



The Oriental Insurance Company Ltd
(A GOVT OF INDIA UNDERTAKING)
Regional Office Jaipur: 3rd Floor, , Anand Bhawan,
S C Road, Jaipur 302001.

Deptt: I.T.

Date: 30.06.2015

Ref.: JRO/ITD/2015-16/001

Mr.....
M/s.....
Address.....
.....
.....

Dear Sir,

Re: Tender for Purchase of Standard Maintenance Free Batteries

We have 1 KVA, 5 KVA & 10 KVA online UPS systems working in our 95 offices situated all over Rajasthan with each unit having around 4 to 32 nos. of SMF Battery of various Ah. The annual requirement is expected to be around more than Rs 10 lacs. **However this will be only indication & not a commitment.** Our order shall be based on actual requirements.

The format for tender bid is in two parts – **Technical Bid & Financial Bid.** The supplier must submit the bids as mentioned in details in the enclosure.

Please note that only reputed brands (Panasonic / Amar Raja / Quanta / Exide make) should be quoted. For any clarifications, please feel free to contact us. 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 should quote.


[Chief Regional Manager]



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General Instructions

This invitation to Tender is for: -

1. Supply of SMF (VRLA) Batteries of Panasonic / Quanta / Exide make batteries for UPS to any of the offices of **The Oriental Insurance Company Limited's Regional office Jaipur**, at locations specified in Annexure A. The type of batteries required are: Standard Maintenance Free.
2. Copy of Tender document will be available on our web portal www.orientalinsurance.org.in under the link 'Tenders'. Bidders have to download the Tender document in order to submit bids.
3. The bidder can download the document from the above web- address on all working days upto the last date of submission of the bid. However, The bidder will be eligible to take part in the tender process only after giving Tender Fee of Rs.1,000/- by Demand Draft in favour of "**The Oriental Insurance Company Limited**" payable at **Jaipur**. The Demand Draft/ Banker's Pay Order must be given along with Technical Bid only.
4. Tenderer are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
5. Sealed bids 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 Tender Box kept at the below address: -**

**Regional Office Jaipur: 3rd Floor,
Anand Bhawan, S C Road,
Jaipur 302001.
Tel No: 0141-5190601, 5190610**

2. 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- A**
- c) Address at which Tenders would be submitted: **same as above**
- d) Latest time and date for submission of Tender is on or before **17.00 hours on 07.07.2015.**
- e) Tentative place, time and date of opening of technical bid of tender: - **At 16:00 hours on 10.07.2015** at the address given above. The exact date/time can also be confirmed over telephone.
- f) The opening date of financial bid will be informed over telephone to the technically selected vendors and the same will be uploaded on our company's website.

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 It is proposed to have a **Two Bid System** for this tender.
 - a) **Technical Bid** comprising of **Annexure 1** in **one separate cover**.
 - b) **Financial Bid** comprising of **Annexure 2.1 & 2.2** in **one separate cover**.
- 2 Technical Bid of the Tender should be covered in a separate sealed cover, superscripting the cover with the wordings "**Technical Bid for UPS Batteries.**"
Please note that Prices should not be indicated in the Technical Bid.



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- 3 Financial Bid of the Tender should be covered in a separate sealed cover, superscripting the cover with the wordings "**Financial Bid for UPS Batteries**".
Financial Bid should only indicate prices (Type/Brand of Battery wise).
- 4 Both the Technical Bid cover and Financial Bid Cover, prepared as above, are to be kept in a single sealed cover superscripted with "**Tender for Batteries**".
- 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 if it is declared "**Late**".

C. Terms and Conditions:

1) Performance Security

The supplier shall have to deposit a security of **Rs. 50,000-** in the form of DD (in favor of **The Oriental Insurance Company Ltd, payable at Jaipur**) at the time of submission of Tender (No Interest will accrue on this amount). The successful Bidder should send the signed contract **on stamp paper**, 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 the end of the contract period.

2) Delivery Time and Penalty

If the delivery & installation is not effected within the maximum specified time i.e. 3 working days in Jaipur and 5 working days outside Jaipur, then a further period of one week would be allowed subject to a penal interest @1.5% of the amount of order per day of delay over and above the max time. 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 equipment and on receipt of the Original Invoice and installation report duly certified by the Officer In-charge of the Office where the batteries are installed.

4) Price

- a. The price quoted should be inclusive of all duties, all local levies, freight charges, transportation charges, warranty charges, inter-connectors and installation charges, but excluding all taxes. The tax part should mentioned separately.
- b. Validity of Bid Price: One year from the date of awarding the contract.

5) Installation

The delivery, installation, and calibration of batteries at the required site has to be done by the supplier's assigned representative. At the time of installation the batteries must be fully charged and must be of the current series only.

6) Period Of Contract

Price quoted will remain unchanged for 1 year from date of awarding of contract. The price can be revised after completion of each year from date of awarding the contract, based on satisfactory services, mutual consent and revision in market prices of brands as mentioned in the contract and can be extended further upto 2 iterations.

7) Cancellation of Contract

Oriental Insurance Company reserves its right to cancel the order in the event of one or more of the following situations:

7.1 Delay in delivery of batteries beyond the specified period of delivery.

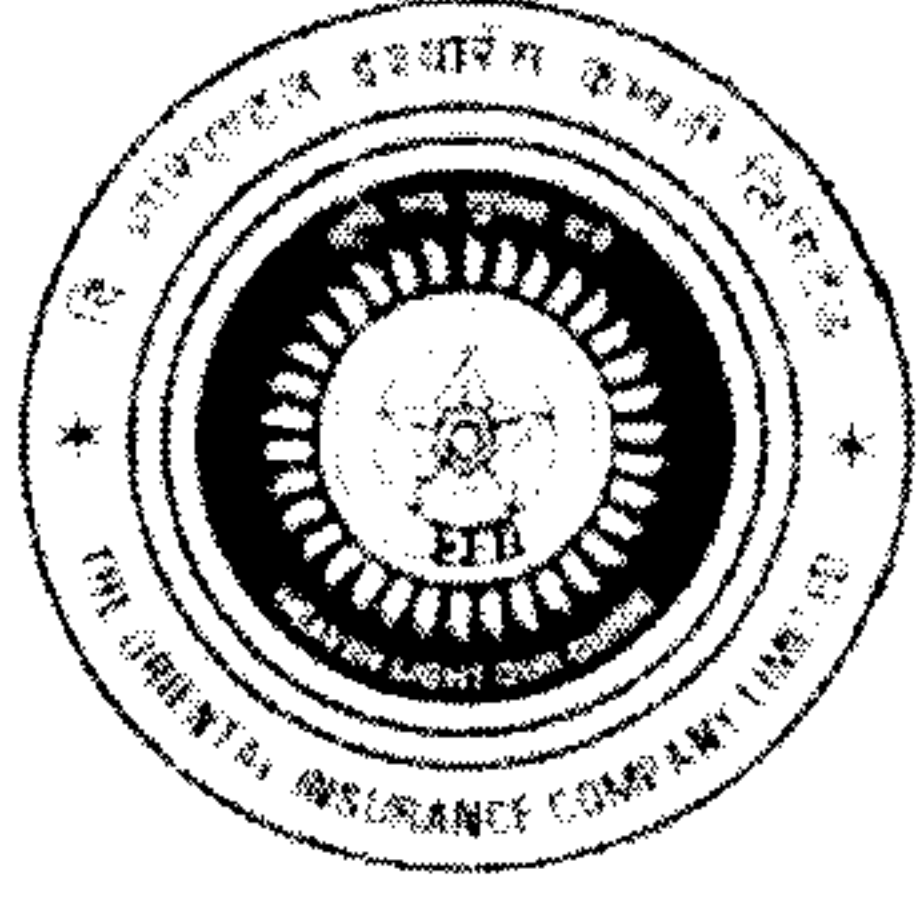
7.2 Serious discrepancies found in batteries supplied.



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- 8) In case of the termination or cancellation or expiry of the contract the vendor is bind to supply the batteries on agreed terms and conditions till the time fresh arrangement is made.
- 9) Supplies are required to be made at the rates agreed for, for the orders that must be placed upto One Year from the date of entering into contract.
- 10) The vendor must agree to supply the above items to the offices of the company located in all over Rajasthan.
- 11) Buy Back value of old batteries must be specifically mentioned separately. The Supplier/Successful Bidder will have to arrange for disposing the old batteries for which replacement of batteries is to be made at the agreed rates as mentioned in the Contract.
- 12) The Material supplied should carry a warranty 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 confirm to the industry accepted standards, the Company shall have the right to cancel the order if in case they are not satisfied with the quality/services.
- 13) The batteries supplied will be marked with date of Installation, serial no. of batteries and expiry date of warranty.
- 14) The vendor must submit a copy of sales tax registration certificate & sales tax clearance certificate for the previous 2 financial years.
- 15) In case the supplier are empaneled for any supplies, the bill(s) raised by the vendor must mention the Brand/Make of the material(s) supplied.
- 16) Battery requirement is only on need basis.
- 17) The vendor should also submit us the Manufacturer/ Authorized Dealer Certificate that must be valid as on date.
- 18) **Warranty of minimum two years for SMF batteries. More than two year warranty can be quoted/given by the bidder.**
- 19) **SMF batteries should be VRLA (Value Regulated Lead Acid). Specifically designed for Indian Power Conditions. The battery should confirm to JIS 8702 C Specifications.**
- 20) The battery should be manufactured in an ISO 9001: 2008 ISO 14001: 2004 and ISO TS 16949: 2002
- 21) Support Centers in Rajasthan.
- 22) The vendor should be Authorized Dealer, Distributor or Supplier of the batteries.
- 23) The number of offices and address of premises can be changed without pre-intimation to the vendor.
- 24) The batch (size and manufacturing) of all the batteries supplied, should be in one lot.
- 25) The vendor will arrange periodical checkup (Quarterly) of battery supplied to various offices of the company.
- 26) The Oriental Insurance Company Limited reserves all rights with respect to this tender. At any point of time the decision of The Oriental Insurance Company Limited will be final.


[Chief Regional Manager]



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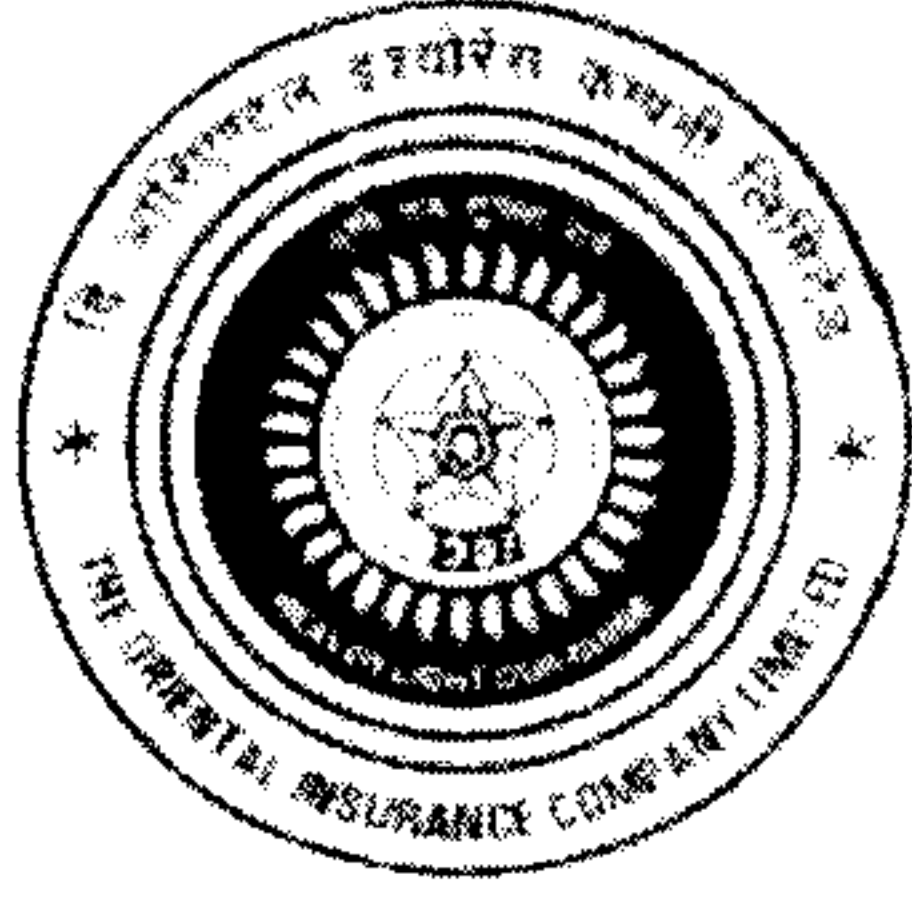
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Annexure 1

A. TECHNICAL BID

BID PARTICULARS:

1. 1.	Name of the Bidder With Full Address, Telephone No., Fax No. & Email & Mobile No	:	
2.	Name & Designation of the Contact Person: With Full Address, Telephone No., Fax No. & Email & Mobile No	:	
3.	Annual Turnover (Rs. In Lacs)	:	
4.	Type of products the supplier are dealing in with their Brand names	:	
5.	Name of manufacturers whose products the supplier are dealing in	:	
6.	Whether any of the manufacturers have canceled 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.	:	



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9.	Whether registered for Sales Tax/Vat purpose. If so number & date of registration. Attach copy of sales tax certificate/VAT	:	
10	Public ltd/ Sole Proprietor/ partnership. Please enclose documents for relevance	:	
11	Service Facilities available for Maintenance	:	
12	Whether the establishment is Manufacturer/Distributor/Retailer. Please attach relevant documents	:	
13	Average quantum of stocks (in general) For batteries.	:	
14	Whether the supplier are promoter or partner in any Company dealing in similar products	:	
15	Whether the supplier agree to replace the batteries found to be charging less or giving lesser backup irrespective of standard warranty conditions during warranty period	:	
16	Do the supplier agree to all our Terms & Conditions as mentioned in the letter	:	



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17	Have the supplier got any branches outside Rajasthan	:	
18	PAN NO. (attach copy)	:	
19	TAN NO. if any (attach copy)	:	
20	JIS 8702 C Specifications complied:	:	
21	Detail of Tender Fee (Rs. 1000/-) Demand Draft		
22	Detail of Performance Security (Rs. 50,000/-) Demand Draft		

Technical Specification of Batteries:

Supporting document should be provided

AH Capacity	26	42	65	100
Nominal Voltage (V)	12	12	12	12
Minimum Weight (+/- 1Kg)	9	14	20	34



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Checklist to be attached with Technical Bid:

1. VAT Certificate for 2013-14 and 2014-15.
2. Sales Tax registration Certificate
3. Sales Tax Clearance Certificate for 2013-14 and 2014-15.
4. Dealer Certificate/Manufacturer Certificate/Company Authorization Certificate
5. Battery ISO certificate
6. Support Centre list
7. PAN Copy
8. Tender Fees Demand Draft of Rs. 1000/- in favor of The Oriental Insurance Company Ltd payable at Jaipur.
9. Security Deposit Demand Draft of Rs. 50,000/- in favor of The Oriental Insurance Company Ltd payable at Jaipur.

Signature-----

Name -----

Address -----

Company -----

Date-----

Company Seal



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B. FINANCIAL BID

Annexure 2.1

BID PARTICULARS:

1	Name of the Bidder:	
2	Address of the Bidder:	
3	Year of establishment :	
4	Bidder's proposal number and date:	
5	Name & address of the officer: To whom all references shall be made regarding this tender Telephone : Fax No. : Mobile : Email Id :	
6	The price quoted will be valid for one year from the date of entering into rate contract. State	Yes/No:

Witness:

Signature -----

Signature -----

Name -----

Name -----

Address -----

Designation -----

Company -----

Company -----

Date -----

Date -----

Company Seal



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Annexure 2.2

Detail of cost of Goods Brand wise

Item No.	Description of the battery	Offer Price per battery	Taxes	Gross Price	Buy Back Rate of old Battery	Net Price	Warranty period	Brand Name
SMF	12 V 26 AH							
SMF	12 V 42 AH							
SMF	12 V 65 AH							
SMF	12 V 70 AH							

****The supplier can attach separate sheets if necessary/required in same format as above. The above are only illustrative battery makes; the supplier may quote for other standard make batteries also which specify our specifications of batteries.**

The price quoted should be excluding of all taxes TDS and Service Tax, but including all duties, all local levies, freight charges, transportation charges, installation/commissioning & testing charges, warranty charges and cost of inter-connectors.

Witness:

Signature-----

Signature -----

Name -----

Name -----

Address -----

Designation -----

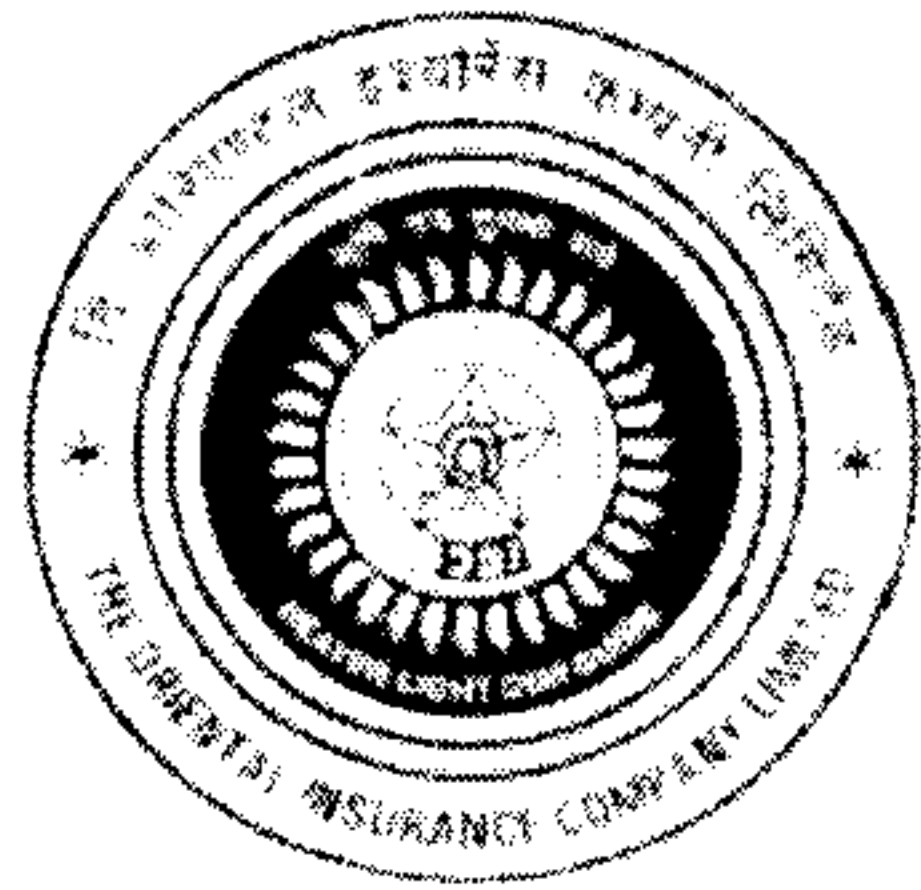
Company -----

Company -----

Date -----

Date -----

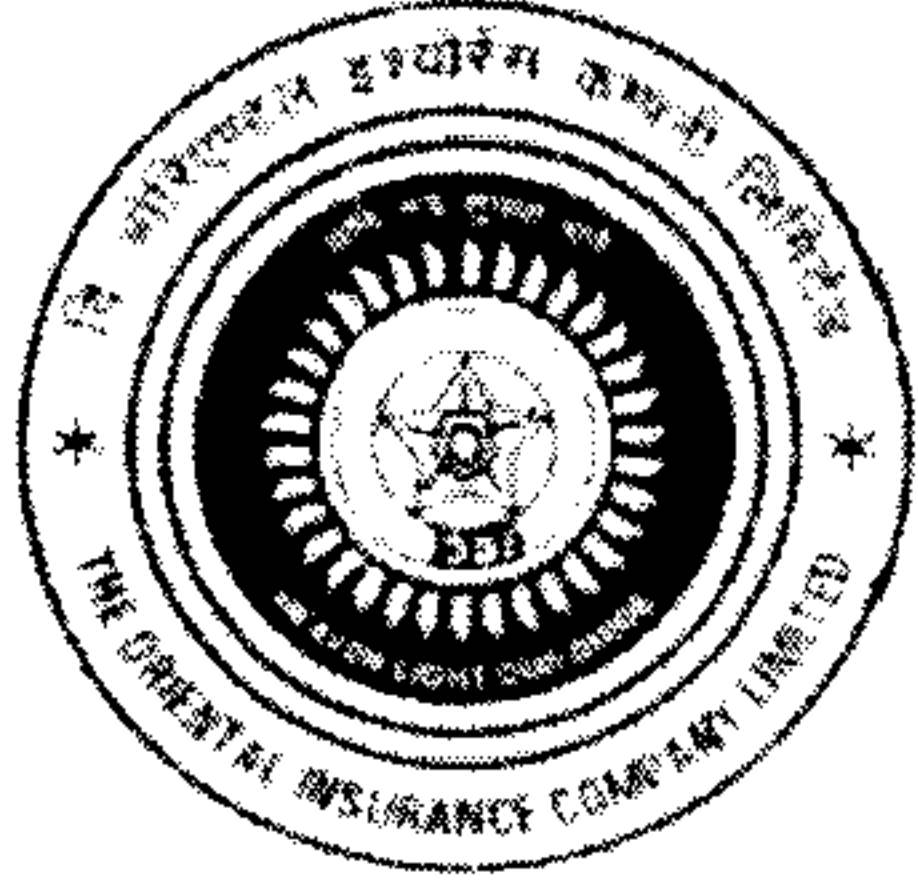
Company Seal



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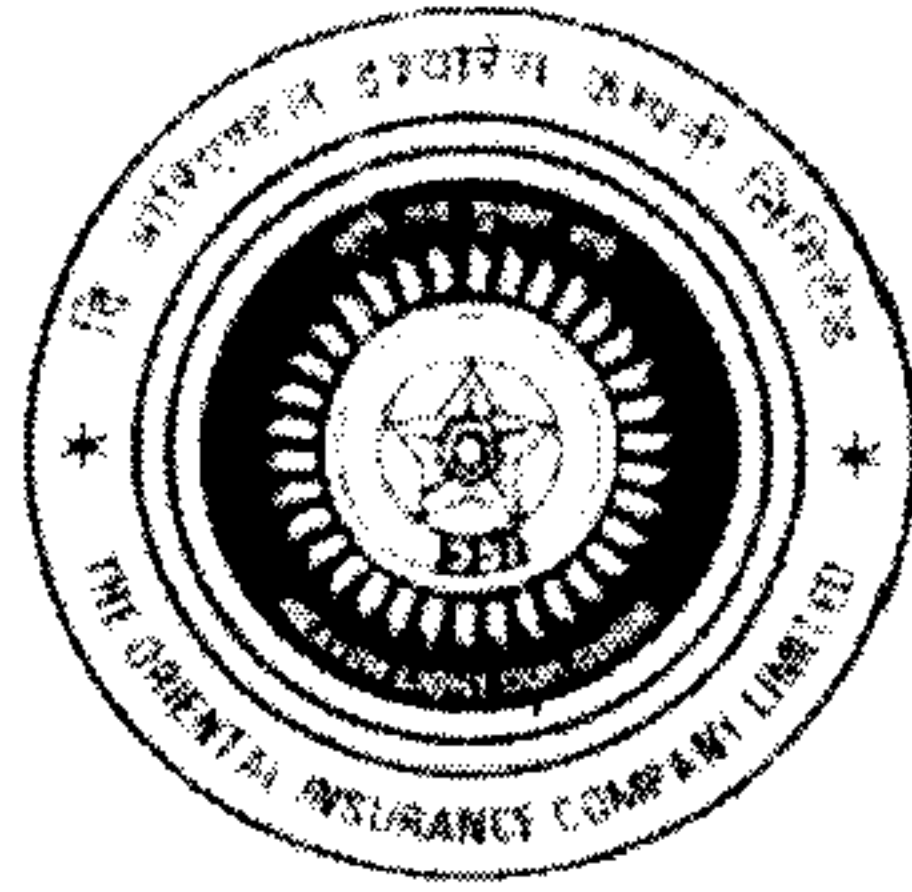
ANNEXURE A

Office Code	Office Name	Address	City	State	Pin Code
240000	RO Jaipur	III FLOOR, ANAND BHAWAN, S. C. ROAD	JAIPUR	Raj.	302001
240011	SVC JAIPUR	II FLOOR ANAND BHAWAN S.C. ROAD, JAIPUR	JAIPUR	Raj.	302001
241100	DO 1 JAIPUR	2nd FLOOR, ANAND BHAWAN, S. C. ROAD, JAIPUR	JAIPUR	Raj.	302001
241107	CBO 5 JAIPUR	72 - BARADIA MARKET, JOHARI BAZAAR	JAIPUR	Raj.	302003
241108	BO SIKAR	SHREEYES TOWR, 1ST FLOOR, BAJAJ ROAD, SIKAR	SIKAR	Raj.	332001
241109	BO JHUNJHUNU	Above SBI, Station Road, JHUNJHUNU	JHUNJHUNU	Raj.	333001
242100	DO AJMER	POST BOX NO. 9, GANESH BHAWAN, KUCHERY ROAD, M.G. ROAD	AJMER	Raj.	305001
242103	BO BEAWAR	INSIDE AJMER GATE, BEAWAR	BEAWAR	Raj.	305901
242104	KISHANGARH	BRANCH OFFICE, AJMER ROAD, MADAGANJ	KISHANGARH	Raj.	305801
242190	EC Vaishali nagar	S-5, chhatri yojna, vaishali nagar, ajmer	ajmer	Raj.	305001
242200	DO JODHPUR	637/ B, BHANSALI TOWER, IIIRD FLOOR, RESIDENCY ROAD,	JODHPUR	Raj.	342003
242202	CBO 2 JODHPUR	PAOTA, MANDORE ROAD, JODHPUR	JODHPUR	Raj.	342006
242300	DO ALWAR	70-PANCHWATI RAGHU MARG ALWAR	ALWAR	Raj.	342006
242301	CBO 1 ALWAR	43, VIJAYA COMPLEX, 2ND FLOOR, ALWAR.	ALWAR	Raj.	301001
242306	BO BEHROR	RAM PALACE, OPPOSITE MID WAY, NH-8 BEHROR	BEHROR	Raj.	301701
242308	BO BHARATPUR	21, STATION ROAD, NEW MANDI, BHARATPUR	BHARATPUR	Raj.	321001
242396	EC BHIWADI	B-101/2 GANPATI SHOOPING COMPLEX, ABOVE BIKANER INDUSTRIES, BHIWADI	ALWAR	Raj.	301019
242398	EC NADBAI	NEAR WAREHOUSE, NADBAI	BHARATPUR	Raj.	321602
242400	DO BHILWARA	S.K.PLAZA BUILDING A -BLOCK IIND FLOOR, PUR ROAD, Bhilwara	BHILWARA	Raj.	311001
242402	BO CHITTORGARH	A-7, MEERA NAGAR NEAR COLLECTORATE, CHITTORGARH	CHITTORGARH	Raj.	312001
242404	BO GULABPURA	KABRA MANSION, SADAR BAZAR, GULABPURA-311021	GULABPURA	Raj.	311021
242492	EC PRATAPGARH	SADAR BAZAR, PRATAPGARH	PRATAPGARH	Raj.	312605
242500	DO UDAIPUR	3 NYAY MARG DELHI GATE UDAIPUR	UDAIPUR	Raj.	313001
242502	CBO 2 UDAIPUR	175. ASHWANI MARKET ABOVE CENTRAL BANK OF INDIA DELHI GATE UDAIPUR	UDAIPUR	Raj.	313001
242503	BO BANSWARA	VARDHAN COMPLEX, OPP KUSHAL BAG, BANSWARA	BANSWARA	Raj.	327001
242590	EC RAJSAMAND	246, ADARSH NAGAR, NEAR RAJMAHAL HOTEL, JAL CHAKKI ROAD, RAJSAMAND	RAJSAMAND	Raj.	313326
242591	EC NATHDWARA	VANDANA MARKET, NATHDWARA, DIST- RAJSAMAND	RAJSAMAND	Raj.	313301
242592	EC RISHABHDEO	ADITYA PLAZA, NEAR BRIDGE, RISHABHDEO	UDAIPUR	Raj.	313802
242600	DO KOTA	DO-1, 2ND FLOOR, LIC BUILDING, CHHAWANI CHAURAHA,	KOTA	Raj.	324007
242601	CBO 1 KOTA	2ND FLOOR, LIC BUILDING, CHHAWANI CHAURAHA,	KOTA	Raj.	324007
242603	BO BUNDI	OPP. CIRCUIT HOUSE, COLLEGE ROAD, BUNDI	BUNDI	Raj.	323001



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243602	BO TONK	OPPOSITE COLLECTRATE OFFICE,HOSPITAL ROAD,	TONK	Raj.	304001
242605	BO SAWAIMADHOPUR	RATANLAL FATEHLAL K SAMNE, PETROL PUMP, BAJARIA	SAWAIMAHOPUR	Raj.	322001
243100	DO SRIGANGANAGAR	NH 15, SRIGANGANAGAR	SRIGANGANAGA	Raj.	335001
243102	BO HANUMANGARH	New Mandi ROAD,HANUMANGARH TOWN	HANUMANGARH	Raj.	335513
243104	BO ANUPGARH	BIKANER ROAD, OPP. PANCHAYAT SAMITI,ANOOPGARH	ANOOPGARH	Raj.	335701
243190	ECPADAMPUR	OPP. BUS STAND,PADAMPUR	SRIGANGANAGA	Raj.	335041
243192	EC SURATGARH	BIKANER ROAD,NEAR OBC,SURATGARH	SRIGANGANAGA	Raj.	335804
243194	EC SRI VIJAYNAGAR	UPPER FLOOR ORIENTAL BANK OF COMEERCE	SRI VIJAYNAGAR	Raj.	335704
243195	EC RAI SINGH NAGAR	11-A, 1ST FLOOR, OLD DHAN MANDI, RAISINGH NAGAR	RAISINGHNAGA	Raj.	335051
242606	BO 2 KOTA	1, AERODROME CIRCLE,KOTA	KOTA	Raj.	324007
242607	BO BARAN	HOSPITAL ROAD.BARAN	BARAN	Raj.	325205
242690	EC JHALAWAR	JK BAHTNAGAR SADAN BEHING PREM MANDIR CINEMA GODAM TALAI,JHALAWAR	JHALAWAR	Raj.	326001
243300	DO 2 JAIPUR	D-244, Main Amrpali circle, II Floor, Hanuman Nagar, Vaishali Nagar , jaipur	JAIPUR	Raj.	302001
243307	DAB JAIPUR	3 rd floor corporate park, ajmer pulia, jaipur	JAIPUR	Raj.	302001
243308	CBO 2 JAIPUR	KUNDAN BHAWAN,OPP. CHAUDHARY HOTEL	JAIPUR	Raj.	302001
243390	EC JAGATPURA	G 28, C2 PLAZA, MALVIYA NAGAR IND. AREA, JAIPUR	JAIPUR	Raj.	
243400	DO 3 JAIPUR	NEHRU PLACE, AIR INDIA BUILDING, TONK ROAD, JAIPUR	JAIPUR	Raj.	302015
243402	BO I JAIPUR	"Saraf House",Opp. All India Radio, M I ROAD, NEAR GANPATI PLAZA	JAIPUR	Raj.	302001
243500	DO PALI	136, CHANDEL COMPLEX, MANDIA ROAD, PALI	PALI	Raj.	306401
243501	BO JALORE	KATCHERY ROAD,NEAR BUS STAND, JALORE	JALORE	Raj.	343001
243502	BO ABU ROAD	SCR RIICO INDUSTRIAL COLONY, AMBER INDUSTRIAL AREA,ABUROAD	ABU ROAD	Raj.	307026
243590	EC FALNA	SUBHASH ROAD,FALNA	FALNA	Raj.	306116
243600	DO 4 Jaipur	PLOT NO-5, IST FLOOR,ABOVE BANK OF BARODA, NEW SANGANER ROAD, sodala, JAIPUR	JAIPUR	Raj.	302019
243601	BO 3 JAIPUR	5 A,AKASHDEEP,TRANSPORT NAGAR JAIPUR	JAIPUR	Raj.	362004
243690	EC MANSAROWAR	31/36 kiran path madhayam marg mansoravar	JAIPUR	Raj.	302020
243700	DO BIKANER	21-22, PANCHSHATI CIRCLE,SADUL GANJ,	BIKANER	Raj.	334001
243701	BO NAGAUR	NEAR GOVT. HOSPITAL,NAGAUR	NAGAUR	Raj.	341001



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243691	EC Dausa	I floor shanti Hotal Building Infront of Railway Station , Dausa	Dausa	Raj.	303303
240022	T P Hub Ajmer	GANESH BHAWAN, KACHERY ROAD, OPP HP PETROL PUMP, AJMER	AJMER	Raj.	305001
241190	EC Chomu	Morija Road Near Dharam Kanta, Chomu	JAIPUR	Raj.	303702
243692	MO Todaraisingh	Ground floor shop of prahlad sharma ,jaipur road Near Bus stand	Tonk	Raj.	304505
241191	EC Fatehpur	Shop No. 104, City Center Sikariya Choraha , Fatehpur	Sikar	Raj.	332301
242394	EC Karauli	Hotal Chandrakala Palace , Near Circuit House , Karauli	Karouli	Raj.	322241
243790	Didwana	Panwar Sadan , Opp.Bangad Hospital, Nagaur Road , Didwana	NagAUR	Raj.	341303
242693	Kaithoon	C/O Gaytri Tample Trust ,Kota Road Kaithoon	Kota	Raj.	325001
242397	Kumher	Aggarwal Traders 1 st Floor,Bharatpur ,Kumher	BhaRATPUR	Raj.	321201
242391	LaxmanGarh	Near SDM Court , Kathoomar Road,Alwar	Alwar	Raj.	321607
243196	Rawarsar	Main Bus Stand Nohar Road , Rawarsar	HANUMANGARH	Raj.	335524
242692	Mangrol	Main Bus Stand Mangrol	Baran	Raj.	325201
242593	Bhinder	Opp.Neelam Guest House Station Road Bhinder	Udaipur	Raj.	313603
242392	Bhusawar	Ballabgarh Road ,opp. SBI ,Bhusawar	BHARATPUR	Raj.	321406
242390	Govindgarh	Skari Road ,Opp.PetrolPump,Govindgarh	Alwar	Raj.	
242399	Tijara	Delhi Road , Tijara	AIWAR	Raj.	301411
242393	Weir	1 st Floom Kila Road Opp. Indin Gas Agency , Weir	BHARATPUR	Raj.	321408
241194	Neem Ka Thana	Ramleela Maidan. Post Office Ki Gali , Nema Ka Thana	Sikar	Raj.	332713