

## **ANNEXURE : II**

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 and other relevant details so as to reach Head-Materials, Oil India Limited, P.O. Duliajan, Dist. Dibrugarh, Assam – 786602 (e-mail : [material@oilindia.in](mailto:material@oilindia.in), Fax : 0374-2800533) within 10 days of publication of the tender on OIL's website.

The vendors must fulfill the following conditions:

- i) The party should have 03 (three) years' experience as on the Bid closing date for the same item.
- ii) The party should have received one order for at least 50% quantity in last 03 (three) years' (as on the Bid closing date) for the item from any reputed firm.
- iii) Annual turnover of the firm in any of the last 3 (three) financial years or current financial year should be more than Rs.15.22 lakh.

### **NOTE:**

- a. The applicant must meet the above qualifying criteria for which documentary evidence should be enclosed by the applicant with the application without which tender document shall not be issued.
- b. Relevant documents in support of experience, last order and annual turnover must be submitted along with the application.
- c. Application without complete supporting document will not be considered.

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**Format For Uploading NIT in Oilindia web Portal**

\* indicates mandatory field.

Tender No : *	DID6578115
Tender Title : *	PRINTER
Tender Type : *	<div>Limited</div>
Attached File Name : *	DID6578115
Is Flagged ?	<input checked="" type="checkbox"/>

**Tender No.** : DID6578L15/L4  
**Tender Date** : 17.03.2015  
**Bid Closing On** : 14.05.2015 at 13:00 hrs.(IST)  
**Bid Opening On** : 14.05.2015 at 13:00 hrs.(IST)

**Tender issued to following parties only:**

Slno	V_Code	Vendor Name	City/Country
1	200151	COMMERCIAL FRIENDS	DIBRUGARH
2	201828	HEWLETT-PACKARD INDIA SALES PVT LTD	KOLKATA
3	202813	RICOH INDIA LIMITED	GUWAHATI
4	203054	TVS ELECTRONICS LTD	BANGALORE
5	203543	TVS ELECTRONICS LTD	KOLKATA
6	203676	COMPTECH SYSTEMS & SERVICES PVT LTD	JORHAT
7	203894	EPSON INDIA (P) LTD	KOLKATA-700 017
8	203905	LIPI DATA SYSTEMS LTD.	KOLKATA
9	205171	WEP PERIPHERALS LTD	KARNATAK
10	205540	DATAMATION SERVICES	GUWAHATI
11	206216	UMANANDA ENTERPRISE	GUWAHATI
12	207252	BRIGHT LAND COMPUTER	DULIAJAN
13	209120	BROTHER INTERNATIONAL (INDIA)PVT.LT	MUMBAI
14	211818	XEROX INDIA	GURGAON
15	402775	LIPI DATA SYSTEMS LTD.	GUWAHATI
16	403991	CANON INDIA PRIVATE LIMITED	GURGAON

**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 : DID6578L15/L4 17.03.2015**

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 : 14.05.2015 at 13:00 hrs. (IST)  
Bid Opening On : 14.05.2015 at 13:00 hrs. (IST)

Performance Guarantee : Not Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 0C000446	<p><b>1. Make: Vendor must quote.</b></p> <p><b>2. Model: Vendor must quote.</b></p> <p><b><u>General specifications:</u></b></p> <p><b>3.Print Technology: Mono Laser Multifunction A3 printer.</b></p> <p><b>4. Functions: Print, scan, copy</b></p> <p><b>5. Connectivity: Minimum one USB 2.0 and one Ethernet Network.</b></p> <p><b>6. Compatible OS: Windows 7, 8 or higher.</b></p> <p><b>7. Power Supply: 220-240 V</b></p> <p><b><u>Printer Specifications :</u></b></p> <p><b>8. Print speed(A4 @ normal Mode): Minimum 45 ppm</b></p> <p><b>9. Duplex: Automatic</b></p> <p><b>10. Memory: Minimum 1 GB</b></p> <p><b>11. Hard drive: Minimum 80 GB</b></p> <p><b>12. Print Resolution: minimum 600 X 600 dpi</b></p> <p><b>13. Paper size: A3, legal,letter,A4.</b></p> <p><b>14. Paper Handling(Input): One multipurpose/bypass tray capacity: Min 100 sheets . Combined capacity of other Input trays to be supplied with the printer : Minimum 4000 sheets.</b></p> <p><b><u>Scanner Specifications:</u></b></p> <p><b>15. Scanner type: ADF</b></p> <p><b>16. Scan Size: Upto A3</b></p> <p><b>17. Duplex ADF scanning: Single pass duplex scanning</b></p> <p><b>18. ADF Capacity: Minimum 100 sheets</b></p> <p><b>19. File formats: PDF, JPEG etc.</b></p> <p><b>20. Features: Scan to e-mail; Save-to-Network Folder.</b></p> <p><b><u>Copier Specifications:</u></b></p> <p><b>21. Copy speed (A4 @ normal mode): Minimum 45 ppm</b></p> <p><b>22. Copy resolution: Minimum 600 dpi</b></p> <p><b>23.Others:</b></p> <p><b>a. Printer software and driver utilities for Win Window 7/ Windows 8 or higher on CD/DVD Media to be provided.</b></p> <p><b>b. USB Cable</b></p> <p><b>c. Power Cord</b></p> <p><b>d. Full capacity original Black Toner Cartridge to be provided.</b></p> <p><b>e. Detailed specification along with brochure.</b></p>	3	NO

Tender No. &amp; Date : DID6578L15/L4

17.03.2015

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>20</b> 0C000446	<p>All in one Color Laser Printer</p> <p>1. Make: Vendor must quote.</p> <p>2. Model: Vendor must quote.</p> <p>General specifications:</p> <p>3. Print Technology: Color Laser Multifunction Printer.</p> <p>4. Functions: Print, scan, copy.</p> <p>5. Connectivity: Minimum one USB 2.0 and one Ethernet Network.</p> <p>6. Compatible OS: Windows 7, 8 or higher.</p> <p>7. Power Supply: 220-240 V AC</p> <p>Printer Specifications :</p> <p>8. Print speed(A4 @ normal Mode): Minimum 30 ppm(Mono) and 30 ppm (Color)</p> <p>9. Duplex: Automatic</p> <p>10. Memory: Minimum 256 MB</p> <p>11. Print Resolution: Minimum 600 X 600 dpi</p> <p>12. Paper size: Minimum Legal, letter, A4.</p> <p>13. Paper Handling(Input): Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 350 sheets</p> <p>Scanner Specifications:</p> <p>14. Scanner type: ADF + Flatbed</p> <p>15. Scan Size(ADF or Flatbed): Minimum Legal, letter, A4.</p> <p>16. Scan Resolution: Minimum 600 dpi</p> <p>17. ADF Capacity: Minimum 50 sheets</p> <p>18. File formats: PDF, JPEG etc.</p> <p>19. Features: Duplex ADF scanning, Scan to e-mail; Save-to-Network Folder, scan to USB.</p> <p>Copier Specifications:</p> <p>20. Copy Resolution: Minimum 300 dpi</p> <p>21. Others:</p> <p>a. Printer software and driver utilities for Win Window 7/ Windows 8 or higher on CD/DVD Media to be provided.</p> <p>b. USB Cable</p> <p>c. Power Cord</p> <p>d. Full capacity original Black and Color Toner Cartridges to be provided.</p> <p>e. Detailed specification along with brochure.</p>	4	NO
<b>30</b> 0C000446	<p>A3 Color Laser Printer:</p> <p>1. Make: Vendor must quote.</p> <p>2. Model: Vendor must quote.</p> <p>3. Print technology: Color Laser</p> <p>4. Print speed simplex(A4 @ Normal Mode): Minimum 30 ppm (Color) &amp; Minimum 30 ppm (Black)</p> <p>5. Print Resolution: Minimum 600 dpi</p> <p>6. Device Memory(RAM): Minimum 1 GB</p> <p>7. Duplex Printing: Automatic</p> <p>8. Media Size: Minimum A3</p> <p>9. Paper Handling:</p> <p>i) One multipurpose/bypass tray capacity: Min 100 sheets.</p> <p>ii) Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 800 sheets.</p> <p>10. Connectivity: Minimum 1 USB 2.0 and one Ethernet Network connection</p> <p>11. Compatible OS: Windows Vista, 7, 8 or higher.</p>	1	NO

**Tender No. & Date : DID6578L15/L4****17.03.2015**

Item No./ Mat. Code	Material Description	Quantity	UOM
	12. Power Supply: 220-240 V 13. Function: Print only (Single function printer) 14. Others: a. Printer software and driver utilities for Win VISTA/Window 7/ Windows 8 or higher on CD/DVD Media to be provided. b. USB Cable c. Power Cord d. Original full capacity Color & Black Toner Cartridges to be provided. e. Detailed specification along with brochure.		

**Standard Notes:** A.1 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 and other relevant details so as to reach Head-Materials, Oil India Limited, P.O. Duliagan, Dist. Dibrugarh, Assam - 786602 (e-mail : material@oilindia.in, Fax : 0374-2800533) within 10 days of publication of the tender on OIL's website.

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

**(8) Bidders should submit their bids (preferably in tabular form) explicitly mentioning**

compliance / non compliance to all the NIT terms and conditions of NIT.

(9) Bidder should clearly mention their name and address on the outside of the envelope containing their offer.

(10) In the event of receipt of only a single offer against the tender within B.C.date, OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C date, shall not be permitted to revise their quotation.

**Special Notes :** 1. Bidder should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance / deviations to NIT Specifications of the Printer as given below.

#### Technical Bidding Format

Details of Technical Specification of Printer offered:

NIT Specifications of the Printer	Offered Specifications	Compliance/ Non Compliance/ Deviation
--------------------------------------	------------------------	---

1)  
2)  
3)  
4)  
.  
.  
.etc...

2. Bidder should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance / deviations to Terms & Conditions under Special Notes as given below.

Compliance Sheet for Terms & Conditions under Special Notes.

Clause No.	Compliance/Non Compliance/ Deviation(if any)
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1) A.1  
2) B.1  
3) B.2  
4) B.3  
5) B.4  
.  
.  
.etc...

3.) Bidder should submit the checklist as per format given below explicitly mentioning Yes/No against the items.

#### Checklist

Details

Yes/ No.

- Whether Technical brochure/Product catalogue submitted.
- Whether Annexure - I submitted
- Whether the address of the nearest

service centre is mentioned in the bid.

## **SPECIAL NOTES**

### **A. Delivery, Installation & Commissioning Terms**

1. Delivery, installation and commissioning should be completed within 60 days of confirmed order.

### **B. Warranty Service Terms**

1. Comprehensive on-site 1 year warranty or OEM warranty, whichever is longer, from the date of commissioning.

2. Preventive & corrective maintenance of all hardware supplied including replacement of defective parts during warranty period, at no extra cost.

3. The defective parts under warranty should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period will attract penalty, as mentioned in penalty clause.

4. Bidder has to provide following services during warranty period:

\* Installation/ re-installation and maintenance of the printer Driver or software, whenever necessary.

5. Bidder will have to arrange its own transport facility for the engineers to attend warranty service calls, and for movement of spare parts.

6. Warranty covers free service and free spare parts excluding the consumables.

7. The engineers for warranty services should be available on-call basis.

### **C. Penalty Terms**

1. In case bidder fails to repair or replace a defective part(s) under warranty services mentioned in warranty clause, within 72 hours, from the time of reporting the breakdown, then the period of warranty will be extended by that number(s) of days, at no extra cost.

### **D. Payment Terms**

1. 70% after complete delivery

2. 30% after installation and commissioning.

### **E. General Terms & Conditions**

1. The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. The Bidder must submit Authorisation certificate from OEM, in support of above undertaking, sample format is as per Annexure-I.

2. At the time of delivery if the quoted model becomes obsolete, then bidder should replace it with latest model of same configuration or higher with the same quoted price and terms & conditions after approval from competent authority in OIL.

3. Bidder not complying with delivery, installation & commissioning, warranty, payment and penalty clauses, their offer will be rejected.

4. Bids must be submitted in the specified format.

5. The bidder must state the address of their nearest service centre along with the offer.

6. The bidder must designate a Single Point of Contact for all warranty related matters whose Name and contact details should be furnished before completion of installation and commissioning of all the items.

7. Bids not accompanied with Annexure-I shall be liable for rejection.

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Annexure-I

Sample Format of authorization letter from OEM  
(To be typed on the letterhead of the OEM)



Ref. No \_\_\_\_\_

Date \_\_\_\_\_

Head (Materials)  
Oil India Limited,  
Duliajan-786 602

Sub: Authorization Certificate

Ref: Your tender enquiry No. \_\_\_\_\_ Dated \_\_\_\_\_.

Sir,

1) We hereby authorize M/s \_\_\_\_\_ to quote, supply and provide onsite warranty support, including replacement of spares, for the above tender, on our behalf.

2) We also certify that the spares and consumables of the quoted product will be available for a period of minimum 5 years from the date of issue of this certificate.

Yours faithfully,

For .....(Type Name & Affix Seal of the firm)

.....  
(Signature of Authorized Signatory)

Name:

Designation:

Place:

Email:

Phone No.: