

दि ओरिएण्टल इन्शोरेंस कंपनी लिमिटेड
क्षेत्रीय कार्यालय नागपुर
चौथी मंजिल, एस. के. टॉवर,
नेल्सन चौक, छिन्दवाडा रोड,
नागपुर 440013,
फोन : 0712-2585540,2580420



The Oriental Insurance Co. Ltd.
Regional Office Nagpur
4th Floor, SK Towers, Nelson Square,
Chindwara Road,
Nagpur 440013
Ph 0712-2585540,2580420

Deptt: I.T.
Ref.: ITD/NGPRO/RC/2021-2022/01

To,
M/s Mr
.....
.....

Date : 03/08/2021

Dear Sirs,

Re.: **Immediate Supply and Rate contract of UPS Tubular and SMF Batteries**

We are having 1 KVA, 5 KVA and 10 KVA UPS systems working in our various offices under Nagpur Regional Office situated all over Vidharba, Maratwada & Khandesh region.

Sr. No.	UPS Capacity	Type and Number of Batteries	Number of Batteries
1	1 KVA	100AH Tubular	2
2	1 KVA	42/65 AH SMF	2
3	5 KVA	42 AH SMF	16
4	10 KVA	42/65 AH SMF	32

The format for Rate Contract bid is in two parts –

1. **Technical Bid(Annexure 1) &**
2. **Commercial Bid (Annexure 2).**


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

1. **Please note that Batteries of reputed brands should only be quoted.**
2. 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, authorized retailers should quote. Our order shall be based on actual requirements only as and when need arises. Rate should be inclusive of Cost plus all taxes including all duties, all local levies, freight charges, transportation charges to installation site, **onsite installation charges**, warranty charges, buyback rate and interconnectors charges. Warranty on batteries supplied must be for 3years (36 Months).
3. **Vendors may quote for one or more items mentioned in the rate contract bid.**

For any clarifications, please feel free to contact us.

MANAGER (IT)
The Oriental Insurance Co. Ltd, Regional Office
S K TOWER, 4th FLOOR, NELSON SQUARE
CHINDHWARA RAOD, NAGPUR - 440013
Email : vrsawatkar@orientalinsurance.co.in
pc.pokale@orientalinsurance.co.in




Chief Regional Manager
The Oriental Insurance Co. Ltd.
RO Nagpur

A. General Instructions

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

Supply of Batteries for UPS to any of the 40 offices of The Oriental Insurance Company Limited located in Vidharba , Maratwada & Khandesh of Maharashtra list of Addresses of all offices attached in the Annexure 3. The type of batteries required are: 42AH – 12V SMF, 65AH – 12V SMF, 100AH – 12V Tubular of Exide or Amaron make.

A.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.

Format for rate contract bids are also available in 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 4th Floor** at the said address: -

Manager IT
The Oriental Insurance Company Limited, Regional Office
S K TOWER, 4th FLOOR, NELSON SQUARE
CHINDHWARA RAOD, NAGPUR - 440013

Final Price should be inclusive of all taxes including all duties, all local levies, freight charges, transportation charges to installation site, onsite installation charges, warranty charges and interconnectors[As applicable]

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:
Vidharbha , Maratwada & Khandesh of Maharashtra list of Addresses of all offices attached in the Annexure 3
A.4.3) Address at which Tenders would be submitted:

Information Technology Deptt
The Oriental Insurance Company Limited.
Regional Office
S K TOWER, 4th FLOOR, NELSON SQUARE
CHINDHWARA RAOD, NAGPUR - 440013

- A.4.4)** Last time and date for submission of Rate Contract is on or before **15:00 hrs on 09 August 2021.**
A.4.5) Tentative place, time and date of opening of Technical bid of rate contract is **11:30 hrs on 11 August 2021** at the address given 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

- B.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 **Annexure 2** **in one separate 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 / Rate contract."

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 / Rate contract".

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 / 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".

C. Terms and Conditions:

C.1. For UPS Batteries

C.1.1. Delivery Time

If the delivery & Installation is not effected within the maximum specified time(5 days for within Nagpur and 7 days for outside Nagpur) then it would be the discretion of concerned office whether to cancel the order.

C.1.2. Payment Terms

The payment terms shall be 100% after delivery and subject to successful installation of the equipment on receipt of the Original Invoice and installation report duly certified by the Officer In charge of the Office where the batteries are installed.

C.1.3. Price

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

C.1.4. Validity of Bid Price

The rate contract will be valid upto 1 (ONE) year from the date of order/contract only.

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 to Regional office for payment.

C.1.6. Maintenance

Preventive maintenance must be carried out minimum once in three months.

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.

