

**OIL INDIA LIMITED**  
 (A Govt. of India Enterprise)  
 P.O. Duliajan-786602, Assam  
**E-mail:**material@oilindia.in, **Fax No.**91-374-2800533

**ANNEXURE-I****Tender No. : DID4276L21/L6****Tender Date : 11.05.2020**

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 99087708	<b>Designing, Composing and Printing of Special issue of "InTouch" magazine for Vigilance Awareness Week in 03 Languages (English, Hindi and Assamese)</b>  <b><u>Detailed Specification and Scope of Work as per enclosed Annexure-I</u></b>	220	NO

**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 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).

(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 must mention page no./nos. in every pages of their offer.

(9) Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance /

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

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

(11) Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro, Small and Medium Enterprises (MSME) in the tender is furnished vide Amendment to General Terms and Conditions for INDIGENOUS TENDERS (MM/TENDER/LP/01/06). Bidders are requested to take note of the same and to submit their offers accordingly.

**(12) Bidders should refer to enclosed Annexure-A under special notes for the Taxes and Duties clauses under GST regime.**

**(13.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:.....**

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

**(14) 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 transporter is:

a) M/s Western Carriers (India) Ltd.

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

**(15) Performance Security:**

The successful bidder shall submit Performance Security @ 10% of PO value within 30 days of receipt of the formal purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in the following form :

A Bank Guarantee in the prescribed OIL's format valid for 90 days beyond delivery period and applicable warranty/guarantee period (if any).

**The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.**

**However, PBG will be applicable only if value of Purchase Order exceeds Rs 5(five) lakhs.**

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**Note:** The Bank Guarantee issuing Bank branch must ensure the following:

The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

- (i) MT 760 I MT 760 COV for issuance of Bank Guarantee
- (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

The above message / intimation shall be sent through SFMS by the BG issuing Bank branch to HDFC Bank, Duliajan Branch, IFS Code - HDFC0002118; SWIFT Code - HDFCINBBCAL.  
 Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar , Duliajan , Dibrugarh , PIN - 786602."

(16) The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.

**(17) Bidders should fill-up and submit alongwith their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-K.**

**Special Notes : (I)**

(i) 03 (Three) separate Annexures: Annexure-I, Annexure-II and Annexure-IA are attached alongside this tender document containing the Detailed specification & Scope of work, Bidder's Check List and Bidding Format respectively.

(ii) Before quoting, bidders may have a look at the copy of last year's "In-Touch" magazine by visiting Vigilance Department, OIL (Duliajan).

(iii) Bidder should design & compose the magazines in consultation with Vigilance Department, OIL (Duliajan).

(iv) Proof checking will be done by Vigilance Department at OIL (Duliajan). Bidder should take a note of this point and arrange for proof checking at Duliajan.

(v) Final print of the magazines to be done by the successful bidder after obtaining clearance from Vigilance Department, OIL (Duliajan).

(vi) Delivery of magazines is required at OIL's office in Duliajan and Noida as under:-  
 At Duliajan - 160 number of copies.  
 At Noida - 60 number of copies.

(vii) Bidders must forward a copy of the completely filled up Check list (Annexure-II) along with their bid.

(viii) The delivery period is maximum 05 (five) days from the date of finalisation of the Magazine design and its contents. The magazines will be required tentatively by 15th October' 2020.

**(ix) The bidders should quote their rates as per attached Annexure-IA.**

**(II) Annexure -A**

**TAXES AND DUTIES CLAUSE - FOR VENDOR/SUPPLIER/CONTRACTOR**  
**(For Supplies/ Services during GST Regime i.e., New Tender)**  
**INDIRECT TAXES/ GST**

**ANNEXURE-I**

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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 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

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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.

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

**Comparison of Offers:**

**Comparison will be done on Total value vide SI no 19.**

**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.

**Designing, Composing and Printing of Special issue of “InTouch” magazine for Vigilance Awareness Week in 03 Languages (English, Hindi and Assamese):**  
**Quantity: 220 copies**

**1. Detailed Specification:**

Size: 28cm x 21 cm; **Colour:** Multicolour;

**Paper Quality:**

For Cover page: 270GSM art paper

For Inside Pages: Text 130 GSM glossy paper both sides;

**Fabrication:** Matt lamination and spot UV on cover;

**Binding:** Section sewing, perfect binding;

**Pages:** 60 (minimum)

**2. Scope of Work:**

**2.1 Composing:**

- The magazine will be composed in 03 languages – English, Hindi and Assamese and will consists of articles/write ups.(to be provided by OIL)
- The composing of all the articles /write ups in English, Hindi and Assamese has to be mandatorily done by the successful bidder.

**2.2 Designing:**

- Designing of the magazine both cover page and inside pages (in English, Hindi and Assamese) will be based on a theme chosen for Vigilance Awareness Week -2020 by the Central Vigilance Commission (CVC). The theme will be intimated to the successful bidder after declaration of the same by CVC.
- The images/ pictures/ clipart etc. used for designing purpose has to be arranged by the successful bidder and the same should not be copyright.
- The draft design of the entire magazine shall be approved by Vigilance Department, Duliajan before final print out.

**2.3 Publishing /Printing:**

- The successful bidder has to publish and print the magazine in colour consisting the articles in three languages - English, Hindi and Assamese.
- **Digital version of the final copy of “InTouch” magazine has to be provided in pdf format to Vigilance Department, Duliajan.**

**3. Other important points:**

- 3.1 Bidders must forward a copy of the completely filled up Check list (**Annexure-II**) along with their bid.
- 3.2 The delivery period is maximum 05 days from the date of finalisation of the Magazine design and its contents. The magazines will be required tentatively by 15<sup>th</sup> October’2020.

**BIDDER'S CHECK LIST**

**(To be duly filled up by the bidders and submitted along with their bid)**

<b>Bidders Name</b>	
<b>Tender No.</b>	

<b>Sl no.</b>	<b>Description</b>	<b>Bidder's Response</b>
1	Please confirm that your press has the expertise for composing, designing and printing in colour for all three languages – English, Hindi and Assamese?	
3	Confirm that the images/ pictures/ clipart etc. used by you for designing purpose will not be copyright.	
4	Confirm that you have not taken any exception/deviations to the NIT.	
5	Confirm that you agree to deliver printed copies of the magazine within 05 days from the date of finalisation of the Magazine design and its contents.	

**Authorised Person's Signature:** \_\_\_\_\_

**Name of Authorised Person:** \_\_\_\_\_

**Name of Vendor:** \_\_\_\_\_

**Seal of the Vendor:**

**BIDDING FORMAT**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Quantity</b>	<b>Unit Rate including all taxes but excluding GST (Rs.)</b>	<b>GST Rate (in % )</b>	<b>Total F.O.R. Duliajan. Value including taxes &amp; GST (Rs.)</b>
			<b>A</b>	<b>B</b>	<b>C</b>	<b>D = A X {B + (BXC)}</b>
1	Composing, Designing and Printing of Special issue of “InTouch” Magazine for Vigilance Awareness Week in colour for 03(three) Languages (English, Hindi and Assamese) No. of pages including cover : 60 (minimum) (For detailed specification and Scope of Work , please refer Annexure I)	No.	220			
2	Composing, Designing and Printing of <b><u>additional pages</u></b> (Coloured) in 03 Languages (English, Hindi and Assamese) (in multiples of 4 pages)	Per 4 pages	On actual			

**Notes:**

- a. The bidder has to quote their prices against Sl. No. 1 & 2 failing which offer will be rejected.
- b. **The rates offered against Sl. No. 1 above will only be considered for evaluation of lowest bid.** The rates quoted against **Sl. Nos. 2** will not be considered for evaluation of lowest bid but, the same will be considered for payment in the event of printing of additional pages beyond 60 pages (in multiples of 4 pages)
- c. The issue will be brought out in 60 pages (minimum). Beyond 60 pages, payment will be made as per the rates quoted against Sl. no. 2 above, depending upon the no. of additional pages printed per magazine at actual.
- d. Delivery to be completed within 5 (five) days from the date of finalisation of the Magazine design and its contents. Bidders shall offer their price for delivery at **Vigilance department, Duliajan (160 copies)** and **OIL’s office at Noida (60 copies)**. No extra transportation cost, insurance, out of pocket expenses, etc. will be paid.

**Authorised Person’s Signature:** \_\_\_\_\_

**Name of Authorised Person:** \_\_\_\_\_

**Name of Vendor:** \_\_\_\_\_

**Seal of the Vendor:**



**Format of undertaking by Bidders towards submission of authentic information/documents  
(To be typed on the letter head of the bidder)**

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

Date \_\_\_\_\_

**Sub: Undertaking of authenticity of information/documents submitted**

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

To,  
The HOD-Materials  
Materials Deptt,  
OIL, Duliajan

**Sir,**

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

**Tender No.** : DID4276L21/L6  
**Tender Date** : 11.05.2020  
**Bid Closing On** : 11.06.2020 at 13:00 hrs.(IST)  
**Bid Opening On** : 11.06.2020 at 13:00 hrs.(IST)

**Tender issued to following parties only:**

S/no	V Code	Vendor Name	City/Country
1	200159	TRISUL ENTERPRISE	DULIAJAN
2	200185	SAROJINI PRESS	TINSUKIA
3	200186	ASSOCIATED PRINTERS	DULIAJAN
4	200187	PAPER PRINTERS	TINSUKIA
5	200190	KHAITAN PRINTING PRESS	TINSUKIA
6	200191	DULIAJAN PRINTING WORKS	DULIAJAN
7	200192	DEEP PRINTERS	DULIAJAN
8	200426	PRINT CRAFT	DIGBOI
9	201237	PROGOTI PRINTING PRESS	DULIAJAN
10	201239	SURYA PRINTERS	NAHARKATIA
11	201243	SAIKIA PRINTERS	DULIAJAN
12	201248	ASSAM ENTERPRISE	TINSUKIA
13	201388	AMRITA PRINTERS	JORHAT
14	201394	BIJOY PRINTING PRESS	DULIAJAN
15	201395	PRINTOGRAPH	TINSUKIA
16	201864	EXCLUSIVE ADVERTISING PRIVATE LIMIT	GUWAHATI
17	202750	MODERN PRI-TECH	DULIAJAN
18	202935	ZERO ERROR GRAPHICS	DULIAJAN
19	204388	PERFECT PRINTERS	DIST.DIBRUGARH (ASSAM)
20	204499	SURJYA OFFSET PRESS	DIBRUGARH
21	204690	PURBANCHAL PRESS	TINSUKIA
22	205551	UNITED ADVERTISING AND MARKETING SE	NEW DELHI
23	207286	CREATIVE PRINTERS	DULIAJAN
24	212794	THE ASSAM COMPUTERS	Tinsukia
25	213604	A P INDIA	NEW DELHI
26	215114	CORPORATE WORLD	NEW DELHI
27	215150	ACE CREATIONS	NEW DELHI
28	215151	GREEN HOUSE	New Delhi
29	215152	ROYAL PRESS	New Delhi
30	215153	PUSHPAK PRESS PVT. LTD.	New Delhi
31	215154	G.S. BHASAVA GRAPHICS ART PRESS	New Delhi