

**IMPORTANT NOTE TO BIDDERS**

This tender has been displayed in website only to draw attention of all prospective bidders. Bidders interested to participate against the present tender must obtain tender documents from the office of Oil India Limited as per details given in the Notice Inviting Tender.

## **NOTICE INVITING TENDER**

Oil India Limited (OIL), a Govt. of India Enterprise, invites Competitive bids **under Single Stage Two Bid System** from indigenous bidders for the following work :

<b>Tender No.</b>	<b>Description of Work</b>	<b>Bid Closing Date</b>	<b>Tender Fee</b>
<b>LCP3545P15</b>	<b>Printing and supply of Shareholders' Version and Deluxe Version of Annual Report and Chairman's Speech for the financial year 2013-14.</b>	20.06.2014 (14:30 Hrs)	Rs. 500.00

Non-transferable bid documents can be obtained from the office of Chief Advisor (C & P), Oil India Limited, Plot No. 19, Sector 16A, NOIDA on application and payment of non-refundable tender fee (PSU and SSI Units are exempted) as indicated above through crossed Demand Draft drawn in favour of Oil India Limited and payable at Noida /New Delhi. Tender documents will be on sale **from 21.05.2014** till one day prior to the scheduled Bid Closing date.

For detailed tender document, please visit website [www.oil-india.com](http://www.oil-india.com).

Note: PSU and SSI units will be provided tender document free of cost. However they should apply to OIL's above office to obtain tender documents before the last date of sale of tender document.



**ऑयल इंडिया लिमिटेड**  
( भारत सरकार का उद्योग ) पंजीकृत कार्यालय: दुर्गापुराण, अरुण  
**Oil India Limited**  
(A Government of India Enterprise) Registered Office: Durgapur, Assam

Plot No. 19, Sector 16A,  
Noida – 201301, U.P.  
Phone: 0120 - 2488333 to 2488347  
(EPABX)  
Fax: 0120 - 2488310  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)  
[corp\\_c&p@oilindia.in](mailto:corp_c&p@oilindia.in)

Web Site: [www.oil-india.com](http://www.oil-india.com)

## SECTION - I

### COVERING NOTE

**TENDER NO. LCP 3545P15 DATED 16.05.2014**

**BID CLOSING DATE & TIME: 20.06.2014 AT 14:30 HRS.**

**BID OPENING DATE & TIME : 20.06.2014 AT 14:45 HRS.**

**SUB :INVITATION TO BID UNDER SINGLE STAGE TWO BID SYSTEM FOR PRINTING & SUPPLY OF ANNUAL REPORTS FOR THE FINANCIAL YEAR 2013-14(SHAREHOLDERS' VERSION & DELUXE VERSION) & CHAIRMAN'S SPEECH.**

Oil India Limited (OIL), a Govt. of India Enterprise, invites quotations under Single Stage Two Bid System from experienced and competent domestic bidders for the job of printing and supply of Annual Reports ( Shareholders' version & Deluxe version) for the financial year 2013-14 & Chairman's speech.

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

SECTION– I: COVERING NOTE

SECTION– II: GENERAL TERMS AND CONDITIONS

SECTION–III: SCOPE OF WORK

SECTION–IV : SPECIFICATIONS OF ANNUAL REPORT( SHAREHOLDERS' VERSION)

SECTION-V : SPECIFICATIONS OF ANNUAL REPORT( DELUXE VERSION)

SECTION VI : BIDDING FORMAT FOR RATES.

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

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

SECTION–IX: BID REJECTION CRITERIA (BRC) / BID EVALUATION  
CRITERIA (BEC)

PROFORMA-I : STATEMENT OF COMPLIANCE

PROFORMA-II : INFORMATION TO BE PROVIDED BY THE BIDDER.

PROFORMA-III : 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 3545 P15 Dated 16.05.2014.**  
ii) Type of Bid : **Single Stage Two Bid System**  
iii) Tender Fee : Rs.500.00 (Non-refundable)  
[PSUs and SSI units are exempted]  
iv) Bid Closing Date & Time : 20.06.2014 ( 14:30 Hrs).  
v) Technical Bid Opening Date & Time : 20.06.2014(14:45 Hrs).  
vi) Address of Bid Submission : Office of Chief Advisor(Contracts& Purchase)  
OIL INDIA LIMITED  
Plot No. 19, Sector-16A,  
NOIDA 201 301, UTTAR PRADESH  
vii) Bid Opening Place : Office of Chief Advisor(Contracts& Purchase)  
OIL INDIA LIMITED  
Plot No. 19, Sector-16A,  
NOIDA 201 301, UTTAR PRADESH  
viii) Bid Security Amount : Rs. 38,000.00 (non-interest bearing).  
Original Bid Security should be submitted  
along with the Technical Bid.  
ix) Amount of Performance Security : 2.5% of the total contract value.

3.0 This tender is invited under **SINGLE STAGE TWO BID SYSTEM**. The bidders are required to submit their bids within the Bid Closing Date and Time stipulated in the above tender

4.0 The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except prices**.

5.0 The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions.

6.0 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

7.0 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 English & Hindi version shall be awarded on the same vendor.

8.0 OIL reserves the right to reject any/all bids and cancel the tender without assigning any reason whatsoever.

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

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

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

**( END OF SECTION –I )**

## 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) Covering Note (Section-I) highlighting the following points:
- (i) Oil India Limited 's Tender No.
  - (ii) Type of Bidding
  - (iii) Cost of Bid Document
  - (iv) Bid Closing date and time.
  - (v) Technical Bid Opening date and time .
  - (vi) Bid Opening place.
  - (vii) The amount of Bid Security.
  - (viii) The amount of Performance Security.
- (b) General Terms & Conditions of tender (Section –II )
- (c) Scope of Work (Section – III )
- (d) Specification of Annual Report( Shareholders' version)( Section- IV)
- (e) Specification of Annual Report( Deluxe version)( Section-V)
- (f) Bidding Format for rates (Section –VI)
- (g) The Bid Security Form (Section - VII)
- (h) The Performance Security Form (Section - VIII)
- (i) Bid Rejection Criteria /Bid Evaluation Criteria (BRC/BEC)-(Section - IX)
- (j) PROFORMA-I : STATEMENT OF COMPLIANCE
- (k) PROFORMA-II : INFORMATIONS TO BE PROVIDED BY THE BIDDERS.
- (l) PROFORMA-III: DELIVERY INSTRUCTIONS.
- 2.1 The bidder is expected to examine all instructions, terms and conditions , specifications in the Bid Document. Failure to furnish all 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 Two Bid System** and shall comprise of the following components:

**I. TECHNICAL BID**

- (i) Documentary evidence in accordance with Bid Rejection Criteria(BRC) as per Section- IX.
- (ii) Bid Security in original.
- (iii) Statement of compliance as per **Proforma–I enclosed.**

**II. COMMERCIAL BID (PRICE-BID)**

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

6.0 **BIDDING FORMAT :**

6.1 The bidder shall complete the Bidding Format as provided vide Section VI.

7.0 **PRICE BID:**

7.1 Price should be quoted in the Bidding Format provided vide Section-VI.

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

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

Evaluation and comparison of bids shall be made accordingly.

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

8.1 These are listed in Bid Rejection Criteria vide Section –IX. Bidders are requested to go through this section carefully & submit all required documents to technically qualify themselves.

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 "Covering Note".
- 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 opening of price bids of technically qualified bidders. For others, Bid security will be discharged 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.

10.0 **PERIOD OF VALIDITY OF BIDS:**

- 10.1 Bids shall remain valid for 90 days after the date of Bid opening prescribed by the Company.
- 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.
- 11.3 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:**

- 12.1 This tender is invited under **SINGLE STAGE TWO BID SYSTEM**. The bidders are required to submit their bids within the Bid Closing Date and Time stipulated in the Tender.

12.2 Under SINGLE STAGE TWO BID SYSTEM, bidders shall prepare the technical and commercial bids separately and shall put these two bids in two separate envelopes marked as “Techno-Commercial “Unpriced Bid” and “Priced Bid”. Both the envelopes containing the “Unpriced Bid” and “Priced Bid” should be superscribed with Bid Closing Date., Tender No, bidder`s name and brief description of works, and sealed and then put inside another envelope superscribing the tender no., Bid Closing Date, bidder`s name and brief description of works. The “Unpriced Bid” shall contain all techno-commercial details except the prices which shall be kept blank. The “Priced Bid” must contain the price schedule and the bidder`s commercial terms and conditions. The Bid Bond in original should be submitted along with the techno-commercial unpriced bid..

12.3 The envelope containing Techno-commercial unpriced bid and priced bid should be addressed to **CHIEF ADVISER (C&P),OIL INDIA LIMITED, Plot No. 19, Sector-16A, NOIDA 201301 with following details written on top of the envelope :**

- i) Tender No. ....
- ii) Technical Bid Closing Date:
- iii) Name of Bidder .....

12.4 All the conditions of the tender are given in various Sections of this document. Bidders are requested to state their compliance/ non-compliance to each clause as per **PROFORMA-I** of Section IX. This should be a part of the Technical-bid.

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 Bid Rejection Criteria have been properly signed and the bids are generally in order.

- 16.3 At 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.
- 16.10 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.

17.0 **OPENING OF PRICE BID:**

- 17.1 Company will open the Price Bids of the technically qualified bidders on a specific date in presence of interested qualified bidders. Bidders will be intimated about the Price bid opening date in advance through written notice.
- 17.2 The Company will examine the Priced-bids to determine whether they are complete in all respect, any computational errors have been properly signed, and the bids are generally in order.
- 17.3 Arithmetical errors will be rectified on the following basis. 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.

18.0 **EVALUATION AND COMPARISON OF BIDS :**

- 18.1 The Company will evaluate and compare the bids as per Bid Evaluation Criteria (Section-IX) of the tender document.

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 Contractor 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 will be released within a 30 days after satisfactory completion of work and receipt of bill for shareholder's version and for deluxe version jointly.

**30.0 DURATION OF CONTRACT :**

All the items covered by this tender are required by End of July 2014. Bidders are requested to comply this clause. 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 given by the Company to Postal Authorities. Quantity to be distributed to different addresses are as per delivery instructions enclosed vide Proforma-III to the tender.

( END OF SECTION – I I )

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**SECTION – III**

**SCOPE OF WORK**

**1.0 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 2013-14 as per specifications enclosed in Section IV & Section V of the bid documents. The tentative number of 56,000 copies (English version) of shareholder’s version of annual report would be delivered at the Post Office (as communicated by the Company).

Balance 4000 copies (shareholders’ version) to be sent to OIL Corporate Office.

- II) For Deluxe version of Annual Report, 1000 copies in English and 100 copies in Hindi. The delivery of the reports is to be ensured as per time schedule given in the Tender document at the Corporate Office of the Company.
- III) For variation in quantity, the rates quoted under “Additional Differential charges” for shareholder version and deluxe version would be applicable.

**(END OF SECTION –III )**

## **SECTION - IV**

### **DETAILED SPECIFICATIONS OF ANNUAL REPORT FOR THE YEAR 2013-14 & ENVELOPES FOR**

#### **I. SHAREHOLDERS' VERSION**

i) Size	8.25" X 10.75"
ii) No. of pages	156 (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:	100 GSM "Cinarmas" Art paper or equivalent in four colour
(b) Text:	60 GSM Maplitho paper ('A' Grade) or equivalent in single colour
vi) Quantity	60,000 ± 20% in English
vii) Binding	Centre-Pinning
viii) Additional charges for differential pages	+ / -4 pages
ix) Sample Paper	Sample of Paper to be submitted alongwith Bids

#### **II. ENVELOPES FOR SHAREHOLDERS' VERSION OF ANNUAL REPORT**

- i) Envelopes (90 GSM Maplitho Paper) : QUANTITY - 58,000 NOS.
- ii) Die cutting and pasting
- 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.

#### **III. 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 version (shareholders' version & deluxe version) shall be placed on the same vendor.

**(END OF SECTION –IV )**

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**SECTION - V**  
**DETAILED SPECIFICATIONS OF ANNUAL REPORT ( DELUXE VERSION) & CHAIRMAN'S SPEECH**  
**FOR THE YEAR 2013-14 :**

**I. ANNUAL REPORT –DELUXE VERSION (SPECIFICATIONS)**

i) Size	8.25" X 10.75"
ii) No. of pages	170 (Text) + 4 (cover) (Tentative) PLUS Cover
iii) Printing process	Quality Offset
a) Cover	Four Color + provision for the 5 <sup>th</sup> color if the design so conceived demands
b) Inside pages	Four Color
iv) Designing	Cover and Inside Layout. Artwork to be prepared by the Printer under the guidance and approval of OIL.
v) Quantity	1000 English & 100 Hindi
vi) Paper	
a) Cover	MontBlanc Extra White / Rendezvous Super White or equivalent -- 240 GSM
b) Text	130 GSM - MontBlanc Extra White / Rendezvous Super White or equivalent
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.
x) Sample Paper	Sample of Paper to be submitted alongwith Bids

**II. 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	170 GSM Art Paper

b. Text	100 GSM Art Paper
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**SECTION – VI****(PRICE-BID)****BIDDING FORMAT FOR RATES – ANNUAL REPORT 2013-14**

Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties (%)* (Pl.specify)	Total Price (inclusive of taxes& duties)
<b>A. SHAREHOLDERS' VERSION &amp; ENVELOPES:</b>						
1.	Charges (including cost of paper) for printing, production, lamination, binding etc. of Annual Reports as per specifications given in section IV.	60,000				
2.	Cost of envelopes (specifications as per section-IV)	58,000				
3.	<b>Total A (1+2)</b>					
<b>B. DELUXE VERSION</b>						
Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties (pl. specify*)	Total Price (Inclusive of Taxes& Duties)
4.	Charges (including cost of paper) for designing, printing, production, lamination, binding etc. as per specification given in section V.	1000 (English) 100 (Hindi)				
5	<b>TOTAL (B)</b>					
6	<b>TOTAL (A+B)</b>					

Sl. No.	Description	Rate Quoted (Rs.) (Inclusive of taxes & duties)
C	<b>ADDITIONAL &amp; DIFFERENTIAL CHARGES - SHAREHOLDERS' VERSION</b>	
7	Cost of printing and paper ±4 pages *	
D	<b>ADDITIONAL &amp; DIFFERENTIAL CHARGES - DELUXE VERSION</b>	
8	Cost of printing and paper ±4 *	
	<b>TOTAL (C+D)</b>	
	GRAND TOTAL (A+B+C+D)	

**\* Note1: For evaluation purposes, 4 pages of Additional Pages shall be considered.**

**\*\* NOTE 2 : Speciman copy of paper for shareholders' version and deluxe version of Annual report must be enclosed with the Technical Bid.**

**(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 \_\_\_\_\_, 2011.

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.

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.

**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.**

## **SECTION – IX**

### **BID REJECTION CRITERIA / BID EVALUATION CRITERIA (BRC/BEC)**

#### **1.0. BID REJECTION CRITERIA (BRC):**

The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All documents related to BRC must be submitted along with the Bid.

#### **1.1 Bidders must fulfill the following pre-qualifying Criteria to technically qualify in the present tender :**

- i) The bidders should have valid Income Tax Pan No. and Tin No. Self attested photocopies of these document must be submitted along with the technical bid.
- ii) **Infrastructure** : The bidders should have the required infrastructure as per following details :
  - a) Should have at least 4(Four) automatic high speed web printing machines including one multi colour automatic high speed web printing machine.
  - b) Should have one automatic folding machine.
  - c) Should have one automatic gang/saddle/centre –stitching machine.

**Note: Bidders must submit a certificate by a CA Firm in proof of having required infrastructure mentioned above.**

- iii) **Experience**: The bidder should have experience of printing and supply of Annual Reports for PSU/Public Ltd. Companies during the last 3(three)years as on 30.04.2014 of contract value as under :
  - a) One single contract of total value not less than Rs. 15.00 lakh
  - b) Two contracts of value each costing not less than Rs. 10.00 lakh
  - c) Three contracts of value each costing not less than Rs. 8.00 lakh.
- iv) **Annual Turnover** : The Average Annual Turnover of the bidders for the last 3(three) accounting years as per audited balance sheet should be atleast Rs.6.00 lakhs.

**Note : Bidder should submit photocopies of all documents in support of prescribed pre-qualification criteria as per following details with the technical bids :**

- a) Attested photocopy of PAN & TIN.
- b) In proof of having required Annual Turnover, bidder should submit photocopies of audited balance sheet and Profit & Loss account for last 3 accounting years, duly certified by CA.
- c) In proof of having requisite experience, bidders should submit photocopies of contract documents or work order showing details of work, contract period, gross value of the work and a completion certificate from the concerned clients indicating gross value of the work done and the date of completion ,period of work done.

Technical bids not accompanied by the required documentary proof in support of meeting above mentioned experience and annual turnover criteria and in support of having required infrastructure will be rejected.

- 1.2 Bidders must quote their offer in accordance with the Bidding Format provided in Section VI of the Bid documents. Bid received in any other format will be rejected.
- 1.3 Bids with inadequate validity ( Less than 90 days ) will be rejected.
- 1.4 Bidders shall furnish the “Bid Security” for the amount as specified in the ‘Covering Note’. 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.
- 1.5 Any Bid containing false statement shall be rejected.
- 1.6 Any Bid received by Company after the deadline for submission of Bids prescribed herein will be rejected and returned unopened.
- 1.7 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.
- 1.8 There must be no exception to the following Clauses including sub-clauses, as applicable, otherwise the Bid will be rejected.

- |                                       |                            |
|---------------------------------------|----------------------------|
| - Performance Security Deposit Clause | - Termination Clause       |
| - Tax and Duites Clause               | - Arbitration Clause       |
| - Force Majeure Clause                | - Liquidated damage clause |

- 1.9 No deviation or exception will be accepted in the clauses covered under BRC/BEC.
- 1.10 Bidders must purchase tender documents from the office of Chief Advisor (C&P) as mentioned in the Covering Note on payment of tender fee and they must enclose proof of purchase of tender documents along with their bids. Otherwise Bids will be rejected straight away.
- 1.11 Bidders have to submit their offer in Single stage Two Bid system as described in the present tender. Otherwise the offer will be rejected.
- 1.12 Unsolicited bids will be rejected straight way.

**NOTE:** If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

## **2.0 BID EVALUATION CRITERIA (BEC)**

- 2.1 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.
- 2.2 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender document and conforming to the Bid Rejection Criteria will be evaluated to determine the lowest bidder.
- 2.3 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Bidding Format.

- 2.4 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 2.5 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

( END OF SECTION – IX)

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**PROFORMA-I**

**STATEMENT OF COMPLIANCE**

(Only exceptions/deviations to be rendered)

<b>SECTION NO. (PAGE NO.)</b>	<b>CLAUSE NO. SUB-CLAUSE NO.</b>	<b>COMPLIANCE/ NON COMPLIANCE</b>	<b>REMARKS</b>

(Authorised Signatory)

Name of the bidder \_\_\_\_\_

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/ deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their technical bids. If the proforma is left blank or not submitted, then it would be construed that the bidder has not taken any exception/deviation to the terms and conditions of the bid document.

**PROFORMA-II**

**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. Specimen copy of paper for shareholders version & deluxe version :(Please enclose duly affixing copy of shareholders' version & deluxe version with your seal & signatures)
5. Earnest money details : DD No. \_\_\_\_\_ dated \_\_\_\_\_  
Amount Rs. \_\_\_\_\_ lakh Drawn On \_\_\_\_\_
6. Bank Details of the bidder to be provided in the bid document.

Signature of authorized signatory  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal:.....

**PROFORMA-III****DELIVERY INSTRUCTION :**

	<b>QUANTITY</b>	<b>DELIVERY DESTINATION</b>
<b>ANNUAL REPORTS SHAREHOLDERS COPY OVER PRINTED ENVELOPES FOR THE ABOVE ANNUAL REPORTS</b>	58000	Copies to be delivered by the Printer to the Post Office as communicated by Company.  The Postage / other costs like <i>packing, labeling, sorting, pasting, filling etc</i> will be directly given by the Company to the Postal Authorities.
<b>ANNUAL REPORTS SHAREHOLDERS COPY</b>	2000	COMPANY SECRETARY OIL INDIA LIMITED PLOT NO. 19, SECTOR 16A NOIDA 201301
<b>ANNUAL REPORTS DELUXE COPY</b>	400	HEAD (FINANCE) OIL INDIA LIMITED PLOT NO. 19, SECTOR 16A NOIDA 201301
	600	As per instructions of the Company.
<b>CHAIRMAN'S SPEECH</b>	4000 – English 500 - Hindi	COMPANY SECRETARY OIL INDIA LIMITED PLOT NO. 19, SECTOR 16A NOIDA 201301