

OIL INDIA LIMITED

(A Government of India Enterprise)

P.O. Duliajan-786602, Assam, India

E-mail: material@oilindia.in

INVITATION FOR BID

Annexure - I

OIL INDIA LIMITED invites Local Competitive Bids (LCB) through its e-procurement portal <https://etender.srm.oilindia.in/irj/portal> for the following items:

E-Tender No. & Closing/Opening Date	Item Description
SDI2579P17/P3 08.12.2016	SOURCE WATER MONITORING PANEL
SDI2842P17/P3 08.12.2016	HEAT SHRINKABLE TUBE/TAPE SYSTEM
SDI2848P17/P3 08.12.2016	SKID MOUNTED HOSE BIN BASKET
SSI2790P17/P5 08.12.2016	GALVD. BINDING WIRE, GUTTERING HALF ROUND & CHICKEN WIRE NETTING .
SSI2791P17/P5 08.12.2016	SERRATED FLOORING
SDI2829P17/P5 08.12.2016	BUTTERFLY VALVES
SDI2784P17/P3 08.12.2016	PHOTO COPY MACHINE

Tender fee (Non-refundable) amount; Period of sale of documents, Bid Closing/Opening date, the complete bid documents and details for purchasing bid documents, participation in e-tenders etc. are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website <http://www.oil-india.com/>

All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal 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: jyoti_sarkar@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI2784P17 DT: 22.10.2016
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 : Applicable

OIL invites Bids for **Supply, Installation & AMC for Photo Copy Machines** 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 = 0374-2807178, 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.

OIL Bank Details :

Bank Details of Beneficiary		
a	Bank Name	STAE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Banker Account No.	10494832599
e	Type of Account	Current Account
f	IFSC Code	SBIN0002053
g	MICR Code	786002302
h	SWIFT Code	SBININBB479
i	Contact No.	9435554859
j	Contact Person Name	Mr. K.L.K.Banik, AGM
k	Fax No.	0374-2802729
l	Email Id	sbi.02053@sbi.co.in

- 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) Annual Financial Turnover of the bidder during any of preceding 03 (three) financial / accounting years from the original bid closing date should be at least Rs. 36.17 Lakhs	
b) Net Worth of the firm should be Positive for preceding financial / Accounting year.	

Note -For (a) & (b): Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that ‘the balance sheet/Financial Statements for the financial year..... (As the case may be) has actually not been audited so far’.

Note: For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE-II.

OR

ii) Audited Balance Sheet along with Profit & Loss account.”

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:

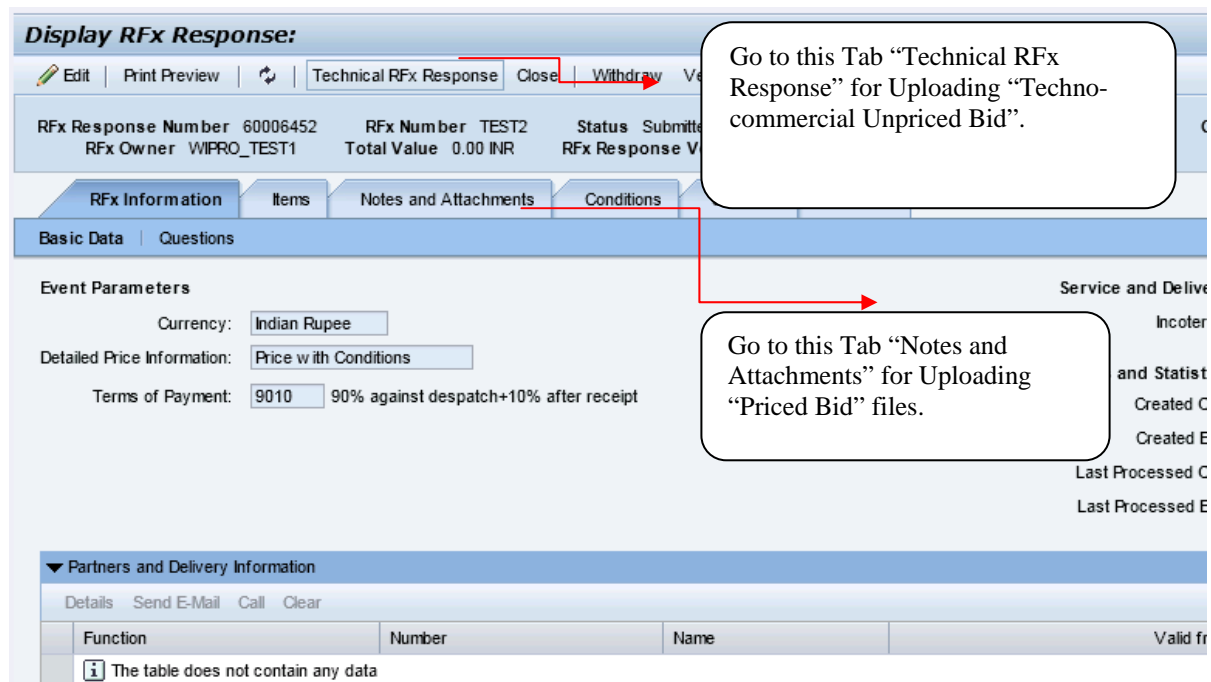
In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to DGM-Materials, Oil India Limited, P.O. Duliajan, Assam-786602 for waiver of Tender Fee upto one week prior to the Bid closing date (or as amended in e-portal).

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](#).



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 sign

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

▼ Attachments

Sign Attachment Add Attachment Edit Description Versioning Delete Create Qualification Prof

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 a) **The Integrity Pact is applicable against this tender. Therefore, please submit the Integrity Pact document duly signed along with your quotation as per BRC. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure DDD of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be submitted by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.**

b) **The name of the OIL's Independent External Monitors at present are as under:**

**SHRI RAJIV MATHUR, IPS (Retd.)
Former Director, IB, Govt. of India,
e-Mail ID : rajivmathur23@gmail.com**

11.0 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.

12.0 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.

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

14.0 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-
(R BARMAN)
MANAGER MATERIALS (IP)
FOR : HEAD-MATERIALS**

Tender No & Date: SDI2784P17 DT: 22.10.2016

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) COMMERCIAL:</p> <p>i) Validity of the bid shall be minimum 120 days from the Bid Closing Date.</p> <p>ii) Bid security: The bid must be accompanied by Bid Security of Rs 1,45,000.00 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 08.07.2017). 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 Time mentioned in the Tender.</p> <p><u>If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.</u></p>	

For exemption for submission of Bid Security, please refer Clause No. 8.16 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.

(e) Delivery:

For material – 60 days from the placement of order.

For Installation & commissioning: 2 months from the site clearance.

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) 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 terms and conditions of NIT.

-----XXXX-----

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
Fax No. 91-374-2800533, E-mail:material@oilindia.in

ANNEXURE-I

Tender No. : SDI2784P17/P3
Tender Date : 22.10.2016

Item No./ Mat. Code	Material Description	Quantity	UOM
10 OC000410	<p>Technical Specification of Colour Photocopier, 30 CPM</p> <ol style="list-style-type: none"> 1. Make/Model: As per OIL's approved brand 2. Type: Desktop 3. Memory Capacity: 1GB with 40 GB HDD 4. Copy Resolution: 600 x 600 dpi (min) 5. Max. Document Size: A3 Size 6. Copy Speed: 30 cpm (A4) 7. Copy Magnification: 25% to 400% 8. Copy Paper Capacity: 250 x 2, 100 Bypass 9. Continuous Copy: 1-999 Copies 10. Paper Feeding: Duplex ADF 11. Power Source: 220-240VAC, +/- 10%, 50 Hz 12. Printer Type: Internal Type 13. Printer Memory: 1 GB 14. Print Size: Max A3 15. Print Speed: 30 ppm (min.) for B & W & Colour 16. Print Resolution: 1200 x 600 dpi 17. Hard Disk Capacity: 40 GB 18. Printer Language: PCL6, PS, 3 emulation 19. Network Protocols: TCP/IP, IPX/SPX, SMB, LPD 20. Interface: USB 2.0 & Ethernet 21. Scanning Size: Max A3 22. Scanning Resolution: 1200 x 600 dpi 23. Scanning Speed: 30 ppm 24. Supporting OS: Windows 98/XP/Vista/Windows 7/ Windows 10 25. Interface: Ethernet 26. Output Format: TIFF, PDF, JPEG 27. Driver: Twain Card 28. Guarantee/Warranty: 1 year + 4 years 29. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year 30. Technical Catalogue: To be supplied 31. OEM Authorization: Required 	1	NO
20 OC000410	<p>Technical Specification of Black & White Digital Photocopier, 25 CPM</p> <ol style="list-style-type: none"> 1. Make/Model: As per OIL's approved brand 2. Type: Desktop 3. Copy Speed: 25 cpm 4. Copy Resolution: 600 x 600 dpi (min) 5. Copy Size: A3 Size 6. Continuous Copy No.: 1-99 Sheets 7. Paper Source: 250 x 2, 100 Bypass 8. Paper Feeding: Automatic Document Feeder (ADF) Required 9. Copy Magnification: 25% to 400% 10. Photocopier Memory: 128 MB 	2	NO

ANNEXURE-I**Tender No. : SDI2784P17/P3****Tender Date : 22.10.2016**

Item No./ Mat. Code	Material Description	Quantity	UOM
	11. Power Source: 220-240VAC, +/- 10%, 50 Hz, +/- 5% 12. Guarantee/Warranty: 1 year + 4 years AMC 13. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year 14. Technical Catalogue: To be supplied 15. OEM Authorization: Required		
30 0C000410	Technical Specification as Item No. 20	1	NO
40 0C000410	Technical Specification as Item No. 20	2	NO
50 0C000410	Technical Specification of Heavy Duty Black & White Digital Photocopier, 40 CPM 1. Make/Model: As per OIL's approved brand 2. Type: Desktop 3. Copy Speed: 40 cpm 4. Copy Resolution: 600 x 600 dpi (min) 5. Copy Size: A3 Size 6. Continuous Copy No.: 1-99 Sheets 7. Paper Source: 250 x 2, 100 Bypass 8. Paper Feeding: Automatic Document Feeder (ADF) Required 9. Copy Magnification: 25% to 400% 10. Photocopier Memory: 128 MB 11. Power Source: 220-240VAC, +/- 10%, 50 Hz, +/- 5% 12. Guarantee/Warranty: 1 year + 4 years AMC 13. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year 14. Technical Catalogue: To be supplied 15. OEM Authorization: Required	1	NO
60 0C000410	Technical Specification as Item No. 20	1	NO
70 0C000410	Technical Specification as Item No. 50	1	NO
80 0C000410	Technical Specification as Item No. 20	1	NO
90 0C000410	Technical Specification as Item No. 50	1	NO
100 0C000410	Technical Specification as Item No. 20	1	NO
110 0C000410	Technical Specification as Item No. 20	2	NO
120 0C000410	Technical Specification as Item No. 20	1	NO
130 0C000410	Technical Specification as Item No. 50	1	NO
140 0C000410	Technical Specification as Item No. 20	1	NO

ANNEXURE-I**Tender No. : SDI2784P17/P3****Tender Date : 22.10.2016**

Item No./ Mat. Code	Material Description	Quantity	UOM
150 0C000410	Technical Specification as Item No. 20	1	NO
160 0C000410	Technical Specification as Item No. 20	1	NO
170 0C000410	Technical Specification as Item No. 20	1	NO
180 0C000410	Technical Specification as Item No. 20	1	NO
190 0C000410	Technical Specification as Item No. 20	3	NO
200 0C000410	Technical Specification as Item No. 20	1	NO
210 0C000410	Technical Specification as Item No. 20	1	NO
220 0C000410	Technical Specification as Item No. 20	1	NO
	Installation & Commissioning		
10	Installation & Commissioning Charge	1	LOT
	AMC for 4 Yrs. after Warranty		
10	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
20	AMC for 4 yrs (10% of M/Value X 2 X 4)	2	AU
30	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
40	AMC for 4 yrs (10% of M/Value X 2 X 4)	2	AU
50	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
60	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
70	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
80	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
90	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
100	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
110	AMC for 4 yrs (10% of M/Value X 2 X 4)	2	AU
120	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
130	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
140	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
150	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
160	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
170	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
180	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
190	AMC for 4 yrs (10% of M/Value X 3 X 4)	3	AU
200	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
210	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU
220	AMC for 4 yrs (10% of M/Value X 1 X 4)	1	AU

Special Notes : 1. Bids from parties other than OEM, OEM's Joint Ventures, OEM's subsidiaries or OEM's authorized dealers will be rejected. The bidder must submit the valid letter of authorization along

ANNEXURE-I**Tender No. : SDI2784P17/P3****Tender Date : 22.10.2016**

with the offer stating that the OEM will provide support directly or through the particular dealer during the warranty as well as during 4 years of AMC including replacement of spares, failing which, offer will be rejected.

2. The bidder must confirm with documentary evidence about their authorized service center in Guwahati/ Jorhat / Dibrugarh / Tinsukia/ Duliajan for maintenance, spares support against their offered models.

3. Bidder should agree to provide Performance Bank Guarantee (PBG) on the total value consisting of material value plus AMC cost for four years. The PBG should be valid till completion of the AMC period. Bidders who cannot comply with this clause will be summarily rejected.

4. The bidder should have experience of successfully executing at least 1 (one) similar order for Rs.36.17 lakhs in preceding 5 (five) years.

Similar order means supplying of similar items like Colour, Black & White Photocopier Machines only to any Organization with a single order whose value should not be less than Rs.36.17 Lakhs for qualifying the tender. Bidder must submit relevant Purchase Order (PO) copy along with invoice copy/dispatch documents/ airway bill/bill of loading etc. to establish the above mentioned criteria.

For all the Items:

1. The photocopiers are to be under 1 year Warranty + 4 years Comprehensive Annual Maintenance Contract and the bidder must quote accordingly in their offer against each model.

2. The cost of Comprehensive AMC for 4 years will be considered for bid evaluation.

3. Bidder must quote only one model against each item from their product range which meets the NIT requirement.

4. Bidder must provide technical specifications in tabular format against each item with supporting product catalogue.

5. OEM / Authorized dealer must confirm to place trained Service Engineer at Oil India Ltd., Duliajan during all working days as per OIL's working hours during warranty as well as AMC period.

6. Service/maintenance Engineer must have sufficient stock maintenance spares at Duliajan to rectify the fault within 24 hours failing which penalty clause will apply.

7. Penalty clause:

Duration of breakdown

a) Up to 1 day: Penalty = Nil

b) Greater than 1 day but less than 3 days: Penalty = 2% of AMC

c) Greater than 3 days but less than 15 days: Penalty = 10% of AMC

d) Beyond 15 days: Penalty = 10% of AMC + Replacement machine should be provided till the repairing / rectification of faulty machine.

8. Service / maintenance Engineer has to attend the machines for Preventive Maintenance periodically (twice in a year) and also breakdown report call at OIL's Operational areas at Duliajan & Moran wherever the machines placed. No transport will be provided by OIL. Preventive Maintenance Reports (2 nos. per year) for all the supplied machines must be submitted after completion of each maintenance.

9. Format for Price quotation: As per ANNEXURE - A

9.1 Supporting documentary evidence for Toner Yield, Drum Yield, Copy Cartridge Yield etc. as applicable should be submitted. Bidder will have to provide written assurance to provide consumables free of cost, if the same is exhausted from what the bidder will quote as per the requirement for 120,000 copies or 2 years operation/machine.

9.2 The bidder should quote for the above items judiciously and any extra item that the party has not quoted but is required for the maintaining the machine before completing the 120,000 copies

ANNEXURE-I

Tender No. : SDI2784P17/P3

Tender Date : 22.10.2016

mark will have to be supplied by the bidder free of cost. The same has to be confirmed in writing by the bidder during bid submission.

9.3 Separate price quotations for each model in tabular form should be submitted.

9.4 The basis of quantity requirement of consumables for 120,000 copies should be supported by documentary evidence.

9.5 The cost of consumable spares should be valid for a period of 3 (three) years from the date of commissioning of all the machines at site and a separate PR will be raised for the same.

9.6 Comprehensive AMC include maintenance with spares other than consumable spares. Bidder must mention the critical spares which are neither fall under Comprehensive AMC nor consumable spares. Otherwise, it will be treated under Comprehensive AMC.

10 Payment of AMC charges will be made after completion of every 6 months against invoice and submission of Preventive Maintenance Report. Bidder note that AMC will commence after the end of warranty period.

11. Training: The successful bidder to provide training on operation of the machine to the operator in each department during commissioning of the machine. Cost of Training should be included with the main item.

12. The bidder should quote for latest photocopier models which are launched in the market. Bidder must confirm to provide support service to the machine offered for next 7 years.

13. Installation & Commissioning

13.1 The supplier has to carry out the Installation & Commissioning of the photocopier machines at OIL's Duliajan & Moran office as per advice of OIL.

13.2 The installation & commissioning jobs are to be started by the supplier within one month from the date of receipt of materials at Duliajan and must complete in all respect within two months.

13.3 All expenses i.e. to & fro fares, boarding etc. during installation & commissioning for the deputed personnel to be borne by the supplier.

Annexure- DDD

INTEGRITY PACT

Between

Oil India Limited (OIL) hereinafter referred to as "The Principal"

And

(**Name of the bidder**).....hereinafter referred to as "The Bidder/Contractor" |

Preamble :

The Principal intends to award, under laid down organizational procedures, contract/s for Tender No. **SDI2784P17** The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organisation "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
 2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.
 3. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a Page 2 of 6 substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder/Contractor

- (1) The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
 3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future Contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the

- amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.
2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
 3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
 1. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

Section 4 - Compensation for Damages

1. If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to 3 % of the value of the offer or the amount equivalent to Earnest Money Deposit/Bid Security, whichever is higher.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.
3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 - Previous transgression

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 6 - Equal treatment of all Bidders/Contractor/Subcontractors

1. The Bidder/Contractor undertakes to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.

2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidders/Contractors/ Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 - External Independent Monitor/Monitors (three in number depending on the size of the contract) (to be decided by the Chairperson of the Principal)

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

7. If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
8. The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

Section 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

R BARMAN
MANAGER MATERIALS (IP)

For the Principal

For the Bidder/Contractor

Place. Duliajan.

Witness 1 :

Date 23.10.2016 .

Witness 2 :

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 Received Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of 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 LETER 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.