



**UNITED INDIA INSURANCE CO. LTD**

**REGIONAL OFFICE: UI TOWERS P.B.NO.1020, 3-5-817&818, BASHEERBAGH, HYDERABAD-500029**

**Phone: 040 23236367 / 23299959, Fax: 040 23243595, E-mail: rohyderabad@uiic.co.in**

**RATE CONTRACT FOR SUPPLY AND INSTALLATION OF SMF/TUBULAR  
BATTERIES FOR UPS FOR OFFICES UNDER REGIONAL OFFICE  
HYDERABAD**

**INSTRUCTIONS/GUIDELINES TO BIDDERS**

United India Insurance Co. Ltd, Regional Office Hyderabad invites sealed quotations regarding Rate Contract for Supply and installation and maintenance of SMF and Tubular UPS Batteries.

You are hereby requested to send your sealed quotations for the supply of above mentioned items to the below mentioned address:

**The Deputy General Manager,  
United India Insurance Company Ltd. (UIIC),  
Regional Office-Hyderabad,  
4<sup>th</sup> Floor, UI TOWERS P.B.NO.1020, 3-5-817&818, Basheerbagh  
Hyderabad-500029.**

The quotation should be submitted in a Sealed Cover Marked “**Tender for supply of UPS batteries**” and May be dropped in the tender box kept at **Regional office** for this purpose. Last Date of Submission of quotations is –

**27/11/2019 at 4 PM.** Applications received beyond the stipulated time shall not be considered. 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 12 PM on the next working day. For Queries and Clarifications send email to [tsshyderabad@uiic.co.in](mailto:tsshyderabad@uiic.co.in)

Phone: **040-23231673.**

**A Pre-bid meeting will be held on 18/11/2019.**

**Venue: Conference Hall, 4<sup>th</sup> Floor, UIIC, Basheerbagh, R.O- Hyderabad.**

**This invitation to tender is for:**

**Rate Contract for supply and installation of specified SMF /TUBULAR Batteries for UPS  
Systems in our offices under Hyderabad Regional Office spread across the state of  
Telangana and Andhra Pradesh.**

## **1. ELIGIBILITY CRITERIA**

- a) Supplier should be either manufacturer (OEM) or an authorized dealer of UPS battery of the specified make (Exide) with sufficient proof of Dealership with Original Equipment Manufacturer, valid for at least 1 year from the date of Tender.
- b) Only Telangana /Andhra Pradesh based suppliers are eligible to apply for this tender. Details of Office(s) in Telangana /Andhra Pradesh to be provided.
- c) Should have a valid GST No. Supplier has to provide self-attested copy of the GST Certificate.

## **2. TERMS AND CONDITIONS**

- A. Prices should be inclusive of Charges (including Transportation, delivery and installation charges). GST shall be paid extra as shown in the Invoice.
- B. The make of battery should be “Exide”.
- C. In case any of the battery gets faulty within warranty period, the same shall be replaced by the supplier at the particular office of United India Insurance Company Limited within 3 to 5 days’ time for which no extra amount will be paid to the supplier.
- D. The quotation should clearly specify the **period of warranty which should be minimum 3 years for SMF and 4 years for TUBULAR.** The warranty will be applicable from the date of installation. The replacement of defective battery(s) should be done by the supplier during the warranty period, within 3 to 5 days for which no extra amount will be paid to the supplier.
- E. The rates quoted in the tender should be valid at least **One Year** from the date of approval for supply of batteries.
- F. Company can place purchase order to the supplier on the approved **rates for any number of batteries** for any offices under Regional Office Hyderabad.
- G. The supplier should also specify the rate at which old battery(s) would be taken back (Buy-Back Price). The supplier will collect the exhausted battery(s) (any make) on his own cost from the locations.
- H. The delivery should be made within a maximum of 7 days from the date of receipt of our order and payment will be made by the Regional office **through electronic mode of transfer** after proper installation of battery(s).
- I. All invoices shall carry **GSTIN No. of Hyderabad Regional Office of UIIC- 36AAACU5552C1ZK.**
- J. 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.
- K. The date of manufacturing should be explicitly mentioned on the battery and on the invoice

- l) 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.
- m) The order can be placed on **“as & when needed basis”** for any number of battery / batteries till the validity of the contract. **List of offices are provided in Annexure 4. We may increase or decrease the office during the tenure of contract.**
- n) The Intending bidders should pay an **Earnest Money Deposit of Rs. 10,000/-**. The E.M.D. shall be paid by way of a Demand Draft drawn in favour of **“THE UNITED INDIA INSURANCE COMPANY LIMITED”** payable at **Hyderabad**. The EMD will not carry any interest. The EMD will be refunded to the **successful bidder** only after signing of the contract and after furnishing security deposit. In case of **unsuccessful bidder** the EMD will be refunded to them after intimating them about rejection of their tender. EMD submitted by bidder may be forfeited if:
  - i. Bidder backs out of bidding process after submitting the bids;
  - ii. Bidder backs out after qualifying;
  - iii. Bidder does not accept the Purchase Order / Sign the Contract within the time prescribed by UIIC after qualifying.
- o) The successful bidder will have to furnish a **Performance Security deposit of Rs. 30000/- (Thirty thousand)** by way of Bank Guarantee in favour of **THE UNITED INDIA INSURANCE COMPANY LIMITED** payable at **Hyderabad**. Successful Bidder will provide Agreement on Rs. 100/- stamp paper.
- p) Security deposit will be kept with the Company till completion of the contract period of one year. No interest will be paid on the amount of Security Deposit.
- q) No amendment in Rates will be accepted from any of the participants, once tender has been opened on due date and is finalized.
- r) No request for price revision shall be entertained arising due to Govt. Policies / Market Rate Fluctuations including Trade Taxes / Duties changes during the currency of Tender Agreement.
- s) In the event of the selected supplier denying 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 Tender proceedings in future.
- t) If the successful bidder is found to be supplying material of poor quality or fails to comply with the specification of the tender, the supplier / bidder is liable to be black-listed and his tender will be cancelled. He will not be allowed to participate in future tenders.
- u) No Sub-Contracting is permissible by the company.
- v) No sub-contracting is permissible by the company.

- v) In case of deviation from any of the Terms & Conditions during period of agreement, the Security Deposit of the supplier will be forfeited.
- w) 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.
- x) Vendors who do not have GSTIN no. need not apply.
- y) The Company reserves the right to accept/reject any of the tenders, add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary, reject any or all the tenders without assigning any reason thereof.
- z) The tender is liable to be rejected *interalia* if it is not in conformity with the instructions mentioned herein, incomplete documentation , if it is not properly sealed and signed by the bidder, if it is received after the expiry of the due date and time.
- aa) In case of any dispute or any difference only Courts of Hyderabad shall have the jurisdiction in all matters arising out or connected with this agreement. Further this agreement is subject to laws of India alone.

**The tender will be opened in the presence of bidders on 28/11/2019 at 3.00pm at our Regional Office.**

**3) DOCUMENTS TO BE SUBMITTED IN THE SEALED COVER.**

- a. Signed and Sealed Copy of this Tender Document.
- b. Demand Draft of Rs 10000/- towards EMD .
- c. Proof of Authorized Dealer (OEM Certificate) as mentioned in Eligibility Criteria Point 1(a).
- d. List of Offices in Telangana & Andhra Pradesh.
- e. GST Certificate (Self attested).
- f. Annexure-1 - Declaration on Supplier Letter Head signed and sealed by Authorized representative of Supplier.
- g. Annexure -2 - Supplier Information Page signed and sealed by Authorized representative of Supplier.
- h. Annexure -3- Schedule of Rates

**NOTE: The bidder has to submit all the above mentioned documents. Incomplete Bids Shall be rejected.**

**Annexure - 1**

**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 \_\_\_\_\_ we agree and abide by these terms & conditions.

**Date:**

**(Signature of supplier with Seal)**

**NAME-**

**ADDRESS -**

**CONTACT NO:**

## Annexure -2

### SUPPLIER INFORMATION FORM

1. Supplier Firm Name: \_\_\_\_\_

2. (a) Address with Tel/Mobile No./E-mail/Fax Nos. : \_\_\_\_\_  
\_\_\_\_\_

(b) Name of Contact Person with E-mail and Mobile No: \_\_\_\_\_

3. Whether you are an Authorized Manufacturer/ Dealer/Distributor of the Make of Battery(s) quoted for:

(Kindly attach Dealership/ Distributorship Certificates for brand/ make quoted for, mentioning validity period which must cover Tender Contract Period).

4. Whether Registered with GST. If yes then

GST No. : \_\_\_\_\_

(Please attach self-attested Xerox copy of certificate)

5. Names of leading customers including Public Sector Undertakings/ Public Sector Insurance Co's & Banks/ Govt. Offices from whom orders are secured.

(Please attach a separate list)

6. Approximate turnover in last 3 years. : \_\_\_\_\_ 2016-17

: \_\_\_\_\_ 2017-18

: \_\_\_\_\_ 2018-19

7. Commitment period for supplying the batteries as per rates quoted: One Year from the date of selection letter.

8. EMD deposit details: DD NO.: \_\_\_\_\_ Dated \_\_\_\_\_

Name of Bank \_\_\_\_\_

Branch Name \_\_\_\_\_

Date:

Place:

(Signature of the supplier with Seal)

NAME-

ADDRESS -

CONTACT NO:

**Annexure - 3**  
**SCHEDULE OF RATES**

S NO	Battery Rating	Base Price of One Unit battery (Inclusive of Taxes) (in Rs.) (A)	Buy back price of One Unit old Battery ( Inclusive of Taxes ) (In Rupees ) (B)	Net Price (C) (In Rupees ) ( Inclusive of Taxes) C=A-B
1	12 V- 65 AH Exide SMF			
2	12 V- 75 AH Exide SMF			
3	12 V- 66 AH Exide Tubular			
4	12 V-75 AH Exide Tubular			
5	12 V-100 AH Exide Tubular			

- **Separate Invoice will be raised for Buyback Batteries**

**\*Grand Total (in Rs) = Net Price of (1+2+3+4+5).**

Note:

1. Successful Bidder shall be finalized based on Grand Total i.e. the Bidder whose Grand Total will be lowest (L1) will be awarded contract.
2. GST shall be paid separately as shown in the invoice.
3. Warranty period must be mentioned in terms of months. Minimum warranty period should be 36 Months for SMF and 48 Months for TUBULAR Batteries.

Date: (Signature of the supplier with Seal)

NAME-

ADDRESS -

CONTACT NO:

## Annexure-4

### LIST OF OFFICES UNDER HYDERABAD REGION

*Note : The list is subject to change as and when new office is opened and old office is closed.*

SNO.	Name
1	DO 2 SECUNDERABAD
2	BO TARNAKA
3	MO BHEL
4	MO MALKAJGIRI
5	DO 3 HYDERABAD
6	BO CHIKKADPALLY
7	MO BHONGIR
8	MO HI-TECH CITY
9	DO 4 HYDERABAD
10	DO 5 HYDERABAD
11	BO PATANCHERU
12	BO KHAIRATABAD
13	MO HYDERNAGAR
14	MO YEDDUMYLARAM
15	DO WARANGAL
16	BO HANAMKONDA
17	MO NARSAMPET
18	MO MAHBUBABAD
19	MO JANGAON
20	DO NIZAMABAD
21	BO KAMAREDDY
22	BO NIRMAL
23	BO ARMOOR
24	MO BHAINSA
25	MO BODHAN
26	MO BANSWADA
27	DO KADAPA
28	BO PRODDATUR
29	BO KADAPA
30	MO MYDUKURU
31	MO RAYACHOTY
32	MO RAJAMPETA
33	MO ERRAGUNTLA



34	MO-CHUMMIAPETA
35	DO ANANTAPUR
36	BO DHARMAVARAM
37	BO ANANTAPUR
38	BO ADONI
39	MO TADIPATRI
40	DO KURNOOL
41	BO NANDYAL
42	BO MAHABOBNAGAR
43	BO GADWAL
44	MO DHONE
45	MO WANAPARTHY
46	DO TIRUPATI
47	BO NAGARI
48	BO RENIGUNTA
49	MO-TIRUCHANUR
50	MO-TIRUMALA
51	DO VI HYDERABAD
52	BO MIRYALAGUDA
53	BO SANGAREDDY
54	BO STATE SECTOR
55	BO FATEH MAIDAN
56	DO 7 HYDERABAD
57	BO DAB
58	MO RAJENDRANAGAR
59	DO CHITTOOR
60	BO CHITTOOR
61	BO MADANAPALLE
62	BO PALAMANER
63	MO KUPPAM
64	MO PUNGANUR
65	DO ADILABAD
66	BO MANCHERIAL
67	MO BELLAMPALLY
68	MO THALLAPALLE
69	MO KYATHAMPALLE
70	MO TEEHALPAHAD
71	DO 9 HYDERABAD
72	BO KUKATPALLY
73	MO-JEEDIMETLA
74	DO 10 HYDERABAD
75	DO 11 HYDERABAD

76	BO KOTI
77	MO IBRAHIMPATNAM
78	MO CHOUTTUPAL
79	MO SATHOSH NAGAR
80	MO YADAGIRIGUTTA
81	DO KARIMNAGAR
82	BO RAMAGUNDAM
83	BO JAGITYAL
84	MO PEDDAPALLI
85	MO SIRCILLA
86	MO HUZURABAD
87	DO-12
88	BO ECIL
89	BO TANDUR
90	MO ALWAL
91	MO BOLARAM
92	DO KHAMMAM
93	BO KOTHAGUDEM
94	BO SURYAPET
95	MO BHADRACHALAM
96	MO SARAPAKA
97	DO 13 HYDERABAD
98	TP HUB
99	OD HUB
100	MO-KODAD