

TENDER NO. DIS6508L15 DATED 09.03.2015

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. 20.00 Lakhs.

**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.

**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. : DIS6508L15/L6****Tender Date : 09.03.2015**

| Item No./<br>Mat. Code       | Material Description                                                                                                                                                                                                      | Quantity | UOM |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|
| <b><u>10</u></b><br>91774070 | <b><u>STATIONERY - PRINTED FORMS AND OTHER ITEMS FOR GENERAL PURPOSE</u></b><br>FSC Certified Paper<br>FSC Certified Paper, Photocopy, Foolscap (FS)<br>Size: 215mm x 330mm<br>Quality: 75GSM (1 Pkt. contains 500 sheet) | 400      | PAC |
| <b><u>20</u></b><br>91774071 | FSC Certified Paper, Photocopy, Foolscap (A3)<br>Size: 420mm x 297mm<br>Quality: 75GSM (1 Pkt. contains 500 sheet)                                                                                                        | 200      | PAC |
| <b><u>30</u></b><br>91774072 | FSC Certified Paper, Photocopy, Foolscap (A4)<br>Size: 210mm x 297mm<br>Quality: 75GSM (1 Pkt. contains 500 sheet)                                                                                                        | 8000     | PAC |

**Note description for item no./nos. : 10, 20, 30**

NOTE: Bidder must submit Forest Stewardship Council (FSC) certificate of the item quoted along with offer. FSC Certification logo must be printed on each packet.

**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.

**ANNEXURE-I**

**Tender No. : DIS6508L15/L6**

**Tender Date : 09.03.2015**

(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) Item no. 30 to be delivered in two equal lots in 3 months interval.**

Tender No. : DIS6508L15/L6  
Tender Date : 09.03.2015  
Bid Closing On : 09.04.2015 at 13:00 hrs.(IST)  
Bid Opening On : 09.04.2015 at 13:00 hrs.(IST)

**Tender issued to following parties only:**

| Slno | V_Code | Vendor Name            | City/Country |
|------|--------|------------------------|--------------|
| 1    | 207763 | JK PAPER LTD           | KOLKOTA      |
| 2    | 208306 | ITC LIMITED            | GUWAHATI     |
| 3    | 208503 | CENTURY PULP AND PAPER | KOLKATA      |
| 4    | 208504 | MODI XEROX LIMITED     | KOLKATA      |