

IMPORTANT NOTE

BID DOCUMENT HAS BEEN DISPLAYED BELOW TO UNDERSTAND THE REQUIREMENT ONLY. PARTIES INTERESTED TO PARTICIPATE AGAINST THIS TENDER SHALL HAVE TO PURCHASE THE TENDER DOCUMENTS FROM ANY OF OIL'S DESIGNATED OFFICES MENTIONED IN THE TENDER NOTIFICATION.

PSUs and SSI UNITS ARE PROVIDED TENDER DOCUMENT FREE OF COST, HOWEVER THEY HAVE TO APPLY TO OIL'S DESIGNATED OFFICE TO PURCHASE THE TENDER DOCUMENTS BEFORE THE LAST DATE OF SALE OF TENDER DOCUMENT MENTIONED IN THE TENDER. ON FULFILLMENT OF ELIGIBILITY CRITERIA THE TENDER DOCUMENTS ARE PROVIDED FREE OF COST TO PSUs and SSI UNITS.

PROOF OF PURCHASE OF TENDER DOCUMENT MUST BE SUBMITTED ALONGWITH THE OFFER, FAILING WHICH OFFERS WILL BE TREATED AS UNSOLICITED.



OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
E-mail:material@oilindia.in, **Fax No.**91-374-2800533

OIL INDIA LIMITED invites sealed tenders for the following:

Tender No.	B. C. Date	Material Description
DID3698P12/TR	01.12.2011	42" Colour Scanner = 02 Nos. (Under Composite Bid System)

2.0 Bid documents (Non transferable) can be purchased from 02.01.2012 till one day prior to the respective B.C. Dates on payment of tender fee of Rs.1,000.00 (excepting for PSUs and SSI units registered for the item) each through Crossed Demand Draft in favour of M/s. Oil India Limited payable at the place of purchase of tender document from

- a. Head - Materials, Oil India Limited, P.O. Duliajan, Assam -786602
- b. Head -Calcutta Branch, Oil India Limited, 4,India Exchange Place, Kolkata - 700001
- c. Senior Adviser(Contract & Purchase), Oil India Limited, Plot No. 19, Sector- 16 A, NOIDA-201301
- d. Addl. Chief Materials Manager (Pipeline), Oil India Limited,PO: Udayan Vihar, Guwahati - 781171.

3.0 Detailed tender document will be available in OIL's website
www.oil-india.com

4.0 To be eligible for issue of tender documents, the applicant must meet the following qualifying criteria (documentary evidence to be provided) :

i. Successful execution of a single order of value not less than the amount shown below for supply of similar items during last five years:

Tender No.	Single Order Value in Lakhs (Rs.)
DID3698P12/TR	13.02

ii. Annual turnover of the firm in any of the last three financial years or current financial year should be more than the amount as below :

Tender No.	Annual Turnover in Lakhs (Rs.)
DID3698P12/TR	26.03

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 : DID3698P12/TR 19.10.2011

Tender Fee : INR 1,000.00
Bid Security Amount : INR 52,100.00

Bidding Type : Single Bid (Composite Bid)

Bid Closing On : 02.02.2012 at 13:00 hrs. (IST)
Bid Opening On : 02.02.2012 at 13:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Press tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
10 0C000503	<p>42" Colour Scanner Technical Specifications</p> <ol style="list-style-type: none"> 1. Make & Model : Make & Model must be mentioned 2. Optical Resolution : 600 dpi (Minimum) 3. Media Scan Width/Length : 42"/No restriction 4. Accuracy : 0.1% +/- 1 pixel 5. Data Capture (Color/Mono) : 48-bit/16-bit 6. Interface : USB 2.0 7. Technology : CCD 8. Power : 220V - 240V / 50Hz 9. Scanning Speed : <ol style="list-style-type: none"> a. 400 dpi Color : 3.0 inch/sec b. 400 dpi Mono : 12 inch/sec 10. Document Productivity : <ol style="list-style-type: none"> a. 200 dpi Color : 200 documents/hour b. 200 dpi Mono : 700 documents/hour 11. Media Type : Paper and/or film 12. Color Space : sRGB 13. Scan file format : Should support all standard file format e.g. PDF, TIFF, JPEG etc. 14. Operating System : Microsoft Windows (XP, Vista, 7, 2003 Server, 2008 Server) 15. User Interface : 15" Touch screen (Min) with Intel 2.6 GHz processor (Min), 2GB RAM (Min), 80GB HDD (Min), DVD-CDRW, Keyboard, mouse and Interface card for connecting the Interface to the scanner. 16. Floor Stand : Should have floor stand along with document basket 17. Others : <ol style="list-style-type: none"> a. All interface cables, Power cables b. Drivers in CD/ DVD Media c. Licensed Scanning software d. Installation guide, User's guide <p>NOTE :</p>	2	NO

Tender No. & Date : DID3698P12/TR

19.10.2011

Item No./ Mat. Code	Material Description	Quantity	UOM
	1. Printed Technical Brochure/Product Catalogue for the make/model offered must be attached with the bid.		
	Annual Maintenance Contract		
20	Annual Maintenance Contract for 4 years	1	AU

Standard Notes: (1) VALIDITY : Your offer must be valid for 120 days from the date of bid opening. Offer with inadequate validity will be rejected.

(2) The offer should be submitted in Triplicate.

(3) Vendors interested to participate against this tender shall have to purchase the tender documents from any of OIL's designated offices mentioned in the tender notification.

PSUs and SSI units are provided tender document free of cost, however they have to apply to OIL's designated office to purchase the tender documents before the last date of sale of tender document mentioned in the tender. On fulfillment of eligibility criteria the tender documents shall be provided free of cost to PSUs and SSI units.

Proof of purchase of tender document must be submitted along with the offer.

(4) 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).

(5) 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.

(6) 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.

(7) 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.

Tender No. & Date : DID3698P12/TR

19.10.2011

Special Notes : BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

In addition to BEC / BRC as per General Terms and Conditions vide annexure-MM/TENDER/LP/01/06 for indigenous Tenders, the following clause will be applicable against this tender.

Bid Rejection Criteria (BRC) :

The bid shall conform generally to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the offered product does not conform to required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

(i) Technical :

a. The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

b. Bid(s) not complying with Delivery, Installation & Commissioning Terms, Warranty Service Terms, Annual Maintenance Contract (AMC) Terms, Penalty Terms and General Terms & Conditions will be rejected.

c. The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. Joint Venture companies, subsidiaries and authorized dealers must submit Authorisation certificate (in original) from OEM, as per **Annexure-A**, attached herewith, stating that the OEM will provide support directly or through the particular dealer during the warranty period including replacement of spares and the validity of the certificate should be for a minimum period of 18 months from the date of submission of offers/bids, failing which, their offer will be rejected.

d. The Bidder should provide an Undertaking of authenticity of IT Hardware/Software supplies,(in original), from OEM, as per **Annexure-B** attached, stating that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software, shall be used, failing which, their offer will be rejected.

e. The Bidder must quote for all the items. Failing which the bid will be rejected.

(ii) Commercial :

a. Bid Security :

All the Bids must be accompanied by Bid Security of Rs 52,100.00. Please refer General Terms and Conditions vide annexure-MM/TENDER/LP/01/06 for indigenous Tenders for details. Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 6.1 and 6.2.1 of MM/TENDER/LP/01/06 will be rejected outright without any further reference. For exemption for submission of Bid Security, please refer Clause No. 6.8 of MM/TENDER/LP/01/06. The Bid Security shall be valid for six months from the date of bid opening.

Tender No. & Date : DID3698P12/TR

19.10.2011

b. **Performance Bank Guarantee :**

(i) The successful Bidder will have to provide Performance Bank Guarantee @ 10% of Total cost of Equipment.

(ii) The successful Bidder will have to provide Performance Bank Guarantee @ 10% of 4 years AMC charges. The PBG for AMC shall be submitted prior to expiry of 1 year warranty period.

For exemption for submission of Performance Bank Guarantee, please refer Clause No. 7.11 of MM/TENDER/LP/01/06. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever concludes earlier.

c. The Bank Guarantee should be allowed to be encashed at all branches within India.

d. Validity of the bid shall be minimum 120 days from the Bid Closing Date. Bids with lesser validity will be rejected.

e. The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

f. Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.

g. Bids containing incorrect statement will be rejected.

Bid Evaluation Criteria (BEC) :

The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(i) **Technical :**

a. Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation.

b. The bids conforming to the technical specifications and considered to be responsive will be further evaluated as per the Bid evaluation criteria after subjecting to the Bid rejection criteria.

c. For evaluation of bids, the cost of all items i.e Item No. 10 and 20 including installation & commissioning, warranty charges and 4 years post warranty AMC will be considered.

(ii) **Commercial :**

a. To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

b. To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications

Tender No. & Date : DID3698P12/TR 19.10.2011

fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

c. Other terms and conditions of the enquiry shall be as per per General Terms and Conditions vide annexure-MM/TENDER/LP/01/06 for indigenous Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) contradict the Clauses of the tender or MM/TENDER/LP/01/06 elsewhere, those in the BEC / BRC shall prevail.

Annexure-A

Sample authorisation letter from OEM
(To be typed on the letterhead of the Issuing Company)

Ref. No _____ Date _____

The Head (Materials)
Oil India Limited,
Duliajan-786 602

Sir,

Sub: Authorisation Certificate
Ref: Your tender enquiry No. _____ Dated _____.

We hereby authorize M/s _____ to quote and provide onsite warranty support, including replacement of spares, for the above tender, on our behalf.

This certificate is valid up to _____ (18 months from the date of submission of offer).

Yours faithfully,
For (type name of the firm here)

Signature of Authorised Signatory
Name :
Designation :
Phone No.
Place :
Date :
(Affix Seal of the Organization here)

Annexure-B

Sample undertaking of authenticity letter from OEM
(To be typed on the letterhead of the Issuing Company)

Ref. No _____ Date _____

The Head (Materials)

Tender No. & Date : DID3698P12/TR

19.10.2011

Oil India Limited,
Duliajan-786 602

Sir,

Sub: Undertaking of authenticity of IT Hardware/Software supply

Ref: Your tender enquiry No. _____ Dated _____.

With reference to the systems being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly/ software used in the systems under the above like Hard disk, Monitors, Memory, etc., shall be original, new components/ parts/ assembly only, from respective OEMs of the products and that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software, are being used or shall be used.

We also undertake that in respect of licensed operating system, it shall be sourced from the authorised source (Authorised Microsoft Channel).

In case of default and we are unable to comply with above at the time of delivery or during installation, for the IT Hardware/ Software billed, we agree to take back the systems without demur, if already supplied and return the money, if any, paid to us by you in this regard.

We 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.

Yours faithfully,
For (type name of the firm here)

Signature of Authorised Signatory
Name :
Designation :
Phone No.
Place :
Date :
(Affix Seal of the Organization here).

NOTE :

A. Delivery, Installation & Commissioning Terms

1. Delivery of items has to be carried out at following place :
**Materials Department
OIL INDIA LIMITED
Dulijan
ASSAM - 786 602**
2. Delivery of material has to be completed within 45 days of confirmed order.
3. Installation & commissioning shall be done at site at no extra cost within 7 days of delivery.

B. Warranty Service Terms

Tender No. & Date : DID3698P12/TR

19.10.2011

1. Comprehensive on-site 1 year warranty or OEM warranty, whichever is longer, from the date of commissioning.
2. Preventive & corrective maintenance of all hardware supplied including replacement of defective parts during warranty period, at no extra cost.
3. The defective parts under warranty should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period, will attract penalty, as mentioned in penalty clause.
4. Warranty covers free service and free spare parts excluding the consumables.
5. The engineers for warranty services should be available on-call basis.
6. All visits (including transport to and from Duliajan and accommodation at Duliajan) by bidder's personnel for Warranty related work shall have to be borne by the successful bidder.

C. Annual Maintenance Contract (AMC) Terms

1. Comprehensive on-site maintenance including replacement of spares for a period of 4 years after expiry of Warranty.
2. Preventive & corrective maintenance of all hardware supplied, including replacement of defective parts, during AMC period, at no extra cost.
3. The defective parts under AMC should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period, will attract penalty, as mentioned in penalty clause.
4. All visits (including transport to and from Duliajan and accommodation at Duliajan) by bidder's personnel for AMC related work shall have to be borne by the successful bidder.
5. The charges for Annual Maintenance Contract (AMC) should be quoted on yearly basis and will be considered for commercial evaluation. However, if it is found that the AMC charges are quoted unrealistically / unreasonably low in comparison to the equipment cost, vendor will be required to furnish detailed support plan and methodology to maintain the system as per this tender requirement. In case, it is found unacceptable then OIL will inevitably be compelled to exercise alternative options by readjusting the AMC charges from the total Cost, at its own discretion.
6. Payment against AMC will be made on annual basis, after successful completion of each year.
7. The engineers for AMC services should be available on-call basis.

D. Penalty Terms

1. In case bidder fails to repair or replace a defective part(s) under warranty / AMC services mentioned in warranty / AMC service clause, within 72 hours, from the time of reporting the breakdown, a penalty @ Rs.500 per day / per system will be levied. If for any reason, the bidder fails to provide services within seven successive days from the date of reporting, the period of warranty / AMC will be extended by that number(s) of days, at no extra cost, in addition to the above penalty.

Tender No. & Date : DID3698P12/TR

19.10.2011

E. General Terms & Conditions

1. For each system quoted, a duly filled technical verification data sheet (TVDS) along with all supporting technical datasheets (for all sub assemblies) should be submitted along with the bid.
2. At the time of delivery if the quoted model becomes obsolete then bidder should replace it with latest model of same configuration or higher with the same quoted price and terms & conditions after approval from competent authority in OIL.