

## Bid Document

| Bid Details                                                                                        |                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid End Date/Time</b>                                                                           | 24-01-2022 09:00:00                                                                                                                                                                                                                                                                                                                   |
| <b>Bid Opening Date/Time</b>                                                                       | 24-01-2022 09:30:00                                                                                                                                                                                                                                                                                                                   |
| <b>Bid Life Cycle (From Publish Date)</b>                                                          | 90 (Days)                                                                                                                                                                                                                                                                                                                             |
| <b>Bid Offer Validity (From End Date)</b>                                                          | 65 (Days)                                                                                                                                                                                                                                                                                                                             |
| <b>Ministry/State Name</b>                                                                         | Ministry Of Petroleum And Natural Gas                                                                                                                                                                                                                                                                                                 |
| <b>Department Name</b>                                                                             | Oil India Limited                                                                                                                                                                                                                                                                                                                     |
| <b>Organisation Name</b>                                                                           | Oil India Limited                                                                                                                                                                                                                                                                                                                     |
| <b>Office Name</b>                                                                                 | Oil India Limited                                                                                                                                                                                                                                                                                                                     |
| <b>Total Quantity</b>                                                                              | 5500                                                                                                                                                                                                                                                                                                                                  |
| <b>Item Category</b>                                                                               | Windows Server Client Access Licence 2019 User CAL OLP NL. (Q3) ( )                                                                                                                                                                                                                                                                   |
| <b>MSE Exemption for Years of Experience and Turnover</b>                                          | No                                                                                                                                                                                                                                                                                                                                    |
| <b>Startup Exemption for Years of Experience and Turnover</b>                                      | No                                                                                                                                                                                                                                                                                                                                    |
| <b>Document required from seller</b>                                                               | Certificate (Requested in ATC), OEM Authorization Certificate, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| <b>Bid to RA enabled</b>                                                                           | No                                                                                                                                                                                                                                                                                                                                    |
| <b>Time allowed for Technical Clarifications during technical evaluation</b>                       | 5 Days                                                                                                                                                                                                                                                                                                                                |
| <b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b> | No                                                                                                                                                                                                                                                                                                                                    |
| <b>Payment Timelines</b>                                                                           | Payments shall be made to the Seller within <b>30</b> days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)                                                                                              |
| <b>Evaluation Method</b>                                                                           | Total value wise evaluation                                                                                                                                                                                                                                                                                                           |

### EMD Detail

|          |    |
|----------|----|
| Required | No |
|----------|----|

**ePBG Detail**

|          |    |
|----------|----|
| Required | No |
|----------|----|

**Splitting**

Bid splitting not applied.

**MII Purchase Preference**

|                         |    |
|-------------------------|----|
| MII Purchase Preference | No |
|-------------------------|----|

**Details of the Competent Authority for MII**

|                                                                  |                                                                                                                                                            |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Competent Authority                                      | G C SARMA                                                                                                                                                  |
| Designation of Competent Authority                               | GM MATERIALS                                                                                                                                               |
| Office / Department / Division of Competent Authority            |                                                                                                                                                            |
| CA Approval Number                                               |                                                                                                                                                            |
| Competent Authority Approval Date                                | 03-01-2022                                                                                                                                                 |
| Brief Description of the Approval Granted by Competent Authority | The requirement is proprietary in nature (of Microsoft Corporation)and Microsoft or any Microsoft Authorised vendor is eligible to participate in the bid. |

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

**MSE Purchase Preference**

|                         |     |
|-------------------------|-----|
| MSE Purchase Preference | Yes |
|-------------------------|-----|

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 100%(selected by Buyer) percentage of total QUANTITY.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Windows Server Client Access Licence 2019 User CAL OLP NL. ( 5500 pieces )**

|            |           |
|------------|-----------|
| Brand Type | Unbranded |
|------------|-----------|

## Technical Specifications

|                              |                          |
|------------------------------|--------------------------|
| Buyer Specification Document | <a href="#">Download</a> |
|------------------------------|--------------------------|

## Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address                                      | Quantity | Delivery Days |
|-------|-----------------------------|----------------------------------------------|----------|---------------|
| 1     | DIPANKAR PATHAK             | 786602,Oil India Limited,<br>Duliajan, Assam | 5500     | 30            |

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 2. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

### 3. Generic

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- Copy of PAN Card.
- Copy of GSTIN.
- Copy of Cancelled Cheque.
- Copy of EFT Mandate duly certified by Bank.

### 4. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

### 5. Generic

**OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 6. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

#### 7. Generic

**Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

#### 8. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

#### 9. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

#### 10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**A. The bidder has to supply E-License in the name of "OIL INDIA LIMITED. Duliagan, Assam" for all the items. Email ID : "mslicenses@oilindia.in" must be used for the E-License.**

#### **B. Confidentiality Agreement**

**OIL Confidentiality and Non-Disclosure Agreement(NDA) will be applicable and bidder has to submit Non-Disclosure Agreement as per given format duly signed & Sealed by the authorized signatory of the bidder**

#### 11. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**