



**The Oriental Insurance Co. Ltd**

*Regional Office*

4, Lyons Range, KOLKATA- 700001

Tel No: 033-2230-4591

Dated: 17th Aug 2016

**Ref.: ITD/KLRO/001/2016-2017**

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

Dear Sir,

**Re.: Rate contract for UPS EXIDE/AMARA RAJA 12V 26/28AH SMF Batteries**

We are having 1 KVA, 2 KVA,3 KVA,5 KVA, 6KVA & 10 KVA UPS systems working in our offices situated all over KOLKATA, West Bengal and Sikkim with each unit having around 4-32 of SMF Battery 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/AMARA RAJA 12V 26/28AH SMF batteries should be quoted.**

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

Tentative place, time and date of opening of technical bid of rate contract: - **At 15:30 hrs on.25.08.2016 at the address given above. The exact date/time of opening of commercial bids will be confirmed the same day. The commercial bids may also be opened the same day on 25.08.2016 if all parties involved in the process agree.**

For any clarifications, please feel free to contact us.

REGIONAL MANAGER

**The Oriental Insurance Co. Ltd**

*Regional Office*

4, Lyons Range, KOLKATA- 700001

Tel No: 033-2230-4591

**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 KOLKATA at locations specified in Annexure A. The types of batteries required are: **EXIDE/AMARA RAJA 12V 26/28AH SMF.**

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 or **dropped in the Rate Contract Box kept on the Ground Floor** at the said address: -

**Regional Manager IT**  
**The Oriental Insurance Company Limited.**  
*Regional Office*  
4, Lyons Range, KOLKATA- 700001  
Tel No: 033-2230-4591

***Final Price should include Service Tax/VAT, Installation, traveling and carrying cost etc.***

***No other extra amount will be paid other than above.***

**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- A**

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

Company Seal

Company Seal

c) Address at which Tenders would be submitted:

**Information Technology Dept  
The Oriental Insurance Company Limited.**

*Regional Office*

4, Lyons Range, KOLKATA- 700001

Tel No: 033-2230-4591

d) Latest time and date for submission of Rate Contract is on or before **16:30 hours on 24.08.2016**

e) Tentative place, time and date of opening of technical bid of rate contract: - **At 15:30 hrs on.25.08.2016 at the address given under (c) above. The exact date/time of opening of commercial bids will be confirmed the same day. The commercial bids may also be opened the same day on 25.08.2016 if all parties involved in the process agree.**

**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**".

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

Company Seal

Company Seal

**C. Terms and Conditions: For UPS Batteries**

**1. Performance Security**

The supplier shall have to deposit a bid security of Rs. 50000/- in the form of DD at the time of submission of Rate Contract( No interest will accure 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 until completion of 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 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 48 hours. For outside kolkata 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 equipment on receipt of the Original Invoice and installation report duly certified by the Officer Incharge of the Office where the batteries are installed

**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 interconnectors and installation charges.**

**5. Validity of Bid Price**

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

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

Company Seal

Company Seal

**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. 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.

**9. The oriental insurance co ltd reserves the right to enter in the contract of their choice of Battery brand and warranty period.**

10. Supplies are required to be made at the rates agreed for, for the orders that may be placed for the contracted period.

11. WARRANTY – The batteries should compulsorily be backed up with 2 years manufacturer’s warranty.

12. Part Replacement: If No of defective batteries is less than the total no of batteries installed in that UPS, then only those batteries have to be replaced and still full warranty of two years should be provided. Oriental Insurance Co. Ltd. is not bound to replace all the batteries in the batch.

13. You should agree to supply the above items to the offices of the company located in all over KOLKATA, All over West Bengal & Sikkim as per the list and addresses of all offices under RO-Kolkata attached.

14. In case of shifting of any office premises to a new location or opening up of any new office under West Bengal and Sikkim, the same rate contract will be applicable for supply of batteries there also by the Vendor.

15. Buy Back values of old batteries must be specifically mentioned separately.

Witness:

Signature-----

Signature -----

Name -----

Name -----

Designation -----

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Company -----

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Date-----

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16. The rates should be all inclusive i.e VAT, Octroi, Excise Duty, transportation charges etc. The rates should be inclusive of installation charges. The Person shall go to the site to replace and install the Batteries.
17. 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.
18. 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.
19. You must submit a copy of sales Tax registration certificate and sales tax clearance certificate/audited accounts for the previous financial year.
20. In case you are empanelled for any supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
21. You should also submit us the Manufacturer/ Authorised Dealer certificate. That must be valid as on date.
22. SMF batteries should be VRLA Valve Regulated Lead Acid. Specifically designed for Indian power conditions. The battery should conform to JIS 8702 C Specifications.
23. The battery should be manufactured in an ISO 9001, 2008 ISO 14001: 2004 and ISO TS 16949: 2002.
24. Latest Sales Tax Clearing Certificate.
25. VAT Certificate
26. Support Centers in West Bengal.
27. 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.
28. The payment will be released by the Regional office Kolkata, only after submission of signed installation call sheet by the office in charge where the installation has taken place accompanied by the original warranty certificates of the every individual battery supplied to the concerned office.

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

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**A. TECHNICAL BID**

**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:**

With their Brand names:

**5. Whether any of the manufacturers has cancelled the agency or imposed any penalty. Reasons for the same:**

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

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**6. List of existing Clients:**

7. Whether any dispute/issues with Clients for last 3 years?  
Reasons for the same:

8. **Whether registered for Sales Tax/VAT purpose.**  
If so number and date of registration.  
Attach copy of Sales Tax certificate/VAT

9. Service facilities available For maintenance:

10. 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.

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

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Company Seal



12. Do you agree to all our Terms & Conditions as mentioned in the letter:

13. Details of the Bid Security deposited:

Bank Name:

Cheque No:

Amount:

14. Bank details:

- i) Bank Name:
- ii) Branch Name:
- iii) A/C No:
- iv) IFSC Code:
- v) MICR Code:
- vi) Aadhar ID (If available):

**Witness:**

Signature-----

Name -----

Designation -----

Company -----

Date -----

Company Seal

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 **01.08.2016**. 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-----

Signature -----

Name -----

Name -----

Designation -----

Designation -----

Company -----

Company -----

Date -----

Date-----

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

| Type Of Battery | Specification | Base price of the New Battery (Exclusive of Taxes) | Taxes applicable | Total Cost of New Battery per Unit (inclusive of Taxes) | Less: Buy back Cost per Unit | Net cost per unit (inclusive of Taxes) |
|-----------------|---------------|----------------------------------------------------|------------------|---------------------------------------------------------|------------------------------|----------------------------------------|
| SMF             | 26/28AH-12V   |                                                    |                  |                                                         |                              |                                        |

Manufacturer warranty for all batteries should be minimum 2 years.

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

No other amount is to be paid other than service tax and VAT.

**IMPORTANT:**

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

**The price quoted should be inclusive** of all taxes including TDS and Service Tax, all duties, all local levies, freight charges, transportation charges, installation/commissioning & testing charges, warranty charges and cost of interconnectors.

**Witness:**

Signature-----

Signature -----

Name -----

Name -----

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Company -----

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