

LIST OF VENDORS TO WHOM TENDER ENQUIRY HAS BEEN SENT AGAINST LIMITED TENDER NO. SSI9445L26/L6 DATED 06.06.2025 FOR PROCUREMENT OF STATIONERY ITEMS / FORMS / BOOKLETS / FILES

Supplier	Vendor Name
200151	COMMERCIAL FRIENDS
200186	ASSOCIATED PRINTERS
200187	PAPER PRINTERS
200190	KHAITAN PRINTING PRESS
200191	DULIAJAN PRINTING WORKS
200192	DEEP PRINTERS
201237	PROGOTI PRINTING PRESS
201239	SURYA PRINTERS
201243	SAIKIA PRINTERS
201394	BIJOY PRINTING PRESS
201864	EXCLUSIVE ADVERTISING PRIVATE LIMIT
207286	CREATIVE PRINTERS
212794	THE ASSAM COMPUTERS
218062	CHANDANIKA E SERVICES
218064	SHIVAM ENTERPRISE
218124	PRODO TECHNOLOGIES PVT. LTD.
411930	FAIRCROW ART HOUSE



OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

TELEPHONE NO. (91-374) 2808792

FAX NO: (91-374) 2800533

Email: aayush_somani@oilindia.in; erp_mm@oilindia.in

FORWARDING LETTER

Tender No.	: SSI9445L26/L6 DTD. 06.06.2025
Tender Fee	: NIL
Bid Security	: Not Applicable. However, submission of Bid Securing Declaration is mandatory.
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: 25.06.2025 (at 11:00 Hrs. IST)
Bid Opening on	: 25.06.2025 (at 14:00 Hrs. IST)
Tender Type	: Limited Composite e-Tender
Performance Security	: Applicable @ 5% of the order value in case of order valuing INR 10.00 Lakhs & above.
Integrity Pact	: Not Applicable
PPP-MII Policy	: Not Applicable
Validity of the Offer	: Shall be 90 days from the date of Bid Opening.
Document Verification Clause	: Not Applicable

The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com.

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for **SUPPLY OF STATIONERY FILES / FORMS / ITEMS / BOOKLETS** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFx.

This Tender has been floated for participation of Indigenous bidders only. Hence, only Indigenous bidders are eligible to participate against this tender.

The tender will be governed by:

- a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos. = **0374-2807178/ 2807171/ 2807192/2804903**. Email id = erp_mm@oilindia.in; esupport@oilindia.in

- b) OIL's office timings are as below:

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

OIL Bank Details :

Bank Details of Beneficiary		
a	Bank Name	STATE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Banker Account No.	10494832599
e	Type of Account	Current Account
f	IFSC Code	SBIN0002053
g	MICR Code	786002302
h	SWIFT Code	SBININBB479
i	Contact No.	9435554859
j	Contact Person Name	Mr. K.L.K.Banik, AGM
k	Fax No.	0374-2802729
l	Email Id	sbi.02053@sbi.co.in

- c) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- d) Technical specifications and Quantity as per **Annexure – I**.
- e) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- f) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website (www.oil-india.com) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.
- g) 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 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).

- h) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFX -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

Special Notes:

1.0 (I) Please note the following important points as under:

- a) For participation, applicants already having User ID & Password for OIL’s E-Procurement Portal need to register against the IFB. New vendors/existing vendors not having User ID & Password for OIL’s E-Procurement Portal shall obtain User ID & password through online vendor registration system in E-Portal.
- b) Bidders who do not have E-tender Login ID and Password should complete their online registration **at least seven (7) days prior to the scheduled bid closing date** and time of the tender. For online registration, Bidder may visit the OIL’s E-tender site <https://etender.srm.oilindia.in/irj/portal>
- c) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- d) Parties, who do not have a User ID, can click on Guest login button in the e-Tender portal to view and download the tender. The detailed guidelines are given in User Manual available in OIL’s E-Procurement site. For any clarification in this regard, bidders may contact E-Tender Support Cell at Duliajan at erp_mm@oilindia.in, Ph.: 0374-2807171/7192.
- e) Details of process for submission of Bid Security (EMD) [if applicable in the tender] through the online payment gateway are available in Vendor User Manual under EProcurement Portal. (Note: Important Points for on-line Payment can be viewed at Oil India's website at [url:http://oil-india.com/pdf/ETenderNotification.pdf](http://oil-india.com/pdf/ETenderNotification.pdf)).
- f) The link for OIL’s E-Procurement Portal is available on OIL’s web site (www.oilindia.com).
- g) **Categorization and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DLE-16062021-227649 dated 16th June, 2021 issued by Ministry of MICRO, SMALL AND MEDIUM ENTERPRISE.**

The bidder claiming as MSE status (MSE-General, MSE-SC/ST, MSE -Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:

Udyam Registration Number with Udyam Registration Certificate.

Note: In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or Woman Entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed.

- a) **MSE Units (Manufacturers/Service Providers only and not their dealers/distributors) registered with District Industry Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/Woman Entrepreneurs should also be enclosed.**

The turnover related figures of the bidders claiming as MSE bidders as mentioned above shall be considered based on Bidders self-declarations to be submitted with their bid as per new gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020. However, in case of any intentional misrepresentations or attempts to suppress facts in the self-declaration, the bidder shall be liable to penalty as specified under section 27 of the Act.

- b) **For availing benefits under Public Procurement Policy (Purchase preference), the interested MSE Bidders must ensure that they are the manufacturers of the tendered item(s) and registered with the appropriate authority for the said item(s).**

~~(II) In case a Startup [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:~~

~~1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.~~

~~2. Certificate of incorporation.~~

~~3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation along with a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.~~

~~The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.~~

~~In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE.~~

~~NOTE: In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they must apply to concerned tender handling officer, Materials Department, Oil India Limited, P.O. Duliajan, Assam 786602 for waiver of EMD upto one week prior to the Bid closing date (or as amended in e portal).~~

- 2.0 The tender is invited under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidders are required to submit both the “**TECHNO-COMMERCIAL UNPRICED BID**” and “**PRICED BID**” through electronic format in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.
- 2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the RFX Information > Technical Attachment only. The “**TECHNO-COMMERCIAL UNPRICED BID**” shall contain all techno-commercial details except the prices.
- 2.2 The “**PRICE BID**” must contain the price schedule and the bidder’s commercial terms and conditions. **For price upload area, please refer “NEW INSTRUCTIONS”**
- 3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender No.** and **Due Date** to the **GM-Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.
 - a) Detailed Catalogue (if any)
 - b) Original Bid Security if in the form of Bank Guarantee (please refer to EMD clause for more details if EMD is applicable).
 - c) Any other document required to be submitted in original as per tender requirement

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in Duplicate.

- 4.0 **Benefits to Micro & Small Enterprises (MSEs) as per OIL’s Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details.**
- 5.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders’ risk and may result in rejection of its offer without seeking any clarifications.
- 6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above-mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 7.0 Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.

8.0 **SINGLE STAGE COMPOSITE BID SYSTEM** shall be followed for this tender.

~~9.0 The Integrity Pact is applicable against this tender. Therefore, please submit the Integrity Pact document duly signed along with your quotation as per BRC. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be submitted by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.~~

The name of the OIL's Independent External Monitors at present are as under:

1. Dr. Tejendra Mohan Bhasin

Former Vigilance Commissioner, CVC

E-mail: tmbhasin@gmail.com

2. Shri Ajit Mohan Sharan, IAS (Retd.)

Former Secretary, Ministry of Ayush

Govt. of India

Mobile No.: 9810701876

Email ID: ams057@gmail.com

3. Shri Ram Phal Pawar, IPS (Retd.),

Former Director, NCRB, MHA

Mobile No.: 8017017878

E-mail ID's: rpawar61@hotmail.com, ramphal.pawar@ips.gov.in

~~10.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure CCC. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per Annexure CCC) contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.~~

11.0 To ascertain the substantial responsiveness of the bid, OIL reserves the right to ask the bidder for clarification in respect of clauses covered under the tender and such clarifications fulfilling the tender clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

12.0 Please do refer the User Manual provided on the portal on the procedure "How to create Response" for submitting offer.

~~13.0 Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class I local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. Minimum % of local content required to qualify as class I Local supplier is 50% and Minimum % of local content required to qualify as class II Local supplier is 20%.~~

If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at

~~which the local value addition is made along with their bid, failing which no purchase preference shall be granted.~~

~~In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make in India) order 2017 dated 04.06.2020.~~

~~Only Class I and Class II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid.~~

~~Non Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. Please refer to the Office Memorandum No. F.1/4/2021-PPD dated 18.05.2023 for compliance of concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.~~

- 14.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.
- 15.0 While submitting the offers bidders are requested to refer to the enclosed **Annexure – BB (Price Bid Format and Evaluation Criteria)**.
- 16.0 **Delivery/collection Instructions in cases where transportation is in OIL's scope:**
(i) The suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.
(ii) Consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.
(iii) The name of OIL's current authorized transporters is M/s Western Carriers (India) Ltd. **Bidder's are requested to note the above delivery/collection instructions while submitting their offers.**
- 17.0 **The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.**
- 18.0 Bidders should fill-up and submit along with their bid an **UNDERTAKING** towards **authenticity of information/documents** furnished by them, as per enclosed **ANNEXURE-K**.
- 19.0 **ONLINE VIEWING OF PRICE BY BIDDERS**: For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under

NO PRICE Condition (i.e., Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of thee-tender.

DISCLAIMER: Rates/Costs shown above are as calculated/quoted by the respective Bidder. Company does not assume any responsibility and shall not be. liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-se-ranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.

20.0 Note regarding submission of EMD & PBG in the form of Bank Guarantee (BG): EMD, also known as Bid Security, is NOT APPLICABLE for this tender. However, submission of Bid Securing Declaration as per the format approved by OIL shall have to be mandatorily submitted by the bidder. ~~The value and validity of EMD is stated in Page No. 1 of this Forwarding Letter.~~

PBG @5% shall be APPLICABLE only for order valuing INR 10.00 Lakh & above.

In case a bidder / supplier wishes to transfer ~~EMD and / or~~ PBG amount online directly, then OIL's bank details (where online transfer of ~~EMD and / or~~ PBG amount is to be done) are as below-

OIL's Bank account Details:-

- (i) **Name:** Oil India Limited
- (ii) **Bank:** State Bank of India
- (iii) **Branch:** Duliajan
- (iv) **Account Number:** 10494832599
- (v) **Account Type:** Current
- (vi) **IFSC Code:** SBIN0002053

Upon transferring ~~EMD and / or~~ PBG amount online to OIL, vendor shall provide the transaction details to the dealing officer (email ID: aayush_somani@oilindia.in) so that receipt of the same can verified in OIL's bank account.

Note: ~~EMD, if in form of bank guarantee, shall be dropped as per OIL's approved format in the Local Tender Box located at the Office of General Manager Materials, Oil India Limited, Materials Department, Old Industrial Area, Opposite Duliajan Police Station, Duliajan - 786602, Dist.: Dibrugarh (Assam), within the Bid Closing Date & Time specified in the tender. Failure to submit the same within the specified time frame will lead to rejection of offer straight away.~~

~~If EMD is submitted online, then the intimation of the transaction details to be emailed to the dealing officer (email ID: aayush_somani@oilindia.in) within the Bid Closing Date & Time specified in the tender. Failure to email the same within the specified time frame will lead to rejection of offer straight away.~~

In case PBG is desired to be submitted in original hard copy in the form of 'Bank Guarantee', then the same needs to be submitted as per the format approved by OIL and shall indicate the Purchase Order No. and item description.

Bidder / Supplier is to note that the Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

- (i) MT 760/MT 760 COV for issuance of bank guarantee.
- (ii) MT 760/MT 767 COV for amendment of bank guarantee.

[Tender No. (in case of EMD) and Purchase Order Number (in case of PBG) should reflect in the SFMS text under MT 760/MT 760 COV]

The above message / intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank, Duliajan Branch, IFSC Code- ICIC0000213, Branch Address.: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam - 786602. The Bank details are as under:

Bank Details of Beneficiary:-

- A) **Bank Name:** ICICI BANK LTD.
- B) **Branch Name:** DULIAJAN
- C) **Branch Address:** KUNJA BHAVAN, DAILYBAZAAR, DULIAJAN, DIBRUGARH, ASSAM – 786602
- D) **IFSC Code:** ICIC0000213
- E) **Unique Identifier Code (Field 7037):** OIL503988890
- F) **Company Name:** Oil India Limited
- G) **Swift Code:** ICICINBBXXX

The vendor shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.

Additional Note: Submission of Performance Security in the form of Electronic Bank Guarantee (e-BG):

Oil India Ltd. has now adopted Electronic Bank Guarantee (e-BG) for Bid Security and Performance Security in addition to the existing provisions. Electronic Bank Guarantee (e-BG) is a digitally signed BG issued by banks which is transmitted directly from banks to beneficiaries in electronic form through a platform provided by National E-Governance Services Limited (NeSL).

Submission of Bid Security/Performance Security, as applicable, in the form of Electronic bank Guarantee (e-BG) is also acceptable:

Sl. No.	Bank name	Sl. No.	Bank name
1	AU Small Finance Bank	18	Indian Bank
2	Axis Bank	19	Indian Overseas Bank
3	Bank of Baroda	20	IndusInd Bank
4	Bank of India	21	Karnataka Bank
5	Bank of Maharashtra	22	Karur Vysya Bank

6	Canara Bank	23	Kotak Mahindra Bank
7	Central Bank of India	24	Punjab & Sind Bank
8	City Union Bank	25	Punjab National Bank
9	DBS Bank	26	RBL Bank
10	DCB Bank	27	Standard Chartered
11	Dhanlaxmi Bank	28	State Bank of India
12	Federal Bank	29	South Indian Bank
13	HDFC Bank	30	Tamilnad Mercantile Bank Ltd
14	HSBC Bank	31	UCO Bank
15	ICICI Bank	32	Union Bank of India
16	IDBI Bank	33	Yes Bank
17	IDFC First Bank		

Beneficiary details for issue of e-BG are:

Sl. No.	Particulars	Details
1	Name	Oil India Limited
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	Will be intimated at the time of order placement.
5	Mobile No.	Will be intimated at the time of order placement.
6	Local Address	Duliajan, Dibrugarh, Assam-786602
7	Registered Address	Duliajan, Dibrugarh, Assam-786602

Bidders are required to note that as per NeSL portal, "UIN" is PAN for Indian Legal Entity. As such, UIN for OIL is AAACO2352C.

The Bid Security or Performance Security can be in the form of Insurance Surety Bonds or account payee Bank Draft/Cashier's cheque/Banker's cheque/NEFT/RTGS/ Electronic fund transfer to designated account of OIL or Fixed Deposit Receipt (FDR) (account OIL INDIA LIMITED) or Bank Guarantee (including e-Bank Guarantee).

21.0 PBG UNDERTAKING FORM:

In the event of award of purchase order against this tender, the successful bidder **must comply with the stipulations** of the enclosed **"PBG UNDERTAKING FORM - ANNEXURE-M"** and **submit it duly filled-in along-with their PBG (Performance Bank Guarantee).**

22.0 RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA:

It is for information of all Bidders that Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum No. F.7/10/2021-PPD (1) dated 23rd February, 2023 (order- Public Procurement no.4) has proclaimed Requirement of registration under Rule 144(xi) of the General Financial Rules (GFRs), 2017. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement only if the bidder is registered with the Competent Authority. Further, any

bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority to be eligible to bid in this tender. Therefore, all bidders are requested to be guided by the Clauses stipulated in the enclosed Annexure-N of this tender. In this respect, the format of Undertaking to be submitted by the bidders is given vide EXHIBIT-I, EXHIBIT-II & EXHIBIT-III of this tender.

- 23.0 TAX COLLECTIBLE AT SOURCE (TCS):** Tax Collectible at Source (TCS) applicable under the Income-tax Law and charged by the SUPPLIER shall also be payable by OIL along with consideration for procurement of goods/materials/equipment. If TCS is collected by the SUPPLIER., a TCS certificate in prescribed Form shall be issued by the SUPPLIER to OIL within the statutory time limit.

Payment towards applicable TCS u/s 206C (1H) of Income Tax Act.1961 will be made to the supplier provided they are claiming it in their invoice and on submission of following undertaking along with the invoice slating that:

- a. TCS is applicable on supply of goods invoiced to OIL as turnover of the supplier in previous year was more than Rs. 10 Cr. And
- b. Total supply of goods to OIL in FY ... exceeds Rs. 50 Lakh and
- c. TCS as charged in the invoice has already been deposited (duly indicating the details such as challan No. and date) or would be deposited with Exchequer on or before the due date and
- d. TCS certificate as provided in the Income Tax Act will be issued to OIL in time.

However, Performance Security Deposit (if applicable) will be released only after the TCS certificate for the amount of tax collected, is provided to OIL. Supplier will extend the performance bank guarantee (PBG), wherever required, till the receipt of TCS certificate or else the same will be forfeited to the extent of amount of TCS. if all other conditions of Purchase order are fulfilled.

The above payment condition is applicable only for release of TCS amount charged by supplier u/s 206C (1H) of Income tax Act, 1961.

24.0 Price Breakup:

Bidders should submit the price breakup of all the items as per “**Annexure BB**” which has been uploaded under “Notes & Attachments” > “Attachments” as shown below. The price breakup “Annexure BB” should be filled up, signed and uploaded under “Notes & Attachments” > “Attachments” only. **The filled up price breakup of all the items should NOT be uploaded in Technical Attachment.**

- 25.0** No Bid Security /Earnest Money Deposit (EMD) is required to be submitted against this tender. Instead of EMD/Bid Security, all the bidders shall be required to sign a “Bid securing declaration” accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the NIT/Purchase order, they shall be suspended for the period of two (2) years. This suspension of two years shall be automatic without conducting any enquiry. Bidders shall submit “Bid Securing Declaration” as per enclosed PROFORMA-4 along with their Technical bids.

- 26.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:** Banning Policy dated 17.03.2023 (in line with the provisions of Office Memorandum No. F.1/20/2018-PPD dated 02.11.2021 issued by Department of Expenditure, Ministry of Finance) as uploaded in OIL's website will be applicable against the tender (and order in case of award) to deal with any agency (bidder / contractor / supplier / vendor / service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes.

Applicability of the policy shall include but not limited to the following in addition to other actions like invoking bid security / performance security / cancellation of order etc. as deemed fit and as mentioned elsewhere in the tender:

- a) Backing out by bidder within bid validity
- b) Backing out by successful bidder after issue of LOA / Order / Contract
- c) Non / Poor performance and order / contract execution default

The bidders who are on Holiday/ Banning / Suspension list of OIL on due date of submission of bid / during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening / evaluation / award. If the bidding documents were issued inadvertently / downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening / evaluation / Award of Work.

- 27.0** Bids are to be submitted online through OIL's E-Procurement Portal with digital signature. To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate of Class 3 with Organization's Name and Encryption certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). **Digital Signature Certificates having "Organization Name" field as "Personal" are not acceptable. However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable. Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm.**

Digital Signature Certificate comes in a pair of Signing/verification and Encryption/decryption certificate. Bidder should have both the Signing/verification and Encryption/Decryption certificate for Signing and encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.

- 28.0** Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.
- 29.0 Registration of suppliers on Government e-Market place (GeM) under rule 150 of General Financial Rule (GFR 2017):**
- a) In line with O.M. 6/9/2020-PPD dated 24.08.2020 issued by Department of Expenditure, Ministry of Finance, Government of India, it shall be mandatory for sellers providing Goods and Services to Oil India Limited to be registered on GeM and obtain a

unique seller ID, at the time of placement of order/acceptance of contract. This ID shall invariably be incorporated in every supply order/contract/agreement/ purchase order while awarding any contract / order for procurement by Oil India Limited governed by the GFRs 2017. In this regard, the bidder/seller providing goods and services to Oil India Limited has to mandatorily register on Government E-Marketplace (GeM) [Website: www.gem.gov.in] and obtain a unique GeM seller ID.

b) Kindly indicate the GeM seller ID in their offer/bid/proposal to facilitate to comply with the aforementioned Office Memorandum.

30.0 Oil India Limited (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following documents available on the login Page of the OIL's E-tender Portal before uploading their bid.

a) Guidelines to Bidders for participating in OIL.

b) New Vendor Manual

31.0 Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/ specifications of all major components, systems with Make & Model; etc. Generalised response like - 'As per NIT Specifications/ Technical Leaflet', 'Noted', 'and Accepted' or in any similar fashion is not acceptable.

32.0 **Queries Submission Timeline clause-** All prospective bidders are hereby instructed to submit any queries or requests for clarification related to this tender within a period of five (5) calendar days from the date of publishing of this tender document. Any queries received after the stipulated deadline will not be entertained or responded to by OIL.

Queries must be submitted in writing via email to aayush_somani@oilindia.in. Please ensure that the subject line of your email clearly states 'Tender Query - [Tender No. & Name].

33.0 **Avoidance of Extension for Bid Submission clause-** Bidders are earnestly advised to ensure that their bid submissions are prepared and submitted in accordance with the deadlines specified in this tender document. OIL has taken all necessary steps to establish reasonable timelines for the submission of bids to allow ample time for thorough preparation.

As a matter of policy, OIL will only consider granting an extension of the bid submission due date as a onetime exception in situations deemed unavoidable. Such extensions will be granted solely at the discretion of OIL and only in response to a written request from the bidder (mail to aayush_somani@oilindia.in), submitted in accordance with the procedures outlined in this tender document.

It is hereby emphasized that OIL will not entertain or consider any requests for an extension of the bid submission due date, except in cases where OIL deems such extension unavoidable and the bidder submits a formal written request, detailing the compelling circumstances necessitating the extension. Bidders are therefore strongly advised to refrain from seeking an extension of the bid submission due date unless absolutely necessary due to unforeseen and unavoidable circumstances.

By participating in this tender process, all bidders acknowledge and accept the terms and conditions outlined in this Avoidance of Bid Submission Due Date Extensions clause.

34.0 Bidders are required to give an undertaking as per enclosed Annexure-MMM in their bid

that they are not under liquidation, court receivership or similar proceedings and are not bankrupt. Also, please refer to Annexure-II for Dispute Settlement Clause.

35.0 DELIVERY TIMING: Suppliers will be given necessary permission to enter into the Industrial Area or Company's other operating areas to deliver the material as per timings given below)

a) Monday to Friday: Slot-1: 08.00 AM to 10.00 AM
Slot-2:12.30 PM to 02.00 PM

b) Saturday: 08.00 AM to 10.00 AM

Note: No delivery shall be made on Sunday / National Holidays.

36.0 Owing to operational requirements, OIL may request the supplier to prepone delivery of items. The request for such preponement of delivery shall be made in writing by OIL and the supplier shall be obligated for arranging delivery of the materials within the minimum possible period. However, no additional charges shall be payable for such preponement of delivery.

37.0 UNLOADING: For supply of Goods contract, no additional charges such as local levies / transportation / loading / unloading charges etc., shall be payable over and above the contract price.

However, the terms & conditions for the following items are to be noted by the suppliers:

(a) Tubulars, including line pipes: OIL SHALL PROVIDE CRANE FOR UNLOADING OF TUBULARS & LINE PIPES ONLY. Supplier shall depute adequate crew, who has experience of unloading of tubulars, at Consignee Location with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point. THE ONLY RESPONSIBILITY OF THE CREW TO BE DEPUTED BY THE SUPPLIER SHALL BE TO FASTEN/FIX CRANE'S HOOK SLING TO BUNDLES ON THE LOADED VEHICLE. Once the hook sling is securely fastened complying to the safety instructions, OIL's Crane shall lift and unload tubulars from the vehicle. Following points are to be noted and complied in this connection:

(i) Supplier to ensure that height of the loaded tubular is below the cabin height of the vehicle for safe off-loading.

(ii) Supplier to ensure that tubular bundles are securely fastened by very strong material to withstand the rigors of road transportation and capable of lifting by Crane. In the case tubular bundles are found loosened and/or tubulars found completely resting on the side support/bales of vehicle in way that it may free fall upon unshackling, OIL will not unload such vehicle due to safety reasons.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling tubulars.

(b) Transportation through Railways only of Barytes, Bentonite & API Class-G (Oil well) Cement: Unloading & stacking at OIL's godowns shall be carried out by OIL's designated service provider without any charge to the supplier and under the supervision of supplier's personnel. However, in case the order for such items is to be delivered at a

location other than OIL's godowns or the transportation is through mode other than railways, unloading & stacking shall be done by the supplier themselves.

38.0 Financing of trade receivables of Micro and Small Enterprises (MSEs) through Trade Receivables Discounting System (TReDS) platform:

Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on Buyers credit rating by discounting, OIL has registered itself on TReDS platform with M/s RXIL and M/s A TREDS Ltd. (Invoice Mart). MSE vendors can avail this benefit by registering themselves with any of the exchanges providing e-discounting / electronic factoring services on TReDS platform and following the procedures defined therein, provided OIL is also participating in such TReDS Platform as a Buyer.

(i) MSE Vendor should be aware that all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE Vendor.

(ii) MSE Vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Seller's submission, posting or display, participation, in any manner, on the TReDS Platform or from the use of Services or from the Buyer's breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.

OIL shall not be liable for any special, indirect, punitive, incidental, or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor's) invoices.

(i) Buyer means OIL who has placed Purchase Order/ Contract on a MSE Vendor (Seller).

(iii) Seller means a MSE vendor, who has been awarded Purchase Order/ Contract by OIL (Buyer).

39.0 Please refer to Annexure-II for 'Settlement of Disputes' clause.

40.0 FORCE MAJEURE CLAUSE: In the event of either party being rendered unable by Force Majeure to perform any obligations required to be performed by them under the purchase order the relative obligations of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared /undeclared); riot, revolts, pandemics, rebellion, terrorism, sabotage by persons other than the SELLER's Personnel; fires, explosions, ionizing radiation or contamination by radio-activity or noxious gas, if not caused by SELLER's fault; declared epidemic/pandemic or disaster; acts and regulations of respective Govt. of the two parties, namely the PURCHASER and the SELLER and civil commotions, lockout not attributable to the SELLER. Upon occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable

as aforesaid thereby, shall notify the other party by a registered letter duly certified by the statutory authorities immediately but not later than seven (7) days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

Time for performance of the relative obligations suspended by the force majeure shall then be extended by the period for which such cause lasts. The extension of time shall be the sole remedy of the Seller for any delay under this clause and the Seller shall not be entitled in addition to or in lieu of such extension to claim any damages or compensation on any account whatsoever whether under the law governing contracts or any other law in force, and the Seller hereby waives and disclaims any and all contrary rights.

If the force majeure conditions persist for a period exceeding two (2) months, the Purchaser reserves the right to cancel the purchase order in full or in part.

Note: For attention of vendors (to whom this Limited Flagged Tender Enquiry has not been addressed): Other than the vendors to whom the enquiry has been issued, interested vendors who wish to participate in the tender may apply with proper credentials (Relevant documents including company profile, financial status, product range, client list must be submitted along with the application) and should fulfil the below mentioned criteria –

(i) Experience of successfully executing at least 1 (one) similar order for minimum INR 22.95 Lakhs in preceding 5 (five) years to be reckoned from the original stipulated bid closing date of the tender [Copies of Purchase Order(s) along with completion certificate towards successful execution of the order to be submitted].

"Similar Order" for this purpose means **"Stationery Items / Files / Forms / Booklets"**.

(ii) Annual financial turnover of at least INR 22.95 Lakhs (being 50% of the tendered value) in any of preceding 3 (three) financial years.

(iii) The Net worth should be Positive for preceding financial / accounting year.

a. Annual Financial Turnover of the bidder from operations shall mean Aggregate value of the realisation of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (i.e., bidding entity, as the case may be) during a financial year as per the Companies Act, 2013 Section 2 (91).

b. Net worth shall mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

c. For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid:

i) A certificate issued by a practicing Chartered /Cost Accountant (with Membership Number, UDIN and Firm Registration Number), certifying the Annual turnover & Net worth OR

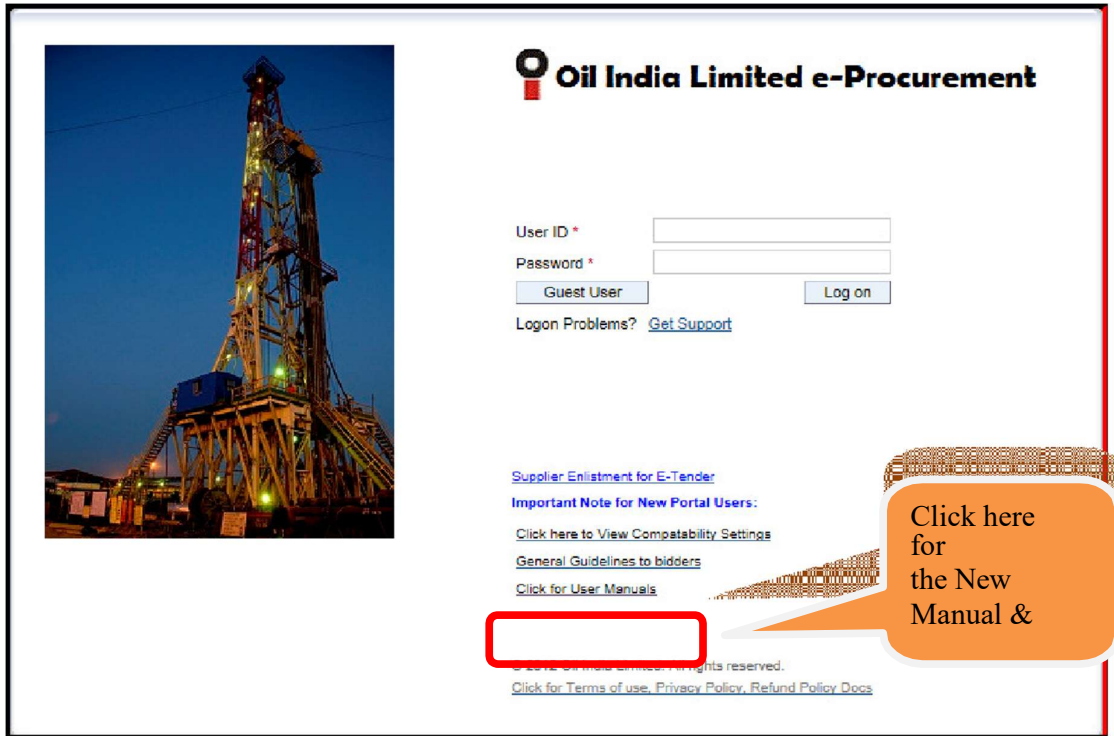
ii) Audited Balance Sheet along with Profit & Loss account."

Documentary evidence as stipulated above, should reach the office from where the tender is floated (email:- aayush_somani@oilindia.in) within 10 days of publication of the tender

on OIL's website. Based on merit, OIL will allow the vendors to participate in the current tender or future tender for the item(s) at its sole discretion.

Disclaimer: Authorization to participate in the tender does not guarantee placement of order. Requests received from interested vendors after 10 days of publication of tender shall be considered for future tenders only, subject to meeting the above evaluation criteria.

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer "**New Vendor Manual (effective 01.03.2019)**" available in the login Page of the OIL's E-tender Portal.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

Important Note for New Portal Users:

[Click here to View Compatibility Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for the New Manual &

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NOTE: Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non-compliance to all the terms and conditions of the NIT.

Yours Faithfully

Sd-

(AAYUSH SOMANI)
MANAGER MATERIALS (IP)
FOR GM-MATERIALS (HoD)
FOR RESIDENT CHIEF EXECUTIVE

Tender No. & Date : SS19445L26/L6 06.06.2025

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

Bidding Type : Single Bid (Composite Bid)

Bid Closing On : 25.06.2025 at 11:00 hrs. (IST)
Bid Opening On : 25.06.2025 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
140 91760983	File,e-tender Proposal for Indigenous Purchase, Size : F'cap, colour: Brown (As per sample)	1000	NO
60 91760889	STATIONERY - PRINTED FORMS FOR MATERIALS DEPT. File, Enquiry/Order for Foreign Purchase Section, Size : F'cap, Colour : Light Blue (As per sample)	1500	NO
70 91760982	File, Tender Proposal for Indigenous Purchase Size : F'cap, Colour : Yellow (As per sample)	3000	NO
340 91760993	File, Kolkata Purchase Order Size : F'cap, Colour : Light Blue (As per sample)	1000	NO
10 91763606	FOR ELECTRICAL DEPT Pad, Log for mines & oilfields as per Schedule XI of Central Electricity Authority (Measures relating to Safety and Electric Supply) 2023 ,(See sub-regulation (9) of Regulation (112), sub-regulation (9) of Regulation (117) Colour : White, 100 sheets/Pad, Cardboard back. Size : 340 x 215 mm, +/-3% Tolerance Note: Bidder has to obtain a sample of the Log sheet from Electrical Engineering Department before printing.	400	NO
330 91763606	Pad, Log for mines & oilfields as per Schedule XI of Central Electricity Authority (Measures relating to Safety and Electric Supply) 2023 ,(See sub-regulation (9) of Regulation (112), sub-regulation (9) of Regulation (117) Colour : White, 100 sheets/Pad, Cardboard back. Size : 340 x 215 mm, +/-3% Tolerance Note: Bidder has to obtain a sample of the Log sheet from Electrical Engineering Department before printing.	600	NO
150 91764462	FOR ENGINEERING DEPT Pad, Hired Mobile Welding & Gas Cutting Set, Operation return, Colour : White, 100 sheets/pad, Cardboard back. Size : 340 mm x 215 mm (+/- 3% Tolerance)	50	NO
	FOR MEDICAL DEPT		

Tender No. & Date : SSI9445L26/L6 06.06.2025

Item No./ Mat. Code	Material Description	Quantity	UOM
360 91765102	Book,Pathological Laboratory Report,100 sheets/book, Perforation on L.H. side, Size : 205 x 135 mm Colour : White, DFC, 47GSM, 7.0 Kg. per Ream Outer Cover : Brown Paper	2000	NO
30 91773452	<u>STATIONERY - PRINTED FORMS AND OTHER ITEMS FOR GENERAL PURPOSE</u> Pad, Writing, Chit with perforation on top and cardboard back. 100 sheets/Pad, Size : 135 mm X 112 mm Brand - J.K./Ballarpur/H.P.C. AS PER SAMPLE Note : The quality of the paper should be Creamwove & 54GSM.	2000	NO
40 91773485	Pad, Writing with Perforation on top and cardboard back (100 sheets/pad). Size : 340 mm x 215 mm (+/- 3% Tolerance) Brand - J.K./Ballarpur/H.P.C. Note : The quality of the paper should be Creamwove & 54GSM	400	NO
80 91772219	File, Lever, Arch. BRAND - OXFORD/AMBASSADOR/COMMANDER/SOLO Note : File material and clip inside should be of good quality or may be subjected to rejection.	15000	NO
90 91772254	File, Letter, Flat with plastic/steel clip F'cap with "OIL" logo (printing as per sample) BRAND - OXFORD/AMBASSADOR/COMMANDER Note : (1) Supplies are to be made against order 50% with Plastic Clip & 50% with Steel Clip. (2) File material and clip inside should be of good quality or may be subjected to rejection.	25000	NO
100 91772301	File,Letter Size:524 mm.x414 mm.	800	NO
110 91772356	File, Pinal, F'cap. (Clip File) BRAND - AMBASSADOR/COMMANDER/OXFORD Note : File material and clip inside should be of good quality or may be subjected to rejection.	3000	NO
120 91772403	File, Bine Lace (Wax coated), Roneo - F'cap BRAND - AMBASSADOR SUPER EXTRA STRONG/COMMANDER/NEELGAGAN or Equivalent	16000	NO
130 91772458	Folder, Yellow, with 'OIL' insignia, with printing on middle of the bottom face OIL INDIA LIMITED, DULIAJAN - 786602 Weight : 1 No. = 40 grms (approx.) Size : 350 mm x 260 mm	20000	NO
160 91770257	Bands, Elstatic Rubber - Assorted, No. of Rubber bands = 380/packet of 100 gms	200	BOX

Tender No. & Date : SSI9445L26/L6 06.06.2025

Item No./ Mat. Code	Material Description	Quantity	UOM
	Pkt. of 100 gms. Brand - STAR / SONIK		
170 91771169	Chalk,Pencil, White (Box of 50 sticks) Brand : R.K. DEY / Kores Britemark	600	BOX
180 91771205	Gem Clips(Bell)#26 mm std. (Brand : Kores/Bell/Zebra)	1000	BOX
190 91772607	Gum,Gloy,300 ml.Bottle (Brand : Gripex/Camel/Sudershan)	300	BT
200 91773109	Label,Light Green,Plain Thick Quality Size : 88 mm X 49 mm	20000	NO
210 91773417	Pad,Self-Inking VIOLET for rubber stamp (Brand : Gripex/Kores) Note : The date of manufacture/packing should not exceed 6-8 months from the date of supply.	300	NO
220 91773439	Pad,Damp(Rubber Sponge)	150	NO
230 91773452	Pad, Writing, Chit with perforation on top and cardboard back. 100 sheets/Pad, Size : 135 mm X 112 mm Brand - J.K./Ballarpur/H.P.C. AS PER SAMPLE Note : The quality of the paper should be Creamwove & 54GSM.	3000	NO
240 91773485	Pad, Writing with Perforation on top and cardboard back (100 sheets/pad). Size : 340 mm x 215 mm (+/- 3% Tolerance) Brand - J.K./Ballarpur/H.P.C. Note : The quality of the paper should be Creamwove & 54GSM	1000	NO
250 91773508	Pad,Writing,ruled,with perforation on top cardboard back. 100 sheets/pad Size : 340 mm x 215 mm (+/- 3% Tolerance) Note : The quality of the paper should be Creamwove & 54GSM. Brand - J.K./Ballarpur/H.P.C.	2000	NO
260 91773816	Paper, Carbon, Pencil - Blue (Box of 100 sheets), Size : 330 x 210 mm BRAND : KORES-'SAPPHIRE'& 'MULTI COPY GOLD',/CAMEL - "Impress"	1000	BOX
270 91773827	Paper, Carbon, Pencil - Blue (Box of 100 sheets), Size : 330 x 420 mm BRAND : KORES-'SAPPHIRE' & 'MULTI COPY GOLD'/CAMEL - "Impress"	200	BOX
280 91775059	Paper Alpins (OFIPIN) 100 Gms. Brand : King	2000	BOX

Tender No. & Date : SSI9445L26/L6 06.06.2025

Item No./ Mat. Code	Material Description	Quantity	UOM
290 91775414	Scales,Plastic(30 cms.and 12 inches) TRANSPARENT. BRAND - KORES/CAMEL	1000	NO
300 91775573	Stapler Pin,Make-Max No.10/Kangaroo No.10	3000	PAC
370 91770508	Book,Triplicating-Bound,with sheets numbered from 1 to 100 in triplicate, 300 sheets/book, Original & Duplicate sheets - Ruled and perforated on L.H. Side, Triplicate sheet - Plain and Fast, Size : 280 mm x 215 mm (+/- 3% Tolerance) Note : The quality of the paper should be Creamwove & 54GSM. Brank - J.K./Ballarpur/H.P.C.	200	NO
380 91771182	Clip, Bull Dog, 64 mm, Aluminium	400	NO
390 91774499	Pad,Letter heads-external quarto,with cardboard back, paper thin, white, (Bond Paper) 100 sheets/pad. (On each sheet the G.I. No. 91-77-4499 is to be printed on the bottom left corner), Size : 280 mm x 215 mm (+/- 3% Tolerance) Brand :Sunlit Bond/J.K. Bond	50	NO
310 91775755	FOR OCE - 1250 ELECTRO-COPIER Twine, Thick, White Approx. dia. : 5 mm Weight : 75 gram for 6 mtr. roll S.S.I. Item Group - IV	500	NO
320 91775766	Twine,Thin,White (75 grams Ball)	500	NO
20 91764655	STATIONERY - PRINTED FORM FOR SAFETY & ENVIRONMENT DEPARTMENT Hot Work Permit (Bilingual)(English/Assamese) 4 (Four) pages per set and 200 pages per book - Original 1(One) copy, Color : Pink - Duplicate 1 (One) copy, Color : White - Triplicate 1 (One) copy, Color : White - Quadruplicate 1 (One) copy, Color : White Both side printing and perforated Each set of pages to have a serial No. Size of paper : 23 cm x 32 cm Quality of paper : Maplito Note : Sample to be collected from S&E Deptt. and matter to be approved prior to bulk printing.	800	NO
350 91764654	Cold Work Permit (Bilingual), 2 pages per set and 100 pages per book, 2 pages per set and 100 pages per book. Both side printing and perforated.	1000	NO

Tender No. & Date : SSI9445L26/L6 06.06.2025

Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>Each set of pages to have a serial No. First page Yellow colour and Duplicate page white colour. Size of paper : 23 cm x 27 cm Quality of paper : Maplitho</p> <p>Note : Printing sample to be collected from S&E Deptt. and matter to be approved prior to bulk printing.</p>		
50 91700618	<p>CONSUMABLES FOR THERMAL PRINTER Paper Roll for Thermal Printer Width: 78-80 mm Length: 50 m</p>	500	NO

Note description for item no./nos. : 30, 40, 150, 200, 230, 240, 250, 360, 370

Note :

1) Printing matter should be approved by user Deptt. before bulk supply.

Note description for item no./nos. : 60, 70, 80, 90, 100, 110, 120, 130, 340, 380

Note : Sample to be approved before bulk supply.

Standard Notes: 1.0 Validity of the bid must be minimum 90 days from the Bid Closing Date. Offer with inadequate validity will be rejected.

2.0 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.

3.0 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.

4.0 Bid Security Declaration vide Proforma - 4 is mandatory for this tender.

5.0 Price should be maintained in the "online price schedule" only.

6.0 To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer.

7.0 The bids will be evaluated strictly as per NIT specifications, terms & conditions.

8.0 Please refer to the Tender Forwarding Letter for Important Points like Applicability of Bid Security / Earnest Money Deposit (its value and validity), Performance Security (PBG), Integrity Pact (if applicable), Land Border Sharing Clause, Trade Receivables Discounting System (TReDS), Tax Collectible at Source, Banning Policy of OIL, Digital Signature Clause etc.

9.0 Request for placement of purchase order to an entity, other than the bidder, shall not be

considered.

Special Notes : 1.0 Bidder to quote on all inclusive F.O.R Duliajan basis, with Freight & Transit Insurance in bidder's scope.

2.0 Packing of the materials should be adequate to avoid transit damage & moisture ingress.

3.0 PAYMENT TERM: OIL's standard payment terms are as listed under:

(i) Payment will generally be made against completed supply, including installation & commissioning (if included in Supplier's scope). Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.

(ii) 100% payment will be released within 21 days of receipt and acceptance of supply at destination/site as per purchase order against undisputed invoice, subject to adjustment towards applicable Liquidated Damages.

In certain cases, OIL will consider release of payment to the extent of maximum 90% of the value of supply within 21 days of receipt of materials at destination/site as per purchase order against direct submission of undisputed invoice to OIL, and the remaining 10% shall be released upon acceptance of goods after due adjustment towards applicable Liquidated Damages.

(iii) Wherever installation and commissioning etc. are to the scope of Supplier, maximum 80% of the cost of materials shall be payable within 21 days of receipt & verification of completeness of all the goods at destination/site as per purchase order against undisputed invoice and the remaining payment shall be released after successful commissioning.

The above payment terms supersede all the payment terms contained elsewhere in the tender document as well as "General Terms and Conditions" (Document No. MM/TENDER/LP/01/06).

Bidders to note that no other payment terms, apart from the above listed payment terms, shall be accepted by OIL.

4.0 Delivery of the items are required in two (02) equal Lots:

i. Delivery Period for the first lot: To be completed within 90 days from the date of issuance of Purchase Order.

ii. Delivery Period for the second lot: To be commenced after six (06) months when counted from the delivery end date of first lot and to be completed within sixty (60) days from the date of commencement of the delivery timeline for the second lot.

5.0 Evaluation will be done on individual item basis.

6.0 It is for notice of all the bidders that sample submission (if done by a bidder along with bid submission) is NOT a tender evaluation parameter. However, where sample approvals / printing matter approvals are involved, those scenarios are applicable only in case of order placement since in such cases, post receipt of order, a supplier will be required to get the relevant samples / printing matter approved by OIL before commencing bulk supply.