

Enquiry No : OIL/62/7/ENQ-441  
Enquiry Date: 05.01.2010  
Closing Date: 29.01.2010(14.30 hrs)  
Opening Date: 29.01.2010(14.30 hrs)  
Bid Security: Not applicable  
Performance Security: Not applicable  
Deposit:

Sirs,

We invite you to submit your firm quotation for the materials listed and specified in the enclosed Annexure 1 to enter into a **Rate Contract** for a period of one year, extendable by another one year. Materials against the proposed Rate Contract are required to be delivered at our NOIDA office, as and when required. Your quotation must conform to the General Terms & Conditions given in the Annexure II to IV. Your special attention is drawn to the following:

- 1.0 Your offer must include the following and must be submitted in sealed envelope superscripting the above Tender No. & Bid closing date, addressed to Senior Advisor (C&P), Oil India Limited, Plot No 19, Sector 16-A, NOIDA-201301 within the stipulated date and time mentioned above:
  - (i) Enquiry No & Date
  - (ii) Full description of the products offered
  - (iii) Any deviation in specification
  - (iv) Unit & total basic price for each item
  - (v) Bid Validity of minimum 60 days from the date of bid opening.
  - (vi) Taxes/VAT, as applicable. (If taxes are not shown separately, the offer will be considered to be inclusive of all taxes, duties etc.
  - (vii) Copy of Authorised Dealership from the Principal.
- 2.0 In the event of your inability to quote, please send your "Regret Advice" for our record, failure of which may lead to deletion of your name from the vendor list.
- 3.0 In complete quotations will be summarily rejected.

Yours faithfully  
OIL INDIA LIMITED

Chief Manager (Materials)  
For Chairman & Managing Director

**ANNEXURE-I**  
**TO ENQUIRY NO. OIL 62/07/ENQ-441**  
**DATED 05.01.2010**

**LIST OF PRODUCTS**

SL.NO	MAT.CO DE	MATERIAL DESCRIPTION	UNIT	Est. Qty
1	99046791	HP Business Inkjet 1200Seris Black 10B	No.	10
2	99046792	HP Business Inkjet 1200Seris Yellow11Y	No.	5
3	99046793	HP Business Inkjet 1200Seris Cyan11C	No.	5
4	99046794	HP Business Inkjet 1200Seris Magenta11M	No.	5
5	99046795	HP Colour Laserjet3500 Black Q2670A K	No	5
6	99046796	HP Colour Laserjet3500 Yellow Q2672A Y	No	5
7	99046797	HP Colour Laserjet3500 Cyan Q2671A C	No	5
8	99046798	HP Colour Laserjet3500 Magenta Q2673A M	No	5
9	99053356	HP 860 Black Cartridge	No	20
10	99053357	HP 861ColourCartridge	No	15
11	99058412	HP 801Black Cartridge	No	5
12	99058413	HP 801Colour Cartridge Cyan	No	15
13	99058414	HP 801Colour Cartridge Magenta	No	15
14	99058415	HP 801Colour Cartridge Yellow	No	15
15	99058416	HP 801Colour Cartridge Lt. Cyan	No	15
16	99058417	HP 801Colour Cartridge Lt. Magenta	No	15
17	91700599	HP 21 BLACK	No	15
18	91700600	HP 22 COLOUR	No	5
19	99034890	HP Laser jet 1100 Printer Toner Cartridge.92A	No	5
20	99034891	HP Laser jet 1200Printer Toner Cartridge.15A	No	15
21	91700598	HP Laser jet 1160Printer Toner Cartridge.49A	No	55
22	99046799	HP Laser jet 1015Printer Toner Cartridge.12A	No	15

23	99046975	HP Photosmart 8458 Hp No 100 Black Cartrid.	No	5
24	99045327	HP Photosmart 8458 Hp No 858 Photo Cartrid.	No	5
25	99018680	HP No.15 Black Cartridge	No	40
26	99034912	HP No.78 Colour Cartridge	No	20
27	99034905	HP No.17 ColourCartridge	No	15
28	99034915	HP No 56 Black Cartridge	No	60
29	99034916	HP No 57 ColourCartridge	No	30
30	99034919	HP No852 Black Cartridge	No	45
31	99034920	HP No 855ColourCartridge	No	30
32	99034918	HP No857 ColourCartridge	No	5
33	99034910	HP No45 Black Cartridge	No	5
34	99034921	HP No27Black Cartridge	No	5
35	99034922	HP No28Colour Cartridge	No	5
36	99057954	HP OfficejetPRO5400 Black 18	No	35
37	99057972	HP OfficejetPRO5400 Yellow 18	No	20
38	99057880	HP OfficejetPRO5400 Magenta 18	No	20
39	99057879	HP OfficejetPRO5400 Cyan 18	No	20
40	99065308	HP Laserjet P 2035 Toner Cartridge 05A	NO	10
41	99064054	HP Colour Laserjet Printer1515 Toner Cartridge Black 540A	NO	5
42	99065303	HP Colour Laserjet Printer1515 Toner Cartridge Colour541A	NO	5
43	99065304	HP Colour Laserjet Printer1515 Toner Cartridge Colour542A	NO	5
44	99065305	HP Colour Laserjet Printer1515 Toner Cartridge Colour543A	NO	5
45	99055382	Canon PixmaIP4200 5PGBK Canon Black	No	20
46	99055384	Canon PixmaIP4200 8BK Canon Black	No	15
47	99055386	Canon PixmaIP4200 8Y Canon Yellow	No	10
48	99055387	Canon PixmaIP4200 8M Canon Magenta	No	15
49	99055388	Canon PixmaIP4200 8C Canon Cyan	No	10
50	99055389	Canon PixmaIP4000 Black BCI6BK	No	5
51	99055392	Canon PixmaIP4000 Yellow BCI6Y	No	5
52	99055394	Canon PixmaIP4000 Magenta BCI6M	No	5
53	99055395	Canon PixmaIP4000 Cyan BCI6C	No	5
54	99055391	Canon PixmaIP4000 Black BCI3E	No	5
55	99054974	CANON IP 90 No15	No	5
56	99054976	CANON IP 90 No16	No	5
57	99054483	CANON 40 Canon ip 1200	No	5
58	99054484	CANON 41 Canon ip 1200	No	5
59	99034931	Sharp FO1660M FAX Imaging Film	Set	10
60	99034932	Panasonic KXFM 89 FAX Imaging Film	Roll	5

61	99034934	Canon MPC-70Black BX-20 Cartridge.	No	10
62	99034935	Canon MPC-70Colour BX-21E Cartridge.	No	5
63	99061175	Samsung SF-565 P SCX-4216 Fax Cartridge	No	5
64	99061176	Samsung SCX-4X21 SCX4521 Fax Cartridge	No	10
65	99051067	Canon Fax-L295/L280 CanonFX-3Cartridge	No	5
66	99051065	Canon LBP 2900 FAX Cartridge	No	2
67	99034886	CD-R 700MB pack of 10	Box	20
68	99034887	CD-R 700MB pack /100	Box	15
69	99034886	CD-R 700MB pack/50	Box	10
70	99034889	CD-RW 700MB pack/10	Box	10
71	99036631	DVD pack of 10 R	Box	30
72	99065309	DVD( R) pack of 50	Box	5
73	99065310	DVD( R) pack of 100	Box	5
74	99029651	DVD pack of 10 RW	Box	3
75	99008831	CD Cover (Pack of 100)	Box	20
76	99053322	PenDrive 2GB	No	50
77	99015784	Mouse Pad	No	10
78	99034942	CD Cleaning Kit	No	5

# **OIL INDIA LIMITED**

(A Government of India Enterprise)  
 Plot No. 19, Sector-16A  
 N O I D A - 201 301  
 FAX NO. : 0120-2488310/2488327  
 PHONE NO. : 0120-2488333-47  
 E-Mail : oilcp@oil.del.nic.in

## **ANNEXURE-II**

### **GENERAL TERMS AND CONDITIONS FOR ENQUIRY**

#### **1.0 SUBMISSION OF OFFER :**

- 1.1 Offer should be sent in sealed envelope.
- 1.2 The sealed cover should be superscribed with the following details on the left hand top corner:
- (i) OIL's Enquiry No.....
- (ii) Bid closing date.....
- (iii) Brief description of materials.....
- (iv) Bidder's Name.....
- 1.3 The sealed envelope containing offer should then be put in another envelope bearing the following address:

Senior Adviser (C&P)  
 Oil India Limited  
 Plot No. 19, Sector-16A  
 NOIDA-201 301

#### **2.0 TRANSMISSION:**

- 2.1 Timely delivery of the offer is the responsibility of the bidder.
- 2.2 No offer should be sent by Telex / Cable / Fax / E-mail. Such offers will not be accepted.
- 2.3 Offers must be received at the above Office at New Delhi by 14.30 hours (IST) on the bid closing date, mentioned in the covering page / Notice Inviting Tender (NIT). Late offers will not be accepted.
- 2.4 Bidders, in their own interest, are advised to drop their offers personally in "TENDER BOX" at Contracts & Purchase Department. Alternatively, they may sent the same through Registered Post / Courier. Oil India Limited will not be responsible for any delay, wrong delivery or non delivery of the offers. No offer will be accepted after the bid closing date and time as indicated in the covering page.

- 2.5 No correspondence will be entertained regarding extension of bid closing date or delay in receipt of tender by OIL. Furthermore, OIL will not entertain any interim correspondence from the bidders after the bid closing date regarding the status of their offer.

### **3.0 CONTENTS OF OFFER:**

- 3.1 Offer should be submitted in the offer format enclosed in Annexure-III.
- 3.2 Offers should be in English and the following should be clearly indicated in the offer:
- (i) Enquiry Item No.
  - (ii) Description of the offered items in full
  - (iii) Unit rate both in figures and in words
  - (iv) Total on site delivery price both in figures and in words
  - (v) Sales Tax / Service Tax
  - (vi) Other charges, if any
  - (vii) Delivery period
- 3.3 BIDDERS ARE ADVISED TO QUOTE THE PRICES NET OF DISCOUNT AND NO DISCOUNT SHOULD BE SHOWN SEPARATELY. DISCOUNTS QUOTED SEPARATELY IN THE QUOTATION WILL NOT BE CONSIDERED FOR EVALUATION.
- 3.4 Bidders shall offer firm prices. Conditional offer will be liable for rejection.
- 3.5 Installation / commissioning charges, wherever involved should be quoted separately. Similarly, cost for training of OIL's personnel, wherever called for should be shown separately.
- 3.6 Offers must be in terms of the units specified in tender document [Annexure-I].
- 3.7 OIL reserves the right to increase / decrease the quantity. It will be obligatory on the part of the bidder to supply the ordered quantity at the offered rates.
- 3.8 In case of Press Tenders, Bidders should enclose the proof of purchase of tender document.
- 3.9 Offers should be for delivery at site as indicated, with firm delivery date. If delivery is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery indicated in our enquiry and will be binding on the bidder. The delivery will be counted from the date of receipt of the Letter of Intent / Order by the successful bidder.
- 3.10 Taxes, if any, should be shown separately as indicated in the Annexure-III. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING AS SUCH.

### **3.11 VALIDITY:**

Offers must be valid for acceptance for the minimum period of 60 (Sixty) days counted from the bid closing date. Offers without the minimum validity period will be liable for rejection. In the absence of any categorical mention regarding

validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

- 3.12 Offer should be typed or written in indelible ink. The offer will be signed by the authorised person in all pages.
- 3.13 Offer shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case each of such corrections shall be initialised by the person signing the offer.

#### **4.0 SAMPLES:**

- 4.1 Bidders should submit samples of requisite quantity whenever called for. Each sample should have a card affixed and sealed indicating following details:

- (a) Enquiry No.....
- (b) Bid closing date.....
- (c) Bidder's Name and address.....
- (d) Name of the sample.....

- 4.2 Sample must be received before the bid closing date and time failing which the offer will be liable to be rejected.

#### **5.0 PACKING:**

- 5.1 Packing of goods, when ordered, must be sufficiently robust to withstand multiple handling during transit to their final destination so that contents do not get damaged. Protection of the plant and equipment against corrosion or deterioration must be given special attention.
- 5.2 Machined steel and iron parts are to be heavily greased / varnished as a prevention against rust.
- 5.3 In the case of internal combustion engines, compressors and similar equipment, internal parts are to be sprayed with an inhibitor or water splitting preservative and all openings covered with tape to prevent ingress of water.
- 5.4 Boxes / Packings cases containing electrical / electronic equipment are to be water-proof lined.
- 5.5 All items must have their respective identification marks painted / embossed on them.
- 5.6 Crates or boxes should have a list of items contained therein secured to the exterior by means of an enveloping piece of tin sheet nailed to the wood. A duplicate list should also be included inside the crate with contents.

#### **6.0 EXCISE DUTY:**

- 6.1 Excise duty shall be on merit. Facility for concessional excise duty against CT-2 certificate is no longer available, which please note.

**7.0 SALES TAX:**

7.1 Sales Tax as applicable will be billed by the Supplier(s).

**8.0 DEFAULT IN DELIVERY / LIQUIDATED DAMAGES:**

8.1 Time will be of the essence of the contract (Purchase Order).

8.2 In the event of the successful bidder's default in maintaining the agreed time frame schedule set out in the Order, OIL shall have the right to cancel the order at any time after expiry of scheduled time frame and make alternative arrangement at the discretion of OIL in which case extra expenditure involved, will be recoverable from the successful bidder.

8.3 In the alternative, successful bidder shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of the goods in respect of which default in delivery takes place subject to a maximum 7.5% as an agreed pre estimate of the damage suffered.

**9.0 PAYMENT TERMS:**

9.1 Payment will generally be made against completion of supply. Where phased delivery is indicated in the order, payment will be made against each lot as per the phasing.

9.2 In certain cases payment to the extent of 90% maximum may be made against despatch documents. Balance amount will be released after acceptance of the materials. Adjustments, if any, towards liquidated damages shall be made from the balance payment. Payment to the extent of 100% against despatch documents through Bank may be made in case of suppliers having good track record with OIL or where 10% Performance Bank Guarantee is submitted as per provisions in the order in time and no erection / commissioning is involved.

9.3 Whenever supply, erection / commissioning at OIL site is involved, normally payment would be made only after completion of work. OIL may however consider making payment upto 70% after supply of materials and balance after completion of the commissioning. Under no circumstances payment exceeding 70% against supply would be considered in such cases. Tenderers are to take note of this condition and quote accordingly. Offers not meeting this payment term will be liable for rejection.

9.4 In the event of placement of trial orders, payment will be made only after successful field trial of the materials.

**9.5 ADVANCE PAYMENT:**

9.5.1 Request for advance payment shall not be normally considered. Depending on merit, at the discretion of OIL, advance may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of State Bank of India from the date of payment of the advance till recovery / refund.

9.5.2 Advance payment if agreed to by the OIL shall be paid only against submission of an acceptable Bank Guarantee whose value should be equivalent to the amount of advance plus the amount of interest estimated by OIL on the basis of contractual delivery period.

9.5.3 Bank Guarantee shall be valid for 2 months more than the delivery period incorporated in the order and same shall be invoked in the event of Seller's failure to execute the order within the stipulated delivery period.

9.5.4 In the event of any extension to the delivery date, seller shall enhance the value of the Bank Guarantee to cover the interest for the extended period and also shall extend the validity of Bank Guarantee accordingly.

9.6 BANKING CHARGES : All banking charges will be to the bidder's account.

#### **10.0 INSPECTION AND TEST:**

10.1 All materials to be supplied shall be subjected to inspection and test by the Purchaser at his discretion at any stage of manufacture and before despatch by mutual arrangement. Inspection and tests shall be carried out either by the Purchaser's personnel or through a third party nominated by purchaser.

#### **11.0 WARRANTY / GUARANTEE:**

11.1 Goods, materials or plant(s) to be supplied hereunder shall be of recent make and of the best quality and workmanship and shall be guaranteed by the Seller for a period of eighteen months from the date of despatch or twelve months from the date of commissioning / receipt (where commissioning is not involved) whichever is earlier against defects arising from faulty materials, workmanship ;or design. Defective goods / materials or plants returned by the Purchaser to the Seller shall be replaced by the Seller at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.

#### **12.0 BID SECURITY:**

12.1 All the bids must be accompanied by bid security for the amount as mentioned in the covering page wherever required (please refer to para 14.0 below for exemption) and shall be in one of the following forms:

(i) A Bank Guarantee from any scheduled Indian Bank. The Bank Guarantee shall be in the form as per Annexure-IV attached herewith, shall be valid for six months from the bid closing date and shall be enforceable at Delhi.

(ii) Bank Draft in favour of OIL INDIA LIMITED and payable at New Delhi.

12.2 Any bid not accompanied by a proper bid security in the above form will be rejected. However, if the bidder undertakes in their offer that action for submission of bid bond has been initiated by them for submission within 15 days of bid opening date and submits the bid bond dated prior to the bid closing date accordingly, then their bid will be considered.

12.3 Unsuccessful bidder's bid security will be returned as promptly as possible.

12.4 The successful bidder's bid security will be discharged upon furnishing the performance security by the bidder.

12.5 Bid security will not accrue any interest.

- 12.6 The bid security will be forfeited:
- (a) If a bidder withdraws his bid during the period of validity of bid or
  - (b) If the successful bidder fails to furnish the performance security / accept order within 30 days of placement of order.

**13.0 PERFORMANCE SECURITY:**

- 13.1 The successful bidder shall furnish the performance security, wherever involved, herewith within 30 days of the receipt of notification towards award of contract.
- 13.2 The proceeds of the performance security shall be payable to purchaser as compensation for any loss resulting from the Seller's failure to complete his obligations under the contract.
- 13.3 The Bank Guarantee shall be enforceable at Delhi.
- 13.4 The amount of performance security shall be 10% of order value.
- 13.5 Performance security will be discharged by the Purchaser and returned to the Seller, within 30 days following the date of completion of the Seller's performance obligations, including any warranty obligations, under the contract.
- 13.6 Performance security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning or 18 months from the date of despatch whichever concludes earlier. However, for consumable like chemicals, cement, Tubulars etc. the performance security shall be valid for 12 months from the date of despatch which will be released after receipt and acceptance of goods in case of regular suppliers and satisfactory field use in case of new suppliers.

**14.0 GENERAL EXEMPTIONS FOR BID SECURITY / PERFORMANCE SECURITY:**

- 14.1 Small Scale Units registered with NSIC / Directorate of Industries and parties registered with DGS&D are exempted from submitting bid security provided they submit an attested copy of their valid registration with Corporation / Directorate of Industries / DGS&D which indicates the category of items being tendered for and if the total tender value is less than the monetary limit for which the unit is registered. Documentary evidence of the monetary limits should be enclosed without which the bidder will not be entitled for the exemption.
- 14.2 Small Scale units registered with NSIC / Directorate of Industries are exempted from submitting performance security if the order / contract value is less than the monetary limits for which the firm is registered. In absence of monetary / quantity limit in the NSIC / Directorate of Industries certificate, bidders should submit Capacity Assessment Certificate issued by concerned NSIC / District Industries Centre.
- 14.3 Public Sector Undertakings are exempted from submitting Bid Security.

**15.0 COMPLIANCE WITH TENDER:**

- 15.1 Bidder's offer must conform in all respects with the applicable specifications drawings and terms and conditions of the tender. Any deviation from the tender

specifications or terms and conditions must be clearly and explicitly stated. In order to be considered responsible, bidder's offer must specifically include the following statement:

We certify that our offer complies with all NIT requirements and specifications except for the following:

"List exception"

If none state "None"

- 15.2 Relevant technical literature must be submitted alongwith the offer whenever called for without which the offer will be liable to be rejected.

#### **16.0 OPENING OF TENDERS:**

- 16.1 Bidder or their authorised representative (only one) will be allowed to be present at the time of opening of the bids. However, a letter (in the form as per Annexure-V enclosed) must be produced to the tender opening officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend opening of tenders.

- 16.2 In case of unscheduled holiday on the bid opening date, the bids will be opened on next working day. Accordingly, bid closing date / time will get extended upto the next working day.

#### **17.0 FORCE MAJEURE:**

- 17.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

- 17.2 The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

#### **18.0 BID REJECTION CRITERIA:**

- 18.1 Offers received after the bid closing date and time will be rejected.
- 18.2 Offers received from unsolicited parties shall not be considered and rejected.
- 18.3 Offers not offering firm price / with adjustable price shall be treated as non-responsive and rejected.

- 18.4 Offers with inadequate validity will be rejected.
- 18.5 Offers not duly signed by the authorised signatory will be rejected.
- 18.6 Offers containing interlineations, erasures or overwriting except corrections made by the bidder duly initiated will be liable for rejection.
- 18.7 Offers are liable for rejection in case the bidder does not comply with the Enquiry stipulations or the goods offered do not conform to the required specifications indicated in the enquiry (Annexure-I).
- 18.8 Any offer containing incorrect statement and incomplete information will be liable for rejection.
- 18.9 Any bid not accompanied by proper bid security (wherever applicable) will be rejected.
- 18.10 Offers not meeting the requirements given in paras 2.2, 4.0, 9.0 and 15.0 will be liable for rejection.
- 18.11 Oil India Limited will reserve the right to accept / reject any offer either in full or in part or accept any offer other than the lowest offer without assigning any reason whatsoever.

**19.0 BID EVALUATION CRITERIA:**

- 19.1 Bids which are found to be responsive and meeting the requirement both specification wise and the terms and conditions stipulated in the enquiry will be considered for final evaluation.
- 19.2 Comparison of the bids will be done on total FOR destination cost basis to ascertain the lowest bid. Railway freight in case of bulky consignments (forming rake loads) and for others will be considered for arriving at the FOR Destination cost.
- 19.3 Each item will normally be evaluated independently and separately unless otherwise stated.
- 19.4 Discount offered, if any, will not be considered.
- 19.5 In the event of computational error between unit price and total price, unit price shall prevail.
- 19.6 In case of difference between words and quoted figure, words will prevail.
- 19.7 Preference to Public Sector Undertaking and Small Scale Industries etc. will be given as per prevailing Government Guidelines as applicable on bid closing date.
- 19.8 In case of phased delivery, preference will be given to offers meeting the delivery requirements and offers not meeting the same will be suitably loaded for evaluation purposes.
- 19.9 After due evaluation of the offers both technically and commercially, past performance of similar equipment supplied by the bidder as well as after-sales service, supply of spares, etc. in respect of such equipment by the concerned

bidder will be considered/evaluated. If the same are not found to be satisfactory as already communicated to the bidder, the offer will be considered as unacceptable offer and rejected.

- 19.10 In case the lowest acceptable bidder has not executed any order for the item tendered satisfactorily to OIL in the past, a trial order to the extent of 25% (maximum) only will be placed and balance quantity will be procured from other competitive bidders whose product has been field proven in OIL.
- 19.11 OIL reserves the right to accept any deviation/condone any minor deviation.
- 19.12 In case of any conflict between the evaluation criteria stipulated in this Annexure with that given in Annexure-I those mentioned in the main tender document (Annexure-I) will prevail.

**20.0 ARBITRATION:**

- 20.1 All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by Arbitration in accordance with the rules of Arbitration of the Indian Council of Arbitration and award made in pursuance thereof shall be binding on the parties. Venue of Arbitration shall be New Delhi.
- 20.2 In case of dispute with a Public Sector Undertaking, the same shall be resolved as per BPE guidelines.

**21.0 APPLICABLE LAW:**

- 21.1 The contract arising out of this tender shall be interpreted in accordance with the law of India.

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**ANNEXURE-III****OFFER FORMAT**

To

Senior Adviser (C&P)  
Oil India Limited  
Plot No. 19, Sector-16A  
NOIDA-201 301

Enquiry No.....

With reference to your enquiry we quote our best prices as under:

L.NO	MAT.CODE	MATERIAL DESCRIPTION	UNIT	Est. Qty	UNIT RATE	TAX	TOTAL VALUE
1	99046791	HP Business Inkjet 1200Seris Black 10B	No.	10			
2	99046792	HP Business Inkjet 1200Seris Yellow11Y	No.	5			
3	99046793	HP Business Inkjet 1200Seris Cyan11C	No.	5			
4	99046794	HP Business Inkjet 1200Seris Magenta11M	No.	5			
5	99046795	HP Colour Laserjet3500 Black Q2670A K	No	5			
6	99046796	HP Colour Laserjet3500 Yellow Q2672A Y	No	5			
7	99046797	HP Colour Laserjet3500 Cyan Q2671A C	No	5			
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12	99058413	HP 801Colour Cartridge Cyan	No	15			
13	99058414	HP 801Colour Cartridge Magenta	No	15			
14	99058415	HP 801Colour Cartridge Yellow	No	15			
15	99058416	HP 801Colour Cartridge Lt. Cyan	No	15			
16	99058417	HP 801Colour Cartridge Lt. Magenta	No	15			
17	91700599	HP 21 BLACK	No	15			
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21	91700598	HP Laser jet 1160Printer Toner Cartridge.49A	No	55			
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23	99046975	HP Photosmart 8458 Hp No 100 Black Cartrid.	No	5			
24	99045327	HP Photosmart 8458 Hp No 858 Photo Cartrid.	No	5			
25	99018680	HP No.15 Black Cartridge	No	40			
26	99034912	HP No.78 Colour Cartridge	No	20			
27	99034905	HP No.17 ColourCartridge	No	15			
28	99034915	HP No 56 Black Cartridge	No	60			
29	99034916	HP No 57 ColourCartridge	No	30			
30	99034919	HP No852 Black Cartridge	No	45			
31	99034920	HP No 855ColourCartridge	No	30			
32	99034918	HP No857 ColourCartridge	No	5			
33	99034910	HP No45 Black Cartridge	No	5			
34	99034921	HP No27Black Cartridge	No	5			
35	99034922	HP No28Colour Cartridge	No	5			
36	99057954	HP OfficejetPRO5400 Black 18	No	35			
37	99057972	HP OfficejetPRO5400 Yellow 18	No	20			
38	99057880	HP OfficejetPRO5400 Magenta 18	No	20			
39	99057879	HP OfficejetPRO5400 Cyan 18	No	20			
40	99065308	HP Laserjet P 2035 Toner Cartridge 05A	NO	10			
41	99064054	HP Colour Laserjet Printer1515 Toner Cartridge Black 540A	NO	5			
42	99065303	HP Colour Laserjet Printer1515 Toner Cartridge Colour541A	NO	5			
43	99065304	HP Colour Laserjet Printer1515 Toner Cartridge Colour542A	NO	5			
44	99065305	HP Colour Laserjet Printer1515 Toner Cartridge Colour543A	NO	5			
45	99055382	Canon PixmaIP4200 5PGBK Canon Black	No	20			
46	99055384	Canon PixmaIP4200 8BK Canon Black	No	15			
47	99055386	Canon PixmaIP4200 8Y Canon Yellow	No	10			
48	99055387	Canon PixmaIP4200 8M Canon Magenta	No	15			
49	99055388	Canon PixmaIP4200 8C Canon Cyan	No	10			
50	99055389	Canon PixmaIP4000 Black BCI6BK	No	5			
51	99055392	Canon PixmaIP4000 Yellow BCI6Y	No	5			
52	99055394	Canon PixmaIP4000 Magenta BCI6M	No	5			
53	99055395	Canon PixmaIP4000 Cyan BCI6C	No	5			
54	99055391	Canon PixmaIP4000 Black BCI3E	No	5			
55	99054974	CANON IP 90 No15	No	5			
56	99054976	CANON IP 90 No16	No	5			

57	99054483	CANON 40 Canon ip 1200	No	5			
58	99054484	CANON 41 Canon ip 1200	No	5			
59	99034931	Sharp FO1660M FAX Imaging Film	Set	10			
60	99034932	Panasonic KXFM 89 FAX Imaging Film	Roll	5			
61	99034934	Canon MPC-70Black BX-20 Cartridge.	No	10			
62	99034935	Canon MPC-70Colour BX-21E Cartridge.	No	5			
63	99061175	Samsung SF-565 P SCX-4216 Fax Cartridge	No	5			
64	99061176	Samsung SCX-4X21 SCX4521 Fax Cartridge	No	10			
65	99051067	Canon Fax-L295/L280 CanonFX-3Cartridge	No	5			
66	99051065	Canon LBP 2900 FAX Cartridge	No	2			
67	99034886	CD-R 700MB pack of 10	Box	20			
68	99034887	CD-R 700MB pack /100	Box	15			
69	99034886	CD-R 700MB pack/50	Box	10			
70	99034889	CD-RW 700MB pack/10	Box	10			
71	99036631	DVD pack of 10 R	Box	30			
72	99065309	DVD( R) pack of 50	Box	5			
73	99065310	DVD( R) pack of 100	Box	5			
74	99029651	DVD pack of 10 RW	Box	3			
75	99008831	CD Cover (Pack of 100)	Box	20			
76	99053322	PenDrive 2GB	No	50			
77	99015784	Mouse Pad	No	10			
78	99034942	CD Cleaning Kit	No	5			

**Signature & Seal of Tenderer**

Full Name.....

Address.....

.....  
Date.....

**ANNEXURE-IV**

To

Oil India Limited  
Plot No. 19, Sector-16A  
NOIDA-201 301

Dear Sir,

Sub : Your Enquiry No.....

For .....

Mr./Mrs.....has been authorised to be present at the time of opening of the above Enquiry due on.....at your Office on my/our behalf.

Yours faithfully,

**ENQUIRY NO. OIL 62/07/ENQ-441  
DATED 29.12.2007**

**LIST OF PARTIES**

**LIST OF ADDRESSES FOR CONSUMABLES OF IT DEPARTMENT**

1. M/s Neelam Sales Agency  
8 Saheed Bhagat Singh Marg  
Gole Market  
NEW DELHI 110 001
2. M/s Micro Clinic India (P) Ltd  
302 South Ex. Centre'  
273 Masjid Moth, South Ex II  
NEW DELHI 110 049  
Fax 011-2625 9437 /8182/7922/23
3. M/s Simple Computech Solutions (P) Ltd  
D 24 Pandav Nagar  
OPP Mother diary  
DELHI 110092
4. M/s Anil Agency  
C-32 Sector 14, NOIDA  
9312607050
5. M/s Westside Stationery Mart  
Shop No 20 Block X-1/A  
Sector 12, NOIDA.
6. M/s The Computer Park  
J 44 Sector 18  
NOIDA
7. M/s B.B.Stationery Mart  
G 20 Savitri Complex  
Sector 18 Atta Market  
NOIDA
8. M/s Esar Info International  
Shop No 5, Prem Palace  
Near Rajasthan Street  
Atta, Sector 27, NOIDA

9. M/s Computech International  
B-123 Sector 6 NOIDA 201301
10. M/s Udbhav Enterprises  
C-412 Sector 10  
NOIDA  
0120-4273032  
Mr Ashutosh (M) 9811405578)
11. M/s Uptime Computers  
Shop No 2 Raj Palace  
Sector 27, NOIDA  
01204321922  
  
Mr Verghese 9810970900/9871698573
12. M/s E Office Planet India Pvt Limited  
H-137 Sector 63, NOIDA  
Registered Supplies Reseller of HP
13. M/s Cambridge Stationers  
3 Regal Building, Sansad Marg  
New Delhi-1
14. M/s Microhard Computer Services  
1<sup>st</sup> Floor Phool Singh Market  
Sector 27, NOIDA
15. M/s Raj & Sons Stationery  
36D Pocket L, Sheikh Sarai Phase II  
New Delhi 17
16. M/s Candy Computers  
Shop No 113 Mohan Singh Place  
Connaught Place  
New Delhi
17. M/s Ambience Agencies  
G-12A Savitri Market  
Sector 18 NOIDA
18. M/s M.K. Enterprises  
Plot No 77B Prem Nagar  
Phase I Nangioi  
Delhi
19. M/s U C Systems India (P) Ltd  
B-5 / 204 Safdarjung Enclave  
New Delhi 110 029