

**OIL INDIA LIMITED**

(A Govt. Of India Enterprise) Tel :033 2230 1657, 1658  
 4, India Exchange Place, Fax :91 33 2230 2596  
 Kolkata-700001 E-mail :oilcalmn@oilindia.in

**Tender No. & Date : KID8117L19/04 25.05.2018**

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 : 10.07.2018 at 14:00 hrs. (IST)  
 Bid Opening On : 10.07.2018 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 99046785	<p>Wall Calendar (General): Paper: 170 GSM imported art paper,Size: 22.1/2" X 17", Sheet 6 leaves for 12 months (both side printing),Colour: 2(Red+Black+ Grey/Screen of black) printing in highest quality using best ink, Binding: Quality metallic spiral binding with metallic hanger on 15" size,Design &amp; Layout: As per approval.</p> <p>OIL WALL CALENDAR (GENERAL) 2019</p> <p>6 leaves Calendar (6 leaves for 12 months) of size 22.1/2" X 17" on 170 GSM thick leaves with both side colour printing in highest quality ink for all leaves.</p> <p>The detail specification is as under:</p> <p>Size: 22.1/2" X 17"= 23000 nos.          (Printing quality must be the highest quality and the best quality ink must be used)          Leaves: 6 (both side printing, 6 X 2 = 12 months)          Colour: 2 (Red and Black + Grey/Screen of black)          Paper: 170 GSM imported Art Paper (Megnostar of German made)          Printing: Both side high quality printing through offset process.          Binding: High quality 17 inch metallic spiral for binding with 15 inch metallic hanger.          Quality of hanger &amp; spiral: Spiral binding of the calendar pages with metallic 16mm dia wire with powder coated paint including backside solid board. Metallic hanger of 2.00 mm thickness and 15 inch length with powder coated paint matching with the design of the Calendar to be used for hanging.          Backside Board: 800 GSM and 4.00 cm wide solid board of full length to be used in the backside for support of the calendar pages.</p> <p>Design and layout : The design to be submitted for approval.</p> <p>Others:          * The national holidays i.e. Republic Day (26th January), Independence Day (15th August), Gandhi Jayanti (2nd October) to be highlighted.          * OIL &amp; Govt of India Project logos and CIN no to be printed in all 6 leaves.</p>	23000	NO

**Special Notes** : a) Paper samples (2 sets) to be used in the calendar should be submitted along with the Bid document so that the quality is not compromised. For reference the paper quality should be as per the OIL Calendar 2018. The parties have to submit minimum of two samples (one date page) with two different designs for selection of format / design.

b) OIL representatives will physically visit the Printing Press before opening of commercial bid if required. The report from the representatives of OIL will be binding on the part of the parties applying for the tender paper. OIL shall also visit the Press especially during the printing of the Calendar to supervise the printing process. OIL's observation in this regard will be binding on the party.

c) If any discrepancies found regarding the quality of printing or paper quality of the Calendar and other related specifications (metallic spiral binding, metallic hanger and backside board) the agency concerned will be penalized as per norms of the Company. OIL will be the sole authority to penalize fully or partly on this aspect.

Delivery Schedule: Calendars are to be delivered latest by 30.11.2018 to all spheres as per the list given below in national offices of OIL.

Total quantity: 23,000 Nos

Address and quantity of Spheres:      Quantity

- |  |       |
|--|-------|
| 1. GM- Materials   | 17400 |
| Oil India Limited,<br>P.O Duliajan- 786602<br>Dist. Dibrugarh (Assam)  |       |
| 2. General Manager (PLS)   | 1100  |
| Oil India Limited,<br>P.O Udayan Vihar # 781171<br>Guwahati (Assam)  |       |
| 3. General Manager (PR)  | 2500  |
| Oil India Limited,<br>Plot No. 19, Sector 16 A,<br>Noida # 201301, Uttar Pradesh<br>(Noida- 1500, Overseas- 500)               |       |
| 4. Bay Exploration Project   | 200   |
| Oil India Limited<br>IDCO Towers, Janpath<br>Bhubaneswar- 751 022, Orissa  |       |
| 5. General Manager- K G Basin Project,   | 300   |
| Oil India Limited,<br>11-4-7 (3rd Floor)<br>Nookalamma Temple Street<br>Ramaraopet,<br>Kakinada- 533 004, Andhra Pradesh       |       |
| 6. Group General Manager (RP)  | 700   |
| Rajasthan Project,<br>Oil India Limited<br>2-A, District Shopping Centre, Saraswati Nagar<br>Basni, Jodhpur, Rajasthan- 342005 |       |
| 7. GM (Kolkata office)   | 400   |
| Oil India Limited,<br>4, India Exchange Place,<br>Kolkata- 700 001, West Bengal  |       |

8. DGM	400
Guwahati Centre of Excellence	
Oil India Limited,#INTEGRA#	
Opposite #PIBCO#, Rukminigaon	
G.S Road, Guwahati-781022, Assam	
.....	
Total	23,000

#### Order Notes:

1. In case of an event of order placement , the recommended bidders shall confirm the following:-
2. (a) Art Work: The layout design of the calendars must be as per the approved sample.
- (b) The party must submit sample of the calendar for final approval before printing. A full size of the calendar for the month of January 2019, in 2 colours (Red and Black + Grey/Screen of black) and twelve months in A4 size art paper in black and white must be submitted within 7 to 10 days from the date of receipt of the order. The proof of the calendar must be thoroughly checked by the party to ensure that there is no mistake.
- (c) The Calendars must be packed properly to ensure arrival at destination in sound condition. Adequate care must be taken so that there is no ingress of water/dirt in the box containing the calendars.
- (d) The party has to submit the soft copy of the final print order (copy) of General Calendar 2018 in two CDs to OIL for ready reference and future retrieval.
- 3) Paper samples (2 sets) to be used in the calendar should be submitted along with the Bid document so that the quality is not compromised. For reference the paper quality should be as per the OIL Calendar 2018. The parties have to submit minimum of two samples (one date page) with two different designs for selection of format / design.
- 4)OIL representatives will physically visit the Printing Press before opening of commercial bid if required. The report from the representatives of OIL will be binding on the part of the parties applying for the tender paper. OIL shall also visit the Press especially during the printing of the Calendar to supervise the printing process. OIL's observation in this regard will be binding on the party.
- 5)If any discrepancies found regarding the quality of printing or paper quality of the Calendar and other related specifications (metallic spiral binding, metallic hanger and backside board) the agency concerned will be penalized as per norms of the Company. OIL will be the sole authority to penalize fully or partly on this aspect.

#### 6. PERFORMANCE GUARANTEE:

6.1 Performance Guarantee is applicable against this tender. 10% of the ordered value shall be given as performance guarantee in the form of bank guarantee and shall be valid for 90 days beyond applicable warranty / guarantee / defect liability period (if any). Bidders should undertake in their bid to submit Performance Security as stated above.

6.2 Bidders should note that the bank guarantee issued by the bank must be routed through SFMS platform as per following details:

- (i) MT 760 / MT 760 COV for issuance of bank guarantee
- (ii) MT 767 / MT 767 COV for amendment of bank guarantee

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Corporate Banking Branch, IFSC Code - UTIB0001164. Branch Address - AXIS Bank

Ltd, Corporate Banking Branch, 3rd Floor, AC Market, 1, Shakespeare Sarani, Kolkata 700071."

7. The Bidder shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.

1. Guarantee / Warranty certificate for 18 months from date of despatch or 12 months from the date of receipt whichever is earlier will be required along with the supply.

8. Validity of offer: 75 days from the date of tender opening. Offer with validity less than 75 days will be rejected.

#### 9. PAYMENT TERMS :

9.1 Payment will generally be made against completed supply. Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.

9.2 In certain cases, payment to the extent of 90% maximum of the value of the supply will be made against proof of dispatch presented through Bank or to OIL directly. Balance 10% of the value will be released not later than 30 days of receipt of goods at OIL's site. Adjustments, if any, towards liquidated damage shall be made from the balance 10% payment. OIL may consider releasing 100% payment against dispatch documents for suppliers having good track record with OIL and where 10% Performance Security is submitted in time and no installation/commissioning is involved.

10. Bidders are advised to submit their prices in attached price bid format.

11. This tender shall be guided by 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 MoP&NG as well as Public Procurement Policy for MSEs-Order 2012. For details of the PP-LC policy, please visit OIL website at [www.oil-india.com](http://www.oil-india.com).

Purchase Preference will be given as per prevailing Government Guidelines as applicable on the bid closing date

Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified and shall have to submit all undertakings / documents applicable for this policy.

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.

#### 12.(A) Taxes:

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 and 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 the 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 and 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. Bidder is 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-Profitteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidder must confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and must also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidder to ensure that the intended benefits of GST have been passed on to OIL.

5. Statutory variation (increase/decrease) of GST within the contractual delivery period will be to the account of OIL subject to documentary evidence. However, any increase in statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.

6. Bidder agrees to do all things but 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 also for claiming 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 to OIL or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by Bidder/Supplier, including non-payment of GST charged and recovered, the Bidder/Supplier shall indemnify OIL in respect of all such 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 an amount demanded and recovered by the authorities/ state authorities from the pending payments of the Bidder/Supplier.

8. GST liability, if any on account of supply of free samples against any tender/purchase order (wherever applicable) shall be to bidder's/ supplier's account.

**(B) Comparison of Offers:**

Comparison of bids shall be done on the basis of " Total FOR DESTINATION VALUE" quoted by the bidders against each individual item as per Price Bid format given in Annexure-A. Therefore, bidders are required to submit prices as per said price bid format.

**(C) Price Bid Format : attached as per Annexure-A.**

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**Tender issued to following parties only:**

Slno	V_Code	Vendor Name	City/Country
1	200542	AOP (1) P LTD	KOLKATA
2	201243	SAIKIA PRINTERS	DULIAJAN
3	201440	TRISUL PRESS AND ADVERTISING	DULIAJAN
4	201864	EXCLUSIVE ADVERTISING PRIVATE LIMIT	GUWAHATI
5	203796	FOREMOST ADVERTISING & CREATIVE SER	KOLKATA
6	203995	ADUNIQUE 76	KOLKATA
7	204210	PRAKASH GRAPHICS PVT. LTD.	KOLKATA
8	204211	PRINT WELL	KOLKATA
9	204535	AD-WELL INTERNATIONAL PVT. LTD.	KOLKATA
10	204543	SHREYANSH INNOVATIONS PVT. LTD	KOLKATA
11	204872	CURRENT ADVERTISING PRIVATE LTD	NEW DELHI
12	206755	Anand Offset Printers	Kolkata
13	210636	CEI PRINT-PACK PVT. LTD	HOWRAH