

IMPORTANT NOTE

TENDER NO. : NCP2344L20 DATED 29.08.2019.

BID CLOSING DATE & TIME : 19.09.2019 at 14:30 Hrs.(IST)

BID OPENING DATE & TIME : 19.09.2019 at 14:45 Hrs.(IST)

Limited Tender No. NCP 2344 L20 has been issued to the following 7(Seven) parties :

- 1. M/s. DIGITAL INNOVATIONS**
- 2. M/s. REPROGRAPHICS INDIA**
- 3. M/s. TRANSTEK INFOWAYS PVT. LTD.,**
- 4. M/s. GCN INFOTECH PVT. LTD**
- 5. M/s. HD INFOMATRIX SOLUTIONS PVT LTD**
- 6. M/s. DELPHI INFOSOLUTIONS**
- 7. M/s. WIDEPRINT SYSTEMS & SOLUTIONS**

In addition to the above 7 (seven) parties, other interested parties, who can meet the Bid Rejection Criteria of the tender, may participate in this tender . They will have to provide proper documentary evidences in proof of meeting the Bid Rejection Criteria (BRC) mentioned in the tender along with their offer. Offers received without proper documentary proof of meeting BRC will not be acceptable.

Interested parties may download the tender & after filling up their prices in Annexure-IV may submit their offer along with all the documents required as per BRC . Offer should be submitted in the tender box kept at the office of E&D Directorate ,Oil India Ltd., 5th Floor, Plot No.2,Okhla Phase –I, New Delhi-110020. Bidders are requested to go through the tender details given in the forwarding letter & various annexures, before submitting their offer.



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम) पंजीकृत कार्यालय: दुलियाजान, असम

Oil India Limited

(A Government of India Enterprise) Registered Office "Duliajan, Assam"

पांचवा एवं छठा तल, एन.बी.सी.सी. सेंटर, प्लॉट संख्या 2, फेस 1, ओखला, नई दिल्ली-110020

5th & 6th Floor, NBCC Centre, Plot No. 2, Phase-1, Okhla, New Delhi-110020

Phone : (+91) 11-71901200, Email: enndirector@oilindia.in, oilindia@oilindia.in

GSTIN : 07AAAC02352C1ZZ वेबसाइट / Website : www.oil-india.com

(FORWARDING LETTER)

Tender No.	NCP 2344L20
Tender Date	29.08.2019
Bid Closing Date	19.09.2019
Bid Closing Time	14 : 30 Hrs.(IST)
Bid Opening Date	19.09.2019
Bid Opening Time	14 : 45 Hrs. (IST)

1.0 Oil India Limited (OIL), a Govt. of India Enterprise, invites you to submit your offer for supply, installation & commissioning of one no. of 44 inch Scanner for E&D Directorate, 5th Floor, NBCC Centre, Plot No.2, Okhla, Phase-I, New Delhi-110020 and to enter into Annual Maintenance Contract (AMC) for the item for a period of 4 years. Detailed technical specification for scanner & AMC terms are enclosed as Annexure-I. Special terms and conditions of the tender is enclosed as Annexure—II. Offer should be complete in all respect without keeping any ambiguity and conforming to the "General Terms and Conditions" of the tender enclosed as Annexure-III.

2.0 Bidding Format for quoting rates for scanner & AMC charges is enclosed as Annexure-IV.

3.0 You are requested to submit your offer in a sealed envelope super scribing the following details:

OIL's Tender No.: _____
Bid Closing date : _____
Brief description of job : _____
Name of bidder : _____

4.0 Offers must be addressed to:

Dy. General Manager(C&P)
Oil India Limited, E&D Directorate
NBCC Centre, Plot No.2, Okhla Phase-I, New Delhi-110020.

4.1 The sealed envelope containing the offer must be delivered at the office of Dy. General Manager(C&P) at the above address latest by 2.30 PM (IST) on the Bid Closing date mentioned above.

4.2 Bid should be drop personally in the Tender Box placed at the office of E&D Directorate at the above address. Alternatively, same may be send through courier/speed post also. OIL will not be responsible for any postal delay in delivery, wrong delivery or non-delivery of bid by courier or post.

4.3 In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date / Time will get extended up to the next working day.

4.4 Offers or modifications to offers received after the Bid Closing Date / Time will not be considered.

5.0 Validity:

Offer must be valid a period of 60 (sixty) days from the Bid Closing date. If the offer validity is not mentioned in the offer, it will be construed that offer is valid for 60 (sixty) days from the Bid Closing date.

6.0 Bid Rejection Criteria :

a) The Bidder has to be OEM/authorized dealers of OEM for the offered item. Authorized dealers must submit tender specific Authorization Certificate from OEM to quote against the tender, along with bid, failing which, their offer will be rejected. Sample authorization letter to be submitted from OEM by the dealers, is enclosed as Annexure-A.

b) Bidder must have experience of executing at least 1(one) similar order of minimum value INR 4,11,065.00 (Four Lakhs Eleven Thousand Sixty Five) only in last 5 years reckoned from the original stipulated Bid Closing date of the tender. The bidder must submit documentary evidence in support of the same along with their bid. Acceptable documentary evidences are purchase order copy along with completion certificate.

NOTE: "SIMILAR ORDER" as mentioned above means execution of order for supply, installation & commissioning of 44 inch or 42 inch Scanner"

7.0 Performance Security : Not applicable.

8.0 Payment Terms :

i) Payment for supply, installation & commissioning of scanner will be paid after successful completion of supply, installation & commissioning of the system.

ii) Payment for AMC charges shall be paid on quarterly basis, on completion of every three(3) months of AMC period against receipt of undisputed invoices/bills.

9.0 Penalty Terms : During AMC period, if the problems are not rectified within 48 hours of reporting, a Penalty of **INR. 1000.00** shall be applicable for every additional day beyond expiry of 48 hours of reporting the problem until the problem is resolved. However, total Penalty for a quarter shall not exceed 10 of total AMC charges for that quarter.

10.0 Delivery Period for Supply, Installation and Commissioning of 44 inch Scanner:

The successful bidder has to deliver, install and commission the system within 45 days of placement of order from OIL.

11.0 Bidders or their authorized representative will be allowed to be present at the time of opening of the Bids. However, a letter of authorization as per the sample authorization letter for bid opening attached as **Annexure-V** must be produced at the time of bid opening.

Thanking you,
Yours faithfully,
OIL INDIA LIMITED



(Ms. A. Doley)
Dy. General Manager C&P
For Executive Director(E&D)
For Chairman & Managing Director.

ANNEXURE-I

a) Technical Specifications for the 44 inch Scanner :

1. Scanning Technology : CIS or CCD
2. Scan Width : Minimum 44 inch
3. Scan Accuracy : 0.1% or better
4. Optical Resolution : Minimum 1200 dpi
5. Maximum Resolution : Minimum 9600 dpi
6. Media Thickness : Minimum Upto 2 mm
7. Monochrome or Grayscale Scan Speed (at 200 dpi) : Minimum 13 inch/second
8. Colour Scan Speed (at 200 dpi) : Minimum 4 inch/second
9. Scan Output : The scanner must be able to connect to Computer(will be provided by OIL) over LAN or USB(Cable must be provided), where the Scan Output will be stored in that computer. Any software that is required to achieve this must be supplied, installed and configured in the computer along with the scanner. Any license pertaining to any of the software shall be in the name of "Oil India Limited".
10. Scanned Output File Format : Minimum PDF, JPEG, TIFF.
11. Data Capture (Colour) : 48 bit minimum
12. Data Capture (Monochrome or Grayscale) : 16 bit minimum
13. Type of Mounting : Floor Mounted. Stand for the same has to be supplied and installed along with the scanner. Document Basket has to be supplied by the successful bidder along with the Scanner.
14. Operating System(OS) Compatibility : The system must support 64 bit Windows 7, Windows 10 minimum.

b) Delivery Period for Supply Installation and Commissioning of 44 inch Scanner:

The successful bidder has to deliver, install and commission the system within 45 days of placement of order from OIL.

c) Warranty Terms:

1. The system will be under onsite OEM warranty for a period of One(1) year from the next day of successful installation and Commissioning.
2. Any problem arising out of the system (including replacement of parts and consumables) during warranty period must be rectified within 48 hours of reporting the problem.
3. The successful bidder must have back-to-back agreement with OEM for support for the system during the Warranty period. The proof for the same must be produced to OIL as and when sought by OIL during the warranty period.
4. 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 48 hours the period of warranty will be extended by that number(s) of days, at no extra cost to OIL.

d) Annual Maintenance Contract (AMC) Terms:

1. The system will be under Comprehensive AMC for a period of Four(4) years after the successful completion of warranty period.
2. Any problem arising out of the system (including replacement of parts and consumables) during AMC period must be rectified within 48 hours of reporting the problem.
3. The successful bidder must have back-to-back agreement with OEM for support for the system during the AMC period. The proof for the same must be produced to OIL before the start of AMC every year.

(End of ANNEXURE-I)

ANNEXURE-II

SPECIAL TERMS AND CONDITIONS

1. The charges for AMC should be quoted on yearly basis. Bidders are requested to quote the yearly AMC charges not less than 5% of the total material cost (FOR Delhi) excluding taxes. If yearly AMC charges are quoted less than 5% of the total material cost (FOR Delhi) excluding taxes, then OIL will retain the 5% of the total material cost excluding taxes and release the amount after completion of AMC without any interest (after deducting the penalty, if any).

For Example:

Total material cost = Rs.100.00(excluding tax)

Hence AMC cost for 1st / 2nd / 3rd /4th year should be more or equal to Rs 5.00/year

If Bidder has quoted Rs 4.00 in any year then OIL will release the material cost of Rs 95.00 plus tax only after installation & commissioning. Balance Rs. 5.00 will be released after completion of 4 years AMC period (after deducting the penalty, if any).

2. The Bidder should provide an Undertaking of Authenticity of IT Hardware/Software supplies,(in original), from OEM, stating that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software, shall be used. Sample format for Undertaking of Authenticity is attached as **Annexure-B**.

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 of OIL.

4. Printed Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid.

(End of ANNEXURE-II)

ANNEXURE- A

Sample authorisation letter from OEM

(To be typed on the letterhead of the Issuing Company)

Ref. No. _____

Date _____

The DGM(C&P)
E&D Directorate, Oil India Limited,
NBCC Centre, 5th Floor, Okhla Phase-I, Plot No.2
New Delhi-110020.

Sub: Authorisation Certificate

Ref: OIL Tender No. _____ Dated _____.

We hereby authorize M/s _____ to quote and supply of 44 inch Scanner against the above tender, on our behalf.

Yours faithfully,
For (type name of the OEM here)

Signature of Authorised Signatory
Name :
Designation :
Phone No.
Place :
Date :
(Affix Seal of the Organization here)

(END OF ANNEXURE-A)

ANNEXURE-B

**Sample undertaking of authenticity letter from OEM
(To be typed on the letter head of the OEM)**

Ref. No. _____ Date _____

Deputy General Manager(C&P)
E&D Directorate, Oil India Limited,
NBCC Centre, 5th Floor, Okhla Phase-I, Plot No.2
New Delhi-110020.

Sir,

Sub: Undertaking of authenticity of Hardware supply

Ref: Your Tender No. _____ Dated _____.

With reference to the Scanner being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly used in the Scanner under the above, shall be original, new components/ parts/ assembly only, from respective OEM of the product and that no refurbished/ duplicate/ second hand components/ parts/ assembly, are being used or shall be used.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the Hardware billed, we agree to take back the Scanner without demur, if already supplied and return the money, if any, paid to us by you in this regard.

We also take full responsibility of both Parts & Service SLA as per the content, even if there is any defect by our authorized Service Centre/ Reseller, etc.

Yours faithfully,
For (type name of the organization here)

Signature of Authorised Signatory
Name :
Designation :
Phone No.
Place :
Date :
(Affix Seal of the Organization here)

(END OF ANNEXURE-B)

ANNEXURE III

GENERAL TERMS AND CONDITIONS

(Please refer to ANNEXURE-A for subsequent amendment of General Terms & Conditions for Indigenous Tenders)

1.0 **TRANSFERABILITY OF BID DOCUMENTS:**

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

2.0 **COST OF BIDDING:**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.0 **AMENDMENT TO BIDDING DOCUMENTS:**

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

4.0 **CONTENTS OF OFFERS:**

- 4.1 Offer should be in English and the bidders are required to indicate both Ex-works as well as FOR Destination price by road. The Price Schedule shall be furnished by the bidder as per **Bidding Format (ANNEXURE-IV)** of the tender document. The prescribed format should have clear mention whether quoting for any item or not. When any item is not being quoted by the Bidder, the corresponding space should be filled up by the words "Not Quoting". The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 OIL reserves the right to place order on FOR (dispatching station) or FOR (destination) terms. Offered rates should be kept firm through delivery/dispatch.

4.3 **EXCISE DUTY : (Ceases to exist with effect from 01.07.2017 post implementation of GST)**

4.4 **INDIRECT TAXES / GST**

4.4.1 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.

4.4.2 The rates quoted by the bidders shall be exclusive of all taxes, duties and levies. 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 & 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 right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, for the purpose of this contract, it is agreed between the parties that if Goods and Services Tax introduced during the tenure of this contract / agreement then the 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.

- 4.4.3 Offers without giving any of the details of the taxes as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates or 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 will be binding on the bidder.
- 4.4.4 Bidders are 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 bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.
- 4.4.5 Bidders agree to do all things 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 enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.
- 4.4.6 In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all 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 disputed amount from the pending payments of the bidders.
- 4.4.7 GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

4.5 **OTHER TAXES & LEVIES:**

- 4.5.1 All taxes and statutory levies except GST for the services including installation/commissioning, Training etc. shall be to the Bidder/Seller's account. GST applicable on the value of the Services rendered by the Bidder/Seller in connection with installation/commissioning, training etc. shall be to Company's account. However, the Company will deduct income tax at source as per Indian Income Tax Act and other taxes as applicable under law.
- 4.5.2 Seller/Contractor shall be responsible for and pay the personal taxes, if any, for all the personnel deployed. The Seller/Contractor shall comply with Indian Income Tax Acts, Rules and Labour Laws framed by Central or State Government from time to time with respect to supply of manpower / sub-contractor or other contracts awarded to other parties.

4.6 STATUTORY VARIATION:

Any statutory variation (increase/decrease) in the rate of excise duty/sales tax/Customs Duty or any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/ completion period will be to the account of OIL subject to documentary evidence. However, any increase in excise duty/sales tax/Customs Duty or any statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.

4.7 THIRD PARTY INSPECTION (When specifically called for in the tender):

4.7.1 All inclusive charges for Third Party Inspection must be indicated separately.

4.7.2 Offers without any mention about Third Party Inspection charges as specified above will be considered as inclusive of Third Party Inspection charges. When a bidder mentions Third Party Inspection charges as extra without specifying the amount, the offer will be loaded with maximum value towards Third Party Inspection charges 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, Third Party Inspection charges mentioned by OIL on the Purchase Order will be binding on the bidder.

4.8 SAMPLES (When specifically called for in the tender):

4.8.1 Bidder shall submit Samples of requisite quantity whenever called for. Each sample shall be sealed and have a card affixed indicating

- a) Bidder's name, address, contact Telephone No. & Email address
- b) Tender No. and Bid Closing Date
- c) Product Name
- d) Item No. of the tender

4.8.2 Sample must be received on or before the Bid closing date failing which the will be rejected. The unsuccessful bidder should take back the sample submitted within 90 days time from the date of bid closing, failing which OIL would not have any responsibility towards safe custody of the sample.

4.8.3 Bidders who have been exempted from submission of tender sample through specific communication from OIL, need not submit any sample. However, they will be required to enclose a photocopy of the exemption letter along with their bid failing which their offers will be liable to be rejected.

4.9 TRAINING (When specifically called for in the tender):

4.9.1 Bidders shall indicate cost for training OIL's personnel separately whenever called for.

4.9.2 For training at Bidder's premises, only the training fee should be indicated by the Bidder. All charges towards to & fro fare, boarding/lodging and daily expenses etc. for OIL's personnel shall be borne by OIL.

4.9.3 For training at OIL's premises, the Bidder should quote training charges which should be inclusive of all charges of their personnel viz. to and fro air fares, boarding/lodging expenses and daily expenses etc. for the entire period. Local transport for commuting to the site at the place of training will be provided by OIL.

4.10 INSTALLATION AND COMMISSIONING (When specifically called for in the tender):

4.10.1 In the event installation and commissioning of the item by the technical experts of the bidders is involved, the charges thereof should be quoted separately which should be inclusive of to and fro air fares, boarding/lodging & daily expenses of the bidder's technical personnel amongst others. Bidders shall also indicate in their offer the total expected time required for installation/commissioning of the items.

4.10.2 Offers without any mention about installation/commissioning charges will be treated as inclusive of installation/commissioning charges.

4.11 **DISCOUNT**

Prices should be quoted net of discount by the bidders. However, unconditional discount of any type, indicated separately, will be taken into account for evaluation purpose. Conditional discount will not be considered for evaluation purpose. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the Order price.

4.12 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

4.13 **BIDDERS SHOULD OFFER FIRM PRICES:**

Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

4.14 **CHANGE IN QUANTITY:**

OIL reserves the right to increase / decrease the quantity at the time of placement of order up to +/- 20%. It will be obligatory on the part of the Bidder to supply ordered quantity at the offered rates. The bids, however, shall be evaluated based on the tendered quantity to decide the inter-se ranking of the bidder.

4.15 **TECHNICAL LITERATURE:**

Relevant technical literature must be submitted along with the offer whenever called for without which the offer would be liable to be rejected.

4.16 **DELIVERY:**

Offers should be for delivery at site as indicated, with firm delivery date. If delivery is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery indicated in our tender and will be binding on the bidder. The delivery will be counted from the date of receipt of the letter of intent/order by the successful bidder.

4.17 **VALIDITY:**

Offers must be valid for acceptance for the minimum period of 60 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be rejected. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

4.18 **VAGUE AND INDEFINITE EXPRESSIONS:**

Any vague and indefinite expressions such as "Subject to prior sale", "Prices ruling at the time of dispatch", "Subject to availability of materials" etc. will not be considered.

4.19 **WITHDRAWAL OF OFFERS BY BIDDER:**

In case any bidder withdraws their bid within the bid validity period, Bid Security (wherever applicable) will be forfeited and the party will be debarred for a period as per Banning Policy of OIL.

4.20 **CANCELLATION OF TENDER –REFUND OF TENDER FEE/ BID SECURITY :**

In the event, a particular tender is cancelled the tender fee will not be refunded. In case the tender is cancelled and refloats, tender will be issued free of cost to the bidders who purchased against cancelled tender.

4.21 FURNISHING FRAUDULENT INFORMATION / DOCUMENT :

If it is found that a bidder has furnished fraudulent document/information, the bid security/Performance Security (wherever applicable) shall be forfeited and the party will be debarred for a period as per company's Banning policy from date of detection of such fraudulent act, besides the legal action.

4.21 BACKING OUT BY BIDDER AFTER ISSUE OF LETTER OF AWARD

In case the bidder does not accept the LOA / Purchase order issued within validity of their offer, the bid security (wherever applicable) shall be forfeited and the firm shall be debarred for a period as per Banning Policy of OIL India Limited available in OIL's website www.oil-india.com.

5.0 CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS:

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

6.0 BID SECURITY: NOT APPLICABLE.

(NOTE: This clause is applicable only in case of tenders wherever specifically mentioned.)

6.1 All the Bids must be accompanied by Bid Security (wherever applicable) for the amount as mentioned in the Forwarding letter and shall be in the prescribed format (PROFORMA -II) in one of the following forms:

i) A Bank Guarantee from any nationalised scheduled Indian Bank. The Bank Guarantee shall be valid for 120 days from the scheduled bid closing date and shall be enforceable at Noida/Delhi.

ii) Alternately, Bid Security can also be paid through the online payment gateway against this tender.

Note: In case of extension of bid closing date against any tender where a bidder has already submitted his bid with requisite bid security within the original BC date, such bidders will be asked to confirm extension of their bid security after opening of the bids. Offers from such bidders will be considered if they extend bid security for the corresponding period of extension of BC date upon request from OIL.

6.2.1 The bidders will have to submit the Bank Guarantee from any of the scheduled Indian banks and on non-judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.

6.2.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank:

(a) Full Address

(b) Branch Code

(c) Code Nos. of the authorized signatory with full name and designation

(d) Phone Nos./Fax Nos./E-mail address

6.2.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.

6.3 Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 6.1 and 6.2.1 will be rejected outright without any further reference.

6.4 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will however, ensure the validity of the Bid Security till such time the Performance Security in conformity with Clauses 7.0 below as the case may be, is furnished.

6.5 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.

6.6 Bid Security will not accrue any interest during its period of validity or extended validity.

6.7 The Bid Security (wherever applicable) will be forfeited:

a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,

OR

- b) If the successful Bidder do not accept the order or fails to furnish the Performance Security within 15 days of placement of order or before the expiry of Bid Security (unless extended), whichever is earlier.
- c) If a bidder furnished fraudulent document/information in their bid.

7.0 **PERFORMANCE SECURITY: NOT APPLICABLE.**

(NOTE: This clause is applicable only in case of tenders wherever specifically mentioned.)

- 7.1 The successful bidder shall furnish the Performance Security in the prescribed form herewith within 15 days of the receipt of Letter of Intent / order / LOA / Contract failing which OIL reserves the right to cancel the order / contract and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above.
- 7.2 In the event of Seller's/Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be encased and the proceeds thereof shall be forfeited without any further reference to the Seller/Bidder.
- 7.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee in the prescribed format (PROFORMA-III) issued from any scheduled Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank only will be accepted. Bank Guarantees issued by Banks in India should be on non-judicial stamp paper/Franking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller .Bank Guarantee with any condition other than those mentioned in OIL's prescribed format shall not be accepted and bids submitted by bidders with such Bank Guarantee will be liable for rejection.
- 7.4 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank:
 - (a) Full Address
 - (b) Branch Code
 - (c) Code Nos. of the authorized signatory with full name and designation
 - (d) Phone Nos./Fax Nos./E-mail address
- 7.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOI/Purchase Order issued/placed on the Supplier shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Supplier shall be invoked without any further reference.
- 7.7 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the order.
- 7.8 Performance Security shall be valid for 90 days beyond contract period/duration and applicable warranty/guarantee/defect liability period (if any). The validity requirement of Performance Security specified in the main order is assuming dispatch within stipulated delivery period. In case of any delay in dispatch, validity of the Performance Security is to be extended suitably as aforesaid.
- 7.9 Performance Security will be discharged by the Purchaser and returned to the Seller, within 30 days of its expiry of validity including any extension sought thereof in case of no claim on seller by the purchaser.
- 7.10 Performance Security amount will not accrue any interest.

8.0 **DOCUMENTS COMPRISING THE BID:**

The bid prepared by the bidder shall comprise the following components, duly completed:

- a) Technical Bid as per Scope of Work, Technical Specifications.
- b) Statement of compliance as per Proforma-I, enclosed.

- c) Price bid as per the bidding format provided in Annexure –IV.
- d) Bid must accompany necessary literature/catalogue of the equipment as well as of the spare parts catalogue thereof, wherever required.
- e) Authorization letter for attending Tender Opening (Refer Annexure -V)

9.0 SUBMISSION OF OFFER:

- 9.1 OIL reserves the right to extend the B.C. date as deemed fit by the company.

10.0 DEADLINE FOR SUBMISSION OF BIDS:

- 10.2 Bid must be received within the bid closing date & time mentioned in the tender. Bid submitted after the submission dead line will be rejected.

11.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS:

- 11.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.
- 11.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification of its bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply of the bidder should be restricted to the clarifications sought.

12.0 EXTENSION OF BID SUBMISSION DATE:

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.

13.0 LATE BIDS:

- 13.1 Timely submission of tenders is the responsibility of the bidder. Bidders are advised in their own interest to ensure that bid are submitted before the closing date and time of the bid.

14.0 OPENING OF TENDERS:

- 14.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.
- 14.2 In case of any unscheduled holiday/Bandh on the bid opening date, the closing/opening date shall be re-fixed to next working day, the time notified remaining the same.

15.0 COMPLIANCE WITH TENDER:

- 15.1 Bidder's offer must conform in all respects with the applicable specifications, drawings and terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. In order to be considered responsive, bidder's offer must specifically include the following statement:

We certify that our offer complies with all NIT requirements and Specifications except for the following:

List exception

If none, state "None"

- 15.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the materials specifications or to the terms and conditions stipulated in this tender without assigning any reason other than Bid Rejection Criteria specified in the Bid document.
- 16.0 **PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**
- 16.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.
- 17.0 **INSPECTION AND TEST:**
- 17.1 All materials to be supplied shall be subject to inspection and test by OIL at its discretion at any stage of manufacture and before despatch by mutual arrangement. Inspection and tests shall be carried out either by OIL's personnel or through a third party nominated by OIL. Seller has to arrange for the inspection through the nominated third party (whenever applicable) and obtain the necessary inspection certificates.
- 17.2 OIL reserves the right to inspect the material through any of the Third Party Inspection Agencies. While appointing the Third party Inspection Agency (from OIL's approved agencies), the bidder shall pass instruction to the appointed Third Party Inspection Agency to comply and respond to the advice/queries made by OIL directly with the inspection agency in connection with the inspection.
- 17.3 Bidder must extend the required facility for inspection by Third Party Inspection Agency. The bidder will be responsible for arranging the third party inspection and must submit the inspection certificate in Original to OIL along with the dispatch documents. The certificate issued by the Third Party Inspection Agency must specify that the inspection has been carried out for the material to be supplied to OIL INDIA LIMITED and inspection has been carried out as per the scope of inspection stipulated in OIL's Purchase Order. The certificate should also specify OIL's Purchase Order Number.
- 18.0 **PACKING:**
- 18.1 Packing of goods must be sufficiently robust to withstand multiple handling during transit for delivery to their final destination so that contents do not get damaged. Protection of the plant and equipment against corrosion or deterioration must be given special attention.
- 18.2 Machined steel and iron parts are to be heavily greased / varnished as a prevention against rust.
- 18.3 In the case of internal combustion engines, compressors and similar equipment, internal parts are to be sprayed with an inhibitor or water splitting preservative and all openings covered with tape to prevent ingress of water.
- 18.4 Boxes / Packing cases containing electrical / electronic equipment are to be waterproof lined.
- 18.5 All items must have their respective identification marks painted / embossed on them.
- 18.6 Crates or boxes should have a list of items contained therein secured to the exterior by means of an enveloping piece of tin sheet nailed to the wood. A duplicate list should also be included inside the crate with the contents.
- 18.7 The Seller shall be responsible for damage of goods either in full or in part and for corrosion and/or deterioration of the plant and equipment during transit due to inadequate/insufficient packing or due to non-compliance with the above Para Nos. 18.1 to 18.4 depending upon the nature of items and as such shall be obligated to repair or replace the damaged goods or plant or equipment in full or in parts thereof, at free of cost to OIL within a reasonable period of time.
- 18.8 **WEIGHT AND SIZE LIMITATION OF PACKAGES:**
Normal limiting dimensions and weights are as under:

<u>Category</u>	<u>Length</u>	<u>Width</u>	<u>Height</u>	<u>Capacity</u>
Truck	5.185 Mtrs.	1.98 Mtrs	1.98 Mtrs	9 MT
Normal Trailer	10.98 Mtrs	2.44 Mtrs	2.44 Mtrs	18 MT
Semi Low Bed Trailer	10.98 Mtrs	3.05 Mtrs	3.05 Mtrs	20 MT
Low Bed Trailer	6.71 Mtrs	3.05 Mtrs	3.81 Mtrs	18 MT

This dimensional restriction must not be violated without prior approval from OIL. The finished packing should be in the form of a Box under the limited dimensions.

19.0 **DESPATCH:**

19.1 **Road Despatch:**

19.1.1 In the event of an order other than FOR Destination terms, the material will be required to despatch through OIL's approved transporter (which will be specified in the order) on "Door Delivery" basis.

19.1.2 For orders placed on FOR Destination basis, the material will be required to despatch through reputed Bank approved transporters only on Door Delivery basis. In case OIL is required to collect the material from transporters godown, extra expenditure incurred thereof will be recovered from the Bidder/seller.

19.2 **Rail Dispatch:**

In case of Rail dispatch, the Bidder will be fully responsible for arranging required railway wagons/rake. Tubular consignment will be dispatched on open type wagons only. Height of the wagons should not exceed 4.6 metres.

19.1 Successful suppliers will be given necessary permission to enter into the Company's Area or Company's other operating areas to deliver the materials as per the timings given below:

- a) Monday to Friday: Morning: 10:00 AM to 01.30 PM
Afternoon: 02.00 PM to 04.30 PM

20.0 **INSURANCE:**

20.1 Transit insurance will be arranged and paid for by OIL for all orders other than FOR Destination orders, if otherwise not mentioned anything in the tender. The Bidder/seller will be required to intimate the insurance agency (which will be specified in the Purchase Order) regarding the despatch details immediately after despatch. The Sellers have to arrange the transit insurance at their cost in case of orders placed on FOR Destination basis.

21.0 **PAYMENT TERMS:**

21.1 **Payment terms where installation / commissioning and training are not involved :**

21.1.1 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.

21.1.2 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 despatch documents for suppliers having good track record with OIL and where 10% Performance Security is submitted in time and no installation/commissioning is involved.

21.2 **Payment terms where installation /commissioning and Training are involved:**

Wherever installation / commissioning and Training are involved, 70% payment will be made against supply of materials and balance 30% after satisfactory commissioning at site along with the installation & commissioning charges after adjusting liquidated damages, if any. Payment towards training will be released after successful completion of training.

21.3 **Payment against trial orders:**

In the event of placement of trial orders, payment will be made only on acceptance of goods after successful field trial of the materials.

21.4 **Payment to third party :**

Request for payment/part payment to third party (i.e., other than the party on whom the order has been placed) will not be entertained by OIL under any circumstances. The offers stipulating payment/part payment to such third party will be considered as non-responsive and such offers will be rejected.

21.5 **Banking Charges :**

All banking charges will be to the bidder's account.

21.6 **Advance Payment:**

21.6.1 Request for advance payment shall not be normally considered. Depending on merit and at the discretion of OIL, advance payment may be agreed at an interest rate of 1% above the prevailing Bank rate (CC rate) of State Bank of India compounding on quarterly basis from the date of payment of the advance till recovery /refund.

21.6.2 Advance payment if agreed to by the Company shall be paid only against submission of an acceptable Bank Guarantee whose value should be equivalent to the amount of advance plus the amount of interest estimated by OIL on the basis of contractual delivery period.

21.6.3 Bank Guarantee shall be valid for 3 months beyond the delivery period incorporated in the order and same shall be invoked in the event of Seller's failure to execute the order within the stipulated delivery period.

21.6.4 In the event of any extension to the delivery date, seller shall enhance the value of the bank guarantee to cover the interest for the extended period and also shall extend the validity of bank guarantee accordingly.

22.0 **CONFIDENTIAL INFORMATION:**

22.1 The Bidder / Seller shall treat as confidential all designs, drawings, data or information written or verbal, supplied by OIL and shall use its best endeavors to ensure that such design, drawings, data or information is not divulged to any third party except with the consent of OIL where necessary for the purpose of performance of its obligation hereunder and subject to similar undertakings being obtained from such third parties to treat such design, drawings, data or information in like confidence other than designs, drawings, data or information which at the time of proposed disclosure are within the public knowledge or in the Bidder's/Seller's possession.

23.0 **PATENT AND OTHER RIGHTS:**

23.1 The Bidder/Seller shall fully indemnify OIL against any action, claim or demand, costs and expenses arising from or incurred by reason of any infringement or alleged infringement of any letter, patent, design, trademark or name, copy right or other legally protected rights in respect of any plant, work, materials to be supplied or any arrangement, system or method of using, fixing or working to be employed by the Bidder/Seller.

23.2 In the event of any claim or demand being made or action brought against OIL in respect of any of the aforesaid matters, OIL shall notify the Bidder/Seller thereof as soon as possible and Bidder/Seller shall conduct with the assistance of OIL if necessary, but at his own expense, all negotiation for the settlement of such matter and any legal proceeding, litigation/ arbitration involved or which may arise therefrom.

24.0 **INDEMNITY AND INSURANCE:**

24.1 The Bidder/Seller shall defend or hold OIL harmless from all actions, claims, suits and demands made, against either or both of them in respect of injuries to or death of any person including employees of the Bidder/Seller or non-compliance of any statutory/safety requirement.

24.2 The Bidder/Seller shall also defend and hold OIL harmless for loss of and damage to property arising from the supply of any goods or materials or the erection, installation repair or operation for a period, of any plant hereunder.

25.0 **ASSIGNMENT:**

25.1 The Bidder/Seller shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/Seller of any of his obligations which might have arisen before such permission was given.

26.0 **WARRANTY / GUARANTEE:**

26.1 Goods, materials or plant (s) to be supplied hereunder shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 18 (eighteen) months from the date of dispatch or 12 (twelve) months from the date of commissioning/receipt (where commissioning is not involved) whichever is earlier against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by OIL to the Seller shall be replaced immediately by the Seller on F.O.R destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods. However, for consumables like chemicals, cement, tubular etc. the guarantee shall be valid for 12 months from the date of dispatch.

27.0 **DEFAULT IN DELIVERY / LIQUIDATED DAMAGES:**

27.1 Time will be of the essence of the contract.

27.2 In the event of the Seller's default in maintaining the agreed delivery schedule set out in the order, OIL shall have the right to cancel the order at any time after expiry of scheduled delivery date without any reference to the Seller and make alternative arrangement at the discretion of OIL in which case extra expenditure involved, will be recoverable from the Seller and OIL shall not be responsible towards such cancellation or any damage that may be incurred by the Seller. The decision of OIL shall be final and binding on the Seller.

27.3 As an alternative to Clause No. 27.2 above, OIL reserve the right to accept the materials but, the Seller shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of the goods in respect of which default in delivery takes place subject to a maximum of 7.5 %. Should there be default on the part of the Seller for more than 15 Weeks from the scheduled date to complete the delivery or to complete the installation/commissioning & Training (wherever applicable) successfully, OIL shall have the right, in addition to the provisions under Clause 27.2 to invoke the Performance Security without causing any notice to the Seller to this effect. The amount of liquidated damage as stipulated above is a pre-estimated genuine loss as agreed by both the parties and shall be payable without any demur and shall not be open for any dispute whatsoever.

27.4 The liquidated damage as agreed by both the parties as a genuine pre-estimated loss shall be payable on Landed Cost of the materials at DELHI inclusive of all cost to the extent of default (undelivered portion only in cases where part delivery is acceptable) and commissioning at site is not involved.

28.0 **FORCE MAJEURE:**

28.1 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.

- 28.2 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 29.1 and which renders performance of the contract by the said party completely impossible.

29.0 **DEFAULT:**

- 29.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, OIL may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as OIL may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, OIL will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event OIL shall have the right to terminate the Contract.

30.0 **TERMINATION:**

- 30.1 In the event of an Contract with the Bidder, OIL shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

31.0 **APPLICABLE LAW:**

The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India.

32.0 **ARBITRATION:**

- 32.1 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.

- 32.2 In case of dispute with the Seller who happens to be a Public Sector Undertaking, the same shall be resolved as per Department of Public Enterprises (DPE) guidelines.

33.0 **BID REJECTION CRITERIA:**

The bids must conform to the specifications, terms, and conditions given in the NIT. Bids shall be rejected in case the items offered do not conform to the required minimum / maximum parameters stipulated in the technical specifications and to the respective international/ national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected:

- 33.1 Bidders shall offer firm price through delivery and not subject to variation on any account. Bids with adjustable price shall be treated as non-responsive and rejected.
- 33.2 Offers with inadequate validity will be rejected.

- 33.3 Offers received from unsolicited parties shall not be considered and rejected.
- 33.4 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person (s) signing the bid. Any bid not meeting this requirement shall be rejected.
- 33.5 Any offer containing incorrect statement will be rejected.
- 33.6 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 34.0 **BID EVALUATION CRITERIA:**
- 34.1 Bids which are found to be responsive and meeting the requirement both specification wise and terms and conditions in the tender will be considered for final evaluation.
- 34.2 Each item shall be normally evaluated independently unless otherwise stated.
- 34.3 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 34.4 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.
- 34.5 At the time of evaluation of the offers, past performance of similar equipment supplied by the bidder as well as after-sales service, supply of spares, etc. in respect of such equipment by the concerned bidder will be considered / evaluated. If the same are not found to be satisfactory as already communicated to the bidder, the offer may be considered as unacceptable offer and rejected.
- 35.0 **COMPARISON OF OFFERS:**
- 35.1 Comparison of the bids will be done on total F.O.R. destination cost basis to ascertain the lowest bid. Railway freight in case of bulky consignments (forming rake loads) and road freight for others will be considered for arriving at the FOR destination cost.
- 35.2 In case of any conflict between the Rejection/Evaluation criteria stipulated here with that given in the Invitation for Bid, those mentioned in the Invitation for Bid will prevail.
- 36.0 **SET OFF:**
“Any sum of money due and payable to the Contractor/Supplier (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/Supplier with the Company (Or such other person or persons contracting through the Company)”.
- 37.0 **APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT:**
In case of any contradiction between clauses stipulated here and provisions mentioned elsewhere of the tender document, provisions mentioned elsewhere shall prevail and override the Clauses in this Section.

(END OF ANNEXURE-III)

ANNEXURE-IV**BIDDING FORMAT FOR RATES**

Sl. No.	Item Description	Quantity /UoM	Unit Rate (INR)	Total Amount (INR)	GST in %	Total Price including GST (INR)
1.	Supply, installation & commissioning of 44 inch Scanner	1 Unit				
2.	AMC charges for Year 1 (To start after 1 year of post installation warranty)	12 Month				
3.	AMC charges for Year 2	12 Month				
4.	AMC charges for Year 3	12 Month				
5.	AMC charges for Year 4	12 Month				
6	Total Price of Item no. 1,2,3,4&5 inclusive of GST					

(END OF ANNEXURE-IV)

ANNEXURE- V

Authorisation letter to attend Tender Opening.

To

Dy. General Manager(C & P)
E&D Directorate , Oil India Limited
NBCC Centre, 5th Floor, Plot No. 2, Okhla Phase-I
New Delhi-110020.

Dear Sir,

Sub : OIL Tender No..... for supply, installation & commissioning of
44 inch Scanner.

Mr. /Mrs. has been authorised to be present at the time
of opening of the above tender due on at New Delhi on my/our behalf.

Yours faithfully,

Name :
Designation:

Seal of organization: