

OIL INDIA LIMITED

(A Government of India Enterprise)
P.O. Duliajan-786602, Assam, India

E-mail: material@oilindia.in

INVITATION FOR BID

Annexure - II

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
SSI2880P17/P1 08.12.2016	RATE CONTRACT OF BEARING
SDI2821P17/P2 08.12.2016	MAMMOGRAPHY MACHINE
SDI2884P17/P4 08.12.2016	DOCUMENT MANAGEMENT SYSTEM
SDI2789P17/P3 08.12.2016	INDIRECT HEATER PACKAGE

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: ankurjyoti_sarmah@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI2884P17 DT: 03.11.2016

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 & COMMISSIONING, TRAINING AND AMS OF DOCUMENT MANAGEMENT SYSTEM** 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 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).

2.0 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.

2.1 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.

2.2 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".**

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

Display RFX Response:

| | | | | |

RFX Response Number 60006452 RFX Number TEST2 Status Submitted
 RFX Owner WIPRO_TEST1 Total Value 0.00 INR RFX Response Version 1

| | |

Basic Data | Questions

Event Parameters

Currency:

Detailed Price Information:

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

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

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

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

Edit RFX Response:

| | | | | | |

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

| | | |

Notes

Add | Clear

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

Attachments

| | | | |

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

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.

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **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.

4.0 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.

5.0 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.

6.0 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.

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

8.0 **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.

9.0 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**

10.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. **However, if any of the Clauses of the Bid Rejection Criteria /**

Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.

- 11.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 12.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.
- 13.0 If Bank Guarantee is submitted towards ‘Bid Security’, then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.

NOTE:

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

Yours Faithfully

**Sd-
(A J SARMAH)
MANAGER MATERIALS (IP)
FOR : DGM-MATERIALS**

Tender No & Date: SDI2884P17 DT: 03.11.2016

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

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

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) TECHNICAL:</p> <p>Bids must compulsorily comply with the following Technical BRCs, failing which they will be summarily rejected.</p> <p>a) Bidder should have implemented minimum one Document management system project within the last 5 years from the bid closing date using the DMS software being quoted by them against this tender. Documentary evidence has to be provided for the same in the form of :-</p> <ul style="list-style-type: none">i. Purchase Order /Work Order copy andii. Job completion certificate or bill/invoice against the particular purchase /work order. <p>The project should have included supply of software and implementation of DMS. Certificates from customers should be submitted in support of this. Self-certifications will not be accepted.</p> <p>b) The project in BRC (a) above should have been of minimum value Rs 178.13 Lakhs.</p> <p>c) The DMS software component in the project should be minimum 30% of the total cost of the project.</p> <p>d) Bids must comply with Technical Specifications, Installation &</p>	

commissioning, implementation, warranty and AMC clauses of this NIT.

e) The bidder should quote for all the items mentioned in the tender.

f) The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. OEM refers to OEM of the DMS Software Application and the OEMs of the servers, storage and tape library. Joint venture companies, subsidiaries and authorized dealers must submit an Authorization certificate (in original) from OEM, as per Annexure-A, attached herewith, stating that the OEM will provide support directly or through the particular bidder during the warranty and AMS periods.

B) FINANCIAL

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. 178.13 Lakhs	COMPLIED/ NON COMPLIED
b) Net Worth of the firm should be Positive for preceding financial /Accounting year.	COMPLIED/ NON COMPLIED

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.”

C) COMMERCIAL:

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

ii) Bid security:

The bid must be accompanied by Bid Security of **Rs 8,92,500.00** 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

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

If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.

For exemption for submission of Bid Security, please refer Clause No. 8.16 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

The format of Bank Guarantee towards Bid Security (Annexure – VII) has been amended to Annexure – VII (Revised) and bidders should submit Bank Guarantee towards Bid Security as per Annexure – VII (Revised) only.

iii) Bids are invited under "Single Stage Two Bid System". Bidders have to submit both the "Techno-commercial Unpriced Bids" and "Priced Bids" through electronic form in the OIL's e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway.

iv) Performance Security:

The successful bidder shall submit Performance Security as given below:

- a) 1st Performance Security @ 10% of PO value (for DMS Software + Server, Rack and Accessories + SAN Storage + Backup Solution & Tape Library + Training Charges + Installation & Commissioning Charge) shall be submitted 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 shall be valid for the entire period of Warranty of 1 year from the date of successful installation & commissioning plus 3(three) months.
- b) 2nd Performance Security @ 10% of 4 years AMC value shall be submitted before expiry of 1st Performance Security. The Performance Security shall be valid for the entire AMC period of 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 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) In case the Party refuses to sign Integrity Pact.

(f) Delivery :

For materials: 90 days from placement of Purchase Order.

For Installation & Commissioning: 30 days from date of intimation by OIL.

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:

a) Prior to the detailed evaluation, company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. A substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation.

b) In case the cost quoted for the AMS services are found to be unreasonably low, OIL reserves the right to load an amount not exceeding 10% of the material (software + hardware) cost as the price of the AMS per annum and then calculate the total cost of the bid for evaluation purposes.

c) The total of all the items quoted, including four (4) years AMC charges, will be considered for commercial evaluation.

d) Since this is a turnkey project, OIL will procure all items from the single successful bidder.

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.	
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NOTE:

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

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

ANNEXURE-IA

Tender No. : SDI2884P17/P4
Tender Date : 03.11.2016

Item No./ Mat. Code	Material Description	Complied/ Non Complied	QTY/ UOM
10 0C000525	<p><u>TECHNICAL SPECIFICATIONS OF THE DMS SOFTWARE:</u></p> <p>DMS software OEM must be in the Leaders/ Challengers/ Visionaries quadrant of Gartner's latest(2015 or later) magic quadrant for ECM (Enterprise Content Management). The DMS software should be of enterprise/professional edition and latest version should be supplied.</p> <p>The bidder has to mention the unique Name, edition and version of the quoted DMS.</p> <p>A. General Features</p> <ol style="list-style-type: none"> 1. DMS should provide facility for back-up of files and metadata on external drives. 2. Batch-wise, file-wise and page-wise indexing of documents and data. 3. There should be provision for MS Outlook users to save email and email attachments in DMS repository. 4. DMS must provide Lightweight Directory Access Protocol (LDAP) support for integration with Active Directory services for user authentication and single-sign on. However, there should be provision for user authentication using standard user credentials. <p>B. Administration and Management features:</p> <ol style="list-style-type: none"> 1. Multiple-level user-access 2. Role-based access: <ol style="list-style-type: none"> 2.1 There must be different categories of users based on their roles and privileges. For example, users may be classified into super-admin, Viewers, Administrator, Group Manager (list is only indicative and not exhaustive) 2.2 The software should also have provision for maintaining & monitoring audit trails etc. 3. Support multiple permissions like search, read only, read-write, delete etc. 4. The software should provide solutions for managing users, managing volumes, descriptors, managing folders and subfolders, managing data- class etc. 5. Facility for changing password. 6. There should be a check-in check-out feature enabling the user to allow or not allow other users to modify the document when it is being examined. <p>C. Taxonomy and Batch Management features:</p>		1 NO

ANNEXURE-IA**Tender No. : SDI2884P17/P4****Tender Date : 03.11.2016**

Item No./ Mat. Code	Material Description	Complied/ Non Complied	QTY/ UOM
	<p>1. The software should let user create document types.</p> <p>2. The user should be able to assign document type to each document by a drop-down list (or any convenient method of selecting the type).</p> <p>3. There should also be a provision for importing and exporting batches of document files into and from the DMS system.</p> <p>4. Provision to 'drag and drop' documents from a local or a mapped drive to a folder in the DMS system and vice versa would be preferred.</p> <p>D. Indexing and Linking of Documents:</p> <p>1. Scope for single page indexing and multiple page indexing. It should be possible to search any page using at least eight fields such as name of the file, keywords, etc.(This list is only indicative and not exhaustive).</p> <p>2. Certain indices like date of creation with time-stamp should be automatically created. The latest activity/modification date must also be automatically retained.</p> <p>3. DMS should support various metadata types like numeric, float, alphanumeric, etc.</p> <p>4. The indices may be modified or deleted when required by the authorized user.</p> <p>5. Provision of linking documents to other documents. Structured data need to be linked with scanned files using defined parameters.</p> <p>E. Version Control in the DMS software:</p> <p>1. Must have provision for storing multiple versions of the same document.</p> <p>F. Searching and Retrieval of documents and folders with DMS software:</p> <p>1. The search module should support multiple search and retrieval methods. These include general search, index search, search by metadata, full text search, searching on query, keywords search, phrase search, Boolean search.</p> <p>2. Query response lists must be filtered by user permission level i.e. the user can see only those results which she/he is authorized to see.</p> <p>G. Architecture and Standards of the DMS software:</p> <p>1. System should be platform independent.</p> <p>2. DMS should comply with WebDAV standard.</p> <p>H. User Interface:</p> <p>1. The software should be available as a web-based interface (including the administrator interface) without plug-ins and fully integrate with OIL's Intranet</p>		

ANNEXURE-IA**Tender No. : SDI2884P17/P4****Tender Date : 03.11.2016**

Item No./ Mat. Code	Material Description	Complied/ Non Complied	QTY/ UOM
	<p>so that user can go to the system from the intranet portal itself.</p> <p>I. Records Management: 1. The software should comply with all necessary legal and statutory requirements.</p> <p>J. Licensing for DMS Application Suite: 1. Min. 170 named-user licenses should be provided.</p> <p>K. Converter to AutoCAD Software 1. Make & Unique Model: To be quoted by bidder 2. Bidder must also quote for 5 licenses required for running the converter to AutoCAD software.</p> <p>L. All the required licenses for plugins/integration tools/third party applications including database required for proper functioning of DMS with above mentioned features need to be provided by the bidder.</p> <p>M. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p>		
<p>20 OC000508</p>	<p><u>1. BLADE SERVER: (Qty. = 4 Nos.)</u></p> <p>Note: The blade servers will host at least two application nodes, two database nodes (both running in load-balancing and failover mode), one backup server, one virtualization management server and one restore testing platform, all configured as virtual machines.</p> <p>A. Make & Unique Model: To be quoted by bidder Note: In case a bidder mentions a product range, and not a unique model, the bid will be rejected.</p> <p>B. Processor: Minimum 1 x Intel Xeon E5-2600 V3 series (Min. 18 Core, 2.3 GHz.) should be supplied.</p> <p>C. L3 Cache: Minimum 20 MB</p> <p>D. RAM: Minimum 256 GB DDR4.</p> <p>E. HDD: 2 x 300GB 15K RPM SAS hot swappable</p> <p>F. Must have integrated or adapter cards to provide 4 x 1 Gbps and 2 x 8/16 Gbps FC interfaces/ ports .</p> <p>G. I/O interfaces: Minimum 1 USB 2.0/ 3.0</p> <p>H. Operating System: i) The bidder has to mention the name, edition and version of the quoted OS. ii) Unix/ Linux-flavoured enterprise edition OS and/or Microsoft Windows</p>		1 NO

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Item No./ Mat. Code	Material Description	Complied/ Non Complied	QTY/ UOM
	<p>Server 2012 with min 5 years active subscription and support along with all relevant licenses.</p> <p>I. Virtualization:</p> <p>i) The bidder has to mention the name, edition and version of the quoted virtualisation software.</p> <p>ii) Latest version of VMware Esxi(Enterprise edition) or Microsoft Hyper-V (Enterprise edition) along with all relevant licenses, software, driver, firmware,etc.</p> <p>J. The required number of all relevant licenses (including virtualization licenses required for supporting up to 7 virtual machines per physical blade servers and any other licenses, if required, must be provided by bidder), software, drivers, firmware must be provided by bidder on CD/DVD media.</p> <p>K. Virtualization software must support (list of features is indicative and not exhaustive) :</p> <p>i) Live migration of virtual machines from one host to another without the operations of virtual machines being affected</p> <p>ii) Dynamic allocation of memory across virtual machines in a physical host.</p> <p>iii) Hot-Add of Virtual RAM in virtual machines.</p> <p>L. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p> <p>2. Virtualization Management Software: (Qty. =1 No.)</p> <p>A. The bidder has to mention the name, edition and version of the quoted software.</p> <p>B. A centralized platform/software for managing the entire virtualization environment should be provided along with all relevant licenses.</p> <p>3. CHASSIS: (Qty. = 1 No.)</p> <p>A. Make & Unique Model: To be quoted by bidder</p> <p>B. To be fitted in the 36 U Rack as mentioned below. The chassis should be able to support the blade servers supplied with complete redundancy of all components like power, cooling, I/O.</p> <p>C. Blade Enclosure should be configured with dual-redundant integrated 1GB Ethernet switch modules with sufficient Nos of internal 1GB ports to connect to all blade servers in the enclosure and min 6 x 1 Gbps uplink ports.</p> <p>D. Blade enclosure should be configured with dual-redundant integrated 16 Gbps SAN switch module with sufficient number of ports (activated &</p>		

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Item No./ Mat. Code	Material Description	Complied/ Non Complied	QTY/ UOM
	<p>licensed) to connect servers with Storage & Tape Library with redundancy.</p> <p>E. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p> <p>4. RACK: (Qty. = 1 No.)</p> <p>A. Make & Unique Model: To be quoted by bidder.</p> <p>B. 36U server OEM rack with 8-port KVM switch and all necessary rack mounting accessories and software for the KVM switch. The above mentioned chassis should be fitted in the rack. The rack should come factory-fitted with cooling fans, PDUs, cabling channels.</p> <p>C. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p> <p>5. DISPLAY CONSOLE: (Qty. = 1 No.)</p> <p>A. Make & Unique Model: To be quoted by bidder</p> <p>B. 17" or better Rack console foldable LED display with keypad & touch pad. (To be fixed in the Rack).</p> <p>C. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p>		
<p>30 OC000172</p>	<p>SAN STORAGE (Qty. = 1 No.)</p> <p>A. Make & Unique Model: To be quoted by bidder</p> <p>B. Form Factor: Rack Mounted SAN Storage</p> <p>C. Capacity:</p> <p>i) Min. 20 TB usable with SAS disks in RAID 5 implementation</p> <p>ii) Min. 80 TB usable with NLSAS disks in Raid 6 implementation</p> <p>iii) Expansion: 100% (i.e. 100 TB usable) provision to be available with the same ratio of disk types</p> <p>D. High Availability: Dual-active controller with automated I/O path failover. Automatic drive failover detection and rebuild using global hot spare drives. Battery backed-up mirrored cache</p> <p>E. Cache: Total 48 GB Minimum primary cache</p> <p>F. Ports: Minimum four 16 Gbps FC ports per controller</p> <p>G. Fan and Power Supply: Hot-swappable redundant power supply and cooling fans</p> <p>H. Power input: Single phase 230 V AC 50 Hz power supply with</p>		1 NO

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Item No./ Mat. Code	Material Description	Complied/ Non Complied	QTY/ UOM
	<p>Universal Power Plugs, power cables to be supplied</p> <p>I. Storage Management Software: The storage system must have graphical, web based management software to carry out management, monitoring and configuration tasks.</p> <p>J. OS & Clustering Support: Windows 2012 or higher version, Linux/Unix Operating systems, VMware,Hyper-V support above OS in clustering</p> <p>K. Software Feature: Dynamic Volume Expansion capability: Ability to expand logical volumes without disrupting operations.</p> <p>L. Remote Volume Mirroring: Ability to perform Synchronous and asynchronos local/remote data replication</p> <p>M. RAID Support: should support RAID 0, 1, 1+0, 5 and RAID 6</p> <p>N. All active components should be redundant and hot-swappable.</p> <p>O. Disk Drives</p> <p>i. Disk Drive: should support SAS, Nearline SAS and SATA disks</p> <p>ii. There should be provision for automatic tiering so that the most frequently accessed data is placed on SAS disks and less frequently used data is placed on Nearline-SAS disks.</p> <p>iii. Cache: Minimum 32 MB</p> <p>iv. Interface: Support for at least 6 Gbps SAS</p> <p>v. RPM: Min 10000 for SAS and minimum 7200 for Nearline SAS</p> <p>P. All cables necessary for connecting the SAN box to the chassis must be supplied along with this order. Connectivity to the chassis has to be in dual-redundant mode.</p> <p>Q. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p>		
<p>40 0C000172</p>	<p>1. BACKUP SOLUTION</p> <p>BACKUP FOR SOFTWARE AND HARDWARE</p> <p>BACKUP SOLUTION - 1 NO</p> <p>A. Make & Unique model/edition/version of backup software to be quoted by bidder</p> <p>B. Backup should be taken on tapes using LTO-6 or later technology</p> <p>C. It should be possible to take backup of all the configured servers. There should be a provision for restoring the backups from the tapes to any of the hosts (of which the backup was taken) or any equivalent server, for example</p>		1 NO

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	<p>the restore-testing server.</p> <p>D. Backup software must have provision for taking automatic (scheduled) as well as manually triggered backups. These backups may be online database backup, offline database backup, full filesystem backup, virtualization management software configurations and database etc. (list is only indicative and not exhaustive).</p> <p>E. Backup software should support virtual platforms such as Hyper V ,VMware etc.</p> <p>F. Backup software should backup the virtual machines in the solution</p> <p>G. Backup software must have provision for viewing backup sessions, viewing restore sessions, configuring different kinds of backup, configuring various kinds of restores.</p> <p>H. It should be possible to install backup clients (if required) on the servers. There should be a provision to carry out the installation from the backup server.</p> <p>I. All the required licenses, software must be provided by the bidder.</p> <p>J. Provision for viewing event logs and other reporting features.</p> <p>K. Provisions for viewing past sessions of a backup.</p> <p>L. Backup software should have facility for restoring entire DMS application and/or database, as well as the stored documents.</p> <p>M. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.</p> <p>2. Tape Library (Qty 1 No.)</p> <p>A. Make and Unique model to be quoted by bidder</p> <p>B. Tape Drive: LTO-6 technology or latest</p> <p>C. Number of drives: Minimum 2 drives</p> <p>D. Should provide Robotic arm for tape handling.</p> <p>E. Tape library must be able to read Barcode labels of tape cartridges.</p> <p>F. Should provide 8/16 Gbps FC interface to connect to blade chassis integrated san switch module-Min 4 ports</p> <p>G. Cartridge Slots: Minimum 20 Slots for holding tapes.</p> <p>H. Data Transfer: Min. 160 Mb/sec native rate</p> <p>I. Tape library should be rack-mounted. Rack mounting kit to be supplied.</p>		

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	J. 100 Nos. of LTO-6 or higher tapes for data & 2 cleaning tapes to be supplied. K. Sufficient quantity of Barcode labels to be supplied. L. Tape library shall provide web-based remote management. Should provide automated and remote management of tape media within the library. M. Power Details: all accessories, including cables, to be supplied N. The bidder has to submit the printed technical brochure/data sheet/reference to website containing specifications.		
	TRAINING CHARGES		
10	End-Users	1	AU
20	IT administrators	1	AU
	Installation and commissioning		
10	Installation, Integration & Commissioning	1	AU
20	Man month cost for work flow analysis	4	MON
	Annual Maintenance Services		
10	Annual Maintenance Service for 1st year (4 QTR)	1	AU
20	Annual Maintenance Service for 2nd year (4 QTR)	1	AU
30	Annual Maintenance Service-3rd year (4 QTR)	1	AU
40	Annual Maintenance Service-4th year (4 QTR)	1	AU

Special Notes : Enterprise Wide Document Management System**1. Preamble**

OIL INDIA LIMITED (OIL) is a Government of India NAVARATNA company, engaged in Exploration, Production and Transportation of Crude oil & Natural gas and Production of LPG in India with participating interest in E&P sector in various overseas projects.

2. Objective of Document Management System (DMS)

Since the rising volume of physical documents inside the organization is becoming difficult to manage, Oil India Limited is planning to implement an Enterprise wide Document Management System for the purpose of electronically storing, managing and accessing documents, drawings and maps so that the users would enjoy secured, rights-based access to the documents.

Oil India Limited invites bids for the following:

- a. Supply of DMS solution software and hardware as described in this document.

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b. Installation & commissioning of supplied solution.

c. Warranty of the solution for one year.

d. Training to various categories of users.

e. Annual Maintenance of the supplied solution for four years, as described in the AMS Clause of this document.

3. Scope of Work

A. SUPPLY OF HARDWARE & SOFTWARE:

1. The Document Management System software & hardware will be supplied by the bidder as part of a turnkey project.

B. DELIVERY:

Materials are to be delivered as detailed below:

(i) All materials are to be delivered at:

**DGM-Materials(HoD),
Materials Department, Oil India Limited,
Duliajan, District- Dibrugarh,
Assam - 786602.**

C. Installation & Commissioning:

1.The design and configuration of the entire solution (hardware and software) should be done by the bidder.

2.The installation & commissioning of all the supplied Hardware will be carried out by the bidder. All the necessary configuration will be done by the bidder.

3.The installation & configuration of the DMS software (as well as any other software supplied by the bidder) will be carried out by the bidder.

4.Installation & commissioning of the backup solution along with scheduling of backups will be carried out by bidder.

5.The bidder must conduct a department-wise study for finding out the type of users, their authorization levels, etc. The creation of different types of users for all the departments will be done by the bidder.

6.Delivery, installation and commissioning should be completed within 120 days of confirmed order.

D. Integration with SAP:

The bidder must integrate DMS with SAP applications of OIL. SAP end-users should be able to refer to and retrieve documents from DMS as and when required. The following

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modules of ECC 6.0 namely HR, FICO, MM, PS, SD, PM and ESS and also SRM must be integrated with DMS. Components such as SAP connectors, etc. must be SAP-certified.

E. Warranty:

a) Comprehensive on-site 1 year warranty from the date of successful completion of installation & commissioning.

b) Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for all the supplied software applications, OS, database during the warranty period, at no extra cost to OIL.

c) An escalation matrix must also be provided to OIL by the successful bidder.

d) During the warranty period, bidder must depute minimum one competent engineer for the Overall DMS Solution Support (both hardware & software) at Duliajan exclusively against this order.

e) The engineers deputed for warranty services should report on every OIL working day at 07.00 AM at IT Dept, OIL, Duliajan. In case the engineer is on leave, a replacement engineer should be deputed within 48 hours, for providing the warranty services. If the engineer does not report for duty, penalty as mentioned in penalty clause will be levied.

F. Annual Maintenance Services (Hardware & Software):

a) The bidder has to quote for 4 (years) comprehensive on-site Annual Maintenance Services(AMS) for all supplied software & hardware for Document management system.

b) AMS will start after successful completion of warranty period for the entire DMS Solution (hardware and software).

c) Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for all the supplied software applications, OS, database during the AMC period, at no extra cost to OIL.

d) During the AMS period, bidder must depute minimum one competent engineer for the Overall DMS Solution Support (both hardware & software) at Duliajan exclusively against this order.

e) The engineers deputed for AMS should report every OIL working day at 07.00 AM at OIL, Duliajan. In case the engineer is on leave, a replacement engineer should be deputed within 48 hours. If the engineer does not report for duty, penalty as mentioned in penalty clause will be levied.

G. Service Level Agreement(SLA) for Warranty & AMS

Definitions:

1. Incidents : Any hardware or software-related failure/ malfunctioning in the solution.

2. Service Request: Any operational/administrative job assigned to the Service Engineer by OIL.

3. Non-Availability: The DMS service(s) is not available.

4. Partially Down:

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Is defined as, the DMS service is available but there is failure in any of the hardware/software component of the solution which results in loss of redundancy/high-availability or loss of any features/services which otherwise would be available.

5. Response Time:

Represents the period of time from the problem occurrence to the time when the problem is first attended by your engineer.

6. Resolution Time:

Represents the period of time from the problem occurrence to the time in which the root cause of the problem is removed and a permanent fix has been applied to avoid problem reoccurrence.

7. Planned/Scheduled Downtime:

Planned/Scheduled downtime shall be mutually decided by the vendor for preventive maintenance, scheduled maintenance, infrastructure problems or any other situation which is not attributable to vendor's (or Service Provider's) failure to exercise due care in performing vendor's responsibilities.

8. Up-time Calculation:

Up-time for the solution shall be calculated using the following formula: $[(\text{Actual Up-time} + \text{Scheduled Downtime}) / \text{Total Hours}] \times 100$

Where

"Actual Up-time" means, of the Total Hours, the aggregate number of hours in any quarter during which the DMS system, is actually available for use, i.e. (Total Hours - Downtime)

"Scheduled Downtime" means the aggregate number of hours in any quarter during which each system is down during Total Hours, due to preventive maintenance, scheduled maintenance, infrastructure problems or any other situation which is not attributable to vendor's (or Service Provider's) failure to exercise due care in performing vendor's responsibilities.

The downtime for scheduled maintenance (patch application, upgrades # OS, DMS, database etc.) would need to be mutually agreed between OIL and the vendor.

"Total Hours" means the total hours over the measurement period i.e. one quarter (24 * number of days in the quarter).

9) The SLA schedule

CONDITION	RESPONSE TIME TIME ALLOWED	MAXIMUM RESOLUTION
Partially Down	6 hours	72 hours

10) The bidder shall maintain minimum solution Up-time of 99%. Failure to meet this requirement shall attract penalty as per the Penalty clauses.

H. Payment Terms:

a) Payment for 70% of the cost of Software & Hardware will be made on delivery of the same.

b) Payment for 30% of the cost of Software & Hardware and 100% of installation, commissioning and integration charges will be made after successful installation and commissioning of the solution. OIL will issue a commissioning certificate only after

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completion of installation & commissioning as defined in this document.

c) Payment of training charges will be made as per actuals after successful completion of training. The bidder will have to submit the relevant invoices.

d) Payment for AMS shall be made to successful bidder on quarterly basis at the end of the period, taking into account any applicable penalties for that period. The bidder will need to submit the invoices on a quarterly basis to DGM-IT, Oil India Limited, Duliajan, Assam - 786602.

I. Penalty Terms:

In case of default by the bidder, penalty will be imposed as follows:

i)Penalty Type-I: Failure to meet resolution time requirement shall attract penalty calculated as per the following:

o For Partially down:0.5 % of quarterly fee of AMS per additional day since the expiry of maximum resolution time allowed

ii) Penalty Type-II: Failure to meet uptime requirement shall attract penalty calculated as per the following:

5% of QF for less than 99%

7.5% of QF for less than 98%

10% of QF for less than 97%

where QF is the quarterly fee due for the AMS rendered during the previous quarter.

iii)Penalty Type-III: In case vendor's service engineer does not report to duty and no substitute is provided, an amount of INR 3000.00 will be levied on per day basis.

iv) Penalty Type-II will be levied only in case of entire system non-availability. Penalty Type-I and Penalty Type-II are mutually exclusive and only of them will be applicable for a given period.

v) Total Penalty for any quarter is the sum of Penalty Types -I, II, III. The total penalty for a quarter is subjected to a maximum of 15% of the quarterly fee for the AMS.

vi) During warranty period the penalty will be deducted from the PBG. The penalty calculation will be based on average AMS prices per annum quoted by the successful bidder.

vii) If, for any reason, the bidder fails to provide services within seven successive days from the date of reporting, the period of Warranty or AMS will be extended by that number(s) of days, at no extra cost to OIL, in addition to the penalties imposed.

J. Licensing:

The successful bidder must provide all the relevant licenses in the name of OIL INDIA LIMITED. Proper documentary evidence (paper/e-license) should be provided in the name of Oil India Limited.

K. Training :

1. The bidder must impart training to:

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a. End-users

b. IT administrators (2 persons).

2. There will be three types of end-user:

a. Those that will perform scanning and digitization of documents (50 persons)

b. Departmental Administrator (50 persons)

c. Users who will access the DMS (50 persons)

3.

a. The end user training will have to be conducted at OIL's premises and must be completed within three months from the date of complete installation and commissioning. Necessary PCs, connectivity will be provided by OIL. Proper soft-copies of training manuals for each type of user will have to be supplied by the bidder before the training begins. The relevant invoice for training will be submitted by the bidder to OIL after all types of training are completed successfully. The training will be conducted in batches, maximum batch size of 25.

b. IT administrators training on DMS administration should be conducted for a period of minimum five days preferably at OEM's site or at OEM's authorized training center. The training should be completed before installation & commissioning commences, or at a mutually agreed schedule.

L. Others:

1. Queries from bidders will be accepted only upto 7 days before the bid-closing date. Queries received after this will not be entertained at all.

2. Client side software, if any, must be supplied, installed and configured by the bidder.

3. Any third-party software, if necessary, to perform any of the aforementioned jobs has to be supplied, installed and configured by the bidder at no extra cost to OIL. The third party software should be licensed and licenses should be provided in the name of Oil India Limited.

4. Documentation of installed solution architecture, configuration, maintenance and administration of all the components(hardware & Software) should be submitted to OIL.

5. During the whole project period, the bidder is required to carry out knowledge sharing as well as sharing of all configuration-related documents with OIL.

6. In case of not being satisfied with the performance of any of the persons deputed for the above categories of jobs, OIL reserves the right to ask for change of any or all of the concerned persons. The successful bidder will have to provide suitable replacement personnel within a maximum period of two weeks of receiving such a notice from OIL.

7. The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses of the persons deputed for the above categories of jobs.

8. Bidder must quote the price of the items as per the price schedule format given in

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Annexure-HHH

9. The Bidder should provide an Undertaking of authenticity for the Quoted Server hardware from the OEM, in line with sample format in Annexure-B.

10. The Bidder has to submit Authorization certificates from each OEM of Server, Storage, Tape Library and DMS software in line with the sample format given in Annexure-A.

M. Confidentiality Agreement :

1. OIL Confidentiality and Non-Disclosure Agreement(NDA) will be applicable.

2. The bidder must submit duly filled Non-Disclosure Agreement(NDA) as per given format duly signed & Sealed by the authorized signatory of the bidder.

N. CHECKLIST:

The bidder has to submit the checklist of the items as per the format given in Annexure III.

O. ANNEXURES:-

Annexure-A: Sample format of authorization letter from OEM.

Annexure-B: Sample Format of undertaking of authenticity letter from OEM.

Annexure-C: BEC BRC compliance sheet to be submitted by bidder.

Annexure-IV: Scope of work compliance sheet to be submitted by bidder.

Annexure-I: Technical Specifications evaluation sheet to be submitted by bidder.

Annexure-HHH: Price breakup to be submitted by bidder.

Non Disclosure Agreement to be submitted by bidder.

Annexure-III: Check List for Bidder.

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. **SDI2884P17** 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.

A J SHARMA
MANAGER MATERIALS (IP)

For the Principal

For the Bidder/Contractor

Place. Duliajan.

Witness 1 :

Date 04.11.2016 .

Witness 2 :

NON-DISCLOSURE AGREEMENT

BETWEEN

Oil India Ltd (OIL), a company incorporated under the Companies Act, 1956 and having its registered office at Duliajan, Assam – 786602, hereinafter referred to as “**OIL**” (which expression shall unless it be repugnant to the context or meaning thereof, mean and include its successors in office and assignees) of the **ONE PART** and

AND

_____ a company incorporated under the Companies Act, 1956 having its registered office at _____ (hereinafter referred to as “_____” which expression unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **SECOND PART**;

OIL and _____ are hereinafter collectively referred to as the “Parties”.

WHEREAS, the Parties intend to engage in discussions and negotiations concerning the establishment of a business relationship between themselves. In the course of such discussions and negotiations, it is anticipated that each Party may disclose or deliver to the other certain or some of its trade secrets or confidential or proprietary information, for the purpose of enabling the other party to evaluate the feasibility of such business relationship (hereinafter referred to as “**the Project**”).

The Parties wish to ensure that all such confidential information disclosed by either party will be held by the party who has received it in confidence and used solely in connection with their cooperation.

NOW, THEREFORE, in consideration of the foregoing premises, and the mutual covenants contained herein, the Parties hereby agree as follows:

ARTICLE 1. DEFINITION

For the purpose of this Agreement,

ARTICLE-1: CONFIDENTIAL INFORMATION

“Confidential Information” shall mean and include any information of any nature (commercial, technical, marketing, financial, etc.) in any form including but not limited to copy, abstract, sample, note or module, disclosed by either party (the “Disclosing Party”) to the other party (the “Receiving Party”) within the scope of the Project, whether such information are disclosed through written documents, electronic transmissions, orally or visually, and without it being necessary for the Disclosing Party to specify the confidential nature of such information.

ARTICLE 2. CONFIDENTIALITY

2.1 The Receiving Party hereby agrees to consider and treat as strictly confidential, during the term of this Agreement, the Confidential Information of the Disclosing Party. This paragraph shall survive after any expiration or termination of this Agreement and shall bind Receiving Party, its employees, agents, representatives, successors, heirs and assigns.

The Receiving Party agrees in particular:

- i) not to publish in any manner or otherwise disclose to any third party any Confidential Information or part of it, and to treat all Confidential Information at least with the same degree of care as it applies to its own files of a confidential nature;
- ii) not to use Confidential Information, even partially, for the benefit of any third party or for its own account (except for the sole purpose of the business arrangement described in the recitals above);
- iii) not to decompile, disassemble, decode, reproduce, redesign, reverse engineer or manufacture any information, code, process, products or equipment of the Disclosing Party or any part thereof; and
- iv) to disclose Confidential Information only to those of its employees and Affiliates who have a reasonable need to know in connection with the business arrangement described in the recitals above, to inform such employees of the confidential nature of the Confidential Information, and to cause them to comply with any and all terms of this Agreement.

- v) to disclose confidential information to consultants engaged by receiving Party provided such consultant also executes a Non-Disclosure Agreement with the receiving party that contains terms and conditions that are no less restrictive than these and with the prior consent of the disclosing party.

2.2 Neither OIL nor _____ shall disclose to the public or to any third parties (i) the fact that the cooperation described in the recitals above is taking place between them, or (ii) the fact that Confidential Information have been made available to it or that it

has inspected any portion of the Confidential Information, without the prior written consent of the other party, unless required to do so by applicable law or regulation.

In the latter case, prior to disclosure of any information concerning the existence of the cooperation, the party obliged to make a disclosure shall inform the other party of the reason and proposed content of such disclosure and shall written consent thereon.

ARTICLE 3. EXCEPTIONS

The obligations set forth in **Article 2** of this Agreement shall not apply to Confidential Information which:

- i) is in the public domain at the time of its disclosure by the Disclosing Party or thereafter falls into it without any breach of this Agreement (and, in that case, only from the date on which it fell into the public domain) ;
- ii) was known by the Receiving Party prior to its disclosure by the Disclosing Party, provided that the Receiving Party gives proper evidence of such prior knowledge; or
- iii) has been rightfully obtained by the Receiving Party from a third party without any breach of a confidentiality obligation towards the Disclosing Party; or
- iv) has been independently discovered or developed by the Receiving Party without using Confidential Information, so long as such independent discovery or development can be documented and verified.
- v) is required to be disclosed as per any law in force in India or under order of any competent court.

Confidential Information shall not be deemed to be or fall within exceptions i) to v) merely because it is embraced by more general information in the public domain or by more general

information thereafter acquired or developed by the Receiving Party. In addition, any combination of features/items/information/data shall not be deemed to be within the foregoing exceptions merely because individual features/items/information/data are in the public domain or in the possession of the Receiving Party.

ARTICLE 4. RETURN OF DOCUMENTS

Upon the expiration of this Agreement, or at the Disclosing Party's request, the Receiving Party shall promptly return to the Disclosing Party all documents including but not limited to copies, abstract, extracts, samples, notes or modules embodying Confidential Information of the Disclosing Party, or, at the option and direction of the Disclosing Party, destroy all copies of the Disclosing Party's Confidential Information and certify in writing that such copies have been duly destroyed. Until that date, the Receiving Party shall keep such documents in a place permitting both their secrecy and their rapid recovery.

ARTICLE 5. NO OTHER RIGHTS OR OBLIGATIONS

- 5.1** Notwithstanding the disclosure of any Confidential Information by the Disclosing Party to the Receiving Party, the Disclosing Party shall retain title and all intellectual property and proprietary rights in the Confidential Information. No license under any trademark, patent or copyright, or application for same which are now or thereafter may be obtained by such Party is either granted or implied by the conveying of Confidential Information. The Receiving Party shall not conceal, alter, obliterate, mutilate, deface or otherwise interfere with any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any
- 5.2** Nothing in this Agreement shall be construed as granting or conferring to either party any rights by license or otherwise in the Confidential Information, except as expressly provided herein.
- 5.3** Nothing in this Agreement shall be construed as (i) obligating either party to disclose any information which it does not wish to disclose, or (ii) obligating either party to accept any offer or enter into any agreement between the Parties.

5.4 Other proprietary right of the Disclosing Party on any copy of the Confidential Information, and shall reproduce any such mark or notice on all copies of such Confidential Information. Likewise, the Receiving Party shall not add or emboss its own or any other any mark, symbol or logo on such Confidential Information.

ARTICLE 6. NO WAIVER OF RIGHT ON DELAY

6.1 No delay or omission by either party in exercising any rights under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

ARTICLE 7. APPLICABLE LAW – JURISDICTION

7.1 All disputes arising in connection with this Agreement, if not settled amicably by the Parties, shall be finally settled under the provisions of the Indian Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act.

7.2 The arbitration shall be conducted in English. The arbitral tribunal shall have its seat in **Guwahati** or any other place as may be mutually agreed by both the parties. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The costs of arbitration shall be borne by the party as provided in the Act.

7.3 The Courts of **Dibrugarh** shall only have the jurisdiction for the purpose of this Agreement

ARTICLE 8. DURATION

This Agreement shall come into force on the date written hereunder, and shall remain in force for a period of **four (4)** years starting from such date. The obligations set forth in Article 2 hereof shall survive the expiration of this Agreement for the period specified in such Article.

ARTICLE 9. COMPLETE AGREEMENT

The Parties agree that this Agreement (i) is the complete and exclusive statement between the Parties with respect to the protection of the confidentiality of Confidential Information, (ii)

supersedes all related discussions and other communications between the Parties, and (iii) may only be modified in writing by authorized representatives of the Parties.

ARTICLE 10. PUBLICATIONS

Neither Party shall make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents/provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of the other Party.

ARTICLE 11. REMEDIES

The Receiving Party acknowledges that if the Receiving Party fails to comply with any of its obligations hereunder, the Disclosing Party may suffer immediate, irreparable harm for which monetary damages may not be adequate. The Receiving Party agrees that, in addition to all other remedies provided at law or in equity, the Disclosing Party shall be entitled to injunctive relief hereunder.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives on the date written hereunder.

Made on _____, at _____ (Place)

On behalf of OIL

On behalf of _____

Signature : *A Bahukhandi*

Signature : _____

Name: **A Bahukhandi**

Name:

Designation: **Head-IT**

Designation:

HEAD - IT
OIL INDIA LIMITED
IT DEPARTMENT
DULIAJAN - 786 602



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

Ref. No _____ Date _____

DGM-Materials(HoD)
Oil India Limited,
Duliajan-786 602

Sub: Authorization Certificate

Ref: Your tender enquiry No. _____ Dated _____.

Sir,

1) We hereby authorize M/s _____ to quote, supply and provide onsite warranty and AMS, including replacement of spares (in case of hardware items), for the above tender, on our behalf. We hereby state to provide support directly or through the particular bidder during the warranty and AMS periods.

2) (For software items only) We hereby confirm that quoted version of the software is latest and will continue to provide support for a period of 5 years from the date of Bid Closing.

3) (For hardware items only) We hereby confirm that quoted model is not obsolete or near obsolescence and the essential spares and parts of the quoted model will be available in the market for a minimum period of 5 years from the date of Bid Closing.

Yours faithfully,

For(Type Name & Affix Seal of the firm)

.....
(Signature of Authorized Signatory)

Name:
Designation:
Place:
Email:
Phone No.:

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

Ref. No _____ Date _____

DGM-Materials(HoD)
Oil India Limited,
Duliajan-786 602

Sir,

Sub: Undertaking of authenticity of Server

Ref: Your tender enquiry No. _____ Dated _____.

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

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

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 Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

ANNEXURE - C

Clause No. & Specification in the tender	Bidder's Response (Complied / Not Complied)	Deviations (if any)
<p><u>BRC(Bid Rejection Criteria)</u> Bids must compulsorily comply with the following Technical BRCs, failing which they will be</p>		
<p>a) Bidder should have implemented minimum one Document management system project within the last 5 years from the bid closing date using the DMS software being quoted by them against this tender. Documentary evidence has to be provided for the same in the form of :- i. Purchase Order /Work Order copy and ii. Job completion certificate or bill/invoice against the particular purchase /work order. The project should have included supply of software and implementation of DMS. Certificates from customers should be submitted in support of this. Self-certifications will not be accepted.</p>		
<p>b)The project in BRC (a) above should have been of minimum value Rs 178.13 lakhs.</p>		
<p>c)The DMS software component in the project should be minimum 30% of the total cost of the project.</p>		
<p>d) Bids must comply with Technical Specifications, installation & commissioning, implementation, warranty and AMC clauses of this NIT.</p>		
<p>e)The bidder should quote for all the items mentioned in the tender.</p>		

<p>f) The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. OEM refers to OEM of the DMS Software Application and the OEMs of the servers, storage and tape library. Joint venture companies, subsidiaries and authorized dealers must submit an Authorization certificate (in original) from OEM, as per Annexure-A, attached herewith, stating that the OEM will provide support directly or through the particular bidder during the warranty and AMS periods.</p>		
<p><u>BEC(Bid Evaluation criteria)</u></p>		
<p>A) TECHNICAL:</p>		
<p>a) Prior to the detailed evaluation, company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. A substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation.</p>		
<p>b) In case the cost quoted for the AMS services are found to be unreasonably low, OIL reserves the right to load an amount not exceeding 10% of the material (software + hardware) cost as the price of the AMS per annum and then calculate the total cost of the bid for evaluation purposes.</p>		
<p>c) The total of all the items quoted, including four (4) years AMS charges, will be considered for commercial evaluation.</p>		
<p>d) Since this is a turnkey project, OIL will procure all items from the single successful bidder.</p>		

ANNEURE - I

Clause No. & Specification in the tender	Bidder's Response (Yes/No)	Reference to relevant section in the technical documentation/ Brochure/ Catalogue/ OEM Website, wherever applicable
<u>Item No 10. DMS Software</u>		
<p>DMS software OEM must be in the Leaders/ Challengers/ Visionaries quadrant of Gartner's latest(2015 or later) magic quadrant for ECM(Enterprise Content Management).The DMS software should be of enterprise/professional edition and latest version should be supplied.</p> <p>The bidder has to mention the unique Name, edition and version of the quoted DMS.</p>		
<u>A. General Features</u>		
1. DMS should provide facility for back-up of files and metadata on external drives.		
2. Batch-wise, file wise and page wise indexing of documents and data.		
3. There should be provision for MS outlook users to save email and email attachments in DMS repository.		
4. DMS must provide Lightweight Directory Access Protocol (LDAP) support for integration with Active Directory services for user authentication and single-sign on. However, there should be provision for user authentication using standard user credentials.		
<u>B. Administration and Management features:</u>		
1. Multiple-level user-access		
2. Role-based access:		

<p>2.1 There must be different categories of users based on their roles and privileges. For example, users may be classified into super-admin, Viewers, Administrator, Group Manager (list is only indicative and not exhaustive)</p>		
<p>2.2 The software should also have provision for maintaining & monitoring audit trails etc.</p>		
<p>3. Support multiple permissions like search, read only, read-write, delete etc.</p>		
<p>4. The software should provide solutions for managing users, managing volumes, descriptors, managing folders and subfolders, managing data- class etc.</p>		
<p>5. Facility for changing password.</p>		
<p>6. There should be a check-in check-out feature enabling the user to allow or not allow other users to modify the document when it is being examined.</p>		
<p><u>C. Taxonomy and Batch Management features:</u></p>		
<p>1. The software should let user create document types.</p>		
<p>2. The user should be able to assign document type to each document by a drop-down list (or any convenient method of selecting the type).</p>		
<p>3. There should also be a provision for importing and exporting batches of document files into and from the DMS system.</p>		
<p>4. Provision to 'drag and drop' documents from a local or a mapped drive to a folder in the DMS system and vice versa would be preferred.</p>		
<p><u>D. Indexing and Linking of Documents:</u></p>		
<p>1. Scope for single page indexing and multiple page indexing. It should be possible to search any page using at least eight fields such as name of the file, keywords, etc.(This list is only indicative and not exhaustive).</p>		

2. Certain indices like date of creation with time-stamp should be automatically created. The latest activity/modification date must also be automatically retained.		
3. DMS should support various metadata types like numeric, float, alphanumeric, etc.		
4. The indices may be modified or deleted when required by the authorized user.		
5. Provision of linking documents to other documents. Structured data need to be linked with scanned files using defined parameters.		
<u>E. Version Control in the DMS software:</u>		
1. Must have provision for storing multiple versions of the same document.		
<u>F. Searching and Retrieval of documents and folders with DMS software:</u>		
1. The search module should support multiple search and retrieval methods. These include general search, index search, search by metadata, full text search, searching on query, keywords search, phrase search, Boolean search.		
2. Query response lists must be filtered by user permission level i.e. the user can see only those results which she/he is authorized to see.		
<u>G. Architecture and Standards of the DMS software:</u>		
1. System should be platform independent.		
2. DMS should comply with WebDAV standard.		
<u>H. User Interface:</u>		

1. The software should be available as a web-based interface (including the administrator interface) without plug-ins and fully integrate with OIL's Intranet so that user can go to the system from the intranet portal itself.		
<u>I. Records Management:</u>		
1.The software should comply with all necessary legal and statutory requirements.		
<u>J. Licensing for DMS Application Suite:</u>		
1. Min. 170 named user licenses should be provided.		
<u>K.Converter to AutoCAD Software</u>		
1. Make & Model: To be quoted by bidder		
2. Bidder must also quote for 5 licenses required for running the converter to AutoCAD software.		
L. All the required licenses for plugins/integration tools/third party applications including database required for proper functioning of DMS with above mentioned features need to be provided by the bidder.		
M. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.		
<u>Item No 20. Server, Rack and Accessories</u>		
<u>1. BLADE SERVER: (Qty. = 4 Nos.)</u>		
Note: The blade servers will host at least two application nodes, two database nodes (both running in load-balancing and failover mode), one backup server,one virtualization management server and one restore testing platform, all configured as virtual machines.		
A. Make & Unique Model: To be quoted by bidder Note: In case a bidder mentions a product range, and not a unique model, the bid will be rejected.		
B. Minimum 1 x Intel Xeon E5-2600 V3 series (Min.18 Core, 2.3 GHz) should be supplied		
C. L3 Cache: Minimum 20 MB		

D. RAM: Minimum 256 GB DDR4.		
E. HDD: 2 x 300GB 15K RPM SAS hot swappable		
F. Must have integrated or adapter cards to provide 4 x 1 Gbps and 2 x 8/16 Gbps FC interfaces/ ports .		
G. I/O interfaces: Minimum 1 USB 3.0		
<u>H. Operating System:</u>		
i)The bidder has to mention the name,edition and version of the quoted OS.		
ii)Unix/linux flavoured enterprise edition OS and/or Microsoft Windows Server 2012 with min 5 years active subscription and support along with all relevant licenses.		
<u>I. Virtualization:</u>		
i)The bidder has to mention the name,edition and version of the quoted virtualisation software.		
ii)Latest version of VMware Esxi(enterprise edition) or Microsoft Hyper-V (enterprise edition) hypervisor along with all relevant licenses, software, driver, firmware,etc.		
J. The required number of all relevant licenses (including virtualization licenses required for supporting up to 7 virtual machines per physical blade servers and any other licenses, if required, must be provided by bidder), software, drivers, firmware must be provided by bidder on CD/DVD media.		
<u>K. Virtualization must support (list of features is indicative and not exhaustive) :</u>		
i) Live migration of virtual machines from one host to another without the operations of virtual machines being affected		
ii) Dynamic allocation of memory across virtual machines in a physical host.		
iii) Hot-Add of Virtual RAM in virtual machines.		

L.The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.		
<u>2. Virtualization management Software: (Qty. =1 No.)</u>		
A. The bidder has to mention the name,edition and version of the quoted software.		
B.A centralized platform/software for managing the entire virtualization environment should be provided along with all relevant licenses.		
<u>3. CHASSIS: (Qty. = 1 No.)</u>		
A. Make & Unique Model: To be quoted by bidder		
B. To be fitted in the 36 U Rack as mentioned below. The chassis should be able to support the blade servers supplied with complete redundancy of all components like power, cooling, I/O.		
C.Blade Enclosure should be configured with dual redundant 1GB Ethernet switch modules with sufficient Nos of internal 1GB ports to connect to all blade servers in the enclosure and min 6 x 1 Gbps uplink ports.		
D.Blade enclosure should be configured with dual redundant integrated 16 Gbps SAN switch module with sufficient number of ports(activated & licensed) to connect servers with Storage & Tape Library with redundancy.		
E.The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.		
<u>4. RACK: (Qty. = 1 No.)</u>		
A. Make & Unique Model: To be quoted by bidder.		
B. 36U server OEM rack with 8-port KVM switch and all necessary rack mounting accessories and software for the KVM switch. The above mentioned chassis should be fitted in the rack.The rack should come factory-fitted with cooling fans, PDUs, cabling channels.		

C.The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.		
5. DISPLAY CONSOLE: (Qty. = 1 No.)		
A. Make & Unique Model: To be quoted by bidder		
B. 17" or better Rack console foldable LED display with keypad & touch pad. (To be fixed in the Rack).		
C.The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.		
Item No 30.SAN Storage		
1. SAN STORAGE (Qty. = 1 No.)		
A. Make & Unique Model: To be quoted by bidder		
B. Form Factor: Rack Mounted SAN Storage		
C. Capacity:		
i) Min. 20 TB usable with SAS disks in RAID 5 implementation		
ii) Min. 80 TB usable with NLSAS disks in Raid 6 implementation		
iii) Expansion: 100% (i.e. 100 TB usable) provision to be available with the same ratio of disk types.		
D. High Availability: Dual-active controller with automated I/O path failover. Automatic drive failover detection and rebuild using global hot spare drives. Battery backed-up mirrored cache		
E. Cache: Total 48 GB Minimum primary cache		
F. Ports: Minimum four 16 Gbps FC ports per controller		
G. Fan and Power Supply: Hot-swappable redundant power supply and cooling fans		
H. Power input: Single phase 230 V AC 50 Hz power supply with Universal Power Plugs, power cables to be supplied		
I. Storage Management Software: The storage system must have graphical, web based management software to carry out management, monitoring and configuration tasks.		

J. OS & Clustering Support: Windows 2012 or higher version,linux/Unix Operating systems,VMware,Hyper-V support above OS in clustering		
K. Software Feature: Dynamic Volume Expansion capability: Ability to expand logical volumes without disrupting operations.		
L. Remote Volume Mirroring: Ability to perform Synchronous and asynchronous local/remote data replication		
M. RAID Support: should support RAID 0, 1, 1+0, 5 and RAID 6		
N. All active components should be redundant and hot-swappable.		
O. Disk Drives		
i. Disk Drive: should support SAS, Nearline SAS and SATA disks		
ii. There should be provision for automatic tiering so that the most frequently accessed data is placed on SAS disks and less frequently used data is placed on Nearline-SAS disks.		
iii. Cache: Minimum 32 MB		
iv. Interface: Support for at least 6 Gbps SAS		
v. RPM: Min 10000 for SAS and minimum 7200 for Nearline SAS		
P. All cables necessary for connecting the SAN box to the hosts must be supplied along with this order. Connectivity to the hosts has to be in dual-redundant mode.		
Q.The bidder has to submit the printed brochure/data sheet/reference to website containing specifications.		
Item No 40. BACKUP SOLUTION AND TAPE LIBRARY		
1.BACKUP SOLUTION (Qty 1 No.)		
A. Make & Unique model/edition/version of backup software to be quoted by bidder		

B. Backup should be taken on tapes using LTO-6 or later technology		
C. It should be possible to take backup of all the configured servers. There should be a provision for restoring the backups from the tapes to any of the hosts (of which the backup was taken) or any equivalent server, for example the restore testing server.		
D. Backup software must have provision for taking automatic (scheduled) as well as manually triggered backups. These backups may be online database backup, offline database backup, full filesystem backup, virtualization management software configuratons and database etc. (list is only indicative and not exhaustive).		
E. Backup software should support virtual platforms such as Hyper V ,VMware etc.		
F. Backup software should support backup the virtual machines in the solution		
G. Backup software must have provision for viewing backup sessions, viewing restore sessions, configuring different kinds of backup, configuring various kinds of restores.		
H. It should be possible to install backup clients (if required) on the servers. There should be a provision to carry out the installation from the backup server.		
I. All the required licenses, software must be provided by the bidder.		
J. Provision for viewing event logs and other reporting features.		
K. Provisions for viewing past sessions of a backup.		
L.Backup software should have facility for restoring entire DMS application and/or database, as well as the stored documents.		

M.The bidder has to submit the printed technical brochure/data sheet/reference to website containing specifications.		
2.Tape Library (Qty 1 No.)		
A. Make and Unique model to be quoted by bidder		
B. Tape Drive: LTO-6 technology or latest		
C. Number of drives: Minimum 2 drives		
D. Should provide Robotic arm features for tape handling.		
E. Tape library must be able to read Barcode labels of tape cartridges.		
F. Should provide 8/16 Gbps FC interface to connect to blade chassis integrated san switch module-Min 4 ports		
G. Cartridge Slots: Minimum 20 Slots for holding tapes.		
H. Data Transfer: Min. 160 Mb/sec native rate		
I. Tape library should be rack-mounted. Rack mounting kit to be supplied.		
J. 100 Nos. of LTO-6 or higher tapes for data & 2 cleaning tapes to be supplied.		
K. Sufficient quantity of Barcode labels to be supplied.		
L. Tape library shall provide web-based remote management.Should provide automated and remote management of tape media within the library.		
M. Power Details: all accessories, including cables, to be supplied		
N. The bidder has to submit the printed technical brochure/data sheet/reference to website containing specifications.		

Check List for Bidder		ANNEXURE - III	
Sl. No.	Clause No. & Specification in the tender	Bidder's Response (Yes/No)	Deviations (if any)
1	Quoted for all Software		
2	Quoted for all Hardware		
3	Agreed to Scope of Work		
4	Agreed to Delivery, Installation & Commissioning Terms		
5	Agreed to Training Terms		
6	Agreed to Bid Evaluation Criteria/Bid Rejection Criteria		
7	Agreed to Warranty Terms		
8	Agreed to Annual Maintenance Services Terms		
9	Quoted Price as per Price Schedule Format Annexure-HHH		
10	Agreed to Payment Terms		
11	Agreed to Penalty Terms		
12	Submitted Authorization Letter from OEM of the quoted DMS Software solution as per format Annexure-A		
13	Submitted Authorization Letter from OEM of the quoted Server as per format Annexure-A		
14	Submitted Authorization Letter from OEM of the quoted Tape Library as per format Annexure-A		
15	Submitted Authorization Letter from OEM of the quoted SAN storage as per format Annexure-A		

16	Submitted Authentication Letter for quoted Server from OEM as per format Annexure-II.		
17	Submitted duly filled Compliance sheet for scope of work as per format Annexure-IV.		
18	Submitted duly filled Compliance sheet for technical terms as per format Annexure-IA.		
19	Submitted Technical Brochure/Product Catalogue/ Official URL page		
20	Submitted duly signed and sealed NDA.		
21	Submitted duly filled compliance sheet for BEC/BRC Annexure-CCC		

Compliance sheet for scope of work		ANNEXURE - IV	
Sl. No.	Clause No. & Specification in the tender	Bidder's Response (Yes/No)	Deviations (if any)
A.	SUPPLY OF HARDWARE & SOFTWARE		
1	The Document Management System software & hardware will be supplied by the bidder as part of a turnkey project.		
B.	DELIVERY:		
	Materials are to be delivered as detailed below:		
1	(i) All materials are to be delivered at: DGM-Materials(HoD), Materials Department, Oil India Limited, Duliajan, District- Dibrugarh, Assam - 786602.		
C.	Installation & Commissioning		
1	The design and configuration of the entire solution (hardware and software) should be done by the bidder.		
2	The installation & commissioning of all the supplied Hardware will be carried out by the bidder. All the necessary configuration will be done by the bidder.		
3	The installation & configuration of the DMS software (as well as any associated software) will be carried out by the bidder.		
4	Installation & commissioning of the backup solution along with scheduling of backups will be carried out by bidder.		
5	The bidder must conduct a department-wise study for finding out the type of users, their authorization levels, etc. The creation of different types of users for all the departments will be done by the bidder.		

6	Delivery, installation and commissioning should be completed within the time stipulated in the Tender.		
D. Integration with SAP:			
1	The bidder must integrate DMS with SAP applications of OIL. SAP end-users should be able to refer to and retrieve documents from DMS as and when required. The following modules of ECC 6.0 namely HR, FICO, MM, PS, SD, PM and ESS and also SRM must be integrated with DMS. Components such as SAP connectors, etc. must be SAP-certified.		
E. Warranty			
a.	Comprehensive on-site 1 year warranty from the date of successful completion of installation & commissioning.		
b.	Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for all the supplied software applications, OS ,database during the warranty period, at no extra cost to OIL.		
c.	An escalation matrix must also be provided to OIL by the successful bidder.		
d.	During the warranty period, bidder must depute minimum one competent engineer for the Overall DMS Solution Support(both hardware & software) at Duliajan exclusively against this order.		
e.	The engineers deputed for warranty services should report on every OIL working day at 07.00 AM at IT Dept, OIL, Duliajan. In case the engineer is on leave, a replacement engineer should be deputed within 48 hours, for providing the warranty services. If the engineer does not report for duty, penalty as mentioned in penalty clause will be levied.		
F. Annual Maintenance Services (Hardware & Software)			
a.	The bidder has to quote for 4 (years) comprehensive on-site Annual Maintenance Services (AMS) for all supplied software & hardware for Document management system.		
b.	AMS will start after successful completion of warranty period for the entire DMS Solution (hardware and software).		

c.	Successful bidder shall have to supply and install all upgrades,patches,bug fixes released for all the supplied software applications,OS,database during the AMC period, at no extra cost to OIL.		
d.	During the AMS period, bidder must depute minimum one competent engineer for the Overall DMS Solution Support(both hardware & software) at Duliajan exclusively against this order.		
e.	The engineers deputed for AMS should report every OIL working day at 07.00 AM at OIL, Duliajan. In case the engineer is on leave, a replacement engineer should be deputed within 48 hours. If the engineer does not report for duty, penalty as mentioned in penalty clause will be levied.		
G. Service Level Agreement(SLA) for Warranty & AMS			
	Definitions:		
1	Incidents : Any hardware or software related failure/ malfunctioning in the solution.		
2	Service Request: Any operational/administrative job assigned to the Service Engineer by OIL.		
3	Non-Availability: The DMS service(s) is not available.		
4	Partially Down: Is defined as, the DMS service is available but there is failure in any of the hardware/software component of the solution which results in loss of redundancy/high-availability or loss of any features/services which otherwise would be available.		
5	Response Time: Represents the period of time from the problem occurrence to the time when the problem is first attended by your engineer.		

6	<p>Resolution Time: Represents the period of time from the problem occurrence to the time in which the root cause of the problem is removed and a permanent fix has been applied to avoid problem reoccurrence.</p>		
7	<p>Planned/Scheduled Downtime: Planned/Scheduled downtime shall be mutually decided by the vendor for preventive maintenance, scheduled maintenance, infrastructure problems or any other situation which is not attributable to vendor's (or Service Provider's) failure to exercise due care in performing vendor's responsibilities.</p>		
8	<p>Up-time Calculation: Up-time for the solution shall be calculated using the following formula: $\left[\frac{\text{Actual Up-time} + \text{Scheduled Downtime}}{\text{Total Hours}} \right] \times 100$ Where "Actual Up-time" means, of the Total Hours, the aggregate number of hours in any quarter during which DMS system, is actually available for use, i.e. (Total Hours - Downtime) "Scheduled Downtime" means the aggregate number of hours in any quarter during which each system is down during Total Hours, due to preventive maintenance, scheduled maintenance, infrastructure problems or any other situation which is not attributable to vendor's (or Service Provider's) failure to exercise due care in performing vendor's responsibilities.</p> <p>The downtime for scheduled maintenance (patch application, upgrades - OS, DMS, databse etc.) would need to be mutually agreed between OIL and the vendor.</p> <p>"Total Hours" means the total hours over the measurement period i.e. one quarter (24 * number of days in the quarter).</p>		

9	<p>The SLA schedule</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;">CONDITION</th> <th style="text-align: center; width: 33%;">RESPONSE TIME</th> <th style="text-align: center; width: 33%;">MAXIMUM RESOLUTION TIME ALLOWED</th> </tr> </thead> <tbody> <tr> <td>Partially Down</td> <td style="text-align: center;">6 hours</td> <td style="text-align: center;">72 hours</td> </tr> </tbody> </table>	CONDITION	RESPONSE TIME	MAXIMUM RESOLUTION TIME ALLOWED	Partially Down	6 hours	72 hours		
CONDITION	RESPONSE TIME	MAXIMUM RESOLUTION TIME ALLOWED							
Partially Down	6 hours	72 hours							
10	<p>The bidder shall maintain minimum solution Up-time of 99%.Failure to meet this requirement shall attract penalty as per the Penalty clauses:</p>								
H. Payment Terms:									
a.	<p>Payment for 70% of the cost of Software & Hardware will be paid on delivery of the same.</p>								
b.	<p>Payment for 30% of the cost of Software & Hardware and 100% of installation, commissioning and integration charges will be made after successful installation and commissioning of the solution. OIL will issue a commissioning certificate only after completion of installation & commissioning as defined in this document.</p>								
c.	<p>Payment of training charges will be made as per actuals after successful completion of training.The bidder will have to submit the relevant invoices.</p>								
d.	<p>Payment for AMS shall be made to successful bidder on quarterly basis at the end of the period, taking into account any applicable penalties for that period.The bidder will need to submit the invoices on a quarterly basis to DGM-IT, Oil India Limited, Duliajan, Assam - 786602.</p>								
I. Penalty Terms:									
	<p>In case of default by the bidder, penalty will be imposed as follows:</p>								

i)	<p>Penalty Type-I: Failure to meet resolution time requirement shall attract penalty calculated as per the following:</p> <ul style="list-style-type: none"> o For Partially down:0.5 % of quarterly fee of AMS per additional day since the expiry of maximum resolution time allowed 		
ii)	<p>Penalty Type-II:Failure to meet uptime requirement shall attract penalty calculated as per the following:</p> <ul style="list-style-type: none"> • 5% of QF for less than 99% • 7.5% of QF for less than 98% • 10% of QF for less than 97% <p>Where QF is the quarterly fee due for the AMS rendered during the previous quarter.</p>		
iii)	<p>Penalty Type-III:In case vendor's service engineer do not report to duty and no substitute is provided, an amount of INR 3000.00 will be levied as penalty on per day basis.</p>		
iv)	<p>Penalty Type-II will be levied only in case of entire system unavailability.Penalty Type-I and Penalty Type-II are mutually exclusive and only of them will be applicable for a given time</p>		
v)	<p>Total Penalty for any quarter is the sum of Penalty Type -I, II, III penalties.The total penalty for a quarter is subjected to a maximum of 15% of the quarterly fee for AMS .</p>		
vi)	<p>During warranty period the penalty will be deducted from the PBG.The penalty calculation will be based on average AMS prices per annum quoted by the successful bidder.</p>		
vii)	<p>If for any reason, the bidder fails to provide services within seven successive days from the date of reporting, the period of Warranty or AMS will be extended by that number(s) of days, at no extra cost to OIL,,in addition to the penalties imposed.</p>		
J. Licensing:			

1	The successful bidder must provide all the relevant licenses in the name of OIL INDIA LIMITED. Proper documentary evidence (paper/e-license) should be provided in the name of Oil India Limited.		
K. Training			
1	The bidder must impart training to: a. End-users b. IT administrators (2 persons).		
2	There will be three types of end-user: a. Those that will perform scanning and digitization of documents (50 persons) b. Departmental Administrator (50 persons) c. Users who will access the DMS (50 persons)		

3	<p>a. The end user training will have to be conducted at OIL's premises and must be completed within three months from the date of complete installation and commissioning. Necessary PCs, connectivity will be provided by OIL. Proper soft-copies of training manuals for each type of user will have to be supplied by the bidder before the training begins. The relevant invoice for training will be submitted by the bidder to OIL after all types of training are completed successfully. The training will be conducted in batches, maximum batch size of 25.</p> <p>b. IT administrators training on DMS administration should be conducted for a period of minimum five days preferably at OEM's site or at OEM's authorized training center. The training should be completed before installation & commissioning commences, or at a mutually agreed schedule.</p>		
L Others			
1	closing date. Queries received after this will not be entertained at all.		
2	Client side software, if any, must be supplied, installed and configured by the bidder.		
3	<p>any third party software, if necessary, to perform any of the aforementioned jobs has to be supplied, installed and configured by the bidder at no extra cost to OIL. The third party software should be licensed and licenses should be provided in the name of Oil India Limited.</p>		
4	Documentation of installed solution architecture, configuration, maintenance and administration of all the components (hardware & Software) should be submitted to OIL.		
5	During the whole project period, the bidder is required to carry out knowledge sharing as well as sharing of all configuration-related documents with OIL		

6	In case of not being satisfied with the performance of any of the persons deputed for the above categories of jobs, OIL reserves the right to ask for change of any or all of the concerned persons. The successful bidder will have to provide suitable replacement personnel within a maximum period of two weeks of receiving such a notice from OIL.		
7	The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses of the persons deputed for the above categories of jobs.		
8	Bidder must quote the price of the items as per the price schedule format given in Annexure-HHH		
9	The Bidder should provide an Undertaking of authenticity for the Quoted Server hardware from the OEM, in line with sample format in Annexure-II.		
10	The Bidder has to submit Authorization certificates from each OEM of Server, Storage, Tape Library and DMS software in line with the sample format given in Annexure-A.		
M Confidentiality Agreement			
1	OIL Confidentiality and Non-Disclosure Agreement(NDA) will be applicable.		
2	The bidder must submit duly filled Non-Disclosure Agreement(NDA) as per given format duly signed & Sealed by the authorized signatory of 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	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.