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## **EMPANELMENT FOR SUPPLY, INSTALLATION & MAINTENANCE OF UPS BATTERIES**

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Ref: 300000/IT/Tender/01/2022-23



**UNITED INDIA INSURANCE CO. LTD**  
**REGIONAL OFFICE - KOZHIKODE**  
INFORMATION TECHNOLOGY DEPARTMENT

2<sup>ND</sup> FLOOR, AL-NOOR COMPLEX, WAYAND ROAD, EAST NADAKKAVU, KOZHIKODE - 6730 06  
CIN: U93090TN1938GOI000108



Release Date of Tender	13/05/2022
Non refundable tender fee	Rs.2,000/-
Last Date for queries	19/05/2022
Last Date of Tender submission	26/05/2022 @ 5.00 PM

Address for Communication & Submission of Bids	The Chief Regional Manager 2 <sup>nd</sup> Floor, Al-Noor Complex, Wayand Road, East Nadakkay, Kozhikode - 673006
E-Mail ID for communication	<a href="mailto:tsskozhikode@uiic.co.in">tsskozhikode@uiic.co.in</a>

### **Important Notice**

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Bidders are advised to study this tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected. The Bidder must quote for all the items asked for, in this tender.

The Bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation and demonstration for the purposes of clarification of the bid, if so desired by UIICL. UIICL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



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## 1. ABOUT THE COMPANY

United India Insurance Co. Ltd (UIIC) is a leading General Insurance Company wholly owned by Government of India with its Registered Office at 24, Whites Road, Chennai 600 014 and Head Office located at 19, Nungambakkam High Road, IV Lane, Chennai - 600 034. In addition, UIIC has 30 Regional Offices, 7 Large Corporate and Brokers Cells and 2000+ Operating Offices geographically spread throughout India and has over 16000 employees.

## 2. INSTRUCTIONS / GUIDELINES TO BIDDERS

- a. Sealed bids are invited on behalf of UIIC - Regional Office Kozhikode under two bids system (Eligibility Bid and Financial Bid) from reputed, well established, and financially sound eligible bidders in respect of UPS Batteries, at its various offices, spread across the districts of Kasargod, Kannur, Wayanad, Kozhikode, Malappuram, Palakkad & Thrissur within the state of Kerala as per the terms and condition mentioned herewith.
- b. The Tender offer should be submitted in one sealed envelope mentioning **“OFFER FOR SUPPLY, INSTALLATION & MAINTENANCE OF UPS BATTERIES”** which should, in turn, contain TWO sealed covers superscribed as **Cover ‘A’ & Cover ‘B’**.
- c. **Cover ‘A’** should contain the following:
  - i. NEFT Details / Demand Draft towards the transfer of tender fee
  - ii. statement of no deviation as per Annexure 2.
  - iii. No Blacklist Declaration as per Annexure 3.
  - iv. duly filled eligibility criteria form as per Annexure 4 along with supporting documents for the eligibility from Bidders.
- d. **Cover ‘B’** should contain the Commercial Offer strictly adhering to Annexure 5.

## 3. THE TENDER OFFER

- a. The Tender Offer as indicated above shall be addressed to **The Chief Regional Manager**, and shall be submitted at **United India Insurance Co. Ltd, Regional Office Kozhikode, 2<sup>nd</sup> Floor, Al-Noor Complex, Wayand Road, East Nadakkav, Kozhikode - 673006** on or before **5 PM; 26/05/2022**. If the last date for submission of tenders happens to be a holiday due to some unforeseen circumstances, then the tender can be submitted by 11 AM on the next working day.
- b. Bidders shall send the NEFT details of tender fee well in advance before the submission of bids through email to [tsskozhikode@uiic.co.in](mailto:tsskozhikode@uiic.co.in).
- c. Cover ‘A’ would be opened by the Committee constituted by the Company in the presence of bidders who wish to be present at the address given above.
- d. Qualified Bidders in the eligibility bid, would be selected for opening Cover ‘B’.
- e. Bidders shall provide commercial quote strictly adhering to the format given in Annexure 4.

## 4. TENDER FEE

- a. The intending bidders should pay a non-refundable tender fee of **Rs. 2,000/- (Rupees two thousand Only)**.
- b. The tender fee can be electronically credited to our Bank Account as given below:

Beneficiary Name	United India Insurance Company Ltd.
IFSC Code	INDB0000007
Account No	ZUIICL300000<name of party in short without any space or symbols>
Bank Details	INDUS IND BANK, No.3, Village Road, Nungambakkam, Chennai-600034



- c. The electronic credit should be affected positively on the day prior to the tender submission date.
- d. if bidders wish to pay tender through **Demand Draft**, the same may be drawn in favour of “**United India Insurance Co. Ltd payable at Kozhikode**”.

**5. THE COMPANY RESERVES THE RIGHT TO**

- a. Accept / Reject any of the Tenders.
- b. Add, Modify, Relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- c. Reject any or all the tenders without assigning any reason thereof.
- d. Cancel the purchase order to the successful bidder if the bidder fails to furnish the required Performance Security and counter signed agreement within 21 days from the date of receipt of Purchase Order.

**6. REJECTION OF TENDERS**

The tender is liable to be rejected:

- a. If it is not in conformity with the instructions mentioned herein,
- b. If it is not accompanied by the requisite proof of tender document fee paid.
- c. If it is not properly signed by the bidder
- d. If it is received after the expiry of the due date and time,
- e. If it is evasive or incomplete including non-furnishing the required documents.
- f. If it is quoted for period less than the validity of tender.
- g. If it is received from any blacklisted bidder or whose past experience is not satisfactory.

**7. VALIDITY OF TENDERS**

Tenders should be valid for acceptance for a period of at least 60 (Sixty) days from the last date of tender submission. Offers with lesser validity period would be rejected.

**8. FORMAT AND SIGNING OF BID**

- a. Proposals submitted in response to this tender must be signed by (in all the pages) the Authorized signatory of the Bidder's organization as. Power of Attorney or Letter of Authorization to be submitted in a suitable format.
- b. The bid shall be in A4 size papers, numbered with index and neatly bind or filed accordingly. Each page in the bid shall be signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. Each page of the bid shall be sealed by the Bidder's official seal.
- c. Any interlineations, erasures or overwriting shall be valid only if the person signing the bid counter signs them.
- d. Bids should be spirally bound or fastened securely before submission. Bids submitted in loose sheets will be rejected as non-compliant.
- e. Bidders responding to this tender must comply with the format requirements given in various annexure of the tender, bids submitted in any other format/type will be treated as non-compliant and may be rejected.

**9. GENERAL TERMS**

- a. The consequent rate agreement with the empanelled Bidder shall be in force from 01/06/2022 to 31/03/2023 (period of 10 months).
- b. The successful bidder shall sign the agreement within 21 days from the date of receipt of LoA (Letter of Acceptance) from UIIC.
- c. Purchase orders for batteries for each location as and when necessary shall be placed with the successful bidder during the period of empanelment.



- d. Any queries may be communicated through e-mail as per the queries format mentioned in Annexure 1 in .xls/.xlsx format and responses to queries will be only by return e-mail.
- e. The offer containing erasures or alterations will not be considered. There shall be no handwritten material, corrections or alterations in the offer.
- f. Addendum/Amendments/Corrigendum, if any, will be communicated through website or e-mail only. UIIC reserves the right to cancel the tender at any time without incurring any penalty or financial obligation to any bidder.
- g. UIIC is governed by provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, Gol. The policy details are available on the website [www.dcmsme.gov.in](http://www.dcmsme.gov.in)
- h. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
- i. Agencies/ Bidders desirous of availing exemptions/ preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP.
- j. The non refundable tender fee of Rs. 2000/- shall not be exempted for any bidders.

#### **10. CONTRACT / AGREEMENT**

- a. The consequent contract/agreement between the Vendor and UIIC will be signed in accordance with all the terms and conditions mentioned in this tender document.
- b. The successful bidder has to furnish two copies of the contract/agreement in a Rs. 100/- stamp paper, with all the above terms and conditions mentioned including the commercials. The draft of the contract/agreement will be shared to the successful bidder along with the LOA.
- c. The successful bidder has to furnish the duly signed contract/agreement along with the security deposit/performance guarantee for UIIC's counter signature within 21 days from the receipt of purchase order.
- d. In case of any dispute or any difference only Courts of Kerala shall have the jurisdiction in all matters arising out or connected with this agreement. Further this agreement is subject to laws of India alone.

#### **11. PRICE**

- a. The bidders should quote only the base price. All applicable taxes/octroi will be paid as actuals.
- b. There shall be no escalation in the prices once the prices are fixed and agreed to by the Company and the bidders. But, any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the agreement should be passed on to the Purchaser /Company.
- c. All the items should be quoted in INR (Indian Rupees) only.
- d. Delivery of batteries at respective locations as specified by UIIC in consequent purchase orders shall be including the freight charges. No additional freight charges/potter/coolie charges shall be paid by the respective UIIC Office.
- e. Once the tender is finalised, no amendments in price shall be accepted from any of the bidders. A letter regarding selection will be sent to the selected bidder.

#### **12. SECURITY DEPOSIT**

- a. The successful bidder will have to furnish a security deposit of Rs. 25,000/- in the form of an Electronic Transfer or Demand Draft for a period of **12 months** obtained

from a nationalised/scheduled bank for proper fulfilment of the contract. Security Deposit shall not carry any interest and the same shall be refunded at the end of 13<sup>th</sup> Month from 01/06/2022 after necessary contract terms enforcements (if any).

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

### **13. INSOLVENCY**

The Company may terminate the contract by giving written notice to the Vendor, if the Vendor becomes bankrupt or otherwise insolvent, provided that such termination will-not prejudice or affect any right of action or remedy which has accrued or will accrue.

### **14. ELIGIBILITY CRITERIA FOR BIDDERS**

Any bidders submitting the bids to UIIC against this Tender shall comply with the below Eligibility Criteria. The Eligibility Criteria Compliance Form as per Annexure 4 shall be submitted as a part of Cover A.

<b>S#</b>	<b>Criteria</b>	<b>Documentary Proof Required</b>
a.	The bidder should be a public/private Limited company and should be in existence in India	Copy of the Certificate of Incorporation issued by Registrar of Companies
b.	The bidder should have an average turnover of at least Rs. 10 Crores for the last three financial year's viz. 2018-19, 2019-20 and 2020-21.	Audited financial statements
c.	The bidder should have made Net Profit after taxation in at least one year in the last three financial year's viz. 2018-19, 2019-20 and 2020-21.	
d.	The bidder should have valid PAN and GST Registration Number	Copies of PAN Card and GST Registration certificate
e.	The bidder should have experience supplying and maintaining UPS batteries at reputed Public sector Undertakings / Central or State Govt Departments spread across Kerala.	Copies of atleast three Purchase Orders from the last financial year masking the order values.
f.	The bidder should have a registered office at Kozhikode, Kerala	Self-Declaration mentioning the office address and contact number
h.	The bidder should not be blacklisted/debarred by any Government Departments, Agencies or Public Sector Undertakings in India	Self-Declaration

### **15. SCOPE OF WORK**

- a. UIIC may opt to replace the existing UPS batteries at its offices under RO Kozhikode based on necessary recommendations from the respective UPS vendor. Such replacements shall be on buyback for the existing batteries installed at the Offices.
- b. UIIC shall place purchase orders to the empanelled bidder based on various requests from its Branches under RO Kozhikode and the bidder shall be responsible for effecting the delivery within seven business days from the date of receipt of such purchase order.
- c. Orders can be placed on "as & when needed basis" for any number of battery / batteries till the validity of the contract.



- d. Once the purchase order is issued, the delivery shall be completed within fourteen days from the date of purchase order received.
- e. Once the delivery is effected, the installation shall be completed within seven business days from the date of delivery.
- f. Any unforeseen challenges at the Branch locations can be considered as a relaxation for the delivery and installation, provided that suitable SNR (Site Not Ready) report as per Annexure xx is submitted to Regional Office.
- g. The old batteries on buyback shall be removed from UIIC premises within 7 days from the date of installation of new batteries.
- h. Any change in the battery rack (if required) shall be addressed by the respective UIIC office.
- i. All tubular batteries shall be supplied with a warranty not less than four years.
- j. All SMF batteries shall be supplied with a warranty not less than two years.
- k. All new batteries shall be from the OEM - EXIDE and of 12V.
- l. All the buyback batteries from our offices are of 12V.
- m. The batteries being 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 the invoice.
- n. The 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 other careless conduct during replacement of batteries, the supplier will be fully responsible.

## **16. PENALTY**

- a. Penalty on delayed delivery: Rs. 200/- per day per battery. The maximum penalty on delayed delivery shall not exceed 25% of the order value of new batteries under the respective purchase order. This penalty will be deducted from the respective purchase order payment.
- b. Penalty on delayed installation: Rs. 200/- per day per battery. The maximum penalty on delayed installation shall not exceed 25% of the order value of new batteries under the respective purchase order. This shall be over and above the penalty on delayed delivery if any. This penalty will be deducted from the respective purchase order payment.
- c. Penalty on faulty batteries during the warranty period: failure to replace the faulty batteries with new batteries during the warranty period falling within the empanelment period shall attract a penalty of Rs. 200/- per day per battery. The maximum penalty under such circumstances shall not be more than Rs. 25,000/- which is the amount of security deposit. This penalty shall be deducted from security deposit remitted whenever applicable.

## **17. PAYMENT TERMS**

- a. The successful bidder may raise invoices along with delivery challan, installation report & a declaration duly signed by the respective UIIC Branch Official after the confirmation of old batteries removal.
- b. After raising the invoice, the Vendor is expected to transfer the buyback amount of old battery to UIIC via NEFT and share the UTR number.
- c. Payments shall be released by UIIC within 5 business days from the realization of the buyback amount in UIIC's account.
- d. Taxes shall be paid in actuals.





**Annexure 1 - Query Format**

Query#	Page #	Clause #	Existing Clause in Tender	Modification/Suggestion Requested	Remarks



**Annexure 2 - Statement of No Deviations**

*(to be submitted on Bidder's letter head)*

Ref. No:

Date:

To

The Chief Regional Manager,  
United India Insurance Co. Ltd,  
Regional Office - Kozhikode  
2<sup>nd</sup> Floor, Al-Noor Complex,  
Wayanad Road, East Nadakkav  
Kozhikode - 673 006

Re: Your Tender Ref: 300000/IT/Tender/01/2022-23

Sir,

There are no deviations (null deviations) from the terms and conditions of the tender. All the terms and conditions of the tender are acceptable to us.

Yours faithfully,

*(signature of Bidder's authorized official with seal)*



**Annexure 3 - No Blacklist Declaration**  
*(to be submitted on Bidder's letter head)*

Ref. No:

Date:

To

The Chief Regional Manager,  
United India Insurance Co. Ltd,  
Regional Office - Kozhikode  
2<sup>nd</sup> Floor, Al-Noor Complex,  
Wayanad Road, East Nadakkav  
Kozhikode - 673 006

Re: Your Tender Ref: 300000/IT/Tender/01/2022-23

Sir,

We do hereby declare and affirm that we have not been blacklisted by Central / any State Government / PSU's or any regulatory bodies as on the date of bid submission.

Yours faithfully,

*(signature of Bidder's authorized official with seal)*



**Annexure 4 - Eligibility Criteria - Compliance Sheet**  
(to be submitted on Bidder's letter head)

<u>S#</u>	<u>Criteria</u>	<u>Documentary Proof Required</u>	<u>Yes/No</u>	<u>Remarks</u>
a.	The bidder should be a public/private Limited company and should be in existence in India	Copy of the Certificate of Incorporation issued by Registrar of Companies		
b.	The bidder should have an average turnover of at least Rs. 10 Crores for the last three financial year's viz. 2018-19, 2019-20 and 2020-21.	Audited financial statements		
c.	The bidder should have made Net Profit after taxation in at least one year in the last three financial year's viz. 2018-19, 2019-20 and 2020-21.			
d.	The bidder should have valid PAN and GST Registration Number	Copies of PAN Card and GST Registration certificate		
e.	The bidder should have experience supplying and maintaining UPS batteries at reputed Public sector Undertakings / Central or State Govt. Departments spread across Kerala.	Copies of at least three Purchase Orders from the last financial year masking the order values.		
f.	The bidder should have a registered office at Kozhikode, Kerala	Self-Declaration mentioning the office address and contact number		
h.	The bidder should not be blacklisted/debarred by any Government Departments, Agencies or Public Sector Undertakings in India	Self-Declaration		

*(signature of Bidder's authorized official with seal)*



### **Annexure 5 - Commercial Bid Format**

*{all amounts should be in INR}  
(to be submitted on Bidder's letter head)*

Item	Unit Price Without GST	Qty	Price for 10 batteries	GST for new batteries @ 28%	Total Price [A]
100 AH Tubular Battery		10			

Item	Unit Price Without GST	Qty	Price for 10 batteries	GST for new batteries @ 28%	Total Price [B]
100 AH SMF Battery		10			

Item	Buyback for 1 battery Without GST	Qty	Total Buy Back price (excl. GST)	GST for buy back @ 18%	Total Buy Back price incl. GST [C]
60 AH TUBULAR		1			
65 AH TUBULAR		1			
66 AH TUBULAR		1			
75 AH TUBULAR		1			
100 AH TUBULAR		1			
26 AH SMF		1			
65 AH SMF		1			
80 AH SMF		1			
100 AH SMF		1			

Total Effective Price [A + B - C]	
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*\*(Taxes extra as applicable)*

*(signature of Bidder's authorized official with seal)*



**Annexure 6 - Bid Submission Check List - for bidders**  
(to be submitted on Bidder's letter head)

S#	Document	Attached (Yes/No)	Page#
<b>COVER - A</b>			
1.	Covering Letter		
2.	Bid Submission Check List for Cover A // Index		
3.	Non refundable Tender Fee Remittance Details		
4.	Power of Attorney or Letter of Authorization for Authorized Signatory (in suitable format)		
5.	Statement of No Deviations as per Annexure 2		
6.	No Blacklist Declaration as per Annexure 3		
7.	Eligibility Criteria Form as per Annexure 4 (with supporting documents)		
<b>COVER - B</b>			
1.	Covering Letter		
2.	Commercial Bid as per Annexure 5		