

**OIL INDIA LIMITED**  
**DULIAJAN**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**DULIAJAN – 786602, ASSAM**

OIL INDIA LIMITED invites sealed tender from experienced Contractors/Firms for the following services in its oilfields in Assam.

<b><u>Tender No./ Service Requirements</u></b>	<b><u>Earnest money/ Bid Closing/Opening Date</u></b>
<b><u>DCO3373P07</u></b> Document Management System for Duliajan Assam.	Rs.20, 000/- <b><u>04.01.2007</u></b>

\* **Pre-bid conference** will be held on **20.12.2006** at **IT Conference Hall, Duliajan** at 8AM for discussion and finalization of technical specification and other terms and condition of the offer.\*

Bidding documents for the above tender can be obtained from the following offices during Office hours, from 04.12.2006 to 03.01.2007 on submission of application together with tender fee (Non-refundable) of Rs.500/- through Demand draft/ Banker's Cheque in favour of 'Oil India Limited', payable at the place of purchase.

1. HEAD-CONTRACT, Oil India Limited, Duliajan – 786602.
2. HEAD-KOLKATA BRANCH, Oil India Limited, 4- India Exchange Place, Kolkata-700001.

Cost of tender documents may also be deposited in cash in favour of Oil India Limited in UCO Bank, Canara Bank, UBI and SBI of Duliajan branch and proof of such deposit must be furnished along with the application for purchase of tender documents at OIL, Duliajan.

**ELIGIBILITY CRITERIA.**

1. The Bidder must have supplied and implemented at least two such projects within the country, out of which at least one project within last twenty four months.
2. The Bidder should have at least three years experience in offering EDMS and GIS based solutions and its integration.
3. Supplier shall provide minimum two reference site in India on the suggested solution of EDMS & GIS and its integration. Bidder shall arrange the visit to the customer site if required by OIL. Travel and all incidental charges in respect of OIL personnel will be borne by OIL.
4. Bidder shall specify the availability of support staff and infrastructure available with him or his partner (if applicable) in India (details to be provided).

5. Documentary evidence with regard to all above points has to be submitted by the bidder.
6. The bids will be on single stage two bid systems. The technically eligible bidders only will be considered for commercial evaluation.
7. The bidder has to submit the **Technical bid** as per Scope of Work & Technical Specification of the tender and **Commercial bid** as per Part –II of the tender document. The “**TECHNICAL**” and “**COMMERCIAL**” bids shall be prepared separately and should be kept in two separate envelopes subscribing the tender no., brief description, bid closing date and clearly writing on the cover of the two envelope as “**TECHNICAL**” and “**COMMERCIAL**”. Both the envelope should then be kept in one envelope, duly sealed, subscribing the tender no., Brief Description and Bid closing date on the cover.
8. The Bidder has to provide Installation and Configuration Manuals.
9. Technical Brochure/ Product Catalogue should be attached with the Bid. Bids not accompanied by technical brochures/ catalogues should be liable for rejection.
10. Bidders must quote for all packaged software and undertake that they would carry out installation/commissioning of all software including the third party software. The bidder should guarantee support including providing all software updates for the same for minimum 5 (Five) years from the date of handing over of the project.
11. Any other requirement, other than the above that may be required for completing the scope of work need to be clearly spelt out and quoted by the bidder.

Any other additional software that may be required to complete the scope of work, identified, need to be quoted by the bidder separately.

Incase, any other additional software that may be required to complete the scope of work is identified by the bidder later after opening the bid, then the same will have to be supplied by the bidder at free of cost.

12. a) The Bidder shall have the experience of successfully executing similar work(s) of following magnitude in the last 7 years, ending bid closing date:
  - (i) Single contract of minimum value Rs. 38 Lakhs;  
OR
  - ii) Two contracts of minimum value Rs. 24 Lakhs each;  
OR
  - iii) Three contracts of minimum value Rs. 19 Lakhs each.
- b) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2006, should be at least Rs. 15 Lakhs.
- c) Bidder must submit all necessary documents related to experience and turnover in duplicate.

**Note-**

**A)** For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid: -

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm, with membership no. certifying the Annual Turnover and nature of business.

ii) Audited Balance Sheet and Profit and Loss account.

**B)** For proof of requisite Experience, Certificate issued by any other Public Sector Undertaking/ Govt. Department in last seven years ending bid closing date showing:

(a) Gross value of job done; and

(b) Nature of job done; and

(c) Time period covering the financial year(s) as per the NIT.

**C) Bidder(s) must also furnish the followings.**

I) Bank Name and Address

II) Account Number

III) PAN Number

IV) Service Tax Registration Number

V) P.F.Code No. (Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

VI) OIL Vendor No.(if any)

VII) VAT Regd. No.

VIII) Correspondence Address

**(B.K.BORAH )**  
**HEAD-CONTRACT**  
**For GROUP GENERAL MANAGER**

Date: 27.11.2006