

OIL INDIA LIMITED

(A Govt. of India Enterprise) Fax No. 91-0374-2800533
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ANNEXURE-I**Tender No. : DIS5859L18/C6****Tender Date : 25.09.2017**

Item No./ Mat. Code	Material Description	Quantity	UOM
<u>10</u> 91700598	COMPUTER STATIONERIES USER : GENERAL (ALL DEPARTMENTS) Printer Tonner Cartridge Black ; For LJ-HP 1160, 1320, 3390/3392 etc. Part No. HP Q5949A	800	NO
<u>20</u> 91700607	Model HP 53A-HP LaserJet Print Cartridge Q7553XC Toner Cartridge for HP Leset Jet Printer Model-P2014 Part No. Q7553XC	30	NO
<u>30</u> 91700621	HP 131X TONER CARTRIDGE BLACK(CF210X) FOR HP LASERJET PRO 200 COLOR M251N	100	NO
<u>40</u> 91700622	HP 131A TONER CARTRIDGE CYAN (CF211A) FOR HP LASERJET PRO 200 COLOR M251N	80	NO
<u>50</u> 91700623	HP 131A TONER CARTRIDGE MAGENTA(CF213A) FOR HP LASERJET PRO 200 COLOR M251N	80	NO
<u>60</u> 91700624	HP 131A TONER CARTRIDGE YELLOW (CF212A) FOR HP LASERJET PRO 200 COLOR M251N	80	NO
<u>70</u> 91700685	HP Laser Jet Black Print Cartridge for HP Laserjet P-1566 Part No. CE278AC	600	NO
<u>80</u> 91700730	Black Toner Cartridge for HP M552dn/M553dn/MFP M577dn HP 508X High yield Black original Laser Jet Toner cartridge (CF360X) for HP Color Laser jet Enterprise M552dn/M553dn/MFP M577dn Printer. Yield: Approx.12,500 pages.	20	NO
<u>90</u> 91700731	Cyan Toner Cartridge for HP M552dn/M553dn/MFP M577dn HP 508X Cyan original Laser Jet Toner cartridge (CF361A) for HP Color Laser jet Enterprise M552dn/M553dn/MFP M577dn Printer. Yield: Approx.5000 pages.	20	NO
<u>100</u> 91700732	Magenta Toner Cartridge for HP M552dn /M553dn /MFP M577dn HP 508X Cyan original Laser Jet Toner cartridge (CF363A) for HP Color Laser jet Enterprise M552dn/M553dn/MFP M577dn Printer. Yield: Approx.5000 pages.	20	NO
<u>110</u> 91700733	Yellow Toner Cartridge for HP M552dn /M553dn /MFP M577dn HP 508X Yellow original Laser Jet Toner cartridge (CF362A) for HP Color Laser jet Enterprise M552dn/M553dn/MFP M577dn Printer.	20	NO

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Item No./ Mat. Code	Material Description	Quantity	UOM
	Yield: Approx.5000 pages.		
120 91700630	HP 80A Black Original Laser jet Toner Cartridge (CF280A) for HP Laser jet Pro 400 Printer M401d/ MFP M425dn	600	NO
130 91700661	HP 678 Tri-color Ink Cartridge (CZ108AA) for HP Deskjet Ink Advantage 3545e-All-in-One	300	NO
140 91700686	HP940XL Black Officejet Ink Cartridge for HP jet OJ Pro 8000 Part No. C4906AA	30	NO
150 91700687	HP940XL Cyan Officejet Ink Cartridge for HP jet OJ Pro 8000 Part No. C4907AA	30	NO
160 91700689	HP940XL Yellow Officejet Ink Cartridge for HP jet OJ Pro 8000 Part No. C4909AA	30	NO
170 91700599	HP 21 Black Inkjet Print Cartridge For 3940, F380, PSC1408, 1410, 1402 Part No. C9351AA	100	NO
180 91700650	HP 678 Black Ink Cartridge (CZ107AA) for HP Deskjet Ink Advantage 3545e-All-in-One.	400	NO
190 91700700	CARTRIDGE FOR HP MODEL OFFICE JET PRO 251dw/ 276dw/ 8100/ 8600/ 8610/8620 PRINTER HP 950XL High yield black original ink cartridge (CN045AA)	40	NO

Note description for item no./nos. : 120

PAGES YIELD= 2700 PAGES.

Note description for item no./nos. : 180

Special Note:

1) Yield= Approximate 480 pages.

Note description for item no./nos. : 130

NOTE:

Yield= Approximate 200 pages

Note description for item no./nos. : 190

YIELD= APPROX. 2300 PAGES.

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

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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).
- (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.

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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
e-Mail Id: satyanandamishra@hotmail.com

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

Special Notes : (I) QUANTITIES INDICATED ABOVE 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

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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 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:

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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.
- 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.