

Leadership and beyond



நியூ இந்தியா அஷ்யூரன்ஸ்

न्यू इन्डिया एश्योरन्स

NEW INDIA ASSURANCE

Regional Office

Chennai

17.07.2024

**TENDER – PRICE CONTRACT FOR PURCHASE OF UPS BATTERIES
(TENDER NO “ITD/UPS BATTERIES/CHN/2024-25/02”)**

SL No.	Details	Remarks
1	Two Bid System	Technical (Cover A) Commercial (Cover B)
2	Tender Closing Date	29-07-2024@13:00 hrs
3	Tender Opening Date	30-07-2024@15:00 hrs at 2 nd floor, Regional Office Chennai(Subject to the availability of tender committee members)

Shalonyee
19/07/24

Ms. Nabonita Chatterjee
Regional Manager

नबोनीता चटर्जी
NABONITA CHATTERJEE
क्षेत्रीय प्रबंदक
Regional Manager

770 A, Anna Salai, Dewa Towers Chennai - 600 002.

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Phone: 044-28503153

TENDER DOCUMENT

PRICE CONTRACT FOR PURCHASE OF TUBULAR UPS BATTERIES FOR UPS AS & WHEN REQUIRED

(Period from 01st August 2024 to 31st July 2025)

SECTION I

INSTRUCTIONS / GUIDELINES TO BIDDERS

You are hereby requested to send your sealed quotation (in two bid systems i.e. Technical and Commercial) for the supply of above mentioned items to the below mentioned address:

***“Regional Manager (IT),
The New India Assurance Co Ltd.,
Regional Office, 2nd Floor, Dewa Towers,
Anna Salai, Chennai – 600 002”.***

The quotations shall be dropped in a sealed Tender box kept at the **I.T.Dept. (2nd Floor)** at the above address on or before **29th July 2024 at 13:00 Noon**. 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 12:00 Noon on the next working day.

This invitation to tender is for:

- ❖ Rate contract for procurement of specified Tubular Batteries for UPS systems of 1 KVA, 3KVA, 5 KVA, 7.5 KVA & 10 KVA UPS installed at our various offices under our Chennai Regional Office.
- ❖ We are having UPS of the above capacities of the make Numeric, Aplap, Donvey, Kevin, Igatech, Switching AVO, Hykon and Techser.

1. Preferred Brand of Tubular Batteries

- ❖ Exide
- ❖ Southern
- ❖ Amaron

2. Eligibility Criteria

- a. Supplier should be either manufacturer (OEM) or an authorized dealer of UPS battery of the above make with sufficient proof for Dealership with Original Equipment Manufacturer, valid for at least 1 year from the date of tender.
- b. **Supplier/OEM should have their Regional Office / Zonal Office in Chennai.**
- c. Quotation should indicate battery price(including cost of installation), GST and Buy Back Price separately.
- d. Vendor should supply & install the battery at the required place.
- e. Vendor should have local point of service in the area to provide after sales support.
- f. Each tender form should be accompanied with Demand Draft / Pay Order for an amount of **Rs.10,000/-** as EMD in favour of **The New India Assurance Co. Ltd., Chennai.**
- g. Successful Bidder has to pay an additional amount of **Rs.50,000/- (Fifty Thousand Only)** as Security Deposit.
- h. The EMD and the Security Deposit will be repaid to the successful bidder only after the expiry of 4 years of warranty period from the date of last purchase order without interest.
- i. The EMD to the unsuccessful bidder/s will be repaid after due intimation.

3. Conditions:

- a. Bidders are required to send **Technical (Cover-A)** and **Commercial (Cover-B)** bid in two separate envelopes and must clearly mention on the top of envelope the Technical & Commercial bid failing which tender shall not be considered.
- b. The technical bids, which are not found suitable to the company, will be rejected out rightly.
- c. The vendor should have a valid GST number and certificate failing which he would be disqualified in the technical bid.
- d. Commercial bids will be opened only for those who are qualified in their technical bids.
- e. The Company may impose any other condition/s as it thinks fit and proper at the time of awarding the contract.
- f. If the item supplied is found defective or not up to the mark during the period of two years from the date of the supply, the same have to be replaced free of cost, at the sole discretion of the Company, at the cost and expenses of the Tenderer / vendor, without any delay, default or demur.
- g. The Brand and the AH capacity for various types of batteries should be indicated clearly in the tender.
- h. Price should be quoted for the locations specified in the link below.

<https://www.newindia.co.in/portal/readMore/Offices/OurOfficesDomestic/Chennai>

- i. Should offer buy-back price to the existing battery bank in the respective offices
- j. Quotation / Tender papers should be submitted in sealed envelope super scribed "**Tender for Price Contract of UPS Battery**"
- k. Delivery schedule should be five days from the date of purchase order.
- l. Tubular Batteries should carry four years of warranty including refilling of distilled water as and when required during the period and it should be mentioned clearly in the quotation / tender document.
- m. The company reserves the right to relax / waive or alter any of the General Terms & Conditions, if it finds sufficient reasons to accept a tender with regard to the price, quality, standard of the tenderer in the market and other relevant conditions.

- n. Each paper of the tender document should be numbered signed and stamped by the tenderers with the seal of the firm.

4. **Documents to be submitted:**

Technical (Cover-A)

- a) Documents to prove eligibility [As per Clause 2]
- b) EMD: Demand Draft / Pay Order
- c) Dealership Certificate
- d) GST Registration Certificate
- e) Bank Account Details

Commercial (Cover-B)

- a) Commercial Bid

5. **Location Details:**

All operating offices under Chennai RO . Our offices are spread around Chennai, Pondicherry, Cuddalore, Tiruvannamalai, Kancheepuram, Vellore upto Tirupaththur.

To know the locations kindly check our website:

<https://www.newindia.co.in/portal/readMore/Offices/OurOfficesDomestic/Chennai>

6. **THE COMPANY RESERVES THE RIGHT TO:**

1. Accept / Reject any of the Tenders.
2. Revise the quantities at the time of placing the order.
3. Add, Modify, Relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
4. Reject any or all the tenders without assigning any reason/s thereof.
5. Award contracts to one or more bidders for the item/s covered by this tender.

7. REJECTION OF TENDERS:

The tender is liable to be rejected *interalia*:

- 1) If it is not in conformity with the instructions mentioned herein,
- 2) If it is not properly sealed and signed by the bidder,
- 3) If it is received by Fax, email, Telex or Telegram,
- 4) If it is received after the expiry of the due date and time,
- 5) If it is evasive or incomplete and the required documents are not submitted.

8. Price Contract Agreement:

The successful bidder will have to enter into a contract with the Company (NIACL) as per the price Contract format for a period of one year, with an option to extend the same for a further period of one year or less with agreed terms and conditions or to cancel the contract before expiry of the contract.

- i) This tender document is not transferable
- ii) The committee will open the tender papers and shortlist as per the terms and conditions
- iii) The committee will examine the documents and recommend their views for further scrutiny and finalization.
- iv) This procedure is subject to changes and if so, the procedure adopted by the Company (NIACL) for opening and finalization of the tender shall be binding on all the parties.

9. Rejection of Rate Contract:

The company reserves the right to cancel the rate contract at any time if the services of the bidder is not satisfactory.

10. VALIDITY OF TENDERS:

The validity of the tender is as per the price contract agreement signed between the Company (NIACL) and the successful bidder.

11. DELIVERY AND INSTALLATION:

1. The ordered quantity of items as mentioned above shall be delivered at the concerned operating office/s of the Company. The actual quantity of items to be supplied to each location would be specified in the Purchase Order.
2. The delivery time shall be a maximum of five days from the date of placement of order.
3. The batteries of latest batch should be supplied, and the batch no should be indicated in the invoice.
4. The installation/commissioning shall be completed within a period of one week from the date of Delivery.
5. In the event of delayed delivery i.e. delivery after the expiry of the delivery period as specified herein above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered equipments subject to a maximum of 5% (five per cent)
6. After the delivery is made, if it is discovered that the items supplied are not according to our Specification, such supply would be rejected at the supplier's cost.
7. **At the time of installation, the battery links or link wire with terminals / legs are to provided by the vendor themselves.**

12. PAYMENT TERMS:

All Payments will be made by the respective offices on delivery & successful installation and taking possession of Old Batteries as per Purchase Order at the required site and on submission of the original invoice along with installation certificate duly sealed, signed by the officer-in-charge of the office concerned. Further, both the new & buy back old battery serial numbers to be mentioned either on installation report or on invoice copy duly certified by the officer-in-charge. One copy of the same is to be sent to Regional Office, Chennai.

13. WARRANTY AND ON-SITE MAINTENANCE:

- 1) The Vendor shall provide **minimum 4 year comprehensive on-site warranty for Tubular Batteries** commencing from the date of installation of the above items at the respective office of the Company as provided in the Purchase Order / Contract.
- 2) **During the warranty period, the vendor will have to undertake Comprehensive maintenance of the Battery including refilling of distilled water as and when required and accessories as supplied.**
- 3) **The vendor has to compulsorily refill the distilled water once in six months.**
- 4) During the warranty period the vendor shall maintain the acceptance criteria and the vendor shall be responsible for all costs relating to labour, spares, refilling of distilled water, maintenance (preventive and corrective) and transport charges from and to the site in connection with the repair /replacement of the Battery or any component /part thereunder, which, under normal and proper use and Maintenance thereof, proves defective in design, material or workmanship or fails to conform to the Specifications as specified.
- 5) Periodical maintenance of UPS Battery has to be done every six months and report has to be submitted to operating office and Regional Office.
- 6) **Defective batteries during warranty period to be replaced within 48 hours of the reporting.**
- 7) In case of failure of battery/ies the vendor shall ensure that UPS is made operational to the full satisfaction of the company with stand by provision till replacement of affected battery/ies.
- 8) If any call/report logged on the Defective Batteries, without raising any query, the vendor should supply / change the defective batteries within 2 Working Days. For these batteries the installation has to be carried by the Vendor only without claiming any additional cost.
- 9) In the event of any dispute the decision of this company shall be final and binding upon the tenderer / vendor.

SECTION II

PROCEDURE FOR PROCESSING THE TENDER DOCUMENT:

- ✓ The Committee would open all the sealed tender documents on the specified date and time at the above-mentioned address.
- ✓ The time and date would be intimated to the bidders. The bidders may be present themselves at the time of opening the tenders on the specified place, date and time.
- ✓ The vendors are required to send their representative/s who is vested with powers to make a decision in this regard, viz., decision on specifications and bids.
- ✓ The Committee, if required would discuss each and every aspect in the specifications with the representatives of the short-listed vendors.
- ✓ In the event of more than one tender quoting the L1 price, the company reserves the right to award the contract to any one vendor at its discretion.
- ✓ Any bid incomplete in any respect would not be considered and will be rejected.
- ✓ The procedure for processing the tender document is subject to changes, if any, and the procedure adopted by the Company for opening the tender shall be final and binding on all the parties.
- ✓ The successful bidder shall enter into a detailed Agreement for supply and installation of Battery/s with the Company. A proforma /draft Agreement will be supplied to successful bidder. However, the Company reserves the right to alter/vary/amend/modify all or any of the terms set out in the said proforma / draft Agreement.

Commercial Bid:

Format for Quoting the Price:

For Tubular Batteries:

Type of battery	Make/Model	Unit Price	GST	Net Price
60 / 65 AH				
100 AH				

SMF Battery details for Buyback

Type of battery	Buyback Price
26 AH	
42 AH	
65 AH	
100 AH	
120 AH	

Tubular Battery details for Buyback

Type of battery	Buyback Price
60 / 65 AH	
75 AH	
100 AH	
120 AH	

Date :

Signature of the bidder with seal

Place: