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

INVITATION FOR BID
NATIONAL COMPETITIVE BID

OIL INDIA LIMITED invites National Competitive Bid (NCB) through its e-procurement portal https://etender.srm.oilindia.in/irj/portal for the following items:

E-TENDER NO.	BID CLOSING / OPENING DATE	ITEM & QTY.
SSI3627P17/P5	09.03.2017	**Chequered Plate(50 nos.)& Redging Galvd.(800 nos.)**
SSI3596P17/P3	09.03.2017	**Timbers (1200 nos.)**
SSI3697P17/P5	09.03.2017	**C.G.I. Sheet (5000 nos.)**
SSI3699P17/P5	09.03.2017	**TMT Steel Bar. (90000 Kg)**
SSI3702P17/P5	09.03.2017	**M.S. Angle (60000 Kg)**
SDI3715P17/P4	02.03.2017	**Enterprise Project Management Software (1 no.)**

Tender fee (Non-refundable): Rs 1,000.00; Bid Closing/Opening Time: **(11 Hrs.) IST/(14 Hrs.) IST**; Period of sale of documents: **Till one week prior to bid closing date**. The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal https://etender.srm.oilindia.in/irj/portal as well as OIL's website www.oil-india.com.

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

TELEPHONE NO: (91-374) 2808719
FAX NO: (91-374) 2800533
Email: ankurjyoti_sarmah@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No.	: SDI3715P17 DT: 04.02.2017
Tender Fee	: Rs 1,000.00
Bid Security Amount	: Applicable
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: As mentioned in the e-portal
Bid Opening on	: -do-
Performance Security	: Applicable
Integrity Pact	: Not Applicable

OIL invites Bids for **Supply and Installation & Commissioning of Enterprise Project Management (EPM) Software – Qty = 01 No** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX.

The tender will be governed by:

a)   **For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = 0374-2807171 , 0374-2807192. Email id = erp_mm@oilindia.in.**

b)   **OIL's office timings are as below:**

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

c) **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

d) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

e) Technical specifications and Quantity as per **Annexure – 1A**.

f) The prescribed Bid Forms for submission of bids are available in the Technical RFx-> External Area - > Tender Documents.

g) 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.

h) 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).

i) 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 Notes:

1.0 Vendors having OIL's User ID & password to 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).
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- COMPOSITE BID SYSTEM. The bidders are required to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.
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.

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   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.

9.0   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.

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

11.0   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: SDI3715P17 DT: 04.02.2017

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)
1.0 BID REJECTION CRITERIA (BRC): 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. **A) TECHNICAL:** a) Bidder should have experience of implementing Enterprise Project Management solutions **for at least 1 (one) project during the last five years** from the original bid closing date. Documentary evidence for above has to be submitted with the Bid, failing which their offer will be rejected. Acceptable documents will include completion certificates /Purchase Order Copy along with invoice copy or pay receipt document etc. from the customers. Self-certifications will not be accepted. b) The bidder must be an OEM/ Joint venture of OEM, business partner of OEM/ authorized dealer of OEM/ authorized system integrator or implementer of OEM. For bidders other than OEMs, an original letter from the OEM must be submitted, authorizing the bidder to quote against this tender, as per Annexure A of this document. **c)** Bid(s) not complying with Delivery, installation & commissioning, warranty, penalty, training clauses will be rejected. d) The bidder should quote for all the items mentioned in the tender, failing which their offer will be rejected.	

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. 11.95 Lakhs**

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

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

Notes:

a)   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-J.
OR
ii)   Audited Balance Sheet along with Profit & Loss account.

b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

C) COMMERCIAL:

i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.

ii) Bid security:
The bid must be accompanied by Bid Security of **Rs 53,000.00** in OIL's prescribed format as Bank Guarantee or a Cashier's cheque or Demand Draft in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid

Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 6 months from Bid closing date. (i.e. upto 02.09.2017). 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 Composite Bid System". Bidders have to submit both the "Techno-commercial Unpriced Bids" and "Priced Bids" through electronic form in the OIL's e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

iv) Performance Security:

The successful bidder shall submit Performance Security as given below:

a) 1st Performance Security @ 10% of PO value (for SOFTWARE + Installation & Commissioning + Training) 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 3 years AMC value shall be submitted before expiry of 1st Performance Security. The Performance Security shall be valid for the entire AMC period of 3 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) Price should be maintained in the "online price schedule" only. The price submitted other than the "online price schedule" shall not be considered.

ix)   Bids containing incorrect statement will be rejected.

x)   No offers should be sent by E-mail or Fax. Such offers will not be accepted.

xi) 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.

xii) <u>Delivery</u>:

The software must be delivered within 20 days from the date of issue of P.O. Installation, configuration and commissioning for software shall be completed within 20 days of intimation by OIL.

2.0 <u>BID EVALUATION CRITERIA (BEC)</u>

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:

1.0 The evaluation of bids will be done as per the Price Bid Format attached as Annexure – HHH.

2.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

3.0 Evaluation will be done on "Total Value" basis to ascertain the lowest bid.

4.0 Other terms and conditions of the enquiry shall be as per General Terms and conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

5.0 a) For evaluation of bids, the total cost including software, installation and commissioning, warranty (if any), training charges, AMC will be considered.

b) The bids conforming to the technical specifications and considered to be responsive will be further evaluated as per the Bid evaluation criteria after subjecting to the Bid rejection criteria as given below.

c) All items shall be procured from same source.

B) COMMERCIAL:

i). To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.	
iii) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.	

NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI3715P17 DT: 04.02.2017

	Complied / Not Complied. (Remarks if any)
ITEM NO. 10 **PROCUREMENT OF ENTERPRISE PROJECT MANAGEMENT (EPM) WITH MINIMUM 15 NOS. LICENSES. – QTY = 01 NO** 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 Enterprise Project Management (EPM) Project Department has been created with the core purpose of providing infrastructural support to Production Departments/Assets to meet their respective targets of Crude Oil & Natural Gas Production and their Evacuation. Project Department has been continuously providing infrastructural support in the form managing many Projects of construction of OCS, EPS, ETP, WIS, Dehydration plant and pipelines so that produced Crude Oil and Natural Gas, after proper separation and treatment, reaches OIL's valued Customers, thereby fulfilling Company's business target. Apart from Project Department, Projects are being executed by various other departments as per requirement and specifies. Efforts to bring about innovative ideas and technical excellence have been continuously carried out in the project works. To complete projects on time through "networking, collaboration and engineering skills" and to enhance the level of excellence and professionalism in the fields of E&P business, new technology and best practices are adopted to uphold OIL's cherished goal to become the fastest growing Energy Company with highest profitability. Considering the increase in the number of projects presently being handled by our department, it has been felt necessary that the Company should put in place the systems and procedures whereby all major projects may be monitored on-line, right from the time when the budget is released till completion of project. There is an urgent requirement for an IT based on-line monitoring system to be implemented for ease of monitoring, transparency, better review and decision making. The successful bidder shall have to provide a solution including supply of software solution having features satisfying the following requirements: a) System should be user friendly, so as to provide the greatest ease of adoption and use. b) System should have the ability to be customized according to the end-users' requirements. c) System should have the ability to generate various reports in graphical or other required formats.	

3. Scope of Work
a) Design of System Architecture.
b) Supply and Installation of EPM System at specified locations of Oil India premises.
c) System to be configured to generate various reports in graphical or other required formats.
d) Detailed recommendation on the hardware (servers, workstations, etc.) is to be submitted along with the bid.
e) The EPM software must be web enabled i.e., the user should be able to access the application through all popular web browser.

3.A. SOFTWARE:
1. The EPM software will be supplied by the vendor.
2. The installation & configuration of the EPM software (as well as any associated software) will be carried out by the vendor.

3.B. INSTALLATION & COMMISSIONING:
The vendor must install the supplied software suite in the hardware that will be procured/provided by OIL as per the recommendation of the successful bidder. Commissioning certificate will be issued by OIL in accordance to the successful completion of the following activities by the vendor:
a) Supply of software
b) Installation of software
c) Configuration of software
d) Creation of different types of users including Administrative users and assignment of authorizations to them.
e) Overall testing of the functionalities of the software.

3.C. TIME-FRAME:
Delivery of software:

The software must be delivered within 20 days from the date of issue of P.O.

Installation, configuration and commissioning for software :
Installation, configuration and commissioning for software shall be completed within 20 days of intimation by OIL.

3.D. TECHNICAL SPECIFICATIONS OF THE EPM SOFTWARE:
I. Platform:
System should be compatible in the Microsoft Windows 2012 standard server edition. Bidder to mention the hardware requirements in his bid for OIL to arrange the same for installation of the EPM software.

II. Functionalities:

a) Collaborative Software:
System should be collaboration software so as to combine all of a user's communication needs into a unified package, hence enabling multiple users to stay connected and work together on projects from any location on nearly any device.

b) Scheduling:
  The system should have proper and scientific scheduling features.

c) Document Management System:
The EPM software should have a document management system so as to track and store electronic documents and/or images of paper documents.

d) Resource Management:
The EPM Application should be capable of providing resource Management features so as to enable the greatest ease of adoption and use.

e) The following functions should be supported by the software:
(i) Entry of various Project Details like name of the project, board sanction date, original date of completion, latest approved completion date, actual/anticipated completion date, number of extensions made, Milestones, original approved cost, latest approved cost, etc.
(ii) Creation of project schedule (L3 & L4 schedule) - Bar chart with weighted percentage - Data to be created in software as well as should have feature for import from excel/pdf/csv file with typical graphical representation
(iii) Creation of billing schedule based on L3/L4 schedule and contract payment schedule (milestone based) - Data to be created in software as well as should have feature for import from excel/pdf/csv file with typical graphical representation
(iv) Entry of Daily progress report, weekly progress report, monthly progress report as per various standard formats with option for import from other excel/pdf formats.
(v) Representation of Project physical progress with milestone achievement v/s backlog
(vi) Creation/upload of project S Curve with details like planned weekly/monthly progress v/s actual progress and cumulative details representing the entire project span
(vii) Template for entering project financial data like original approved cost, latest approved cost, budget, spent, annual expenditure, cumulative expenditure and finally calculation of project financial progress
(viii) Generation of various reports as per requirement of OIL corporate office, MOPNG- The reports should be generated based on data inputs to be provided/made under serial no.(i) to (viii) indicating both physical progress with breakup of various activities, financial progress, milestone achievement v/s backlog, catch-up plan etc.

III. Collaboration Feature:
e) Email Integration: to be integrated with OIL's Microsoft Exchange email.

IV. Timeline
The EPM Application should have a timeline feature so as to create a high level view of the project plan that can be shared through other Office applications such as PowerPoint and Outlook.

V. Project Management Feature:
The EPM Application should have following minimum project management features:
a) Budgeting
b) Baseline
c) Critical path method
d) Events
e) Financial

VI. Resource Management Feature:
The EPM Application should have following project management features:
a) Cost
b) Group
c) Resource detail

3.E. FUNCTIONAL REQUIREMENTS OF THE EPM SOFTWARE:
1.   Data Management
1.1.   Ability to create, view, changes, and delete projects and associated project data.
1.2.   Ability to enter annotative comments and appending documents, images and links for project documentation.
1.3.   Ability to accommodate a large number of projects.
1.4.   Ability to import/export data from existing systems and databases (e.g., planning,financial systems).
1.5.   Ability to provide data completeness/error checks and data warnings.
1.6.   Ability to allow multiple portfolios and portfolio hierarchies (parent-child links).
1.7.   Ability to search, filter and sort project and portfolio data.
1.8.   Ability to archive project and portfolio data.
1.9.   Ability to conduct statistical analysis of historical data (e.g., trend analysis).
1.10.Ability to manipulate data (slice, dice and aggregate).
1.11.Ability to provide dashboard views plus ability to drill down.
1.12.Ability to allow users to configure/customize/format views, graphs, and reports.
1.13.Ability to provide document management (document storage, read, save-as, check-in, check-out, version control, history, etc.).

2.   Security/User Management
2.1.   Ability to accommodate all the licensed users.
2.2.   Ability to provide controlled access and change privileges.

3.   Project Evaluation
3.1.   Ability to provide project evaluation metrics.
3.2.   Ability to support customizable/user-defined metrics.
3.3.   Ability to address non-financial project benefits (e.g., impacts on corporate image,service quality, learning, safety, etc.).

4.   Project Planning
4.1.   Ability to support work plan development (e.g., via templates).
4.2.   Ability to control plan creation, modification and deletion.
4.3.   Ability to provide plan storage.
4.4.   Ability to provide project baseline tracking, version control, audit trail and plan history.
4.5.   Ability to link multi-level project and task plans.
4.6.   Ability to compute total project costs (e.g., via labor hours, rates, materials and other expenses).
4.7.   Ability to define project-specific phases, gating processes and milestones.
4.8.   Ability to support timing and scheduling (e.g., via Gantt charts and Pert charts).

5.   Communication/Collaboration
5.1.   Ability to support mass communication and notification (e.g., via a home page bulletin board, mass emails, etc.).
5.2.   Ability to provide targeted communications and notifications (e.g., selective, rule-based notifications via email).
5.3.   Ability to support real-time group communication (e.g., on-line chats, discussion forums, instant messaging).

6.   Project Monitoring/Status Reporting
6.1.   Ability to manually/auto load and selectively change project data (start/end dates, etc.).

6.2. Ability to capture, compute and report real-time actuals (e.g., costs, effort, schedule status)

6.3. Ability to aggregate cost, effort and schedule data across projects (e.g., Gantt data roll-up)

6.4. Ability to calculate performance ratios manually or automatically at specified points in time or at project milestones.

6.5. Ability to provide dashboard view of status of all projects with ability to drill down.

6.6. Ability to compute/display estimates of remaining work (hours to completion, percent of wok completed, end-date forecasting, etc.)

6.7. Ability to provide comparison of actual vs. planned progress with variance analysis, alerts and rule-based notification.

6.8. Ability to provide project reporting/forecasting according to government contracting requirements (e.g., earned value analysis).

6.9. Ability to support risk monitoring and on-going multi-project risk management.

6.10. Ability to use project status and project forecasts to update financial budget forecasts.

6.11. Ability to capture and transmit project costs, expenses, commitments, etc., for accounting.

7. Resource Management

7.1. Ability to capture all people resource categories and allow segmentation based on geography, organizational unit, resource pool, etc.

7.2. Ability to capture information for characterizing individual resources (e.g., skills, certifications, education, rates, interests).

7.3. Ability to provides dashboard view with drill down to individual resource availability (e.g., by time, skill, location, assignments).

7.4. Ability to track evolution and development of Individual resources (e.g., experiences,skill growth).

7.5. Ability to include non-human resources (normal, consumable, perishable) for non-human resource management.

7.6. Ability to support resource queries (e.g., chargeable/non-chargeable hours).

7.7. Ability to provide automat rule-based routing of updates regarding individual resources(e.g., change in availability, rate).

7.8. Ability to supports obtaining time-to-complete estimates directly from Individuals (which may provide more accurate availability estimates).

7.9. Ability to specify resource demand categories (e.g. projects, organization units, applications).

7.10. Ability to support a formal resource request system (preparation of requests, aggregate views by demand categories and over time, etc.).

7.11. Ability to schedule requests based on priority, date, contribution or other criteria.

7.12. Ability to conduct statistical analysis of requests (e.g., trend analysis of request types,response times, escalations).

7.13. Ability to support top-down resource assignment (e.g., provides search and sort based on role, skill, location).

7.14. Ability to support bottom-up resource assignment (e.g., by allowing individuals to review and select from availability assignments).

7.15. Ability to support time-phased resource booking to projects (by manually loading resource assignments).

7.16. Ability to support resource booking to organizational requests (for subsequent assignment to projects).

7.17. Ability to include operational and administrative resource assignment (in addition to project resource assignment).

7.18. Ability to provide automated resource assignment (based on availability and user defined criteria).

7.19. Ability to assign and schedule resources.

7.20. Ability to view resource assignments by Individual and project.

7.21. Ability to manually change to resource assignments for individual projects after project initiation.

7.22. Ability to support approval processes for the assignment of resources.

7.23. Ability to synchronize availability schedules with personal calendars (to Incorporate non- project commitments, planned absences).

7.24. Ability to support non-human resource allocation management.

7.25. Ability to summarize utilization levels by resource category and over time.

7.26. Ability to compare resource supply-demand by resource category and identify gaps, bottlenecks, and over-allocated resources.

8. Time Tracking

8.1. Ability to export project data to time sheet systems (e.g., ability to load time sheet with employee allocated activities).

8.2. Ability to provide employee time reporting.

9. User Assistance

9.1. Ability to provide online help (e.g. online help documentation, on-line tutorials).

3.F. OTHERS:

a) The vendor must submit the detailed hardware requirement for EPM along with the bid. The recommendations should include details of processor, memory, storage etc.

b) Client side software, if any, must be supplied, installed and configured by the vendor.

c) Any patches or version upgrades of the supplied software must be supplied and installed by the vendor during the warranty period at no extra cost to OIL.

d) Any third-party software, if necessary, to perform any of the aforementioned jobs has to be supplied, installed and configured by the vendor at no extra cost to OIL.

e) After successful installation and commissioning of the solution, the vendor is required to carry out knowledge sharing as well as sharing of all configuration-related documents and details for backup and recovery with the customer.

4.0 CUSTOM DEVELOPMENT

Apart from the standard edition of the project management software, bidder is also required to carry out custom development on following areas:

a) Report design as per the requirements of the Project Department and as required by Ministry of Petroleum/OIL Corporate office

b) Data capture from other system via Excel or CSV file format

c) Minor configuration change within the system to fit to the requirements of Oil India Ltd. This does not include any new process that is not defined in the scope of work

d) A maximum of 30 customize templates will have to be implemented by the bidder as per report and data entry formats to be provided by OIL after placement of LOA and expiry of warranty period.

The bidder should provide satisfactory evidence, acceptable to the Oil India Ltd to show that he has technology rights, adequate capability and technical know-how to carry out custom development of the system.

ITEM NO. 20 **INSTALLATION & COMMISSIONING - QTY = 01 AU**	
ITEM NO. 30 **TRAINING - QTY = 01 AU**	
ITEM NO. 40 **AMC FOR 3(THREE) YEARS– QTY = 01 AU**	

NOTE:

Bidder should submit their bids explicitly mentioning compliance / non-compliance / deviations to NIT Specifications as per **Annexure-II.** Bidder must submit **Annexure II** along with the bid failing which the offer will be rejected.

A.   SPECIAL TERMS & CONDITIONS

a)   License shall be for 15 (Fifteen) users including Annual Technical Support (Software update and Product support) for 1(one) year.

b)   License must be issued in the name of "OIL INDIA LIMITED".

c)   Package should include setting up of an Application Server with license for 15 (Fifteen) users.

d)   The EPM Software should be of Latest version as on the date of supply.

e)   Bidder should ensure fine tuning of the setup as required during Onsite Installation & Implementation for Application server.

f)   The software is to be installed at OIL Corporate Office NOIDA (including MoPNG) and OIL, Pipeline Headquarters, Guwahati, OIL FHQ at DULIAJAN and OIL project Office at Rajasthan

g)   Additional License: OIL may procure additional licenses from the bidder in the event of an order. Bidder shall confirm in their bid to supply additional licenses at the same quoted price upto one year from the date of placement of order.

h)   Training (Fundamental + Advance) shall be provided at the following locations -

       - Oil India Limited, Pipeline Headquarters, Narangi, Guwahati
       - Oil India Limited, FHQ, DULIAJAN

i)   Training scope by EPM trainer shall include but not limited to the following:

1.   Understanding EPM data
2.   Creating a project
3.   Creating a work breakdown structure
4.   Adding activities
5.   Using activity views
6.   Creating relationships
7.   Scheduling a project
8.   Assigning constraints

9.   Assigning roles and resources
10.   Calendars, base lining the project plan
11.   Executing the project plan
12.   Analysing the updated project
13.   High level resource planning
14.   Managing allocation
15.   Advance scheduling
16. Administrator Training

The bidder is required to provide training and support programme as follows:
a) 3 days of training programme in Duliajan office and 3 days of training programme in Guwahati office before deployment to the site
b) Provide onsite (for at least 7 days in each location) Technical Support in Duliajan, OIL Noida, and Pipeline Guwahati office for smooth implementation of project during the implementation stage.
c) Project Management Software must also be supplied with reference manuals, installation and performance guide etc. complete in all respects.

B. AMC
After the completion of one year warranty of the software, bidder is required to provide Annual Maintenance Support for another three years as per the payment terms mentioned in ANNEXURE - HHH. Same shall be considered for evaluation.

All inherent bugs should be covered under AMC and should be resolved. For any critical failure of the system, support team from vendor must be available on site on shorter notice (Notice of maximum 48Hours).

C. SERVER DETAILS
Oil India Ltd will provide the server/necessary hardware for implementation of the EPM software and system must be compatible to the server. Bidder must comply with this requirement and should mention about his hardware requirements as expected from OIL in his bid for OIL to arrange the same for EPM implementation.

D. Payment Terms: Payment shall be released as under -

a)   100% against supply of Software with valid licences and completion of configuration, installation & commissioning, customization and training for the whole system and user acceptance.OIL will issue a commissioning certificate only after completion of all the activities listed under Art. 3(B) [Heading: INSTALLATION & COMMISIONING] and training.

b) AMC will be paid on annual basis after successful completion of each year.

E. Warranty

a) Minimum 1 (One) year comprehensive onsite warranty for all supplied software. Warranty will start after successful installation and commissioning of the software and user acceptance.
b) Successful bidder shall have to supply and install all the upgrades released for the supplied software applications during the warranty period.
c) Any software problem shall have to be rectified within 48 hours of reporting the call, else penalty will be levied as per Penalty clause in this document.

F. Penalty Terms

In case of default by the vendor, penalty will be imposed as follows:
a) Delay in installation and commissioning of the software: Rs 3000.00 per day beyond the stipulated period.
b) In case of delay beyond seven (7) days of reporting the problem, the tenure of the Warranty will be extended by the corresponding number of days at no extra cost to OIL.

G. General Terms and Conditions:

1. Confidentiality Agreement

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

ii). The **bidder must submit Non-Disclosure Agreemen**t as per given format duly filled, signed & Sealed by the authorized signatory of the bidder.

H.   Annexure-A:

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

Ref. No_____   Date _____

The DGM - Materials
Oil India Limited,
Duliajan-786 602

Sir,

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

We hereby authorize M/s_____ to quote and provide onsite warranty support for the above tender, on our behalf.

Yours faithfully,
For (name of the firm here)

Signature of Authorized Signatory
Name :
Designation :
Phone No.
Place :
Date :

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

-----xxxx-----

Clause Number	Specification in the Tender	Bidder's Response	Does the product meet this specification? (Yes/No)	Reference to relevant section in the technical documentation/OEM Website, wherever applicable
3.D.	TECHNICAL SPECIFICATIONS OF THE EPM SOFTWARE:			
I.	Platform: System should be compatible in the Microsoft Windows 2012 standard server edition.Bidder to mention the hardware requirements in his bid for OIL to arrange the same for installation of the EPM software.			
II.	Functionalities:			
a)	Collaborative Software: System should be collaboration software so as to combine all of a user's communication needs into a unified package, hence enabling multiple users to stay connected and work together on projects from any location on nearly any device.			
b)	Scheduling: The system should have proper and scientific scheduling features.			
c)	Document Management System: The EPM software should have a document management system so as to track and store electronic documents and/or images of paper documents.			
d)	Resource Management: The EPM Application should be capable of providing resource Management features so as to enable the greatest ease of adoption and use.			
e)	The following functions should be supported by the software:			
(i)	Entry of various Project Details like name of the project, board sanction date, original date of completion, latest approved completion date, actual/anticipated completion date, number of extensions made, Milestones, original approved cost, latest approved cost, etc.			
(ii)	Creation of project schedule (L3 & L4 schedule) - Bar chart with weighted percentage - Data to be created in software as well as should have feature for import from excel/pdf/csv file with typical graphical representation			
(iii)	Creation of billing schedule based on L3/L4 schedule and contract payment schedule (milestone based) - Data to be created in software as well as should have feature for import from excel/pdf/csv file with typical graphical representation			
(iv)	Entry of Daily progress report, weekly progress report, monthly progress report as per various standard formats with option for import from other excel/pdf formats.			
(v)	Representation of Project physical progress with milestone achievement v/s backlog			
(vi)	Creation/upload of project S Curve with details like planned weekly/monthly progress v/s actual progress and cumulative details representing the entire project span			
(vii)	Template for entering project financial data like original approved cost, latest approved cost, budget, spent, annual expenditure, cumulative expenditure and finally calculation of project financial progress			

(viii)	Generation of various reports as per requirement of OIL corporate office, MOPNG- The reports should be generated based on data inputs to be provided/made under serial no.(i) to (viii) indicating both physical progress with breakup of various activities, financial progress, milestone achievement v/s backlog, catch-up plan etc.			
III.	Collaboration Feature:			
e)	Email Integration: to be integrated with OIL's Microsoft Exchange email.			
IV.	Timeline			
	The EPM Application should have a timeline feature so as to create a high level view of the project plan that can be shared through other Office applications such as PowerPoint and Outlook.			
V.	Project Management Feature:			
	The EPM Application should have following minimum project management features: a) Budgeting b) Baseline c) Critical path method d) Events e) Financial			
VI.	Resource Management Feature:			
	The EPM Application should have following project management features: a) Cost b) Group c) Resource detail			
3.E.	**FUNCTIONAL REQUIREMENTS OF THE EPM SOFTWARE:**			
1	Data Management			
1.1	Ability to create, view, changes, and delete projects and associated project data.			
1.2	Ability to enter annotative comments and appending documents, images and links for project documentation.			
1.3	Ability to accommodate a large number of projects.			
1.4	Ability to import/export data from existing systems and databases (e.g., planning, financial systems).			
1.5	Ability to provide data completeness/error checks and data warnings.			
1.6	Ability to allow multiple portfolios and portfolio hierarchies (parent-child links).			
1.7	Ability to search, filter and sort project and portfolio data.			
1.8	Ability to archive project and portfolio data.			
1.9	Ability to conduct statistical analysis of historical data (e.g., trend analysis).			
1.10	Ability to manipulate data (slice, dice and aggregate).			
1.11	Ability to provide dashboard views plus ability to drill down.			
1.12	Ability to allow users to configure/customize/format views, graphs, and reports.			
1.13	Ability to provide document management (document storage, read, save-as, check-in, check-out, version control, history, etc.).			
2	Security/User Management			
2.1	Ability to accommodate all the licensed users.			
2.2	Ability to provide controlled access and change privileges.			
3	Project Evaluation			

3.1	Ability to provide project evaluation metrics.			
3.2	Ability to support customizable/user-defined metrics.			
3.3	Ability to address non-financial project benefits (e.g., impacts on corporate image, service quality, learning, safety, etc.).			
4	Project Planning			
4.1	Ability to support work plan development (e.g., via templates).			
4.2	Ability to control plan creation, modification and deletion.			
4.3	Ability to provide plan storage.			
4.4	Ability to provide project baseline tracking, version control, audit trail and plan history.			
4.5	Ability to link multi-level project and task plans.			
4.6	Ability to compute total project costs (e.g., via labor hours, rates, materials and other expenses).			
4.7	Ability to define project-specific phases, gating processes and milestones.			
4.8	Ability to support timing and scheduling (e.g., via Gantt charts and Pert charts).			
5	Communication/Collaboration			
5.1	Ability to support mass communication and notification (e.g., via a home page bulletin board, mass emails, etc.).			
5.2	Ability to provide targeted communications and notifications (e.g., selective, rule-based notifications via email).			
5.3	Ability to support real-time group communication (e.g., on-line chats, discussion forums, instant messaging).			
6	Project Monitoring/Status Reporting			
6.1	Ability to manually/auto load and selectively change project data (start/end dates, etc.).			
6.2	Ability to capture, compute and report real-time actuals (e.g., costs, effort, schedule status)			
6.3	Ability to aggregate cost, effort and schedule data across projects (e.g., Gantt data roll-up)			
6.4	Ability to calculate performance ratios manually or automatically at specified points in time or at project milestones.			
6.5	Ability to provide dashboard view of status of all projects with ability to drill down.			
6.6	Ability to compute/display estimates of remaining work (hours to completion, percent of wok completed, end-date forecasting, etc.)			
6.7	Ability to provide comparison of actual vs. planned progress with variance analysis, alerts and rule-based notification.			
6.8	Ability to provide project reporting/forecasting according to government contracting requirements (e.g., earned value analysis).			
6.9	Ability to support risk monitoring and on-going multi-project risk management.			
6.10	Ability to use project status and project forecasts to update financial budget forecasts.			
6.11	Ability to capture and transmit project costs, expenses, commitments, etc., for accounting.			
7	Resource Management			
7.1	Ability to capture all people resource categories and allow segmentation based on geography, organizational unit, resource pool, etc.			
7.2	Ability to capture information for characterizing individual resources (e.g., skills, certifications, education, rates, interests).			
7.3	Ability to provides dashboard view with drill down to individual resource availability (e.g., by time, skill, location, assignments).			

7.4	Ability to track evolution and development of Individual resources (e.g., experiences, skill growth).			
7.5	Ability to include non-human resources (normal, consumable, perishable) for non-human resource management.			
7.6	Ability to support resource queries (e.g., chargeable/non-chargeable hours).			
7.7	Ability to provide automat rule-based routing of updates regarding individual resources (e.g., change in availability, rate).			
7.8	Ability to supports obtaining time-to-complete estimates directly from Individuals (which may provide more accurate availability estimates).			
7.9	Ability to specify resource demand categories (e.g. projects, organization units, applications).			
7.10	Ability to support a formal resource request system (preparation of requests, aggregate views by demand categories and over time, etc.).			
7.11	Ability to schedule requests based on priority, date, contribution or other criteria.			
7.12	Ability to conduct statistical analysis of requests (e.g., trend analysis of request types, response times, escalations).			
7.13	Ability to support top-down resource assignment (e.g., provides search and sort based on role, skill, location).			
7.14	Ability to support bottom-up resource assignment (e.g., by allowing individuals to review and select from availability assignments).			
7.15	Ability to support time-phased resource booking to projects (by manually loading resource assignments).			
7.16	Ability to support resource booking to organizational requests (for subsequent assignment to projects).			
7.17	Ability to include operational and administrative resource assignment (in addition to project resource assignment).			
7.18	Ability to provide automated resource assignment (based on availability and user defined criteria).			
7.19	Ability to assign and schedule resources.			
7.20	Ability to view resource assignments by Individual and project.			
7.21	Ability to manually change to resource assignments for individual projects after project initiation.			
7.22	Ability to support approval processes for the assignment of resources.			
7.23	Ability to synchronize availability schedules with personal calendars (to Incorporate non- project commitments, planned absences).			
7.24	Ability to support non-human resource allocation management.			
7.25	Ability to summarize utilization levels by resource category and over time.			
7.26	Ability to compare resource supply-demand by resource category and identify gaps, bottlenecks, and over-allocated resources.			
8	Time Tracking			
8.1	Ability to export project data to time sheet systems (e.g., ability to load time sheet with employee allocated activities).			
8.2	Ability to provide employee time reporting.			
9	User Assistance			
9.1	Ability to provide online help (e.g. online help documentation, on-line tutorials).			

Clause Number	Clause	Vendors Response (Complied/Not-Complied)	Vendor's Comment with the relevant details if applicable
	General Terms and Conditions:		
A	Confidentiality Agreement		
1	OIL Confidentiality and Non-Disclosure Agreement(NDA) will be applicable.		
2	The bidder must submit Non-Disclosure Agreement as per given format duly filled, signed & Sealed by the authorized signatory of the bidder.		
B	Warranty		
a)	Minimum 1 (One) year comprehensive onsite warranty for all supplied software. Warranty will start after successful installation and commissioning of the software and user acceptance.		
b)	Successful bidder shall have to supply and install all the upgrades released for the supplied software applications during the warranty period.		
c)	Any software problem shall have to be rectified within 72 hours of reporting the call, else penalty will be levied as per Penalty clause in this document.		
C	Payment Terms a) 100% against supply of Software with valid licences and completion of configuration, installation & commissioning, customization and training for the whole system and user acceptance.OIL will issue a commissioning certificate only after completion of all the activities listed under Art. 3(B) [Heading: INSTALLATION & COMMISIONING] and training. b) AMC will be paid on annual basis after successful completion of each year.		
D	Penalty Terms In case of default by the vendor, penalty will be imposed as follows: a) Delay in installation and commissioning of the software: Rs 3000.00 per day beyond the stipulated period. b) In case of delay beyond seven (7) days of reporting the problem, the tenure of the Warranty will be extended by the corresponding number of days at no extra cost to OIL.		
3	**Scope of Work**		

	a) Design of System Architecture. b) Supply and Installation of EPM System at specified locations of Oil India premises. c) System to be configured to generate various reports in graphical or other required formats. d) Detailed recommendation on the hardware (servers, workstations, etc.) is to be submitted along with the bid.		
3.A.	1. The EPM software will be supplied by the vendor. 2. The installation & configuration of the EPM software (as well as any associated software) will be carried out by the vendor.		
3.B.	INSTALLATION& COMMISSIONING: The vendor must install the supplied software suite in the hardware that will be procured/provided by OIL as per the recommendation of the successful bidder. Commissioning certificate will be issued by OIL in accordance to the successful completion of the following activities by the vendor: a) Supply of software b) Installation of software c) Configuration of software d) Creation of users, administrative users e) Overall testing of the functionalities of the software.		
3.C.	TIME-FRAME: The software must be delivered within 20 days from the date of issue of P.O. Installation, configuration and commissioning for software : Installation, configuration and commissioning for software shall be completed within 20 days of intimation by OIL.		
3.F.	OTHERS:		
a)	The vendor must submit the detailed hardware requirement for EPM along with the bid. The recommendations should include details of processor, memory, storage etc.		
b)	Client side software, if any, must be supplied, installed and configured by the vendor.		
c)	Any patches or version upgrades of the supplied software must be supplied and installed by the vendor during the warranty period at no extra cost to OIL.		
d)	Any third-party software, if necessary, to perform any of the aforementioned jobs has to be supplied, installed and configured by the vendor at no extra cost to OIL.		

e)	After successful installation and commissioning of the solution, the vendor is required to carry out knowledge sharing as well as sharing of all configuration-related documents and details for backup and recovery with the customer.		
4.0	**Custom Development**		
	Apart from the standard edition of the project management software, bidder is also required to carry out custom development on following areas:		
a)	Report design as per the requirements of the Project Department and as required by Ministry of Petroleum/OIL Corporate office		
b)	Data capture from other system via Excel or CSV file format		
c)	Minor configuration change within the system to fit to the requirements of Oil India Ltd. This does not include any new process that is not defined in the scope of work		
d)	A maximum of 30 customize templates will have to be implemented by the bidder as per report and data entry formats to be provided by OIL after placement of LOA and expiry of warranty period.		
	The bidder should provide satisfactory evidence, acceptable to the Oil India Ltd to show that he has technology rights, adequate capability and technical know-how to carry out custom development of the system		
A	**SPECIAL TERMS & CONDITIONS**		
a)	License shall be for 15 (Fifteen) users including Annual Technical Support (Software update and Product support) for 1(one) year.		
b)	License must be issued in the name of "OIL INDIA LIMITED".		
c)	Package should include setting up of an Application Server with license for 15 (Fifteen) users.		
d)	The EPPM Software should be of Latest version as on the date of supply.		
e)	Bidder should ensure fine tuning of the setup as required during Onsite Installation & Implementation for Application server.		
f)	The software is to be installed at OIL Corporate Office NOIDA (including MoPNG) and OIL, Pipeline Headquarters, Guwahati, OIL FHQ at DULIAJAN and OIL project Office at Rajasthan		
g)	Additional License: OIL may procure additional licenses from the bidder in the event of an order. Bidder shall confirm in their bid to supply additional licenses at the same quoted price upto one year from the date of placement of order.		
h)	Training (Fundamental + Advance) shall be provided at the following locations -		
	>> Oil India Limited, Pipeline Headquarters, Narangi, Guwahati		
	>> Oil India Limited, FHQ, DULIAJAN		

i)	Training scope by EPM trainer shall include but not limited to the following:		
1.	Understanding EPM data		
2.	Creating a project		
3.	Creating a work breakdown structure		
4.	Adding activities		
5.	Using activity views		
6.	Creating relationships		
7.	Scheduling a project		
8.	Assigning constraints		
9.	Assigning roles and resources		
10.	Calendars, base lining the project plan		
11.	Executing the project plan		
12.	Analysing the updated project		
13.	High level resource planning		
14.	Managing allocation		
15.	Advance scheduling		
16.	Administrator Training		
	The bidder is required to provide training and support programme as follows:		
a)	3 days of training programme in Duliajan office and 3 days of training programme in Guwahati office before deployment to the site		
b)	Provide onsite (for at least 7 days in each location) Technical Support in Duliajan, OIL Noida, and Pipeline Guwahati office for smooth implementation of project during the implementation stage.		
c)	Project Management Software must also be supplied with reference manuals, installation and performance guide etc. complete in all respects.		
B	**AMC**		
	After the completion of one year warranty of the software, bidder is required to provide Annual Maintenance Support for another three years as per the payment terms mentioned in ANNEXURE - HHH. Same shall be considered for evaluation.		
	All inherent bugs should be covered under AMC and should be resolved. For any critical failure of the system, support team from vendor must be available on site on shorter notice (Notice of maximum 48Hours).		
C	**SERVER DETAILS**		

	Oil India Ltd will provide the server/necessary hardware for implementation of the EPM software and system must be compatible to the server. Bidder must comply with this requirement and should mention about his hardware requirements as expected from OIL in his bid for OIL to arrange the same for EPM implementation.		
D	**Payment Terms**		
	Payment shall be released as under -		
a)	100% against supply of Software with valid licences and completion of configuration, installation & commissioning, customization and training for the whole system and user acceptance.OIL will issue a commissioning certificate only after completion of all the activities listed under Art. 3(B) [Heading: INSTALLATION & COMMISIONING] and training.		
b)	AMC will be paid on annual basis after successful completion of each year.		
E	**Warranty**		
a)	Minimum 1 (One) year comprehensive onsite warranty for all supplied software. Warranty will start after successful installation and commissioning of the software and user acceptance.		
b)	Successful bidder shall have to supply and install all the upgrades released for the supplied software applications during the warranty period.		
c)	Any software problem shall have to be rectified within 48 hours of reporting the call, else penalty will be levied as per Penalty clause in this document		
F	**Penalty Terms**		
	In case of default by the vendor, penalty will be imposed as follows:		
a)	Delay in installation and commissioning of the software: Rs 3000.00 per day beyond the stipulated period.		
b)	In case of delay beyond seven (7) days of reporting the problem, the tenure of the Warranty will be extended by the corresponding number of days at no extra cost to OIL.		
G	**General Terms and Conditions**		
1.	Confidentiality Agreement		
i)	OIL Confidentiality and Non-Disclosure Agreement (NDA) will be applicable.		
ii)	The bidder must submit Non-Disclosure Agreement as per given format duly filled, signed & Sealed by the authorized signatory of the bidder.		

Clause Numbe	Clause	Vendors Response (Complied/Not-Complied)	Vendor's Comment with the relevant details if applicable
1	Bid Evaluation Criteria		
	The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:		
1.0	The evaluation of bids will be done as per the Price Bid Format attached as Annexure - HHH.		
2.0	If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.		
3.0	Evaluation will be done on "Total Value" basis to ascertain the lowest bid.		
4.0	Other terms and conditions of the enquiry shall be as per General Terms and conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.		
5.0			
a)	For evaluation of bids, the total cost including software, installation and commissioning, warranty (if any), training charges, AMC will be considered.		

b)	The bids conforming to the technical specifications and considered to be responsive will be further evaluated as per the Bid evaluation criteria after subjecting to the Bid rejection criteria as given below.		
c)	All items shall be procured from same source.		
2	**Bid Rejection Criteria**		
2.A.	**Technical:**		
a)	Bidder should have experience of implementing Enterprise Project Management solutions for at least 1 (one) project during the last five years from the original bid closing date. Documentary evidence for above has to be submitted with the Bid, failing which their offer will be rejected. Acceptable documents will include completion certificates /Purchase Order Copy along with invoice copy or pay receipt document etc. from the customers. Self-certifications will not be accepted.		
b)	The bidder must be an OEM/ Joint venture of OEM, business partner of OEM/ authorized dealer of OEM/ authorized system integrator or implementer of OEM. For bidders other than OEMs, an original letter from the OEM must be submitted, authorizing the bidder to quote against this tender, as per Annexure A of this document.		
c)	Bid(s) not complying with Delivery, installation & commissioning, warranty, penalty, training clauses will be rejected.		
d)	The bidder should quote for all the items mentioned in the tender, failing which their offer will be rejected.		

Sl. NO.	NAME OF DOCUMENT	Whether Submitted (YES/NO)
1	Authorization letter from OEMs (Annexure-A)	
2	Non-Disclosure Agreement (NDA)	

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 :_____   Signature :_____
Name: Name:
Designation: Designation:

Technical Bid Checklist   **Annexure-EEE**

SL. NO.	BEC / TENDER REQUIREMENTS	Compliance by Bidder	
		Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments

Tender No.

Bidder's Name :

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

NOTE: Please fill up the greyed cells only.

(*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of the purchase order cited above.

Response Sheet   **Annexure-FFF**

Tender No.	
Bidders Name	

Bidders Response   Sheet

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

NOTE: Please fill up the greyed cells only.

(*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory

(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN 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.**