



Oil India Limited
(A Govt. of India Enterprise)
P.O. Duliajan – 786602, Assam

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Tender No. & Date: SDG9824P16/07 dt.06.01.2016

Tender Fee : INR 4,500.00 OR USD 100.00

Bid Security Amount : INR 3,44,000.00 OR USD 5,300.00

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : 09.03.2016 (at 11.00 Hrs. IST)

Bid Opening on : 09.03.2016 (at 14.00 Hrs. IST)

Bid Validity : Bid should be valid for 180 days from bid closing date.

Bid Bond Validity : Bid Bond should be valid up to 09.03.2017.
(Bid bond format has been changed. Please submit bid bond as per revised format)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No. / Mat. Code	Material Description	QTY.	UOM
1	Supply and commissioning of Electronic Total Station as per the following: a) Detailed specification – Annexure - A b) Bid Rejection Criteria (BRC) and Bid Evaluation Criteria – Annexure-B. c) Commercial Check list - Annexure-C	07	Nos.

GENERAL NOTES FOR E- TENDER:

- 1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) including Amendments & Addendum to “General Terms & Conditions” for e-Procurement.
- 2.0 Commercial Check list is furnished vide **Annexure – C**. Please ensure that the check list is properly filled up and uploaded along with Technical bid.
- 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 Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before 13.00 HRs on Bid Closing Date mentioned in the Tender.

- a) **Original Bid Security along with two duplicate copies of Bid Security.**
- b) **Details Catalogue and any other document which have been specified to be submitted in original.**

4.0 The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidder has to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. The "Techno-commercial Unpriced Bid" shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Bid format / Commercial bid to be uploaded as attachment in the Attachment Tab "Notes and Attachments".

Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.

5.0 In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that "TECHNO-COMMERCIAL UNPRICED BID" should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFX Response-> User - > Technical Bid. **No price should be given in above Technical Rfx otherwise the offer will be rejected.** Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-> User - > Technical Bid only. The "PRICE BID" must contain the price schedule and the bidder's commercial terms and conditions. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under "Notes & Attachments"

6.0 PRICED BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TO BE TECHNO-COMMERCIALY ACCEPTABLE.

7.0 All the Bids must be Digitally Signed using "Class 3" digital certificate (*e-commerce application*) only as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than "Class 3" digital certificate, will be liable for rejection.

8.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

9.0 **The Integrity Pact is applicable against this tender.** 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 returned 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.**

OIL's Independent External Monitor at present is as under:

**1. SHRI RAJIV MATHUR, IPS(Retd.),
e-Mail ID :rajivmathur23@gmail.com**

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Special Notes:

1. The original equipment manufacturer (OEM) should confirm in writing that the spares for the quoted model will be available for a period of ten years after installation of the instrument.

In case the OEM is bidding through an Indian agent, the OEM should give a written undertaking that they will be responsible for providing the warranty and annual maintenance as per the clauses mentioned, even if there is a change in the Indian agency of the manufacturer. The undertaking from OEM should also include that, if in future, OEM does not have any Indian agency, the service will be provided directly by the service engineer of the OEM without any extra charge.

2. Printed documents in support of claimed specification should be provided.

3. System should be upgradeable at site for future applications.

4. Spares required for two years of operation should be quoted by the bidder however the same will not be considered for bid evaluation.

5. **Manuals:** One set of operating manual and service manual (in English) should be provided with the instrument

6. Installation and Commissioning:

(i) The equipment should be installed and commissioned by the successful bidder at Oil India Ltd. Duliajan, Assam, India. The software vendor's personnel must demonstrate the performance of the systems during installation of the software and step –by- step operational guidance /training should be provided to the users right after the successful commissioning of the equipment.

(ii) Installation and Commissioning charges, if any, must be quoted separately on lump sum basis which shall be considered for evaluation of the offer. Offers without indicating the Installation/Commissioning shall be treated as incomplete and non-responsive. Bidders shall confirm about the installation, commissioning while quoting. Any, pre-installation requirements are to be clearly indicated in the offer.

(iii) While quoting installation and commissioning charges, bidder should take into account all charges including to and fro fares, boarding/lodging, and other daily expenses of the commissioning personnel. OIL may provide accommodation on chargeable basis subject to availability. Income, Service, Corporate Taxes etc., if any, towards Installation/Commissioning will be to supplier's account and will be deducted at source.

(iv) Offers without indicating the Installation/Commissioning charges shall be loaded with the maximum installation/commissioning charges received against this tender for evaluation purpose.

(v) Moreover, if Income/Service taxes are not categorically mentioned in their offer, then such offers shall be loaded with the applicable rate of taxes for evaluation purpose.

7. Warranty:

The complete instrument should be under warranty for a period of 01 (one) year from the date of installation. In case of breakdown during the warranty period, a competent service engineer of the supplier should make as many visits as are necessary to rectify the instrument. The supplier should provide any spares required for making the instrument operational.

8. Annual Maintenance Contract:

After completion of Warranty period, OIL may enter into a Non –Comprehensive Annual Maintenance Contract (AMC) with the supplier /vendor for 05(five) years. The bidder shall quote for onsite non- comprehensive AMC for **05(five)** years with year- wise break up , which will be considered for bid evaluation. During the maintenance contract period, the service engineer of the supplier should make two visits for preventive maintenance of the instrument and one visit, if necessary, for breakdown maintenance of the instrument. Spares required, if any, during the maintenance contract period will be provided by OIL

9. Training:

Two scientific staff of OIL should be trained in the operation of the software and the instrument and routine maintenance of the instruments at site for 3 working days after the installation is over.

10. Payment: Payment shall be released as follows

- i) 80% of the order value shall be paid against proof of dispatch/shipment of the goods.
- ii) Remaining 20% of the order value along with installation and commissioning charges (if any) shall be paid after successful installation and commissioning and acceptance of the unit by OIL.
- iii) OIL may also consider making 100 % payment towards supply of the units against proof of dispatch provided bidders agree to pay interest @ 1% above the prevailing Bank Rate (CC Rate) of State Bank of India for 20% of the order value and also submit Bank Guarantee for the amount equivalent to 20% of the order value plus interest valid till successful commissioning at site.
- iv) Payment towards Installation/Commissioning/Training (if any) shall be released on successful completion of the Installation/Commissioning/Training.
- v) Payment against AMC charges shall be made on quarterly basis against the invoice(s) to be submitted by the bidder at the end of each quarter.

Any offer not complying with the above shall be loaded at one percent above the prevailing Bank Rate (CC rate) of State Bank of India for evaluation purpose.

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

12. The items covered under this enquiry shall be entitled for Customs/ Central Excise duty exemption in terms of Govt. notification No. 24/2007(SI.No.2) Customs dated 01/03/2007 and Central Excise duty Exemption in terms of Govt. notification No. 16/2007-(Sr. No. 2) Central Excise dated :01.03.2007 as amended from time to time.

13. Other terms and conditions of the tender shall be as per “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). However, if any of the Clauses of the Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses in the “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

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SPECIFICATION OF THE ITEM

A.1 Angle Measurement

- (a) Least Count 0.5 to 1 Sec or better
- (b) Angle Accuracy as per ISO for both Hz, V angle 1 sec or lesser
- (c) Method Absolute Encoders

A.2 Telescope

- (a) Telescope Magnification 30X or more
- (b) Field view 1°30' or lesser
- (c) Minimum Focusing Distance 1.7m or lesser
- (d) Aperture 45mm or lesser

A.3 Distance Measurement

A.3.1 WITH PRISM

- (a) Using Long Range EDM Minimum 3000 m with single prism
- (b) Accuracy $\pm(2 \text{ mm} + 2\text{ppm})$

A.3.2 WITHOUT PRISM

- (a) Range Minimum 200 meter
- (b) Accuracy up to 200 meter $\pm(5 \text{ mm} + 2\text{ppm})$

A.4 Measuring Mode and Time

- (a) Fine Mode 3 Sec or lesser
- (b) Coarse or Rapid Mode 2 Sec or lesser
- (c) Tracking Mode 1.5 Sec or lesser

A.5 Memory

- (a) Internal Memory 192 MB / Capable of storing approximately 10,000 points or better.
- (b) External Memory Total station should have interface for external memory device (three numbers of external memory should be provided with each total station unit).

A.6 Compensator

- (a) Type Dual Axis
- (b) Compensating Range ± 6 second or better

A.7 Plummet

- (a) Laser /Optical Plummet Inbuilt Laser/Optical Plummet

A.8 Display

- (a) Display Full colour graphical display & should have alpha numeric code on both sides of the total station

A.9 Power Options

- (a) Battery Lithium Ion Batteries/Ni-MH battery
- (b) Operation Time Should be minimum of 6 hours

Table of Contents

- A. Technical Specification of Total Station
- B. Office Software and Hardware
- C. Documentation and Manual
- D. Inspection
- E. Installation and Commissioning
- F. Training
- G. Warranty
- H. Annual Maintenance Contract (AMC)

Price Schedule for the Bidder

A. Technical Specification of Total Station:

Oil India Limited desires to procure seven **(7) nos.** of Total Stations. The detailed technical specification required of each Total Station is as:

Sl. No. Description Specifications

A.1 Angle Measurement

- (a) Least Count 0.5 to 1 Sec or better
- (b) Angle Accuracy as per ISO for both Hz, V angle 1 sec or lesser
- (c) Method Absolute Encoders

A.2 Telescope

- (a) Telescope Magnification 30X or more
- (b) Field view 1°30' or lesser
- (c) Minimum Focusing Distance 1.7m or lesser
- (d) Aperture 45mm or lesser

A.3 Distance Measurement

A.3.1 WITH PRISM

- (a) Using Long Range EDM Minimum 3000 m with single prism
- (b) Accuracy $\pm(2 \text{ mm} + 2\text{ppm})$

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- (a) Range Minimum 200 meter
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- (a) Laser /Optical Plummet Inbuilt Laser/Optical Plummet

A.8 Display

- (a) Display Full colour graphical display & should have alpha numeric code on both sides of the total station

A.9 Power Options

- (a) Battery Lithium Ion Batteries/Ni-MH battery
- (b) Operation Time Should be minimum of 6 hours

A.10 Accessories

- (a) Singular circular prism with holder and target plate 2 Nos. for each Total Station)
- (b) Reflector pole, telescopic with circular bubble, cm and feet Graduation, extended up to at least 2.15 metres. (2 Nos. each Total Station)
- (c) Dual strut support (bipod) for pole prism carrier (2 Nos. for each Total Station)
- (d) Instrument height meter (2 Nos. for each Total Station)
- (e) Tribrach with optical plummet must be offered (5 sets with each Total Station)
- (f) Wooden Telescopic Tripod must be offered (4 Nos. for each Total Station)
- (g) Rechargeable internal batteries, 3 (three) nos. for each Total Station with quick chargers (three nos.) must be offered
- (h) All the necessary cables & other accessories required for any kind of geodetic surveying, 2 set must be offered with each Total Station

B. Office Software and Hardware

B.1 Specification for Office Software

Jobs Description

- (a) No. of Software License Three (3) in No
- (b) Data Handling The Software should capable of handling the Total Station data in all the aspects of data import/export, data processing, data integration and data management
- (c) Import Capable of Importing the Raw Data logged from Total Station created in the field as such
- (d) Export Capable of Exporting Data in CSV, ASCII formats and other standard formats
- (e) Reporting Software should be capable of generating HTML style reports directly for the surveyed data
- (f) Datum Transformation Capable of transferring the data from one datum to another for given set of common points with or without the knowledge of datum
- (g) Adjustment Capable of performing 3D adjustments for the surveyed area of Total Station networks
- (h) Feature Coding Software should support feature coding with attribute information
- (i) COGO Calculations Software should be capable of computing the coordinates of unknown points using reference points and coordinate geometry
- (j) Area & Line, Spline creations Area & Line, Spline creations: The software should be capable of creating line, spline and area for the surveyed data
- (k) Image Referencing The software should have an image referencing module and the surveyed data should be imported directly on this back ground Raster Image

B.2 Specifications for Hardware

B.2.1 PC (For Post-processing)

- (a) Quantity Five (05) in No
- (b) Processor Intel® Core(TM) i7 Processor 3.0 GHz/ 8MB Cache or Better
- (c) Operating System Compatible with the software.(Genuine Windows 7 or MS-XP desirable)
- (d) Software Microsoft® Office 2010 Software professional and latest version of adobe professional
- (e) Warranty & Service 1-year Premier Service with 1-year Complete Cover
- (f) Memory 8GB Dual Channel 1333 MHz DDR3 SDRAM or better
- (g) Hard Drive 1 (one) TB SATA Hard Drive or better
- (h) Internal Optical Drive Slot Load 8X DVD + /-RW Drive with double layer write capability
- (i) Antivirus Efficient Antivirus of one year subscription
- (j) Monitor Full HD LED monitor (17 inch or more)
- (k) Keyboard Multimedia keyboard
- (l) Mouse Optical Mouse
- (m) Graphics Card Compatible dedicated graphics card (NVIDIA)
- (n) General All the Essential software and accessories should be provided in CD.

B.2.2 Colour Laser Printer

- (a) Quantity Two (02) in No
 - (b) Make Vendor must quote
 - (c) Model Vendor must quote
 - (d) Print technology Color Laser
 - (e) Print speed(A4 @ Normal Mode) Minimum 30 ppm (Color) & Minimum 30 ppm (Black)
 - (f) Print Resolution Minimum 600 dpi
 - (g) Device Memory(RAM) Minimum 768 MB
 - (h) Duplex Printing Automatic
 - (i) Media Size Legal, letter, A4,A3 etc.
 - (j) Paper Handling 1 No. Multipurpose input tray with Minimum 100 sheets
- 1 No. input tray Minimum 500 sheets.
- (k) Connectivity Minimum 1 Hi-Speed USB 2.0
 - (l) Compatible OS Windows Vista, 7, 8 or higher
 - (m) Power Supply 220-240 V
 - (n) Function Print only (Single function printer)
 - (o) General All the Essential software and accessories should be provided. Full capacity original Color & Black Toner Cartridges to be provided.

B.2.3 All-in-one Colour Inkjet Printer

- (a) Quantity Three (03) in No
 - (b) Make Vendor must quote
 - (c) Model Vendor must quote
 - (d) Standard Interface Minimum 1 Hi-speed USB 2.0
 - (e) Functions Print, copy, scan, etc.
 - (f) Compatible OS Windows Vista, 7, 8 or higher
 - (g) Power Supply 220-240 V
- Print specification
- (h) Print type Multifunction Colour Inkjet
 - (i) ISO Print Speed(A4) Black:Minimum 15 ppm/ipm
Color:Minimum 10 ppm/ipm

- (j) Print Resolution Minimum 600 dpi
 - (k) Media size A4, Letter, etc.
 - (l) No. of print Cartridges 4 full capacity cartridges (1 each black, cyan, magenta, yellow)
 - (m) Duplex printing Automatic (Standard)
- Scan Specification
- (n) Optical Scan Resolution 1200 dpi Minimum
 - (o) Scan speed Up to 5.5 ipm (200 ppi, b&w);
up to 5.5 ipm (200 ppi, color)
 - (p) General All the Essential software and accessories should be provided.

C. Documentation and Manual

2 sets of hard copies and 2 sets of soft copies (in CD/DVD media) of detailed technical manuals should be provided for all the vendor's items & third party items (for all the hardware and software) in English only. This includes the detailed user manuals for critical equipment like Total stations, on-board Software, Office Software etc.

D. Inspection

Two or three OIL's personnel will visit the vendor's site for a duration of one week for carrying out item-wise physical inspection of all items as per specification. Vendor must provide adequate office space for company representatives involved. They must provide FAX/Telephone & Internet facilities to company representatives at their office. OIL will bear the travelling and lodging expenses of nominated OIL's personnel for the purpose of site inspection.

E. Installation and Commissioning

E.1 Delivery Schedule:

E.1.1 All items need to be delivered at OIL's office at Duliajan, Assam within One Hundred and Twenty (120) days of issue of firm order.

E.1.2 Delivery will be the essence of the contract.

E.2 The TOTAL STATION Systems should be installed and commissioned by the bidder at Oil India Ltd.'s specified location in Duliajan, Assam only. Charges if any should be quoted in the price schedule. Any service tax/income tax/Personal tax etc. arising out of the above will be borne by the bidder and will be deducted at source by OIL.

E.3 The bidder can start the preliminary work pertaining to Installation and Commissioning at Duliajan, Assam after the receipt of the firm order.

E.4 The bidder should complete installation & commissioning within twenty eight (28) days from the date of successful delivery of all the items.

E.5 The following points are to verify at the consignee's premises jointly by the representative of the bidder and OIL's representative(s).

- i. Quantity and physical condition of each of the items supplied.
- ii. Manuals & catalogues.
- iii. Software media and manuals.
- iv. Necessary tests/warranty/guarantee certificates.
- v. Any other details as per complete system specifications.

E.6 If any item (hardware, software or any accessory) is found faulty/not working properly during the Installation and Commissioning, the same need to be replaced/repared by the bidder at his own cost and necessary installation and commissioning has to be completed within twenty (20) days of discovery of the fault. If bidder fails to do so within the stipulated period the warranty period will be extended for additional delays.

E.7 The installation and commissioning shall be complete in all aspects of TOTAL STATION Units (As per Terms & Conditions mentioned in the Tender Document).

E.8 Comprehensive acceptance tests as per the acceptance protocol are to be carried out during the commissioning of each item of the system including all the accessories and peripherals by the representative(s) of the supplier in fully working condition after dully interfacing all the supplied items in presence of OIL's representatives. An installation and commissioning certificate duly signed by the authorised representatives of OIL shall be issued certifying that the fully integrated system is functioning satisfactorily as per the supply order.

E.9 At least, one of the surveying experts is required at commissioning site for additional six (06) working days after successful completion of installation & commissioning to ensure deployment and functioning of supplied equipment in the field.

E.10 Installation and Commissioning charges will be considered for Bid Evaluation.

E.11 The bidder shall make all the arrangements for carrying out the installation and commissioning. All the necessary expenses and other arrangements for travel, accommodation etc. of supplier's engineer/(s) etc. will be borne by bidder.

E.12 For installation and commissioning, OIL will liaise only with a single point of contact of the bidder. The bidder has to mention the contact address, phone number, email etc of the contact person who will be responsible for installation and commissioning of all the equipment, peripherals and software items etc in their bid.

F. Training

F.1 In order to ensure optimal utilization of surveying technology and efficient management of the sophisticated system, training has to be imparted to OIL's personnel. The charges of training, if any, should be quoted as per the price schedule.

F.2 Training programme should include classroom training as well as survey-site training and will cover topics like understanding of TOTAL STATION surveying, recorders, onboard and office software applications, survey data processing, processing methodology, quality control for acquired geodetic data etc. for Total Station unit & generation of reports.

F.3 The bidder will have to organize training at OIL, Duliajan within a period of two weeks from the completion of installation and commissioning of the surveying equipment. This training will be imparted by OEM certified faculty for twelve (12) OIL's personnel for a period of twelve (12) working days. The training will include classroom training for six (06) working days covering detailed understanding of total station surveying, Total station surveying, recorders, on-board and office software applications for survey data processing, processing methodology, quality control etc. Further, field training on all the above mentioned aspects of geodetic surveying operations at the surveying site should be imparted for six (06) working days so that 2D & 3D seismic survey operations for staking out source and receiver locations on the ground can be done with precision in terms of parameterization, methodology and finally the accurate positioning.

F.4 Further, bidders need to depute one of their surveying experts in the field(OIL operational areas) for twelve (12) working days during field operations(between November to April) as and when required by OIL within one year of completion of installation and commissioning for trouble free and smooth execution of geodetic surveying operations in field.

F.5 The detailed training-schedule for all of the mentioned trainings will be decided by OIL in mutual consultation with the bidder to derive maximum benefit as per OIL's internal requirement and objectives.

F.6 All the necessary expenses and other arrangements for travel, accommodation of bidder's expert/(s) will be borne by the supplier.

F.7 The details of the training should be enclosed along with the offer.

G. Warranty

G.1 All the surveying equipment along with their peripherals & accessories (including third party items) and all the software applications including OS amongst other not explicitly mentioned hereunder shall have to be covered by a warranty for twelve (12) months after the date of successful installation and commissioning at site.

G.2 In case of any defect in any of the surveying equipments along with their peripherals & accessories (including third party items) and all software applications during warranty period, the supplier shall arrange to replace/repair the defective part at his cost and ensure that the equipment and peripherals are in ready to use state throughout the currency of the contract.

G.3 In case of any problem in any of the surveying equipments along with their peripherals, accessories, onboard software, and office software (including third party items) supplied against this tender during the warranty period, the bidder's engineer has to report at OIL, Duliajan office within 72 hours of reporting the problem. After that, the bidder has to ensure the rectification/maintenance/repair/replacement of these equipment and peripherals and software applications and handover the same to OIL, Duliajan within seven (7) days in ready to use condition as per OEM standards and certification.

G.4 In case of bidder's failure as per G.3 a penalty shall be levied @ 0.5% per week of the order value up to a period of 4 weeks. If bidder fails to rectify the problem within the stipulated period (4 weeks), penalty shall be levied @ 1% per week of the order value and the warranty period will also be extended for additional delays. The reference date for extension of warranty period will be 'the date after ten days of reporting the problem to the bidder'.

G.5 The bidder must have OEM certified service centre in India, where all the repairing, maintenance and calibration work should be done.

G.6 During warranty period calibration/repair/replacement of all the equipments including third party items shall be necessarily done once in a year at bidder's OEM certified service centre in India. All the necessary expenses and other arrangements for transportation of equipments will be borne by the bidder.

G.7 Warranty should also include supply, installation and maintenance of all the software upgrades as well as those already installed & commissioned as per scope of the tender free of cost.

G.8 During the warranty period for routine maintenance, repairing/replacement of all the supplied equipment should be done once and when required by OIL. The bidder's engineer(s) must visit

Duliajan/Operational site once in a year for a period of six (06) working days. All the repairing, maintenance, should be OEM certified.

G.9 The bidder has to ensure the availability of all the accessories (mentioned in clause A.10 for Total Stations) throughout the warranty period and has to provide the accessories to OIL during the warranty period at the same cost as quoted in the price schedule by the bidder. The payment against the quantities of the accessories required will be made as per the actual.

G.10 For warranty services, OIL will liaise only with a single point of contact of the bidder. The bidder has to mention the contact address, phone number of the contact person who will be responsible for warranty support in their bid.

G.11 All the necessary expenses and other arrangements for travel, accommodation of supplier's engineer, and transportation of equipments, peripherals including third party items during warranty period will be borne by the bidder.

H. Annual Maintenance Contract (AMC)

H.1 All the surveying equipments along with their peripherals & accessories (including third party items hardware) and all the software applications including OS and Antivirus amongst other not explicitly mentioned hereunder shall have to be covered by Annual Maintenance Contract (AMC) for Five (5) years.

H.2 AMC period will start after successful completion of Warranty period.

H.3 The bidder has to quote the total AMC charges per year separately for five year. The company may ask the lumpsum price of the AMC per year in terms of different items covered along with the bid and bidder has to provide the same. The charges quoted against AMC for five (5) years will be considered for commercial evaluation.

H.4 The AMC will include preventive as well as corrective maintenance.

H.5 In case of any defect in any of the surveying equipments along with their peripherals & accessories (including third party items hardware) during AMC period, the supplier shall arrange to replace/repair the defective part at his cost and ensure that the equipments and peripherals are in ready to use state throughout the currency of the contract.

H.6 The bidder, at his own cost shall arrange the clearance of the spare parts, equipments etc. from custom and port authorities in India and shall pay all requisite duties including customs duty,

damages, if any, clearance fee charges, inland transport charges etc.

H.7 In case of any problem in any of the surveying equipments along with their peripherals, accessories, onboard software, and office software (including third party items) supplied against this tender during the AMC period, the bidder's engineer has to report at OIL's office, Duliajan within 72 hours of reporting the problem, in case the problem cannot be solved through telephonic support. After that, the bidder's engineer shall try to rectify/repair the problem within three (03) working days at OIL's Office, Duliajan. If the problem cannot be rectified/solved at OIL's office, Duliajan, the bidder shall take the equipment to their OEM Certified service centre and has to make sure the rectification/maintenance/repair/replacement of equipment and peripherals to handover the instrument and peripherals to OIL, Duliajan within twelve (12) days in ready to use condition as per OEM standards and certification.

H.8 In case of bidder's failure as per H.9 a penalty shall be levied @0.5% per week of the AMC charges (for the running year) up to a period of 4 weeks. If bidder fails to rectify the problem within the stipulated period (4 weeks), penalty shall be levied @ 1% per week of the AMC charges (for the running year) and the AMC period will also be extended for additional delays. The reference date for extension of AMC period will be 'the date after eighteen (18) days of reporting the problem to the bidder'.

H.9 During AMC period, calibration, repair/replacement of all the equipments including third party items shall be done once in a year at bidder's OEM certified service centre in India. All the necessary expenses and other arrangements for transportation of equipments will be borne by the bidder. The bidder is also required to ensure that all the third party items are replaced, repaired, calibrated as the case may be so that they are in ready to use state.

H.10 AMC should also include supply, installation and maintenance of all the software upgrades as well as those already installed & commissioned as per scope of the tender free of cost.

H.11 During the AMC period the successful bidder will depute one of his engineer in Duliajan/Operational site once in a year for a period of six (06) working days for routine maintenance, repairing/replacement of all the supplied equipment and training on the upgraded version of the software.

H.12 The bidder must have OEM certified service centre in India, where all the repairing, maintenance and calibration work should be done (OEM Certified). The Bidder must provide full details of the Service facilities in India with list of Total Stations related service equipments, service software's, details of service manpower and their experience in servicing quoted products.

H.13 The bidder has to ensure the availability of all the accessories (mentioned in clause A.10 for Total Stations) throughout the AMC period and has to provide the accessories to OIL during the AMC period at the same cost as quoted in the price schedule by the bidder. The payment against the quantities of the accessories required will be made as per the actual.

H.14 For AMC services, OIL will liaise only with a single point of contact of the bidder. The bidder has to mention the contact address, phone number of the contact person who will be responsible for AMC support.

H.15 All the necessary expenses and other arrangements for travel, accommodation of supplier's engineer, and transportation of equipments, peripherals including third party items during AMC period will be borne by the bidder.

H.16 AMC charges will be paid quarterly basis, after successful completion of the AMC services for that period. Any penalty amount levied on the bidder will be adjusted from that period's AMC charge.

H.17 OIL may extend the AMC period with prevailing terms and conditions with the prevailing annual rate for a period of 2 years, after successful completion of the existing AMC.

Price Schedule for the Bidder

Price Schedule for the Bidder

1 A. Total Station and Accessories Total Station (A.1 - A.9)
unit cost:a1, Quantity:1
A1= (1 X a1)

Accessories/ Consumables(A.10)

i Singular Circular Prism: (quantity:2,unit cost: a2),A2=(2 X a2)

ii Reflector Pole: (quantity:2,unit cost:a3), A3=(2 X a3)

iii Dual Strut Support: (quantity:2,unit cost:a4), A4= (2 X a4)

iv Instrument Height Meter: (quantity:2,unit cost:a5),A5= (2 X a5)

v Tribrach with optical plummet:(quantity:5 set,unit cost:a6), A6= (5 X a6)

vi Wooden Telescopic Tripod: (quantity:4,unit cost:a7), $A7= (4 \times a7)$

vii Rechargeable Internal Battery: (quantity:3,unit cost: a8), $A8= (3 \times a8)$

viii Battery Charger: (quantity:3,unit cost: a9), $A9= (3 \times a9)$

ix Necessary cables & other accessories: (quantity:2 set,unit cost:a10), $A10=(2 \times a10)$

Total cost of one (1) no. of Total Station & Accessories/Consumables: $A= [\text{SUM of } A1 \text{ to } A10]$

Total Cost Of seven (7) nos. of Total Station & Accessories/Consumables: $U = (7 \times A)$

2 B. Office Software & Hardware B.1 Office Software suite including license etc.: (quantity:3,unit cost: b1), $B1= (3 \times b1)$

B.2.1 PC: (quantity:5,unit cost: b2), $B2= (5 \times b2)$

B.2.2 Laser Printer (Colour): (quantity:2,unit cost: b3), $B3= (2 \times b3)$

B.2.3 All in one colour inkjet printer: (quantity:3,unit cost:b4), $B4= (3 \times b4)$

Total Cost of Office Software & Hardware: $V= \text{SUM of } (B1+B2+B3+B4).$

3 E. Installation & Commissioning (quantity:1, unit cost: E), $W= 1 \times E$

4 F. Training (quantity:1,unit cost: F), $X =1 \times F$

5 H. Annual Maintenance Contract (AMC) Charges For 1st Year: H1
Charges For 2nd Year : H2
Charges For 3rd Year : H3
Charges For 4th Year : H4
Charges For 5th Year : H5

Total AMC charges for five (5) years $Y= \text{SUM of } (H1+H2+H3+H4+H5)$

6 Total Cost of all the items from Serial No.1 to Serial No.5:

$Z=(U+V+W+X+Y):$
(In Figures)

$Z=(U+V+W+X+Y)$

(In words)

ANNEXURE- B

BID REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)

(I) BID REJECTION CRITERIA:

1.0 Bid Rejection Criteria.

The bid shall conform generally to the specifications and the terms and conditions given in the tender. Bid shall be rejected in case the goods offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective international/national standards where ever stipulated/applicable. Notwithstanding with

the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be met by the bidders, without which the same will be considered as non-responsive and rejected.

I.1: Technical: Bids not satisfying the following criteria will be rejected.

I.1.1: Bidder's qualification

I.1.1.1: The bidder shall be an Original Equipment Manufacturer (OEM) of TOTAL STATION Unit as described in clause A for TOTAL STATION Unit.

OR

I.1.1.2: The bidder shall be an authorized dealer of the Original Equipment Manufacturer (OEM) of TOTAL STATION Unit as described in clause A for TOTAL STATION Unit. Necessary certificate to this effect duly signed & stamped directly by the OEM must be submitted by the bidder along with the bid.

I.1.2: Bidder's Experience

I.1.2.1: The bidder must have sold & commissioned a minimum of three (3) nos. of TOTAL STATION unit in last three (3) years of which at least one (1) nos. of such systems must have been sold & commissioned in India. Necessary documents regarding sold & commissioning need to be provided in the support of the same. In addition to above bidder must have successfully completed an AMC of atleast one (01) no. of Total Station for a period of atleast three (03) years in India. A necessary document in support of completed AMC needs to be provided along with the bid. Failing which the bid will be rejected.

I.2 General:

I.2.1 All the materials as indicated in the material description of the enquiry should be offered. If any of the items are not offered by the bidders, the offer will not be considered for evaluation.

I.2.2 The bidder should quote the latest make & model / version of the quoted model at the time of bid submission.

I.2.3 Bidder must provide self-certification stating that the bidder has not been debarred from participation in any tender or/and supply of survey equipments from any state or central government organizations, PSUs in last five (5) years. In case of false self-certification or no certification, the bid will be rejected.

I.2.4 The bidder must have an existing OEM certified service centre in India, where all the repairing, maintenance and calibration work should be done. Documentary evidence /declaration in this regard must be provided.

I.2.5 Bidders must quote the specifications as per tender format and all the columns of the check list and price should be filled properly. However, prices should be kept blank in the technical bid.

I.2.6 Bidders must submit a written undertaking that, in case of an order, they will provide services for Installation/Commissioning of the entire system, training at Duliajan (Assam), warranty and Comprehensive Annual Maintenance Contract (AMC) as per the tender requirements. Any bidder not offering the same shall be considered as non-responsive and rejected.

J. Bid Evaluation Criteria

J.1 All the items will be procured from the same source. Evaluation will be done taking the prices of all items together as shown in the Performa.

J.2 The bids confirming the specifications, term and conditions stipulated in the enquiry and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria.

Note: If any of the clauses of the Bid Rejection Criteria/Bid Evaluation Criteria (BRC/BEC) contradict with the clauses of the tender elsewhere those in the BRC/BEC will prevail.

(A) **COMMERCIAL:**

Commercial Bid Rejection Criteria will be as per Section D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria.

- 1) Bids are invited under **Single Stage Two Bid System**. Bidders shall quote accordingly under Single Stage Two Bid System. **Please note that no price details should be furnished in the Technical (i.e. Unpriced)bid.** The "Unpriced Bid" shall contain all techno-commercial details except the prices, which shall be kept blank. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. Bidder not complying with above submission procedure will be rejected.

- 2.0 **Bid security of US \$ 5,300.00 or INR 3,44,000.00** shall be furnished as a part of the TECHNICAL BID(refer Clause Nos.9.0 & 12.0 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders)).**Any bid not accompanied by a proper bid security in ORIGINAL will be rejected without any further consideration.** A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the

validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.

- 2.1 For exemption for submission of Bid Security, please refer Clause No. 9.8 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).
- 2.2 The Bank Guarantee towards Bid Security shall be valid upto **09.03.2017**.
- 3) Validity of the bid shall be minimum 180 days from the date of Bid Closing Date. Bids with lesser validity will be straightway rejected.
- 4) Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of 12(twelve) months from the date of successful commissioning against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.
- 5) Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Bank Guarantee must be valid for 12(twelve) months from the date of successful commissioning. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected
- 6) Bidders are required to submit the summary of the prices in their price bids as per bid format (Summary), given below :
- (i) **Price Bid Format (SUMMARY) for Foreign Bidders :**
- (A) Total Material Value :
- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, (A + B) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges :
- (F) Total CIF Kolkata value, (C + D + E) :
- (G) Installation/Commissioning Charges including Service Tax (if any) :
- (H) Training Charges including Service Tax (if any) :
- (I) Total Value, (F + G + H) :
- (J) AMC Charges for 05(five) years including Service Tax after warranty :
- (K) Grand Value including above (I + J) :
- (L) Grand Value in words :
- (M) Gross Weight :
- (N) Gross Volume :
- (ii) **Price Bid Format (SUMMARY) for Indigenous Bidders:**
- (A) Total Material Value :
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A + B) above :
- (D) Sales Tax, (Please indicate applicable rate of Tax)
- (E) Total FOR Despatching Station price, (C + D) above
- (F) Road Transportation charges to Duliajan
- (G) Insurance Charges

- (H) Assam Entry Tax
- (I) Total FOR Duliajan value, (E + F + G + H) above
- (J) Installation/Commissioning Charges including Service Tax (if any) :
- (K) Training Charges including Service Tax (if any) :
- (L) Total value, (I+J+K) above :
- (M) AMC Charges for 05(five) years including Service Tax after warranty :
- (N) Grand Value including (L+ M)above :
- (O) Grand Value in words :
- (P) Gross Weight :
- (Q) Gross Volume :

NOTE:

- (i) Cost of individual items must be quoted separately.

- 7) 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.
- 8) 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.
- 9) Bids containing incorrect statement will be rejected.
- 10) Offers should be submitted with Integrity Pact duly signed by the authorized signatory of the bidder. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact with the offer, their bid shall be rejected straightway.

(II) BID EVALUATION CRITERIA (BEC) :

Bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(A) COMMERCIAL

- 1) The evaluation of bids will be done as per the Commercial Bid Format(summary) detailed vide para (6) of BRC (Commercial).
- 2) If there is any discrepancy between the unit price and total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 3) For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 4) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections/adjustments given herein.

4.1) When only foreign bidders are involved:

Comparison of bids will be done on the basis of “Grand Total Value” which is estimated as under:

- (A) Total Material Cost:
- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, (A+B) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges @1% of Total FOB Port of Shipment value vide (C) above
- (F) Banking Charges @ 0.5% of Total FOB Value (C) above in case of payment through Letter of Credit (If confirmed L/C at buyer’s account is required, 1.5% of Total FOB Value will be loaded)
- (G) Total CIF Kolkata value, (C+D+E+F) :
- (H) Installation/Commissioning Charges including Service Tax, if any :
- (I) Training Charges including Service Tax, if any :
- (J) Total Value,(G+H+I) :
- (K) AMC Charges for **05(five)** years including Service Tax after warranty :
- (L) Grand Total Value including above (J+K) :

NOTE: Banking charges in the country of the foreign bidder shall be borne by the bidder.

4.2) When only domestic bidders are involved or when more than one domestic bidders are in contention in case of mixed response:

Comparison of bids will be done on the basis of “Grand Total Value” which is estimated as under:

- (A) Total Material Cost,
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty :
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total FOR Despatching Station Value (F) above
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, (F+G+H+I) above
- (K) Installation/Commissioning Charges including Service Tax, if any :
- (L) Training Charges including Service Tax, if any :
- (M) Total value, (J+K+L) above :
- (N) AMC Charges for **05(five)** years including Service Tax after warranty :
- (O) Grand Total Value including (M+N)above :

NOTE: Excise Duty in case of the indigenous bidder is EXEMPTED

4.3) When both foreign and domestic bidders are involved:

The Grand Total Value of domestic bidder (inclusive of customs duty on imported raw material and components etc, and applicable terminal excise duty on the finished products and Sales Tax) excluding inland transportation to destination, Assam Entry Tax and Insurance charges worked out as per Para 4.2 above and Grand Total Value of the foreign bidder worked out as per Para 4.1 will be compared. No price preference will be allowed to indigenous bidders except that for capital goods, the domestic manufacturers would be accorded a price preference to offset CST to the extent of 4 % or actuals, which ever is less subject to 30 % local content norms as stipulated for World Bank Funded project to the

satisfaction of OIL. When more than one domestic bidders fall within price preference range, inter-se-ranking will be done on Grand Total Value basis.

Note: If the Government of India revises these evaluation criteria the same as applicable on the bid closing date will be adopted for evaluation of the offers.

- 5) Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global Tender. However, if any of the Clauses of the Bid Rejection Criteria/Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the clauses in the General Terms & Conditions of Global Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

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CHECK LIST**(A) COMMERCIAL CHECK-LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether Original Signed quotation submitted?	YES/NO	
2.	Whether quoted as manufacturer?	YES/NO	
3.	Whether quoted as authorized dealer? [To Specify]	YES/NO	
4.	If quoted as authorized dealer,		
5.	(a)Whether submitted valid and proper authorization letter from manufacturer IN ORIGINAL confirming that bidder is their authorized dealer for the product offered?	YES/NO	
6.	(b)Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	YES/NO	
7.	Whether bid submitted under single stage Two-Bid System?	YES/NO	
8.	Whether ORIGINAL Bid Bond (not copy of Bid Bond) enclosed with the offer? If YES, provide details	YES/NO	
	(a) Amount :		
	(b) Name of issuing Bank :		
	(c) Validity of Bid Bond :		
9.	Whether offered firm prices?	YES/NO	
10.	Whether quoted offer validity of 180 days from the date of closing of tender?	YES/NO	
11.	Whether quoted a firm delivery period?	YES/NO	
12.	Whether quoted as per NIT (without any deviations)?	YES/NO	
13.	Whether any deviation is there in the offer?	YES/NO	
14.	Whether deviation separately highlighted?	YES/NO	
15.	Whether agreed to the NIT Warranty clause?	YES/NO	
16.	Whether Price Bid submitted as per Price Schedule?	YES/NO	
17.	Whether indicated the country of origin for the items quoted?	YES/NO	
18.	Whether all the items of tender quoted?	YES/NO	
19.	Whether technical literature/catalogue/drawings enclosed?	YES/NO	
20.	For Foreign Bidders - Whether offered FOB/FCA port of dispatch including sea/air worthy packing & forwarding?	YES/NO	
21.	For Foreign Bidders – Whether port of shipment indicated? [To specify]	YES/NO	
22.	For Foreign Bidders only - Whether indicated ocean freight up to C&F Kolkata port (Excluding marine insurance)?	YES/NO	
23.	Whether Indian Agent applicable?	YES/NO	
	If YES, whether following details of Indian Agent provided?		
	(a) Name & address of the agent in India – To indicate		
	(b) Amount of agency commission – To indicate		
	(c) Whether agency commission included in quoted material value?	YES/NO	
24.	Whether weight & volume of items offered indicated?	YES/NO	
25.	Whether confirmed to submit PBG as asked for in NIT?	YES/NO	
26.	Whether agreed to submit PBG within 30 days of placement of order?	YES/NO	
27.	For Indian bidders – Whether place of dispatch indicated in the offer? [To specify]	YES/NO	
28.	For Indian bidders – Whether road transportation charges up to Duliajan quoted?	YES/NO	
29.	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	YES/NO	
30.	For Indian Bidders only - Whether offered Deemed Export prices?	YES/NO	
31.	Whether quoted prices are exclusive of Excise duty?	YES/NO	
32.	For Indian bidders only – whether import content indicated in the offer?	YES/NO	
33.	For Indian Bidders only - whether all Taxes have been indicated categorically?	YES/NO	
34.	Whether all BRC/BEC clauses accepted?	YES/NO	
35.	Whether confirm to accept all clauses of Integrity Pact?	YES/NO	
36.	Whether duly signed Integrity Pact enclosed?	YES/NO	

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