

**Tender No.** : DID1403L11/SH  
**Tender Date** : 18.03.2011  
**Bid Closing On** : 21.04.2011 at 13:00 hrs.(IST)  
**Bid Opening On** : 21.04.2011 at 13:00 hrs.(IST)

**Tender issued to following parties only:**

S/no	V_Code	Vendor Name	City/Country
1	200033	LARSEN & TOUBRO LTD.	MUMBAI
2	200205	XEROX MODICORP LIMITED	GUWAHATI- 781007
3	200975	NATIONAL INSTRUMENTS LTD	KOLKATA
4	201268	R D COMPACT	DIBRUGARH
5	201686	LALANI INTERNATIONAL	GUWAHATI
6	201751	HCL INFOSYSTEMS LTD	GUWAHATI- 781 008
7	201757	IBC AIR TOOLS PVT LTD ,	KOLKATA
8	201828	HEWLETT-PACKARD INDIA SALES PVT LTD	KOLKATA
9	202686	CANON INDIA LTD	NEW DELHI
10	202738	HCL INFOSYSTEMS LIMITED,	GUWAHATI
11	202813	RICOH INDIA LIMITED	GUWAHATI
12	203817	SHARP BUSINESS SYSTEMS (I) LTD.	GUWAHATI
13	204093	JAY-KAY IMPEX	GUWAHATI - 781 007
14	204302	CANON INDIA PVT LTD	KOLKATA
15	206019	EASTERN TECHNOLOGY GROUP	GUWAHATI
16	206970	JUPITER INFOLOGY	GUWAHATI
17	207382	SUN BEAM ENTERPRISES	GUWAHATI
18	208052	SAMSUNG INDIA ELECTRONICS PVT. LTD	GUWAHATI
19	208182	PANASONIC LTD	NEW DELHI
20	209118	CYBERSTAR INFOCOM PVT LTD	KOLKATA
21	209119	CYBERSTAR INFOCOM PVT LTD	GUWAHATI
22	209120	BROTHER INTERNATIONAL (INDIA)PVT.LT	MUMBAI
23	209121	TECHNOPARK IT SOLUTION	JORHAT

**OIL INDIA LIMITED**  
(A Govt. of India Enterprise)  
P.O. Duliajan-786602, Assam

E-mail:material@oilindia.in, Fax No.91-374-2800533

**Tender No. & Date : DID1403L11/SH 18.03.2011**

Bid Security Amount : INR 0.00 OR USD 0.00  
(or equivalent Amount in any currency)

**Bidding Type : Single Bid (Composite Bid)**

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Performance Guarantee : Not Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 0C000181	<p>A. TECHNICAL SPECIFICATIONS OF DIGITAL LASER FASCIMILE MACHINE WITH <b>BUY-BACK OPTION</b> :</p> <p>1. General Specifications :</p> <p>Applicable telephone line : PSTN</p> <p>Compatibility : Super G 3</p> <p>Type : Laser FAX</p> <p>Power requirements : 220 V AC, +/- 10 % , 50 Hz</p> <p>Power consumption : Max. 900 Watts</p> <p>Data compression : MH / MR/ MMR</p> <p>Modem speed : 33.6 Kbps to 2.4 Kbps with automatic fallback</p> <p>Transmission Time : Appx. 3 sec./page</p> <p>Fax Resolution : Horizontal # 8 pels /mm, Vertical = 3.85 lines/mm OR 300 X 300 dpi (or its equivalent or better)</p> <p>FAX Memory : Min. 100 pages on A4 size paper</p> <p>Grey Scale / Halftones : Min. 64 levels</p> <p>Print Consumables : Bidder to specify indicating the number of pages to be printed with one set and indicating the cost of printing per page.</p> <p>2. Paper Handling :</p> <p>Paper size : A4 / letter / legal</p> <p>Paper capacity : 100 sheets Auto Sheet Feeder or better</p> <p>ADF : Min. 20 Sheets</p> <p>3. FAX Printing :</p> <p>Method : Laser Beam Printing / Graphic</p> <p>Device Interface</p> <p>Speed : Min. 6 pages per minute</p> <p>Resolution : 600 X 600 dpi or better</p> <p>Toner Save mode : Yes</p>	4	NO

Tender No. &amp; Date : DID1403L11/SH

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>Auto Image Reduction on Reception : Yes (100 to 70 %)</p> <p>4. Copier / Printer / Scanner :</p> <p>Interface : USB 2.0  Applicable OS : Windows 98/Me/2000/XP/VISTA  Resolution : Super fine, fine and standard  (equivalent to 600 X 600 dpi)  Scanner : Colour  Compatibility : TWAIN, WIA in Windows XP  Direct copy : Yes  Copy/Print speed : 6 pages/min. or better  Resolution : 600 X 600 dpi or better  Copy Reduction/enlargement : 50 to 200 % or better</p> <p>5. Dialing Capabilities &amp; transmission features :</p> <p>One touch dialing keys : 10 locations min.  Speed dialing : 100 locations  Redial : Yes (automatic &amp; manual)  Answering Machine hook up : Yes  Remote reception : Yes  Direct transmission : Yes  Memory transmission : Yes  Memory reception : Yes  Delayed transmission : Yes  Error Correction Mode : Yes  Reports : Activity, Transmission, Error,  Reception,Memory clear, Multi Tx/Rx, Speed dial/Group dial Lists etc.</p>		
<p><b>30</b> OC000181</p>	<p>A. TECHNICAL SPECIFICATIONS OF DIGITAL LASER FASCIMILE MACHINE <b>WITHOUT BUY-BACK OPTION</b> :</p> <p>1. General Specifications :</p> <p>Applicable telephone line : PSTN  Compatibility : Super G 3  Type : Laser FAX  Power requirements : 220 V AC, +/- 10 % , 50 Hz  Power consumption : Max. 900 Watts  Data compression : MH / MR/ MMR  Modem speed : 33.6 Kbps to 2.4 Kbps with  automatic fallback  Transmission Time : Appx. 3 sec./page  Fax Resolution : Horizontal # 8 pels / mm, Vertical =  3.85 lines/mm OR 300 X 300 dpi (or its equivalent or better)  FAX Memory : Min. 100 pages on A4 size  paper  Grey Scale / Halftones : Min. 64 levels  Print Consumables : Bidder to specify indicating the number of  pages to be printed with one set and indicating the cost of printing per page.</p>	13	NO

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>2. Paper Handling :</p> <p>Paper size : A4 / letter / legal  Paper capacity : 100 sheets Auto Sheet Feeder or better  ADF : Min. 20 Sheets</p> <p>3. FAX Printing :</p> <p>Method : Laser Beam Printing / Graphic  Device Interface  Speed : Min. 6 pages per minute  Resolution : 600 X 600 dpi or better  Toner Save mode : Yes  Auto Image Reduction on : Yes (100 to 70 %)  Reception</p> <p>4. Copier / Printer / Scanner :</p> <p>Interface : USB 2.0  Applicable OS : Windows 98/Me/2000/XP  Resolution : Super fine, fine and standard  (equivalent to 600 X 600 dpi)  Scanner : Colour  Compatibility : TWAIN, WIA in Windows XP  Direct copy : Yes  Copy/Print speed : 6 pages/min. or better  Resolution : 600 X 600 dpi or better  Copy Reduction/enlargement : 50 to 200 % or better</p> <p>5. Dialing Capabilities &amp; transmission features :</p> <p>One touch dialing keys : 10 locations min.  Speed dialing : 100 locations  Redial : Yes (automatic &amp; manual)  Answering Machine hook up : Yes  Remote reception : Yes  Direct transmission : Yes  Memory transmission : Yes  Memory reception : Yes  Delayed transmission : Yes  Error Correction Mode : Yes  Reports : Activity, Transmission, Error,  Reception, Memory clear, Multi Tx/Rx, Speed dial/Group dial Lists etc.</p>		
	<b>ONSITE COMPREHENSIVE AMC</b>		
20	<b>ONSITE COMPREHENSIVE AMC FOR ITEM NO.10</b> 1. This Onsite Comprehensive Annual Maintenance Contract (including spares) is for 04 NOS FAX MACHINES with all hardware/software and accessories for a period of 03 years after expiry of warranty.	1	AU

	<p>2. The rate quoted for AMC charges shall be fixed and firm per machine per year for the duration of AMC.</p> <p>3. The payment for the Comprehensive AMC shall be released Half-yearly, after successful rendering of the services during the previous period.</p> <p>4. The contractor shall engage a competent personnel to carry out maintenance and repair of the FAX machines. During the AMC period, the contractor shall carry out Preventive Maintenance of all the machines once every month AT THE SITE OF INSTALLATION of FAX machine. In addition to this, during the AMC period, any complaints lodged by OIL to the Contractor shall be attended and rectified by the contractor within 24 hours from the time of reporting. Any minor malfunction/ breakdown shall be rectified within 24 hours of reporting and any major breakdown within 48 hours of reporting. However, if the machine requires major servicing at their workshop, the contractor shall arrange to provide a suitable replacement machine, so that the operations of OIL do not hamper adversely.</p> <p>5. The contractor shall rectify and restore the FAX machines by repairing/replacing the damaged parts/components/units etc free of cost. However, it will exclude risk due to physical damage, damage due to fire, lightening etc.</p> <p>6. In the event the contractor fails to attend report and rectify the FAX machine as stipulated as per clause 4 above, the contractor shall have to pay a penalty @ Rs. 50 per machine per day.</p> <p>7. Contractor shall engage competent personnel and follow all safety norms as per clause 8 given below.</p> <p>8. Contractor's responsibilities :</p> <p>8.1 The contractor shall engage only highly skilled, capable and competent personnel who are fully conversant with the system &amp; jobs involved.</p> <p>8.2 The contractor personnel shall abide by all relevant statutory safety and environment rules, regulations, applicable codes and standards (i.e. I.E Rules, OMR, OISD standards, BIS etc.).</p> <p>8.3 The contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment they will handle and must take full responsibility for their safety.</p> <p>8.4 The contractor shall provide the necessary safety gadgets and personal protective devices and Personnel Protective Equipment (PPE's) to his personnel as and when required during execution of the contract.</p> <p>8.5 The contractor personnel shall follow Safe Operating Procedures while carrying out any repair/maintenance jobs. A copy of OIL's SOP shall be provided for reference.</p> <p>8.6 The contractor shall ensure the quality and reliability of all the tools, equipment and instruments they use.</p> <p>8.7 The contractor personnel shall follow and take necessary permit before carrying out any installation/repair/maintenance jobs .</p>		
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	<p>8.8 For any brazing or welding job required to be carried out in connection with repair/maintenance jobs , the contractor personnel shall have to take due permission from OIL. (N/A in this case).</p> <p>8.9 The contractor personnel shall take every possible care to keep the environment clean and free from pollution.</p> <p>8.10 The contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan ready to counter them, should anything go wrong.</p> <p>8.11 While providing the services, the contractor personnel shall follow the procedures and systems taking all control measures in all the stages of works to avoid any untoward incidents/accidents</p> <p>8.12 The contractor shall fully understand OIL's HSE policy (available with the department) and should take necessary steps to align their HSE policy with OIL's; so as to accommodate and implement OIL's HSE policy in the jobs undertaken by them.</p> <p>8.13 The contractor shall have to report all sorts of near misses, incidents and accidents to Installation Manager / Operator and also to Field Communication Engineer immediately.</p> <p>8.14 For any clarification with regard to the above, the contractor may contact In-Charge / concerned FC engineer / DSO of Field Communication Department.</p>		
	<p><b>ONSITE COMPREHENSIVE AMC</b></p>		
<p>40</p>	<p>ONSITE COMPREHENSIVE AMC FOR ITEM NO.30</p> <p>1. This Onsite Comprehensive Annual Maintenance Contract (including spares)is for 13 NOS FAX MACHINES with all hardware/software and accessories for a period of 03 years after expiry of warranty.</p> <p>2. The rate quoted for AMC charges shall be fixed and firm per machine per year.</p> <p>3. The payment for the Comprehensive AMC shall be released Half-yearly, after successful rendering of the services during the previous period.</p> <p>4. The contractor shall engage a competent personnel to carry out maintenance and repair of the FAX machines. During the AMC period, the contractor shall carry out Preventive Maintenance of all the machines once every month at the site of installation of FAX machine. In addition to this, during the AMC period, any complaints lodged by OIL to the Contractor shall be attended and rectified by the contractor within 24 hours from the time of reporting. Any minor malfunction/ breakdown shall be rectified within 24 hours of reporting and any major breakdown within 48 hours of reporting. However, if the machine requires major servicing at their workshop, the contractor shall arrange to provide a suitable replacement machine, so that the operations of OIL do not hamper adversely.</p> <p>5. The contractor shall rectify and restore the FAX machines by repairing/replacing the damaged parts/components/units etc free of cost.</p>	<p>1</p>	<p>AU</p>

	<p>However, it will exclude risk due to physical damage, damage due to fire, lightening etc.</p> <p>6. In the event the contractor fails to attend report and rectify the FAX machine as stipulated as per clause 4 above, the contractor shall have to pay a penalty @ Rs. 50 per per day.</p> <p>7. Contractor shall engage competent personnel and follow all safety norms as per clause 8 given below.</p> <p>8. Contractor's responsibilities :</p> <p>8.1 The contractor shall engage only highly skilled, capable and competent personnel who are fully conversant with the system &amp; jobs involved.</p> <p>8.2 The contractor personnel shall abide by all relevant statutory safety and environment rules, regulations, applicable codes and standards (i.e. I.E Rules, OMR, OISD standards, BIS etc.).</p> <p>8.3 The contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment they will handle and must take full responsibility for their safety.</p> <p>8.4 The contractor shall provide the necessary safety gadgets and personal protective devices and Personnel Protective Equipment (PPE's) to his personnel as and when required during execution of the contract.</p> <p>8.5 The contractor personnel shall follow Safe Operating Procedures while carrying out any repair/maintenance jobs. A copy of OIL's SOP shall be provided for reference.</p> <p>8.6 The contractor shall ensure the quality and reliability of all the tools, equipment and instruments they use.</p> <p>8.7 The contractor personnel shall follow and take necessary permit before carrying out any installation/repair/maintenance jobs .</p> <p>8.8 For any brazing or welding job required to be carried out in connection with repair/maintenance jobs , the contractor personnel shall have to take due permission from OIL. (N/A in this case).</p> <p>8.9 The contractor personnel shall take every possible care to keep the environment clean and free from pollution.</p> <p>8.10 The contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan ready to counter them, should anything go wrong.</p> <p>8.11 While providing the services, the contractor personnel shall follow the procedures and systems taking all control measures in all the stages of works to avoid any untoward incidents/accidents</p> <p>8.12 The contractor shall fully understand OIL's HSE policy (available with the department) and should take necessary steps to align their HSE policy with OIL's; so as to accommodate and implement OIL's HSE</p>		
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	<p>policy in the jobs undertaken by them.</p> <p>8.13 The contractor shall have to report all sorts of near misses, incidents and accidents to Installation Manager / Operator and also to Field Communication Engineer immediately.</p> <p>8.14 For any clarification with regard to the above, the contractor may contact In-Charge / concerned FC engineer / DSO of Field Communication Department.</p>		
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**Standard Notes:** 1 The FAX machines along with necessary accessories shall be installed in the various user's office(s) of CE (CMT), HEAD - DRILLING (PLANNING), CISF at Duliajan AND at CENTRE OF EXCELLENCE, GUWAHATI.

2. The machines shall be installed with proper telephone wiring including termination with an appropriate ROSSETTE BOX. The necessary software for printing/computer connectivity shall be loaded onto the available computer machine at the user's office (or as directed).

3. The successful bidder shall fully Install and Commission the FAX machine with necessary connecting cables for computer connectivity etc. The various operations of FAX, PRINTER AND SCANNER shall be demonstrated to the user so as to make the user familiar with such operations.

4. The Software CDs, connectors & Cables and USER MANUAL etc. shall be handed over to the respective users.

5. The FAX machine shall be warranted for 01 year from date of Commissioning or 18 months from date of supply, whichever earlier.

6. The bidder must quote for "Comprehensive Onsite Annual Maintenance Contract (AMC) charges inclusive of all spares as per line item 20 and 40 for maintaining the FAX machines for a period of 03 (THREE) YEARS after expiry of initial warranty period.

7. Bidder shall provide the list of consumeables which shall not be covered under warranty and AMC.

8. For commercial evaluation of the offers, AMC charges for 3 years will be loaded.

9. During Warranty and AMC period, the successful bidder shall carry out Onsite Preventive Maintenance of the machine once a month and attend and rectify any breakdown call/report within 48 hours. In case a longer repair time is required, the supplier shall provide a standby machine so that the operations of USER DEPARTMENT / O.I.L are not adversely affected.

10. The bidder shall quote for buy back of 01 No. of existing old fax machines (Make-SHARP, Model- FO 1530) installed at the O/o HEAD DRILLING (PLANNING) at Duliajan. The bidder in his own interest may inspect and check of their own the health of the existing fax machines prior to submission of the offer.

**SPECIAL CONDITIONS :**

1. The bidder must be an OEM or OEM's authorised dealer (Authorisation certificate from OEM must be attached).

2. The FAX machines offered should be of latest Model. The Bidder shall enclose a certificate

to this effect and further certify that SERVICE SUPPORT for the offered model of FAX machines shall be available for next 04 Years (1 year Warranty + 3 years of AMC).

3. The successful bidder should have 24 Hr. contact telephone number(s) and service support facility within 50 Km of Duliajan in Tinsukia /Dibrugarh Distt. and their Maintenance personnel should be available locally or visit Duliajan frequently. Complete address of the service centre must be provided along with the offer.
4. Technical literature/catalogues etc. of the latest model of Fax Machines should be submitted along with the bid.
5. The bidder must submit clause by clause compliance statement alongwith supporting documents/literature. Deviation(s), if any shall be marked with suitable clarifications.
6. The bidder must mention the cost of printing per page (inclusive of all consumables) in the offer. For commercial evaluation of the offers, printing cost for 20,000 pages shall be loaded.
7. Successful bidder must provide on-site user training to the operators of respective user departments.
8. The bidder must quote separately for consumables which are not covered under warranty / AMC for the offered model of FAX machine. The bidder shall further indicate PRINTING COST PER PAGE alongwith detailed cost breakup with supporting document.

#### **BID EVALUATION CRITERIA/BID REJECTION CRITERIA**

1. Bidder should be OEM or authorised dealer of the OEM. In case of authorised dealer, bidder should submit the DEALER AUTHORISATION CERTIFICATE from the OEM.
2. The equipment and accessories shall be warranted for 1 year from the date of delivery.
3. Bidder must submit technical leaflets / brochures in support of compliance of the technical specifications.
4. Bidder shall quote for full quantity as per line item 10 & 30.
5. The bidder shall quote for Annual Maintainance Contract for 03 (Three) years after expiry of warranty period as per line item 20 & 40.
6. The bidder shall mention the cost of printing for 20,000 pages (inclusive of all consumables) in the offer.
7. The bidder must quote separately for consumables which are not covered under warranty / AMC for the offered model of FAX machine.
8. The bidder should have service center in Tinsukia/Dibrugarh District. Complete address of the service centre must be provided along with the offer.
9. For commercial evaluation of the offers, the offer of cost of FAX machine (line item 10), AMC charges (line item 20), buy back value and printing cost for 20,000 pages shall be considered.

#### **NOTE :**

1. THESE FAX MACHINES UNDER ITEM NO.10 ARE TO BE PROCURED WITH 01 No.BUYBACK OPTION OF OLD EXISTING MACHINES AT HEAD - DRILLING AND 03 Nos.NEW MACHINES.
2. Onsite AMC charges are exclusive of SERVICE TAX.

**Special Notes : (1) VALIDITY : Your offer must be valid for 75 days from the date of bid opening. Offer with inadequate validity will be rejected.**

- (2) The offer should be submitted in triplicate.
- (3) If you do not quote directly, please authorize your dealer to quote with prior intimation to us.
- (4) Bidder other than OEM must forward authorization specifically to quote against this tender. A certificate to the above effect should be enclosed with the offer, otherwise the offer shall be rejected.
- (5) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- (6) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- (7) In the event you authorize your dealer/stockist/channel partner to quote on your behalf, the dealer/stockist/channel partner while submitting bid should mention on the body of the envelope that they are submitting bid on your behalf. In the event the dealer/stockist/channel partner do not mention the name of their OEM/principal on the body of the envelope, the offer shall be treated as unsolicited offer and will not be considered for opening. The dealer/stockist/channel partner should take note of above while submitting bid on behalf of their OEM/principal.
- (8) For order with F.O.R. Destination term, 100% payment against despatch documents will not be entertained. In this regards please refer payment terms in ANNEXURE-MM/TENDER/LP/01/06.
- (9) To evaluate the inter-se ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Government of Assam Guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their bids.