



The Oriental Insurance Co. Ltd

Regional Office

Pirmuhani, Rajendra Path, Kadamkuan

Patna- 800003, Phone No: 2662646

Deptt: I.T.

Dated: 07 Feb 2018

Ref.: OICL/ROPAT/ITD/2018/03

Mr.....

M/S.....

Address.....

.....

.....

Dear Sir,

Re.: Rate contract for UPS EXIDE/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 Bihar and Jharkhand 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/AMARA RAJA 12V 26AH, 42AH and 65AH SMF batteries should be quoted.

For any clarifications, please feel free to contact Mr. Vidya Prakash, IT Dept. on 7782966738.

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

Pirmuhani, Rajendra Path, Kadamkuan

Patna- 800003, Phone No: 2662646

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, Patna at locations specified in Annexure 3. The types of batteries required are: **EXIDE/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 or **dropped in the Rate Contract Box kept in IT Department on the Second Floor** at the said address: -

Regional Manager IT
The Oriental Insurance Company Limited.
Regional Office
Pirmuhani, Rajendra Path, Kadamkuan
Patna- 800003, Phone No: 2662646

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.
Regional Office
Pirmuhani, Rajendra Path, Kadamkuan
Patna- 800003, Phone No: 2662646

d) Latest time and date for submission of Rate Contract is on or before **17:30 hours on 15.02.2018**

e) Tentative place, time and date of opening of technical bid of rate contract: - **At 15:30 hours on 16.02.2018 at the address given under (c) above. The exact date/time 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 Patna 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 years** 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. 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 Bihar and Jharkhand as per the list and addresses of all offices under Regional Office, Patna attached.
14. In case of shifting of any office premises to a new location or opening up of any new office under Bihar and Jharkhand, 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.
16. 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.
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. GST Certificate
25. Support Centers in Bihar and Jharkhand.
26. 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. **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

- 1 **Whether you agree to replace the batteries found to be charging less or giving lesser backup irrespective of standard warranty conditions during warranty period. :**

- 2 **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 **07.02.2018**. 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	-----
Address	-----	Designation	-----
		Company	-----
Date	-----	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 2 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 interconnectors.

Witness:

Signature -----

Name -----

Address -----

Date -----

Signature -----

Name -----

Designation -----

Company -----

Date -----

Company Seal

List of Office locations under Supervision of Regional Office, Patna

Sl. No.	Office Code	Name of the RO/DO/BO/BC	OFFICE ADDRESS
1	330000	RO Patna	Pirmohani, Rajendra Path, Patna- 800 003
2	330011	Service Centre	Sudama Palace, Kankarbagh Main Rd., Patna 800 020
3	330012	RTC Patna	2/144, G D Mishra Path, Behind CISF Building, New Patliputra Colony, Patna- 800013
4	331100	DO I Patna	Uma Complex, Frazer Road, Patna – 1
5	331101	CBO I Patna	Uma Complex, Frazer Road, Patna 800 001
6	331103	CBO IV Patna	170/A, Patliputra Colony, Patna
7	331108	CBO VI Patna	Pirmohani, Rajendra Path, Patna- 800 003
8	331109	CBO VII Patna	Laxmi Niwas, Hajigang, Patna City, Patna 800 008
9	331190	BC Patna	1st Floor, Bhubneshwary Bhawan, Near Alpana Market, Patliputra Colony, Patna 800 013
10	331200	DO II Patna	Boring Canal Road, Patna 800 001
11	331209	BO Begusarai	Kachery Rd., Begusarai 851 101
12	331290	BC Barh	Near Bata Showroom, Barh, Dist-Patna 803 213
13	331291	BC Danapur	Subhash Palace, Mainapura, Near Kali Mandir, Main Road, Danapur, Patna- 801503
14	331292	BC Maner	Main Road, Near Bus Stand, Maner-801108, Dist- Patna
15	331400	DO III Patna	Sudama Palace, Kankarbagh Main Rd., Patna 800 020
16	331405	BO Biharsharif	Murapur, Ranchi Rd., Biharsharif 803 101
17	331406	CBO III Patna	Sheohar Sadan, Opp. Bharatiya Nritya Kala Mandir, Fraser Rd. Patna 1
18	331407	BO Ara	Grover Bldg., Kaman Tola, Ara 802 301
19	331408	BO Buxar	Purani Chowk, Main Rd., Buxar 802 101
20	331490	BC Jagdishpur	D M Road, Baba Studio, Jagdishpur, Dt-Bhojpur- 802 158
21	331491	BC Khusrupur	H/O B Kumar, Main Road, Ward no-5, Khusrupur, Dt-Patna- 803202
22	332100	DO Muzaffarpur	Kalambagh Road, Aghouriya Bazar, Muzaffarpur 842 002
23	332103	BO Darbhanga	Sakmapool, Mirzapur Road, Darbhanga 846 004
24	332104	BO Motihari	Balua Tal, Near Gupta Gas, Motihari 812 031
25	332105	BO Sitamarhi	Hotel Rajkumar, Sitamarhi 843 301
26	332106	BO Madhubani	Red Cross Rd., Madhubani 847 211
27	332190	BC Bettiah	Urvashi Cinema Road, Near Station, Bettiah, West Champaran- 845438
28	332191	BC Jainagar	H/O Manoj Kr Mahto, Kamla Road, Ward no-7, PO/PS-Jainanagar, Dt: Madhubani-847226 BIHAR
29	332192	BC Narkatiaganj	H/o Prem Narayan Main Road, Near PNB, Narkatiaganj, West Champaran 845455
30	332193	BC Areraj	h/o Ajit Kr Singh, Near New Bus Stand, Main Road, Areraj, Dt-East Champaran
31	332194	BC Belsand	H/O Dipak Kr Mehta, AT & PO Belsand, Dt Sitamarhi
32	332195	BC Dumra	H/O Krishna Murari Singh, Near DM's Residence, AT & PO: Dumra, Dt: Sitamarhi
33	332200	DO I Ranchi	2nd Floor, Tiwary Enclave, 35A Circular Road, Lalpur, Ranchi 834002
34	332201	CBO I Ranchi	Probth Tower, S.N. Ganguli Road, Main Road, Ranchi 834001
35	332204	CBO IV Ranchi	Aloka Hotel Complex, Radium Road, Ranchi 834001
36	332290	BC Bundu	Subhash Chowk, Bundu, Dist- Ranchi, Jharkhand

37	332291	BC Kedla	H/o Chetlal Mahto, Kedla Bhoogarbh Pariyojna, Road No 1, Ambedkar Chowk, Po- Kedla, Ps-Bhandu, Dist Ramgarh-829 101, Jharkhand
38	332292	BC Sirka Bazar	H/o Minhaj Ansari, s/o Late Ibne Hasan, Vill-Sirka Bazar, PO- Argada, Dist- Ramgarh-829101, Jharkhand
39	332300	DO Gaya	R.J. Palace, Roy Kashinath More, Gaya 823001
40	332301	BO Sasaram	R.K. Building, 2nd Floor, G.T. Road, Sasaram
41	332302	BO Hazaribagh	Club Road, Hazaribagh
42	332303	BO Dehri-on-sone	Bank of Baroda Building, Mehra House, Pali Road, Dehri -on-Sone, Distt Rohtas; Bihar -821307
43	332390	BC Aurangabad	K P Agrawal Complex,New Area,Aurangabad, Bihar- 824 101
44	332391	BC Koderma	G T Complex,Jhumri Tilaya, Koderma- 825409
45	332392	BC Sherghati	Maulana Chowk,G T Road, Sherghati, Bihar- 824 211
46	332393	BC Nawadah	Sitaram Complex,Jawahar Nagar,Nawadah, Bihar- 805 110
47	332394	BC Barughattu	First Flr,Saket Complex Barughattu, Distt Hazaribagh- 825314, Jharkhand
48	332395	BC Naviganagar	Tanwa Road,Bus StandNear Central Bank of IndiaNavi Nagar,Aurangabad,Dist-Aurangabad-824301
49	332396	BC Tekari	Deodharpur Main Road,Tekari,Gaya 824236
50	332397	BC Nokha	H/O Dasrath Prasad, Station Road, Nokha, Dt: Sasaram
51	332398	BC Warisaliganj	H/o Smt Nirmala Devi, w/o Sri Dinesh Singh, Murlachak, Bye Pass Chowk, Bariyarpur Road, Warsaliganj, Dist- Gaya-805130
52	332400	DO Bhagalpur	Megh Malhar Bldg., RBSSS Rd.,Bhagalpur 812 001
53	332401	BO Dumka	Court Compound, Dumka
54	332402	BO Deoghar	Jage Shanti Market Complex, Netaji Subhash Rd., Deoghar 814112
55	332403	BO Godda	Bhagalpur Rd., Godda 814 133
56	332404	BO Munger	Rajbati Rd., Munger 818 201
57	332490	BC Jamui	Kacheri Road, Jamui, Bihar- 811 307
58	332491	BC Barhaiya	H/O Mukesh Kumar, Baraihya, Dt-Lakhisarai
59	332492	BC Barbigha	In front of Mahindra Tractor Show Room, Main Road, Barbigha
60	332493	BC Sheikhpura	H/o Radhe Prasad Yadav, Bhagwati Chowk, Bye Pass Road, At & Dist-Sheikhpura-811105
61	332600	DO Purnea	New Mkt., Batta Bazar, Purnea 824 301
62	332601	BO Forbesganj	Laxmi Niwas, RB Lane, Forbesganj 854 318
63	332602	BO Saharsa	Purab Bazar, Saharsa 852 201
64	332603	BO Katihar	Mangal Bazar, Shyama Talkies Rd., Katihar 854 105
65	332690	BC Murliganj	H/O Bikram Kr Yadav s/o Akhilesh Kr Yadav, Ward no-1,Main Road, Hat Bazar,Murliganj, Distt:Madhepura
66	332691	BC Nirmali	C/O Raj Narayan Choudhary, Nirmali,Dt: Supaul- 847452
67	332692	BC Birpur	Near Mahavir Mandir, Ward-9,Gil Chowk,Supaul- 854340 BIHAR
68	332700	DO Bokaro	B-24,City Centre, Sector 4, Bokaro 826 001
69	332701	CBO I Bokaro	C-31,City Centre, Sector 4, Bokaro 826 001
70	332703	BO Dhanbad	Rathor Mansion, Bank Mor, Dhanbad 826 001
71	332780	BC Dumarkunda	H/o Smt Monazra Khatoon,M K Market, At-Chirkunda, Dt-Dhanbad-828202
72	332781	BC Siuliban	H/O Satyendra Pd Gupta, GT Road. Egarkoor, Behind Anand Marriage Hall, Siuliban, Po- Kumardubhi, Dist-Dhanbad-828203, Jharkhand
73	332790	BC Ramgarh	D.S Complex, Ramgarh 822129 Jharkhand
74	332791	BC Giridih	Raja Bangla, Main Road Giridih 815301 BOKARO
75	332792	BC Tenu Dam-Cum Katharra	Jaiswal Market Main Road, Katthara, Dist-Bokaro 829116 Jharkhand
76	332793	BC Dugdha	Station Road, Chandrapura, Bokaro 828 403

77	332794	BC Baliari	H/o Indrajeet Prajapati, Putki Bazar, Opp Bank Of India, Baliari, Dist-Dhanbad-828116, Jharkhand
78	332795	BC Bhuli	H/o Pratap Giri, Giri Mansion, Shakti Market, D Block Road, Bhuli, Dist-Dhanbad-828111
79	332796	BC Jaridih Bazar	H/o Ram Gopal Dalmiya, Plot No 51, Near Dalmiya Market, Main Road, Jaridih Bazar, Bermo, Dist-Bokaro-828114, Jharkhand
80	332797	BC Jharia	H/o Ajay Kr Singh, Opp Raj Ground, Jharia, Dist-Dhanbad 828111, Jharkhand
81	332798	BC Jora Pokhar	H/o Tarkeshwar Goswami, Digwadih No 12, PO-Jalgora, Jora pokhar, Dhanbad-828110, Jharkhand
82	332799	BC Saraidhela	H/o Sarita Singh, Market Area, Saraidhela, Dhanbad, Dist-Dhanbad-828111, Jharkhand
83	332900	DO II Ranchi	Laxmi Niwas, Tripathi Colony, Kadru Diversion Rd., Doranda, Ranchi 834002
84	332901	CBO III Ranchi	Dunger Toli Chowk, Purulia Rd., Ranchi
85	332902	BO Daltonganj	Dharamshala Rd., Daltonganj 822 101
86	332903	BO Lohardaga	Powerganj Chowk, Lohardaga 835 302
87	332990	BC Piskamore	Premises of Puspa Devi, 1st floor, Itakia Road, Piskamore, Ranchi 834005
88	332991	BC Garhwa	Anil Textile, Wholesale cloth Marchant, Main Road, Garhwa, Jharkhand 822114
89	332992	BC Giddi	H/o Rajendra Yadav, Hospital Chowk, Giddi-A, Ramgarh-829101 Jharkhand
90	333000	DO Jamshedpur	Hindustaqn Bldg., Bistupur, Jamshedpur 831 001
91	333001	BO Ghatshila at Mango	Arjun Tower, Main Rd., Mango, Jamshedpur 831012
92	333002	BO Chaibasa	Jain Mkt., Chaibasa 833 201
93	333003	DAB Jamshedpur	Akashdeep Plaza, 2nd Floor, Golmuri, Jamshedpur 830 003
94	333091	BC Adityapur	2nd Floor, Pandey Complex, Main Road, Jamshedpur- 830 013
95	333092	BC Noamundi	Tolla Toreto, Main Road, Noamundi, West Singhbhum-833218 Jharkhand
96	333093	BC Jhinkpani	Basa Hatu Station Colony, Main Road, Jhinkpani, West Singhbhum 833 215 Jharkhand
97	333100	DO Hajipur	R K Plaza, 2nd Floor, Anwarpur Chowk, Near Railway Gumti, Hajipur 844101
98	333101	BO Chhapra	Sudarshan Bldg., Municipal Chowk, Chhapra 841 301
99	333102	BO Gopalganj	Brahma Chowk, Gopalganj 841 428
100	333190	BC Siwan	Anand Hotel, Rajendra Path, Babunia More, Siwan- 841 226
101	333191	BC Mirganj	c/o Ghosh & Sinha, Siwan Road, Mirganj, Dt-Gopalganj-841 438
102	333192	BC Marhowrah	Above Hero Motor Agency Chapra-Marhowrah Road, Marhowrah, Dt:Saran 841418
103	333193	BC Dighwara	H/o Kalawati devi, c/o Sanjay Kumar Gupta, Bus Stand Dighwara, Dist-Chapra, Pin-841207