

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. : SDI0026P16 Dtd 26.01.16

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 **Wide Format 42/44 Inch Plotters = 3 Nos** 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 Plotters valuing atleast Rs 11.51 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 38.37 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 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 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 Duplicate.

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: SDI0026P16 Dtd 26.01.16

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 38,500.00 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.

(d) 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.

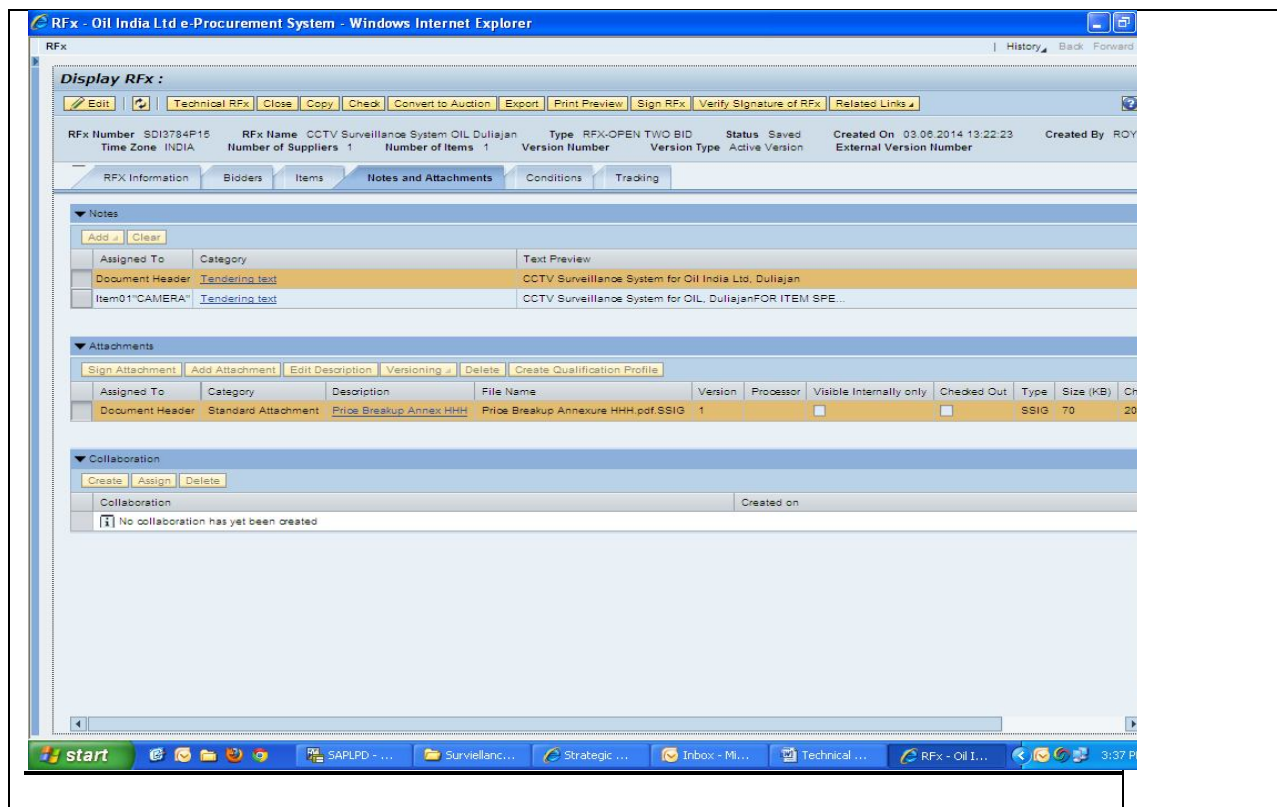
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Tender No & Date: SDI0026P16 Dtd 26.01.16**TECHNICAL SPECIFICATIONS WITH QUANTITY.**

	Complied / Not Complied • (Remarks if any)																																		
<p><u>Item No 1. Wide format (42/44") Plotter. Qty 3 Nos</u></p> <p>Technical Specifications:</p> <table><thead><tr><th>FEATURES</th><th>MINIMUM REQUIREMENT</th></tr></thead><tbody><tr><td>Type</td><td>: Inkjet</td></tr><tr><td>Printable Width</td><td>: 42 inch or above</td></tr><tr><td>Resolution</td><td>: 1200 x 1200 DPI or above</td></tr><tr><td>Ink-Types</td><td>: Dye and Pigment Based ink system with 5 (five) or more Colors</td></tr><tr><td>Ink Droplet Size</td><td>: 4 pic litre or above</td></tr><tr><td>Line Accuracy</td><td>: +/-0.1%</td></tr><tr><td>Minimum Line Width</td><td>: 0.02mm</td></tr><tr><td>Media Handling</td><td>: Roll Feed, Sheet feed, Auto Cutter,</td></tr><tr><td>Media weight supported</td><td>: Should support the range between 60 g/m2 to 160 g/m2</td></tr><tr><td>Memory Minimum</td><td>: 32 GB or above</td></tr><tr><td>Hard Disk</td><td>: 160 GB or above</td></tr><tr><td>Standard Interface</td><td>: High Speed USB 2.0, Fast Ethernet(100BaseT)</td></tr><tr><td>Operating System</td><td>: Microsoft ®, Windows® XP/VISTA/WINDOWS 7 or above</td></tr><tr><td>Software Included</td><td>: Printer Driver Software CD/DVD media, HP-GL/2, HP RTL</td></tr><tr><td>Consumables</td><td>: One Full Set of Extra Cartridges with long life print heads (in addition to Demo cartridges and Demo pinheads supplied in built with the plotter) to be supplied along with the Plotter</td></tr><tr><td>Power</td><td>: 220-240/50 Hz</td></tr></tbody></table> <p>Accessories to be supplied with each Plotter:</p> <ul style="list-style-type: none">a) Power Cablesb) All Printer Drivers and Software in OEM in CD/DVD mediac) Detailed Specification along with brochure should be providedd) One No. of 5/15 Ampere Spike Guard of ISI makes.	FEATURES	MINIMUM REQUIREMENT	Type	: Inkjet	Printable Width	: 42 inch or above	Resolution	: 1200 x 1200 DPI or above	Ink-Types	: Dye and Pigment Based ink system with 5 (five) or more Colors	Ink Droplet Size	: 4 pic litre or above	Line Accuracy	: +/-0.1%	Minimum Line Width	: 0.02mm	Media Handling	: Roll Feed, Sheet feed, Auto Cutter,	Media weight supported	: Should support the range between 60 g/m2 to 160 g/m2	Memory Minimum	: 32 GB or above	Hard Disk	: 160 GB or above	Standard Interface	: High Speed USB 2.0, Fast Ethernet(100BaseT)	Operating System	: Microsoft ®, Windows® XP/VISTA/WINDOWS 7 or above	Software Included	: Printer Driver Software CD/DVD media, HP-GL/2, HP RTL	Consumables	: One Full Set of Extra Cartridges with long life print heads (in addition to Demo cartridges and Demo pinheads supplied in built with the plotter) to be supplied along with the Plotter	Power	: 220-240/50 Hz	
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<p>GENERAL CONDITIONS:</p> <ol style="list-style-type: none"> 1. Bidders must be the authorized dealer/distributor of OEM and documentary evidence in this regard is to be submitted along with the bid. 2. Bidders must confirm that the goods to be supplied shall be new of recent make and of best quality and workmanship and shall carry a 01 initial warranty from the date of Installation and additional 4 years years Annual Maintenance Contract with back to back onsite maintenance support against any defect arising from faulty materials, workmanship or design. 3. The specifications given in the tender are the minimum requirement. Bidders are required to respond to tender specifications point by point on the basis of which the offers would be evaluated and bids not meeting the tender specification will be rejected. Bids may be considered incomplete and be liable for rejection if information/ details in any column/item of Annexures in the tender document is not provided. 4. At the time of delivery, in case the quoted model becomes obsolete, then bidder shall offer a latest model of same configuration or higher within the quoted price and under same terms & conditions after approval from competent authority in OIL. 5. Bidders must provide authentic published brochures with detailed specifications of the items 	
<p>DELIVERY, INSTALLATION AND COMMISSIONING:</p> <ol style="list-style-type: none"> 1. Delivery, installation and commissioning should be completed within 60 days of confirmed order. 	
<p>WARRANTY:</p> <ol style="list-style-type: none"> 1. The product should carry a 01 (one) year warranty against any manufacturing defects or malfunctions. 2. During the warranty period, successful bidder shall provide on-site service for preventive & corrective maintenance of all hardware supplied including replacement of defective parts without any extra cost to OIL. 3. The bidder should agree to provide and quote for 04 (four) years post-warranty Annual Maintenance Contract for Pro/advance support Service with Next Business Day (NBD) on-site service for preventive & corrective maintenance of all hardware supplied including replacement of defective parts to be effective immediately after the expiry of warranty period. 4. The price quoted for the above services i.e. Annual Maintenance Contract shall not be taken into consideration during bid evaluation. 5. A separate contract will be placed on the successful bidder for Annual Maintenance Contract (AMC) with rates quoted in the present tender. The AMC will be effective immediately on expiry of warranty period. 6. OIL reserves the right either to enter into or not for AMC agreement with the vendor after the expiry of 1 year warranty period. After sales services by the vendor 	

<p>during the initial warranty period of 01 year will be a guiding factor for consideration for further maintenance agreement.</p> <p>7. In case of dealer, certificate of OEM should be attached that OEM will provide support directly or through the particular dealer during the warranty period as well as of the 04 years Pro/advance support Service with Next Business Day (NBD) on-site service.</p> <p>8. The defective parts during the warranty period and the 04 (four) years support services should be first repaired/replaced and only then the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty and services within the stipulated period will attract penalty.</p> <p>9. Bidder not complying with delivery, installation & commissioning, warranty, rate and payment schedules, their offer shall be liable for rejection.</p> <p>10. Printed Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid. Bids not accompanied by technical brochures/catalogues shall be liable for rejection.</p> <p>11. Bids must be submitted in the specified format. A bid in any other format shall be liable for rejection.</p> <p>12. Bidder will have to arrange its own transport and accommodation for its service personnel/technicians at Duliajan.</p> <p>13. The warranty should cover all free service and free spare parts, excluding consumables.</p> <p>14. The engineers/technicians for warranty and support services should be available on on-call basis.</p>	
<p><u>Price Breakup:</u></p> <p>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.</p>	



NOTE:

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

Tender No. SDI0026P16 Dtd 26.01.16**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	Wide format (42/44") Plotter	No	3			
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)						
	AMC Cost of 3 Nos Plotters for 1st year	Lumsum	1			
	AMC Cost of 3 Nos Plotters for 2nd year	Lumsum	1			
	AMC Cost of 3 Nos Plotters for 3rd year	Lumsum	1			
	AMC Cost of 3 Nos Plotters for 4th year	Lumsum	1			
SPECIAL NOTE: The price quoted for the above services i.e. Annual Maintenance Contract shall not be taken into consideration during bid evaluation.						
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.						

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.