

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
SDI1859P17 Dt. 26.07.2016 Single Stage Composite Bid System	01.09.2016	HIGH END WORKSTATION
SDI1913P17 Dt. 28.07.2016 Single Stage Composite Bid System	01.09.2016	DOUBLE DOME LED
SSI1834P17 Dt. 22.07.2016 Single Stage Composite Bid System	01.09.2016	SAFETY HAND GLOVES
SSI1835P17 Dt. 22.07.2016 Single Stage Composite Bid System	01.09.2016	SODIUM ACID PYROPHOSPHATE

Kind Attention : E-Tender No. SSI1121P17 DT: 17.05.2016 for Paints which was advertised in Press through Notification dated 07.06.2016 has been cancelled .In lieu of this ,fresh E-tender No. SSI1488P17 dated 16.06.2016 has been floated (Already Advertised in Press through Notification dated 04.07.2016) with BC date as 18.08.2016.May please refer to OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com for further details.

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. : SDI1859P17 Dtd 26.07.16

Tender Fee : Rs 1,000.00

Bid Security : Applicable

Bidding Type : SINGLE STAGE COMPOSITE 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 **High End Workstation = 1 No** 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 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 Technical and Financial Criteria:

In addition to the general BRC/BEC, following Technical and 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) Bidder should have experience of successfully executing atleast 1 (one) similar order for Workstations / Servers amounting to Rs. 6.45 Lakhs in preceding 5 (five) years.	
b) Annual financial turnover of the firm in any of the preceding 3 financial years should not be less than Rs. 6.45 Lakhs.	
c) Net Worth of the firm should be Positive for preceding financial / accounting year.	

Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. For Annual financial turnover & Net worth enclose the audited Annual Report , 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- COMPOSITE 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.

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 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.
- 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.

NOTE:

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

Yours Faithfully

**Sd-
(T. ROY)
DEPUTY MANAGER MATERIALS (IP)
FOR : DGM-MATERIALS**

Tender No & Date: SDI1859P17 Dtd 26.07.16**BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

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

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement 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) Delivery, installation and commissioning of the high end workstation shall be carried out at Duliajan within 45 days of placement of firm order. Offers not complying to above shall be rejected.</p> <p>B) COMMERCIAL:</p> <p>i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.</p> <p>ii) Bid security: The bid must be accompanied by Bid Security of <u>Rs 25,800.00</u> 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 6 months from Bid closing date. (i.e. upto 01.03.2017). 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</p> <p>Bid Security may also be paid online on or before the Bid Closing Date and</p>	

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 Composite 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.

iv) Performance Security:

a) The successful Bidder will have to provide 1st Performance Security @ 10% of total cost of Workstation + Installation & Commissioning 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. The Performance Security must 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

b) In case OIL enters for AMC agreement with the successful bidder, then they shall provide 2nd Performance Security @ 10% of total cost of AMC for 4 years prior to expiry of the 1st Performance Security. The Performance Security must be valid for 4 years plus 3(three) months.

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 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) 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:

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) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.	
iii) 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: SDI1859P17 Dtd 26.07.16

	Complied / Not Complied. (Remarks if any)
<p>ITEM NO. 10 : HIGH END WORKSTATION, (QNTY. – 1 NO.)</p> <p>Technical Specifications: Bidders are required to respond their specifications point by point on the basis of which the offers would be evaluated. Printed Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid.</p> <ol style="list-style-type: none"> 1. Make /Model: Vendor should compulsorily mention the make and model 2. Processor: Dual Intel® Xeon® 64-bit processors E5-2600 V3 series , 2.3 GHz (minimum) , 25MB cache (minimum) , 64 bit , 12 core per processor or higher 3. Operating System: Pre-loaded Genuine Microsoft ® Windows 8.0 (64 bit) with recovery CD/DVD and latest service pack in DVD/CD media & documentation Red Hat Enterprise Linux Desktop 7.0. 4. Memory: Minimum 128 GB(8 x 16GB) DDR4, transfer rates at 2133MHz expandable upto 256GB. 5. Graphics: High End 3D NVIDIA Quadro K5200 compatible with dual monitor system minimum 6 GB memory. 6. HDD: SAS (HDD), Minimum 4 X 600 GB (15000 rpm) 7. Network Communications: 2 (Two) Nos. 10/100/1000 Mbps Ethernet interface, Controller card with RJ-45 Port 8. Slots: Minimum 5 PCIe x series slots 9. Optical Drive: 8 X DVD-/RW 10.0 USB ports: Total Nos. of USB : 7 ; 4 nos. of USB 3.0 (two on front panel & two on back panel) , 3 Nos. of USB 2.0 (preferably one on front and 2 on back panel or all three on back) 11. Monitor: OEM Dual 24 inches or better LED Monitor, Anti-Glare, Aspect ratio 16:9 & minimum display (1920 x 1080) with standard accessories and cables (Preferably same make & color as CPU box) 12. Keyboard: USB 104 Key Standard Keyboard (Preferably same make & color as CPU box) 13. Mouse and Pad: 3 buttons USB Optical Scroll Mouse (Preferably same make & color as CPU box) with mouse pad 14. Chassis: Vertical Tower 15. Others accessories to be supplied: <ol style="list-style-type: none"> a) Power Cables b) Power Extension spike guard with 4 nos. of 5 Amps output c) Patch cord - Min. 3m length with Branded Factory made d) All drivers on CD/DVD media e) Detailed Specification along with brochure should be provided f) Should be energy star compliant <p>WARRANTY SERVICE TERMS:</p> <ol style="list-style-type: none"> 1. Warranty period will start after successful commissioning of the high end workstation certified by OIL. The commissioning of the high end workstation will be deemed to be complete when the workstation is in ready to use as per the features and specifications stipulated in NIT specifications and certified by OIL. 	

<p>2. The product should carry one (1) year warranty against any manufacturing defects or malfunctions.</p> <p>3. During the warranty period, successful bidder shall provide on-site service for preventive & corrective maintenance of all hardware supplied including replacement of defective parts without any extra cost to OIL.</p> <p>4. 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 under warranty within stipulated period will attract penalty, as mentioned in penalty clause.</p> <p>5. In case bidder fails to repair or replace a defective part(s) under warranty services clause, within 48 hours from the time of reporting the breakdown, a penalty@0.5% per week or part of will be levied on total material cost. If for any reason, the bidder fails to provide services within seven successive days from the date of reporting, the period of warranty will be extended by that number(s) of days, at no extra cost to OIL, in addition to the above penalty, subject to a maximum of 15% of the total order value.</p> <p>6. The penalty amount will be adjusted from any of the bidder's outstanding bill(s), irrespective of this Purchase Order submitted to OIL INDIA LIMITED or from the Performance Bank Guarantee for the amount as deemed fit.</p> <p>7. Should company discover at any time during the tenure of the warranty that the work does not conform to the foregoing warranty, bidder shall after receipt of notice from company, promptly perform any and all corrective work required to make the services conform to the warranty. Such corrective Work shall be performed entirely at bidder's own expenses. If such corrective work is not performed within the stipulated time, the Company, at its option, may have such remedial work carried out by others and charge the cost thereof to bidder, which the contractor must pay promptly.</p> <p>8. For warranty services, OIL will liaise only with a single point of contract with bidder. Bidder shall mention the contact person address, phone number of the contact person who will be responsible for warranty support.</p>	
<p>ITEM NO. 20: INSTALLATION & COMMISSIONING, (QNTY. – Lumpsum.)</p> <p>Delivery, installation and commissioning of the high end workstation shall be carried out at Duliajan within 45 days of placement of firm order. Offers not complying to above shall be rejected. All to and fro fares, boarding /lodging, local transport at Duliajan and other expenses during stay at Duliajan shall be borne by bidder.</p>	
<p>ITEM NO. 30: AMC FOR 4 YEARS (QNTY. – Lumpsum)</p> <p>1. AMC will start after successful completion of warranty period.</p> <p>2. The bidder has to quote the total AMC charges per year separately for four years after expiry of one year warranty period. AMC charges will be paid quarterly after successful completion of the AMC services for that period .Any penalty amount on the bidder will be adjusted from that AMC charge.</p> <p>3. The charges quoted against AMC for four (4) years will be considered for commercial evaluation.</p> <p>4. OIL reserves the right to enter for AMC agreement with the vendor after the expiry of one (01) year warranty period. After sales services by the vendor during the initial warranty period of one (01) year will be a guiding factor for consideration for further maintenance agreement.</p> <p>5. A separate contract service will be raised for Annual Maintenance Contract (AMC) with the vendor with rates quoted in the Purchase Order of the successful bidder. The AMC will be effective immediately on expiry of warranty period.</p> <p>6. The defective parts during the 04 (four) years support services should be first</p>	

<p>repaired/replaced and only then the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under services within the stipulated period will attract penalty as per clause no. 4.10.</p> <p>7. The supplier at his own cost shall arrange the clearance of the spare parts, equipment etc. from customs and port authorities in India and shall pay all requisite duties including customs duty, demurrages, if any, clearance fee/ charges, inland transport charges etc.</p> <p>8. The engineers/technicians for warranty and support services should be available on-call basis.</p> <p>9. However, bidder's representative (s) must visit Duliajan/Operational site twice in the year for routine maintenance, repairing and services.</p> <p>10. In case the contractor fails to repair, replace or service of supplied item by them during the AMC period, within 120 hours from the time of reporting the breakdown, a penalty of 0.5% of yearly AMC charges for each day of delay will be levied subject to a maximum amount of 7.5 % of AMC charges within a calendar year. If for any reason, the bidder fails to repair the equipment within eleven successive days from the date of reporting, the period of AMC will be extended by the said period at no extra cost in addition to the above penalty.</p> <p>11. In case of any breakdown during AMC period, the supplier shall arrange to replace/repair the defective part at his own cost at user's site.</p> <p>12. Bidder shall provide following minimum services during support services period:</p> <ol style="list-style-type: none"> Installation/ re-installation and maintenance of MS Windows Operating System, LINUX ,& any other application provided along with the hardware. Configuration of PC network during installation/ repair according to OIL's requirement. Installation and configuration of software drivers of OIL's existing peripherals like printers, scanners, etc. which are to be used with these new PCs. Backup, formatting and restoration of systems, as and when required, ensuring no loss of data during the process. Restore PCs in case of malfunction due to Virus, including re-installation of Anti-Virus software. Replace defective parts of computer, excluding the consumables 	
<p><u>SPECIAL TERMS & CONDITIONS:</u></p> <ol style="list-style-type: none"> Bidders must be the authorized dealer/distributor of OEM and documentary evidence in this regard is to be submitted along with the bid. Bid shall be liable for rejection without supporting documents. The bidder must submit authorization certificate (in original) from OEM, as per Annexure-I, attached herewith, stating that the OEM will provide support directly or through the particular dealer during the warranty period including replacement of spares and the validity of the certificate should be for a minimum period of 18 months from the date of submission of offers/ bids, failing which, their offer shall be liable for rejection. Bidders must confirm in writing that the goods supplied shall be new of recent make and of best quality and workmanship and shall carry one (1) year initial warranty from the date of successful Installation & commissioning as certified by company representative and additional four (4) years year OEM maintenance services thereafter with back to back onsite maintenance support against any defect arising from faulty materials, workmanship or design. Bid shall be liable for rejection without supporting documents. The bidder should provide an undertaking of authenticity of IT hardware /software supplies, (in original) , from OEM , as per Annexure –II , should be attached , stating that no refurbished /duplicate/second hand components /parts/assembly/software shall be used , failing which ,their offer shall be liable for rejection . During warranty, defective goods/materials or parts notified by the OIL shall be replaced within a period of 24 hours from the time it is reported at the bidder's expenses without any cost 	

implication to OIL Bidders must confirm in writing for the same.

6. In case of Dealer, certificate of OEM should be attached that OEM will provide support directly or through the particular dealer during the warranty period as well as of the 04 years support Service after expiry of warranty year.

7. The specifications given in the tender are the minimum requirement. Bidders are required to respond to tender specifications point by point on the basis of which the offers would be evaluated, bids not meeting the tender specification will be considered incomplete and shall be rejected.

8. The offer of bidders not complying with delivery, installation & commissioning, warranty, AMC clauses shall be rejected.

9. At the time of delivery, in case the quoted model becomes obsolete, then bidder shall offer the latest model having the same configuration or higher within the quoted price and under same terms & conditions after obtaining approval from competent authority at OIL.

10. Printed Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid. Bids not accompanied by technical brochures/catalogues shall be rejected.

11. Bidder will have to arrange its own transport and accommodation for delivery, warranty & service at Duliajan.

PAYMENT TERMS:

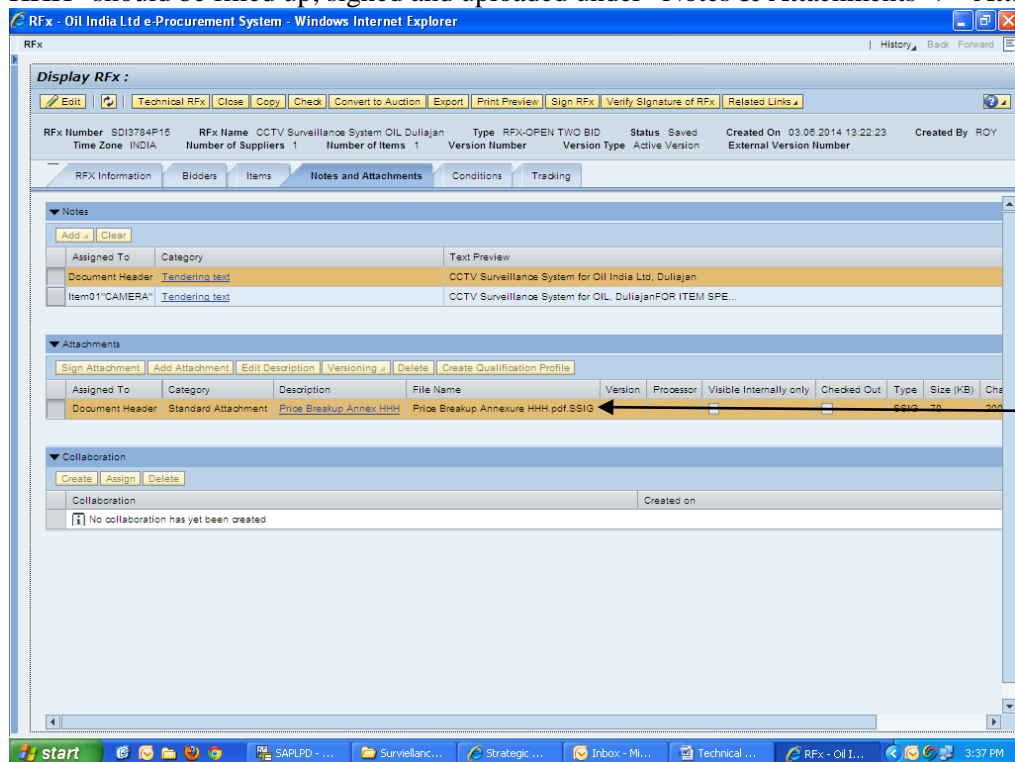
a. 70% of the material cost shall be paid after complete delivery of hardware and software.

b. Balance 30% of the material cost and 100% of installation and commissioning cost shall be paid after successful installation and commissioning.

c. AMC charges will be paid quarterly after successful completion of the AMC services for that period.

PRICE BREAKUP:

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



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

ANNEXURE-I

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

Ref. No _____ Date _____

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

Sir,

Sub: Authorization Certificate
Ref: Your tender enquiry No. _____ Dated _____.

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

This certificate is valid up to _____ (18 months from the date of submission of offer).

Yours faithfully,
For (type name of the firm here)

Signature of Authorized Signatory
Name:
Designation:
Phone No.
Place:
Date:
(Affix Seal of the Organization here)

ANNEXURE-II

Sample undertaking of authenticity letter from OEM
(To be typed on the letterhead of the OEM)

Ref. No _____ Date _____

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

Sir,

Sub: Undertaking of authenticity of IT Hardware/Software supply

Ref: Your tender enquiry No. _____ Dated _____.

With reference to the Workstations being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly/ software used in the Workstation under the above like Hard disk, Monitors, Memory, etc., shall be original, new components/ parts/ assembly only, from respective OEMs of the products and that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software, are being used or shall be used.

We also undertake that in respect of licensed operating systems, it shall be sourced from the authorized sources.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the IT Hardware/ Software billed, we agree to take back the Workstations without demur, if already supplied and return the money, if any, paid to us by you in this regard.

We also take full responsibility of both Parts & Service SLA as per the content, even if there is any defect by our authorized Service Centre/ Reseller/SI, etc.

Yours faithfully,
For (type name of the firm here)

Signature of authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here)

Price Breakup**ANNEXURE-HHH****Tender No & Date:**

		A	B	C = A X B	D	E=C+D
Item No	Product Descriptions	Qty	Unit Price (In Rs)	Total Price Excluding Taxes (In Rs)	Applicable Taxes (In % of C)	Total Price Including Taxes (In Rs)
1	High end Workstation. Total Cost of the Hardware and Software/Operating System	1 No.				
2	Installation and commissioning charges	Lumpsum				
3	Annual Maintenance Charges for 4 years.	Lumpsum				
Total Freight Charge for Item Nos 1 to 3 (In Rs)						
Insurance Charge for Item Nos 1 to 3 (In Rs)						
Any Other Charges for Item Nos 1 to 3 (In Rs)						
Total FOR Destination Price for Item Nos 1 to 3 (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) AU = Activity unit. Bidders should quote total price of the items wherever unit is 1 AU.
- c) Bidders may include additional rows and columns in this document to show the prices quoted by them.
- d) 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.
- e) Taxes, Excise duty, if any, should be quoted separately. If taxes etc. are not shown separately the offer will be considered to be inclusive of all taxes, duties etc. and will be binding on the bidder.

Technical Bid Checklist**Annexure-EEE**

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

NOTE: Please fill up the greyed cells only.

Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Bidders Response Sheet

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

NOTE: Please fill up the greyed cells only.

ANNEXURE - GGG

**(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.