



THE ORIENTAL INSURANCE CO. LTD.
REGIONAL OFFICE INDORE

TENDER DOCUMENT
2nd call

**INVITING QUOTATIONS FOR THE
SUPPLY & INSTALLATION OF INVERTERS
AT**

Various OICL Locations in Madhya Pradesh

Tender Closing Date & Time :

Tender Opening Date & Time : 07/02/2012 at 3:30 PM

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THE ORIENTAL INSURANCE CO.LTD.

REGIONAL OFFICE: IDA Building 4th Floor,
7, Race Course Road, Indore -452003 (M.P.)

Annexure-I

Instruction to Bidders

Sealed quotations are invited for the supply of reputed make Invertors with batteries of reputed make viz Exide , Amara Raja etc, from reputed firms with adequate capacity and sound financial standing, having MP Dealer Network. Interested eligible bidders may obtain the tender form from the office of the The Oriental Insurance Co. Ltd., Regional Office, 4th floor, IDA Building, Race Course Road, Indore, 452001, M.P. on **all working days from (Monday to Friday) between 10.00 A.M. to 5.00 P.M. and upto 2.00 P.M. on the last day 07.02.2012)** on payment of non refundable fee of Rs.500/- by way of a Bank Demand Draft in favor of The Oriental Insurance Co., payable at Indore. The tender document can also be downloaded from Company's website www.orientalinsurance.org.in and in that case a bank draft drawn in favor of The Oriental Insurance Co.; payable at Indore for Rs500/- should be attached along with **Technical Bid** towards cost of the tender document.

The **Technical Bid** shall contain the complete Technical specifications as per Annexure-VI. The **Financial Bid** shall contain the Price Schedule as per Annexure-VII.

The **Technical Bid** and **Financial Bid** shall be placed in two separate envelopes duly super scribed. Each of these two sealed envelopes containing the respective Bids shall carry on the face of it the Tender No., Name and Address of the Tenderer. These two sealed envelopes/covers shall be put into an OUTER COVER and sealed. The **OUTER COVER** shall only indicate the tender No. Name and dates of closing/opening **prominently** along with the address of Purchaser i.e. The Oriental Insurance Co. Ltd., Regional Office, 4th floor, IDA Building, Race Course Road, Indore, 452001, M.P.

The Technical Bid will be opened in the presence of tenderers or their authorized representatives who may choose to attend the opening of tenders at The Oriental Insurance Co. Ltd., Regional Office, 4th floor, IDA Building, Race Course Road, Indore, 452001, M.P. at 3.30 P.M. on **07/02/2012**.

The Financial Bids will be opened on later date for those bidders whose Technical Bid fulfils the requirements of tender documents as mentioned in the Terms and Conditions of contract (Annexure-II) and meet all specifications and allied technical details contained in Annexure IV of this tender document.

The decision of the "The Chief Regional Manager, The Oriental Insurance Co. Ltd., Regional Office, 4th floor, IDA Building, Race Course Road, Indore, 452001, M.P." shall be final and binding on the bidders.

The tender duly filled in and complete in all respects, along with all the above mentioned documents duly signed on each and every page should reach The Oriental Insurance Co. Ltd., Regional Office, 4th floor, IDA Building, Race Course Road, Indore, 452001, M.P. on or before **3.00 p.m. on 07/02/2012**.



ANNEXURE-II

THE ORIENTAL INSURANCE CO.LTD.

REGIONAL OFFICE: IDA Building 4 th Floor,
7, Race Course Road, Indore -452003 (M.P.)

Terms and Conditions of Contract

1. The quantities mentioned denote the approximate requirement of The Oriental Insurance Co. Ltd., Regional Office, Indore, 452001, M.P. during the period and may vary as per actual use.
2. The Contract on the basis of this Tender will be in the form of a Running Rate Contract and will remain valid for a period of three months from the date of opening of the tender.
3. Supply orders will be placed on the successful tenderer with whom the Contract is entered into as per requirement from time to time. Supplies and installation of Inverters should be affected strictly as per the approved brands within the prescribed schedules. The tentative time schedule, place for on-site delivery and the quantities have been given in the Annexure-V for guidance only. This may vary as per the actual requirement from time to time.
4. The tenderer should submit his tender with product catalogue offered by him in not less than 30 x 40 cms size indicating thereon detailed specifications of product (Inverter) such as brand name, voltage, Battery details, Backup time, warranties etc and the manufacturer name. **This is very important and lack of this information may result in rejection of the offer.**
5. The tendered rate must be kept open for acceptance (valid for acceptance) for a period of three months from the date of opening of financial bid. The rate should be inclusive of all taxes including **The Sales Tax, VAT, Education Cess, transportation, loading/unloading, installation charges etc. whichever are applicable. Sales tax/VAT number must be mentioned with the bid.**
6. Any variation in specification, especially with regard to make, capacity, and voltage, etc. of the batteries being supplied shall entitle the order and supply to be summarily rejected. The firm is advised to be careful with regard to this during the supply and installation of the Inverters at various locations (on-site) of OICL in M.P. In case of non-compliance of any condition, an appropriate penalty as decided by OICL will be levied on the firm, which shall be binding and final and such penalty will be adjusted against the amount payable to the supplier.

7. Supply and Installation

- (a) The Inverters should be supplied at OICLs locations (on-site) spread various locations in Madhya Pradesh in original manufacturer packing at the cost and responsibility of the tenderer/supplier. In case any occurrence of loss, damage, theft, pilferage in transit, the responsibility shall be that of the supplier and replacement wherever necessary shall have to be made by the supplier at no extra cost. Appropriate care should be taken at the time of installation and un-installation of Inverters at OICL's locations.
- (b) Each Inverter & battery shall be marked with the following particulars at the time of installation:
- i) MAKE, Capacity, voltage and substance
 - ii) Date of installation
 - iii) Month and year of manufacturing.
 - iv) Manufacturer's name or recognized trademark, if any.
 - v) Each package may also be marked with the Standard mark.

8. Loading charges at firm site and OICLs location and unloading charges at Consignee's/custodian and supplier site along with installation charges will be borne by the supplier.

10. **WARRANTY**

- a) The supplier is solely responsible for warranty of Inverters & batteries during the given warranty period in warranty card.
- b) If any complaint received from custodian during the warranty period, the supplier is responsible to resolve the problem on site within the 3 days either by replacement or repair whichever is applicable.

11. **INSPECTION**

- (a) The supplies should conform to the quality/specifications of the product agreed upon and is subject to inspection before acceptance at OICLs locations is the discretion of RO, OICL. If the product fails to conform to the given specifications, the OICL reserves the right to reject the total supplies and remove these at supplier's cost or to levy appropriate penalty in this regard.
- (b) The physical check is done at the time of receipt of material at the OICL's locations by local in charge of that location/office.

12. The OICL may not accept the lowest tender and reserves the right to reject or accept whole or any part of tender without assigning any reason.

13. **PAYMENT**

90% payment will be made for the Inverters delivered & installed and formally accepted after physical inspection, within 30 working days after the supply is made subject to receipt of bills from the supplier duly supported by documents

to prove the supply of the material as per specifications, in good condition and its acceptance by custodian and after verification of this bill by OICL. The payment of balance 10% will be made within 60 days only after the receipt of Test Report subject to the condition that Test Report is/are in order.

14. **Eligibility and qualification requirement of Tenderers:**

No tender shall be considered if:-

- a) The annual turnover of the firm shall be more than 20 lakhs. A documentary proof to this effect is to be submitted for previous financial year (A copy of IT return) .
- b) The tender document has not been purchased by the tenderer from The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P or the Quotation is not accompanied by a DD for Rs. 500/- in favour of OICL,Indore per para 1 above in case it has been downloaded from OICL's website.
- c) Not submitted in prescribed form and not accompanied with bid security (earnest money) as specified in Annexure-III)
- d) The tender document is conditional and inconsistent with the terms and conditions of the contract.
- e) Rates of products of more than one manufacturing company/units are quoted.
- f) More than one rate is quoted for Inverter.
- g) The tenderer submits more than one tender for a single product or authorizes the submission of more than one tender on its behalf by one or more authorized person(s)/Company(ies).
- h) Tender is received after the dead-line for submission of bid.
- i) In case the tender document is not signed by the tenderer on each page as acceptance of all the terms and conditions of tender.
- j) The rate is not all inclusive for on-site delivery and installation at the OICL's locations.

NOTE:

All payments from purchaser will be made through ECS/RTGS only, hence every Tenderer should submit following information:

Name of Account Holder

Name & Address of Bank

Account No.

IFSC code of Bank

15. **BID DOCUMENTS** :

The tenderer is expected to examine carefully all instructions, conditions, tender form, appended to quotation form, proforma agreement, specifications, annexures, schedules, etc. in the Tender document. Failure to comply with the requirements for submission of Tender, will be at the tenderer's risk and OICL shall not be liable to be responsible for any damages/claims arising thereof. Tenders, which are not substantially responsive to the requirements of the Tender document, will be rejected.

The manufacturing firm shall give an undertaking that they will adhere to the time schedule and are in possession of required infrastructural facilities to produce the quantum of material/goods asked by the University in the Tender document.

Before placing the order, the OICL reserves the right to inspect the supplier firm/ factory to ensure its reliability, and storage capacity etc. After ensuring the same, the Supply Order shall be issued.

16. Acceptance of offer will be communicated by the supplier in writing by formal "Acceptance of Tender". In case acceptance is communicated by e-mail, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in e-mail.

17. **BID SECURITY (EARNEST MONEY)**

The earnest money **As per Annexure-III** is to be deposited in the form of A/c. Payee Bank Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Bank in favor of OICL, payable at INDORE.

- i) Earnest money of the unsuccessful tenderer(s) shall be refunded as early as possible.
- ii) EMD of successful tenderer will be refunded on receipt of Bank Guarantee.
- iii) No interest shall be paid on Earnest Money.

Earnest money shall stand forfeited in case of the following:

- a. if the bid is withdrawn at any time before the validity period, or
- b. if the successful tenderer fails to execute the contract and / or does not deposit the security amount within the stipulated period.

18. **PENALTY**

Penalty will be levied on the value of the material as per delivery schedule, delay in supply is also a partial breach of contract.

- a. In case the supplier fails to meet any of the conditions agreed upon, the OICL reserves the right to take any action it may deem proper including forfeiture of part or whole of Earnest Money, Security Deposit, and /or any other amount due to supplier. If the contractor fails or neglects to observe or perform any of his obligations under the Contract it shall be lawful for the Chief Regional Manager, The Oriental Insurance Co.

Ltd.,Regional Office, Indore, 452001, M.P to forfeit either in whole or in part, in his absolute discretion, the Security Deposit furnished by the tenderer and to arrange to purchase the ordered quantity of the material at the risk and expense of the tenderer. Similarly, if the tenderer duly performs and completes the contract in all respects, Security Deposit will be refunded to the tenderer after deducting all costs and other expenses that the OICL may have incurred and all dues and other moneys including all losses and damages which the OICL is entitled to recover from the Tenderer.

- b. The Security deposit can be forfeited by the order of the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P in the event of any breach or non-observance of any of the conditions of the Contract. On the expiry of the contract, such portion of the said security as may be considered by the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P, sufficient to cover an incorrect or excess payment made on the bills of the supplier, shall be retained by him.
- c. Any sum of money due and payable to the Supplier(s) including Security Deposit refundable to him / them under this Contract may be appropriated by the OICL and set off against any claim of OICL in respect of any sum of money arising out of under any other Contract(s) made by the Supplier with the purchaser and for such purpose the purchaser shall be entitled to sell and / or realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as the purchaser may think fit.

Time and promptness are essence of the contract. The time specified for delivery or completion of the orders shall be strictly adhered to and time in this respect shall be deemed to be the Essence of the Contract. If the time schedule is not adhered to and the job is delayed for reasons other than beyond supplier's control, the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P shall be entitled at his option either to:

- a) Cancel the order or
- b) In cases where the contractor fails to supply part or whole of the stores within the stipulated time, compensation shall be recovered @ 1% of the cost of the order for each lot for every weeks delay or part of a week (subject to the maximum of 10% of the cost of supply) on the recommendation of OICL RO Indore.

or

The purchases shall be effected at the cost and expense of the firm after giving it due notice and the difference in price, if any, paid for purchases made from other sources shall be recovered from the firm.

In the event of any action(s) being taken under above, the cancellation of the order will be without prejudice to the right of the OICL and to recover from the contractor any loss incurred thereby and the contractor will not be entitled to any compensation for such cancellation.

19. INCOME TAX CERTIFICATE

The successful tenderer will have to necessarily furnish a copy of the P.A.N issued by the Income Tax Department to the manufacturing Unit or tenderer along with the Income Tax Return for the last financial year in the prescribed form.

20. Any additional levies/cess becoming due to government, or any other additional claims from the supplier during the extended period shall not be payable by OICL.

21. PARTIES

The parties to the Contract are the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P. & successful bidder.

22. ADDRESS OF THE CONTRACTOR FOR THE PURPOSE OF SENDING NOTICES AND COMMUNICATION ON BEHALF OF THE OICL :

For all purposes of the Contract, including arbitration thereunder, the address of the Contractor mentioned in the tender shall be the address to which all communications addressed to the Contractor shall be sent, unless the Contractor has notified a change of address by a separate letter containing no other communication and sent by Regd. A/D. post, to the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P. The Contractor shall be solely responsible for the consequences of an omission or error to notify the change of address in the manner aforesaid. Communications to be sent to the OICL shall be addressed to Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P and be sent by registered post.

23. EXERCISE OF THE POWER OF OICL

Any communication or notice on behalf of the OICL in relation to the contract may be issued to the supplier by the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P, or by any other officer authorized by him in the OICL, Indore and all such communications and notices may be served on the supplier either by registered post or under certificate of posting or by an ordinary post or by hand delivery at the option of such officer, and posting of the letter will be deemed to have been served on the supplier.

24. RESPONSIBILITY OF THE SUPPLIER FOR EXECUTING THE CONTRACT :

The Supplier shall execute the contract in all respects in accordance with the terms and conditions thereof.

25. (a) SUBLETTING, TRANSFERING AND ASSIGNMENT

The Supplier shall not, save with the prior consent in writing to the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P., sublet, transfer or assign the Contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner whatsoever.

(b) CHANGES IN THE FIRM

- i) If the Contractor is a partnership firm, no new partners shall be introduced in the firm, except with the prior consent in writing to the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P., which will be granted only upon execution of a written undertaking by the new partner to prior the Contract and accept all the liabilities incurred by the firm under the Contract prior to the date of such undertaking.
- ii) If on the death or retirement of any partner of the supplier firm, the said partnership firm is dissolved before the complete performance of the Contract, the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, Indore, 452001, M.P, may at his option, cancel the Contract and in such case the Contractor shall have no claim whatsoever to any compensation against the purchaser.
- iii) If the contract is determined as provided in sub-clause (ii) above, notwithstanding the retirement or death of partner of the firm, the remaining partners shall continue to remain liable under the contract for acts of the firm until a copy of the public notice given by him under section 32 of the Partnership Act has been sent by him to the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, 4th floor IDA Building Race Course Road Indore, 452001, M.P by Regd./AD. post.

c) CONSEQUENCES OF BREACH

Should the contractor or the Supplier firm or any partner of the firm commits breach of any of the conditions (a) or (b) of the above sub-clause, it shall be lawful for the Chief Regional Manager, OICL to cancel the Contract and purchase or to authorize the purchase of the stores contracted for at the risk and cost of the Contractor.

- (d)** The decision of the Chief Regional Manager, OICL as to any matter or anything concerning or arising out of the sub-clauses or any question whether the Supplier or the Contractor firm or any of the partner(s) of the Supplier firm has committed a breach of any of the conditions contained in the sub-clause shall be final and binding on the Supplier and the Supplier cannot raise any objection thereto at any point of time.

26. PRECAUTIONARY MEASURES

- i) All items shall be supplied and all jobs should be carried out with due regard to the prescribed specifications and terms mentioned in the Supply Order/Purchase Order.
- ii) The Contractor shall take every care to see that the work or any portion thereof does not fall into the unauthorized hands.
- iii) The OICL shall not be bound by any oral or other representations sought to be made by any officer of the OICL Only communication of the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, 4th floor IDA Building Race Course Road Indore, 452001 M.P., shall have effect. This contract is the full and complete contract between the parties, and no prior discussions, negotiations representations or other offers shall bind

the parties. No variations of contract shall bind the parties unless it is in writing and signed by the Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, 4th floor IDA Building Race Course Road Indore, 452001

27. If at any time after acceptance of the tender, OICL for any reasons whatsoever, does not require the whole or part of the supplies, Chief Regional Manager, The Oriental Insurance Co. Ltd.,Regional Office, 4th floor IDA Building Race Course Road Indore, 452001M.P. shall be entitled to give a notice in writing to this effect to the supplier, intimating cancellation of the full or part of the quantity yet to be delivered and the supplier shall have no right to claim any payment of compensation or otherwise, whatsoever, on account of any loss direct or indirect suffered / to be suffered by him.

The Contract can be terminated by the OICL, if, at any time by giving 15 (fifteen) days notice in writing without assigning any reasons whatsoever.

28. **EXTENSION OF TIME**

- i) As soon as it is apparent to the Supplier(s) that the respective dates for completion of the supply cannot be adhered to, an application for extension of time shall be sent to the The Chief Regional Manager, The Oriental Insurance Co. Ltd, Regional Office, 4th floor, IDA Building,Race Course Road, Indore 452001 MP M.P., well in advance without prejudice to the rights of OICL, under the Contract, about the failure to execute the Contract in proper time, as aforesaid, shall have arisen from any cause (including strikes, fire and accidents resulting in stoppage of work in the factory of the Supplier) etc. which the Chief Regional Manager, OICL may decide as reasonable ground for any extension of time (and his decision shall be final). He may allow such additional time as he considers to be justified under the circumstances of the case on such terms and conditions as to the payment of liquidated damages or otherwise, including a term enabling the The Chief Regional Manager, The Oriental Insurance Co. Ltd, Regional Office, 4th floor, IDA Building,Race Course Road, Indore 452001 MP M.P. to obtain supplies from elsewhere, during the said period of extension. The OICL may in such cases where an extension is given, direct that the Supplier shall pay as agreed, liquidated damages and not by way of penalty, such sum not exceeding 2% of the value of supplies which the Contractor(s) has/have failed to deliver as aforesaid, for each week or part of a week, during which the job may be in arrears and the decision of the , OICL, shall be final and binding and the amount so payable shall be recovered by deduction from the bill(s) of the Supplier(s) or otherwise, as may be found necessary.
- ii). **All such delayed delivery effected without getting an extension of delivery period shall be deemed to have been accepted by the purchaser with the clear intention to levy liquidated damages not by way of penalty, under clause (i) of above.**
- iii) The pre-receipted bills (in triplicate) should be submitted immediately on completion of the supplies. The supplementary claim if any should also be preferred within 3 months of the last supply made. No request on this account will be entertained after that.
- iv) Extension of time may be considered after verification by OICL of reason/s for a delayed supply, if so desired.

29. INSOLVENCY AND BREACH OF CONTRACT

The OICL may at any time, by notice in writing summarily terminate the Contract without compensation to the Contractor in any of the following event, that is to say:

- i) If the Contractor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvent or shall have a Receiver appointed on the Business or an order for administration of his estate made against him or shall take any proceeding for composition under Insolvency Act for the time being in force or make any conveyance or assignment or if the firm be dissolved under the partnership Act, or.
- ii) If the Contractor being a company is wound up voluntarily or by the order of a Court or Receiver, Liquidator or Special Officer or Administrator, or.
- iii) If the Contractor commits any breach of Contract not herein specifically provided for:

Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the purchaser and provided also that the contractor shall be liable to pay to the OICL for any extra expenditure, he is thereby put to and the Contractor shall under no circumstances entitled to any gain or re-purchase.

30. FORCE MAJEURE:

The Supplier shall not be liable for forfeiture of its Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform his/her obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

31. PROCEDURE FOR SUBMISSION OF BILLS

After making each supplies, the pre-receipted bill in duplicate prepared on the basis of the accepted rates should be submitted to the The Chief Regional Manager, The Oriental Insurance Co. Ltd, Regional Office, 4th floor, IDA Building, Race

Course Road, Indore 452001 MP for necessary action together with receipted delivery vouchers duly signed and sealed by the custodian with date of installation for the supplies made. Payment of bills will be arranged through Estt. Deptt of OICL, Indore. The OICL reserves the right to carry out a post payment audit of the contractor's bill including all supporting vouchers. The OICL further reserves the right to enforce recovery of any over-payment coming to light as a result of such audit, by any or all the methods prescribed above.

32. STELLMENT OF DISPUTES AND JURISDICTION

The disputes shall in the first instance be tried to resolve by mutual discussions between the parties within a period of two months failing which only regular courts of Delhi/New Delhi will have the exclusive jurisdiction to adjudicate upon the matter.

Supplies under the contract shall, if reasonably possible, continue during the legal proceedings and no payment due to or payable by OICL shall be withheld on account of such proceedings.

The venue of arbitration shall be Indore and both the parties shall bear the cost of Arbitrate equally subject to the foregoing the courts at Indore alone shall have jurisdiction in the matters arising from this contract.

33. NO WAIVER

No act of omission and commission of OICL shall constitute or deemed to have the effect of waiver of any right or entitlements of OICL in respect of this contract.

35. AUTHORITY

No communication, certificate, letter or other document issued for OICL shall have any effect for this contract unless it is issued by the The Chief Regional Manager, The Oriental Insurance Co. Ltd, Regional Office, 4th floor, IDA Building, Race Course Road, Indore 452001 MP M.P. or under his authority.

**THE ORIENTAL INSURANCE CO.LTD.**

REGIONAL OFFICE: IDA Building 4 th Floor,
7, Race Course Road, Indore -452003 (M.P.)

REQUIREMENT

OICL intends to procure reputed Inverter with Exide or Amara Raja make batteries with buyback option as per specification given in Annexure-IV from the manufacturers/authorize firm having ALL INDIA DEALER NETWORK. The requirement is for superior quality product as per details given below:

Sl. No	Description	Approximate Quantity	Estimated cost. (Each) (Rs.)	E.M.D. (Rs)
1.	Make- Any reputed Branded Inverter of KV with backup of 3-4 hours For 8-10 Tube Lights/CFL & 7-8 Fans during working hours. (Vary as per structure of office)	12		5000/

The actual quantity required may vary as per the need of the OICL from time to time.

SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

The Oriental Insurance Co. Ltd., RO Indore requires the Inverters of following specifications at OICLs locations in M.P. is "As is where is basis".

REQUIREMENTS (Approximate)

Make- Branded & Reputed Inverters with Exide or Amara Raja Batteries.

Firm should furnish the specifications on the samples of the product, which they are authorities to supply and quoting for-

- a). Only the Reputed make Inverters as above may be quoted. The name of the brand and specification be given in each Batteries.
- b). The detailed delivery schedule will be intimated to the tenderer as per requirement of the OICL Indore from time to time. This is not to be treated as commitment on the part of OICL as this is liable to vary and is given only as a rough estimate.
- c). The Terms and conditions of Supply Order are summarized and enclosed in Annexure-II.
- d). Tenders in the prescribed form should be submitted along with the Earnest Money Deposit of Rs. 5000/ for Inverters in the form of a Demand Draft drawn in favor of The Oriental Insurance Co. Ltd, payable at INDORE. Tenders not accompanied by the Earnest Money specified are liable to be rejected summarily.
- e). The tenders in the prescribed form super scribed on the envelope "Tender for supply of Inverters" may be submitted in a double sealed covered addressed to The Chief Regional Manager, The Oriental Insurance Co. Ltd, Regional Office, 4th floor, IDA Building, Race Course Road, Indore 452001 MP M.P. so as to reach this office by **3.00 p.m. on 07/02/2012.**
- f). The location in terms of state, district, block and numbers of sites where the requirement made by OICL to supply of the batteries and installation mentioned in Annexure V.

OICL Locations where Inverters have to be installed.

- 1. DO Khandwa**
- 2. BO Mandsaur**
- 3. BO Khargone**
- 4. BO Chhindwara**
- 5. BO Neemuch**
- 6. DO Gwalior**
- 7. BO Morena**
- 8. EC Shivpuri**
- 9. BO Burhanpur**
- 10. DO Ujjain**
- 11. BO Biarora**
- 12. DO Satna**

Technical Bid Form**Make of Inverter: Any Reputed Brand****Make Batteries - Exide or Amara Raja****Full name of the Firm:****Address of the tenderer:**

c) Bid Security (Earnest money) accompanying the tender:

1. I/we hereby offer to supply the Batteries as per quotation to this tender hereto portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this **offer open for a period of one year from the date of opening of the tender**. I/we shall be bound by a communication of acceptance issued by you.
2. I/we have understood the Instruction to Tenderers and Terms and Conditions of Contract in the form as given in the Annexure-II to the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the paper required and my/our offer is to supply the paper strictly in accordance with the specifications and requirements.
3. A Draft/Pay order for Rs.500/- drawn in favour of, The Oriental Insurance Co. Ltd., and payable at Indore is enclosed (in case the tender document is downloaded from the website).
4. The following have been added to and form part of this tender,
 - a. Certificate of dealership authorize by company
 - b. Annexure-II to this tender containing the terms and conditions duly signed and stamped on each page, in token of acceptance of the Terms and Conditions.
 - c. Copy of P.A.N. and details of Income-tax registration.
 - d. Financial Bid Form in a separate sealed envelope by super scribing on the envelope – “Financial Bid for Invert and Batteries of, The Oriental Insurance Co. Ltd., Regional Office, 4th floor IDA Building Race Course Road Indore, 452001ROT's under Regional office Network”.
 - e. Copy of last audited balance sheet/ Income tax clearance certificate
 - f. Any other enclosure (Please give details)
5. If our bid is accepted, we shall submit the Bank Guarantee for the sum equivalent to 5% of the order value of the lot in the form prescribed by OICL in Annexure VIII.
6. I/We do hereby undertake that until the formal supply order is placed on us, this bid together with the written acceptance thereof and placement of letter of intent awarding the supply order, shall constitute a binding contract between us.

Yours faithfully,

(Signature of Tenderer)

Name of Authorised Signatory

Address.....

.....

Dated 23/01/2012

Seal of Firm

FINANCIAL BID FORM
(RATE SHEET)

Date:

(Enclose in a separate envelop.)

TENDER FOR THE SUPPLY OF Invert and batteries:**Make Inverter-** Any Reputed brand

Make Battery: Exide or Amara Raja

Conforming to characteristic and requirement given in Annexure-III & IV of the tender document.

The total required quantity given in Annexure-III of the tender document.

S.No.	Descriptions of the items quoted	Rate of Each
1.	Inverter Make- Battery Make: Exide or Amara Raja Capacity: Back up Time in Hrs. :	Rs. _____ (Rupees _____ _____ _____

Delivery Schedule:

1. Period within which the supply can commence after 28 Days issuance of confirmed supply order

The rate quoted should be on FOR destination of OICL Network under Indore Region locations (on-site) as mentioned in Annexure V and the firm will bear all expenses like taxes, transportations, labour charges etc. for supplying the Inverter and batteries to OICL including all loading and unloading charges.

Name and Signature
Of authorized signatory of the Firm
Seal of the Firm

Place: Indore

Date:
