



## UNITED INDIA INSURANCE COMPANY LIMITED

REGIONAL OFFICE BHUBANESWAR, BLOCK – A, 5TH FLOOR, OCHC BUILDING, UNIT –III, KHARAVELA NAGAR, BHUBANESWAR, ODISHA – 751001, PHONE – 0674-2393155 FAX: 0674 2393155

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BRO: IT: UPS-BAT: 01:2019-20

Date: 13-AUG-2019

### REQUEST FOR QUOTATIONS

FOR SUPPLY, INSTALLATION AND MAINTENANCE OF UPS BATTERIES AT UNITED INDIA INSURANCE COMPANY LIMITED, REGIONAL OFFICE, BHUBANESWAR.

United India Insurance Co. Ltd., Regional Office, Bhubaneswar invites sealed quotations regarding Rate Contract for Supply, Installation and Maintenance of Tubular UPS Batteries at 3<sup>rd</sup> Floor, Regional Office, Bhubaneswar. Please refer the tender document for guidelines, terms and condition.

**Last Date of submission: 03-SEPTEMBER-2019 before 3 PM**

**Rate Contract for Supply, installation and maintenance of Tubular UPS Batteries**

### SECTION I



## UNITED INDIA INSURANCE COMPANY LIMITED

**REGIONAL OFFICE BHUBANESWAR, BLOCK – A, 5TH FLOOR, OCHC BUILDING, UNIT –III, KHARAVELA NAGAR, BHUBANESWAR, ODISHA – 751001, PHONE – 0674-2393155 FAX: 0674 2393155**

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### **1. INSTRUCTION/GUIDELINES:**

The quotation offer should be submitted in one sealed envelope mentioning “**Quotation for UPS Batteries for United India Insurance Company Limited, 3rd Floor, Regional Office, Bhubaneswar**” which should in turn contain the Technical Bid and Commercial Bid in separate sealed envelopes within the main envelope. As a proof of acceptance of our quotation terms and conditions, a copy of this tender document duly signed by your authorized signatory should also be submitted within the envelope.

- 1.1. The quotation offers as indicated above addressed to “**Chief Regional Manager, United India Insurance Co. Ltd., Regional Office, Orissa Cooperative Housing Corporation Building, Block No 1, Floor No -5, Janpath, Unit III, Kharvela Nagar (Beside Ram Mandir), Bhubaneswar, Khurda. Odisha – 751001**” to be submitted on or before “**03-SEPTEMBER-2019 (before 3 PM)**”. If the last date of submission happens to be a holiday due to some unforeseen circumstances, then the quotation shall be submitted on the next working day before 12 Noon.
- 1.2. The quotations would be opened on **03-SEPTEMBER-2019 (03:00 P.M.)** by the Regional Hardware Purchase Committee constituted by the Company. In case, the date happens to be a holiday, then the quotations would be opened on the next working day (03:00 PM).

### **2. The Company/Purchaser/UIIC reserves the right to:**

- 2.1. Add, Modify, Relax or waive any of the conditions stipulated in the quotation specification wherever deemed necessary.
- 2.2. Accept/Reject any of the quotation(s).
- 2.3. Reject any or all the quotations without assigning any reason thereof.
- 2.4. To revise the quantities and delivery schedule if necessary during the pendency of the contract.

### **3. Rejection of Quotations:** The quotation is liable to be rejected if

- 3.1. It is not in conformity with the instructions mentioned herein.
- 3.2. It is not properly signed by the bidder.
- 3.3. It is not received in a sealed cover.
- 3.4. It is received after the expiry of due date and time.
- 3.5. It is incomplete, including non-furnishing of required documents and/or evasive

## **SECTION II**



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### **PART A – TECHNICAL BID**

#### **1. TECHNICAL SPECIFICATION:**

- 1.1. The bidders have to submit technical bid for UPS Batteries (TUBULAR) as per Annexure-I in a separate sealed envelope within the main envelope.
- 1.2. The bid should be in letter head of the bidder.

#### **2. DETAILS OF WORK INVOLVED:**

- 2.1. Delivery, installation and maintenance of UPS batteries (Tubular) for minimum 48 months from the date of installation in the 3<sup>rd</sup> Floor, Bhubaneswar Regional Office.  
**United India Insurance Co. Ltd., Regional Office, Orissa Cooperative Housing Corporation Building, Block No 1, Floor No -3, Janpath, Unit III, Kharvela Nagar (Beside Ram Mandir), Bhubaneswar, Khurda. Odisha – 751001**
- 2.2. The order to be placed is for 20 numbers of batteries till the validity of the contract.

### **PART B – COMMERCIAL BID**

1. The bidders have to submit commercial bid for UPS Batteries (TUBULAR) as per Annexure-II in a separate sealed envelope within the main envelope.
2. The bid should be in letter head of the bidder.
3. The Commercial Bid as per Annexure-II will be opened only if technical specifications as per Annexure-I are complied with.

### **PART C – TENDER TERMS & CONDITIONS**

#### **1. ELIGIBILITY CRITERIA:**

- 1.1. The vendor should be a manufacturer or authorized dealer of the manufacturer companies. In case of authorized dealer, dealership authorization certificate from OEM is to be submitted.
- 1.2. The format of technical and commercial bid should strictly be followed as per Annexures. The bids should be in letter head of the tenderer with signature and seal of authorized signatory.

#### **2. WARRANTY PERIOD:**

- 2.1. The quotation should clearly specify the period of warranty. The minimum required period is 48 months. The warranty will be applicable from the date of installation and the replacement of defective battery(s) should be done by the supplier during the warranty period.



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2.2. Maintenance of battery includes refilling of distilled water, cleaning the battery, contact points etc. for 48 months.

### **3. PRICE:**

- 3.1. Prices should include delivery, installation and Maintenance charges for tubular battery(s) and should exclude GST tax until delivery, installation, & expiry of warranty period (minimum of 48 months) at 3<sup>rd</sup> Floor, Regional Office, Bhubaneswar. No transportation cost will be provided to the supplier.
- 3.2. No request for base price increase shall be entertained during the contract period. However, the tax changes (if any) should be brought to our notice beforehand with necessary proofs. Without Government regulatory changes, tax revision will not be entertained for the whole period of contract.
- 3.3. However, if there is drop in price of any item in the market, the same should be communicated to IT Department, UIIC, RO Bhubaneswar.
- 3.4. 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.

### **4. VALIDITY OF CONTRACT:**

The rates quoted in the tender should be valid for 2 months from the date of letter of selection.

### **5. NATURE OF WORK:**

20 nos. of batteries need to be installed at the 3<sup>rd</sup> Floor, Regional Office, Bhubaneswar. We are having following type of UPS at 3<sup>rd</sup> Floor, Regional Office, Bhubaneswar. We are having following type of UPS at Regional Office Bhubaneswar:

S. No.	Manufacturer of UPS / Brand	Capacity
1.	M/s Numeric	5 kVA

The UPS is already installed at our Regional Office Bhubaneswar; hence ensure that the batteries to be supplied and installed are fully compatible with above UPS makes. After installation of battery(s) no request or objection will be entertained. The manufacturer or supplier has to ensure fault free working of batteries with these UPS with full load and longer battery backup.

### **6. DELIVERY AND INSTALLATION OF BATTERIES:**

- 6.1. The delivery should be made within 14 days from the date of receipt of our purchase order. The installation report should contain installed batteries details along with all other relevant details. Delay in delivery will attract a penalty or order is liable to be cancelled.



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6.2. The manufacturer or supplier will do installation of battery(s) with UPS at respective office with the help of fully trained persons. For any mishap/accident or any careless conduct during replacement of batteries, the manufacturer or supplier will be fully responsible.

### **7. PENALTY:**

If the supplier fails to complete the job within the stipulated time for what-so-ever reason, UIIC will be entitled to charge liquidated damage @1% of the delivery order per week subject to a maximum of 10% of the accepted delivery order.

### **8. DATE OF MANUFACTURING OF BATTERIES:**

The battery(s) supplied should be of recent stock and the manufacturing date should not be greater than 2-3 months from the date of supply. The date of manufacturing should be explicitly mentioned on the battery and on the invoice.

### **9. REPLACEMENT OF BATTERIES:**

In case any of the battery gets faulty within warranty period, the same shall be replaced by the supplier at the particular office of UIIC within 3 to 5 days' time for which any extra amount will not be paid to the supplier including transportation cost.

### **10. BUY-BACK RATE:**

The manufacturer or supplier should also specify the rate at which old battery(s) would be taken back. The supplier will collect the exhausted battery(s) of any make and any type (Tubular) on their cost from the location. The old battery(s) which should be taken by successful bidder on buy-back rate.

### **11. PAYMENT TERMS:**

11.1. 100% on delivery and satisfactory installation at respective offices on production of proof of delivery/installation certificate in originals.

11.2. Payment will be made through **NEFT** after proper delivery and installation of battery(s) to the prescribed location mentioned in the Job Order from time to time against bifurcated taxed invoice.

11.3. Efforts would be made to effect the payment within two weeks of submission of undisputed invoices, installation reports along with all the required supporting documents in originals.

### **12. TERMINATION OF CONTRACT/CANCELLATION OF ORDER:**



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UIIC, Regional Office, Bhubaneswar, may, at any time, by giving 30 days' notice in writing, be able to cancel the quotation/rates as agreed during this period as in any of the below observed event(s):

12.1. In the event of successful bidder denies to supply the ordered Battery(s), agreed and accepted as per the Quotation Document.

12.2. If the successful bidder is found to be supplying material of poor quality or fails to comply with the specification of the quotation.

12.3. If any sub-contracting is observed.

### **DECLARATION**

I/ We \_\_\_\_\_ (Name of the Person of the supplier)

hereby declare that we have read all the terms and conditions mentioned above and on behalf of our company / organization \_\_\_\_\_ (Name of the Company) I/we agree and abide by these terms & conditions.

Date:

(Signature of supplier with Seal)



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### **ANNEXURE - I**

#### **TECHNICAL BID**

Please convey your compliance along with supporting documents for verification. The bid should be in the letter head of the bidder.

#### **1. TUBULAR BATTERIES-TECHNICAL DETAILS:**

NORMS		COMPLIED(YES/NO)
NOMINAL VOLTAGE	12V	
CAPACITY	66AH	
TECHNOLOGY	TUBULAR PLATE DESIGN SUITABLE FOR LONG AND DEEP POWER OUTAGE	
WARRANTY	48 MONTHS	
MAKE	EXIDE	

#### **2. BIDDER CERTIFICATION:**

Bidder should be either Original Equipment manufacturer (OEM) or authorized dealer of OEM.	Complied (Yes/No)	Supporting Documents Attached (Yes/No)

#### **3. AGREEMENT:**

L1 vendor selected should enter into an agreement to supply batteries ad warranty support as per terms and conditions	AGREE (YES/NO)



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### ANNEXURE-II

#### COMMERCIAL BID FORMAT

**Make/Brand Name of the Battery:**

New Battery				Old Battery		Net Cost**
Rating	Base Price of One Unit battery (in Rs.) <b>(A)</b>	GST (in Rs.) <b>(B)</b>	Total Price of One Battery (In Rs.) <b>(C=A+B)</b>	Rating	Buy Back Cost of One Unit Battery (in Rs.) <b>(D)</b>	<b>(E=C-D)</b> (in Rs.)
12V 66AH (TUBULAR)				12V 66AH (TUBULAR)		

**\*\* Net Cost is the price which will be considered to select the L1 vendor (after fulfillment of Technical Bid)**

- Bidders are free to quote for all of the above ratings or at least one rating of new batteries. If the bidder quotes for one rating of new batteries, then necessarily it should quote buy back price for corresponding both ratings.
- UIIC, RO-BHUBANESWAR reserves the right to accept/reject any make/brand without assigning any reason thereof.
- The Commercial Bid should be in Bidding Company's letter Head.

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### **CHECK LIST OF DOCUMENTS**

- Technical and Commercial Bid in separate sealed envelope within main envelope. Bids should be in Bidding Company's letter Head.
- Deviation Statement (if any deviation from Technical Specifications)
- Dealership Authorization Certificate from Original Equipment Manufacturer.
- Copy of this Tender Document duly signed and sealed as token of acceptance of terms and conditions.

### **FOR ANY QUERIES/CLARIFICATION PLEASE CONTACT**

#### **INFORMATION TECHNOLOGY DEPARTMENT**

**United India Insurance Co. Ltd., Regional Office,  
Orissa Cooperative Housing Corporation Building, Block No 1,  
Floor No -5, Janpath, Unit III, Kharvela Nagar (Beside Ram Mandir).  
Bhubaneswar, Khurda. Odisha – 751001**

CONTACT PERSON NAME	DESIGNATION	MOBILE NUMBER	OFFICE NUMBER	EMAIL ID
PRABHANJAN MISHRA	ASSISTANT MANAGER	9441046380	0674-2393155	prabhanjanmishra@uiic.co.in
NAWAL KUSHAL TOPNO	ADMIN. OFFICER	7978823876	0674-2393155	nawalkushaltopno@uiic.co.in