

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
SDI0019P16 Dt. 25.01.2016 Single Stage Composite Bid System	21.04.2016	PNEUMATIC WRENCH
SSI0351P16 Dt. 25.02.2016 (Single Stage Composite Bid System)	21.04.2016	POTASSIUM HYDROXIDE- 15 MT
SDI0355P16 Dt. 26.02.2016 (Single Stage Composite Bid System)	21.04.2016	PRINTERS
SDI0338P16 Dt. 25.02.2016 (Single Stage Two Bid System)	21.04.2016	24 MBPS ISP LINKS
SDI0226P16 Dt. 12.02.2016 (Single Stage Composite Bid System)	21.04.2016	DETONATORS

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. : SDI0355P16 Dtd. 26.02.2016

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 amounting to Rs 9.38 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 31.28 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 duplicate.

5.0 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.

6.0 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.

7.0 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.

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

9.0 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.

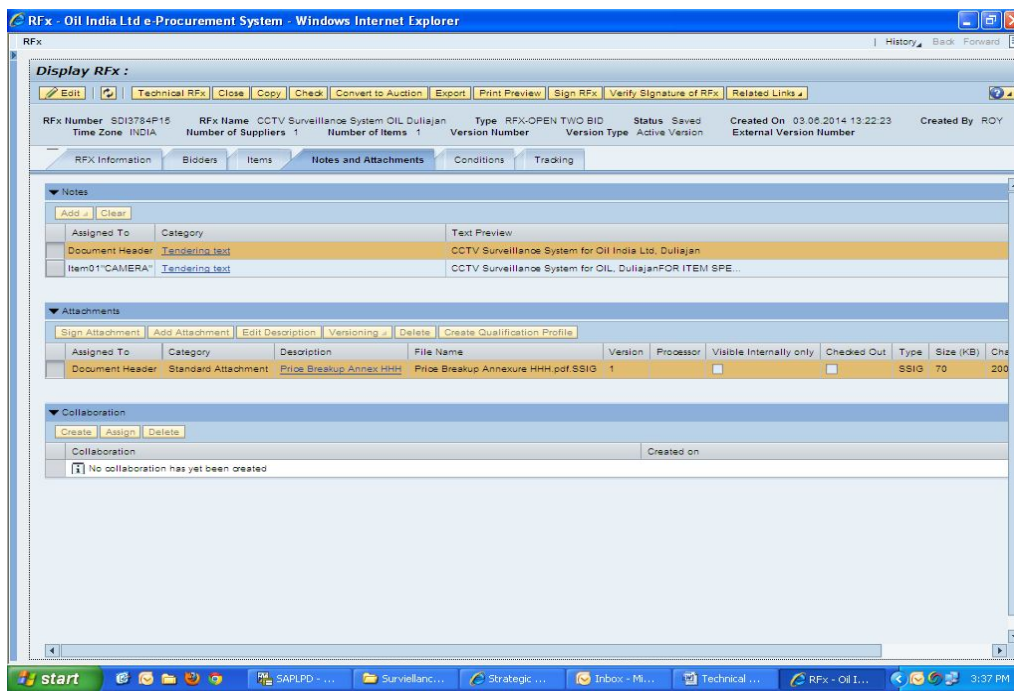
10.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

12.0 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.

13.0 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. **The filled up price breakup of all the items should not be uploaded in Technical RFx Response folder.**



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)
DY. MANAGER MATERIALS (IP)
FOR HEAD-MATERIALS**

Tender No & Date: SDI0355P16 Dtd. 26.02.2016**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>A) TECHNICAL:</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:</p> <p>The bid must be accompanied by Bid Security of Rs 31,500.00 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 <u>21.02.2017</u>).</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>	

For exemption for submission of Bid Security, please refer Clause No. 8.8 of 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 dispatch 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 specification.

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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SPECIAL NOTES

The individual items under the heading Special Notes and Technical Specification of the Printer are included in individual worksheets. Please provide your responses in the respective worksheet . You may also mention the deviation from the given clause if any.

Response from the Bidders
The bidder must fill up the relevant sections of this spreadsheet as given below
Item 10: Technical Specifications of A3 Multifunction Colour Laser Printer
Item 20: Technical Specifications of All in One Colour laser Printer
Item 30: Technical Specifications of All in One Colour Inkjet Printer
Item 40: Technical Specifications of All in One Colour laser Printer
Part - 4: Terms & Conditions
Part - 5 : List of various documents to be submitted by the Bidder are specified in
Please fill in this sheet to indicate whether or not you have submitted the documents required in "Bid Submission Stage".

Clause Number	Specification in the Tender	Bidder's Response	Does the product meet this specification? (Yes/ No)	Reference to relevant section in the technical documentation/Brochure/Catalogue/OEM Website, wherever applicable
	Item No. 10, A3 Multifunction Colour Laser Printer - Quantity - 09 Nos.			
1.	Make: Vendor must quote	Make:		
2.	Model: Vendor must quote	Model:		
	General Specifications:			
3.	Printer Type: A3 Colour Laser Multifunction Printer.			
4.	Functions: Print, scan, copy.			
5.	Connectivity: Minimum one USB 2.0 or higher and one Ethernet Network.			
6.	Compatible OS: Windows 7, 8, 8.1, 10 or higher.			
7.	Power Supply: 220-240 V AC			
	Printer Specifications :			
8.	Print speed(A4 @ normal Mode): Minimum 30 ppm (b&w) and 30 ppm color			
9.	Duplex: Automatic			
10.	Memory: Minimum 1 GB			
11.	Print Resolution: Minimum 600 dpi			
12.	Paper size: Minimum A3			
13.	Paper Handling(Input): Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 800 sheets			
	Scanner Specifications :			
14.	Scanner type: ADF + Flatbed			
15.	Scan Size(ADF or Flatbed): Minimum A3.			
16.	ADF Capacity: Minimum 50 sheets			
17.	File formats: PDF, JPEG etc.			
18.	Features: Duplex ADF scanning, Scan to e-mail; Save-to-Network Folder			
	Copier Specifications :			
19.	Copy Resolution: Minimum 600 dpi			
20.	Others :			
a.	Printer software and driver utilities for Win Window 7/ Windows 8 & 8.1 / Windows 10 or higher on CD/DVD Media to be provided.			
b.	USB Cable			
c.	Power Cord			
d.	Full capacity original Black and Color Toner Cartridges to be provided.			
e.	Detailed specification along with brochure			

Clause Number	Specification in the Tender	Bidder's Response	Does the product meet this specification? (Yes/ No)	Reference to relevant section in the technical documentation/Brochure/Catalogue/OEM Website, wherever applicable
	item no. 20, All in One Color Laser Printer - Quantity - 04 Nos.			
1.	Make: Vendor must quote	Make:		
2.	Model: Vendor must quote	Model:		
	General Specifications:			
3.	Print Technology: Colour Laser Multifuntion Printer.			
4.	Functions: Print, scan, copy.			
5.	Connectivity: Minimum one USB 2.0 or higher and one Ethernet Network.			
6.	Compatible OS: Windows 7, 8,8.1, 10 or higher.			
7.	Power Supply: 220-240 V AC.			
	Printer Specifications :			
8.	Print speed(A4 @ normal Mode): Minimum 30 ppm(Mono) and 30 ppm (Color).			
9.	Duplex: Automatic.			
10.	Memory: Minimum 256 MB.			
11.	Print Resolution: Minimum 600 X 600 dpi.			
12.	Paper size: Minimum Legal ,A4,letter.			
13.	Paper Handling(Input): Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 250 sheets.			
	Scanner Specifications :			
14.	Scanner type: ADF + Flatbed.			
15.	Scan Size(ADF or Flatbed): Minimum Legal,letter,A4.			
16.	Scan Resolution: Minimum 600 dpi.			
17.	ADF Capacity: Minimum 50 sheets.			
18.	File formats: PDF, JPEG etc.			
19.	Features: Duplex ADF scanning, Scan to e-mail; Save-to-Network Folder, scan to USB.			
	Copier Specifications :			
20.	Copy Speed: Minimum 30 cpm/ipm/ppm.			
21.	Others :			
a.	Printer software and driver utilities for Win Window 7/ Windows 8,8.1, 10 or higher on CD/DVD Media to be provided.			
b.	USB Cable			
c.	Power Cord			
d.	Full capacity original Black and Color Toner Cartridges to be provided.			
e.	Detailed specification along with brochure			

Clause Number	Specification in the Tender	Bidder's Response	Does the product meet this specification? (Yes/ No)	Reference to relevant section in the technical documentation/Brochure/Catalogue/OEM Website, wherever applicable
	Item No. 30, All-in-one Color Inkjet Printer - Quantity - 08 Nos.			
	General Requirement			
1.	Make: Vendor must quote	Make:		
2.	Model: Vendor must quote	Model:		
3.	Print specification:			
A.	Print type: Multifunction Color Inkjet			
B.	ISO Print Speed(A4): Black:Minimum 15 ppm/ipm			
C.	ISO Print Speed(A4): Color:Minimum 10 ppm/ipm			
D.	Print Resolution: Minimum 600 dpi			
E.	Media size: A4, Letter, etc.			
F.	Print Cartridges: Full capacity original cartridges should be provided			
G.	Duplex printing: Automatic (Standard)			
4.	Scan Specification:			
A.	Optical Scan Resolution: 600 dpi Minimum			
5.	Standard Interface: Minimum 1 USB 2.0 or higher			
6.	Functions: Print, copy, scan, etc.			
7.	Compatible OS: Windows 7, 8, 8.1, 10 or higher.			
8.	Power Supply: 220-240 V			
9.	Others:			
A.	Printer software and driver utilities in CD/DVD Media.			
B.	USB Cable			
C.	Power Cord			
D.	Technical Brouchure/ Installation Guide			

Clause Number	Specification in the Tender	Bidder's Response	Does the product meet this specification? (Yes/ No)	Reference to relevant section in the technical documentation/Brochure/Catalogue/OEM Website, wherever applicable
	Item No. 40, All in One Colour Laser Printer. - Quantity - 01 No.			
1.	Make: Vendor must quote	Make:		
2.	Model: Vendor must quote	Model:		
	General Specifications:			
3.	Printer Type: A3 Colour Laser Multifunction Printer.			
4.	Functions: Print, scan, copy.			
5.	Connectivity: Minimum one USB 2.0 (or higher) and one Ethernet Network.			
6.	Compatible OS: Windows 7, 8, 8.1, 10 or higher.			
7.	Power Supply: 220-240 V AC			
	Printer Specifications :			
8.	Print speed(A4 @ normal Mode): Minimum 20 ppm (b&w) and 20 ppm color			
9.	Duplex: Automatic			
10.	Memory: Minimum 512 MB			
11.	Print Resolution: Minimum 600 dpi			
12.	Paper size: Minimum A3			
13.	Paper Handling(Input): Combined capacity of all the input trays(including bypass/multipurpose tray) to be supplied with the printer : Minimum 250 sheets			
	Scanner Specifications :			
14.	Scanner type: ADF + Flatbed			
15.	Scan Size: Minimum A4.			
16.	ADF Capacity: Minimum 50 sheets			
17.	File formats: PDF, JPEG etc.			
18.	Features: Scan to e-mail(minimum)			
	Copier Specifications :			
19.	Copy Resolution: Minimum 300 dpi			
20.	Others :			
a.	Printer software and driver utilities for Win Window 7/ Windows 8, 8.1, 10 or higher on CD/DVD Media to be provided.			
b.	USB Cable			
c.	Power Cord			
d.	Full capacity original Black and Color Toner Cartridges to be provided.			
e.	Detailed specification along with brochure			

Clause Number	Clause	Vendors Response (Complied/Not-Complied)	Vendor's Comment with the relevant details if applicable
	Special Notes and Terms and Conditions		
A.	Delivery, Installation & Commissioning Terms		
1.	Delivery, installation and commissioning should be completed within 45 days of confirmed order.		
B.	Warranty Service Terms		
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: * 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 Moran, Digboi 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.		
C.	Penalty Terms		
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.		
D.	Payment Terms		
1.	70% after complete delivery		
2.	30% after installation and commissioning.		
E.	General Terms & Conditions		
1.	The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. The Bidder must submit Authorisation certificate(in original)from OEM,in support of above undertaking, sample format is as per Annexure-I.		
2.	Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid.		
3.	Bidder not complying with delivery, installation & commissioning, warranty, payment and penalty clauses, their offer will be rejected.		
4.	Bidder must submit duly filled Annexure IA. Bids not accompanied with duly filled Annexure-IA will be summarily rejected.		
5.	The bidder must state the address of their nearest service centre along with the offer.		
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.		
7.	Bids not accompanied with Annexure-I shall be liable for rejection.		

SI. NO.	NAME OF DOCUMENT	Whether Submitted (YES/NO)
1	Whether Technical brochure/Product catalogue submitted.	
2	Whether Annexure - I (Authorization Certificate) submitted.	
3	Whether duly filled Compliance sheets Annexure-IA submitted.	

Tender No. SDI0355P15 Dtd 26.02.16**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 Multifunction Colour Laser Printer	No	9			
2	All in One Color Laser Printer	No	4			
3	All-in-one Color Inkjet Printer	No	8			
4	All in One Colour Laser Printer	No	1			
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.						

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.:

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.