

**Tender No.** : DID3024L14/L3  
**Tender Date** : 26.03.2014  
**Bid Closing On** : 08.05.2014 at 13:00 hrs.(IST)  
**Bid Opening On** : 08.05.2014 at 13:00 hrs.(IST)

**Tender issued to following parties only:**

Slno	V_Code	Vendor Name	City/Country
1	200204	GESTETNER (INDIA) LIMITED	GUWAHATI
2	200205	XEROX MODICORP LIMITED	GUWAHATI- 781007
3	201751	HCL INFOSYSTEMS LTD	GUWAHATI- 781 008
4	201828	HEWLETT-PACKARD INDIA SALES PVT LTD	KOLKATA
5	202735	GESTETNER ( INDIA ) LTD ,	KOLKATA
6	202813	RICOH INDIA LIMITED	GUWAHATI
7	203011	GOGOI ENTERPRISES	DIBRUGARH - 1.
8	203817	SHARP BUSINESS SYSTEMS (I) LTD.	GUWAHATI
9	204093	JAY-KAY IMPEX	GUWAHATI - 781 007
10	204302	CANON INDIA PVT LTD	KOLKATA
11	205246	KILBURN OFFICE AUTOMATION LTD.	GUWAHATI
12	205980	SEASHELLS	GUWAHATI
13	207382	SUN BEAM ENTERPRISES	GUWAHATI
14	207547	INFRES METHODEX LIMITED	GUWAHATI
15	208062	ELECTRO SERVICES PVT.LTD.	SILIGURI
16	209717	REPROGRAPHICS INDIA	KOLKATA
17	400281	BEE DEE. COM	DIBRUGARH
18	403453	H.S. ENTERPRISE	GUWAHATI

**OIL INDIA LIMITED**  
(A Govt. of India Enterprise)  
P.O. Duliajan-786602, Assam

**E-mail:material@oilindia.in, Fax No.91-374-2800533**

**Tender No. & Date : DID3024L14/L3 26.03.2014**

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 : 08.05.2014 at 13:00 hrs. (IST)  
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Performance Guarantee : Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 0C000410	<p><b>B/W PHOTOCOPIER, 25 CPM</b></p> <p><b><u>Technical Specification :</u></b></p> <ol style="list-style-type: none"> <li>1. Make/Model: As per OIL's approved brand</li> <li>2. Type: Desktop</li> <li>3. Copy Speed: 25 cpm</li> <li>4. Copy Resolution: 600 x 600 dpi (min)</li> <li>5. Copy Size: A3 Size</li> <li>6. Continuous Copy No.: 1-99 Sheets</li> <li>7. Paper Source: 250 x 2, 100 Bypass</li> <li>8. Paper Feeding: Automatic Document Feeder (ADF) Required</li> <li>9. Copy Magnification: 25% to 400%</li> <li>10. Photocopier Memory: 128 MB</li> <li>11. Power Source: 220-240VAC, +/- 10%, 50 Hz, +/- 5%</li> <li>12. Guarantee/Warranty: 1 year + 4 years AMC</li> <li>13. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year</li> <li>14. Technical Catalogue: To be supplied</li> <li>15. OEM Authorization: Required</li> </ol>	5	NO
<b>20</b> 0C000410	<p><b>HEAVY DUTY B/W PHOTOCOPIER, 40 CPM</b></p> <p><b><u>Technical Specification :</u></b></p> <ol style="list-style-type: none"> <li>1. Make/Model: As per OIL's approved brand</li> <li>2. Type: Desktop</li> <li>3. Copy Speed: 40 cpm</li> <li>4. Copy Resolution: 600 x 600 dpi (min)</li> <li>5. Copy Size: A3 Size</li> <li>6. Continuous Copy No.: 1-99 Sheets</li> <li>7. Paper Source: 250 x 2, 100 Bypass</li> <li>8. Paper Feeding: Automatic Document Feeder (ADF) Required</li> </ol>	1	NO

Tender No. &amp; Date : DID3024L14/L3

26.03.2014

Item No./ Mat. Code	Material Description	Quantity	UOM
	9. Copy Magnification: 25% to 400% 10. Photocopier Memory: 128 MB 11. Power Source: 220-240VAC, +/- 10%, 50 Hz, +/- 5% 12. Guarantee/Warranty: 1 year + 4 years AMC 13. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year 14. Technical Catalogue: To be supplied 15. OEM Authorization: Required		
<b>30</b> 0C000410	<b>COLOUR PHOTOCOPIER, 30 CPM</b>  <b><u>Technical Specification :</u></b>  1. Make/Model: As per OIL's approved brand 2. Type: Desktop 3. Memory Capacity: 1GB with 40 GB HDD 4. Copy Resolution: 600 x 600 dpi (min) 5. Max. Document Size: A3 Size 6. Copy Speed: 30 cpm (A4) 7. Copy Magnification: 25% to 400% 8. Copy Paper Capacity: 250 x 2, 100 Bypass 9. Continuous Copy: 1-999 Copies 10. Paper Feeding: Duplex ADF 11. Power Source: 220-240VAC, +/- 10%, 50 Hz 12. Printer Type: Internal Type 13. Printer Memory: 1 GB 14. Print Size: Max A3 15. Print Speed: 30 ppm (min.) for B & W & Colour 16. Print Resolution: 1200 x 600 dpi 17. Hard Disk Capacity: 40 GB 18. Printer Language: PCL6, PS, 3 emulation 19. Network Protocols: TCP/IP, IPX/SPX, SMB, LPD 20. Interface: USB 2.0 & Ethernet 21. Scanning Size: Max A3 22. Scanning Resolution: 1200 x 600 dpi 23. Scanning Speed: 30 ppm 24. Supporting OS: Windows 98/XP/Vista/Windows 7 25. Interface: Ethernet 26. Output Format: TIFF, PDF, JPEG 27. Driver: Twain Card 28. Guarantee/Warranty: 1 year + 4 years AMC 29. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year 30 Technical Catalogue: To be supplied 31 OEM Authorization: Required	1	NO
	<b>AMC FOR FOUR(4) YEARS</b>		
10	AMC FOR FOUR(4) YEARS	1	AU
20	AMC FOR FOUR(4) YEARS	1	AU

30	AMC FOR FOUR(4) YEARS	1	AU
40	AMC FOR FOUR(4) YEARS	1	AU
50	AMC FOR FOUR(4) YEARS	1	AU
60	AMC FOR FOUR(4) YEARS	1	AU
70	AMC FOR FOUR(4) YEARS	1	AU
	<b>Consumable Spares for 2 Years Operation</b>		
10	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU
20	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU
30	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU
40	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU
50	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU
60	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU
70	Cons.Spares for 2 yrs. oper.(25%/U.cost)	1	AU

**Standard Notes:** (1) VALIDITY : Your offer must be valid for 75 days from the date of bid opening. Offer with inadequate validity will be rejected.

(2) The offer should be submitted in **Duplicate**.

(3) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

(4) In the event you authorize your dealer/stockist/channel partner to quote on your behalf, the dealer/stockist/channel partner while submitting bid should mention on the body of the envelope that they are submitting bid on your behalf.

In the event the dealer/stockist/channel partner do not mention the name of their OEM/principal on the body of the envelope, the offer shall be treated as unsolicited offer and will not be considered for opening.

The dealer/stockist/channel partner should take note of above while submitting bid on behalf of their OEM/principal.

(5) For order with F.O.R. Destination term, 100% payment against despatch documents will not be entertained. In this regards please refer payment terms in ANNEXURE-MM/TENDER/LP/01/06.

(6) To evaluate the inter-se ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Government of Assam Guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their bids.

(7) **Bidders must mention page no./nos. in every pages of their offer.**

**Special Notes : BRC:**

1. Bids from parties other than OEM, OEM's Joint Ventures, OEM's subsidiaries or OEM's

authorized dealers will be rejected. The bidder must submit the valid letter of authorization along with the offer stating that the OEM will provide support directly or through the particular dealer during the warranty as well as during 4 years of AMC including replacement of spares. Failing which, offer will be rejected.

2. The bidder must confirm with documentary evidence about their authorized service center in Guwahati/ Jorhat / Dibrugarh / Tinsukia/ Duliajan for maintenance, spares support against their offered models.

**NOTES:**

1. The photocopiers are to be under 1 year Warranty + 4 years Comprehensive Annual Maintenance Contract and the bidder must quote accordingly in their offer against each model.
2. The cost of AMC for 4 years will be considered for bid evaluation.
3. Bidder must quote only one model against each item from their product range which meets the NIT requirement.
4. Supporting documentary evidence for Toner Yield, Drum Yield and Copy Cartridge Yield as applicable should be submitted.
5. Bidder must provide technical specifications in tabular format against each item with supporting product catalogue; failing which offer will be rejected.
6. Bids from parties other than OEMs, OEM's Joint Ventures, OEM's subsidiaries or OEM's authorized dealers will be rejected. A copy of valid letter of Authorization Certificate from the OEM must be provided along with the offer; otherwise offer will be rejected.
7. The bidder must confirm with documentary evidence about their authorized service center in Duliajan / Dibrugarh / Tinsukia for maintenance, spares support against their offered models.
8. OEM / Authorized dealer must confirm to place trained Service Engineer at Oil India Ltd., Duliajan during all working days as per OIL's working hours during warranty as well as AMC period.
9. Service/maintenance Engineer must have sufficient stock maintenance spares at Duliajan to rectify the fault within 24 hours failing which penalty clause will apply.

10. Penalty clause:

Duration of breakdown

- a) Up to 1 day: Penalty = Nil
- b) Greater than 1 day but less than 3 days: Penalty = 2% of AMC
- c) Greater than 3 days but less than 15 days: Penalty = 10% of AMC
- d) Beyond 15 days: Penalty = Replacement machine should be provided

11. Service / maintenance Engineer has to attend the machines for Preventive Maintenance periodically (twice in a year) and also breakdown report call at OIL's Operational areas at Duliajan, Moran, Digboi, Manabhum (AP) etc. No transport will be provided by OIL.

12. Format for Price quotation:

A) Unit price of the model offered:

B) Cost of Consumable spares for 120,000 copies except paper

1. Drum (Qty x Unit price):
2. Toner (Qty x Unit price):
3. Developer (Qty x Unit price):
4. Copy Cartridge (Qty x Unit price):
5. Hot Roller (Qty x Unit price):
6. Cleaning Blade (Qty x Unit price):
7. Any other (Qty x Unit price):

Note:

B1) Supporting documentary evidence for Toner Yield, Drum Yield and Copy Cartridge Yield as applicable should be submitted and also bidder will have to provide written assurance to provide

consumables free of cost, if the same is exhausted from what the bidder will quote as per above requirement for 120,000 copies.

B2) The bidder should hence quote for the above items judiciously and any extra item that the party has not quoted but is required for the maintaining the machine before completing the 120000 copies mark will have to be supplied by the bidder free of cost. The same has to be confirmed in writing by the bidder during bid submission.

C) Taxes

1. For the Copier:
2. For Consumable Spares:

D) Cost of Comprehensive AMC for 4 years with service tax:

E) Total Price: (A+B+C+D)

F) Freight charges upto Duliajan.

Notes:

- a) Separate price quotations for each model in tabular form should be submitted.
- b) The basis of quantity requirement of consumables for 120,000 copies should be supported by documentary evidence.
- c) The cost of consumable spares should be valid for a period of 2 years.
- d) Comprehensive AMC include maintenance with spares other than consumable spares.
- e) Payment of AMC charges will be made after completion of every 6 months against invoice. Bidder to note that AMC will commence after the end of warranty period.

13. Training: The successful bidder to provide training on operation of the machine to the operator in each department during commissioning of the machine with free of cost.

**14. All the items covered in the PR will be procured from single source.**

15. The bidder should quote for photocopier models which are launched in the market during last 3 years and the bidder must confirm to provide support service to the machine offered for next 7 years.

**16. For this tender, performance bank guarantee(PBG) will be applicable on the total value consisting of material value plus AMC cost for four years. The PBG should be valid till completion of the AMC period. Bidders who cannot comply to this clause will be summarily rejected.**

**17. Successful bidder will have to install & commission the machines free of cost.**

**18. OIL's standard Payment Terms will be applicable.**