

## Annexure-I

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

**INVITATION FOR BID**  
**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:

| <b>Tender No</b>  | <b>Bid Closing/<br/>Opening Date</b> | <b>Item &amp; Qty</b>                                       |
|---|--------------------------------------|---|
| <b>SDI 1315P17 DT: 01.06.2016</b><br><b>(SINGLE STAGE TWO BID SYSTEM)</b>       | <b>07.07.2016</b>                    | <b>WALL CALENDAR - 2017</b>                                 |
| <b>SDI 1316P17 DT: 01.06.2016</b><br><b>(SINGLE STAGE TWO BID SYSTEM)</b>       | <b>07.07.2016</b>                    | <b>OIL DIARY - 2017</b>                                     |
| <b>SSI 1121P17 DT: 17.05.2016</b><br><b>(SINGLE STAGE TWO BID SYSTEM)</b>       | <b>07.07.2016</b>                    | <b>PAINTS</b>   |
| <b>SDI 1341P17 DT: 06.06.2016</b><br><b>(SINGLE STAGE COMPOSITE BID SYSTEM)</b> | <b>07.07.2016</b>                    | <b>Emergency Safety Shower cum Eye/Face wash Foundation</b> |
| <b>SDI 1340P17 DT: 06.06.2016</b><br><b>(SINGLE STAGE COMPOSITE BID SYSTEM)</b> | <b>14.07.2016</b>                    | <b>Nitrogen Generating and Filling Plant</b>                |
| <b>SDI 1342P17 DT: 06.06.2016</b><br><b>(SINGLE STAGE COMPOSITE BID SYSTEM)</b> | <b>14.07.2016</b>                    | <b>Hand Held GPS</b>  |

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](http://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: sristi\_jallan@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No.** : SDI1315P17 DT: 01.06.2016

**Tender Fee** : Rs 1,000.00

**Bid Security** : Applicable

**Bidding Type** : SINGLE STAGE TWO BID SYSTEM

**Tender Type** : Open Tender

**Bid Closing / Opening on** : As mentioned in the e-portal

**Performance Security** : Applicable

**Integrity Pact** : Not Applicable

OIL invites Bids for **Procurement of Wall Calender – 2017 – Qty = 26,000 Nos** through its e-Procurement site under **SINGLE STAGE TWO BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous 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](mailto: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 of Indigenous 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) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.
- g) 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).
- h) 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 Financial Criteria:**

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

| <b>Criteria</b>  | <b>Complied / Not Complied.</b><br><br><b>Documentary evidence submitted / not submitted</b> |
|--|--|
| a) Net Worth of the firm should be Positive for preceding financial / accounting year. |  |

Note: For net worth enclose the audited, Balance Sheet and Profit and Loss Account certified by a chartered accountant.

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

**Vendors who do not have OIL's User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway 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 the form of crossed "Payee Account only "Bank Draft/Bankers' Cheque drawn by Bank and valid for 90 days from the date of issue of the same or in the form of Indian Postal Orders payable to the OIL is to be sent to DGM-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](http://www.oil-india.com).

**NOTE:**

In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to DGM-Materials, Oil India Limited, P.O. Duliajan, Assam-786602 for waiver of Tender Fee upto one week prior to the Bid closing date (or as amended in e-portal).

**3.0** The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders are required to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

**3.1** Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User - > Technical Bid only. The "TECHNO-COMMERCIAL UNPRICED BID" shall contain all techno-commercial details except the prices. **Please note that no price details should be uploaded in** Technical RFx Response.

**3.2** The "PRICE BID" must contain the price schedule and the bidder's commercial terms and conditions. **The prices of the items should be quoted in "Conditions Tab". Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under "Notes & Attachments".**

**3.3** **A screen shot in this regard is given below.** Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in [Annexure-CCC](#).

**Display RFx Response:**

Edit | Print Preview | **Technical RFx Response** | Close | Withdraw | Verify

RFx Response Number 60006452    RFx Number TEST2    Status Submitted  
 RFx Owner WIPRO\_TEST1    Total Value 0.00 INR    RFx Response Version 1

RFx Information | Items | **Notes and Attachments** | Conditions

Basic Data | Questions

Event Parameters

Currency: Indian Rupee

Detailed Price Information: Price with Conditions

Terms of Payment: 9010 90% against despatch+10% after receipt

Service and Delivery Information

Incoterms

and Statistics

Created By

Created Date

Last Processed By

Last Processed Date

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear

| Function                            | Number | Name | Valid from |
|-------------------------------------|--------|------|------------|
| The table does not contain any data |        |      |            |

Go to this Tab “Technical RFx Response” for Uploading “Techno-commercial Unpriced Bid”.

Go to this Tab “Notes and Attachments” for Uploading “Priced Bid” files.

**On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:**

**Edit RFx Response:**

Submit | Read Only | Print Preview | Check | **Technical RFx Response** | Close | Save | Verify signature

RFx Response Number 60006452    RFx Number TEST2    Status Withdrawn    Submission Deadline 13.04.2013 11:00:00 INDIA  
 RFx Owner WIPRO\_TEST1    Total Value 0.00 INR    RFx Response Version Number 2    RFx Version Number 5

RFx Information | Items | **Notes and Attachments** | Conditions | Summary

▼ Notes

Add | Clear

| Assigned To                         | Category | Text Preview |
|-------------------------------------|----------|--------------|
| The table does not contain any data |          |              |

▼ Attachments

Sign Attachment | Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

| Assigned To                         | Category | Description | File Name | Version | Processor | Checked |
|-------------------------------------|----------|-------------|-----------|---------|-----------|---------|
| The table does not contain any data |          |             |           |         |           |         |

Bid on “EDIT” Mode

Area for uploading Techno-Commercial Unpriced Bid\*

Area for uploading Priced Bid\*\*

**Note :**

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

\*\* The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

4.0 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 DGM-

**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 MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.**

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 **SINGLE STAGE TWO BID SYSTEM** shall be followed for this tender and only the PRICED-BIDS of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

10.0 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 of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.

11.0 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.

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

13.0 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-**

**(S JALLAN)**

**PO (IP)**

**FOR : DGM-MATERIALS**

**Tender No & Date: SDI1315P17 DT; 01.06.2016****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 of Indigenous 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.

| <b><u>Criteria</u></b>  | <b>Complied / Not Complied. (Remarks if any)</b> |
|---|--|
| <p><b>1.0 BID REJECTION CRITERIA (BRC):</b></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>A) TECHNICAL:</b></p> <p>i) The bidder must have relevant experiences in carrying out similar nature of job in last five years from date of bid opening as given below:</p> <p>a) Annual turnover of the firm in any of the preceding 03 financial years should not be less than Rs 15.17 Lakhs.</p> <p>b) Bidder should have experience of successfully executing at least one order for similar nature# of job for at least Rs 15.17 lakh during last 5 years as on the Bid Closing Date</p> <p>ii) Bidder must submit all necessary documents* related to experiences and turnover, otherwise bid will be rejected.</p> <p><b><u>Note:-</u></b><br/># The similar nature of works defined above will include the following:</p> <p><i>Design and Production of calendars, diary, Souvenirs, Brochures, Magazines of PSUs/Govt. Organizations/Semi Govt. Organizations/State Govt. Organization etc.</i></p> |  |



*\* The necessary documents defined above will include the following :  
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 (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.”*

#### **TECHNICAL REQUIREMENT FOR BIDDERS**

a. Party has to certify through Notary that the Calendars will be printed at a Printing Press which has minimum technical capabilities as per the following technical requirement. The same also has to be certified by the printing press where the party would execute the printing of the Calendar. The entire printing facilities should be available at a single location. The following are the minimum technical prerequisites for the printing press which are basic requirement for printing a high quality Calendar or similar products.

i. The Press shall have:

- a. Four colour CPC machine with inline coating
- b. Fully automated thread sewing machine
- c. Fully automated folding machine for accurate folding
- d. Own Facsimile facilities
- e. Internet Connection

ii. The press shall be a commercial calendar manufacturer.

iii. The press shall have CTP facility for plate making and printing.

iv. The Press shall have Computers (minimum configuration with 2GB RAM & above, Intel Core 2 Duo processor & above), DVD Writers, colour printers, high resolution scanners and following Softwares- Adobe CS series- Photoshop, InDesign, Quark express, Corel Draw, etc

The technical requirement of the agency sufficing the above basic requirements shall be furnished with certificate of Notary.

b) High end printing press like Thomson Press, Pragati Printing Press which have branches in Metros, Bhabani Offset Printers in Guwahati and similar printing press only will be eligible to execute the printing of OIL's Calendar.

#### **MANPOWER REQUIREMENT**

i) The party must have employees with following professional experiences,

- Graphic designer
- Copywriter
- Visualizer

#### **DOCUMENTARY EVIDENCE**

I) The party must submit documentary evidence of manpower availability.

II) Bidder(s) must also furnish PAN No. (Attested copy required), VAT Regd No. (Attested copy required), Service Tax Regd No., Bank A/C No., P.F. Code, Vendor Code (for existing Vendors), Solvency Certificate etc.

**\*Note** - Non submission of the documents as specified in BRC above will result in rejection of bid.

**B) COMMERCIAL:**

i) Validity of the bid shall be minimum 120 days from the Bid Closing Date.

ii) Bid security:

The bid must be accompanied by Bid Security of **Rs 61,000.00** in OIL's prescribed format as Bank Guarantee or a Cashier's cheque or Demand Draft 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 7 months from Bid closing date. (i.e. upto 07.02.2017).** Cashier's cheque or Demand Draft shall be valid for minimum 90 days or as per RBI's guidelines, drawn on "Oil India Limited" and payable at Duliajan, Assam

**Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.**

**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.**

For exemption for submission of Bid Security, please refer Clause No. 8.16 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous 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) Bids are invited under "Single Stage Two Bid System". Bidders have to submit both the "Techno-commercial Unpriced Bids" and "Priced Bids" through electronic form in the OIL's e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway.

iv) Performance Security:

The successful bidder shall submit Performance Security @ 10% of PO value within 30 days of receipt of the formal purchase order failing which OIL

reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in any one of the following forms :

(a) A Bank Guarantee in the prescribed OIL's format valid for 3(three) months beyond the Warranty period indicated in the Purchase Order /contract agreement.

(b) A Cashier's cheque or Demand Draft with validity of minimum 90 days or as per RBI's guidelines, drawn on "Oil India Limited" and payable at Duliajan, Assam.

The Performance Security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning plus 3(three) months or 18 months from the date of shipment/despatch plus 3(three) months whichever concludes earlier. However, for consumables like chemicals, cement, tubular etc. the Performance Security shall be valid for 12 months from the date of shipment/despatch plus 3(three) months.

**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.**

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) Technical RFx Response folder is meant for Technical bid only. Therefore, No price should be given in Technical RFx Response folder, otherwise the offer will be rejected.

ix) 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) Annual Turnover of a bidder lower than the 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:**

The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of the tender.
2. OIL will not be responsible for the delay, loss or non-receipt of application (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

### **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) Priced bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before opening of the "priced bid".

iii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

iv) 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: SDI1315P17 DT: 01.06.2016**

|   | <b>Complied /<br/>Not<br/>Complied.<br/>(Remarks if<br/>any)</b> |
|---|--|
| <p><b><u>Item No. 10</u></b></p> <p><b><u>OIL WALL CALENDAR (SPECIAL)-2017, (Qty: 26,000 Nos.)</u></b></p> <p><b><u>0.1 OIL WALL CALENDAR 2017</u></b><br/>         6 leaves Calendar (6 leaves for 12 months) of size 17" X 24" on 170 GSM thick paper with both side colour printing in highest quality ink for months as well as fly pages with 6000 no. of cuboidal cover jacket with quality multicolour printing and OIL Logo, name of the company and Calendar 2017 to be printed on the jacket on 600 GSM art board.<br/>         (Printing quality must be the highest quality and the best quality ink must be used)</p> <p>The detail specification is as under:</p> <p>Size: 17" X 24"<br/>         Qty: 26000 Nos.<br/>         Leaves: 6 (6 leaves for 12 months)<br/>         * The number of leaves for the Calendar will be as under:<br/>         (4+0 colour printing) Month pages : 6 leaves for 12 months</p> <p>Colour: Four Colour for all pages including flyleaf</p> <p>Paper: 170 GSM imported Art Paper (Megnostar of German made)</p> <p>Printing: Both side high quality printing for calendar pages through offset process</p> <p>Binding : Quality metallic spiral binding with metallic hanger of size 17" spiral and 15" hanger.</p> <p>Quality of hanger &amp; spiral- Metallic 16mm dia wireo with powder coated paint to be used for spiral binding of the calendar pages including backside solid board and 2.00 mm dia metallic hanger with powder coated paint matching with the design shall be used for minimum length of 15" for hanging purpose.</p> <p>Backside Board - 800 GSM 4.00cm wide solid board of full length (17") to be used in the backside for support of the calendar pages.</p> <p>Theme: "Energy"</p> <p>The Calendar shall illustrate the theme 'energy' and display its various facts that compliments the theme and is in sync with Oil India Limited whose core business is exploration and production of hydrocarbon contributing towards the energy security of the nation.</p> |  |

The distribution of space in the calendar will be as below:

- a. About 25% space from top will have current month calendar
- b. About 45% space at the centre will have space for the pictorial illustration for the theme 'Energy'
- c. About 30% space at the bottom will have previous month & forthcoming month calendar, OIL's sphere addresses (8 offices of India), OIL Logo, Save fuel Logo, Website address and CIN No.

The photo or graphic illustration to be used in the Calendar must be original. The illustration must be presented in the calendar in such a way that is aesthetically beautiful and adds value to the theme and the overall design of the calendar. A demo design of the Calendar in soft version is attached along with the tender for ready reference.

Others:

- \* The national holidays i.e. Republic Day (26th January), Independence Day (15th August), Gandhi Jayanti (2nd October) to be highlighted.
- \* OIL logo and Save Fuel logo to be printed in all 12 pages.

Packaging:

Cover jacket: 6000 Nos. of calendars (out of total 26000 Nos) shall be packed individually in 6000 Nos. boxes with good quality multi-coloured boxes in cuboidal shape to be printed with Bi-colour OIL's logo, Name of the Company & "Calendar 2017" (matching with the design of the calendar) in 600 GSM art Board paper. Rest 20000 nos of calendars shall be packed - 100 packets inside a carton box, each packet consisting of 10 calendars wrapped with tele paper.

Order Notes:

1. Art Work: The artwork of the calendar must be submitted directly to DGM- CSR, OIL, Duliajan, for approval / incorporating suggestions before final printing of the Calendars. DGM-CSR, OIL based at Duliajan to be contacted while preparation of the artwork for approval.
2. Metallic spiral binding : The metallic spiral binding with metallic hanger must be of best quality to ensure that the calendar remains in shape during the period of use.
3. Packaging : The Calendars must be packed properly to ensure arrival at destination in sound condition. Adequate care must be taken so that there is no ingress of water/dirt in the box containing the calendars.
4. Sound Delivery: The Calendars must be put in cartons and then boxes to avoid ingress of water and damage due to rough handling enroute. Any loss/damage due to improper packing will be borne by the party.

Delivery Schedule: Calendars are to be delivered latest by 30.11.2016 to all spheres as per the list given below in OIL official addresses

Total quantity to be printed: 26000 Nos (20000 without cover jacket and 6000 Nos. with cover jacket)

**DISTRIBUTION:**

| OIL OFFICES TO BE DELIVERED AT |               | TOTAL WITH JACKET | WITHOUT     |              |
|--------------------------------|---------------|-------------------|-------------|--------------|
| Duliajan                       | Duliajan      | 18930             | 2990        | 15940        |
| Ghy(Narangi)                   | Ghy (Narangi) | 1850              | 500         | 1350         |
| Ghy, COE                       | Ghy, COE      | 140               | 30          | 110          |
| Kolkata                        | Kolkata       | 850               | 350         | 500          |
| Noida                          | Noida         | 2700              | 1600        | 1100         |
| Jodhpur                        | Jodhpur       | 750               | 250         | 500          |
| Bhubaneswar                    | Bhubaneswar   | 100               | 20          | 80           |
| Kakinada                       | Kakinada      | 200               | 30          | 170          |
| Gabon                          | Noida         | 280               | 130         | 150          |
| Venezuela                      | Noida         | 100               | 60          | 40           |
| Libya                          | Noida         | 50                | 20          | 30           |
| USA                            | Noida         | 50                | 20          | 30           |
| <b>TOTAL</b>                   |               | <b>26000</b>      | <b>6000</b> | <b>20000</b> |

|              |               |       |      |       |
|--------------|---------------|-------|------|-------|
| Duliajan     | Duliajan      | 18930 | 2990 | 15940 |
| Ghy(Narangi) | Ghy (Narangi) | 1850  | 500  | 1350  |
| Ghy, COE     | Ghy, COE      | 140   | 30   | 110   |
| Kolkata      | Kolkata       | 850   | 350  | 500   |
| Noida        | Noida         | 2700  | 1600 | 1100  |
| Jodhpur      | Jodhpur       | 750   | 250  | 500   |
| Bhubaneswar  | Bhubaneswar   | 100   | 20   | 80    |
| Kakinada     | Kakinada      | 200   | 30   | 170   |
| Gabon        | Noida         | 280   | 130  | 150   |
| Venezuela    | Noida         | 100   | 60   | 40    |
| Libya        | Noida         | 50    | 20   | 30    |
| USA          | Noida         | 50    | 20   | 30    |

|              |  |              |             |              |
|--------------|--|--------------|-------------|--------------|
| <b>TOTAL</b> |  | <b>26000</b> | <b>6000</b> | <b>20000</b> |
|--------------|--|--------------|-------------|--------------|

**Submission of Samples**

I. The parties shall submit minimum of two samples (layout) as per the size, cover (1 leaf) and month pages (6 leaves) with two different designs.

II. Sample designs of calendar: Parties while submitting their designs (a minimum of two alternate designs with different photographs per page in original, paper & materials for both the samples without any common photographs i.e. 24 separate photographs) must also submit accompanying text against each page.

III. Minimum two numbers of cover jackets (cuboidal) to be submitted with the sample/design & photographs of the calendar. The selected best quality cover jacket will be required to be supplied by the supplier.

**NOTE:****SPECIAL TERMS AND CONDITIONS:**

a) **Selection Procedure:** The process of selection of the party will be done through a single stage two bid tendering system, where the party that submits the best designs with best illustrations will be shortlisted for evaluation of commercial bid.

b) **Bids** will be invited from those agencies, which confirm to supply the full quantities of Calendars latest by 30th November, 2016 (if orders are awarded), to the different offices of Oil India Limited in various parts of India.

c) **Samples:** Paper samples (2 sets) to be used in the month leaves should be submitted along with the Bid document so that the quality is not compromised.

d) The party will have to submit 24 options for the 12 page calendar out of which 12 best illustrations will be chosen for printing.

e) OIL representatives will physically visit the Printing Press before opening of commercial bid if required and especially during the printing of the Calendars to supervise the printing process. The report from the representatives of OIL will be binding on the part of the parties applying for the tender paper.

f) The party shall submit the soft copy of the final copy of Calendar 2017 in two CDs to PR Department for ready reference and future retrieval.

g) If any discrepancies are found regarding the quality of printing or paper quality of the Calendars, the agency concerned will be penalized as per norms of the Company. OIL will be the sole authority to penalize fully or partly on this aspect.

h) Copyrights and ownership: The text/photographs must be approved by a specialist on the subject and a copy of the approval must be submitted with the design. The parties must possess exclusive ownership/rights of the designs/photographs submitted. OIL will not be entertaining any complaints from any person/agency/authority etc. claiming copyrights for the same. The onus for the copyright will be fully on the agency/firm supplying the calendar.

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



# January जनवरी

# 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 31  |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  |



## DECEMBER

2016

| Sun | 6 | 13 | 20 | 27 |
|-----|---|----|----|----|
| Mon | 7 | 14 | 21 | 28 |
| Tue | 1 | 8  | 15 | 22 |
| Wed | 2 | 9  | 16 | 23 |
| Thu | 3 | 10 | 17 | 24 |
| Fri | 4 | 11 | 18 | 25 |
| Sat | 5 | 12 | 19 | 26 |

### Rajasthan Project:

2-A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur  
Rajasthan - 342 005, STD - 0291, Tel : 2721722, Fax : 2727050  
E-mail : oil\_rajasthan@oilindia.in

### K G Basin Project:

11-4-7, (3rd Floor) Nookalamma Temple Street, RamaraoPET, Kakinada  
Andhra Pradesh - 533 004, STD - 0884, Tel : 2302176  
Fax : 0884 2352383, E-mail : kgbasin@oilindia.in

### Bay Exploration Project:

IDCO Towers, 3rd Floor, Janpath, Bhubaneswar, Orissa - 751 022  
STD - 0674, Tel : 2543314, 2542815  
E-mail : bep@oilindia.in

ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)

**Oil India Limited**  
(A Government of India Enterprise)

### Registered Office :

Duliajan, Dist.: Dibrugarh, Assam - 786 602  
STD - 0374, Tel : 2804510, 2800587, 2804901  
Fax : 2800433, 2801676, E-mail : oilindia@oilindia.in

### Corporate Office:

Plot No. 19, Sector, 16A, Noida, Uttar Pradesh - 201 301  
STD - 0120, Tel : 2419000, 2419200, Fax : 2488310  
E-mail : oilindia@oilindia.in



CIN : L11101AS1999GO001148

VISIT US AT: [www.oil-india.com](http://www.oil-india.com)

## FEBRUARY

2017

| Sun | 7 | 14 | 21 | 28 |
|-----|---|----|----|----|
| Mon | 1 | 8  | 15 | 22 |
| Tue | 2 | 9  | 16 | 23 |
| Wed | 3 | 10 | 17 | 24 |
| Thu | 4 | 11 | 18 | 25 |
| Fri | 5 | 12 | 19 | 26 |
| Sat | 6 | 13 | 20 | 27 |

### Pipeline Headquarters:

P.O.: Udayan Vihar, Guwahati, Assam - 781 171  
STD - 0361, Tel : 2657616/617, 2643688, Fax : 2643686  
E-mail : oil\_pipeline@oilindia.in

### Calcutta Branch:

ICC Building, 4 India Exchange Place, 4th Floor, Kolkata,  
West Bengal - 700 001, STD-033, Tel : 22301657, 22301658,  
22301659, Fax : 22302596 (Main Office), 22101390 (Shipping  
Section), E-mail : oilcalm@oilindia.in, oilcalm@dataone.in

### Centre of Excellence for Energy Studies:

"INTEGRA", Opposite 'PISCO', Rukminigaon  
G S Road, Guwahati, Assam - 781 022, STD - 0361  
Phone/Fax : 2262555, E-mail : coe@oilindia.in

**Technical Bid Checklist****Annexure-EEE**

| Tender No.                |  |   |  |
|---------------------------|--|---|--|
| Bidder's Name :           |  |   |  |
| BEC / TENDER REQUIREMENTS |  | Compliance by Bidder                                    |  |
| SL. NO.                   |  | Indicate 'Confirmed' / 'Not Confirmed' / Not applicable | Indicate Corresponding page ref. of unpriced bid or Comments |
| 1                         | Confirm that validity has been offered as per NIT.   |   |  |
| 2                         | Confirm that Bid Security / Earnest Money has been submitted as per NIT (Wherever Applicable) ?  |   |  |
| 3                         | Confirm that you shall submit Performance security (in the event of placement of order) (Wherever Applicable) ?  |   |  |
| 4                         | Confirm that duly signed Integrity Pact has been submitted as per NIT (Wherever Applicable) ?  |   |  |
| 5                         | Confirm that you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*) |   |  |
| 6                         | Confirm that you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.             |   |  |
| 7                         | Confirm that the bid has been signed using Class 3 digital certificate with Organisation's Name as per NIT.  |   |  |
| 8                         | Confirm that you have not taken any exception/deviations to the NIT .  |   |  |

NOTE: Please fill up the greyed cells only.

(\*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (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 the purchase order cited above.



**Response Sheet****Annexure-FFF**

|              |
|--------------|
| Tender No.   |
| Bidders Name |

**Bidders Response Sheet**

| SI No. | Description   | Remarks |
|--------|---|---------|
| 1      | Place of Despatch   |         |
| 2      | Whether Freight charges have been included in your quoted prices  |         |
| 3      | Whether Insurance charges have been included in your quoted prices  |         |
| 4      | Make of quoted Product  |         |
| 5      | Offered Validity of Bid as per NIT  |         |
| 6      | Bid Security Submitted (if applicable)  |         |
| 6      | Details of Bid Security Submitted to OIL (if applicable)  |         |
|        | a) Bid Security Amount (In Rs):   |         |
|        | b) Bid Security Valid upto:   |         |
| 7      | Whether you shall submit Performance Security in the event of placement of order on you (if applicable)   |         |
| 8      | Integrity Pact Submitted (if applicable)  |         |
| 9      | Whether you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*) |         |
| 10     | Whether you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.             |         |
| 11     | Delivery Period in weeks from placement of order  |         |
| 12     | Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.   |         |
| 13     | If bidder is MSE whether you have quoted your own product   |         |
| 14     | If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager                  |         |

**NOTE: Please fill up the greyed cells only.**

(\*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (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

**(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.