manufacturer/ Authorized Dealer of OEM / Authorized Agents of OEM / Authorized Retailers of OEM Authorization certificate from the Manufacturer (OEM) in the Technical Bid, that must be valid as on date. **Authorization should be from Manufacturer that is The Original Equipment Manufacturer (OEM) only, valid as on date.**

C.1.19 SMF batteries should be VRLA Valve Regulated Lead Acid. Specifically designed for Indian power conditions. **The battery should conform to JIS 8702 Specifications. Copy of certificate from government lab for JISC 8702 Compliance for 70 AH – 12v, 65 AH – 12v, 45 AH -12 V, 42 AH – 12v, 28 AH – 12v, 26 AH -12V batteries quoted to be submitted along with the Technical Bid. Manufacturer’s Warranty Period should be Two year from the date of Installation.**

C.1.20 **The battery should be manufactured in an ISO 9001: 2008 and ISO 14001 : 2004 certified Plant. Copy of the ISO 9001: 2008 and ISO 14001 : 2004 Certificate, valid as on date are to be attached along with the Technical Bid.**

C.1.21 Copy of the PAN Number is to be attached in the Technical Bid along with Copy of Income Tax Return for the previous two years / Audited Account for the Previous Two Years.

C.1.22 You must submit a copy of Sales Tax Clearance Certificate / Audited Account for the Previous Two Years.

C.1.23 List of Support Centers in Chandigarh, Punjab and Himachal Pradesh is to be attached in the Technical Bid.

C.1.24 **Disposal of old battery is Vendor's responsibility.** The old batteries which are to be replaced with a new one needs to be recycled/disposed off safely without causing environmental hazard. A certificate to this effect shall be furnished by the vendor in the Technical Bid.

C.1.25 The intending bidders should pay an **Earnest Money Deposit of Rs. 10,000/-**. The E.M.D. shall be paid by way of a Demand Draft or Pay Order in favour of "THE ORIENTAL INSURANCE COMPANY LIMITED" payable at Chandigarh **along with the Technical Bid**. The EMD will not carry any interest. The EMD will be refunded to the successful bidder only after signing of the contract and after furnishing performance security deposit. In case of unsuccessful bidders, the EMD will be refunded to them after finalization of the tender. EMD made by the bidder will be forfeited if bidder withdraws his tender after acceptance **or** if bidder withdraws his tender before expiry of validity period of the tender **or** if bidder violates any of the terms & conditions of this tender document. **Any bid not secured with Earnest Money Deposit of Rs. 10,000/- , will be rejected by OICL, as non-responsive. Earnest Money Deposit must be given along with the Technical Bid.**

C.1.26 The successful bidder/s will have to furnish a performance security deposit of Rs. 50,000/- (FIFTY Thousand) by way of Demand Draft or Pay Order drawn in favour of THE ORIENTAL INSURANCE COMPANY LIMITED payable at CHANDIGARH. Successful bidder will provide agreement/Contract on Rs. 100/- stamp paper.

C.1.27 Security deposit will be kept with the Company till completion of warranty period of supplied batteries. No interest will be paid on the amount of Security Deposit.

C.1.28 No amendment in rates will be accepted from any of the participants, once tender has been opened on due date. A letter as regards of selection will be sent to the selected bidder/s.

C.1.29 No request for price revision shall be entertained arising due to Govt. Policies/ Market Rate Fluctuations including Trade Taxes/Duties changes during the currency of the Tender Agreement. However if there is a drop in price of any item in the market the same should be communicated to the Oriental Insurance Company Limited.

C.1.30 In the event of the selected supplier denies to supply the ordered Battery(s), agreed and accepted as per the Tender Document, for whatsoever the reason may be, the Performance Security Deposit submitted with the Tender shall stand forfeited and the supplier will be blacklisted to participate in Tender proceedings in future.

C.1.31 In case of deviation from any of the Terms and Conditions during the period of agreement, the Performance Security Deposit of the supplier will be forfeited.

C.1.32 TDS or any other taxes applicable from time to time during the period of contract will be deducted at the time of payment of bills.

C.1.33 **Subletting and Assignment**

The supplier shall not save with the previous consent in writing of the purchaser, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any

manner whatsoever. Provided nevertheless that any such consent shall not relieve the supplier from any obligation, duty or responsibility under the contract.

C.1.34 In case of any dispute or any difference only the Courts of Chandigarh shall have the jurisdiction in all matters arising out of or connected with this agreement. Further this agreement is subject to laws of India alone.

C.1.35 BUYERS' RIGHT TO DECIDE THE TENDER

OICL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reasons thereof. No dispute of any kind can be raised against this right of buyer in any court of law or elsewhere.

C.1.36 Payments will be made through e-payment system only". Authorisation for all payments through electronic fund transfer system/RTGS/CBS/Intra Bank Transfer is to be furnished by the bidder in the prescribed format enclosed as **Annexure 3**

1 A. TECHNICAL BID

BID PARTICULARS:

Sno	Requirements	Reply of The Bidder
1	Name of the Bidder Full Address Telephone No. Fax No. Email	Name Full Address Telephone No. Fax No. Email
2	Name of the Authorized Contact Person Designation of the Authorized Contact Person Full Address Mobile No. Telephone No. Fax No. Email	Name Designation Full Address Mobile No. Telephone No. Fax No. Email
3	Bidder's proposal number and date	
4	Whether the Establishment is Public Ltd./Sole Proprietorship/Partnership concern (Please enclose Documentary evidence like – Copy of Incorporation certificate / Partnership Deed / Sole Proprietor - Trade License)	
5	Date of commencement of operations	
6	Whether registered for Sales Tax/VAT purpose, If so number and date of Registration Certificate/s. Please also state Sales Tax / TIN no: (Attach copy of Sales Tax Registration Certificate / VAT)	Number and Date of Registration Certificate/s for Sales Tax/VAT. Sales Tax / TIN no:
7	Annual Turnover (Rs. In Lacs) in the last 2 years (Attach Copy of Audited Account For the Previous two Years / Copy of Income Tax Return for the previous two years)	
8	Type of products you are dealing in with their Brand names	
9	Name of manufacturers whose products you are dealing in	

Sno	Requirements	Reply of The Bidder
10	Whether any of the manufacturers has canceled the agency or imposed any penalty. Reasons for the same.	
11	Make of the Batteries Quoted for (Attach copy of Manufacturer Authorization certificate Valid as On Date)	
12	Brand of Batteries Quoted for	
13	Whether the Establishment is Manufacturer/ Authorised Distributor/ Authorised Retailer / Authorized Agents for the Batteries Quoted (Attach copy of Manufacturer Authorization certificate Valid as On Date)	
14	Manufacturer of the Battery is ISO 9001: 2008 and ISO 14001 : 2004 Certified. (Attach Copy of Certificates Valid as on Date)	
15	70 AH – 12v, 65 AH – 12v, 45 AH -12 V, 42 AH – 12v , 28 AH – 12v , 26 AH -12V_batteries quoted for certified to JISC 8702 from government lab (Yes/No) (Attach Copy of Certificate for each battery Type)	
16	Manufacturer's Warranty Period of The Batteries Quoted for is 2 Years from the date of Installation and it is Bidder's responsibility to arrange for replacement of defective supplies immediately without any extra cost. (Yes/No) (Attach Copy of Certificate from the Manufacturer regarding warranty period of Two Years from the Date of Installation)	
17	Names of Three leading customers including Public Sector Undertakings from whom orders for Batteries Purchase of the Brand quoted were secured in the year 2014-15 along with copy of the empanelment letter. (Attach Copy of Empanelment Letter /Purchase Orders)	1 2 3 4 5
18	Whether any dispute / issues with Clients in the last 3 years. Reasons for the same.	
19	Average Quantum of stocks (in general) for Batteries	
20	List of Support Centers in Chandigarh, Punjab and Himahal Pradesh attached (Yes/No)	

Sno	Requirements	Reply of The Bidder
21	PAN NO. (Please Attach Copy)	
22	TIN NO. (Please Attach Copy)	
23	Copy of Sales Tax Clearance Certificate / Audited Account for the Previous Two Years attached (Yes/No)	

24	EMD Deposit Details 1. Name of the Bank 2. Branch Name 3. DD No 4. Date (Completely Filled E-PAYMENT Mandate as per Annexure 3 to be attached with The Technical Bid)	EMD Deposit Details 1. Name of the Bank 2. Branch Name 3. Amount 4. DD No 5. Date
25	Bid Validity Period : 90 days after the last date of submission of bid prescribed by OICL.	
26	There will be no escalation in the Price quoted in the Commercial Bid for the duration of the Contract. (Yes/No)	
27	Affidavit as Per Annexure 5 on Non Judicial Stamp Paper of Rs. 10/- attached along with Technical Bid	
28	Any other information if so desired may be given	
29	Old batteries taken under Buy Back will be recycled / disposed off safely without causing environmental hazard. (Yes/No)	
30	Details of the Bidder's Bank for effecting epayments: (a) Beneficiary Bank Name (b) Beneficiary Branch Name (c) IFSC code of beneficiary Branch (d) Beneficiary account No. (e) Branch Serial No. (MICR No.) (Completely Filled E-PAYMENT Mandate as per Annexure 3 and cancelled cheque attached with The Technical Bid)	(a) Beneficiary Bank Name (b) Beneficiary Branch Name (c) IFSC code of beneficiary Branch (d) Beneficiary account No. (e) Branch Serial No. (MICR No.)
31	All Terms and Conditions are Accepted (Yes/No)	
Witness:		Bidder
Signature		Signature

Name		Name	
Address		Designation	
Date		Company	
		Date	
Place		Place	
		Company Seal	

Checklist of Documents to be attached with Technical Bid

Sno.	Document Type	Submitted With Technical Bid (Yes/No)
1	Self Attested Copy of Incorporation certificate / Partnership Deed / Sole Proprietor - Trade License	
2	Self Attested Copy of Income Tax Return for previous Two years / Copy of Audited Account For the Previous Two Years	
3	Self attested Copy of Sales Tax Registration Certificate / VAT Registration Certificate	
4	Self attested Copy of Audited Account For the Previous two Years / Copy of Income Tax Return for the previous two years	
5	Self attested copy of Sales Tax Clearance Certificate / Audited Account For the Previous Two Years	
6	Self attested copy of PAN Number	
7	Self attested copy of TIN Number	
8	Self attested copy of ISO 9001: 2008 and ISO 14001 : 2004 certificate for the Manufacturer of the Battery	
9	Self attested Copy of JISC 8702 Certificate from government lab for all battery types Quoted (70 AH – 12v, 65 AH – 12v, 45 AH – 12v, 42 AH -12 V, 28 AH – 12v, 26 AH -12V) quoted for	
10	List of Support Centers in Chandigarh, Punjab and Himahal Pradesh	
11	Self attested copy of Authorization for Manufacturer / Authorized Dealer/ Authorized Agents / Authorized Retailers of <u>Manufacturer (OEM)</u> <u>Authorization should be from the Original Equipment Manufacturer (OEM) only Valid as On Date</u>	
12	Whether Self attested Certificate from the Manufacturer regarding warranty period of Two Years from the Date of Installation is enclosed ?	
13	Self attested Copy of the empanelment letter/Purchase Order of three leading customers including Public Sector Undertakings from whom orders for the Battery Brand quoted , have been secured in the year 2014-15	
14	Completely Filled E-PAYMENT Mandate as per Annexure 3	
15	Enclosed Copy of cancelled cheque enclosed for E-Payment Purpose	
16	Affidavit as Per Annexure 5 on Non Judicial Stamp Paper of Rs. 10/-	
17	Earnest Money Deposit of Rs. 10,000/- by way of a Demand Draft or Pay Order in favour of "THE ORIENTAL INSURANCE COMPANY LIMITED" payable at Chandigarh .	
18	All pages of the Technical Bid Submitted, including overleaf and all enclosures submitted have been signed with <u>company's seal</u> by the Bidder	
Witness:		Bidder
Signature		Signature
Name		Name

Address		Designation	
		Company	
Date		Date	
Place		Place	
		Company Seal	

**A. COMMERCIAL BID
BID PARTICULARS:**

Sno	Requirements	Reply of The Bidder
1	Name of the Bidder Full Address Telephone No. Fax No. Email	
2	Name of the Contact Person Designation of the Contact Person Full Address Mobile No. Telephone No. Fax No. Email	
3	Bidder's proposal number and date	
4	Brand of Batteries Quoted for	
5	Manufacturer's Warranty Period of The Batteries Quoted is 2 Years from the date of Installation (Yes/No)	
6	The price quoted will be valid for a Period of 1 Year from the Date of the Contract (Yes/No)	
7	There will be no escalation in the Price quoted in the Commercial Bid for the duration of the Contract. (Yes/No)	
8	All Terms and Conditions are Accepted (Yes/No)	

Witness:		Bidder	
Signature		Signature	
Name		Name	
Address		Designation	
Date		Company	
		Date	
Place		Place	

		Company Seal	
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Details of the Unit Cost of Batteries and Buy Back

All inclusive Unit Price in Rs [inclusive of all taxes (e.g. VAT etc), all duties (e.g. Excise Duty), all local levies, octroi , freight charges, transportation charges, installation Charges, warranty charges and interconnectors]

(A) TYPE OF BATTERY	(B) SPECIFICATION	(C) <u>Make and Brand of The Battery Quoted (With 2 Years Manufacturer's Warranty)</u>	(D) All Inclusive Price For Chandigarh/ Panchkula / Mohali (Rs.)	(F) All Inclusive Price For Punjab (Rs.)	(G) All Inclusive Price For Himachal Pradesh (Chamba, Una, Amb) (Rs.)	(H) Rates of old batteries under buy-back (Rs.)
SMF	70 AH - 12V					
SMF	65 AH - 12V					
SMF	45 AH - 12V					
SMF	42 AH - 12V					
SMF	28 AH - 12V					
SMF	26 AH - 12V					

Manufacturer's Warranty for All Batteries Quoted is 2 Years

Price of all Batteries Quoted is inclusive of all taxes (e.g. VAT etc), all duties (e.g. Excise Duty), all local levies, Octroi , freight charges, transportation charges, installation Charges, warranty charges and interconnectors. You can attach separate sheet if necessary in same format.

Witness:		Bidder	
Signature		Signature	
Name		Name	
Address		Designation	
		Company	
Date		Date	
Place		Place	
		Company Seal	

E-PAYMENT Mandate
(To be returned to the OICL)

To,
The Oriental Insurance Co. Ltd
SURENDRA BUILDING,
SCO 109-110-111, SECTOR 17D, CHANDIGARH-160017

Dear Sir,
Ref: AUTHORISED OF ALL OUR PAYMENTS THROUGH ELECTRONIC FUND TRANSFER SYSTEM / RTGS / CBS/ INTRA BANK TRANSFER.

We hereby authorize The Oriental Insurance Company Limited to make all our payments against our bill, Refunds of Earnest Money deposit and Security deposit, through electronic fund transfer system/ RTGS/ CBS/ Intra Bank transfer.

The details for facilitating the payments are given below:-

1.	NAME OF BENEFICIARY	
2.	ADDRESS (with Pin code)	
3.	TELEPHONE NO. (with STD code)	
4.	BANK PARTICULARS	
	BANK NAME	
	BANK TELEPHONE NO. (with STD code)	
	BRANCH NAME	
	BANK BRANCH CODE	
	BRANCH ADDRESS (with Pin code)	
	BANK FAX NO. (with STD code)	
	9 DIGIT MICR CODES OF THE BANK BRANCH (Enclose copy of cancelled cheque in Technical Bid)	
	11 DIGIT IFSC CODE OF THE BENEFICIARY'S BRANCH	
	BANK ACCOUNT NO.	
	BANK ACCOUNT TYPE (Tick one)	
	SAVING	
	CURRENT	
	LOAN	
	CASH CREDIT	
	OTHERS	
	IF OTHERS, SPECIFY	
5.	PERMANENT ACCOUNT NO. (PAN)	
6.	EMAIL ADDRESS FOR INTIMATION REGARDING RELEASE OF PAYMENTS	

I/we hereby declare that the particulars given above are correct and completed. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/ we would not hold the company responsible. We also agree to bear the bank charge, if any, for enabling such transfer.

	(AUTHORISED SIGNATURE)
Date	Name
	Official Stamp

BANK CERTIFICATION

It is certified that above mentioned beneficiary holds a bank account No _____ with our branch and the Bank particulars mentioned above are correct.

	(Authorised Signature)
	Authorisation No:
Date	Name
	Official Stamp

Draft of CONTRACT FORM

(On Rs. 100/- stamp paper)

THIS AGREEMENT made on this _____ day of _____ between The Oriental Insurance Company Limited (hereinafter “the Purchaser”) of one part and “<Name of Vendor>” (hereinafter “the Vendor”) of the other part:

WHEREAS the Purchaser is desirous that certain SMF Batteries, their Installation, buy- back of old batteries and associated services should be provided by the Vendor viz., _____ and has accepted a bid by the Vendor for the supply of those SMF Batteries, their Installation, buy- back of old batteries and associated services.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

The following documents shall be deemed to form and be read and construed as part of this Agreement viz,

- Terms and Conditions
- Technical Bid Submitted
- Commercial Bid Submitted
- The Purchaser’s Notification of Award

In consideration of the payments to be made by the Purchaser to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the purchaser to provide the SMF Batteries, their Installation, buy- back of old batteries and associated services and to remedy defects therein, in conformity in all respects with the provisions of the contract.

The purchaser hereby covenants to pay the Vendor in consideration of the provision of the SMF Batteries, their Installation, buy- back of old batteries and associated services and to remedy the defects therein, in conformity in all respects with the provisions of the contract, the contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

All inclusive Unit Price in Rs [inclusive of all taxes (e.g. VAT etc), all duties (e.g. Excise Duty), all local levies, octroi , freight charges, transportation charges, installation Charges, warranty charges and interconnectors]

(A) TYPE OF BATTERY	(B) SPECIFICATIO N	(C) <u>Make and Brand</u> of The Battery (With 2 Years Manufacturer's Warranty)	(D) All Inclusive Price For Chandigarh/ Panchkula / Mohali (Rs.)	(F) All Inclusive Price For Punjab (Rs.)	(G) All Inclusive Price For Himachal Pradesh (Chamba, Una, Amb) (Rs.)	(H) Unit Rates of old batteries under buy-back (Rs.)
SMF	70 AH - 12V					
SMF	65 AH - 12V					
SMF	45 AH - 12V					
SMF	42 AH - 12V					
SMF	28 AH - 12V					
SMF	26 AH - 12V					

Period of Validity of this Contract for purchase of SMF Batteries, their Installation, buy- back of old batteries and associated services is **one year from the date of signing of this contract.**

Warranty Period is Two Years from the date of Installation of the Batteries

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and the year first above written.

Signed, Sealed and Delivered for The Oriental Insurance Co. Ltd.” by it’s constituted Attorney		Signed, Sealed and Delivered for M/s _____ by it’s constituted Attorney	
Signature		Signature	
Name		Name	
Designation		Designation	
Address		Address	
Company		Company	
Date		Date	
Place		Place	
Company Seal		Company Seal	
Witness 1		Witness 2	

Signature		Signature	
-----------	--	-----------	--

Witness 1		Witness 2	
Name		Name	
Designation		Designation	
Address		Address	
Company		Company	
Date		Date	
Place		Place	

Non –Judicial Stamp paper Of Rs. 10/-

AFFIDAVIT

I _____ Partner / Legal Attorney / Proprietor / Accredited Representative of M/s _____ solemnly declare that

I/We are submitting tender for the Rate Contract of UPS SMF Batteries against Tender Number OICL/RO CHD/ITD/BATTERIES/2015-16/1.

I/We or our Partners don't have any relative working in OICL.

All Information furnished by me / us in respect of fulfillments of eligibility criteria and Information given in this tender is complete, correct and true.

All Documents / credentials submitted along with this Tender are genuine, authentic, true and valid.

The Price Submitted by me is without any Condition.

If any information or document submitted is found to be false/incorrect, OICL may Cancel my/our Tender and action as deemed fit may be taken against me/us including Termination of the Contract, Forfeiture of all dues including earnest money, performance security and black listing of my/our firm and all partners of the Firm etc.

Date

Seal of Notary

Signature of the Bidder

The near relatives for this purpose are defined as:(a)

Members of a Hindu undivided family.

(b) They are husband and wife.

(c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

Annexure 6

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
1	230000	RO CHANDIGARH	SURENDRA BUILDING,SCO-109-110-111,SECTOR 17D, CHANDIGARH-160017	Mr. Ish Kumar Munjal	0172-2704257, 5025730	9814405594
2	230011	Service Centre, Chandigarh	SURENDRA BUILDING,SCO-109-110-111,SECTOR 17D, CHANDIGARH-160017	Sh. B.S. Ahuja	0172-5019820, 5045743, FAX-5047742 /	9814499493
3	230012	Service Centre Ludhiana	1st Floor, SONA COMPLEX, MILLERGANJ, NEAR FIRE BRIGADE, GT ROAD, LUDHIANA-141003	Ms. Kitty Sethi	0161-5050227 / 5050228 / 5050107	9888513107
4	231100	DO1 CHANDIGARH	SCO 99-100,SEC-17-B, CHANDIGARH-160017	Sh. Mohan Singh Thakur	(0172)2704615 2706421, 2702139	9914700137
5	231102	CBO 3 CHANDIGARH	FIRST FLOOR,QUIET OFFICE-15,SECTOR 35-A, CHANDIGARH-160035	Mrs Renu Garg	(0172)2602262,	9872650041
6	231110	DAB CHANDIGARH	FIRST FLOOR, SCO-45. SECTOR-20-C, CHANDIGARH-160020	Mr Gurbir Pal Singh	(0172)2708257,	9814904637
7	231200	DO2 CHANDIGARH	FIRST FLOOR ,S.C.O. 48-49, SECTOR 17-A, CHANDIGARH-160017	Mr. N.K. Banga	(0172)2702552, 2704426, 2715087	9878559500
8	231202	BO PANCHKULA	SCO 325, IInd FLOOR, SECTOR - 9, PANCHKULA-134109	Mr. Rajwant Rai	(0172)2596011	9417528841
9	231203	CBO2 CHANDIGARH	SECOND FLOOR, S.C.O. NO. 5, SECTOR 17-E, CHANDIGARH-160017	Mr.JASVINDER SINGH	0172-2703101, 2707602 /	9417092555
10	231290	EC Panchkula (MANI MAJRA)	2366/2, 1st FLOOR, MARIWALA TOWN,MANIMAJRA, CHANDIGARH	Mr. SURINDER KUMAR	0172-5067606	9914310433
11	231291	EC Banur	NEAR SBI BANK, CHANDIGARH-RAJPURA ROAD, BANUR, Mohali-140601	Mr.SUSHIL Kumar	, 01762-507241	9988095989
12	231292	EC Zirakpur	ADJOINING PUNJAB NATIONAL BANK,OPPOSITE LUCKY DHABA, SAINI TOWER,PATIALA, ROAD, ZIRAKPUR, DISTRICT MOHALI-140603	Mr. P.C. Goad	01762-509641	9872001168
13	231300	DO3 CHANDIGARH	SCO 72 & 73-A, 2nd FLOOR, SECTOR 26, GRAIN MARKET, CHANDIGARH-160026	Mr.Dinesh Verma	(0172)2795278, 2795452, 2795204	9815602101
14	231301	CBO4 CHANDIGARH	FIRST FLOOR, SCO 1076-77, SECTOR-22-B, CHANDIGARH-160022	Sh. Gian Chand	(0172)2708218	9501494264
15	231303	BO DERA BASSI	2nd Floor of Chopra Building , Ambala Chandigarh Road , Dera Bassi-140507	Mr. Jaideep Mahajan	01762-506356	9417173973
16	231393	E C PINJORE	LALJEET COMPLEX,CHANDIGARH SHIMLA HIGHWAY, BUS STAND ,PINJORE	Mr. DINESH GUPTA	9417003558	9417003558
17	231400	DO MOHALI	2nd FLOOR, SCO-20, PHASE 1, SAS NAGAR, MOHALI-160055	Mr AMIR KHURSHEED AHMAD	0172-2225204, 2222729 /	9780063780

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
18	231401	BO NANGAL	FIRST FLOOR, HOUSE NO. 20571,RAILWAY ROAD, NANGAL-140125	Mr. Vijay Pathania	01887-220328, Fax 220240 /	9855044439
19	231402	BO ROPAR	FIRST FLOOR, Above Padam Motors,NANGAL CHOWK, ROPAR-140001	Mr B K GOEL	, 1881-222241	9872220732
20	231491	EC AMB	SHOP NO. 2, LINTLE POST, UNA ROAD,NEAR LIC OF INDIA, AMB, UNA (HP)-177203	Mr. Ram Kumar	na	9463124195
21	231492	EC KURALI	1ST FLOOR, Adjoining HDFC BANK,CHANDIGARH ROAD, KURALI, TEH : KHARAR, DIST. MOHALI-140103	Sh. Hemant Puri	(0160), 2641317	9815233393
22	231493	EXTENTION COUNTER , UNA. (HP)	OPP. SAINIK REST HOUSE, UNA ROAD NEAR BUS STAND,UNA (HP)-174303,	Mr HAZARI LAL MINHAS	9816667405	9816667405
23	231494	EC Sohana	FIRST FLOOR, KK BUILDING, C/O GOODWILL SANITARY AND H.W. STORE,ADJOINING IDBI BANK, LANDRAN ROAD,SOHANA-140308	Mr. Bhupinder Singh	, 0160-5001544	9914599911
24	231495	EXTENTION COUNTER KHARAR	First Floor SCF 8, Janta Nagar Colony, NH 21 CHANDIGARH ROAD, KHARAR-143001	Sh. JAGDISH KUMAR ARORA	9814931019	9814931019
25	231496	EC Mohali	SCF- 41, 2ND FLOOR, PHASE XI, Mohali	Mr Vikas Chauhan	/0172-5053620	9815656020
26	231497	EC ANANDPURSAHI B	Opposite Railway Station,Near Cooperative Bank, Anandpur Sahib, District Ropar	Mr. Sunil Jain	9463207679	9463207679
27	231498	EC Morinda	SHOP NONO 267-268, FIRST FLOOR, ABOVE ALLAHABAD BANK, MAIN BAZAR, RAILWAY ROAD, MORINDA - 140101	Mr VINOD KUMAR	9888813746	9888813746
28	231499	EC Nehon	Dashmesh Colony, Gali No.2, Near Reliance Tower, Village Nuhon, District Ropar-PIN 140113	Mr LALIT KUMAR	9465170058	9465170058
29	233100	DO JALANDHAR	FIRST AND MEZZANINE FLOOR, PLOT NO.32, AMARDEEP BUILDING, G. T. ROAD,JALANDHAR-144001	Sh. Sandeep Thapa	(0181)2458169, 2225981, 2235807	9878497655
30	233102	CBO3 JALANDHAR	SATYA PARKASH HOUSE, ADJACENT HOTEL SKYLARK, OPPOSITE CIRCUIT HOUSE, CIVIL LINES, JALANDHAR-144001	Ms. Sunita Rani	0181-2224111, 5057022, 2234013 /	9814325762
31	233105	CBO1 JALLANDHAR	BRANCH OFFICE 1, 32, G.T. ROAD, OPP. NARINDER CINEMA, JALLANDHAR	Mr. Rajesh Gupta	(0181)2225476, 2225684	9317799177
32	233106	BO KAPURTHALA	BHAGWAN MAHAVIR MARG, JALANDHAR ROAD, OPPOSITE TAJ HOTEL, KAPURTHALA-144601	Mr MALKIAT SINGH	, 01822-502909, 501694	9041878284

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
33	233108	CBO2 JALLANDHAR	SCO 50, PUDA COMPLEX, JEEVAN RAKSHA BUILDING, LADO WALI ROAD, JALANDHAR-144001	Mr. Rakesh Aggarwal	0181-2458779, 5004831 /	9417464038
34	233190	EC NADALA	SUBHANPUR ROAD, NEAR BUS STAND NADALA DISTT KAPURTHALA, PUNJAB, PIN CODE 144 624	Amrik Singh	9915573124	9915573124
35	233191	EXTENTION COUNTER JALANDHAR CANTT.	First Floor, MASTER COMPLEX, HOSHIARPUR ROAD, RAMA MANDI, JALANDHAR CANTT-144005	Mr. Dalip Chand	0181-5082310	9417316961
36	233192	EC BHOGPUR	OPP.APITAL LOCAL AREA BANK, G. T. ROAD, BHOGPUR, DISTT. JALANDHAR-144201	SH.BALDEV RAJ	9888323399, 0181-5050288	9888323399
37	233193	EC Goraya	KOONER BUILDING, NEAR BUS STAND, G.T. ROAD, GORYA, DISTT. JALANDHAR-144409	Mr. Iqbal Singh	01826-501204	9815936603
38	233194	EC LAMBRA	IST FLOOR ABOVE CANARA BANK BUILDING, NAKODAR ROAD, LAMBRA, DISST JALANDHAR	Mr. ASHWANI KUMAR	9855997888	9855997888
39	233200	DO BHATINDA	4501, 1st AND 2nd FLOOR, BANK BAZAAR, BATHINDA-151001	Roop Lal Baleem	(0164)2237790, 2237797, 2237608	9872555944
40	233202	BO MANSAMANDI	SRI RAM BUILDING, NEW COURT ROAD, MANSA MANDI-151505	Sh. V.K. Sharma	(01652)228442, 230715	9780483807
41	233203	BO ABOHAR	Opposite P.N.B. Main Branch, Circuar Road, ABOHAR-152116	Sh.Hanuman Singh	01634-220306, 501252 /	9464662054
42	233207	BO JAITU	FIRST FLOOR, BAJA KHANA ROAD, JAITU-151202	Sh Satinder Pal Singh	01635-503352, 503231 /	9417405761
43	233290	EC MOONAK	MAIN ROAD, NEAR POLICE STATION, MOONAK-148033	SH. SUNIL KUMAR GOYAL	9815062782	9417510931
44	233291	EC MALOUT	ABOVE OBC MAIN BRANCH, GT ROAD, MALOUT-152107	Mr. JASPAL SINGH	01637-266797 /	9417344866
45	233292	EC Rampura Phull	FIRST FLOOR, GREEN MOTORS, G. T. ROAD, RAMPURA PHOOL-151103	MR. PRITAM SINGH	01651-227122 /	9417060666
46	233293	EC Bhucho Mandi	Ward No. 4, Grain Market, Bucho Mandi, District Bathinda- PIN 151101	Mr SHASHI PAL	9478910177	9465266372
47	233300	DO1 AMRITSAR	SHREE DWARKA DEESH COMPLEX, FIRST FLOOR, QUEEN'S ROAD, AMRITSAR-143001	Sh. Gurdip Singh	0183-2400974 / 2400975 / 2400976 /	9914253545
48	233308	BO TARAN TARAN	FIRST FLOOR, ABOVE SBI BRANCH NEAR SATKAR PALACE AMRITSAR ROAD, TARN TARAN-143401	Sh. J J S Madan	(01852)222792,	9814153489
49	233390	EC.TS.MKT.AMRI TSAR	HALL NO.6, 27-A, CLASSIC PLAZA, ABOVE PUNJAB NATIONAL BANK, MAJITHA ROAD, AMRITSAR-143001	Mr. Surjit Singh	9876048590	9876048590

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
50	233400	DO1 LUDHIANA	B-XXII-681/B, 2650, DASMESH NAGAR, Opp Municipal Corporation Office, Zone C, GILL ROAD, LUDHIANA-141003	Mr. P.K. Verma	0161 - 5070230	9814020720
51	233406	CBO3 LUDHIANA	S.C.O. 40, FEROZE GANDHI MARKET, Bhaiwala Chowk, PAKHOWAL ROAD, LUDHIANA-141001	Dinesh Grover	(0161)2400354, 2401630,	9417382437
52	233407	BO SAMRALA	Opposite HDFC Bank, Chandigarh Road, Samrala-141114	Mr SURESH KUMAR BEDI	(01628)262062, 262650	9417132499
53	233490	E.C. MULLANPUR	DHALIWAL SUPER MARKET, NEAR KAILPUR ROAD, MULLANPUR, DAKHA(LUDHIANA)-141102	Sandeep Kapoor	9872851656	9872851656
54	233491	EC Machhiwara	NEAR MAIN CHOWK, RAHON ROAD, MACHHIWARA	RAM RATTAN	9814743283	9814743283
55	233500	DO PATIALA	FIRST FLOOR, SAI MARKET, LOWER MALL, PATIALA-147001	Sh. A.S. Dhingra	0175-5007141	9872035541
56	233502	BO SANGRUR	NABHA GATE, NEAR S. S. MODEL SCHOOL, SANGRUR-148001	Mr. Ashok Kumar Bhatia	01672-501435 /	9815602698
57	233503	CBO 1 PATIALA	FIRST FLOOR (FRONT PORTION), SCO 126, CHOTTI BARDARI, IMPROVEMENT TRUST COMPLEX, PATIALA-147001	Mr MUKESH MALHOTRA	0175-5006169 (FAX), 5006201-09 /	9872422754
58	233508	BO NABHA	PATIALA GATE, PATIALA ROAD, NEAR PUNJAB & SIND BANK, NABHA-147201	Mr N.K. TANEJA	01765-505682 /	9855522710
59	233590	EC Samana	Patiala By Pass Road, SAMANA-147101	Mr RAVINDER KUMAR	9872989001	9872989001
60	233591	EC Patran	Near Shiv Motors, Kainchiyan, Patran, Patiala PIN 147105	Mr MUKHTIAR SINGH	9417606689	9417606689
61	233592	EC Sunam	Above OBC Bank, Peeranwalan Gate, Sunam, Distt. Sangrur-148028	Mr. Raj Kumar	9814219541	9814219541
62	233593	EC Longowal	CR COMPLEX, IST FLOOR, MAIN BAZAR, NEAR GENERAL BUS STAND, LONGOWAL	Mr ANIL SHARMA	9646700550	9646700550
63	233598	EC MALERKOTLA	Rose Avenue, Second Floor, Above State Bank of Patiala Malerkotla-148023	Tarsem Lal	01675-500710 /	
64	233599	EC Barnala	Katcha College Road (Popularly Known a KC Road), Near Oriental Bank of Commerce, BARNALA-148101	Mr. Vipin Goyal	01679502100,	9357710300
65	233600	DO RAJPURA	FIRST FLOOR, 4-5-6 E, CALIBRE MARKET, PATIALA ROAD, RAJPURA-140401	A K Sehgal	(01762)222389, 224159, 224369	9872776938
66	233603	BO MANDI GOBINDGARH	LOHA BAZAR, MANDI GOBIND GARH-147301	Mr. S.P. Singh	(01765)242704	9814033963
67	233605	BO KHANNA	G T. ROAD, Near IDBI Bank, LUDHIANA SIDE, KHANNA-141401	Mr BALJINDER SINGH	9814460581	9814460581

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
68	233606	BO Sirhind	FIRST FLOOR, ABOVE GHUMAN TYRES, G. T. ROAD, SIRHIND-140406	Mr Sudarshan Kumar	01763-502403,502404 /	9814744765
69	233693	EC KHAMANO	FIRST FLOOR, OPP. GRAIN MARKET, Chandigarh Road, KHAMANO-141127	Mr. Jagjit Singh	9872666365	9872666365
70	233695	EC AMLOH	FIRST FLOOR, NABHA BUS STAND, AMLOH, DISTT. FATEHGARH SAHIB-147203	Mr. Jagdish Singh	(01765) 230338	9855188009
71	233700	DO FEROZPUR	11, THE MALL, FIRST FLOOR, OPP.TOWN HALL, FEROZPUR CITY-152002	Dr. S K Sharma	(01632)221310, 221262, 220341	9872884497
72	233702	BO KOTKAPURA	NEAR OLD GRAIN MARKET, KOTKAPURA-151204	Sh. Kanwaljit Bedi	(01635)220248, 220408	9872605961
73	233703	BO ZIRA	NEAR GRAIN MARKET, TALWANDI ROAD,ZIRA, DISTRICT FEROZEPUR-142047	Sh. Manohar singh	(01682)250583	9417654120
74	233704	CBO FEROZEPUR	R-1-190, OPPOSITE CENTRAL JAIL, THE MALL, FEROZEPUR CITY-152002	Mr. Vikas Kataria	01632-242770, 249770, 249052 /	9463553271
75	233705	BO MUKTSAR	FIRST FLOOR, ADJOINING DINESH HOSPITAL, BATHINDA ROAD, MUKTSAR-152026	Sh. P.K. Aggarwal	(01633)262723	9417326834
76	233707	BO JALALABAD	PROPERTY NO. 752/ab, Above OBC Bank,NEAR OLD SABZI MANDI CHOWK,JALALABAD (W), JALALABAD, District Ferozpur-152024	Mr. D.P. Gulati	(01638)250214	9872222779
77	233790	EC FARIDKOT	Jubilee Tower, Above Canara Bank, Near Bus Stand, Faridkot -151203	Sh. Randhir Singh	01639-254119	9872220234
78	233791	EC Baghapurana	SURCHET MARKET, SHOP NO.134, NEAR STATE BANK OF INDIA, KOTKAPURA ROAD, BAGHA PURANA, (DISTT-MOGA) PIN CODE-142038	Mr. Ravi Shankar Gupta	98884-39370	98884-39370
79	233792	EC Ferozepur Cantt.	G T Road, Shop No. 162-P, FF, Ferozepur Cantt, Ferozepur	Mr VINOD KUMAR	9463548874	9463548874
80	233793	EC Makhu	Ist Floor of Hero Honda Motor Cycle Agency, Makhu Amritsar Road, Makhu,	Mr GAURAV GUPTA	9463233326	9463233326
81	233800	DO PATHANKOT	FIRST FLOOR, OPPOSITE SDM COURT,DALHOUSIE ROAD, PATHANKOT-145001	Sh. Rajesh Kumar	0186-2220442 / 5080695 / FAX-5080690 /	9815626621
82	233802	BO CHAMBA	GROUND FLOOR, Bharmour Road, HARDASPURA, CHAMBA-176310	Sh. Ramesh Kumar	(01899)220649, 220449	9418860831
83	233804	BO BATALA	FIRST FLOOR, BUILDING AT G.T. ROAD,ABOVE CANARA BANK, BATALA-143505	SH.HARBANS LAL	(01871)242435, 9417170438	9417170438
84	233890	EC GURDASPUR	SANGAT SAMTAVAD SAMTYOG ASHRAM,SANGALPURA ROAD: GURDASPUR	Sh. Daulat Ram	01874-222438	9780457821

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
85	233891	EC Dinanagar	Shah Shiv Dayal Charitable Trust, 1st Floor, Shivala Market, Railway Road, Dinanagar-143531	SH.BALDEV RAJ	9463647426, 01875- 500219	9463647426
86	233892	EC Mukerian	Opposite State Bank of Patiala, Talwara Road, Mukerian - 144211	Sh. Vinod Kumar	9417268987	9417268987
87	233893	EC Jugial	Main Market, Jugial, District Pathankot, PIN 145029	Mr. Ramesh Singh Thakur	9988935734	9988935734
88	233900	DO2 LUDHIANA	FIRST FLOOR, SONA COMPLEX, MILLER GANJ, G. T. ROAD, LUDHIANA-141003	Sh. A.P. singh	(0161)2534206, 2530231, 2532586	7814251377
89	233902	CBO4 LUDHIANA	B-XV-80/1, MILLER GANJ, VISHWAKARMA CHOWK, G. T. ROAD, LUDHIANA-141003	Mr. Naresh Singla	0161-2530157, 2541195 /	0161 - 5070230
90	233903	BO JAGRAON	SECOND FLOOR (FRONT PORTION), SIDHU COMPLEX, TEHSIL ROAD, JAGRAON-142026	Sh. K.K. Sehgal	01624-222279, 542392, 541942 /	9872220629
91	233904	BO MOGA	FIRST FLOOR, AMOLAK BHAWAN, G. T.ROAD, MOGA-142001	Mr ASHWANI KUMAR WADHAWA	9814283959	9814283959
92	233905	CBO5 LUDHIANA	MUNICIPAL NO. B-XXIII-1895, PLOT NO.146, INDUSTRIAL AREA "A", LUDHIANA-141001	Sh. Yashpal	(0161) 2662620	9814021628
93	234000	DO3 LUDHIANA	B-XVI-718, GANPATI TOWER, GILL ROAD, ABOVE SYNDICATE BANK, MILLERGANJ, LUDHIANA-141003	Sh. R.K. Soni	0161-2547007, 2538908 /	9815936058
94	234001	CBO2 LUDHIANA	B-II-1745/2B, FIRST FLOOR, NEAR CLOCK TOWER CHOWK, G. T. ROAD, LUDHIANA-141008	Mr SUKHWINDER SINGH	0161-2745771	9814908798
95	235300	DO2 AMRITSAR	FIRST FLOOR, ABOVE BANK OF MAHARASHTRA, MADAN MOHAN MALVIYA ROAD, AMRITSAR-143001	Sh. R.K. Sharma	(0183)2221968, 2566197,24008 83	9417094678
96	235301	CBO3 AMRITSAR	GROUND FLOOR, 26, KENNEDY AVENUE, COURT ROAD, Near PWD Rest House, AMRITSAR-143001	Mr. MAN MOHAN JIT SINGH	(0183)2566771	9814126926
97	235302	BO CHHEHRATA	28, 2ND FLOOR, DHARAM SINGH MARKET, AMRITSAR-143001	Mr. Om Parkash Dhawan	0183-2291171, 2291172, 5070563 /	9814696465
98	235390	EC Jandiala	Shop No. 5, Guru Market Sarai Road, Jandiala Guru, AMRITSAR-143115	SH. JANAK RAJ	, 0183-5057209	8054018211
99	235391	EC KHEMKARAN	Amritsar Bhikhiwind Road, Near BSF Headquarter, KHEMKARAN	Mr. ATUL SHARMA		9988732177

S.NO	OFFICE CODE	OFFICE NAME	ADDRESS	INCHARGE_PERSON	Contact No.	MOBILE NO
100	235400	DO HOSHIARPUR	SCO 18-19, FIRST FLOOR, SCHEME NO. 11, SANT LONGOWAL NAGAR, NEAR MINI SECTT., HOSHIARPUR-146001	Mr.P S Bhatia	01882-222034 / 226814 / 502570 /	9888988823
101	235401	BO PHAGWARA	FIRST FLOOR, SAWAN CHAMBER, ABOVE PUNJAB NATIONAL BANK, G. T. ROAD, PHAGWARA-144401	Mr HARCHARAN SINGH BAWEJA	01824-260484 /	9417310418
102	235402	BO NAWANSHAHAR	VASHIST NIWAS / SHARMA BUILDING, ROHAN ROAD, NAWANSHAHAR-144514	Sh. Yash Paul	(01823)220731,	9814973038
103	235403	BO MAHILPUR	FIRST FLOOR, HEER SHOPPING COMPLEX, CHANDIGARH ROAD, MAHILPUR, Distt. Hoshiarpur-146105	Sh. P.P. Jaswal	01884-245550 /	9417026203
104	235491	EC Garhshankar	Rajindra Complex (2nd Floor), Railway Road,Garhshankar, District Hoshiarpur - PIN 145527	Mr SHARD MEHTA	9814846414	9814846414