

Annexure-I

OIL INDIA LIMITED
(A Government of India Enterprise)
P.O. Duliajan-786602, Assam, India
E-mail: material@oilindia.in

INVITATION FOR LOCAL COMPETITIVE BID

OIL INDIA LIMITED invites Local Competitive Bid (LCB) through its e-procurement portal <https://etender.srm.oilindia.in/irj/portal> for the following items:

E-Tender No	Bid Closing/Opening Date	Item Description
SDI0012P16 Dtd. 25.01.2016 (Single Stage Composite Bid System)	17.03.2016	PRINTERS
SDI0026P16 Dtd. 26.01.2016 (Single Stage Composite Bid System)	17.03.2016	PLOTTERS
SDI0043P16 Dtd. 27.01.2016 (Single Stage Composite Bid System)	17.03.2016	PRIME MOVER
SDI9439P16 Dtd; 03.12.2015 (Single Stage Two Bid System)	17.03.2016	SECURITY PANEL FENCING
SDI9424P16 DT: 03.12.2015 (Single Stage Two Bid System)	17.03.2016	TRANSFORMER 2000KVA
SDI0044P16 DT; 27.01.2016 (Single Stage Two Bid System)	17.03.2016	11KV VCB PANEL

Tender fee (Non-refundable): Rs 1,000.00; Bid Closing/Opening Time: **(11 Hrs.) IST/(14 Hrs.) IST**; Period of sale of documents: **Till one week prior to bid closing date**. The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com.

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.



OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

TELEPHONE NO: (91-374) 2808719

FAX NO: (91-374) 2800533

Email: tuhin_roy@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI0012P16 Dtd 25.01.16

Tender Fee : Rs 1,000.00

Bid Security Amount : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable

Integrity Pact : Not Applicable

OIL invites Bids for **Supply of Printers** 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 LCB Tenders. 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:

- a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = 0374-2807171 , 0374-2807192. Email id = erp_mm@oilindia.in.

- b) OIL's office timings are as below:

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

- c) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

- d) Technical specifications and Quantity as per **Annexure – 1A**.
- e) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- f) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- g) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website (www.oil-india.com) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.
- h) 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).
- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

Special Note:

1.0 General Qualification Criteria:

In addition to the general BRC/BEC, following criteria on Bidders' Experience and their financial capabilities shall be considered (**Documentary evidence to be provided along with the bid in Technical RFx -> External Area -> Tender Documents**) as on the Bid Closing Date:

Criteria	Complied / Not Complied.
	Documentary evidence submitted / not submitted
a) Bidder should have experience of successfully executing one similar order of Printers valuing atleast Rs 13.51 Lakhs during last 3 years.	
b) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 45.06 Lakhs.	

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 – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Received 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 enclose the audited Annual Reports or balance sheet certified by a chartered accountant.

2.0 Vendors having OIL's User ID & password shall purchase bid documents 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 shall obtain User ID & password through online vendor registration system in e-portal and can subsequently purchase bid documents through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Alternatively application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602. 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 ..." 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:

PSUs and MSE units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents 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 documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to **Head Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam 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 triplicate.

4.0 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 General Terms and Conditions for E- PROCUREMENT LCB TENDERS (MM/LOCAL/E-01/2005) 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.

5.0 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.

6.0 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.

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

8.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the **Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per Annexure-CCC)** contradict the **Clauses of the tender and / or "General Terms & Conditions"** as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the **BEC / BRC** shall prevail.

9.0 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.

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

11.0 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.

NOTE:

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

Yours Faithfully

Sd-

(T. ROY)

**DEPUTY MANAGER MATERIALS (IP)
FOR HEAD-MATERIALS**

Tender No & Date: SDI0012P16 Dtd 25.01.16

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

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>B) COMMERCIAL:</p> <p>i) Validity of the bid shall be minimum 120 days from the Bid Closing Date.</p> <p>ii) Bid security: The bid must be accompanied by Bid Security of Rs 45,500.00 in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e. upto 17.01.2017).</p> <p>Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.</p> <p><u>If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.</u></p> <p>For exemption for submission of Bid Security, please refer Clause No. 8.8 of</p>	

General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

The format of Bank Guarantee towards Bid Security (Annexure – VII) has been amended to Annexure – VII (Revised) and bidders should submit Bank Guarantee towards Bid Security as per Annexure – VII (Revised) only.

iii) Performance Security:

The successful Bidder will have to provide Performance Security @ 10% of order value. The Performance Security must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier.

The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

iv) *The Bank Guarantee should be allowed to be encashed at all branches within India.*

v) 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.

vi) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.

vii) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*e-commerce application*) 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. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.

viii) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

ix). A bid shall be rejected straightway if it does not conform to any one of the following clauses:

(a) Validity of bid shorter than the validity indicated in the Tender.

(b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.

(c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.

(e) Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender.

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below.

A) TECHNICAL:

- i) The bids will be evaluated as per NIT specifications.

B) COMMERCIAL:

- i). To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.
- ii). 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.

NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY**Tender No & Date: SDI0012P16 Dtd 25.01.16**

	Complied / Not Complied. (Remarks if any)
<p>ITEM NO. 10, A3 MONO LASER MULTIFUNCTION PRINTER, (QNTY – 5 NOS.)</p> <p>Technical Specification for A3 Mono Laser Multifunction Printer</p> <p>1. Make: Vendor must quote. 2. Model: Vendor must quote.</p> <p>General specifications:</p> <p>3. Print Technology: Mono Laser Multifunction A3 printer. 4. Functions: Print, scan, copy 5. Connectivity: Minimum one USB 2.0 and one Ethernet Network. 6. Compatible OS: Windows 7, 8, 10 or higher. 7. Power Supply: 220-240 V</p> <p>Printer Specifications :</p> <p>8. Print speed(A4 @ normal Mode): Minimum 45 ppm 9. Duplex: Automatic 10. Memory: Minimum 1 GB 11. Hard drive: Should be included in configuration 12. Print Resolution: minimum 600 X 600 dpi 13. Paper size: A3, legal, letter, A4. 14. Paper Handling(Input): One multipurpose/bypass tray capacity: Min 100 sheets . Combined capacity of other Input trays to be supplied with the printer : Minimum 4000 sheets. 15. Paper Handling(Output: Combined capacity of all output trays to be supplied with the printer : Minimum 1500 sheets.</p> <p>Scanner Specifications:</p> <p>16. Scanner type: ADF 17. Scan Size: Up to A3 18. Duplex ADF scanning: Single pass duplex scanning 19. ADF Capacity: Minimum 100 sheets 20. File formats: PDF, JPEG etc. 21. Features: Scan to e-mail; Save-to-Network Folder.</p> <p>Copier Specifications:</p> <p>22. Copy speed (A4 @ normal mode): Minimum 45 ppm 23. Copy resolution: Minimum 600 dpi</p> <p>24. Others:</p>	

<ul style="list-style-type: none"> a. Printer software and driver utilities for Window 7/ Windows 8/ Windows 10 or higher on CD/DVD Media to be provided. b. USB Cable c. Power Cord d. Full capacity original Black Toner Cartridge to be provided. e. Detailed specification along with brochure. 	
<p>ITEM NO. 20, COLOR LASER PRINTER, (QNTY. – 13 NOS.)</p> <ul style="list-style-type: none"> 1. Make: Vendor must quote. 2. Model: Vendor must quote. 3. Print technology: Color Laser 4. Print speed black & color(A4 @ Normal Mode): Minimum 35 ppm (black) and minimum 35 ppm(color). 5. Print Resolution: Minimum 600 dpi 6. Device Memory: Minimum 512 MB 7. Duplex Printing: Automatic 8. Media Size: A4,letter,legal (Minimum). 9. Paper Handling: Minimum 500 sheet Input Tray and 100 sheet Bypass/Multipurpose tray. 10. Connectivity: Minimum 1 USB 2.0 11. Compatible OS: Windows 7, 8,8.1, 10 or higher 12. Power Supply: 220-240 V 13. Function: Print only (Multifunction printer will not be accepted) 14. Others: <ul style="list-style-type: none"> a. Printer software and driver utilities for Windows 7/ Windows 8/Window 8.1/Window 10 on CD/DVD Media. b. USB Cable to be provided. c. Power Cord to be provided. d. Full capacity original Toner Cartridge to be supplied. e. Detailed specification along with brochure to be provided. 	
<p>ITEM NO. 30, MULTIFUNCTION COLOR INKJET PRINTER, (QNTY. – 39 NOS.)</p> <ul style="list-style-type: none"> 1. Make: Vendor must quote 2. Model: Vendor must quote 3. Print type: Multifunction Color Inkjet 4. ISO Print Speed(A4): <ul style="list-style-type: none"> Black: Minimum 20 ppm/ipm Color: Minimum 15 ppm/ipm 5. Print Resolution: Minimum 600 dpi 6. Media size: Minimum A4. 7. Duplex printing: Automatic (Standard) 8. Optical Scan Resolution: 1200 dpi Minimum 9. Standard Interface: Minimum 1 USB 2.0 10.Functions: Minimum Print, copy, scan function to be available. 11. Compatible OS: Windows 7, 8,8.1,10 or higher. 12.Power Supply: 220-240 V 13.Others: <ul style="list-style-type: none"> a. Printer software and driver utilities in CD/DVD Media. b. Print Cartridges: Full capacity original cartridges to be supplied. 	

c. USB Cable to be provided d. Power Cord to be provided e. Technical Brochure / Installation Guide to be provided.	
<p>ITEM NO. 40, MONOCHROME LASER PRINTER, (QNTY. – 89 NOS)</p> <ol style="list-style-type: none"> 1. Make: Vendor must quote. 2. Model: Vendor must quote. 3. Print technology: Monochrome Laser 4. Print speed black(A4 @ Normal Mode): Minimum 25 ppm 5. Print Resolution: Minimum 600 dpi 6. Device Memory: Minimum 64 MB 7. Duplex Printing: Automatic 8. Media Size: A4 (Minimum). 9. Paper Handling: Minimum 250 sheet Input Tray 10. Connectivity: Minimum 1 USB 2.0 11. Compatible OS: Windows 7,8,8.1, 10 or higher 12. Power Supply: 220-240 V 13. Function: Print only (Multifunction printer will not be accepted) 14. Others: <ol style="list-style-type: none"> a. Printer software and driver utilities for Window 7/ Windows 8/Window 8.1/Window 10 on CD/DVD Media. b. USB Cable to be provided. c. Power Cord to be provided. d. Full capacity Toner Cartridge to be supplied. e. Detailed specification along with brochure to be provided. 	
<p>WARRANTY SERVICE TERMS</p> <ol style="list-style-type: none"> 1. Comprehensive on-site 1 year warranty or OEM warranty, whichever is longer, 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 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. Bidder has to provide following services during warranty period: <ul style="list-style-type: none"> * Installation/ re-installation and maintenance of the printer Driver or software,in case of any problem with the printer/printer driver. 5. Bidder will have to arrange its own transport facility for the engineers to attend warranty service calls, and for movement of spare parts. It may be noted that some of the printers may be located at Digboi, Tengakhat, Joypur,Lankhashi or Manabum (Arunachal Pradesh). 6. Warranty covers free service and free spare parts excluding the consumables. 7. The engineers for warranty services should be available on-call basis. 	

<p>PENALTY TERMS</p> <p>1. In case bidder fails to repair or replace a defective part(s) under warranty services mentioned in warranty clause, within 72 hours, from the time of reporting the breakdown, then the period of warranty will be extended by that number(s) of days, at no extra cost.</p>	
<p>PAYMENT TERMS</p> <p>1. 70% after complete delivery 2. 30% after installation and commissioning.</p>	
<p>GENERAL TERMS & CONDITIONS</p> <p>1. The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. The Bidder must submit Authorisation certificate from OEM, in support of above undertaking, sample format is as per Annexure-I.</p> <p>2. 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 in OIL.</p> <p>3. Bidder not complying with delivery, installation & commissioning, warranty, payment and penalty clauses, their offer will be rejected.</p> <p>4. Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid.</p> <p>5. The bidder must state the address of their nearest service centre along with the offer.</p> <p>6. The bidder must designate a Single Point of Contact for all warranty related matters whose Name and contact details should be furnished before completion of installation and commissioning of all the items.</p> <p>7. Bidder must submit duly filled Annexure III .Bids not accompanied with duly filled Annexure-III will be summarily rejected.</p> <p>8. Bids not accompanied with Annexure-I shall be liable for rejection.</p>	
<p>CONFIDENTIALITY AGREEMENT</p> <p>1. OIL Confidentiality and Non-Disclosure Agreement(NDA) will be applicable.</p> <p>2. The bidder must submit Non-Disclosure Agreement as per given format duly filled, signed & Sealed by the authorized signatory of the bidder.</p>	

SPECIAL NOTES

A. Delivery, Installation & Commissioning Terms

1. Delivery, installation and commissioning should be completed within 45 days of confirmed order.

B. Make and Model must be compulsorily quoted by the bidder. No clarifications shall be taken from the bidders who do not mention Make and Model of their offered printers.

NOTE:

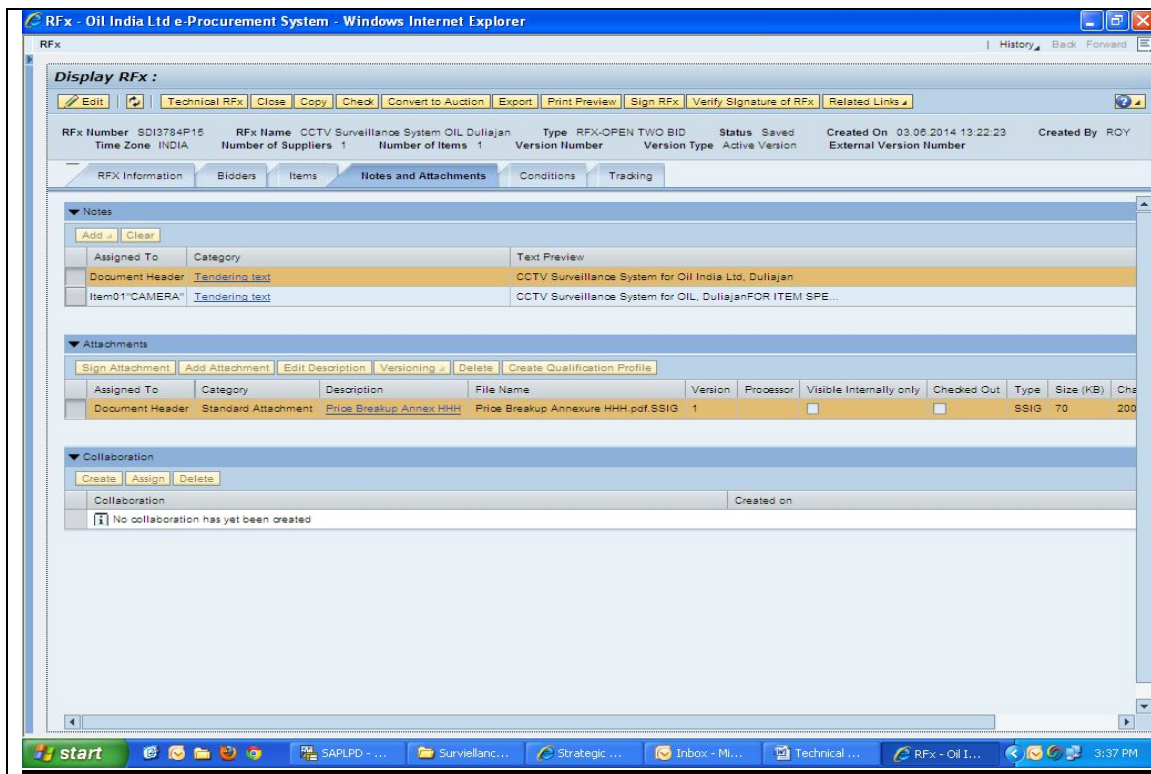
1.) Bidder should submit their bids explicitly mentioning compliance / non compliance / deviations to NIT Specifications of the Printer as per Annexure-III. Bidder must submit Annexure III alongwith the bid.

2.) Bidder should submit the checklist as per format given below explicitly mentioning Yes/No against the items.

Details	Checklist	Yes/ No.
1. Whether Technical brochure/Product catalogue submitted.		
2. Whether Annexure - I submitted		
3. Whether the address of the nearest service centre is mentioned in the bid.		
4. Whether duly filled Compliance sheets Annexure-III submitted		
5. Whether NDA duly filled, signed and sealed by the bidder and submitted		

Price Breakup:

Bidders should submit the price breakup of all the items as per “Annexure HHH” which has been uploaded under “Notes & Attachments” > “Attachments” as shown below. The price breakup “Annexure HHH” should be filled up, signed and uploaded under “Notes & Attachments” > “Attachments” only.



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

ANNEXURE-I

Sample Format of authorization letter from OEM
(To be typed on the letterhead of the OEM)

Ref. No _____ Date _____

Head (Materials)
Oil India Limited,
Duliajan-786 602

Sub: Authorization Certificate

Ref: Your tender enquiry No. _____ Dated _____.

Sir,

1) We hereby authorize M/s _____ to quote, supply and provide onsite warranty support, including replacement of spares, for the above tender, on our behalf.

2) We also certify that the spares and consumables of the quoted product will be available for a period of minimum 5 years from the date of issue of this certificate.

Yours faithfully,

For(Type Name & Affix Seal of the firm)

.....
(Signature of Authorized Signatory)

Name:

Designation:

Place:

Email:

Phone No.:

Tender No. SDI0012P16 Dtd 25.01.16**PRICE SCHEDULE**

			(A)	(B)	(C)	(D) = (A x B) + C
S/N	DESCRIPTION	UOM	QTY	Unit Price (In Rs)	Applicable Taxes on (B) (In %)	Total Price (In Rs)
1	A3 MONO LASER MULTIFUNCTION PRINTER	No	5			
2	COLOR LASER PRINTER	No	13			
3	MULTIFUNCTION COLOR INKJET PRINTER	No	39			
4	MONOCHROME LASER PRINTER	No	89			
Total price of all the above items (In Rs)						
Total Freight & Insurance (In Rs)						
Entry Tax if applicable (In Rs)						
Any Other Charges (In Rs)						
Total FOR Destination Price (In Rs)						
NOTE: a) Bidders should fill up, sign and upload the price breakup of all the items as per "Annexure HHH" under "Notes & Attachments" > "Attachments" only. The filled up price breakup of all the items should not be uploaded in Technical RFx Response folder. b) Bidders may include additional rows and columns in this document to show the prices quoted by them. c) In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation. Similarly, in the event of discrepancy between words and quoted figure, words will prevail. d) Taxes, Excise duty, if any, should be quoted separately. If taxes etc. are not shown separately the offer will be considered to be inclusive of all taxes, duties etc. and will be binding on the bidder.						

NON-DISCLOSURE AGREEMENT

BETWEEN

Oil India Ltd (OIL), a company incorporated under the Companies Act, 1956 and having its registered office at Duliajan, Assam – 786602, hereinafter referred to as “**OIL**” (which expression shall unless it be repugnant to the context or meaning thereof, mean and include its successors in office and assignees) of the **ONE PART** and

AND

_____ a company incorporated under the Companies Act, 1956 having its registered office at _____ (hereinafter referred to as “_____” which expression unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **SECOND PART**;

OIL and _____ are hereinafter collectively referred to as the “Parties”.

WHEREAS, the Parties intend to engage in discussions and negotiations concerning the establishment of a business relationship between themselves. In the course of such discussions and negotiations, it is anticipated that each Party may disclose or deliver to the other certain or some of its trade secrets or confidential or proprietary information, for the purpose of enabling the other party to evaluate the feasibility of such business relationship (hereinafter referred to as “**the Project**”).

The Parties wish to ensure that all such confidential information disclosed by either party will be held by the party who has received it in confidence and used solely in connection with their cooperation.

NOW, THEREFORE, in consideration of the foregoing premises, and the mutual covenants contained herein, the Parties hereby agree as follows:

ARTICLE 1. DEFINITION

For the purpose of this Agreement,

ARTICLE-1: CONFIDENTIAL INFORMATION

“Confidential Information” shall mean and include any information of any nature (commercial, technical, marketing, financial, etc.) in any form including but not limited to copy, abstract, sample, note or module, disclosed by either party (the “Disclosing Party”) to the other party (the “Receiving Party”) within the scope of the Project, whether such information are disclosed through written documents, electronic transmissions, orally or visually, and without it being necessary for the Disclosing Party to specify the confidential nature of such information.

ARTICLE 2. CONFIDENTIALITY

2.1 The Receiving Party hereby agrees to consider and treat as strictly confidential, during the term of this Agreement, the Confidential Information of the Disclosing Party. This paragraph shall survive after any expiration or termination of this Agreement and shall bind Receiving Party, its employees, agents, representatives, successors, heirs and assigns.

The Receiving Party agrees in particular:

- i) not to publish in any manner or otherwise disclose to any third party any Confidential Information or part of it, and to treat all Confidential Information at least with the same degree of care as it applies to its own files of a confidential nature;
- ii) not to use Confidential Information, even partially, for the benefit of any third party or for its own account (except for the sole purpose of the business arrangement described in the recitals above);
- iii) not to decompile, disassemble, decode, reproduce, redesign, reverse engineer or manufacture any information, code, process, products or equipment of the Disclosing Party or any part thereof; and
- iv) to disclose Confidential Information only to those of its employees and Affiliates who have a reasonable need to know in connection with the business arrangement described in the recitals above, to inform such employees of the confidential nature of the Confidential Information, and to cause them to comply with any and all terms of this Agreement.

- v) to disclose confidential information to consultants engaged by receiving Party provided such consultant also executes a Non-Disclosure Agreement with the receiving party that contains terms and conditions that are no less restrictive than these and with the prior consent of the disclosing party.

2.2 Neither **OIL** nor _____ shall disclose to the public or to any third parties (i) the fact that the cooperation described in the recitals above is taking place between them, or (ii) the fact that Confidential Information have been made available to it or that it

has inspected any portion of the Confidential Information, without the prior written consent of the other party, unless required to do so by applicable law or regulation.

In the latter case, prior to disclosure of any information concerning the existence of the cooperation, the party obliged to make a disclosure shall inform the other party of the reason and proposed content of such disclosure and shall written consent thereon.

ARTICLE 3. EXCEPTIONS

The obligations set forth in **Article 2** of this Agreement shall not apply to Confidential Information which:

- i) is in the public domain at the time of its disclosure by the Disclosing Party or thereafter falls into it without any breach of this Agreement (and, in that case, only from the date on which it fell into the public domain) ;
- ii) was known by the Receiving Party prior to its disclosure by the Disclosing Party, provided that the Receiving Party gives proper evidence of such prior knowledge; or
- iii) has been rightfully obtained by the Receiving Party from a third party without any breach of a confidentiality obligation towards the Disclosing Party; or
- iv) has been independently discovered or developed by the Receiving Party without using Confidential Information, so long as such independent discovery or development can be documented and verified.
- v) is required to be disclosed as per any law in force in India or under order of any competent court.

Confidential Information shall not be deemed to be or fall within exceptions i) to v) merely because it is embraced by more general information in the public domain or by more general

information thereafter acquired or developed by the Receiving Party. In addition, any combination of features/items/information/data shall not be deemed to be within the foregoing exceptions merely because individual features/items/information/data are in the public domain or in the possession of the Receiving Party.

ARTICLE 4. RETURN OF DOCUMENTS

Upon the expiration of this Agreement, or at the Disclosing Party's request, the Receiving Party shall promptly return to the Disclosing Party all documents including but not limited to copies, abstract, extracts, samples, notes or modules embodying Confidential Information of the Disclosing Party, or, at the option and direction of the Disclosing Party, destroy all copies of the Disclosing Party's Confidential Information and certify in writing that such copies have been duly destroyed. Until that date, the Receiving Party shall keep such documents in a place permitting both their secrecy and their rapid recovery.

ARTICLE 5. NO OTHER RIGHTS OR OBLIGATIONS

5.1 Notwithstanding the disclosure of any Confidential Information by the Disclosing Party to the Receiving Party, the Disclosing Party shall retain title and all intellectual property and proprietary rights in the Confidential Information. No license under any trademark, patent or copyright, or application for same which are now or thereafter may be obtained by such Party is either granted or implied by the conveying of Confidential Information. The Receiving Party shall not conceal, alter, obliterate, mutilate, deface or otherwise interfere with any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any

5.2 Nothing in this Agreement shall be construed as granting or conferring to either party any rights by license or otherwise in the Confidential Information, except as expressly provided herein.

5.3 Nothing in this Agreement shall be construed as (i) obligating either party to disclose any information which it does not wish to disclose, or (ii) obligating either party to accept any offer or enter into any agreement between the Parties.

5.4 Other proprietary right of the Disclosing Party on any copy of the Confidential Information, and shall reproduce any such mark or notice on all copies of such Confidential Information. Likewise, the Receiving Party shall not add or emboss its own or any other any mark, symbol or logo on such Confidential Information.

ARTICLE 6. NO WAIVER OF RIGHT ON DELAY

6.1 No delay or omission by either party in exercising any rights under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

ARTICLE 7. APPLICABLE LAW – JURISDICTION

7.1 All disputes arising in connection with this Agreement, if not settled amicably by the Parties, shall be finally settled under the provisions of the Indian Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act.

7.2 The arbitration shall be conducted in English. The arbitral tribunal shall have its seat in **Guwahati** or any other place as may be mutually agreed by both the parties. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The costs of arbitration shall be borne by the party as provided in the Act.

7.3 The Courts of **Dibrugarh** shall only have the jurisdiction for the purpose of this Agreement

ARTICLE 8. DURATION

This Agreement shall come into force on the date written hereunder, and shall remain in force for a period of **four (4)** years starting from such date. The obligations set forth in Article 2 hereof shall survive the expiration of this Agreement for the period specified in such Article.

ARTICLE 9. COMPLETE AGREEMENT

The Parties agree that this Agreement (i) is the complete and exclusive statement between the Parties with respect to the protection of the confidentiality of Confidential Information, (ii)

supersedes all related discussions and other communications between the Parties, and (iii) may only be modified in writing by authorized representatives of the Parties.

ARTICLE 10. PUBLICATIONS

Neither Party shall make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents/provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of the other Party.

ARTICLE 11. REMEDIES

The Receiving Party acknowledges that if the Receiving Party fails to comply with any of its obligations hereunder, the Disclosing Party may suffer immediate, irreparable harm for which monetary damages may not be adequate. The Receiving Party agrees that, in addition to all other remedies provided at law or in equity, the Disclosing Party shall be entitled to injunctive relief hereunder.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives on the date written hereunder.

Made on _____, at _____ (Place)

On behalf of OIL

On behalf of _____

Signature : _____

Signature : _____

Name: B. LAHKAR

Name:

Designation: Head - IT

Designation:

HEAD - IT
OIL INDIA LIMITED
IT DEPARTMENT
DULAJAN - 736 602

Technical Bid Checklist**Annexure-EEE**

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
SL. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Bidder to confirm that he has not taken any exception/deviations to the bid document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond / Bank Guarantee / Earnest Money along with the offer (Wherever Applicable) ?		
4	Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any qualifications?		
6	Confirm that all relevant fields in the on-line bidding format have been filled in by the bidder for the items quoted by them.		
7	Confirm that the the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		
13	Confirm that you have submitted Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager where Bid security has been submitted as Bank Guarantee.		

NOTE: Please fill up the greyed cells only.

Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Bidders Response Sheet

Sl No.	Description	Remarks
1	Name of Bidder	
2	Whether tender document purchased from OIL's offices.	
3	Place of Despatch	
4	Whether Freight charges have been included in your quoted prices	
5	Whether Insurance charges have been included in your quoted prices	
6	Make of quoted Product	
7	Offered Validity of Bid as per NIT	
8	Delivery Period in weeks from placement of order	
9	Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.	
10	Bid Security Submitted (if applicable)	
11	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
12	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	
13	Bid Security if Not submitted reasons thereof	
14	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
15	Integrity Pact Submitted (if applicable)	
16	Whether submitted documents in support of General Qualification criteria of NIT	
17	If bidder is Small scale unit whether you have quoted your own product	
18	If bidder is Small scale unit whether you are eligible for purchase preference (as per Govt guidelines)	
19	Whether filled up the bank details for online payment as per Annexure GGG	

NOTE: Please fill up the greyed cells only.

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETTER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

**Counter Signed by Banker:
Seal of Bank:**

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.