

Annexure-I

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

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

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: sristi_jallan@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI1316P17 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 OIL DIARY – 2017 –QTY = 20,000 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.

- 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**).

Criteria	Complied / Not Complied. Documentary evidence submitted / not submitted
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.

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 V

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

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			

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:

The screenshot shows the 'Edit RFX Response' interface. At the top, there's a header bar with the title 'Edit RFX Response:' and a button 'Bid on “EDIT” Mode'. Below this is a navigation bar with buttons: 'Submit', 'Read Only', 'Print Preview', 'Check', 'Technical RFX Response', 'Close', 'Save', and 'Verify sign'. A status bar displays: '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', and 'RFX Version Number 5'. Below the status bar are tabs: 'RFX Information', 'Items', 'Notes and Attachments' (selected), 'Conditions', and 'Summary'. The 'Notes' section has a table with columns 'Assigned To', 'Category', and 'Text Preview'. The 'Attachments' section has a table with columns 'Assigned To', 'Category', 'Description', 'File Name', 'Version', 'Processor', and 'Checker'. A message at the bottom of the attachments table says 'The table does not contain any data'. Two red arrows point to specific areas: one to the 'Notes and Attachments' tab labeled 'Area for uploading Techno-Commercial Unpriced Bid*' and another to the 'Attachments' table labeled '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 though 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: SDI1316P17 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.

<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>A) TECHNICAL:</p> <p>i) The bidder must have relevant experiences in carrying out similar nature of job in last 05 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 14.67 Lakhs.</p> <p>b) Bidder should have experience of successfully executing at least one order for similar nature# of job for at least Rs 14.67 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><u>Note:-</u></p> <p>i. The similar nature of works defined above will include the following:</p> <p>ii. Design and Production of Diary, Calendars, Souvenirs, Brochures, Magazines of PSUs/Govt. Organizations/Semi Govt. Organizations/State Govt. Organization etc.</p> <p>* The necessary documents defined above will include the following : Relevant Purchase Orders along with copies of any of the documents in respect</p>	

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 Diaries 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 Diary. 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 Diary 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 diary 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 Diary.

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 58,700.00** 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: SDI1316P17 DT: 01.06.2016**

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>0.1 OIL DIARY 2017</u> OIL Executive Diary of 18 cm X 24.5 cm with 80 GSM Bilt Maplitho date and note pages and 100 GSM imported art paper for text, map and colour pages in highest quality printing using best ink, 120 leaves in each diary with packaging and other specifications.</p> <p><u>0.2 POCKET DIARY 2017</u> Pocket Diary of 8.5cm X 15cm with 70 GSM Bilt Maplitho inside date and note pages and 90 GSM imported art paper for text & map pages in highest quality using best ink, 76 leaves in each pocket diary with packaging and other specifications. One small note pad of 8.5cm X 15cm with 48 leaves of 70 GSM in white colour and Front Cover & Back Cover of 120 GSM in white colour.</p> <p><u>DETAILED SPECIFICATIONS</u></p> <p><u>OIL DIARY 2017</u> Size: 18cm X 24.5cm = 20,000 nos (Printing quality must be the highest quality and the best quality ink must be used)</p> <p><u>Cover Design and Material:</u> Designed 170 GSM imported matt finished laminated art paper with best quality 2mm smartfit solid board, hard binding with 4+0 colour printing and design. The binding should be the high quality machine binding.</p> <p>i) Cover Paper - 170 GSM Art Paper with matt lamination ii) Cover Colour - 4+0 iii) Cover Binding-2 mm smartfit solid board iv) Cover design - Spot u/v with golden foil printing</p> <p><u>Quality of papers:</u> 1. Inside date and note pages: 80 GSM Bilt/JK Maplitho in single colour printing. 2. Text pages, Map and Photo colour pages in 100 GSM imported art paper with 4+0 colour printing. 3. Pustani leaves with single colour printing in inside cover pages (front and back) in 110 GSM Super Printing maplitho.</p> <p><u>4. The number of leaves for the main diary will be as under:</u></p> <p>Date page, note page & End note page (80 GSM) : 100 leaves Map page, Text page & colour page (100 GSM) : 16 leaves</p>	

For Pustani pages (110 GSM) : 04 leaves

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Total Leaves : 120 Leaves

Marking Tag: Each OIL Diary to have a marking tag with OIL logo (Oil Drop) at the tip of the silky ribbon.

Page Profile for OIL Diary:

Date page Guideline: Two days will be in one page. The first day of a new month will be always on the right-hand-side page of the Diary. In order to achieve this uniformity, the last day of the previous month if required will continue for an additional half or full page as note. The national holidays to be highlighted (Republic Day- 26th January, Independence Day- 15th August & Gandhi Jayanti- 2nd October) in the diary pages. The holidays must be highlighted in the previous year and current year calendar printed in the Diary.

The logo of Save Fuel to be highlighted.

Binding: Double stitched, mul cloth pasted on the spine for high quality durable binding.

Packaging:

Each OIL Diary to be inserted inside a Duplex board of 250 GSM in 4+0 colour design as cover page and printed with "Best Compliments from Oil India Limited" and the printing should be in 4+0 colour printing. The Pocket Diary to be inserted inside the Duplex board along with the OIL Diary.

POCKET DIARY 2017

Size: 8.5 cm X 15 cm = 20,000 nos.

Paper: 70 GSM Bilt/ J K Maplitho in single colour printing for inside date pages
: 90 GSM imported art paper for Text and Map pages in 4+0 colour printing.

No. of Leaves: 76 leaves

Colour: 1 colour in all the inside date pages and 16 inside pages (8 leaves - maps & text) in multi-colour 4+0

Cover paper: 300 GSM art board

Cover Packaging: One PVC Jacket with single colour printing

Cover printing: Multi-colour 4+0

Binding: Centre pin/stitched, inserted inside a PVC Jacket

Printing Quality: Printing quality must be the highest quality and the best quality ink must be used

Page profile for pocket Diary 2017:

* The number of leaves for the pocket diary will be as under:

(1 Colour printing) For date pages of months (3 days per page) & Note pages : 64 leaves

4+0 colour printing) For Map page / Text pages : 8 leaves

1 Colour) For Pustani pages : 4 leaves

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Total Pages : 76 Leaves

NOTE PAD:

Size: 8.5 cm X 15 cm = 20,000 nos.

Cover (front & back) paper: 120 GSM imported art paper in white colour

Inside Paper: 70 GSM Bilt/ J K Maplitho in white single colour for inside pages
 No. of Leaves: 50 leaves (including cover and back)
 Colour: White colour in all the inside leaves (48) and Cover leaves (2)
 Packaging: Back Cover of the note pad must be inserted vertically into a slot on the inside (2nd cover) of the jacket of the pocket Diary
 Binding: Perfect Binding at top (pages to be flipped vertically)

Delivery Schedule: Diaries (OIL Diary and Pocket Diary) are to be delivered before 30.11.2016 as per the list given below in OIL official addresses.

Total quantity to be printed

OIL Diary = 20,000 nos.

Pocket Diary with note pad = 20,000 nos.

DIARY DISTRIBUTION LIST:

OIL OFFICES TO BE DELIVERED AT TOTAL QNTY OF DIARY (IN NOS)

Duliajan	Duliajan	15400
Guwahati (Narangi)	Guwahati (Narangi)	1100
Guwahati, COE	Guwahati, COE	100
Kolkata	Kolkata	500
Noida	Noida	1800
Jodhpur	Jodhpur	450
Bhubaneswar	Bhubaneswar	100
Kakinada	Kakinada	100
Gabon	Noida	250
Venezuela	Noida	100
Libya	Noida	50
USA	Noida	50
.....		
TOTAL		20000 Nos

Submission of Samples for OIL Diary 2017, Pocket Diary 2017 & Note Pad:

The bidders shall submit two different sample designs as per the size for selection of format, texture of cover page, cover jacket for each type of Diary.

The bidders shall submit designs for all coloured inside pages and date pages using dummy text.

SPECIAL TERMS AND CONDITION

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

b) Paper samples (2 sets) to be used in cover and inside pages (date pages 80 GSM, colour pages 100 GSM and Pustani pages 110 GSM) of each type of diaries shall be submitted along with the Bid document. The papers shall be certified through Notary.

c) OIL representatives will physically visit the Printing Press before opening of commercial bid if required and especially during the printing of the Diaries 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.

d)The party shall submit the soft copy of the final design of Diary 2017 and Pocket Diary 2017 in two CDs to OIL for ready reference and future retrieval.

e)If any discrepancies are found regarding the quality of printing or paper, quality of the Diaries, 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.

NOTE:

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

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	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.