



**बड़ौदा यू.पी. बैंक**  
**Baroda U.P. Bank**

RFP Ref. No.: ROPRAT/IT/2023-24/70

Date: 16.10.2023

**TENDER FOR SUPPLY AND INSTALLATION OF SMF BATTERIES FOR UPS SYSTEMS**

BARODA UP BANK, REGIONAL OFFICE, PRATAPGARH invites sealed tender for supply and installation of sealed maintenance free batteries for 3 KVA & 5 KVA UPS along with buyback of old batteries installed at various branches/offices of our bank located in Pratapgarh District.

- Last Date and time for receipt of Bid - 02.11.2023 till 03:00 PM
- Date and time of opening of Bid - 02.11.2023 at 04:00 PM
- Address for Communication - Baroda U.P. Bank  
Regional Office  
Pratapgarh, Meera Bhawan  
City Road,  
Pratapgarh - 230001
- Email Address - it.prtr@barodauprb.co.in
- Contact Person - Afshan Khan

**BATTERY SPECIFICATIONS: 65 AH 12V Sealed Maintenance Free Batteries of reputed make.**

**ELIGIBILITY:**

- Quotations are invited only from those vendors who are authorized dealers/suppliers for the brand they are quoting. (FOR EVIDENCE THAT THEY ARE AUTHORIZED DEALERS/SUPPLIERS FOR THE BRAND, THEY HAVE TO ATTACH THEIR AUTHORIZATION LETTER WITH THE BID MENTIONING VALIDITY OF CERTIFICATE).
- Only those vendors who have **minimum three year satisfactory experience of supplying of batteries** in PSB's, PSU's, Government organizations etc.

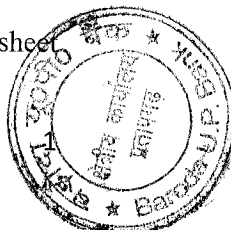
**VALIDITY OF RATES:**

- The Rate Contract with the selected vendor will be valid up to a period of Twelve months i.e. 1 year from the date of acceptance of the rates and The Bank may further extend validity period on agreed rate for a further period of 12 months for supply and installation of the batteries as per acceptance of L-1 Bidder.

**OTHER CONDITIONS:**

- The registration number of the firm along with the GSTIN no. and last 3 year GST returns must be submitted.
- PAN number of the firm allotted by the income tax authorities should be submitted (without which the vendor's bid would become invalid and same shall be rejected).
- The bid must accompany the income tax returns for the last 3 years along with balance sheet and computation.

A. S. C. [Signature]





# बड़ौदा यू.पी. बैंक Baroda U.P. Bank

- Conditional tenders shall not be accepted on any ground and shall be rejected straight away.
- Any deviation of the conditions laid by the bank will not be accepted and the bid will be rejected without assigning any reasons.
- The entire tender document must be signed with the seal and attached as mark of acceptance of terms and conditions.

## **BID SUBMISSION:**

- The sealed tenders must reach the Baroda U.P Bank Regional Office Pratapgarh, Meera Bhawan City Road, Pratapgarh - 230001, complete in all respect latest by 12:00 PM On 02-11-2023. Bids received after that shall not be entertained.
- Bids must be submitted through registered Post or in Tender Box placed at Ground Floor (near dispatch dept.) of Regional Office.
- The bid must contain two Envelopes as per procedure given below.

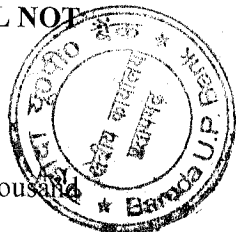
## **FIRST ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

1. Details of infrastructure for providing proper services.
2. 3 year experience certificate of being in business for the sale of same product which being offered to us.
3. Attested photocopy of document of registration number of the firm along with the GSTIN no. and last 3 year GST returns must be submitted.
4. Photo copy of PAN Number duly attested.
5. Photo copy of income tax Return for the last 3 years along with balance sheet and computation.
6. Certificate that the vendor is authorized dealer to sell above brand.
7. Certificate regarding authenticity of Batteries. (Annexure-III)
8. The entire tender document duly signed by the vender as a mark of acceptance of term and conditions of the tender document.
9. General Information of Bidder (Annexure IV)
10. Copy of work order or satisfactory work completion certificate for the experience mentioned.
11. All the documents should be self-attested along with stamp of the Firm.
12. IT MUST BE CLEARLY MENTIONED ON ENVELOP **"DOCUMENTS FOR BID OF SUPPLY AND INSTALLATION OF SMF BATTERIES FOR UPS SYSTEMS"**.

**IF ANY OF THE ABOVE DOCUMENTS IS/ARE NOT SUBMITTED OR IF SUBMITTED BUT IS NOT DULY ATTESTED, THE BID WILL BE REJECTED & PRICE BID WILL NOT BE OPENED.**

## **SECOND ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

1. Second envelope must contain bid and EMD demand draft of Rs. 50000/- (Fifty thousand only), Demand Draft drawn in favor of "Baroda UP Bank" payable at Pratapgarh.



A. S. D. S. M.



# बड़ौदा यू.पी. बैंक Baroda U.P. Bank

2. The price must be submitted on the prescribed format (annexure-I) along with document. Price bid will not be accepted on any other format or document.
3. IT MUST BE CLEARLY MENTIONED ON ENVELOP "PRICE BID FOR SUPPLY AND INSTALLATION OF SMF BATTERIES FOR UPS SYSTEMS".

**BOTH TWO ENVELOPES MUST BE KEPT IN THIRD SEALED ENVELOPE AND SUPERSCRIBED "BID FOR SUPPLY AND INSTALLATION OF SMF BATTERIES FOR UPS SYSTEMS".**

## PROCESS & TIME FRAME:

Bids will be opened on **02.11.2023** at **04:00 PM** at Regional office, Pratapgarh. Bidders can depute their representative (only one) to present at the time of opening of bid & process. No separate intimation will be given in this regard to the bidders.

## RIGHT TO REJECT BIDS:

- Bank reserves the right to accept or reject any quotation or cancel the entire process at any stage without assigning any reason whatsoever. The bank does not bind itself to accept the lowest of any quotation and reserves to itself the right to accept or reject any or all quotations, either in whole or part, without assigning any reason for doing so.
- Quoting incredibly low value of items with a view of subverting the tender process shall be rejected straight away.
- The selected bidder is found to be unsatisfactory response/performance.

## REQUEST FOR INFORMATION

- All queries relating to the tender, technical or otherwise, must be either in writing or by email only — [it.roprat@barodauprrb.co.in](mailto:it.roprat@barodauprrb.co.in) FOR ANY CLARIFICATION CONTACT-Regional office: Baroda U.P Bank Regional Office Pratapgarh, Meera Bhawan City Road, Pratapgarh - 230001.

## COMPLIANCE TO BANK'S ALL TERMS AND CONDITION

**Bidder has to submit a letter of undertaking along with the Tender that they will abide by all the terms and conditions stated in our Tender.**

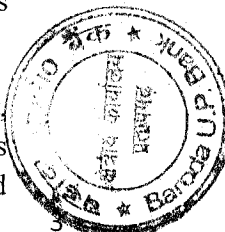
The Bidder should be in a position to supply the BATTERIES system as per the requirement of branches of Baroda UP Bank Region Pratapgarh.

The Bank will have the right to decide on the quantity thereof to be ordered.

## DISCLAIMER

This tender document has been prepared solely for the purpose of enabling Baroda UP Bank to select vendor through bidding open for all concerned for supply of Batteries for UPS at its Branches / Regional office.

This tender document is not recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed



A. S. M. S. M.



**बड़ौदा यू.पी. बैंक**  
**Baroda U.P. Bank**

between the Bank and any successful bidder as identified by the Bank, after completion of the selection process as detailed in this document.

### **COMMERCIAL TERMS & CONDITIONS**

#### **1. Earnest Money Deposit (EMD):**

Earnest Money Deposit of Rs. **50,000.00 (Fifty thousand only)** has to be submitted by way of Demand Draft drawn in favor of "Baroda UP Bank" payable at Pratapgarh. Earnest Money Deposit will not carry any interest. The Earnest Money Deposit of unsuccessful bidders will be refunded while intimating the rejection of the bid. The Earnest Money Deposit of the successful bidder will be converted into security deposit and will be refunded one month after completion of warranty of last purchase order given under this tender.

**Earnest Money Deposit DD should be kept in 2<sup>nd</sup> envelope and to be delivered along with the TENDER responses.**

#### **2. The Earnest Money Deposit will be forfeited if:**

1. The bidder withdraws his tender before processing of the same.
2. The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the Bank.
3. The bidder violates any of the provisions of the terms and conditions of this TENDER specification.

Earnest Money Deposit will be refunded for the unsuccessful bidders within one month from the date of opening of bids.

#### **3. Evaluation of quotes:**

- L1 (Lowest Bidder) will be arrived on the basis lowest quote inclusive of all taxes/ charges for the specified make/ model & warranty period.

#### **4. Placing of Order:**

Our office (Regional Office) will place the orders and delivery will be at our Branches / offices in **Pratapgarh Region**. Bidder shall make necessary arrangements for processing the purchase orders, **including Road Permit and any other requirement**.

#### **5. Transportation and Insurance:**

All the costs should include cost, insurance and freight (CIF). However, the Bidder has the option to use transportation and insurance cover from any eligible source. Insurance cover should be provided by the Bidder till the acceptance of the supply & commissioning of specified batteries by Bank. The Bidders should also assure that the goods would be replaced at no additional cost to Bank in case insurance cover is not provided.

#### **6. Pre-shipment Inspections:**

Baroda UP Bank, Region Pratapgarh reserves the right, without any obligation, to undertake a pre-shipment inspection of the complete central system in a factory test environment.

For this purpose, Bank's personnel may have to visit the factory site at the Bank's cost.

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# बड़ौदा यू.पी. बैंक Baroda U.P. Bank

## 7. Delivery:

- The complete process of supply and installation of new batteries along with taking away buyback batteries from branch must be completed in 7 days from the date of placing orders. In case of some urgent requirement of the bank, the same may be asked to deliver urgently.
- No extra freight or any other charges will be paid.
- Each battery should be clearly marked with manufacturing date, installation date, warranty date, vendors name and Telephone Number.
- The manufacture date must not be more than three months from the date of supply.
- The vendor would be required to dismantle the existing bank batteries and install new batteries at their own cost.

## 8. Liquidated Damage

- In case of delay in supply/attending complaint, liquidated damages@1.50% of the order value per week would be imposed after 7 days from the date of issuing work order/complaint.  
(Example: Rs.750/- will be deducted for delay of one week for an order value of Rs. 50,000/- and like).

## 9. Installation/ Commissioning:

Installation at our office, including unpacking of cartons/ boxes, will be the responsibility of the Bidder. Bidder will have to install the battery system and hand it over to Bank for acceptance testing within three working days of the Bank from the date of receipt of the battery system at our office.

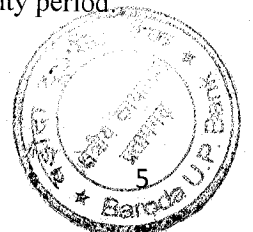
Bank reserves the right to shift part or the entire supply to new location/s and warranty will continue to be in force at the new location. However the cost of shifting delivery, installation and commissioning will be borne by the bank.

## 10. Warranty:

Bidder will have to provide a post-installation warranty as per the terms mentioned below:

- Onsite comprehensive warranty for minimum 24 Months from the date of installation.
- In the event of battery becoming defective with in warranty period, vendor would be required to provide a new replacement (battery) without any cost to the bank.
- If new replacement cannot be given on the same day, the vendor will be required to provide an equivalent capacity battery in good working condition on the same day till new replacement is delivered within seven days of the battery becoming defective.
- Battery inter connecting cable with lugs shall be provided for each battery wherever defective or broken.
- Vendor will be responsible for service/replacement of batteries during warranty period.

A. S. [Signature]





बड़ौदा यू.पी. बैंक  
Baroda U.P. Bank

**11. Single point of contact for Support:**

Bidder has to provide details of single point of contact viz. designation, address, email address, telephone /mobile No. for BATTERIES supplied to the bank. Escalation matrix for support should also be provided with full details as per **annexure II**.

**12. Payment Terms: - Payment terms will be as follows:**

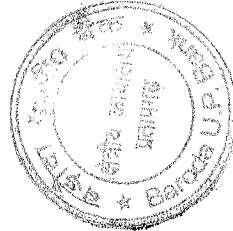
100% of the total cost (quoted for items supplied as listed in Annexure-I) after delivery, installation & successful commissioning of required BATTERY systems.

The Bank will process and pay the invoices within a period of 15 days from the date of receipt of undisputed invoices. Any dispute regarding the invoice will be communicated to the selected Bidder within 15 days from the date of receipt of the invoice. After the dispute is resolved, Bank shall make payment within 15 days from the date the dispute stands resolved.



(Chief Manager)







# बड़ौदा यू.पी. बैंक Baroda U.P. Bank

Annexure-I

## PRICE QUOTATION

NAME OF THE BIDDER	
ADDRESS FOR CORRESPONDENCE	
PERMANENT ADDRESS	
TELEPHONE NO. /MOB	
PAN NO	
E MAIL ID	
BATTERY PARTICULARS	65 AH 12Volt SMF
BATTERY MAKE	
UNIT PRICE (1)	
TAX/GST (2)	
TOTAL PRICE (3=1+2)	
BUY BACK PRICE (4)	
NET AMOUNT (3) -- (4)	
WARRANTY	Minimum 24 Months from date of installation of Battery. (Manufacturing date must be within three month from date of supply.)

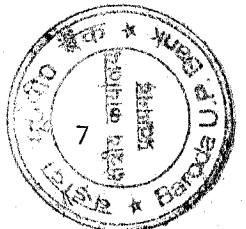
Place:

(Seal & Signature of Authorized Signatory)

Date:

Name:

A. S. /





बड़ौदा यू.पी.बैंक  
Baroda U.P. Bank

Annexure-II

**ESCALATION MATRIX**

For Delivery / Service related Issue

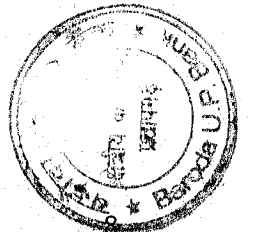
Sr No	Name	Designation	Mobile No	Email
		First Level		
		Second Level		
		Third Level		
		Regional Level		

Any change in designation will be informed by us immediately

Place:  
Date:

(Seal & Signature of Authorized Signatory)  
Name:

A. S. H. S.







**बड़ौदा यू.पी. बैंक**  
**Baroda U.P. Bank**

Annexure-III

**Undertaking of Authenticity of Batteries**

*(This letter should be on the letterhead of the OEM / Manufacturer duly signed by an authorized signatory)*

The Regional Manager

Baroda UP Bank

Regional Office: Pratapgarh

**Sub: Undertaking of Authenticity for Batteries Supplied**

**Ref: Tender No. \_\_\_\_\_ dated \_\_\_\_\_ and our quotation**

**No. \_\_\_\_\_ dated \_\_\_\_\_**

With reference to the Batteries being supplied /quoted to you vide our invoice no/quotation no/order no. \_\_\_\_\_ cited above.

We hereby undertake that all the components/parts/assembly used in the Batteries under the above shall be original new components/parts/assembly only, from respective OEMs of the products and that no refurbished/duplicate/ second hand components/parts/assembly are being used or shall be used.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

We \_\_\_\_\_ (system OEM name) also take full responsibility of both Parts & Service SLA as per the content even if there is any defect by our authorized Service Centre/ Reseller/SI etc.

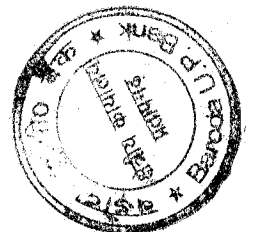
**(Seal & Signature)**

**Authorized Signatory**

**Name:**

**Phone No.:**

**E-mail:**



A S L

Annexure-IV

GENERAL INFORMATION

NAME OF BIDDER.....

ADDRESS FOR CORRESPONDENCE.....

PERMANENT ADDRESS.....

TELEPHONE NO. /MOB.....

PAN NO.....

GST NO.....

E MAIL ID.....

A. S. [Signature]

