



**THE ORIENTAL INSURANCE COMPANY LIMITED**

**REGIONAL OFFICE-Bhubaneswar**

**4<sup>th</sup> Floor Alok Bharti Tower, Sahid Nagar, Bhubaneswar-751007 (Odisha)**

**Phone No. 0674-2547761, FAX: 0674-2545661**

**TENDER FORM FOR UPS BATTERY(S)**

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 Sales Tax Authority(s).

If yes then LST/CST VAT No. : \_\_\_\_\_

(Please attach self attested xerox copies 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. : \_\_\_\_\_ 2009-10

: \_\_\_\_\_ 2010-11

: \_\_\_\_\_ 2011-12

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)

*[Handwritten signatures and marks]*



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**SCHEDULE OF RATES**

Sr no.	Battery Rating	Price Per Battery	Battery Make	Buy Back Price of old battery	Net Price Per Battery (inclusive of all Taxes and Charges on site)	Warranty Period
1	12V-26AH SMF					
2	12V-42AH SMF					
3	12V-65AH SMF					

• **Warranty period must be mentioned in terms of months. Minimum warranty period should be 36 months.**

• Tender will be finalized based on Net Price Per Battery for each battery type.

Date:

(Signature of the supplier with Seal)

*[Handwritten signatures]*

*[Handwritten signature]*

*[Handwritten signature]*



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**Terms and Conditions:**

1. Prices should inclusive of all Taxes and Charges (including Transportation, delivery and installation charges).
2. Only Odisha based vendors are eligible to apply for this tender.
3. The make of battery should be Amaron Quanta/Panasonic/ Exide.
4. In case any of the battery gets faulty within warranty period, the same shall be replaced by the supplier at the particular office of Oriental Insurance Company Limited within 3 to 5 days time for which no extra amount will be paid to the supplier.
5. The quotation should clearly specify the **period of warranty**. 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 free of cost to the company.
6. The rates quoted in the tender should be valid at least **One Year** from the date of approval for supply of batteries.
7. Company can place purchase order to the supplier on the approved rates for any number of batteries for any offices under Regional Office Bhubaneswar.
8. The supplier should also specify the rate at which old battery(s) would be taken back. The supplier will collect the exhausted battery(s) (any make) on his own cost from the locations.
9. The delivery should be made within 7 days from the date of receipt of our order and payment will be made by the Regional office **through ECS** after proper installation of battery(s). **Delay in delivery will attract a penalty of 1% of the value of purchase order or order is liable to be cancelled.**
10. 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.
11. 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.
12. The order can be placed on **"as & when need basis"** for any number of battery / batteries till the validity of the contract.
13. The Intending bidders should pay an **Earnest Money Deposit of Rs. 5000/-**. The E.M.D.





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Shall be paid by way of a Demand Draft drawn in favour of "THE ORIENTAL INSURANCE COMPANY LIMITED" payable at **Bhubaneswar**. 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 made by the bidder will be forfeited if bidder withdraws his tender after acceptance, if bidder withdraws his tender before expiry of validity period of the tender and if bidder violates any of the terms & conditions of this tender document.

14. The successful bidder will have to furnish a **security deposit of Rs. 10000/- (Ten thousand)** by way of Demand Draft drawn in favour of **THE ORIENTAL INSURANCE COMPANY LIMITED** payable at **Bhubaneswar**. Successful Bidder will provide Agreement on Rs. 100/- stamp paper.

15. Security deposit will be kept with the Company till completion of warranty period of supplied batteries during the contract period of one year. No interest will be paid on the amount of Security Deposit.

16. No amendment in Rates will be accepted from any of the participants, once tender has been opened on due date and will be finalised. A letter as regards of selection will be sent to the selected bidder/s.

17. 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.

However if there is a drop in price of any item in the market the same should be communicated to Oriental Insurance Company Limited.

18. 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 Tender proceedings in future.

19. The quotation should be submitted in a Sealed Cover Marked "**Tender for supply of UPS batteries**", addressed to the following:

**The Chief Regional Manager,**

**The Oriental Insurance Company Limited,**

**Regional Office-Bhubaneswar**

**4<sup>th</sup> Floor, Alok Bharti Tower, Sahid Nagar, Bhubaneswar**

**PIN -751007 (Orissa)**

*[Handwritten signatures and initials]*



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may be dropped in the tender box kept at **Regional office** for this purpose. Last Date of Submission of quotations is **05/11/2012 at 4.00 PM**. Application received beyond the stipulated time shall not be considered.

20. 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.

21. No sub-contracting is permissible by the company. If noticed, the contract will be cancelled and penalty as per the rules may be imposed.

22. In case of deviation from any of the Terms & Conditions during period of agreement, the Security Deposit of the supplier will be forfeited.

23. The Company reserves the right to accept or reject any or all the quotations without assigning any reason.

24. 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.

25. In case of any dispute or any difference only Courts of Bhubaneswar shall have the jurisdiction in all matters arising out or connected with this agreement. Further this agreement is subject to laws of India alone.

26. The tender will be opened in the presence of bidders on **07/11/2012 at 11.30 AM** at **Regional Office**.

**Date:**

**(Signature of supplier with Seal)**

**DECLARATION**

I/ We \_\_\_\_\_ hereby declare that we have read all the terms and

(Name of the Person of the supplier)

conditions mentioned above and on behalf of our company \_\_\_\_\_ we are

agree and abide by these terms & conditions.

**Date:**

**(Signature of supplier with Seal)**

*Handwritten marks and signatures in the bottom left corner.*



## LIST OF OFFICES UNDER RO BHUBANESWAR (ANNEXURE-1)

SL NO.	Office Code	Office Name	Address	Address 2	Address 3 - Pincode	City
1	340000	RO Bhubaneswar	4TH FLOOR, ALOK BHARATI TOWERS	SAHID NAGAR	BHUBANESWAR-751007.	BHUBANESWAR
2	340011	SVC BHUBANESWAR	75, Third Floor	Buddha Nagar	Bhubaneswar-751006	BHUBANESWAR
3	340021	T P HUB BHUBANESWAR	4TH FLOOR, ALOK BHARATI TOWERS	SAHID NAGAR	BHUBANESWAR-751007.	BHUBANESWAR
4	345100	DO CUTTACK	MANGALAM NIVAS	2ND FLOOR	HDFC BANK-753001	CUTTACK
5	345101	CBO 1 CUTTACK	MISSION ROAD		753001	CUTTACK
6	345105	CBO 2 CUTTACK	PLOT NO.442, NEAR PALAMANDAP	LINK ROAD	CUTTACK-753012	CUTTACK
7	345195	EC KENDRAPADA	SQUARE, KENDRAPADA		754211	KENDRAPADA
8	345300	DO BHUBANESHWAR	5149, LEWIS ROAD		751014	BHUBANESWAR
9	345304	CBO 1 BHUBANESHWAR	1 A, STATION SQUARE		751001	BHUBANESWAR
10	345400	DO BERHAMPUR	GIRI ROAD	BERHAMPUR	760005	BERHAMPUR
11	345401	BO ASKA	C/O-T.S. PATRA,	NEAR ASKA BUS STAND ASKA,	GANJAM-761110	ASKA
12	345402	BO JEYPORE	MAIN ROAD, JEYPORE		764001	JEYPORE
13	345490	EC-RAYAGADA	5th Lane, Indira Nagar	Near Rayagada College	Rayagada-765001	RAYAGADA
14	345491	EC PARKAKHEMUNDI	Palace street	AT/P.O.Paralakhemundi	Gajapati-761200	PARLAKHEMUNDI
15	345500	DO ROURKELA	INSURANCE COMPANY LIMITED	UDIT NAGAR	GAFFOR COLONY-769012	ROURKELA
16	345505	BO KEONJHAR	Near RTO Office	Keonjhar	758001	KEONJHAR
17	345506	BO BARBIL	MAIN ROAD	BARBIL	758035	BARBIL
18	345600	DO SAMBALPUR	V S S MARG	SAMBALPUR	768001	SAMBALPUR
19	345601	BO BARGARH	CANAL AVENUE		768028	BARGARH
20	345691	EC JHARSUGUDA	PAHADI MANDIR CHOWK	JHARSUGUDA	768201	JHARSUGUDA
21	345700	DO BALASORE	OPP. F M COLLEGE		756001	BALASORE
22	345701	BO BHADRAK	MAIN ROAD, BURMA BYE PASS		756100	BHADRAK
23	345702	BO JAJPUR ROAD	NEAR SHIVA TEMPLE ON NH-215	KANHEIPUR, JAJPUR ROAD	DIST - JAJPUR-755019	JAJPUR ROAD
24	345703	BO BARIPADA	NEAR JUBILEE LIBRARY	LAL BAZAR	757001	BARIPADA
25	345792	EC CHANDIKHOLE	ADJACENT TO FLY OVER,	CHANDIKHOLE, DIST-JAJPUR	754296	CHANDIKHOLE
26	345793	EC-KARANJIA	Ward No.04, Manika Chhak	At/Po:-Karanja	Dist:-Mayurbhanj-757037	KARANJIA
27	345800	DO-2 BHUBANESHWAR	75, BUDHA NAGAR	BHUBANESWAR	751006	BHUBANESWAR
28	345801	BO PURI	NEAR GUNDICHA TEMPLE	GRAND ROAD	752002	PURI
29	345900	DO Angul	RAJA JAGDEV SINGH ROAD	NEAR BUS STAND	759122	ANGUL
30	345901	BO-DHENKANAL	BO-DHENKANAL	Road, Near Hotel Surya, Dhenkanal	759001	DHENKANAL
31	345902	BO TALCHER	MAIN ROAD	HATA TOTA	Pin Code : 759101	TALCHER
32	346000	DO BOLANGIR	FIRST FLOOR	BASUDEV BHAWAN	SAMBALPUR ROAD-767001	BOLANGIR
33	346001	BO BHAWANIPATNA	SHIW GANGA COMPLEX	NEAR DAYANIDHI	BAHADUR BAGICHA	BHAWANIPATNA
34	346090	EXTN COUNTER TITLAGARH	DHARAMSALA ROAD	TITLAGARH	767033	TITLAGARH

*Signature*