



NATIONAL INSURANCE COMPANY LIMITED

(A Govt. of India Undertaking)

CIN: U10200WB1906GOI001713

BHUBANESWAR REGIONAL OFFICE

6th Floor, IDCO Tower, Janpath, Bhubaneswar-751022, Ph.: 0674-2542966

TENDER NOTICE

Tender No.: 160000/BBRO/IT/2017-18/01

National Insurance Co. Ltd., a Public Sector General Insurance Company invites sealed applications in prescribed format from reputed firms for supply of UPS batteries for its offices across Odisha. Instructions for tenderers including eligibility criteria along with the prescribed format for application are available from IT Department at the above address on all working days during working hours from 23.02.2018 to 09.03.2018. Details are also available at www.nationalinsuranceindia.com. The tenders may be submitted in the Tender Drop Box at above address or may be forwarded by Registered/Speed post so as to reach the Regional Office by 09.03.2018, 03.00 PM. Company reserves the right to cancel any/all tenders without giving any reason.

(Sukanta Mishra)

Chief Regional Manager

Date : 23.02.2018

Size: 8cm x 5cm



Trusted since 1906

Tender Notice No.: NIC/BBRO/IT/2017-18/01

Dated: 23/02/2018

For Supply & Installation of

Reputed Brand Batteries for UPS

12V/26AH: 32 Nos & 12V/42AH : 80 Nos, 36 months warranty,

Total Qty : 112 Nos.

At

| |
|---|
| <i>Bhubaneswar DO-2,</i> |
| <i>AN Plaza, Plot No.207/1008, Rasulgarh, Bhubaneswar-751010</i> |
| <i>Cuttack Branch</i> |
| <i>First Floor, A P Market Complex, Allahabad Bank Premises, Link Road Square, Madhupatna-753010</i> |
| <i>Cuttack DO-1</i> |
| <i>Opposite Howrah Motors, Cantonment Road, Cuttack-753001</i> |

INVITATION FOR TENDER OFFERS

National Insurance Co. Ltd., invites sealed tender offers from eligible vendors and their authorised distributors/dealers for supply of batteries with buyback of old batteries as per the specifications and details given in Annexure –A and B.

The details of requirements as envisaged at present are approximately as given below:

| | |
|---|---|
| Number of Units | 112 Nos. |
| Start Date of Tender Document | 23/02/2018, 12:30 HRS, Monday |
| End Date and Time for receipts of Tender Offers | 09/03/2018, 15:00 HRS, Friday |
| Bid Opening Date and Time | 09/03/2018, 16:00 HRS, Tuesday |
| Bid Opening Place | National Insurance Company Ltd. Bhubaneswar Regional Office, IDCO Towers, 6 th Floor, Janpath, Bhubaneswar |
| Address for Communication | Mr. Sukanta Mishra, Chief Regional Manager, National Insurance Company Limited, Bhubaneswar Regional Office, 6 th Floor, IDCO Towers, Janpath, Bhubaneswar – 751022, Mobile-8335080146 |
| Contact Numbers | 0674-2542966 |

The offer shall be typed or printed in the given format only and all the pages should be numbered, signed by the authorized officials of the vendor/dealer. Issue of Tender Documents at Regional Office: From 23/02/2018 to 02/03/2018 from 10.a.m to 5.30 p.m. Cost of the Tender document is Rs.500/- in the form of D.D., drawn in favour of National Insurance Company Limited payable at Bhubaneswar (Non-refundable) (or) Vendors can download Tender document from our Company Website www.nationalinsuranceindia.com, in that case along with Pre-qualification Bid they have to enclose non-refundable Tender document fee Rs.500/- in

the form of D.D., drawn in favour of National Insurance Company Limited payable at Bhubaneswar.

Procedure for Submission of Bids

It is proposed to have a Two Bid System for this tender

- a. Pre-qualification Bid along with the Tender Document cost of Rs 500/- (Non-refundable) and EMD of Rs. 5000/- (Refundable) in the form of two separate DDs each drawn in favour of National Insurance Company Limited payable at Bhubaneswar in one cover (cover-I) appropriately super scribed.
- b. Techno-Commercial Bid in one cover (Cover-II) appropriately super scribed.

1.1:- The pre-qualification bid along with above DDs should be submitted in a separately sealed cover super scribed as **-Tender for UPS Batteries-Prequalification Bid**. The cover should be marked as "Original" and also super scribed with Tender Reference Number and the wording -DO NOT OPEN BEFORE 09/03/2018 at 16:00 hrs.

1.2:- The Techno-Commercial Bid of the Tenderer should be submitted in sealed covers super scribed as **-Tender for UPS Batteries - Techo-Commercial Bid**. The covers should be super scribed with Tender Reference Number and the wording -DO NOT OPEN BEFORE 09/03/2018 at 16:00 hrs.

1.3:- Both the covers namely Pre-qualification, Techno-Commercial Bids for UPS Batteries, prepared as above, are to be put in a single sealed cover super scribed with -Tender for UPS Batteries- Tender Reference Number and the wordings -DO NOT OPEN BEFORE 09/03/2018 at 16:00 hrs.

1.4:- The cover thus prepared should also indicate clearly the name and address of the Tenderer, to enable the Bid to be returned unopened in case it is declared "Late".

Please note that prices should not be indicated in the Pre-Qualification Bid:

Please note that 2.5% of the order value shall be kept as security deposit by the successful bidder till completion of warranty period.

Addressee and Address at which Tenders would be submitted.

Shri Sukanta Mishra, Chief Regional Manager, National Insurance Company Limited,
Bhubaneswar Regional Office, 6th Floor, IDCO Towers, Janpath,
Bhubaneswar – 751022.

The tenders may be dropped personally in the Company's **Tender Box** kept in the Regional Office premises mentioned above or may be forwarded by Registered/Speed post so as to reach the Regional office by 09/03/2018, 15:00 hrs.

Note: National Insurance Company Ltd, shall not be responsible for non-receipt/non delivery of the tender documents due to any reasons whatsoever.

TERMS AND CONDITIONS OF THE TENDER

1. Eligibility Criteria :

The vendor must be an authorised distributor/dealer/partner of the OEM. The documentary proofs like Authorisation letter, GSTN Registration, TAN, PAN number, Details/Documents of Turnover for the previous two years are required to be submitted along with the bid. The offer must be made in Indian Rupees only; all costs should be given in Figures and Words. Prequalification norms of bidders shall be entirely at the discretion of Tender Committee of the Company. Techno commercial bid of the tenderers, who are not selected by the committee in the prequalification stage, shall not be opened.

2. Payment Terms :

National Insurance Co. Ltd., will make 100% payment through NEFT/RTGS mode on successful supply & installation of batteries to

existing UPS and on submission of duly signed installation report of National official at respective Offices.

- 2.1 For ensuring NEFT/RTGS payment, the service provider would complete all formalities in regard to payment through electronic mode.
- 2.2 The payment would be made after deducting necessary taxes applicable, and security deposit as said above.

3. Delivery and Installation :

The complete items ordered should be delivered and installed within One (1) week from the date of purchase order. If the batteries are not delivered and installed by the mutually agreed date of delivery at the sites mentioned above, National reserves the right to cancel the purchase order.

4. Warranty : 36 months onsite warranty.

5. Penalty for Delay :

For any delay in installation and commissioning of the ordered items, NIC Limited will charge penalty @ 0.5% of the order value per week or part thereof, subject to a maximum of 10%.

6. Others :

- (a) No upward revision of price will be acceptable even if any duty structure or tax structure changes or there is fluctuation in rupee dollar rates.
- (b) Vendors will pass on to NIC Limited all fiscal benefits arising out of reductions in Government levies, viz. GST etc.

- (c) No deviation from the specific technical specifications given for the product given in ANNEXTURE-A. The bid which deviates from the given technical parameters may be rejected.
- (d) The bids will be opened publically in the presence of duly authorised representatives of the participated bidders at 16:00 HRS on 09/03/2018. Representative should carry their ID proof.
- (e) Price for the items should be quoted inclusive of all the taxes applicable and should be clearly specified.
- (f) The vendors are also to quote for the Buyback value of the existing 12V/26AH and 12V/42AH batteries. (Each Locations where batteries are to be supplied are having 32 and 40 number of batteries depending on the location)
- (g) The rates quoted by the vendor would be valid for **one year** from the date of issuance of Purchase Order. The bidder has to sign the Rate Contract accordingly on the appropriate Stamp Paper.
- (h) The rates quoted by the vendor will be valid for all the offices of National Insurance Company Limited across the state of Odisha.
- (i) Company also reserves the right to re-order the batteries to the successful bidder as per future requirements during the validity period of the quoted rate as per the point (g) above.

7. National Insurance Co. Ltd., reserves the right to accept/reject any or all the offers without assigning any reason whatsoever.

ANNEXURE - A

Pre-qualification Bid for 26AH/12V and 42AH/12V SMF Battery for 5KVA and 10KVA UPS

Particulars of Bidder

| | |
|---------------|--|
| Bidder Type** | <input type="radio"/> Manufacturer/ <input type="radio"/> Business Channel Partner |
| | <input type="radio"/> Distributor / <input type="radio"/> Authorized Dealer |

1-Name of the Concern : _____

2-Address of the Concern : _____

3- PAN No. _____

4-Registration No : _____

5-GSTN Registration No. : _____

6- Turnover for the Last 2 years : _____

7- Bank A/c No of the Concern : _____

8- IFSC of the Bank : _____

9 -Name and Address of the Bank : _____

10-Name, Address and Telephone no of : _____

the Service Centre _____

**In case of Business Channell Partner/Distributor/Authorized Dealer, a certificate from Manufacturer of the Battery must be enclosed.

NB: Photo copy (Xerox) of the documents (should be signed and sealed by authorized person) towards the proof of sl no-1 to 7 above must be enclosed.

ANNEXURE-B

Techno-Commercial Bid :

1. Battery Price :

| No. | Item Description | Make | Unit Price | Taxes | Total Unit Price (1)+(2) | Qty | Total (3)x(4) |
|-----|---|------|------------|-------|--------------------------|-----|---------------|
| | New Reputed Brand SMF batteries, 36 months warranty | | (1) | (2) | (3) | (4) | (5) |
| 1 | 12 V/ 26 AH | | | | | 32 | |
| 2 | 12 V/ 42 AH | | | | | 80 | |

2. Buyback Price :

| Item Description | Buyback Unit Price | Qty | Total Value | Buyback |
|------------------|--------------------|-----|-------------|---------|
| | (6) | (7) | (8) | |
| 12 V/ 26 AH | | 32 | | |
| 12 V/ 42 AH | | 80 | | |

3. Net Gross Price :

| Total Battery value | Total Value | Buyback | Net Gross Price |
|---------------------|-------------|---------|-----------------|
| (5) | (8) | | (5)-(8) |
| | | | |

Net Gross Price :

In figures : Rs. _____

In Words : Rupees _____

Authorised Signatory

Name :

Designation:

Stamp: