

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, 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.9.93 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.

.....

Tender No. : DID7309L16/L4
Tender Date : 27.05.2015
Bid Closing On : 09.07.2015 at 13:00 hrs.(IST)
Bid Opening On : 09.07.2015 at 13:00 hrs.(IST)

Tender issued to following parties only:

Slno	V_Code	Vendor Name	City/Country
1	201672	WIPRO LIMITED	GUWAHATI
2	201828	HEWLETT-PACKARD INDIA SALES PVT LTD	KOLKATA
3	202738	HCL INFOSYSTEMS LIMITED,	GUWAHATI
4	203850	ACER INDIA (PVT) LTD	GUWAHATI.
5	205013	DELL INDIA PRIVATE LIMITED	BANGALORE (SOUTH)
6	205271	IBM INDIA PVT LTD.	KOLKATA

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 : DID7309L16/L4 27.05.2015

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 : 09.07.2015 at 13:00 hrs. (IST)
Bid Opening On : 09.07.2015 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
10 0C000316	Specification for Laptop 1.Make & Model : Vendor should mention the make and model 2.Processor: 5th Generation Intel® Core i5 (2 GHz with turbo boost 2.7 Ghz) Processor or higher 3.OS: Windows 8.1(64 bit) Professional with latest service pack and recovery CDs/DVD or higher 4.Memory : 8GB DDR3 or higher 5.HDD: 1TB or higher 6.Weight: Weight Not more than 2.5 KG (including battery) 7.Display: Display 15.6" Diagonal, HD LED backlit (minimum) 8.Optical Drive: CD and DVD RW Drive or higher 9.Keyboard: Standard with touch pad 10.Mouse: Wireless Mouse 11.Connectivity: a. Integrated 10/100/1000 Mbps Ethernet or higher b. Bluetooth v4.0 or higher c. Wireless 12.Audio: Internal speakers, Integrated Microphone (minimum) 13.Battery: Minimum 4 cell Li-ion with minimum 3 hrs backup 14.Adapter: External AC adapter(220-240 V, 50 Hz AC input) with Power Cord 15.Webcam: HD Webcam with Digital Microphone, Camera Software. 16.Ports: a)1 x HDMI, b)Headphones-out c)Microphone-in jack, d)1 x RJ45 e)Minimum 3 USB ports with at least one USB 3.0 17.Others a. HDMI to VGA adapter b. System should be Energy star 5.0 c. All Drivers on CD/DVD Media d. OEM's Carrying case e. User Manual	1	NO

Tender No. & Date : DID7309L16/L4**27.05.2015**

Item No./ Mat. Code	Material Description	Quantity	UOM
<u>20</u> 0C000316	Same as Item No.10	1	NO
<u>30</u> 0C000316	Same as Item No.10	1	NO
<u>40</u> 0C000316	Same as Item No.10	1	NO
<u>50</u> 0C000316	Same as Item No.10	1	NO
<u>60</u> 0C000316	Same as Item No.10	1	NO
<u>70</u> 0C000316	Same as Item No.10	1	NO
<u>80</u> 0C000316	Same as Item No.10	1	NO
<u>90</u> 0C000316	Same as Item No.10	1	NO
<u>100</u> 0C000316	Same as Item No.10	1	NO
<u>110</u> 0C000316	Same as Item No.10	1	NO
<u>120</u> 0C000316	Same as Item No.10	2	NO
<u>130</u> 0C000316	Same as Item No.10.	4	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 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 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, Fax : 0374-2800533) within 10 days of publication of the tender on OIL's website.

2. Bidder should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance / deviations to NIT Specifications of the Laptop as given below.

Technical Bidding Format

Details of Technical Specification of Laptop offered:

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

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

3. 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)
------------	---------------------------	-------------------

1) A.1
2) B.1
3) B.2
4) B.3

- 5) B.4
- 6) B.5
- 7) B.6
- 8) B.7
- 9) C.1
- 10) D.1
- 11) D.2
- 12) E.1
- 13) E.2
- 14) E.3
- 15) E.4
- 16) E.5
- 17) E.6
- 18) E.7
- 19) E.8

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

Checklist

Details	Yes/ No.
1. Whether Technical brochure/Product catalogue submitted.	
2. Whether Annexure - I submitted	
3. Whether the address of the nearest service centre is mentioned in the bid.	

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. This should also include the Li-ion battery and CMOS battery, if any.

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 MS Windows Operating System, MS Office products, SAP GUI, Anti-Virus & certain custom client applications, in case of any problem with the Laptop/Laptop driver. These software packages will be provided by OIL.

- * Configuration of Laptop network during installation/ repair according to OIL's requirement.

- * Installation and configuration of software drivers of OIL's existing peripherals like printers, scanners, etc. which are to be used with these new Laptops.

- * Backup, formatting and restoration of systems, as and when required, ensuring no loss of data during the process.

- * Restore in case of malfunction due to Virus, including re-installation of Anti-Virus software.

5. Bidder will have to arrange its own transport facility for the engineers to attend warranty service calls, and for movement of spare parts. It may be noted that some of the Laptop may be located at Moran, Digboi or Manabum (Arunachal Pradesh).

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(in original)from OEM,in support of above undertaking, sample format is as per Annexure-I.

2. The Bidder should provide an Undertaking of authenticity of the items supplied, sample format is as per Annexure-II.

3. 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.

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

5. Bids must be submitted in the specified format.

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

7. 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.

8. Bids not accompanied with Annexure-I and Annexure-II shall be liable for rejection.

.

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 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.:

Annexure-II

**Sample undertaking of authenticity letter
(To be typed on the bidder's company letterhead)**

Ref. No _____

Date _____

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

Sub: Undertaking of authenticity of IT Hardware/Software supply - Laptops

Ref: Your tender enquiry No._____ **Dated** _____.

Sir,

With reference to the Laptops being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly/ software used shall be original & new.

We also undertake that in respect of licensed operating system and other software, it shall be sourced from the authorized source.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of delivery or within a reasonable time.

Yours faithfully,

For _____ **(Type Name &Affix Seal of the firm)**

(Signature of Authorized Signatory)

Name:

Designation:

Place:

Email:

Phone No.: