



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

Oil India Limited (RP)
2-A, District Shopping Centre
Saraswati Nagar, Basni
Jodhpur-342005,
Phone- 0291 -2729-473,
0291 -2729-466
Fax: 0291-2727050
Email: km_kumar@oilindia.in
erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SJ12713P17 **Dated :** 14.10.2016

Tender Fee : INR 1,000.00

Bid Security Amount : INR 78,600.00

Bid Bond Validity : Bid Bond should be valid up to 31.05.2017.
(Bid bond format has been changed. Please submit bid bond as per revised format. Refer: MM/LOCAL/E-01/2005)

Bid Validity : Bid should be valid for 90 days from bid closing date.

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable (@10% of the PO value)

Integrity Pact : Not Applicable

OIL, Rajasthan Project invites Bids for **SUPPLY, ANNUAL MAINTENANCE CONTRACT AND CONSUMABLES OF ONE (01) COLOUR WELL LOG PRINTER** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under **Technical RFx**.

The tender will be governed by:

- General Terms & Conditions for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement.
- Technical specifications, Quantity and any other notes as per **Annexure – IA**.
- The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.

- d) 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 Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- e) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) & Bank Details (**Annexure GGG**) as per given format in Technical RFx -> External Area - > Tender Documents. The above filled up document to be uploaded in the **Technical RFx** Response.
- g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

Special Note:

1.0 Technical and Financial Criteria:

In addition to the general BRC/BEC, following Technical and Financial criteria shall be considered as on the original Bid Closing Date. (Documentary evidence to be provided along with the bid in Technical RFx -> External Area - > Tender Documents failing which the offer shall be rejected).

Criteria	Complied / Not Complied. Documentary evidence submitted / not submitted
a) Bidder should have experience of successfully executing at least 1 (one) similar order for INR 19.63 Lakhs in preceding 5 (five) years as on Bid Closing Date. ōSimilar Orderö means öSupply, AMC & Consumables for Colour Well Log Printer as under technical specification of current tenderö	
b) Annual financial turnover of the firm in any of the preceding 3 financial years should not be less than INR 19.63 Lakhs.	
c) Net Worth of the firm should be Positive for preceding financial /accounting year.	

Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as ö (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. For Annual

financial turnover and net worth, enclose the audited Annual Report, Balance Sheet and Profit and Loss Account certified by a chartered accountant.

2.0 Vendors having OIL's User ID & password may pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Vendors who do not have OIL's User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway up to one week prior to the Bid closing date (or as amended in e-portal).

Alternatively application showing full address/email address with Tender Fee of INR 1,000.00 in the form of crossed "Payee Account only" Bank Draft/Bankers' Cheque drawn by Bank and valid for 90 days from the date of issue of the same or in the form of Indian Postal Orders in favour of OIL INDIA LIMITED and payable at Jodhpur is to be submitted to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan. Application shall be accepted only upto one week prior to the Bid closing date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate "REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO. SJI2713P17" for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, USER ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. No physical tender documents will be provided. Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oil-india.com.

NOTE:

In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan for waiver of Tender Fee upto one week prior to the Bid closing date (or as amended in e-portal).

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following document/materials which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan on or before the Bid Closing Date and Time mentioned in the Tender.

- a) Original Bid Security**
- b) Detailed Catalogue (if any)**
- c) Any other document required to be submitted in original as per tender requirement**

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in duplicate.

4.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.

5.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed

envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.

6.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.

7.0 The tender shall be governed by the Technical & Financial Criteria / Bid Evaluation Criteria given above and terms and conditions of enclosed **Annexure-IA**. **However, if any of the Clauses of the Technical & Financial Criteria / Bid Evaluation Criteria given above and terms and condition of enclosed Annexure-IA contradict the Clauses of the tender and / or General Terms & Conditions as per Booklet No. MM/LOCAL/E-01/2005 elsewhere, those in the Technical & Financial Criteria / Bid Evaluation Criteria given above and terms and condition of enclosed Annexure-IA shall prevail.**

7.1 The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following:

- i. **Validity of bid shorter than validity indicated in the tender.**
- ii. **Original Bid Security not received within the stipulated date and time mentioned in the tender.**
- iii. **Bid security with (a) Validity shorter than the validity indicated in tender and/or (b) Bid security amount lesser than the amount indicated in the tender.**

8.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

9.0 All the Bids must be Digitally Signed using "Class 3" digital certificate (e-commerce application) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

10.0 **BIDDERS ARE REQUIRED TO QUOTE WITH MINIMUM VALIDITY OF 90 DAYS FROM THE BID CLOSING DATE AS PER NIT REQUIREMENT. BIDS WITH LESSER VALIDITY SHALL BE REJECTED.**

11.0 The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan before bid closing date and time of the technical bid. Bid without original Bid Security will be rejected. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions Local Tender (MM/LOCAL/E-01/2005). **The bid security shall be valid up to 31.05.2017. Please submit bid bond as per revised format.**

Note : Bid Security may also be paid online.

12.0 Performance Security @10% of order value is applicable against this tender. Please refer clause 10.0 of Section A of General Terms and conditions for Local Tender (MM/LOCAL/E-01/2005).

13.0 **Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details. MSE bidders are exempted from submission of**

Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.

14.0 If Bank Guarantee is submitted towards -Bid Security, then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.

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

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

NOTE:

Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the terms and conditions of NIT.

Yours Faithfully

Sd-

(KRISHNA MOHAN KUMAR)
MATERIALS MANAGER
FOR CHIEF MANAGER (M&C)
FOR DGM-SERVICES
FOR EXECUTIVE DIRECTOR (RP)



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

Oil India Limited (RP)
2-A. District Shopping Centre
Saraswati Nagar, Basni
Jodhpur-342005,
Phone- 0291 -2729-473,
0291 -2729-466
Fax: 0291-2727050
Email: km_kumar@oilindia.in
erp_mm@oilindia.in

ANNEXURE-IA

Tender No. & Date : SJI2713P17 Dated 14.10.2016

Bidding Type : Single Bid (Composite Bid)

Bid Closing on : As mentioned in e-portal

Bid Opening on : As mentioned in e-portal

OIL INDIA LIMITED (Rajasthan Project) invites Indigenous Bids for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY:

SL. NO. MAT. CODE	MATERIAL DESCRIPTION	QUANTITY	UOM
10 0C000446	SUPPLY OF WELL LOG COLOUR PRINTER	1	NO
20	ANNUAL MAINTENANCE CONTRACT FOR COLOUR LOG PRINTER UNDER SL. NO. 10 ABOVE	1	AU
30	CONSUMABLES FOR COLOUR LOG PRINTER UNDER SL. NO. 10 ABOVE	1	AU

SPECIFICATIONS FOR WELL LOG COLOR LASERJET PRINTER

- 1) Print Speed: For Well Logs -7 IPS, (colour and black) or higher
- 2) Print Resolution: 1200 dpi or higher
- 3) Memory : 512 MB or higher
- 4) Processor: 540 MHz or higher
- 5) Driver for Win XP/ VISTA / Window 7 / 8 /10 on CD/DVD Media (32 and 64 bit both)
- 6) Make & Model : Make & Model must be mentioned
- 7) Media Size : Legal, letter, A4, 8.5+wide x unlimited Length Etc. with Auto cutter
- 8) Media Type : 8.5+wide x unlimited length , Paper
- 9) Connectivity: Ethernet Network Port and USB Port
- 10) Others: USB and Power Cable and Toner Cartridges

11) Software: To view, edit and print industry standard log formats such as: LAS, TIF, PDF, PDS, CGM, EMF, BMP, AND JPG.

12) Detailed specification along with brochure to be provided

A. Delivery, Installation & Commissioning Terms

Delivery, installation and commissioning should be completed within 90 days of confirmed order.

B. Warranty Service Terms

1. Comprehensive on-site warranty for a period of 1 year from the date of commissioning.
2. Preventive & corrective maintenance of all hardware supplied including replacement of defective parts during warranty period, at no extra cost.
3. The defective parts under warranty should be first repaired/ replaced and thereafter the defective item can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period, will attract penalty, as mentioned in penalty clause.

C. Annual Maintenance Contract (AMC) Terms

1. Comprehensive on-site maintenance including replacement of spares for a period of 4 years after expiry of Warranty.
2. Preventive & corrective maintenance of all hardware supplied, including replacement of defective parts, during AMC period, at no extra cost.
3. The defective parts under AMC should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period, will attract penalty, as mentioned in penalty clause.
4. All visits (including transport to and from Jodhpur and accommodation at Jodhpur) by bidder's personnel for AMC related work shall have to be borne by the successful bidder.
5. The charges for Annual Maintenance Contract (AMC) should be quoted on yearly basis and will be considered for commercial evaluation. However, if it is found that the AMC charges are quoted unrealistically / unreasonably low in comparison to the equipment cost, vendor will be required to furnish detailed support plan and methodology to maintain the system as per this tender requirement. In case, it is found unacceptable then OIL will inevitably be compelled to exercise alternative options by readjusting the AMC charges from the total Cost, at its own discretion.
6. Payment against AMC will be made on annual basis, after successful completion of each year.

D. Penalty Terms

1. In case bidder fails to repair or replace a defective part(s) under warranty / AMC mentioned in warranty / AMC services clause, within 72 hours, from the time of reporting the breakdown, a penalty @ Rs.500/- per day will be levied. If for any reason, the bidder fails to provide services/ replacement within seven successive days from the date of reporting, the period of warranty / AMC shall be extended by that number(s) of days, at no extra cost, in addition to the above penalty, subject to a maximum of 15% of the total order value.
2. The penalty amount will be adjusted from any of the bidder's outstanding bill(s), irrespective of this Purchase Order submitted to OIL INDIA LTD or invokes the Performance Bank guarantee for the amount as deemed fit.

E. Payment Terms

1. 70% hardware cost after complete delivery
2. 30% after installation and commissioning

F. Consumables for Entire period of Warranty & AMC.

1. Bidder has to submit the price for all the consumables as per mention in the item no G. 3 of the NIT for the entire period of warranty and AMC. As per our requirement we will advice and material must be supply within One month or early and payment will be release accordingly on receipt of invoice as per Purchase Order.

G. Bidding Format

NIT Specifications Offered Specifications

i. TECHNICAL:

ii. COMMERCIAL:

Item No. Description Unit Quantity Amount

1. Cost of System No.

2. Annual Maintenance Charges (AMC) Year 4
 First Year
 Second Year
 Third Year
 Fourth Year

3. Consumables
Full Scale log paper: 5,000 sheets 24# 6.25"x 8.5" : 8 Nos.
Extra High cartridge . Black : 3Nos.
Extra High cartridge . Cyan : 3Nos.
Extra High cartridge . Yellow : 3Nos.
Extra High cartridge . Magenta : 3Nos.
Internal Transfer Unit Kit : 1No.
Color Fuser Kit : 1No.
Color Transfer Waste Bottle : 3Nos.

H. Other Terms and Conditions

1. The Bidder should quote for brand new Printer. The Bidder should provide an undertaking of authenticity of Hardware (in original), from OEM, as per Annexure-II, stating that no refurbished/ duplicate/ second hand components/ parts/ assembly, shall be used.

2. Bidder must indicate the year of launch of the offered models. Obsolete products will not be considered for evaluation. The bidder will get an undertaking from the OEM that the essential

spares of the quoted model will be available in the market for a minimum period of 5 years from the date of commissioning.

3. The Printer shall be supplied in the factory sealed OEM packing only.

4. Evaluation of the bid will be done on the basis of total price quoted by bidder i.e. cost of system + AMC for 4 years + Consumables (as listed in G. Commercial.)

5. All the items will be procured from single source only.

Annexure-I

Sample authorisation letter from OEM
(To be typed on the letterhead of the Issuing Company)

Ref. No. _____

Date _____

**Chief Manager (M&C),
Oil India Limited,
Rajasthan Project,
2A, District Shopping Centre,
Saraswati Nagar, Basni,
Jodhpur-342005, Rajasthan**

Sir,

Sub: Authorisation Certificate

Ref: Your tender enquiry No. _____ Dated _____.

We hereby authorize M/s_____ to quote and provide onsite warranty & AMC support, including replacement of spares, for the above tender, on our behalf.

This certificate is valid up to _____

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

Signature of Authorised Signatory
Name :
Designation :
Phone No.
Place :
Date :

Annexure-II

Sample undertaking of authenticity letter from OEM
(To be typed on the letterhead of the Issuing Company)

Ref. No _____ Date _____

**Chief Manager (M&C),
Oil India Limited,
Rajasthan Project,
2A, District Shopping Centre,
Saraswati Nagar, Basni,
Jodhpur-342005, Rajasthan**

Sir,

Sub: Undertaking of authenticity of Hardware supply

Ref: Your tender enquiry No. _____ Dated _____.

With reference to the Printer being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly used in the Printer 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.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

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 Printer 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 firm here)

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

I. STANDARD NOTES:

- 1.0 Materials to be supplied hereunder shall be new, unused, of recent make, of best quality & workmanship and shall be guaranteed by the seller 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 supplier at the supplier's expense at no extra cost to OIL.
- 2.0 Bidders are to quote for Unit Material value, Packing/Forwarding Charges (if any), AMC Charges, Cost of Consumables, Taxes & Duties as applicable, Transportation charges (if extra) upto OIL's Office at Jodhpur(Rajasthan), Payment Terms, Delivery Period, in their offer.
- 3.0 For evaluation of bids, total cost for supply, installation and commissioning of Well Log Color LaserJet Printer, Comprehensive AMC, Consumable Spares as per tender requirement will be considered. Comparison of offers will be done on Total F.O.R OIL's office at Jodhpur, Rajasthan basis.
- 4.0 To evaluate the inter-se-ranking of the offers, Rajasthan Entry Tax on purchase value will be loaded as per prevailing Govt. of Rajasthan guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

However, payment of applicable Rajasthan Entry Tax on purchase value shall be to OIL's Account.
- 5.0 For order with F.O.R. Destination term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms in ANNEXURE - MM/LOCAL/E-01/2005. Bidders are advised to take note of this while mentioning payment term.
- 6.0 The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 7.0 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for LOCAL E-Tender vide MM/LOCAL/E-01/2005. However, if any of the Clauses of this tender document contradict the Clauses of the booklet MM/LOCAL/E-01/2005 elsewhere, those in this tender document shall prevail.
