



UNITED INDIA INSURANCE CO. LTD
REGIONAL OFFICE: UI TOWERS P.B.NO.1020, 3-5-817&818, BASHEERBAGH, HYDERABAD-500029

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REF NO: HRO:IT:ON:94:2021-22

RFQ - RATE CONTRACT FOR SUPPLY AND INSTALLATION OF SMF BATTERIES FOR UPS AT REGIONAL OFFICE BUILDING HYDERABAD

INSTRUCTIONS/GUIDELINES TO BIDDERS

United India Insurance Co. Ltd, Regional Office Hyderabad invites sealed quotations regarding Rate Contract for Supply and installation and maintenance of 120 AH SMF UPS Batteries as specified below.

You are hereby requested to send your sealed quotations for the supply of above mentioned items to the below mentioned address:

**Joint Regional Incharge,
United India Insurance Company Ltd. (UIIC),
Regional Office-Hyderabad,
4th Floor, UI TOWERS P.B.NO.1020, 3-5-817&818, Basheerbagh
Hyderabad-500029.**

The quotation should be submitted in a Sealed Cover Marked “**Tender for supply of SMF UPS batteries and buyback**” and may be dropped in the tender box kept at **Regional office** for this purpose.
Last Date of Submission of quotations is – **07/04/2022 at 12 PM.**

Applications received beyond the stipulated time shall not be considered. If the last date for submission of Tenders happens to be a holiday due to some unforeseen circumstances, then the tender can be submitted by 12 PM on the next working day. For Queries and Clarifications send email to tsshyderabad@uiic.co.in
Phone: **040-23231673.**

This invitation to tender is for:

Rate Contract for supply and installation of specified 120 AH SMF Batteries (as applicable) and Outright buyback of old 120 AH SMF Batteries for UPS Systems in our Hyderabad Regional Office

1. ELIGIBILITY CRITERIA

- a) Supplier should be either manufacturer (OEM) or an authorized dealer of UPS battery of the specified make (Exide) with sufficient proof of Dealership with Original Equipment Manufacturer, valid for at least 1 year from the last date of Tender.
- b) Any vendor who has an office / Store in Hyderabad can apply for the tender.
- c) Should have a valid GST No. Supplier has to provide self-attested copy of the GST Certificate.

2. TERMS AND CONDITIONS

- a) Prices should be inclusive of all Charges (including Transportation, delivery and installation charges). GST shall be paid extra as shown in the Invoice.
- b) The make of battery should be “Exide”.
- c) In case any of the supplied battery gets faulty within warranty period, the same **shall be replaced by the supplier within 5 days’ time for which no extra amount will be paid to the supplier.**
- d) **In case supplier fails to replace the same in stipulated time a penalty of Rs.100/- per day upto the maximum of cost of the battery may be levied by us.**
- e) The quotation should clearly specify the **period of warranty which should be TWO years for SMF batteries.** 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, within 3 to 5 days for which no extra amount will be paid to the supplier.
- f) The rates quoted in the tender should be valid at least **One Year** from the date of approval for supply of batteries.
- g) Company can place purchase order to the supplier on the approved **rates for any number of batteries at any time in the period of one year.**
- h) The supplier should also specify the rate at which old battery(s) would be taken back (Buy-Back Price). The supplier will collect the exhausted/old battery(s) (any make) on his own cost from the locations.
- i) The delivery and installation for new batteries should be made within a maximum of 7 days from the date of receipt of our order and payment will be made by the Regional office **through electronic mode of transfer** after proper installation of battery(s) and receipt of Buy back price incl of GST.
- j) All invoices shall carry **GSTIN No. of Hyderabad Regional Office of UIIC- 36AAACU5552C1ZK.**

- k) 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. If required the vendor needs to supply connecting cable (10 Sq.mm.) with copper lug for connecting batteries. The price for the same may be mentioned.**
- l) The supplier will do installation of battery(s) with UPS 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.
- m) The order can be placed on “**as & when needed basis**” for any number of battery / batteries till the validity of the contract.
- n) Each successful bidder who has been awarded a contract will have to furnish a Performance Security Deposit of **Rs.30000/- (Rupees Thirty Thousand Only)** by NEFT or by way of Bank Guarantee for the period of the contract in favor of **THE UNITED INDIA INSURANCE COMPANY LIMITED** payable at **HYDERABAD**. Successful Bidder will provide agreement on Rs.100/- stamp paper. This Performance security deposit needs to be supplied afresh for the period of this contract, even if the vendor holds any prior contract with us.
- o) Performance Security deposit will be kept with the Company till completion of the contract period of one year. No interest will be paid on the same.
- p) No amendment in Rates will be accepted from any of the participants, once tender has been opened on due date and is finalized.
- q) 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.
- r) 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.
- s) In case of deviation from any of the Terms & Conditions during period of agreement, the Security Deposit of the supplier may be forfeited.
- t) 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.
- u) Vendors who do not have GSTIN No. need not apply.
- v) The Company reserves the right to accept/reject any of the tenders, add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary, reject any or all the tenders without assigning any reason thereof.

- w) The tender is liable to be rejected *interlia* if it is not in conformity with the instructions mentioned herein, incomplete documentation, if it is not properly sealed and signed by the bidder, if it is received after the expiry of the due date and time.
- x) Incase of any dispute or any difference only Courts of Hyderabad shall have the jurisdiction in all matters arising out or connected with this agreement. Further this agreement is subject to laws of India alone.

The tender will be opened in the presence of bidders on 07/04/2022 at 4.00pm at our Regional Office.

Due to any exigency/ due to the date being a holiday, tender will be opened with prior intimation to the bidders.

3) DOCUMENTS TO BE SUBMITTED IN THE SEALED COVER.

- a) Signed and Sealed Copy of this Tender Document.
- b) Proof of Authorized Dealer (OEM Certificate) as mentioned in Eligibility Criteria Point 1(a).
- c) Proof of Office / Store in Hyderabad.
- d) GST Certificate (Self attested).
- e) Annexure-1 - Declaration on Supplier Letter Head signed and sealed by Authorized representative of Supplier.
- f) Annexure -2 - Supplier Information Page signed and sealed by Authorized representative of Supplier.
- g) Annexure -3 & 4- Schedule of Rates

NOTE: The bidder has to submit all the above mentioned documents. Incomplete Bids Shall be rejected.

I/ We (Name of the Person of the supplier) hereby
declare that we have read all the terms and conditions mentioned above and on behalf of
our company _____ we agree and abide by these terms &
conditions.

(Signature of supplier with Seal)

ADDRESS –

CONTACT NO:

Annexure -2

SUPPLIER INFORMATION FORM

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 GST. If yes

then GST No. : _____

(Please attach self-attested Xerox copy 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. : _____ 2018-19

: _____ 2019-20

: _____ 2020-21

7. Commitment period for supplying the batteries as per rates quoted: One Year from the date of selection letter.

Place:

(Signature of the supplier with Seal)

NAME–

ADDRESS –

CONTACT NO:

Annexure - 3
SCHEDULE OF RATES for New batteries

S NO	Battery Rating	Base Price of One Unit battery (Specify Model No) (Inclusive of Taxes) (in INR) (A)	Warranty period (In Years/months)	Buy back price of One Unit old Battery (Inclusive of Taxes) (In INR) (B)	Net Price (C) (In INR) (Inclusive of Taxes) C=A-B
1	12 V- 120AH AH@C10 SMF Exide make				

****Price of one connecting cable(10 Sq.mm.) with copper lug for connecting batteries Inclusive of all taxes _____**

- **Separate Invoice will be raised for Buyback Batteries**

(If required)**

Date:
NAME-
ADDRESS -
CONTACT NO:

(Signature of the supplier with Seal)

Note:

1. Successful Bidder shall be finalized based for each Battery rating separately i.e. the Bidder whose Net price will be lowest (L1) for each battery rating will be awarded contract.
2. GST shall be paid separately for Purchase of New battery and Buy back of Old battery as shown in the invoice.
3. Warranty period must be mentioned in terms of months. Minimum warranty period should be 24 Months for SMF batteries.
4. If Net price is the same among the bidders, then the model providing longer Warranty will be L1.
5. If warranty period is also same, then L1 vendor providing further discount in price will be selected.

Annexure-4
SCHEDULE OF RATES

Rates for only Outright Buyback of SMF Batteries

S NO	Battery Rating	Buy back price of One Unit old Battery) (In INR) (A)	Taxes Applicable in % and in INR (B)	Total Net Buyback price per Unit in INR A+B
1	12 V-120AH SMF			

- **Separate Invoice will be raised for Buyback Batteries**

- **Date:**

(Signature of the buyer with Seal)

- **NAME-**
- **ADDRESS -**
- **CONTACT NO:**

1. Successful Bidder shall be finalized based for each Battery rating separately i.e. the Bidder whose Net price will be highest (H1) for each buyback battery rating will be awarded contract.
2. GST shall be paid separately for Buy back of Old battery as shown in the invoice.
3. If Net price is the same among the bidders, then H1 vendor providing further higher buyback price will be selected.
4. The buyer will collect the old battery(s) (any make) on his own cost from the locations specified and pay the buyback amount incl of GST vide online payment mode.