

## **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 GIVEN BELOW. 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. Duliagan-786602, Assam  
**E-mail:**material@oilindia.in, **Fax No.**91-374-2800533

**OIL INDIA LIMITED invites sealed tenders for the following:**

<b>Tender No.</b>	<b>B. C. Date</b>	<b>Material Description</b>
DID6578P10/NP	04.03.2010	17" TFT LCD Monitor = 301 Nos.

**2.0** Bid documents (Non transferable) can be purchased from 01.02.2010 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

- Head - Materials, Oil India Limited, P.O. Duliagan, Assam -786602
- Head -Calcutta Branch, Oil India Limited, 4,India Exchange Place, Kolkata - 700001
- Senior Adviser(Contract & Purchase), Oil India Limited, Plot No. 19, Sector- 16 A, NOIDA-201301
- 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:

<b>Tender No.</b>	<b>Single Order Value in Lakhs (Rs.)</b>
DID6578P10/NP	15.05

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 :

<b>Tender No.</b>	<b>Annual Turnover in Lakhs (Rs.)</b>
DID6578P10/NP	30.10

**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 : DID6578P10/NP 19.01.2010**

Tender Fee : INR 1,000.00  
Bid Security Amount : INR 75,000.00

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

Bid Closing On : 04.03.2010 at 13:00 hrs. (IST)  
Bid Opening On : 04.03.2010 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
<b>10</b> 0C000001	<p><b><u>Technical specifications for 17" TFT LCD Monitor against buy-back option:</u></b></p> <p><b><u>Make: (HP/ ACER/ IBM/ DELL/ LG)</u></b></p> <ol style="list-style-type: none"> <li>1. Quoted Model : Model must be mentioned</li> <li>2. Viewable Image size : 17 inches diagonal</li> <li>3. Display type &amp; Surface : Thin-Film Transistor Active Matrix Color LCD with <b>Anti-glare with hard-coat 3H</b></li> <li>4. Input terminal : VGA 15-pin D-type connector complete with connecting cable</li> <li>5. Maximum Resolution (H x V) : 1280 x 1024</li> <li>6. Contrast Ratio (Typical) : 800:1</li> <li>7. Power : AC input-voltage 240 VAC frequency 50-60 Hz complete with power cable</li> <li>8. Base Tilt : Yes - forward, backward</li> </ol> <p><b>A. Delivery, Installation &amp; Commissioning Terms:</b></p> <p>Delivery, installation and commissioning should be completed within 45 days of confirmed order.</p> <p><b>B. Warranty Terms:</b></p> <ol style="list-style-type: none"> <li>1. Comprehensive on-site warranty for a minimum period of 1 year from the date of installation or OEM's warranty, whichever is higher.</li> <li>2. The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM, Joint Venture companies, subsidiaries. The authorized dealers must submit documentary evidence to this effect and authorisation letter (in Original) from OEM to quote for the enquiry, as per OIL format <b>(Annexure-A)</b> attached herewith.</li> </ol>	301	NO

Tender No. &amp; Date : DID6578P10/NP

19.01.2010

Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>3. In case of authorised Dealer, Authorisation certificate (in original) from OEM, as per <b>Annexure-A</b>, should be attached, 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.</p> <p>4. The Bidder should provide an Undertaking of authenticity of IT Hardware/Software supplies,(in original), from OEM, as per <b>Annexure-B</b>, stating that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software, shall be used.</p> <p>5. The Bidder should keep atleast 15 monitors at site as warranty replacement spares to minimise downtime of the equipment.</p> <p>6. Stock replenishment should be made from time to time before the stock level falls below 80% of the minimum spares to be stocked at site.</p> <p>7. Preventive &amp; corrective maintenance of all hardware supplied including replacement of defective parts during warranty period, at no extra cost.</p> <p>8. Bidder will have to arrange its own accommodation and transport facility for the engineer to attend service calls, and for movement of spares.</p> <p>9. The Bidder will have to arrange its own transport for taking back the spare monitors after end of warranty period.</p> <p><b>C. Bidding Format:</b></p> <p>i. TECHNICAL: ----- NIT Specifications                      Offered Specifications -----</p> <p>ii. COMMERCIAL: ----- Item No.    Description                      Unit    Quantity    Amount ----- 1. Cost of Monitor                      No. 2. Buy-back value of Monitor                      No.    301 -----</p> <p><b>D. General Terms &amp; Conditions:</b></p> <p>1. Bidder not complying with delivery and warranty term clauses shall be liable for rejection.</p> <p>2. Bids must be submitted in the format specified above. A bid in any other format shall be liable for rejection.</p> <p>3. Printed Technical Brochure/Product Catalogue for the make/ model offered must be attached with the Bid. Bids not accompanied by technical</p>		

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	<p>brochures/catalogues shall be liable for rejection.</p> <p>4. Bids not accompanied with <b>Annexure-A</b> and <b>Annexure-B</b> shall be liable for rejection.</p> <p>5. The buyback option would be against 15" / 17" CRT / TFT monitors of various makes, viz., HCL/ Samsung / Wipro / Acer / HP / DELL, etc., on 'AS IS WHEREIS' basis.</p> <p>6. Lifting of old monitors will be allowed after complete supply and installation of new monitors. Old Monitors should be lifted within 30 days from the date of installation of new monitors.</p> <p><b>E. Performance Security:</b></p> <p>1. The successful bidder shall furnish the Performance Security in the OIL's format within 30 days of the receipt of Letter of Intent/Order, failing which, OIL reserves the right to cancel the order. Bidders should undertake in their bid to submit Performance Security as stated above.</p> <p>2. In the event of Bidder's failure to discharge their warranty obligations, the Performance Security shall be encashed and the proceeds thereof shall be forfeited without any further reference to the Bidder.</p> <p>3. The Bank Guarantee will have to be given from the nationalised scheduled banks on non judicial stamp paper of requisite value, as per the Indian Stamp Act, and stamp paper should be in the name of the issuing bank.</p> <p>4. The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank :</p> <p>(a) Full Address (b) Branch Code (c) Code Nos. of the authorized signatory with full name and designation (d) Phone Nos./Fax Nos./E-mail address</p> <p>5. The Bank Guarantee shall be enforceable at Duliajan/Delhi/ Kolkata /Guwahati or as specified in the purchase order.</p> <p>6. Performance Security amount will not accrue any interest.</p> <p><b>F. Payment Terms:</b></p> <p>1. 90% on delivery and installation 2. 10% after lifting of old monitors</p> <p>-----</p> <p><b><u>Annexure-A</u></b></p> <p style="text-align: center;"><b>Sample authorisation letter from OEM (To be typed on the letterhead of the Issuing Company)</b></p>		

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>Ref. No _____ Date _____</p> <p>The Head (Materials) Oil India Limited, Duliajan-786 602</p> <p>Sir,</p> <p>Sub: Authorisation Certificate Ref: Your tender enquiry No..... dated _____</p> <p>We hereby authorize M/s. _____ to quote and provide onsite warranty support, including replacement, for the above tender, on our behalf.</p> <p>This certificate is valid up to _____ (18 months from the date of submission of offer).</p> <p>Yours faithfully, For (type name of the firm here)</p> <p>(Name _____) Signature of Authorised Signatory Designation : Phone No. Place : Date : (Affix Seal of the Organization here)</p> <p>-----</p> <p><b><u>Annexure-B</u></b></p> <p style="text-align: center;"><b>Sample undertaking of authenticity letter from OEM (To be typed on the letterhead of the Issuing Company)</b></p> <p>Ref. No _____ Date _____</p> <p>The Head (Materials) Oil India Limited, Duliajan-786 602</p>		

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>Sir,</p> <p>Sub: Undertaking of authenticity of IT Hardware/Software supply</p> <p>Ref: Your tender enquiry No._____ Dated _____</p> <p>With reference to the TFT Monitors being quoted to you vide our quotation No..... cited above, we hereby undertake that all the components/ parts/ assembly used in the TFT Monitors, 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.</p> <p>We also undertake that in respect of licensed operating system, it shall be sourced from the authorised source (Authorised Microsoft Channel).</p> <p>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.</p> <p>In case of default and / or 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 TFT Monitors without demur, if already supplied and return the money, if any, paid to us, by you, in this regard.</p> <p>We also take full responsibility of both parts &amp; service SLA as per the content, even if there is any defect by our authorized Service Centre/ Reseller, /System Integrater, etc.</p> <p>Yours faithfully, For (type name of the firm here)</p> <p>Signature of Authorised Signatory Name : Designation : Phone No. Place : Date : (Affix Seal of the Organization here).</p>		

**Standard Notes: (A) Bidders are requested to submit their bids under SINGLE STAGE TWO BID SYSTEM. The "TECHNICAL" and "COMMERCIAL" bids shall be prepared separately in triplicate and the same should be kept in two separate envelopes superscribing the Tender No., Brief Materials Description and Bid Closing Date and clearly writing on the cover of the two envelopes as "TECHNICAL" and "COMMERCIAL". Both the envelopes should then be kept**

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**in one envelope duly sealed, superscribing the Tender No., Brief Materials Description and Bid Closing Date on the cover. The Technical Bid should contain all the Techno-Commercial terms and conditions including bid bonds excepting the prices which should be kept blank. The Commercial Bid should contain the price schedule only. All other terms and conditions remain unchanged.**

**(B) Bid Evaluation Criteria**

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

**2. The bids conforming to the technical specifications, terms and conditions stipulated in the documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below.**

**3. For evaluation of bids, the cost of the main equipment, essential accessories, commissioning spares and buy back options are to be considered.**

**(C) BID REJECTION CRITERIA (BRC)**

**1. 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.**

**2. To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC/BEC also and such clarification fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the Company, failing which the offer will be summarily rejected.**

**3. The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.**

**4. In case, any of the clauses in the BRC contradict with other clauses of Bid document elsewhere, then the clauses in the BRC shall prevail.**

**5. If the technical specifications of the offer are not as per OIL's requirement stipulated in the bid document, the offer will be rejected.**

**6. Bids for makes other than specified makes mentioned above will be rejected.**

**7. Bidder not complying with Delivery, installation, commissioning, warranty and payment clause shall be rejected.**

**8. Bids from parties other than OEMs, OEM's Joint Ventures, OEM's subsidiaries or OEM's authorized dealers will be rejected.**

**9. 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 documentary evidence to this effect and authorisation letter (in Original) from OEM to quote for the Enquiry, as per OIL format attached herewith.**

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**10. In case of dealer, authorisation certificate (in original) from OEM, as per Annexure-A, should be attached, stating that the OEM will provide support directly or through the particular dealer during the warranty / AMC period, including replacement.**

**11. Bidders not quoting for Buy-Back option will be rejected.**

**Special 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) Bidders located within 100KM radius from Duliajan must quote on FOR Duliajan basis with payment term 100% after receipt and acceptance. However OIL may consider payment for such supply upto 90% against despatch document submitted directly or through bank and balance 10% after receipt and acceptance of materials. This clause shall nullify any other clause included elsewhere of this tender if it contradict above clause.**

**(3) 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.**

**(4) 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 may be treated as unsolicited offer and may not be considered for evaluation. The dealer/stockist/channel partner should take note of above while submitting bid on behalf of their OEM/principal.**

**(5) 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).**

**(6) 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.**