

OIL INDIA LIMITED

(A Govt. of India Enterprise) Fax No. 91-0374-2800533
P.O. Duliajan-786602, Assam E-mail:material@oilindia.in

ANNEXURE-I**Tender No. : DIS5855L18/C6****Tender Date : 25.09.2017**

Item No./ Mat. Code	Material Description	Quantity	UOM
10 91700664	COMPUTER STATIONERIES USER : GENERAL (ALL DEPARTMENTS) RICOH Black Cartridge with Yield approx. 2000 pages for Ricoh Aficio SP C250DN Printer(EDP Code: 407547)	200	NO
20 91700665	RICOH Yellow Cartridge with Yield approx. 1600 pages for Ricoh Aficio SP C250DN Printer(EDP Code: 407548)	100	NO
30 91700666	RICOH Magenta Cartridge with Yield approx. 1600 pages for Ricoh Aficio SP C250DN Printer (EDP Code: 407549)	100	NO
40 91700667	RICOH Cyan Cartridge with Yield approx. 1600 pages for Ricoh Aficio SP C250DN Printer(EDP Code: 407550)	100	NO
50 91700660	Toner Print cartridge (Black) for Ricoh Aficio SP 300DN Printer, Pt. No.406956 Yield= Approximate 1500 pages.	100	NO
60 91700720	TONER PRINT CARTRIDGE(BLACK) FOR RICOH AFICIO 1210N PRINTER. YIELD : APPROX. 2600 PAGES Part No. 406838 of Ricoh India Ltd.	300	NO
70 91700721	DRUM UNIT FOR RICOH AFICIO 1210N PRINTER YIELD= APPROX. 12,000 PAGES. Part No. 406841 of Ricoh India Ltd.	50	NO

Standard Notes: (1) VALIDITY : Your offer must be valid for 75 days from the date of bid opening.

(2) The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies.

(3) The offer should be submitted in Duplicate.

(4) 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).

ANNEXURE-I

Tender No. : DIS5855L18/C6
Tender Date : 25.09.2017

(5) 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.

(6) 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.

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

(8) Bidder other than OEM must forward their valid dealership/ authorization certificate from OEM against this tender along with their offer, otherwise the offer will be rejected.

(9) Delivery/collection Instructions in cases where transportation is in OIL's scope:

(i) the suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.

(ii) consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.

(iii) the names of OIL's current authorized transporters are:

- a) M/s Western Carriers (India) Ltd.
- b) M/s DARCL Logistics Limited

Bidder's are requested to note the above delivery/collection instructions while submitting their offers.

(10) 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 DDD of the tender document. This Integrity Pact proforma has been duly signed by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid.

The name of the OIL's independent external monitor is at present:

i) Shri Rajiv Mathur, IPS (Retd.)
Former Director (IB) Govt. of India
e-Mail Id: rajivmathur23@gmail.com

ii) Shri Satyananda Mishra, IAS(Retd.)
Former Chief Information Commissioner &
Ex-Secretary, DOPT, Govt. of India

ANNEXURE-I

Tender No. : DIS5855L18/C6
Tender Date : 25.09.2017

e-Mail Id: satyanandamishra@hotmail.com

iii) SHRI JAGMOHAN GARG,
Ex-Vigilance Commissioner, CVC
e-Mail id : jagmohan.garg@gmail.com

Special Notes : (I) QUANTITY INDICATED AGAINST THE ITEMS ARE FOR APPROXIMATELY 2(TWO) YEARS REQUIREMENT. HOWEVER, QUANTITY MAY INCREASE OR DECREASE DEPENDING ON ACTUAL REQUIREMENT. OIL WILL BE AT LIBERTY TO BUY MORE OR LESS QUANTITY AGAINST EACH ITEM WITHIN OVERALL VALUE OF CONTRACT.

(II) DELIVERY: SUPPLY TO BE MADE "AS AND WHEN REQUIRED" BASIS AGAINST OIL'S DELIVERY ADVICE TO BE ISSUED ON PIECEMEAL BASIS. DELIVERY TO BE MADE WITHIN 45 DAYS FROM THE DATE OF RECEIPT OF SUCH DELIVERY ADVICES.

(III) Bidders should follow instructions as under:

(1.a) Bidders should submit their bids incorporating the following details:

- (i) GST Registration Details of Supplier:.....
- (ii) Item-wise HSN Code:.....
- (iii) Applicable Rate of GST:.....

(1.b) Bidders to note OIL-Duliajan's Provisional GSTIN as: 18AAACO2352C1ZW.

(2) Bidders should refer to Annexure-A for the Taxes and Duties clauses under GST regime as under:

ANNEXURE-A

INDIRECT TAXES/ GST :

(1) For the purposes of levy and imposition of GST, the expressions shall have the following meanings:

- (a) GST - means any tax imposed on the supply of goods and/or services under GST Law.
- (b) Cess - means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.
- (c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.

(2) The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax Invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

(3) Offers without giving any of the details of the taxes (Including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes

ANNEXURE-I**Tender No. : DIS5855L18/C6****Tender Date : 25.09.2017**

mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.

(4) Bidders are required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.

(5) When Input tax credit is available for Set Off

Evaluation of L-1 prices shall be done based on Quoted price after deduction of Input Tax Credit (ITC) of GST, if available to OIL. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

When Input tax credit is NOT available for Set Off

Evaluation of L-1 prices shall be done based on Quoted price only. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

(6) Bidders agree to do all things not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.

(7) In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such disputed amount from the pending payments of the bidders.

(8) GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

(IV) While submitting the offer bidders should follow the ANNEXURE-BB (Price bid format and Bid Evaluation Criteria) as under:**ANNEXURE-BB****Price Bid Format and Evaluation Criteria for Indigenous Tenders:**

1. Basic material Value Including TPI, if any.
2. Pre Despatch Inspection charges, If any.
3. Packing & Forwarding Charges, if any.
4. **Total Ex works Value (1+2+3).**
5. GST on Total Ex-works value.
6. Compensatory Cess, If any.

ANNEXURE-I

Tender No. : DIS5855L18/C6

Tender Date : 25.09.2017

- 7. Total FOR Despatching Station value (4+5+6).**
- 8. Freight Charges upto Destination.
- 9. GST on Freight Charges.
- 10. Insurance Charges @ 0.5% of (7) inclusive of GST.
- 11. Training Charges, If any.
- 12. GST on Training Charges.
- 13. Installation and commissioning Charges, if any.
- 14. GST on I&C charges.
- 15. AMC Charges, if any.
- 16. GST on AMC Charges.
- 17. Any other charges, if any with GST.
- 18. Total Value (7+8+9+10+11+12+13+14+15+16+17).**
- 19. Buy-Back Price, if any, with GST.
- 20. Total FOR Duliajan Value (18-19).**

Comparison of Offers:

Comparison will be done on Total value vide SI no 20.

Note:

Domestic bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or Oil's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.