

Rate Contract for UPS Batteries & Computer Consumables

Deptt: I.T.

Dated: 15th March 2012

Ref.: ITD/KLRO/RC/2012-2013

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

Dear Sir,

Re: Rate contract for UPS SMF Batteries ,Computer consumables

- 1) We are having 1 KVA,5 KVA and 10 KVA UPS systems working in our 44 offices situated all over KOLKATA, West Bengal and Sikkim(Gangtok) with each unit having around 4 to 32 no. of Exide NXT/AMARON QUANTA SERIES SMF Batteries of 26/28AH-12V or equivalent make .Our order shall be based on actual requirements.
- 2) We also need various Computer Consumables as given in Annexure 2 In our Regional Office Kolkata.

The format for Rate Contract bid is in two parts **Technical Bid(Annexure 1) & Commercial Bid(Annexure 2)**. You must submit the bids as mentioned in details in the enclosure- Procedure for submission of bids.

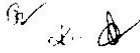
Please note that only reputed brands should be quoted.

Please quote the rate of Batteries and consumables in the attached format along with Manufacturer authorization form/Dealership Certificate. Only direct company people, authorized dealers, authorized agents ,authorized retailers should quote.

Vendors may quote for one or more items mentioned in the rate contract bid.

For any clarifications, please feel free to contact us.


REGIONAL MANAGER





Information Technology Deptt.
The Oriental Insurance Co. Ltd
Regional Office
4,Lyons Range,KOLKATA- 700001
Tel No: 033 2213-1909 / 2230-7995

Rate Contract for UPS Batteries & Computer Consumables

A. General Instructions

A.1. This invitation to Rate Contract is for: -

A.1.i. Supply of Batteries for UPS to any of the offices of The Oriental Insurance Company Limited located in KOLKATA, West Bengal and Sikkim(Gangtok) list of Addresses of all offices attached in the Annexure 3. The Batteries should carry 3 years onsite comprehensive warranty by OEM. The type of batteries required are: SMF Batteries of 28AH-12V.

A.1.ii. The Bids for batteries without 3 years onsite comprehensive warranty by the manufacturer will not be entertained. The cases where the warranty is not provided by manufacturer but has been extended by vendor / dealer will also not be entertained until there is undertaking by the manufacturer for the quoted product.

A.1.iii. Supply of computer consumables as per the items mentioned in the annexure 2 for RO-Kolkata.

A.2. **V**endors are advised to study the terms and conditions carefully. Submission of Rate Contract shall be deemed to have been done after careful study and examination of the Rate Contract Document with full understanding of its implications.

Format for rate contract bids are also available in our website :
www.orientalinsurance.org.in

A.3. Sealed offers 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 Rate Contract Box kept on the Ground Floor** at the said address: -

**Regional Manager IT
The Oriental Insurance Company Limited.
Regional Office
4, Lyons Range, KOLKATA- 700001
Tel No: 033 2213-1909 / 2230-7995**

Final Price should be inclusive of all taxes including all duties, all local levies, freight charges, transportation charges, installation, warranty charges and interconnectors and installation charges.

A.4. Schedule for Invitation of Rate Contract Bids:

A.4.i. Name of the Purchaser: **The Oriental Insurance Co. Ltd.**

A.4.ii. Probable locations where orders may have to be delivered: **Kolkata, West Bengal and Sikkim(Gangtok) List of addresses of all Offices Attached.**

A.4.iii. Address at which Tenders would be submitted:

**Information Technology Deptt
The Oriental Insurance Company Limited.
Regional Office
4, Lyons Range, KOLKATA- 700001
Tel No: 033 2213-1909 / 2230-7995**

A.4.iv. Last date and time for submission of Rate Contract is on or before **16:00 hours on 26.03.2012** and date of opening of technical bid & commercial bid will be the same day at **16:30**

Note: The Oriental Insurance Company Limited shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever.

Rate Contract for UPS Batteries & Computer Consumables

B. Procedure for Submission of Bids

- B.1.** It is proposed to have a **two cover System** for this tender.
A.4.i. **Technical Bid** comprising of **Annexure 1** in **one separate cover** .
A.4.ii. **Commercial Bid** comprising of **Annex 2** **in one separate cover**.
- B.2.** Technical Bid of the Rate Contract should be covered in a separate sealed cover, superscribing the cover with the wordings "Technical Bid for Batteries / Computer consumables Rate contract."
Please note that Prices should not be indicated in the Technical Bid.
- B.3.** Commercial Bid of the Rate Contract should be covered in a separate sealed cover, superscribing the cover with the wordings "Commercial Bid for Batteries / Computer consumables Rate contract".
Commercial Bid should only indicate prices
- B.4.** Both the Technical Bid cover and Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover superscribed with **Rate contract for Batteries / Computer consumables**
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 it is declared "Late".

C. Terms and Conditions: *(Firms which refused to supply orders even after being LI Previous years need not apply again)*

C.1. For UPS Batteries

C.1.i. Delivery Time

If the delivery & Installation is not effected within the maximum specified time (48 hours for within Kolkata and 72 hours for outside kolkata) then it would be the discretion of concerned office whether to cancel the order.

C.1.ii. Payment Terms

The payment terms shall be 100% after delivery and subject to successful installation of the equipment on receipt of the Original Invoice and installation report duly certified by the Officer In charge of the Office where the batteries are installed

C.1.iii. Price

The price quoted should be **inclusive of all taxes including all duties, all local levies, freight charges, transportation charges, installation, warranty charges and interconnectors and installation charges.**

C.1.iv. Validity of Bid Price

The rate contract will be valid upto 31 st March 2013 only.

C.1.v. Installation

The installation of batteries at the required site has to be done by your assigned representative. At the time of installation the batteries must be fully charged and must be of the current series only.

After installation completion call report has to be signed by the concerned office incharge and the same has to be submitted along with warranty papers for batteries to Regional office for payment.

C.1.vi. Maintenance

Preventive maintenance must be carried out minimum once in three months.

Rate Contract for UPS Batteries & Computer Consumables

C.1.vii. Cancellation of Contract

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

- Delay in delivery of batteries beyond the specified period of delivery
- Serious discrepancy found in batteries supplied.

C.1.viii. The Oriental Insurance Co Ltd reserves the right to enter in the contract of their choice of Battery brand and warranty period. The minimum warranty period will be 3 years.

C.1.ix. Supplies are required to be made at the rates agreed for, for the orders that may be placed upto 31st March 2013.

C.1.x. You should agree to supply the above items to the offices of the company located in KOI.KATA, All over West Bengal & Sikkim(Gangtok) list and addresses of all offices under RO-Kolkata attached.

C.1.xi. Buy Back values of old batteries must be specifically mentioned separately.

C.1.xii. The rates should be all **inclusive** i.e VAT,Octroi,Excise Duty,transportation charges etc. The rates should be inclusive of installation charges. The Person shall go to the site to replace and install the Batteries.

C.1.xiii. The Material supplies 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 standard,the companies shall have the right to cancel the order if in case they are not satisfied with the quality/services.

C.1.xiv.Local Delivery & installation within 48 hours & for outstation 72 hours from the placement of order failing which the order may be cancelled.

C.1.xv. You must submit a copy of sales Tax registration certificate and sales tax clearance certificate/audited accounts for the previous financial year.

C.1.xvi.In case you are empanelled for any supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.

C.1.xvii. You should also submit us the Manufacturer/ Authorised Dealer certificate. That must be valid as on date.

C.1.xviii. SMF batteries should be VRLA Valve Regulated Lead Acid. Specifically designed for Indian power conditions. The battery should conform to JIS 8702 C Specifications.

C.1.xix.The battery should be manufactured in an ISO 9001, 2008 ISO 14001 : 2004 and ISO TS 16949: 2002.

C.1.xx. Latest Sales Tax Clearing Certificate.

C.1.xxi.VAT Certificate

C.1.xxii. Support Centers in West Bengal.

C.1.xxiii. Disposal of old battery is Vendors responsibility. The old batteries which are to be replaced with a new one needs to be recycled/disposed off safely without causing environmental hazard. A certificate to this effect shall be furnished by the vendor.



Rate Contract for UPS Batteries & Computer Consumables

C.2. For Computer Consumables :

(For purchase of continuous stationery, CDs, DVDs, printer ribbons, toner cartridges, printer heads and other computer consumables)

- C.2.i. Supplies are required to be made at the rates agreed for, for the orders that may be placed upto 31st March, 2013. No increase in the rates offered and selected by us will be entertained during this period.
- C.2.ii. Only Quotes for new original Toner Cartridges has to be provided after taking into consideration the fact that the Old empty cartridges will have to be bought back (buyback arrangement) by the successful lowest bidder for every order. The per unit buyback price for each type of cartridge has to be mentioned in the Annexure 2.1
- C.2.iii. The rates should be all **inclusive** i.e. inclusive of All taxes/Levies (VAT etc). Octroi, Excise duty, Transportation charges, service charges etc.
- C.2.iv. 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 confirm 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.
- C.2.v. Delivery must be made within 48 hours of placing the order failing which the Order stands cancelled
- C.2.vi. You should be registered with the Sales Tax authorities and Income Tax payee.
- C.2.vii. You must submit a copy of Sales Tax registration certificate and income tax clearance certificate/ audited accounts for the previous financial year.
- C.2.viii. Vendors are required to submit original toner cartridges / consumables only, failing which minimum penalty of Rs. 30,000/- (Thirty thousand rupees only) or the cost of the hardware damaged whichever is higher.
- C.2.ix. The lowest bidder will be awarded the order only after he submits the undertaking mentioned in C.2.viii.


REGIONAL MANAGER



**Information Technology Deptt.
The Oriental Insurance Co. Ltd**
Regional Office
4.Lyons Range,KOLKATA- 700001
Tel No: 033 2213-1909 / 2230-7995

Annexure 1

A. TECHNICAL BID

BID PARTICULARS:

1.	Name of the Bidder With Full Address, Telephone No., Fax No. & Email	:	
2.	Name & Designation of the Contact Person With Full Address, Telephone No., Fax No. & Email	:	
3.	Annual Turnover (Rs. In Lacs)	:	
4.	Type of products you are dealing in with their Brand names	:	
5.	Name of manufacturers whose products you are dealing in	:	
6.	Whether any of the manufacturer has cancelled the agency or imposed any penalty. Reasons for the same.	:	
7.	List of existing PSU / Govt. Clients (Please attach documentary proof)	:	
8.	Whether any dispute/issues with Clients for last 3 years. Reasons for the same.	:	
9.	Whether registered for Sales Tax/VAT purpose If so number and date of registration. Attach copy of Sales Tax certificate/VAT	:	
10.	Service facilities available For maintenance	:	
11.	Whether you are authorized dealer of any Manufacturer, if yes please mention	:	
12.	Do you agree to all our Terms & Conditions as mentioned in the letter	:	

Witness:

Signature-----
Name -----
Address -----

Date -----

Signature -----
Name -----
Designation -----
Company -----
Date -----

Handwritten initials and a circular stamp.

Company Seal

B. COMMERCIAL BID**Detail of cost of Goods****Cartridges :**

S.No	Item	Rates for New cartridge (Per Unit in Rs./-) (A)	Buy Back amount per cartridge (B)	Net Cost per Cartridge (A - B)
1.	HP M 2727 nfs MFP TONER-Black – HP Q7553A			
2.	HP COLOUR LASER JET PRINTER 4700 dn – Black –TONER- Q5950A			
3.	HP COLOUR LASER JET PRINTER 4700 dn – Cyan TONER-Q5951A			
4.	HP COLOUR LASER JET PRINTER 4700 dn – Yellow TONER-Q5952A			
5.	HP COLOUR LASER JET PRINTER 4700 dn – Magenta TONER– Q5953A			
6.	HP LASER JET 1505 Toner – HP 36A			
7.	HP LASER JET 1022/ 1020 / M1005 MFP Toner – HP 12A			
8.	HP LASER JET P1007/1213 nf Toner – HP 88A			
9.	HP LASER JET 2055dn Toner – HP 05A			
10.	HP LASERJET P3015dn Toner – HP 55A			
11.	HP LASERJET 1606dn/HP P1566 Toner-78A			
12.	HP LASERJET 9040 Toner – 43 X			

Witness:

Signature-----

Name -----

Address -----

Date -----

Signature -----

Name -----

Designation -----

Company -----

Date -----

**Company Seal**

Annexure 2.2

Ribbons (Only original should be quoted):

S No.	Item	Rates for New Ribbon (Per Unit in Rs./-)
1	WIPRO LQ DSI 5235	
2	LIPI LINE PRINTER – MT661 – Ribbon	
3	TVSE QX-255	
4	DMP TVSE HD 745	
5	TVSE MSP 355	
6	TVSE MSP 345	
7	Tally Genicom-SERIAL-PRINTER – 2280+	

Heads:

S No.	Item	Rates for New Head (Per Unit in Rs./-)
1	WIPRO LQ DSI 5235	
2	LIPI LINE PRINTER – MT661 – Ribbon	
3	TVSE QX-255	
4	DMP TVSE HD 745	
5	TVSE MSP 355	
6	TVSE MSP 345	
7	Tally Genicom- PRINTER – 2280+ (Part / ID No: 062471)	

Handwritten initials and a circular stamp are present on the right side of the page.

Witness:

Signature-----
 Name -----
 Address -----
 Date -----

Signature -----
 Name -----
 Designation -----
 Company -----
 Date -----

Company Seal

Rate Contract for UPS Batteries & Computer Consumables

Annexure 2.3

Data Storage Devices :

S.No	Data Storage Device	Brand	Price
1	DDS-3 24GB data cartridge C5708A	HP	
2	RECORDABLE DVD(SPINDLE-10 Pcs) DOUBLE LAYER	MOSERBAER	
3	RE-WRITABLE DVD(SPINDLE- 10Pcs) DOUBLE LAYER	MOSERBAER	
4	RECORDABLE-CD(SPINDLE-100 Pcs)	MOSERBAER	
5	RE-WRITABLE-CD(SPINDLE-10 Pcs)	MOSERBAER	

Handwritten notes and signatures:
 3
 +
 4
 4/6

Other Items :

S.No	ITEM	Brand	Price
1	USB 2.0 Pendrive of 8 GB Capacity	Kingston / Sandisk	
2	USB 2.0 Pendrive of 16 GB Capacity	-do -	
3	Total Security Suit	Quick Heal Anti-Virus	

Witness:

Signature-----
 Name -----
 Address -----
 Date -----

Signature -----
 Name -----
 Designation -----
 Company -----
 Date -----

Company Seal

Annexure 2.4

UPS-Batteries :

Type	Specifi- cation	Inside Kolkata (COST PER UNIT)			Out Side Kolkata (COST PER UNIT)		
		Exide NXT Series/ Other brands with same Specification and technology	Buy Back Cost per unit	Net cost per unit	Exide NXT Series/ Other brands with same Specification and technology	Buy Back Cost per unit	Net cost per unit
SMF	28AH- 12V						

Warranty For All Batteries Should be Minimum 3 Years by the manufacturer

Cost of UPS Battery should include Installation cost, traveling cost, carrying cost, service tax and VAT.

IMPORTANT:

You can attach separate sheet if necessary in same format.

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

The manufacturer should be amongst the top five brands

Note: The specifications & brand shall also be the deciding factor apart from the rates.

Witness:

Signature-----
Name -----
Address -----

Date -----

Signature -----
Name -----
Designation -----
Company -----
Date -----

Company Seal

Rate Contract for UPS Batteries & Computer Consumables

Annexure 3

Office Name	Address	City	Pin Code
RO Calcutta	4 LYONS RANGE	CALCUTTA	700001
DO 1 CALCUTTA	10C, MIDDLETON ROW, DABRIWALA HOUSE, 6TH FLOOR,	CALCUTTA	700071
BO DUNLOP	109/A, BT ROAD,	CALCUTTA	700108
DO 2 CALCUTTA	4TH FLOOR, 4- LYONS RANGE	CALCUTTA	700001
BO SALT LAKE KOLKATA	BO SALT LAKE, P-153/A, V I P ROAD,	CALCUTTA	700034
DO 3 CALCUTTA	"THAPAR HOUSE", 25, BRABOURNE RD,	CALCUTTA	700001
BO BARANAGAR	22 H.T ROAD, 4TH FLOOR,	CALCUTTA	700002
DO 4 CALCUTTA	33, STEPHEN HOUSE (2ND FLOOR), 4 B B D BAG (EAST)	CALCUTTA	700001
DO 5 CALCUTTA	33, STEPHEN HOUSE, 2ND FLOOR, 4- B.B.D. BAG (EAST)	CALCUTTA	700001
DIRECT AGENT BRANCH	7- RED CROSS PLACE, 1ST FLOOR	CALCUTTA	700001
DO 6 CALCUTTA	2-F EVEREST HOUSE, 2ND FLOOR, 46-C, CHOWRINGHEE ROAD	CALCUTTA	700071
BO BFHALA	496, DIAMOND HARBOUR ROAD	CALCUTTA	700034
BO GARIAHAT	A & B BLOCK, 2ND FLOOR, 212 RASHBEHARI AVENUE, GARIAHAT MARKET COMPLEX,	CALCUTTA	700019
DO HOWRAH	P 4, DOBSON LANE, 4TH FLOOR	HOWRAH	711101
BO CHINSURAH	DUTTA SUPER MARKET, 1ST FLOOR, AKHAN BAZAR	HOOGHLY	721101
CBU KOLKATA	7 RED CROSS PLACE	CALCUTTA	700001
DO HALDIA	2ND FLOOR, HALDIA DEVELOPMENT AUTHORITY COMPLEX, DURGA CHAK SUPER MARKET	HALDIA	721602
BO MIDNAPORE	KHUDIRAM NAGAR, DIST. MIDNAPUR - 721101	MIDNAPORE	721101
EC KHARAGPUR	JAYANTI LOK LODGE, OPPOSITE SBI ATM UMA BHAWAN 2ND FLOOR G.T ROAD, ASANSOL - 713101	KHARAGPUR	
DO ASANSOL		ASANSOL	713101
BO BURDWAN	B.C.A BUILDING COURT COMPUND, BUDWAN 713101	BURDWAN	713101
BO SURI	KAZI FORJUDDIN, JK COMPLEX, JL BANERJEE ROAD (MADRASHA ROAD) P.O. SURI, DIST. BIRBHUM, SURI	SURI	
BO BANKURA	BHUBAN SMRITI, MACHANTALA, STATION ROAD,	BANKURA	
BO BARAKAR	ARBIND BHAWAN, G. T. ROAD,	BARAKAR	713108
EC PURULIA	BESIDES M/S ASHIRWAD AUTOMOBILES, GOSALA MORE	BARAKAR ROAD, NEAR RAJASTHAN SCHOOL	723101
DO SILIGURI	"MALHOTRA TOWERS", HILL CART ROAD,	SILIGURI	734401
BO JALPAIGURI	KATHALGURI, B.DG., KADAMTALA,	JALPAIGURI	735101
BO COOCH BEHAR	P. C. SHARMA BUILDING, ROOP NARAYAN ROAD,	COOCH BEHAR	736101
BO GANGTOK	M. G. ROAD, [ABOVE NARAYAN DAS'S SWEET SHOP]	GANGTOK	737101
CBO 1 SILIGURI	MALHOTRA TOWER, HILL CART ROAD	SILIGURI	734401
CBO 2 SILIGURI	GURU SINGH SABHA, SHIVOKI ROAD	SILIGURI	
DO BARASAT	40/2, JESSORE ROAD,	BARASAT	743201
BO KALYANI	A-9/3 (S), 2ND FLOOR, KALYANI, NADIA - 741235	KALYANI	741235
BO BARRACKPORE	38 A, SAHEED MANGAL PANDEY SARANI, BARRACKPORE, BARRACKPORE - 743101	BARRACKPORE	741235
BO BASIRHAT	BELTAL ROAD, BELTALA (NEAR BALAKA CLUB), BASIRHAT, NORTH 24 PGNS.	BASIRHAT	743101
DO DURGAPUR	BANERJEE BUILDING, NACHAN ROAD, HF, DURGAPUR - 713213	DURGAPUR	713213
EC PANAGARH	GANGULI AUTOMOBILES, G. T. ROAD, PANAGARH	PANAGARH	713148
DO MALDA	9/10, RABINDRA AVENUE ROAD, MALDA	MALDA	732101
BO RAIGANJ	N.S ROAD PO RAIGANJ DIST WEST DINAPUR	RAIGANJ	733134
BO BERHAMPUR	3/15, K.K. BANERJEE ROAD, P.O. BERHAMPORE, DIST. MURSHIDABAD	BERHAMPUR	
FC KRISHNAGAR	8/1 D.L. Roy Road, Krishna Nagar (Besides D.K. Market)	NADIA	741235
EC RANIGANJ	SUCHA SINGH BUILDING, NH-2 EAST, PANJABI MODE, RANIGANJ-713347	RANIGANJ	713347

Information Technology Deptt., OICL, RO Kolkata