

डि ओरिएण्टल इन्शुरेंस कम्पनी लिमिटेड

(भारतीय माघारण बीमा निगम की सहायक कम्पनी)

सुरेन्द्र बिल्डिंग, एस.सी.ओ. 109-110-111

सेक्टर 17-डी, चण्डीगढ़-160 017

टेलीफोन : पी.बी.एक्स. : 702102 - 702104

704236, 704732

डायरेक्ट

704257, 704102, 704561

तार का पता : ओरिएण्टलआरओ



क्षेत्रीय कार्यालय  
Regional Office

THE ORIENTAL INSURANCE COMPANY LIMITED

(Subsidiary of General Insurance Corporation of India)

Surendra Building, S.C.O. 109-110-111

Sector 17-D, CHANDIGARH-160 017

Telephones PBX 702102 - 702104

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Grams ORIENTRO  
Fax 0172 - 703998

Deptt: Information Technology

27.08.2012

OFFICE COPY-18

Dear Sirs,

**Re: Quotation for purchase of Standard Maintenance Free Batteries of 12V 65AH/70 AH.**

We are having UPS Systems working in our 15 offices with **Standard Maintenance Free Batteries of 12V 65AH/70 AH** situated all over Chandigarh, Punjab, Panckhula (Haryana) and in Chamba (HP), with each system having 16 batteries. Batteries attached with the UPSs are of SMF type (12V 65/70AH). Now we shall need to purchase new batteries as replacement for the ones that runs out of life during the year 2012-13. You are, therefore, requested to send your quotation for above types of batteries separately in a sealed envelope so as to reach us latest by 14.09.2012 till 5 pm. Please mention "Quotation for UPS batteries – IT Deptt." On the top of the envelope and submit to Mrs. Sabita Khanna, Regional Manager, available at 2<sup>nd</sup> Floor of above address. The tentative date of opening of the bids is 17.09.2012 at 11.00 am.

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. The other terms and conditions of the contract are attached herewith.

Thanking you,

Yours faithfully,

  
REGIONAL MANAGER

Encl: a.a  


## TERMS AND CONDITIONS

(For purchase of Batteries for UPS Systems)

- 1) Supplies are required to be made at the rates agreed for, for the orders that may be placed upto 31<sup>st</sup> March, 2013. No increase in the rates offered & selected by us will be entertained during this period.
- 2) You should agree to supply the above items to the offices of the Company located in Chandigarh, Punjab & Chamba (HP). **The whole Battery Bank need not be replaced at one go and order can be placed for any number of batteries.**
- 3) Buy-back of old batteries must be specifically mentioned separately and the responsibility of proper disposal etc will be of the vendor.
- 4) The **rates should be all inclusive i.e. inclusive of All taxes (VAT), Octroi, Excise duty, Transportation charges etc. The rates should be inclusive of installation charges. Your person shall go to the site to replace / install the batteries.**
- 5) The materials supplied should carry a warranty against any type of manufacturing defects and the defective supplies will have to be replaced immediately without any extra cost. Also, if the quality of the items supplied does not conform to the industry accepted standards, the companies shall have the right to cancel the order if in case they are not satisfied with the quality/service.
- 6) Local Delivery & Installation **WITHIN 24 HOURS & for outstation 48 HOURS** from the placement of order failing which the empanelled supplier would invite penalty as stated in '9' below.
- 7) The empanelled supplier shall have to deposit a **performance security of Rs. 50,000/- in the form of DD** (No Interest will accrue on this amount and it will be **refundable after the expiry of the Warranty Period of the battery**, except in '9' as follows).
- 8) **The bidder is required to submit bid security in the form of DD payable at Chandigarh in favour of THE ORIENTAL INSURANCE CO LTD of Rs. 10,000/-** which will be adjusted while empanelling final Vendor in the Performance Security Deposit as per point 7. The bid security is required to protect OICL against the risk of bidder's conduct, which would warrant the security's forfeiture in the following scenario:
  - a) If a bidder withdraws his bid during the period of bid validity specified by the bidder in the bid **or**
  - b) In the case of a successful bidder, if the bidder fails to furnish performance security.
- 9) If the delivery & Installation is not effected within the maximum specified time, i.e., 24 Hours for Local delivery and Installation and 48 hours for Outstation Delivery and Installation, 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. 24/48 hours. If the supply is not effected even within the extended period, then it would be the discretion of the concerned office either to cancel the order and/or to forfeit the security amount.
- 9) You must **submit a copy of Sales Tax registration certificate and income tax clearance certificate/ audited accounts for the previous financial year.**
- 10) In case you are empanelled for any supply/supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
- 11) You should also **submit us the Manufacturer/Authorized Dealer certificate.** That must be valid as on date.
- 12) Warranty minimum one year: **More than one year warranty will be preferred.**
- 13) **Batteries quoted should be certified to JISC 8702 from government lab. Copy of certificate for JISC 8702 Compliance to be submitted along with the Bid.**
- 14) **Any bid not secured with bid security amount, will be rejected by OICL, as non-responsive.**
- 15) Unsuccessful bidder's bid security will be returned as promptly as possible but not later than 30 days after the expiration of the **period of bid validity of 90 days after the last date of submission of bid prescribed by OICL.**



## BIO-DATA OF BATTERIES SUPPLIERS

- 1) Name and Address of the Supplier :
- 2) Date of commencement of operations :
- 3) Whether Registered with Sales Tax authority. :  
If yes, ST No. **(Attach Copy)** :
- 4) Whether the Establishment is Public Ltd./Sole Proprietorship/Partnership concern **(Please enclose Documentary evidence like – Copy of Incorporation certificate/Partnership Deed / Sole Proprietor - Trade License)** :
- 5) Telephone/Fax/Mobile/Pager No.(s) /E-Mail address :
- 6) Names of leading customers including public sector Undertakings from whom orders are secured in previous year along with **copy of the empanelment letter.** :
- 7) Approximate turn over in last 2 years **(Copy of ITR)** :
- 8) Whether the Establishment is Manufacturer/Distributor/Retailer for the Batteries **(Attach copy of Certificate)** :
- 9) Make & Brand of Batteries Quoted for **(Attach Manufacturer/Authorized Dealer copy of certificate Valid as On Date)** :
- 10) Batteries quoted for **certified to JISC 8702** from government lab (Yes/No) **(Copy of Certificate attached)** :
- 11) Average Quantum of stocks (in general) for Batteries :
- 12) Any other information if so desired may be given :
- 13) If you have got any branches please give details :
- 14) PAN NO and TAN NO. **(Please Attach Copies)** :
- 15) **Bid Security DD No and date** :
- 16) Bid Validity Period : 90 days **after the last date of submission of bid prescribed by OICL.**
- 17) All Terms and Conditions are Accepted : YES/NO

Signature of Dealer  
Name  
Address  
Along with Seal.

TYPE OF BATTERY	SPECIFICATION	PRICE ( IN RS.) F.O.R. DESTINATION AND INCLUSIVE OF ALL TAXES & VAT				Rates of old batteries under buy-back
		Chd/ PKI/ Mohali	Punjab	H.P. (Chamba)		
SMF	65/70 AH - 12V	<u>Exide Powersafe</u>	<u>Exide Powersafe</u>	<u>Exide Powersafe</u>	<u>Exide Powersafe</u>	
		Others/(Along With Price Kindly specify Make & Brand of Battery as well)	Others/(Along With Price Kindly specify Make & Brand of Battery as well)	Others/(Along With Price Kindly specify Make & Brand of Battery as well)	Others/(Along With Price Kindly specify Make & Brand of Battery as well)	

Seal and Signature of the Authorised Signatory

Address

Date: