

Tender No. OIL/ 62/7/ ENQ -055 Dt.30.05.2016

This tender for procurement of toner cartridges & console assembly for use in Xerox Model WC7545 & WC7845 multi functional Work Centres installed in OIL's Corporate Office at OIL House, Plot -19, Sector-16A, NOIDA and CEMG Office at FC-24, Sector-16A, NOIDA has been floated addressing to the following 5(five) parties:

- i. M/s Web Infocom Services Pvt. Ltd., New Delhi
- ii. M/s Digipro, New Delhi
- iii. M/s Transtek Infoways Pvt. Ltd., New Delhi
- iv. M/s Shiv Shakti Infosys, Delhi
- v. M/s Groovy Communications, New Delhi

However, any other party who are interested to participate in the tender can download the tender document and can submit bid subject to meeting following eligibility criteria:

- i. The bidder should be either OEM of the product or authorised dealer of the OEM.
- ii. In case of authorised dealer, the bidder has to submit a valid authorization certificate from OEM.

Note: OEM is M/s Xerox India



Oil India Limited
(A Govt. of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.
Phone: 0120 – 2419000
Fax: 0120 - 2419120
E-mail: oilindia@oilindia.in
Web Site: www.oil-india.com

Tender No.	: OIL/ 62/7/ ENQ -055
Tender Date	: 30.05.2016
Bid Closing On	: 21.06.2016 at 14:30 hrs. IST)
Bid Opening On	: 21.06.2016 at 14:45 hrs. (IST)
Bid Type	: Single Bid
Bid Security Amount	: Not Applicable
Performance Guarantee	: Not Applicable

Sirs,
We, Oil India Limited (OIL) is a premier Public Sector oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India, invite you to submit your firm quotation for “supply of toner cartridges & console assembly for use in Xerox Model WC7545 & WC7845 Multi Functional Work Centres installed in OIL’s Corporate Office at OIL House, Plot -19, Sector-16A, NOIDA and CEMG Office at FC-24, Sector-16A, NOIDA”. OIL invites you to quote your most competitive rate for the items as specified in the enclosed **Annexure-IIA** complete in all respect without keeping any ambiguity and conforming to the "General Terms & Conditions" (Document No. **MM/OIL-DEL/ INDIGENOUS-PUR/2011**) enclosed. Please quote your rates strictly as per the format enclosed. It is essential that your quotation must reach us before the **Bid Closing Date** as indicated above failing which offer will be rejected. Your special attention is drawn to the followings:

1.0 a) The sealed quotation should be sent to the following address:

General Manager (C &P)
OIL INDIA LIMITED
Plot No. 19, Sector 16 A
NOIDA - 201301.

1.0 b) Your offer must include:

- | | |
|---|--|
| i) Tender No. and Date | ii) Full description of the item / service offered |
| iii) Your rates as per the format enclosed | iv) Any deviation in specification. |
| v) Validity of minimum 75 days from the bid closing date. | |
| vi) Any Tax, Duty, etc., if applicable ((If taxes are not shown separately, the offer will be considered to be inclusive of all taxes, duties etc.) | |

2.0 Scope of work governing this tender is enclosed as **Annexure-I**.

3.0 Bid Rejection Criteria (BRC) and Bid Evaluation Criteria (BEC) vide **Annexure-II** shall be applicable to this Tender.

Yours faithfully,
OIL INDIA LIMITED

(Anurag Gohain)
Manager(Materials)
For General Manager(C & P)
For Chairman and Managing Director

SCOPE OF WORK

The requirement under this tender is for supply of following spares and consumables for use in Xerox Model WC7545 & WC7845 Multi- Functional Work Centers installed at our various office premises at Sector-16A, NOIDA:

- supply of toner cartridges of following types :

Item No.	Item Description	Qty.in Nos.
1	Black Toner, Part No.XEROX-6R1517	12
2	Yellow Toner, Part No.XEROX6R1518	10
3	Magenta Toner, Part No. XEROX6R1519	10
4	Cyan Toner, Part No.6R1520	10

- supply of 1 No. of Console Assembly

General Notes for Bidder:-

(Bidder should confirm each & every point clearly. Deviations, if any, should be highlighted in the quotation.)

1.0 Materials shall be brand new, unused & of prime quality.

2.0 Bidder must supply genuine Xerox spares and consumables.

3.0 Delivery:

- Bidders are requested to quote best possible delivery period.
- Bidders shall offer their price for delivery at OIL's Corporate office at OIL House, plot -19, Sector-16A, NOIDA.
No extra transportation cost, insurance, out of pocket expenses, etc. will be paid.

4.0 Payment Terms:

- Payment will be made against materials supplied by the supplier after deducting liquidated damages, if any, within 30 days from the date of receipt of undisputed bills. Taxes will be deducted at source as per the existing Act, wherever applicable.
- OIL shall make the payments as per stipulation in the tender through Electronic Transfer only. All Bank charges of bidder's Bankers shall be to their account.

5.0 Liquidated Damages / Penalty Terms :

Failure to deliver within the agreed delivery schedule set out in the order will attract liquidated damages @ 0.5% per week or part thereof of the value of the goods in respect of which default in delivery takes place subject to a maximum of 7.5 %.

If any of the Clauses mentioned in this Annexure contradict the Clauses of GENERAL TERMS AND CONDITIONS FOR INDIGENOUS TENDER, those in this Annexure shall prevail.

Bid Rejection Criteria (BRC) & Bid Evaluation Criteria (BEC)

1.0 BID REJECTION CRITERIA (BRC)

The bid must conform to the specifications and terms and conditions given in the enquiry. Bid will be rejected in case the items offered do not conform to all the required technical parameters stipulated in the technical specifications and to the respective international / national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders in addition to General BRC mentioned vide Para 33.0 of General Terms and Conditions (MM/OIL-DEL/ INDIGENOUS-PUR/2011) , without which the offer will be considered as non-responsive and rejected.

1.1 Bids not submitted in specified format (Schedule of Rates) will summarily be rejected.

1.2 Unsolicited offers will be rejected straightaway.

1.3 Bids with validity less than 75 days will be rejected.

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below:

2.1 Comparison of bids will be done item wise and order will be awarded on the lowest bidder for each item mentioned in the Schedule of Rates enclosed as Annexure-IIA.

3.0 If any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) contradict the Clauses of the tender elsewhere, those in the BEC / BRC shall prevail.

Schedule of Rates

Item No.	Description of items	Quantity	Unit	Unit Price (Rs.)	Applicable Taxes, if any	Total including Taxes (Rs.)
1	Black Toner, Part No. XEROX-6R151	12	Nos.			
2	Yellow toner, Part No. XEROX6R1518	10	Nos.			
3	Magenta Toner, Part No. XEROX6R1519	10	Nos.			
4	Cyan Toner, Part No.6R1520	10	Nos.			
5	Console Assembly	1	No.			

Notes:

- Please specifically mention all taxes, statutory levies, etc. applicable with supply of above materials. Otherwise the rates will be considered as all inclusive rates.
- Bidders shall offer their price for delivery at OIL House, Plot No.19, Sector-16A, NOIDA No extra transportation cost, insurance, out of pocket expenses, etc. will be paid.
- Comparison of bids will be done item wise and order will be awarded on the lowest bidder for each item mentioned above.