

OIL INDIA LIMITED

(A Govt. of India Enterprise)
Rajasthan Project,
02-A, SARASWATI NAGAR,
DISTRICT SHOPPING CENTRE, BASNI
JODHPUR- 342005,
RAJASTHAN, INDIA

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Tender No. & Date : JID5182L18

28.06.2017

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 : 12.09.2017 at 15:00 hrs. (IST)

Bid Opening On : 12.09.2017 at 15:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|---|----------|-----|
| 10 0C000446 | <p>Specification for All-In-One Mono LaserJet Printer with Print, Scan, Copy & Fax</p> <ol style="list-style-type: none"> 1. Make & Model: Make & Model must be mentioned 2. Print Speed : 18 ppm or higher 3. Media Size : Legal, letter, executive, A4, A5, A6 Etc. 4. Media Type : Paper, envelopes, transparencies, labels 5. Resolution : 600 X 600 dpi or higher 6. Memory : 128 MB RAM or higher 7. Processor : 540 MHz or higher 8. Duty Cycle : 5,000 pages/month or higher 9. Connectivity : USB port with Cable 10. Driver for Windows 7/8/8.1/10 on CD/DVD Media 11. Others : Power Cable and Original Cartridge 12. Detailed specification along with brochure to be provided <p>Scan</p> <ol style="list-style-type: none"> 1. Scan type : Flatbed, ADF 2. Scan Resolution : 1200 dpi (Optical) with color scan facility <p>Copy</p> <ol style="list-style-type: none"> 1. Copy Speed, black : 18 cpm or higher 2. Copy Resolution : 600 X 400 dpi or higher 3. Reduction/enlargement : 25 to 400% <p>Fax</p> <ol style="list-style-type: none"> 1. Fax Resolution : 300 X 300 dpi or higher 2. Memory : 200 Pages | 1 | NO |
| 20 0C000446 | Same as Item No. 10 | 1 | NO |
| 30 | Same as Item No.10 | 1 | NO |

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| 0C000446 | | | |
| 40 0C000446 | Same as Item No. 10 | 1 | NO |
| 50 0C000446 | Same as Item No. 10 | 1 | NO |
| 60 0C000446 | <p>Monochrome Laser Printer</p> <ol style="list-style-type: none"> 1. Make: Vendor must quote. 2. Model: Vendor must quote. 3. Print technology: Monochrome Laser 4. Print speed black(A4 @ Normal Mode): Minimum 25 ppm 5. Print Resolution: Minimum 600 dpi 6. Device Memory: Minimum 64 MB 7. Duplex Printing: Automatic 8. Media Size: A4 (Minimum). 9. Paper Handling: Minimum 250 sheet Input Tray 10. Connectivity: Minimum 1 USB 2.0 11. Compatible OS: Windows 7,8,8.1, 10 or higher 12. Power Supply: 220-240 V 13. Function: Print only (Multifunction printer will not be accepted) 14. Others: <ol style="list-style-type: none"> a. Printer software and driver utilities for Window 7/ Windows 8/Window 8.1/Window 10 on CD/DVD Media. b. USB Cable to be provided. c. Power Cord to be provided. d. Full capacity Toner Cartridge to be supplied. e. Detailed specification along with brochure to be provided. | 1 | NO |
| 70 0C000446 | Same as Item No. 60 | 1 | NO |
| 80 0C000446 | <p>A3 Colour Laser MFP</p> <ol style="list-style-type: none"> 1. Make: Vendor must quote. 2. Model: Vendor must quote. <p>General specifications:</p> <ol style="list-style-type: none"> 3. Printer Type: A3 Color Laser Multifuntion Printer. | 1 | NO |

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| | <p>4. Functions: Print, scan, copy.</p> <p>5. Connectivity: Minimum one USB 2.0 (or higher) and one Ethernet Network port.</p> <p>6. Compatible OS: Windows 7, 8, 8.1, 10 or higher.</p> <p>7. Power Supply: 220-240 V AC</p> <p>Printer Specifications :</p> <p>8. Print speed(A4 @ normal Mode): Minimum 20 ppm (b&w) and 20 ppm color</p> <p>9. Duplex: Automatic</p> <p>10. Memory: Minimum 1 GB</p> <p>11. Print Resolution: Minimum 600x600 dpi</p> <p>12. Paper size: Minimum A3</p> <p>13. Paper Handling(Input): Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 500 sheets</p> <p>Scanner Specifications:</p> <p>14. Scanner type: ADF + Flatbed</p> <p>15. Scan Size: Minimum A3</p> <p>16. ADF Capacity: Minimum 50 sheets</p> <p>17. File formats: PDF, JPEG etc.</p> <p>18. Features: Scan to e-mail(minimum)</p> <p>Copier Specifications:</p> <p>19. Copy Resolution: Minimum 300 dpi</p> <p>20.Others:</p> <p>a. Printer software and driver utilities for Windows 7, 8 ,8.1, 10 or higher on CD/DVD Media to be provided.</p> <p>b. USB Cable</p> <p>c. Power Cord</p> <p>d. Full capacity original Black and Color Toner Cartridges to be provided.</p> <p>e. Detailed specification along with brochure</p> | | |

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|------------------------|--|----------|-----|
| 90 0C000446 | <p>Legal Scanner</p> <ol style="list-style-type: none"> 1. Make: Vendor must quote. 2. Model: Vendor must quote. 3. Scanner Type: Flatbed + ADF 4. Optical Resolution: 600 dpi (Minimum) 5. Color Bit Depth: 24 Bit minimum. 6. Scan size(Flatbed & ADF): Legal (Minimum) 7. ADF Scan speed Color(A4 simplex mode @ 200 dpi): 25 PPM (minimum) 8. ADF Capacity: 50 Sheets (Minimum) 9. Standard Interface: Minimum 1 Hi-Speed USB 2.0 10. OS Compatibility : Microsoft(R) Windows(R) VISTA, Windows 7, Windows 8 or Higher. 11. Software : OCR & Scanning Software with scanner driver utilities in CD/DVD media 12. Power: 220-240 V AC 13. Others: <ol style="list-style-type: none"> i) Function: Scan only(Single Function) ii) Feature: Duplex Scanning iii) Supported Format: PDF, JPEG, etc. iv) USB Cable v) Power Cord(If power supplied through power cable) vi) User's Manual vii) All drivers on CD/DVD media viii) OCR & Scanning Software in CD/DVD media | 1 | NO |
| 100 0C000446 | <p>Legal Colour Laser Printer</p> <ol style="list-style-type: none"> 1. Make: Vendor must quote. 2. Model: Vendor must quote. <p>General specifications:</p> <ol style="list-style-type: none"> 3. Printer Type: Legal Color Laser Multifunction Printer. 4. Functions: Print 5. Connectivity: Minimum one USB 2.0 (or higher) and one Ethernet Network port 6. Compatible OS: Windows 7, 8, 8.1, 10 or higher. | 1 | NO |

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| | <p>7. Power Supply: 220-240 V AC</p> <p>Printer Specifications :</p> <p>8. Print speed(A4 @ normal Mode): Minimum 18 ppm (b&w) and 18 ppm color</p> <p>9. Duplex: Automatic</p> <p>10. Memory: Minimum 128</p> <p>11. Print Resolution: Minimum 600x600 dpi</p> <p>12. Paper size: Minimum Legal size (21.5cm × 35.5 cm)</p> <p>13. Paper Handling(Input): Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 150 sheets</p> <p>14.Others:</p> <p>a. Printer software and driver utilities for Windows 7, 8 ,8.1, 10 or higher on CD/DVD Media to be provided.</p> <p>b. USB Cable</p> <p>c. Power Cord</p> <p>d. Full capacity original Black and Color Toner Cartridges to be provided.</p> <p>e. Detailed specification along with brochure</p> | | |
| 110 OC000095 | <p>Desktop PC's TECHNICAL SPECIFICATION</p> <p>1. Model : Vendor must mention the make and model.</p> <p>2. Processor</p> <p>a. Minimum Intel® Core i7,3.4 GHz(Base Frequency) or higher, 8 MB Cache, 4 cores.</p> <p>b. Generation : Generation of the processor must be 6th Generation or higher with specification as given in Point 2(a).</p> <p>3. Chipset : Intel Q Series Chipset</p> <p>4. Memory : Minimum 8-GB (2 X 4GB) DDR3 SDRAM 1333-MHz or higher</p> <p>5. Hard Disk Drive & Controller : Minimum 1 TB SATA 3Gbps HDD, 7200rpm.</p> <p>6. Optical : Minimum 8X DVD +/-RW Complete with driver software on CD media,standard accessories and cables.</p> <p>7. Ethernet : Integrated 10/100/1000 Mbps Ethernet Controller and IPV6 compliant.</p> <p>8. Expansion Slots : Min 2 nos of PCI series slots.</p> <p>9. Audio & Sound : Integrated HD audio controller with 1 set of external</p> | 2 | NO |

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| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|--|----------|-----|
| | <p>stereo speaker with minimum 2 watts(rms) output.</p> <p>10. I/O Interface : Front I/O Ports : Minimum 2 USB ports. Headphone and Microphone Jacks Rear I/O Ports: 1 x VGA (D-sub) video port/DVI Port/HDMI port Minimum 4 USB ports 1 x Fast Serial Port 1 x Gigabit Ethernet (RJ-45) port Headphone and Microphone Jacks Note: Out of the six USB ports, atleast one port must be USB 3.0 port.</p> <p>11. System Chassis : Slim chassis with enough cooling fans, one free internal peripheral bay and suitable power supply with chassis volume 7-15 litres.</p> <p>12. Monitor : OEM 21.5" diagonal viewable image size :21.5" diagonal Flat Panel LED Monitor (1920 x 1080 Resolution) with standard accessories and cables (same make & color as CPU box) & TCO certified and having height adjustable arrangement. The video cable from the monitor to the computer should connect the units without using any separate adapter as converter".</p> <p>13. Keyboard : 104 Keys OEM keyboard (Same make & color as CPU box).</p> <p>14. Mouse : OEM optical scroll mouse with mouse pad (Preferably same make & color as CPU box).</p> <p>15. Power : Min 180 watts power supply with surge Supply protection and 85% efficiency or better, Energy Star 5.0 or higher compliant.</p> <p>16. OS : OEM factory pre-loaded Genuine Microsoft ® Windows 10 professional 64 bit OS or latest version with recovery CD/DVD and latest service pack in DVD/CD media & documentation.</p> <p>17. Power management & DMI : System with Power management features & Desktop Management Interface implementation.</p> <p>18. Others: a. Power Cables. b. All system drivers, monitor drivers on DVD/CD media. c. Power Extension spike guard with 4nos. of 5 Amps output Surge Protector - Make: Rider / Anchor / Crabtree. d. Patch cord - Make: AMP/ AVAYA/ DLINK, 3 metre.</p> | | |
| 120 OC000095 | Same as line item no.110 | 2 | NO |

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| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|---|----------|-----|
| 130 0C000095 | <p>Specification for Laptop</p> <p>1.Make & Model: Vendor must mention the make and model</p> <p>2. Processor a)Minimum Intel®Core i7, 2.5 GHz(Base Frequency) b)Generation : Generation of the processor must be 6th Generation or higher with specification as given in Point 2(a).</p> <p>3.OS: Genuine Windows 10(64 bit) Professional with latest service pack and recovery CDs/DVD or higher</p> <p>4.Memory : 8GB DDR3 or higher</p> <p>5.HDD: 1TB or higher</p> <p>6.Weight: Weight not more than 2.5 KG (including battery)</p> <p>7.Display: Display 13" to 15.6" Diagonal, HD LED backlit</p> <p>8.Optical Drive: CD and DVD RW Drive or higher</p> <p>9.Keyboard: Standard with touch pad</p> <p>10.Mouse: Wireless Mouse</p> <p>11.Connectivity: a. Integrated 10/100/1000 Mbps Ethernet or higher b. Bluetooth c. Wireless</p> <p>12.Audio: Internal speakers, Integrated Microphone (minimum)</p> <p>13.Battery: Minimum 4 cell Li-ion with minimum 3 hrs backup</p> <p>14.Adapter: External AC adapter(220-240 V, 50 Hz AC input) with Power Cord</p> <p>15.Webcam: HD Webcam with Digital Microphone, Camera Software.</p> <p>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 Note: The model may have 1 headphone/microphone combo jack instead of separate Headphone and Microphone jacks</p> <p>17.Others a. HDMI to VGA adapter b. System should be Energy star 5.0 c. All Drivers on CD/DVD Media</p> | 1 | NO |

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| | d. OEM's Carrying case e. User Manual | | |

Standard Notes: 1.0 Items shall be brand new, unused & of prime quality. Bidders shall warrant (in the event of order) that the items will be free from all defects & fault in material, workmanship and manufacture and shall be in full conformity with the ordered specification. The defective items, if any, rejected by OIL shall be replaced by the supplier on F.O.R. destination basis at their own expenses including payment of all taxes and duties. Bidders must confirm the same in their quotation.

2.0 Validity of the offer should be 75 days from the date of bid opening. Bid with lesser validity will be rejected.

3.0 Quotation should be submitted in duplicate.

4.0 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 and a copy of Authorisation letter issued by you is also to be submitted alongwith the bid. In the authorisation letter, it is to be clearly mentioned that you are authorising your dealer/stockist/channel partner to quote on your behalf against the tender (Tender no should be clearly mentioned)

In the event the dealer/stockist/channel partner do not mention the name of their OEM/principal on the body of the envelope and fail to submit Authorisation Letter, 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.

Further, the authorised dealer should submit a copy of valid dealership certificate from their OEM.

5.0 Bidders are to quote for Unit Material value including Accesories etc. as per tender requirement, Packing/Forwarding Charges (if any), Taxes & Duties as applicable, Transportation charges etc. upto AT OIL HOUSE, JODHPUR,(Rajasthan), Payment Terms, Delivery Period, Net Weight, Gross Weight & Volume in their offer.

Comparison of offers will be done on Total F.O.R AT OIL HOUSE, JODHPUR,Rajasthan basis.

6.0 Attention about GST: Bidders are to quote their rates with applicable GST. Please ignore the details given about the taxes, duties & levies in anywhere in Tender documents which is not applicable now after implementation of GST.

However, payment of applicable Rajasthan Entry Tax on purchase value shall be to OIL's Account.

7.0 For order with F.O.R. Destination term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms in ANNEXURE -

MM/TENDER/LP/01/06.

Bidders are advised to take note of this while mentioning payment term.

8.0 Please consider bid closing/opening time as at 15:00 hrs (IST). You are advised to ignore the timing of 13:00 hrs (IST), appearing in the covering page of the tender document.

9.0 The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

10.0 Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.

11.0 Original signed offer should be submitted in sealed envelope. No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.

12.0 Bids containing incorrect statement will be rejected.

13.0 Bids shall have no interlineations, erasures or overwriting except as necessary to correct the errors made by the bidder, in which case, such corrections shall be initiated by the person(s) signing the bid. Any bid not meeting this requirement shall be rejected.

14.0 PURCHASE PREFERENCE : Purchase Preference will be applicable as per latest Govt. Guidelines. Bidders to take note of the same and quote accordingly. It is the bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for purchase preference against this tender.

15.0 PRICE PREFERENCE : Price Preference will be applicable as per latest Govt. Guidelines. Bidders to take note of the same and quote accordingly. It is the bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for price preference against this tender.

16.0 The offer should reach within the Bid Closing Date & Time addressed to:

CHIEF MANAGER (M&C)
OIL INDIA LIMITED
RAJASTHAN PROJECT
M&C DEPARTMENT
02-A SARASWATI NAGAR, BASNI
DISTRICT SHOPPING CENTRE
JODHPUR - 342005,
RAJASTHAN
INDIA

17.0 Contact details of dealing officer:

DAYA SHANKAR
MATERIALS MANAGER
PHONE- 0291-2729-473
EMAIL: daya_shankar@oilindia.in

18.0 Price Bid Format : Please refer to Annexure -Price bid.

19.0 GST Clause: Please refer to Annexure - GST.

20.0 Purchase Preference (Linked to Local Content) shall be applicable against this tender. Please refer to Annexure-PP-LC.

21.0 Other terms and conditions of the tender shall be as per General Terms and Conditions vide booklet MM/TENDER/LP/01/06, copy enclosed. However, if any of the Clauses of the tender stipulated above contradict the Clauses of the booklet MM/TENDER/LP/01/06 elsewhere, those in this tender document shall prevail.

Special Notes : A. Delivery, Installation & Commissioning Terms

1. Delivery, installation and commissioning should be completed within 45 days of confirmed order.
2. Installation and commissioning charges should be included in the material cost.

B. Warranty Service Terms

1. Comprehensive on-site year warranty for a period of 1 year 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.
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 also has to provide following services during warranty period:
Installation/ re-installation and maintenance of the device Driver or software, in case of any problem with the device or the device driver/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.
6. Warranty covers free service and free spare parts excluding the consumables(if any).
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 Service Terms" clause above, 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, failing which the offer shall be liable for rejection. Sample format is as per Annexure-I.

2. Bidder not complying with delivery, installation & commissioning, warranty, payment and penalty clauses, their offer will be rejected.
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. Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid.
5. The bidder must state the address of their nearest service centre along with the offer.
6. 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.

GOODS AND SERVICES TAX

Provision of all Clauses under General Term & Condition about the taxes which is now covered and replaced by Goods & Service Tax stands deleted and replaced with the following:

1. "GST" shall mean Goods and Services Tax charged on the supply of material(s) and services. The term "GST" shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as "IGST") or Central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and Services Tax (hereinafter referred to as "SGST") or Union Territory Goods and Services Tax (hereinafter referred to as "UTGST") depending upon the import / interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.
2. The quoted price shall be deemed to be inclusive of all taxes ,duties & levies except "Goods and Services Tax" (hereinafter called GST) (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and GST compensation Cess if applicable).
3. Contractor/vendor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by OIL (Oil India Limited)/client. In the event that the contractor / vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules thereunder, OIL/client shall not be liable to make any payment on account of GST against such invoice.
4. GST shall be paid against receipt of tax invoice and proof of payment of GST to government. In case of non-receipt of tax invoice or non-payment of GST by the contractor/vendor, OIL shall withhold the payment of GST.
5. GST payable under reverse charge for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/vendor but will be directly deposited to the government by OIL/client.
6. Where OIL/client has the obligation to discharge GST liability under reverse charge mechanism and OIL/client has paid or is /liable to pay GST to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to OIL or ITC with respect to such payments is not available to OIL/client for any reason which is not attributable to OIL, then OIL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by OIL/client to Contractor / Supplier.
7. The Supplier shall always comply with the requirements of applicable laws and provide necessary documents as prescribed under the Rules & Regulations, as applicable from time to time. In particular, if any tax credit, refund or other benefit is denied or delayed to OIL/project owner due to any non-compliance / delayed compliance by the Supplier under the Goods & Service Tax Act (such as failure to upload the details of the sale on the GSTN portal, failure to pay GST to the Government) or due to non-furnishing or furnishing of incorrect or incomplete documents by the Supplier, the Supplier shall be liable to reimburse OIL/project owner for all such losses and other consequences including, but not limited to the tax loss, interest and penalty.
8. Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor / Vendor is denied by the tax authorities to OIL/client for reasons attributable to Contractor / Vendor, OIL/client shall be entitled to recover such amount from the Contractor / Vendor by way of adjustment from the next invoice. In addition to the amount

of GST, OIL/client shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on OIL/project owner.

9. TDS under GST, if applicable, shall be deducted from contractor's/vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/vendor.

10. The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions available under tax laws.

11. The contractor will be liable to ensure to have registered with the respective tax authorities and to submit self-attested copy of such registration certificate(s) and the Contractor will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.

12. In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.

13. OIL/client will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL/client is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

14. GST (GOODS & SERVICE TAX) (TRANSPORTATION CHARGES, SUPERVISION / TRAINING, SITE WORK):

The quoted Prices towards Transportation, Supervision, Training, Site Work, AMC shall be inclusive of all taxes & duties except Goods & Service Tax (GST).

Goods & Service Tax (GST) as billed by the Supplier shall be payable at actuals by Owner subject to Contractor furnishing proper tax invoice issued in accordance with Goods & Service Tax (GST) rules to enable Owner to take input tax credit as per Govt. Rules 2004 on Goods & Service Tax (GST) paid.

Goods & Service Tax (GST) shall not be payable, if the requirements as specified above are not fulfilled by the Supplier. In case of non-receipt of above, Owner shall withhold the payment of Goods & Service Tax (GST).

In case of Foreign Bidders, where foreign bidder does not have permanent establishment in India, for supervision/training services by foreign supervisor at Project Site, Goods & Service Tax (GST) shall be paid by Owner to tax authorities.

15. Documentation requirement for GST

The vendor will be under the obligation for invoicing correct tax rate of tax/duties as prescribed under the GST law to Owner/OIL, and pass on the benefits, if any, after availing input tax credit. Any invoice issued shall contain the following particulars-

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;

- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;
- e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- f) HSN code of goods or Accounting Code of services;
- g) Description of goods or services;
- h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- i) Total value of supply of goods or services or both;
- j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- k) Rate of tax (IGST, CGST, SGST/ UTGST, cess);
- l) Amount of tax charged in respect of taxable goods or services (IGST, CGST, SGST/ UTGST, cess);
- m) Place of supply along with the name of State, in case of supply in the course of inter-state trade or commerce;
- n) Address of the delivery where the same is different from the place of supply and
- o) Signature or digital signature of the supplier or his authorised representative.

GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner-

- a) The original copy being marked as ORIGINAL FOR RECIPIENT;
- b) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- c) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details of details of advance taken along with particulars as mentioned in clause no. 15 (a), (b), (c), (d), (g), (k), (l), (m) & (o) above.

16. GENERAL REMARKS ON TAXES & DUTIES:

In view of GST Implementation from 1st July 2017, Excise Duty, CST/VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in GST. Accordingly reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax, E1/E2 Forms, and any other form of indirect tax except of GST mentioned in the bidding document shall be ignored.

Annexure-PP-LC

Provisions to be incorporated in the ITB of tenders for procurement of Goods pertaining to Oil & Gas business activities covered under Purchase preference Policy (linked with Local Content) (PP-LC)

Purchase preference policy (linked with Local Content)(PP-LC) notified vide letter no.O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoPNG.

1. In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs-Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy. If a bidder seeks free of cost tender document under the MSE policy, then it shall be considered that the bidder has sought benefit against the MSE policy and this option once exercised cannot be modified subsequently.
2. Bidders seeking Purchase preference (linked with Local Content)(PP-LC) shall be required to meet / exceed the target of Local Content (LC) of 30 %.
(To select and indicate the Local Contents (LC) from Enclosure-I of policy documents. The LC limits shall be linked with date of TBO (Technical Bid Opening) of tender. For a tender due to open between 01.04.18 and 31.03.20, LC limit mentioned for 2018-20 shall be applicable. Similarly for a tender opening between 01.04.2020 to 31.03.2022, LC limits mentioned therein shall be applicable).
- 2.1 Such bidders shall furnish following undertaking from the manufacturer on Manufacturer's letter head along with their techno-commercial bid. The undertaking shall become a part of the contract.

"We _____ (Name of Manufacturer) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. _____ (to be filled as notified at Enclosure I of the policy) for claiming purchase preference linked with Local Contents under the Govt. policy against under tender no. _____."
- 2.2 Above undertaking shall be supported by the following certificate from Statutory Auditor engaged by the bidder, on the letter head of such Statutory Auditor.

"We _____ the statutory auditor of M/s _____ (name of the bidder) hereby certify that M/s _____ (name of manufacturer) meet the mandatory Local Content requirements of the Goods and/or Services i.e. _____ (to be filled as notified at Enclosure I of the policy) quoted vide offer No. _____ dated _____ against OIL's tender No. _____ by M/s _____ (Name of the bidder)."

Note :

- a. In case of bidder(s) for whom Statutory Auditor is not required as per law required certificates shall be provided by a practicing Chartered Accountant.
- b. In case the manufacturer himself is bidding then the certificate shall be submitted by the Statutory Auditors of the manufacturer who shall provide the break-up of the cost component as per Enclosure – II of the policy documents.
- c. In case of bidder is a supplier quoting on behalf of manufacturer then the certificate shall be submitted by the Statutory Auditors of the supplier who shall provide the break-up of the cost component of the manufacturer as per Enclosure – II of the policy documents. The responsibility for the certificate provided by the statutory auditor of the supplier shall be that of the supplier.
- d. In case the tender scope covers testing, installation and commissioning and any other services in respect of the supplied goods/equipments then such costs shall

also be considered in LC for which the bidder shall provide certificate from the Statutory Auditors or the Chartered Accountants as the case may be.

- 2.3 At the bidding stage the bidder shall provide Break-up of "Local Component" and "Imported Component" in the prescribed format enclosed as Enclosure-II of the policy document and submit / uploaded(in the e-procurement portal in case of e-tender) along with their price .
3. Eligible (techno-commercially qualified) LC bidder shall be granted a purchase preference of 10% i.e. where the evaluated price is within 10% of the evaluated lowest price of Non Local Content (NLC) bidder, other things being equal. Accordingly, purchase preference shall be granted to the eligible (techno-commercially qualified) LC bidder concerned, at the lowest valid i.e. NLC price bid.
 - 3.1 Only those LC bidders whose bids are within 10% of the NLC L1 bid would be allowed an opportunity to match L1 bid. All the eligible LC bidder shall be asked to submit their confirmation to match their price in sealed envelopes. Envelopes of the bidders shall be opened and award shall be made to the lowest evaluated TA/CA (Techno-Commercially Acceptable) bidder among the eligible LC bidders. In case the lowest eligible LC bidder fails to match L1 price, the next eligible LC bidder will be awarded the prescribed quantity and so on. In case none of the eligible LC bidders matches the L1 bid, the actual bidder holding L1 price will secure the order.
4. Order for supply of 50% of the tendered quantity would be awarded to the lowest techno-commercially qualified LC bidder, subject to matching with valid NLC L1 price. The remaining quantity will be awarded to L1 (i.e. NLC bidder). Prescribed 50% tendered quantity for LC bidders shall not be further sub-divided among eligible LC bidders.
 - 4.1 However, if L1 bidder happens to be a LC bidder, the entire procurement value shall be awarded to such bidder.
 - 4.2 When the tendered goods/services cannot be divided in the exact ratio of 50% / 50% then OIL reserves the right to award on lowest eligible PP-LC bidder for quantity not less than 50% as may be dividable.

For example

In case tendered quantity is 3 (not divisible in the ratio of 50:50), PP-LC bidder shall get order for 2 nos. only and the rest will go to L-1 (NLC bidder).

OR

(Alternate clause applicable for cases where tendered quantity cannot be divided).

4. The tendered quantity is not splittable / non-dividable / cannot be procured from multiple sources. Hence, the entire procurement value shall be awarded to the lowest techno-commercially qualified LC bidder subject to matching with valid NLC L1 rates.
5. For the purpose of this policy, all terms used vide aforesaid policy shall be governed by the definitions specified at para 2 of the policy document notified by MoPNG vide letter No. O-27011/44/2015-ONG/II/FP dated 25.04.2017.
6. The successful bidder shall be obliged to fulfill the requirements of quality and delivery time in accordance with the provisions of the Purchase order/contract.

OIL shall have the right to satisfy itself of the production capability and product quality of the manufacturer.

7.0 Determination of LC

7.1 LC shall be computed on the basis of the cost of domestic components in goods compared to the whole cost of product. The whole cost of product shall be constituted of the cost spent for the production of goods, covering direct component (material) cost, direct manpower cost, factory overhead cost and shall exclude profit, company overhead cost and taxes for the delivery of goods.

7.2 The criteria for determination of the Local Content cost shall be as follows :

- a) In the case of direct component (material), based on country of origin.
- b) In the case of manpower based on INR component and
- c) In the case of working equipment/facility, based on the country or origin.

7.3 The calculation of LC of the combination of several kinds of goods shall be based on the ratio of the sum of the multiplication of LC of each of the goods with the acquisition price of each goods to the acquisition price of the combination of goods.

8.0 Calculation of LC and Reporting

8.1 LC shall be calculated on the basis of verifiable data. In the case of data used in the calculation of LC being not verifiable, the value of LC of the said component shall be treated as nil.

8.2 Formats for the calculation of LC of goods is given in this document.

9.0 Certification and Verification

9.1 Bidder seeking Purchase Preference under the policy, shall be obliged to verify the LC of goods as follows :

9.1.2 At bidding stage :

- a) Price Break-up
 - (i) The bidder shall provide break-up of "Local Component" and "Imported Component" along with the price bid as per provisions under clause 2.3.
 - (ii) Bidder must have LC in excess of the specified requirement.

b) Undertaking by the bidder

- i. The bidder shall submit undertaking along with the techno-commercial bid as per clause no.2.1, such undertaking shall become a part of the contract.
- ii. Bidder shall also submit the list of items / services to be procured from Indian manufacturers / service providers.

c) Statutory Auditor's Certificate

The Undertaking submitted by the bidder shall be support by a certificate from Statutory Auditor as per clause 2.2.

9.1.3 After Contract Award

- a) In the case of procurement cases with the value less than Rs. 5 crore (Rupees Five Crore), the LC content may be calculated (self-assessment) by the supplier of goods and/or the provider of services and certified by the Director/Authorized Representative of the Company.
- b) The verification of the procurement cases with the value Rupees Five Crore and above shall be carried out by a Statutory Auditor engaged by the bidder.

- 9.2 Each supplier shall provide the necessary Local Content documentation to the statutory auditor, which shall review and determine the local content requirements have been met and issue of local content certificate to that effect on behalf of OIL, stating the percentage of local content in the good or service measured. The Auditor shall keep all necessary information obtained from suppliers for measurement of Local Content confidential.
- 9.3 The Local Content certificate shall be submitted along with each invoice raised. However, the % of local content may vary with invoice while maintaining the overall % of local content for the total purchase of the pro-rata local content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
- 9.4 Where currency quoted by the bidder is other than Indian Rupee then the bidder claiming benefits under PP-LC shall consider exchange rate prevailing on the date of notice inviting tender (NIT) for the calculation of Local Content.
- 9.5 OIL shall have the authority to audit as well as witness production processes to certify the achievement of the requisite local content.
- 10 Sanctions
- 10.1 OIL shall impose sanction on bidder/manufacturers/service providers for not fulfilling LC of goods/services in accordance with the value mentioned in certificate of LC.
- 10.2 The sanctions may be in the form of written warning, financial penalty and blacklisting.
- 10.3 If the bidder does not fulfill his obligation after the expiration of the period specified in such warning. OIL shall initiate action for blacklisting such bidder/ successful bidder.
- 10.4 A bidder who has been awarded the contract after availing Purchase Preference is found to have violated the LC provision, in the execution of the procurement contract of goods and/or services shall be subject to financial penalty over and above the PBG value prescribed in the contract and shall not be more than an amount equal to 10% of the Contract Price.
- 10.5 In pursuance of the clause No.10.4 above, towards fulfillment of conditions pertaining to Local Contents in accordance with the value mentioned in the certificate of LC, the bidder shall have to submit additional Bank Guarantee (format attached at Enclosure B) equivalent to the amount of PBG.
11. Bidders should note that PP – LC shall not be available in case of procurement of goods / services falling under the list of items reserved for exclusive purchase from Micro and Small Enterprise (MSEs) or Domestically Manufactured Electronic Products (DMEP).

Proforma of Bank Guarantee towards Purchase Preference – Local Content

Ref. No. _____

Bank Guarantee No. _____

Dated _____

To
Oil India Limited_____
India

Dear Sirs,

1. In consideration of _____

_____ (hereinafter referred to as OIL, which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and OIL having agreed that the CONTRACTOR shall furnish to OIL a Bank guarantee for India Rupees/US\$ _____ for the faithful fulfillment of conditions pertaining to Local Content in accordance with the value mentioned in the certificate of Local Content submitted by the contractor for claiming purchase preference under the Purchase Preference Policy (linked with Local Content).

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay to OIL immediately on first demand in writing any / all money to the extent of Indian Rs./US\$ (in figures) _____ (Indian Rupees/US Dollars (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by OIL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thin whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by OIL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operating against the bank.

3. The Bank also agrees that OIL at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that OIL may have in relation to the CONTRACTOR's liabilities.

4. The Bank further agrees the OIL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in OIL against the said CONTRACTOR(s) and to

forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of OIL or any indulgence by OIL to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of OIL under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till OIL discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of OIL or that of the CONTRACTOR.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.

9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs./US\$(in figures) _____ (Indian Rupees/US Dollars (in words) _____) and our guarantee shall remain in force until _____ (indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of OIL under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of OIL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ date of _____ 20____ at _____

WITNESS NO.1

(Signature)
Full name and official address
(in legible letters)
Stamp

(Signature)
Full name, designation and address
(in legible letters)
With Bank

WITNESS NO.2

Attorney as per power of
Attorney No. _____
Dated _____

(Signature)
Full name and official address
(in legible letters)
Stamp

Formats for calculation of Local Content in Goods:

A. GOODS: (As per Enclosure II of PP-LC Policy)

CALCULATION OF LOCAL CONTENT- GOODS

| Name of Manufacturer | Calculation by manufacturer Cost per one unit of product | | | |
|---------------------------|---|--------------------------------|---|--------------------------------|
| Cost component | Cost (Domestic component) a | Cost (Imported component) b | Cost Total Rs./Foreign Currency (To be specified by the manufacturer) c = a+b | %Domestic Component d = a/c |
| I. Direct material cost | | | | |
| II. Direct labour cost | | | | |
| III. Factory overhead | | | | |
| IV. Total production cost | | | | |

Note:

$$\% \text{ LC Goods} = \frac{\text{Total cost (IV.c)} - \text{Total imported component cost (IV.b)}}{\text{Total Cost (IV.c)}} \times 100$$

$$\% \text{ LC Goods} = \frac{\text{Total domestic component cost (IV.a)}}{\text{Total Cost (IV.c)}} \times 100$$

As regards cases where currency quoted by the bidder is other than Indian Rupee, exchange rate prevailing on the date of notice inviting tender (NIT) shall be considered for the calculation of Local Content. *(Applicable for Foreign Purchase / Global Tenders)*

JID5182L18 - PRICE BID FORMAT**Annexure- Price bid**

| Sr. No. | DESCRIPTION | Qty | Unit | Unit Rate (excluding GST) (INR) | Total Value (excluding GST) (INR) | GST Component (INR) | Total value (INR) |
|---------|---|-----|------|--|---|---------------------------|-------------------------|
| 1 | Item 10 : All-In-One Mono Laser Jet including Packaging & Forwarding Charges, if any. | 01 | NO | | | | |
| 2 | Item 20 : Same as Item No. 10 | 01 | NO | | | | |
| 3 | Item 30 : Same as Item No. 10 | 01 | NO | | | | |
| 4 | Item 40 : Same as Item No. 10 | 01 | NO | | | | |
| 5 | Item 50 : Same as Item No. 10 | 01 | NO | | | | |
| 6 | Item 60: Monochrome Laser Printer including Packaging & Forwarding Charges, if any. | 01 | NO | | | | |
| 7 | Item 70 : Same as Item No. 60 | 01 | NO | | | | |
| 8 | Item 80: A3 Colour Laser MFP including Packaging & Forwarding Charges, if any. | 01 | NO | | | | |
| 9 | Item 90: Legal Scanner including Packaging & Forwarding Charges, if any. | 01 | NO | | | | |
| 10 | Item 100: Legal Colour Laser Printer including | 01 | NO | | | | |

| | | | | | | | |
|----|---|----|----|--|--|--|--|
| | Packaging & Forwarding Charges, if any. | | | | | | |
| 11 | Item 110: Desktop PC including Packaging & Forwarding Charges, if any. | 02 | NO | | | | |
| 12 | Item 120: Same as Item no.110 | 02 | NO | | | | |
| 13 | Item 130: Laptop Computer including Packaging & Forwarding Charges, if any. | 01 | NO | | | | |
| 14 | Total FOR Despatching Station value (1+2+3+4+5+6+7+8+9+10+11+12+13) | | | | | | |
| 15 | Inland freight Charges up to OIL's HOUSE, Jodhpur, Rajasthan | | | | | | |
| 16 | GST on (15) | | | | | | |
| 17 | Insurance Charges@ 0.5 % of (14) inclusive of GST | | | | | | |
| 18 | Total FOR OIL HOUSE, JODHPUR, Rajasthan Value (14+15+16+17) | | | | | | |
| 19 | Total value in words | | | | | | |
| 20 | Gross Weight of total consignment : | | | | | | |
| 21 | Gross Volume of total consignment | | | | | | |
| 22 | Payment Terms | | | | | | |

| | | |
|----|-----------------|--|
| 23 | Delivery Period | |
|----|-----------------|--|

Note:

Comparison of Offers:

Comparison will be done on Total value vide SI. no. 18.

Note:

1. Bidders must quote inland freight charges up to OIL HOUSE, JODHPUR, Rajasthan. In case bidder fails to quote inland freight charges, highest freight quoted by bidder against this tender, else Oil's estimated freight, shall be loaded to their offer for comparison purpose.
2. Other clauses shall be applicable as per existing GTC and Taxes & Duties clauses uploaded in tender.
3. Other clauses shall be applicable as per ^{"General terms & Condition"} ~~MM/LOCAL/E-01/2005~~ and Goods & Service Tax clauses as per GST CLAUSE (ANNEX.-GST) uploaded in Tender.
4. If any of the Clauses of this tender document contradict the Clauses of the booklet ~~MM/LOCAL/E-01/2005~~ ^{General terms & Condition} for E-procurement elsewhere; those in this tender document shall prevail.
5. All items are to be procured from same source. Therefore, bidders are compulsorily required to quote their rate for all the Items.
6. For detailed specification of all the items, please refer tender documents.