



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्गेश्वरनगर, असम
Oil India Limited
(A Government of India Enterprise) Registered Office: Dulejan, Assam

Plot No. 19, Sector 16A,
Noida – 201301, U.P.
Phone: 0120 - 2488333 to 2488347
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Web Site: www.oil-india.com

SECTION-I
(FORWARDING LETTER)

TENDER NO. & DATE: LCP 7053 L16 DATED 28.04.2015

BID CLOSING DATE & TIME: 15.05.2015 AT 14:30 HRS.

BID OPENING DATE & TIME : 15.05.2015 AT 14:45 HRS.

**SUB :INVITATION OF BID UNDER SINGLE STAGE COMPOSITE BID SYSTEM FOR
PRINTING & SUPPLY OF ANNUAL REPORTS FOR THE FINANCIAL YEAR 2014-15
(SHAREHOLDERS' COPY & DELUXE COPY) & CHAIRMAN'S STATEMENT.**

Oil India Limited (OIL), a Govt. of India Enterprise, invites quotations under Single Stage Composite Bid System for the job of printing and delivery of Annual Reports (Shareholders' copy & Deluxe copy) for the financial year 2014-15 & Chairman's statement.

1.0 The bid document of the above tender comprises of the following Sections:

SECTION– I: FORWARDING LETTER.

SECTION– II: GENERAL TERMS AND CONDITIONS

SECTION–III: SCOPE OF WORK

SECTION–IV : SPECIFICATION OF ANNUAL REPORT , ENVELOPES FOR
SHAREHOLDER'S COPY & CHAIRMAN'S SPEECH.

SECTION-V : PRE-QUALIFICATION CRITERIA & FORM FOR OTHER REQUIRED
INFORMATIONS.

SECTION-VI : BIDDING FORMAT .

SECTION–VII : FORM OF BID SECURITY (BANK GUARANTEE)

SECTION–VIII: FORM OF PERFORMANCE SECURITY(BANK GUARANTEE)

SECTION–IX: DELIVERY INSTRUCTION

2.0 You are requested to send your most competitive bid well before the scheduled Bid Closing date and time. For your ready reference, few salient points (covered in details in this Bid document) are highlighted below:

- i) Tender No. : **LCP 7053L16 Dated 28.04.2015.**
- ii) Type of Bid : **Single Stage Composite Bid System**
- iii) Bid Closing Date & Time : 15.05.2015 (14:30 Hrs).
- iv) Bid Opening Date & Time. : 15.05.2015 (14:45 Hrs).
- v) Address of Bid Submission : Office of Group General Manager (Contracts& Purchase)
OIL INDIA LIMITED
Plot No. 19, Sector-16A,
NOIDA 201 301, UTTAR PRADESH
- vi) Bid Opening Place : Office of Group General Manager (Contracts& Purchase)
OIL INDIA LIMITED
Plot No. 19, Sector-16A,
NOIDA 201 301, UTTAR PRADESH
- vii) Bid Security Amount : Rs.43,000.00 (non-interest bearing).
- viii) Amount of Performance Security : 2.5% of the total contract value.

3.0 This tender is invited under **SINGLE STAGE COMPOSITE BID SYSTEM**. All the documents required as per tender & the Commercial Bid(as per Bidding format for Rates) along with the Bid Security(in original) should be submitted together.

4.0 The bidders are required to submit their bids within the Bid Closing Date and Time stipulated in the tender. Any Bid received by the Company after the deadline for submission of Bids prescribed herein will be rejected.

5.0 Interested bidders may contact the following person for any technical clarifications against the tender :

Ms. Kumudani Sharma
Senior Company Secretary
OIL INDIA LIMITED,
Plot No.19, Sector 16A,Noida.
U.P.- 201301
Mobile no. 09871350088

6.0 **Special Instructions to bidders** : The successful bidder against the tender must follow the instructions given under :

- a) Soft copy of English Text should be provided to OIL.
- b) Translation – The printer will be required to translate the entire text of the Annual Report in Hindi (including proof reading) .
- c) 100 CDs/DVDs of the Annual Report both in English & Hindi version should be delivered to OIL in Abode PDF.
- d) Contract for both the versions(Shareholder's version & Deluxe version) of Annual Report including envelopes & Chairman's Speech shall be awarded on the same vendor.
- e) In case the quality of paper used is found inferior than stipulated in the tender specification, then the printer shall be liable to be black listed.

- 7.0 The rate quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.
- 8.0 Bids will be technically evaluated as per the requirements and specifications of the Bid Document. The bid should meet the specifications and other requirements given in the Bid Document.
- 9.0 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender document and conforming to the pre-qualifying criteria will be evaluated to determine the lowest bidder.
- 10.0 Contract for all the items i.e Shareholders' version & Deluxe version of Annual Report including envelopes & Chairman's Speech shall be awarded on the same bidder. Comparison of offers will be done on the grand total value of all items, on the basis of rates quoted in the Bidding Format(Section-VI).
- 11.0 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 12.0 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.
- 13.0 Unsolicited bids will be rejected straight way.
- 14.0 Any Bid containing false statement shall be rejected.
- 15.0 OIL reserves the right to reject any/all bids and cancel the tender without assigning any reason whatsoever.

We now look forward to your valuable offer against the tender.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

(Mrs. A. Doley)
Chief Manager Materials
For Group General Manager (C & P)
For Chairman and Managing Director

SECTION – II

GENERAL TERMS AND CONDITIONS

- 1.0 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.0 The scope of work, bidding procedures and terms and conditions are prescribed in the Bidding Document. This bidding document includes the following:
- (a) Forwarding Letter (Section-I) highlighting the following points:
- (i) Tender No.& Date
 - (ii) Type of Bidding
 - (iii) Bid Closing date and time.
 - (iv) Bid Opening date and time .
 - (v) Bid submission place.
 - (vi) Bid Opening place.
 - (vii) Bid Security amount.
 - (viii) Performance Security amount.
- (b) General Terms & Conditions of tender (Section –II)
- (c) Scope of Work (Section – III)
- (d) Specification of Items (Section- IV)
- (e) Prequalifying Criteria & other required informations (Section-V)
- (f) Bidding Format for Rates (Section –VI)
- (g) The Bid Security Form (Section - VII)
- (h) The Performance Security Form (Section - VIII)
- (i) DELIVERY INSTRUCTIONS. (Section - IX)
- 2.1 The bidder is expected to examine all the instructions, terms and conditions & specifications of various items in the Bid Document. Failure to furnish any information required as per the Bid document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk & responsibility and may result in rejection of their bid.
- 3.0 **AMENDMENT OF BIDDING DOCUMENTS:**
- 3.1 At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document through an Addendum/Corrigendum.
- 3.2 The Addendum will be sent in writing or by Fax/E-mail/Courier/Post to all prospective Bidders to whom Company had issued the bid documents. The Company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum/Corrigendum into account in preparation of their bid or for any other reason.
- B. PREPARATION OF BIDS:**
- 4.0 **LANGUAGE OF BIDS:**
- 4.1 The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English version which shall govern for the purpose of bid interpretation.

5.0 **DOCUMENTS COMPRISING THE BID:**

5.1 The bid submitted by the Bidder must be under **Single Stage Composite Bid System** and shall comprise of the following components:

- (i) Documentary evidences in accordance with Prequalifying Criteria as per Section-V .
- (ii) Bidders shall furnish the "Bid Security" for the amount as specified in the ' Forwarding Letter ' .

Any Bid not accompanied by Bid Security will be rejected. Bid Security ,if furnished in the form of Bank Guarantee ,then the Bank Guarantee must be valid upto 30 days beyond stipulated bid validity as per tender. Otherwise the bid shall be rejected.

- (iii) Rates should be quoted in the Bidding Format enclosed vide Section VI. Price Bid received in any other format shall be rejected.

6.0 Price quoted by the successful bidder must remain firm during the currency of the Contract and is not subject to variation on any account.

7.0 All applicable Taxes should be shown separately in the Bidding Format.

Evaluation and comparison of bids shall be done accordingly.

8.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY/PREQUALIFICATIONS:**

8.1 These are listed in Section-V. Bidders are requested to go through this section carefully & submit all the required documents.

9.0 **BID SECURITY:**

9.1 Pursuant to Para 5.0 above, the Bidder shall furnish as part of its bid, Bid Security in the amount as specified in the "Forwarding Letter".

9.2 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to sub-para 9.7 below.

9.3 The Bid Security shall be denominated in the currency of the bid or another freely convertible currency, and shall be in the form of Demand Draft , Banker's Cheque or a Bank Guarantee issued by a scheduled Indian Bank in the form provided in the Bid Document and valid for 30 days beyond the validity of the bid. The bank guarantee should be so endorsed that it can be invoked at the issuing bank's branch located at Noida or alternatively at Delhi.

9.4 Any Bid not secured in accordance with above-mentioned subparagraphs 9.1 to 9.3 will be rejected by Company as non-responsive.

9.5 Bid Security of unsuccessful bidders(Technically not qualified bidders) will be discharged and/or returned after finalization of the tender.

9.6 Successful Bidder's Bid Security will be discharged upon the Bidder's signing of the contract and furnishing performance security as per the contract.

9.7 The Bid Security will be forfeited:

- (a) If any Bidder withdraws their bid during the period of bid validity (including any subsequent extension) specified by the Bidder on the Bid Form, or

- (b) If a Successful Bidder fails:

- i) To sign the contract within reasonable time and within the period of bid validity, and /or,
- ii) To furnish Performance Security.

- (c) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act.

10.0 **PERIOD OF VALIDITY OF BIDS:**

- 10.1 Bids shall remain valid for 60 days from the date of Bid Opening prescribed by the Company.

Bids with inadequate validity (less than 60 days) will be rejected.

- 10.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax or E-mail). A Bidder may refuse the request without forfeiting their Bid Security. A bidder granting the request will neither be required nor permitted to modify their bid but shall arrange suitable validity extension of their bid security provided under para 9.0 above.

- 11.0 The bid should contain no interlineations, corrections or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initiated by the person(s) signing the bid. Any bid not meeting this requirement shall be liable for rejection.

C. SUBMISSION OF BIDS:

- 12.0 The Bid containing above documents should be sealed in an envelope super scribing the following details on the right hand top corner :

OIL's Tender No. & Date:

Bid Closing Date :

Brief description of the job:

Bidder's Name:

- 12.1 The Bid should be submitted at the Tender Box located at the office of :

Group General Manager(C&P)

Oil India Limited

Plot No. 19, Sector-16A

NOIDA –201301

13.0 **DEADLINE FOR SUBMISSION OF BIDS :**

- 13.1 Timely submission of the bid is the responsibility of the bidder. **Bids are to be submitted before the Bid Closing Date and Time mentioned in the tender.**

14.0 **MODIFICATION AND WITHDRAWAL OF BIDS :**

- 14.1 The Bidder, after submission of bid, may modify or withdraw its bid prior to bid closing, if considered inevitable.
- 14.2 No bid can be modified subsequent to the deadline for submission of bids. Post tender modification(s) of bid by any bidder within the period of its bid validity will lead to rejection of such offer and forfeiture of bidder's Bid Security in full. Such modification (s) may also call for debarment of the bidder.

- 15.0 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the Bid document. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

16.0 **BID OPENING AND EVALUATION:**

- 16.1 Company will open the Bids, including submission(s) made pursuant to para 14.0, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the

Covering Note. However, the Bidder's representative must produce an authorization letter from the bidder at the time of opening of tenders. Only one representative against each bid will be allowed to attend the tender opening.

- 16.2 Bid (if any) which are withdrawn prior to bid closing date shall not be opened. On opening the remaining bids Company will examine them to determine whether the same are complete, requisite Bid Securities have been furnished, documents related to Prequalifying Criteria have been properly submitted and the bids are generally in order.
- 16.3 At the time of bid opening, Company will announce the Bidders' names, written notifications of bid modifications or withdrawal, if any, furnishing of requisite Bid Security, quoted prices and such other details as the Company may consider appropriate.
- 16.4 Company shall prepare, for its own records, minutes of bid opening.
- 16.5 Prior to detailed evaluation, the Company will determine the substantial responsiveness of each bid to the Bidding Document. For purpose of these paragraphs, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Document without material deviations. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 16.6 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 16.7 The Company may waive minor informality or nonconformity or irregularity on a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 16.8 The Company will examine the Priced-bids(Bidding Format) to determine whether they are complete in all respect, any computational errors have been properly signed, and the bids are generally in order.
- 16.9 If there is a discrepancy between the unit price and the total price(that is obtained by multiplying unit price and quantity), the unit price shall prevail and the total price shall be corrected accordingly. If any bidder does not accept the correction of errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 17.0 Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.

18.0 EVALUATION AND COMPARISON OF BIDS :

- 18.1 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender document and conforming to the pre-qualifying criteria will be evaluated to determine the lowest bidder.
- 18.2 Contract for all the items i.e Shareholders' version & Deluxe version of Annual Report including envelopes & Chairman's Speech shall be awarded on the same bidder. Comparison of offers will be done on the grand total value of all items, on the basis of rates quoted in the Bidding Format.

19.0 CONTACTING THE COMPANY :

- 19.1 Except as otherwise provided in para 14.0 above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by the Company.
- 19.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in rejection of their bid.

D. AWARD OF CONTRACT

20.0 AWARD CRITERIA:

20.1 The Company will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

21.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:

21.1 Company reserves the right to accept any bid and to reject any or all bids.

22.0 NOTIFICATION OF AWARD:

22.1 Prior to expiry of the period of bid validity or extended validity, the Company will notify the successful Bidder in writing by registered letter / courier or by fax that his bid has been accepted.

22.2 The notification of award will constitute the formation of the Contract.

23.0 SIGNING OF CONTRACT:

23.1 At the same time as the Company notifies the successful Bidder(s) that his Bid has been accepted, the Company will send the detailed Contract which will be accompanied by the General Terms & Conditions of Contract, Scope of works, rates and all other relevant documents.

23.2 Within 15 days of receipt of the final contract document, the successful Bidder shall sign and date the contract and return the same to the Company.

24.0 PERFORMANCE SECURITY :

24.1 Within 15 days of receipt of notification of award from the Company, the successful Bidder shall furnish the performance security for an amount specified in the Covering Note in the Performance Security Form (form of Bank Guarantee in the format) as provided in the Bidding Document or in any other form acceptable to the Company (demand draft) from a Bank located in India. The performance security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill its obligations under the Contract.

24.2 The performance security specified above must be valid for six (06) months beyond the expiry date of the contract to cover any obligation and to lodge claim, if any. The same will be discharged by Company after the validity period of the performance security. In the event of extension of contract, subsequent to expiry of validity of the original contract period, Contractor shall have to enhance the value of the performance security to cover the contract value for the extended period and also to extend the validity of the performance security accordingly.

24.3 Failure of the successful bidder to comply with the requirements of para 23.1 to 24.1 above shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an event, the Company may award the contract to the next evaluated Bidder or call for new bid as the case may be.

25.0 LIQUIDATED DAMAGES :

The Contractor shall mobilize their personnel and equipment within the specified time for commencement / completion of works as mentioned in the notice of award of contract. In the event of the Contractor's default in timely commencement/ completion of works within the stipulated time, the Contractor shall be liable to pay Liquidated Damages at the rate of 0.5% (half percent) of the total evaluated value of the Contract per week or part thereof of delay subject to maximum of 7.5%. Liquidated damages will be reckoned from the stipulated date of commencement / completion as defined in the notice of award of the contract. Company may without prejudice to any other right or remedy available to it to recover damages for breach of contract, recover the liquidated damages as above from the Contractor. This is an agreed genuine pre-estimate of

damages duly agreed by the parties.

The Company also reserves the right to cancel the contract without any compensation whatsoever in case of failure to commence services within the stipulated date.

26.0 FORCE MAJEURE :

26.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (within maximum one week), after the occurrence of the cause relied on then the obligations of the party giving such notice with proper documentary evidence so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

26.2 The term "Force Majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning, Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Government regulations etc., which are not within the control of the party claiming suspension of its obligations within the meaning of the above Clause 21.1 and which renders performance of the contract by the said party completely impossible.

27.0 ARBITRATION :

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL.

28.0 ASSIGNMENT AND SUB – LETTING:

The whole of the work included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer , assign or sublet the Contract. No undertaking shall relieve the Contractor from the full and entire responsibility.

29.0 PAYMENT TERMS :

Payment shall be released within 30 days, after satisfactory completion of each assignment individually and on receipt of undisputed bill from the contractor.

30.0 DURATION & DELIVERY INSTRUCTION :

All the items covered by this tender are required by End of July 2015. Successful bidder will be responsible for dispatch of the Shareholder's version of Annual Report to the post office as per instruction given by Oil India Limited(OIL). The postage and other costs like packing ,labeling, sorting, pasting, filling in the envelope etc. will be directly paid by OIL to the Postal Authorities. Quantity to be distributed to different addresses are as per delivery instructions enclosed vide Section-IX to the tender.

31.0 SET OFF:

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 the Company and set off against any claim of the Company (or such other person or persons contracting through the Company) for payment of a sum of money arising out of this contract or under any other contract made by the Contractor/ with the Company (Or such other person or persons contracting through the Company).

(END OF SECTION –I I)

SECTION – III

SCOPE OF WORK

- i) The scope of work shall include printing and supply of Shareholders Version and Deluxe Version of Annual Reports and Chairman's Speech for the financial year 2014-15 as per specifications enclosed in Section IV of the bid documents.
- ii) Successful bidder is required to print tentative quantity of 55,000 copies of shareholder's version of Annual Report (in English). Out of the total quantity, 51,000 copies of shareholder's version of Annual Report to be deliver at the Post Office as per the instruction to be communicated by the Company(OIL).

Balance 4000 copies of shareholders' version (in English) of Annual Report are to be printed & deliver at the Corporate Office of Oil India Limited, Plot no. 19, Sector-16A, Noida as per delivery instruction given in Section-IX of bid document.

- iii) Deluxe version of Annual Report is to be printed both in English & Hindi language as per specification given in Section-IV. Tentative quantity to be printed for Deluxe version of Annual Report is 1000 copies in English and 100 copies in Hindi. Full quantity of Deluxe version are be delivered at the Corporate office of Oil India Limited, Plot no. 19, Sector-16A, Noida as per delivery instruction given in Section-IX of the bid documents.
- iv) Chairman's Speech is to be printed both in English as well as in Hindi. Quantity required to be printed are- 4000 copies in English & 500 copies in Hindi. These are to be delivered as per delivery instruction given in Section-IX of the bid document.
- v) Quantity mentioned against each item in the tender is tentative quantity which may vary at the time of placement of contract.
- vi) The delivery of the reports is to be ensured as per time schedule given in the Tender document.
- vii) For variation in pages, the rates quoted under "Additional Differential charges" for shareholder version and deluxe version would be applicable.

II.0 SPECIAL INSTRUCTIONS TO BIDDERS

1. Soft copy of English Text should be provided.
2. Translation- The printer will be required to translate the entire text of the Annual Report in Hindi (including proof reading)
3. 100 CDs/ DVDs of the annual Report both in English & Hindi version should be delivered in Adobe PDF.
4. Contract for both shareholders' version & deluxe version including envelopes shall be placed on the same vendor.

(END OF SECTION –III)

SECTION - IV

DETAILED SPECIFICATIONS OF ANNUAL REPORTS FOR THE YEAR 2014-15 , ENVELOPES & CHAIRMAN'S SPEECH.

A. ANNUAL REPORT – SHAREHOLDERS' COPY

i) Size	8.25" X 10.75"
ii) No. of pages	180 (Text) + 4 (cover)-(Tentative)
iii) Printing process	Quality Offset
a) Cover	Four Color
b) Inside pages	Single Color
iv) Designing	Cover Designs of the Annual Report to be designed by the Printer under the guidance and approval of OIL.
v) Paper	
(a) Cover:	160 GSM " Rendezvous natura " Art paper in four colour- Galgo
(b) Text:	41 GSM ITC Triveni superfine paper (1 colour)
vi) Quantity	55,000 \pm 20% in English
vii) Binding	Perfect binding
viii) Additional charges for differential pages	+/- 4 pages

B. ENVELOPES FOR SHAREHOLDER'S COPY OF ANNUAL REPORT

- i) Envelopes (90 GSM Maplitho Paper) : QUANTITY - 52,000 NOS.
- ii) Die cutting and pasting with good quality quick drying glue.
- iii) Size: 9"x11 1/2" (flap 2") Or Appropriate size to ensure that Annual Report (Shareholders version) properly fits into the envelopes.
- iv) Printing: In Hindi and English on front side of the envelopes in single color.

NOTE:

Envelopes would be required in advance to enable the post office/mailer to fix address labels.

C. ANNUAL REPORT –DELUXE VERSION :

i) Size	8.25" X 10.75"
ii) No. of pages	200 (Text) + 4 (cover) (Tentative) Plus Cover
iii) Printing process	Quality Offset
a) Cover	Four Color + provision for the 5 th color if the design so conceived demands
b) Inside pages	Four Color
iv) Designing	Cover and Inside Layout, Artwork will be handed over to the Printer by OIL.
v) Quantity	1000 English & 100 Hindi
vi) Paper	
a) Cover	240 GSM MontBlanc Extra White / Rendezvous Super White
b) Text	105 GSM - MontBlanc Extra White / Rendezvous Super White
vii) Lamination	Thermal lamination & spot UV as per design on cover and provisions for 4 inside pages
viii) Proofing	2 Digital Proofing of Photographs/graphs/maps/charts
viii) Additional charges for differential pages	+ / -4 pages
ix) Binding	Section sewn with perfect binding.

D. CHAIRMAN'S SPEECH – (SPECIFICATIONS)

i) Size	5 ½ " x 8 ½ "
ii) No. of pages	12 + 4 (cover)
iii) Printing process	Quality Offset
a) Cover	Four Color
b) Inside pages	Black & White
iv) Quantity	4000 English & 500 Hindi
v) Paper	
a. Cover	160 GSM rendezvous Galgo natura
b. Text	105 GSM MontBlanc Extra White / Rendezvous Super White - Galgo

Note : Quantities may be varied at the time of order.

(END OF SECTION –IV)

SECTION - V

A) PRE-QUALIFYING CRITERIA OF THE TENDER:

Bidder must fulfill the following pre-qualifying Criteria to technically qualify themselves against the present tender :

I. Bidders should have valid Income Tax PAN No. & Tin No. & they should submit photocopies of these documents along with the bid in support of meeting the prescribed pre-qualification criteria.

II. Experience: The bidder should have experience of successfully printing and supplying of Annual Reports for PSU/Ministries or Departments of Government of India/Public Ltd. Company during the last 3(three)years as on 31.03.2015,with work order/contract value of :

i) not less than Rs. 17.60 lakh in a single order/contract.

OR

ii) not less than Rs. 11.00 lakh each in two order/contract.

OR

iii) not less than Rs. 8.80 lakh each in three orders/contract.

Bidders must submit photocopies of corresponding satisfactory job completion certificate from the concerned clients indicating the gross value of work done, date of completion & the period of work done or they should submit certification by a Chartered Accountant to this effect.

B) OTHER INFORMATIONS TO BE FURNISH BY THE BIDDERS ALONG WITH BID :

1-FIRM NAME: _____

a) Regd. Address: _____

b) Address of Office at Delhi/NCR: _____

c) Contact Person's

i) Name &Designation : _____

ii) Address: _____

iii) Telephone No. : Landline _____: Mobile _____

iv) Email ID : _____

2. PAN No. : _____(Please submit photocopy)

3 TIN No.: _____(Please submit photocopy)

4. Earnest Money Deposit (EMD) details : DD/BG No. _____ dated _____
Amount Rs. _____ Drawn On _____

5. Bank Details of the bidder to be provided.

Signature of authorized signatory

Name _____

Designation _____

Seal:.....

SECTION – VI

BIDDING FORMAT FOR RATES
(FOR SHAREHOLDERS' VERSION , DELUXE VERSION , ENVELOPE & CHAIRMAN'S SPEECH)

Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties (in %) (Pl.specify)	Total Price (inclusive of Taxes & Duties)
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A. SHAREHOLDERS' VERSION (IN ENGLISH) & ENVELOPES:

1.	Charges (including cost of paper) for printing, production, lamination, binding etc. of Annual Reports as per specifications given in Section IV(A)	55,000				
2.	Charges for designing Shareholder's version of Annual Report.					
3.	Cost of envelopes as per specifications given in Section-IV(B)	52,000				
	Total A (1+2+3)					

B. DELUXE VERSION (IN ENGLISH & IN HINDI)

Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties(%) (pl. specify)	Total Price (Inclusive of Taxes& Duties)
1.	Charges (including cost of paper) for printing, production, lamination, binding etc. as per specification given in Section IV(C).	1000 (English) 100 (Hindi)				
2.	Charges for designing Deluxe version of Annual report					

3.	TOTAL B (1+2)				
Sl. No.	Description	Rate Quoted (Rs.) (Inclusive of Taxes & Duties)			
C	ADDITIONAL & DIFFERENTIAL CHARGES for Cost of printing and paper for ±4 pages * of SHAREHOLDERS' VERSION OF ANNUAL REPORT				
D	ADDITIONAL & DIFFERENTIAL CHARGES for Cost of printing and paper for ±4 pages * of DELUXE VERSION OF ANNUAL REPORT				
E	GRAND TOTAL VALUE E (A+B+C+D)				

Note:

1. For evaluation purposes, 4 pages of Additional Pages shall be considered.

2. In case Company opts for designing Annual Report (Shareholder's version and/or Deluxe version) from outside agency, then the charges quoted for designing of Annual Report shall not be considered/payable.

F) BIDDING FORMAT FOR RATES –CHAIRMAN'S SPEECH :

Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties (%)* (Pl.specify)	Total Price (inclusive of taxes& duties)
CHAIRMAN'S SPEECH (IN ENGLISH & HINDI) :						
1	Charges (including cost of paper) for printing, production, lamination, binding etc. of Chairman's Speech as per specifications given in Section IV(D).	4000 (In English)				
2	Charges (including cost of paper) for printing, production, lamination, binding etc. of Chairman's Speech as per specifications given in Section IV(D).	500 (In Hindi)				
3	Total F (1+2)					

(END OF SECTION –VI)

SECTION – VII

FORM OF BID SECURITY (BANK GUARANTEE)

WHEREAS, (Name of Bidder)_____ (hereinafter called "the Bidder") has submitted his bid dated (Date) _____ for printing & supply of Annual Reports & Chairman's speech for the financial year 2013-14 (hereinafter called "the Bid").

WE KNOW ALL MEN by these presents that We (Name of Bank) _____ of (Name of Country) _____ having our registered office at _____ (hereinafter called "the Bank") are bound unto Oil India Ltd (hereinafter called "Company" in the sum of (_____) * for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the Bank this _____ day of _____, 2015.

THE CONDITIONS of this obligation are:

- (1) If the Bidder withdraws his Bid during the period of bid validity specified by the bidder
- (2) If the Bidder, having been notified of the acceptance of his Bid by the Company during the period of Bid validity :
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, on tender document;
or
 - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders on tender documents.
 - (c) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act.

We undertake to pay to Company up to the above amount upon receipt of its first written demand, (by way of letter/fax/e-mail) without Company having to substantiate its demand, provided that in its demand Company will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions specifying the occurred condition or conditions.

This guarantee will remain in force up-to and including the date (date of expiry of bank guarantee should be minimum 30 days beyond the validity of the bid) any demands in respect thereof should not reach the bank not later than the above date.

* The bank should insert the amount of guarantee in words and figures

Date :

Signature of issuing authority of Bank with
designation seal and seal of the bank.

(END OF SECTION-VII)

SECTION – VIII

FORM OF PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

To : (Name of Company _____)
(Address of Company _____)

WHEREAS (Name and address of Contractor) _____
(hereinafter called as "Contractor") had undertaken, in pursuance of Contract No. _____ dated _____ to execute (Name of Contract and Brief description of the work) _____ (hereinafter called "the Contract"),

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee, NOW HEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of (Amount _____ of _____ Guarantee) * _____ (in words) _____ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of the Guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modifications of the terms of the contract or of the work to be performed there-under or of any of the contract documents which may be made between you and Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee is valid until the date (.....) six month after Contract completion.

SIGNATURE & SEAL OF THE GUARANTOR

Name of Bank

Address

Date

* An amount is to be inserted by the Guarantor, representing the percentage of the Contract price specified in the forwarding letter, and denominated either in the currency of the Contract or in a freely convertible currency acceptable to the Company.

NOTE : Bidders are NOT required to complete this form while submitting the Bid.

(END OF SECTION-VIII)

SECTION – IX

DELIVERY INSTRUCTIONS :

	QUANTITY	DELIVERY DESTINATION
ANNUAL REPORTS SHAREHOLDERS COPY WITH OVER PRINTED ENVELOPES FOR THE ABOVE ANNUAL REPORTS	51000	Copies to be delivered by the Printer to the Post Office as communicated by Company. The Postage / other costs like <u>packing, labeling, sorting , pasting, filling etc</u> will be directly given by the Company to the Postal Authorities.
ANNUAL REPORTS SHAREHOLDERS COPY	4000	COMPANY SECRETARY OIL INDIA LIMITED PLOT NO. 19, SECTOR 16A NOIDA 201301
OVER PRINTED ENVELOPES	1000	
ANNUAL REPORTS DELUXE COPY	400 in English 100 in Hindi	HEAD (FINANCE) OIL INDIA LIMITED PLOT NO. 19, SECTOR 16A NOIDA 201301
	600 in English	As per instructions of the Company.
CHAIRMAN’S SPEECH	4000 – English 500 - Hindi	COMPANY SECRETARY OIL INDIA LIMITED PLOT NO. 19, SECTOR 16A NOIDA 201301

(END OF SECTION – IX)

Limited tender no. LCP 7053L16 dated 28.04.2015 has been issued to the following 10 parties :

1. M/s. Aravali Printers & Publishers(P) Ltd.
W-30 ,Okhla Industrial area, Phase-II
New Delhi-110020
2. M/s. Brijbasi Art Press Ltd.
A-81, Sector-V,
Noida-201301
3. M/s. Delhi Press
E-3,Jhandewallan Estate,
Rani Jhansi Road,
New Delhi- 110055.
4. M/s. India Offset Press
A-1, Mayapuri Industrial Area,
New Delhi-110064.
5. M/s. International Print- O- Pac Ltd.
C-4, Hosiery Complex
Phase-II Extension, Noida-201305.
6. M/s. Paras Offset Pvt. Ltd.
C-176, Naraina Industrial Area
Phase-II
New Delhi - 110028.
7. M/s. Nu-Tech Photolithographers
B-240, Okhla Industrial Area,
Phase-I,
New Delhi- 110020.
8. M/s. Rave Scans Pvt. Ltd.
A-27, Naraina Industrial Area,
Phase-II,
New Delhi-II- 110028.
9. M/s. Salasar Imaging Systems
B-69, Lawrence Road Industrial Area,
New Delhi- 110035.
- 10 M/s. Universal Offsets
135, Patparganj Industrial Estate,
Delhi-110092.