

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

INVITATION FOR BID
LOCAL COMPETITIVE BID

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

Tender No	Bid Closing/ Opening Date	Item & Qty
SSI7718P16 DT: 30.06.2015	20.08.2015	PRE-GELATINIZED STARCH-150MT
SSI7723P16 DT: 30.06.2015	20.08.2015	ETHYLENE GLYCOL MONOBUTYLE ETHER- 10 MT
SSI7739P16 DT. 01.07.2015	20.08.2015	PAINTS
SDI7741P16 DT. 01.07.2015	06.08.2015	OIL DIARY-2016
SDI7733P16 DT. 30.06.2015	06.08.2015	OIL CALENDER-2016
SDI7701P16 DT.30.06.2015	20.08.2015	SPLIT A/C
SDI7743P16 DT:01.07.2015	20.08.2015	06 NOS HIGH MAST
SDI7757P16 DT:03.07.2015	20.08.2015	SOLAR GENERATING SET – 07 NOS
SSI7738P16 DT:01.07.2015	20.08.2015	TELEPHONE CABLE
SDI7774P16 DT:04.07.2015	20.08.2015	TRUCKS FOR MOBILE STEAM GENERATOR – 03 NOS
SDI7742P16 DT:01.07.2015	20.08.2015	PACKAGED A/C – 15 NOS

Tender fee (Non-refundable): Rs 1,000.00; Bid Closing/Opening Time: **(11 Hrs.) IST/(14 Hrs.) IST**; Last date for submission of application for Issue of User ID and password- **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) 2808735

FAX NO: (91-374) 2800533

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

FORWARDING LETTER

Tender No. : SDI7733P16/P6 dtd. 30.06.2015.

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs 24000.00

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : As mentioned in e-portal.

Bid Opening on : -do-

Performance Security : Not Applicable.

Integrity Pact : Not Applicable.

OIL invites Bids for **Wall Calendar(Special) -2016 (Qty. 21,500 nos.)** through its e-Procurement site under **SINGLE STAGE TWO BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement 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) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.
- b) Technical specifications and Quantity as per **Annexure – 1A**.
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- d) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- e) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL’s website (www.oil-india.com) and in the e-portal

(<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.

- f) 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).
- g) 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 Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-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:

a) Tender Fee may also be paid online upto one week prior to the bid closing date (or as amended in e-portal).

b) PSUs and SSI units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of tender document mentioned in the tender.

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:

Go to this Tab “Technical RFx Response” for Uploading “Techno-commercial Unpriced Bid”.

Go to this Tab “Notes and Attachments” for Uploading “Priced Bid” files.

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:

Bid on “EDIT” Mode

Area for uploading Techno-Commercial Unpriced Bid*

Area for uploading Priced Bid**

Note :

* The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except the prices.**

** The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with

extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

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 **Head 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 triplicate.

4.0 **Benefits to Micro & Small Enterprises (MSEs) as per prevailing Govt guidelines as applicable on B.C date shall be given. MSEs who are interested in availing the benefits will upload with their offer proof of their being MSE registered for the item tendered. The MSE are also required to upload scanned copies of relevant documents indicating details of registration alongwith validity, name of the registering organization and details of the item, ownership etc., failing which, their offer may not be liable for consideration of benefits to MSEs.**

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 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 (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.**

10.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

NOTE:

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

Yours Faithfully

Sd-

(S. Jallan)

PO(IP)

FOR : HEAD-MATERIALS

Tender No & Date: SDI7733P16 Dtd. 30.06.2015**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 LCB 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 terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) TECHNICAL:</p> <p>i) The bidder must have relevant experiences in carrying out similar nature of job in last three years from date of bid opening as given below:</p> <p>a) Annual turnover of the firm in any of the last 3 financial years (FY 2012-13, 2013-14 & 2014-15) or current financial year should not be less than Rs 23.52 Lakhs.</p> <p>b) Bidder should have experience of successfully executing at least one order for similar nature# of job for at least Rs 7.05 lakh during last 3 years as on the Bid Closing Date</p> <p>ii) Bidder must submit all necessary documents* related to experiences and turnover, otherwise bid will be rejected.</p> <p><u>Note:-</u> # The similar nature of works defined above will include the following:</p> <p><i>Design and Production of calendars, diary, Souvenirs, Brochures, Magazines of PSUs/Govt. Organizations/Semi Govt. Organizations/State Govt. Organization etc.</i></p>	

** The necessary documents defined above will include the following :
Relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply/ Completion (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. For Annual financial turnover enclose the audited Annual Reports or balance sheet certified by a chartered accountant.”*

TECHNICAL REQUIREMENT FOR BIDDERS

a. Party has to certify through Notary that the Calendars will be printed at a Printing Press which has minimum technical capabilities as per the following technical requirement. The same also has to be certified by the printing press where the party would execute the printing of the Calendar. The entire printing facilities should be available at a single location. The following are the minimum technical prerequisites for the printing press which are basic requirement for printing a high quality Calendar or similar products.

i. The Press shall have:

- a. Four colour CPC machine with inline coating
- b. Fully automated thread sewing machine
- c. Fully automated folding machine for accurate folding
- d. Own Facsimile facilities
- e. Internet Connection

ii. The press shall be a commercial calendar manufacturer.

iii. The press shall have CTP facility for plate making and printing.

iv. The Press shall have Computers (minimum configuration with 2GB RAM & above, Intel Core 2 Duo processor & above), DVD Writers, colour printers, high resolution scanners and following Softwares- Adobe CS series- Photoshop, InDesign, Quark express, Corel Draw, etc

The technical requirement of the agency sufficing the above basic requirements shall be furnished with certificate of Notary.

b) High end printing press like Thomson Press, Pragati Printing Press which have branches in Metros, Bhabani Offset Printers in Guwahati and similar printing press only will be eligible to execute the printing of OIL's Calendar.

MANPOWER REQUIREMENT

i) The party must have employees with following professional experiences,

- Graphic designer
- Copywriter
- Visualizer

DOCUMENTARY EVIDENCE

I) The party must submit documentary evidence of manpower availability.

II) Bidder(s) must also furnish PAN No. (Attested copy required), VAT Regd No. (Attested copy required), Service Tax Regd No., Bank A/C No., P.F. Code, Vendor Code (for existing Vendors), Solvency Certificate etc.

*Note - Non submission of the documents as specified in BRC above will result in rejection of bid.

B) COMMERCIAL:

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

ii). Bid security:

The bid must be accompanied by Bid Security of **Rs 24,000.00** in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque 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 10 months from Bid closing date. (i.e. upto 06.06.2016).**

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. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB 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.

In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.

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 LCB Tenders. Any offer not complying with

<p>the above shall be rejected straightway.</p> <ul style="list-style-type: none"> iv). <i>The Bank Guarantee should be allowed to be encashed at all branches within India.</i> 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 (<i>e-commerce application</i>) 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. <p>2.0 <u>BID EVALUATION CRITERIA (BEC)</u></p> <p>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.</p> <p>A) TECHNICAL:</p> <ul style="list-style-type: none"> 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". <p>B) COMMERCIAL:</p> <ul style="list-style-type: none"> 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. 	
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<p>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".</p> <p>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.</p> <p>iv) In case, if the L1 bidder(s) is more than one, the successful lowest bidder will be selected through draw of lot.</p>	
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NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI7733P16 Dtd. 30.06.2015

<u>Item No. 01</u> <u>OIL WALL CALENDAR (SPECIAL)-2016, (Qty: 21,500 Nos.)</u>	Complied / Not Complied. (Remarks if any)
<p>7 leaves Calendar (6 leaves printed on both sides for 12 months + 1 fly leaf as cover page) of size 17" X 22.1/2" on 170 GSM thick paper with both side colour printing in highest quality ink for months as well as fly pages with 5845 no. of cuboidal cover jacket with quality multicolour printing and OIL Logo, name of the company and Calendar 2016 to be printed on the jacket on 600 GSM art board.</p> <p>(Printing quality must be the highest quality and the best quality ink must be used)</p> <p>The detail specification is as under:</p> <p>Size: 17" X 22.1/2"</p> <p>Qty: 21500 Nos.</p> <p>Leaves: 7 (6 leaves for 12 months + 1 fly leaf)</p> <p>* The number of leaves for the main Calendar will be as under:</p> <p>(4+0 colour printing) Month pages : 6 leaves for 12 months</p> <p>(4+0 colour printing) Cover fly leaf : 1 leaf</p> <p style="padding-left: 40px;">Total Leaves : 7 Leaves</p> <p>Colour: Four Colour for all pages including flyleaf</p> <p>Paper: 170 GSM imported Art Paper (Megnostar of German made)</p> <p>Printing: Both side high quality printing for calendar pages through offset process</p> <p>Binding : Quality metallic spiral binding with metallic hanger of size 17" spiral and 15" hanger.</p> <p>Quality of hanger & spiral- Metallic 16mm dia wireo with powder coated paint to be used for spiral binding of the calendar pages including backside solid board and 2.00 mm dia metallic hanger with powder coated paint matching with the design shall be used for minimum length of 15" for hanging purpose.</p> <p>Backside Board - 800 GSM 4.00cm wide solid board of full length (17") to be used in the backside for support of the calendar pages.</p> <p>Theme: "Traditional Sports of North - East India"</p> <p>The Calendar shall display photographs of Traditional Sports of North- East India. The objective behind this theme is to explore various forms of games and sports which are played traditionally in different nook and corners of North East India. The calendar would make an effort to showcase and promote the rich sports which are also a source of recreation for the community of North Eastern states.</p> <p>The photograph shall be accompanied with a brief write up about the place, name of the sport, significance in the community, etc. The Calendar will not showcase or promote any sport where animals (domestic/wild) are physically provoked into displaying wild behaviour.</p>	

The photographs to be used in the Calendar must be original and shot by high resolution DSLR camera. Every leaf of the Calendar must showcase one famous traditional sport of the State. The photograph must be selected and placed in the calendar in such a way that is aesthetically beautiful and adds value to the theme and the overall design of the calendar.

" The page distribution of the Calendar will be as follows:

o Fly Leaf	- 1
o Assam	- 4
o Arunachal Pradesh	- 2
o Manipur	- 1
o Meghalaya	- 1
o Mizoram	- 1
o Nagaland	- 1
o Tripura	- 1
o Sikkim	- 1

13 pages

Others:

* The national holidays i.e. Republic Day (26th January), Independence Day (15th August), Gandhi Jayanti (2nd October) to be highlighted.

* OIL logo to be printed in all 13 pages.

* The logo of Save Fuel to be highlighted in all 12 month pages of the calendar & fly page.

Packaging:

Cover jacket: 5845 Nos. of calendars (out of total 21500 Nos) shall be packed individually in 5845 Nos. boxes with good quality multi-coloured boxes in cuboidal shape to be printed with Bi-colour OIL's logo, Name of the Company & "Calendar 2016" (matching with the design of the calendar) in 600 GSM art Board paper. Rest 15655 nos of calendars shall be packed - 100 packets inside a carton box, each packet consisting of 10 calendars wrapped with tele paper.

Order Notes:

1. Art Work: The artwork of the calendar must be submitted directly to Head- PR, OIL, Duliajan, for approval / incorporating suggestions before final printing of the Calendars. Head- PR, OIL based at Duliajan to be contacted while preparation of the artwork for approval.
2. Metallic spiral binding : The metallic spiral binding with metallic hanger must be of best quality to ensure that the calendar remains in shape during the period of use.
3. Packaging : The Calendars must be packed properly to ensure arrival at destination in sound condition. Adequate care must be taken so that there is no ingress of water/dirt in the box containing the calendars.
4. Sound Delivery: The Calendars must be put in cartons and then boxes to avoid ingress of water and damage due to rough handling enroute. Any loss/damage due to improper packing will be borne by the party.

Delivery Schedule: Calendars are to be delivered latest by 30.11.2015 to all spheres as per the list given below in OIL official addresses

Total quantity to be printed: 21500 Nos (15655 without cover jacket and 5845 Nos. with cover jacket)

DISTRIBUTION				
OIL OFFICES	TO BE	TOTAL WITH JACKET		WITHOUT JACKET
	DELIVERED AT			
Duliajan	Duliajan	16550	2881	13669
Ghy(Narangi)	Ghy (Narangi)	1200	500	700
Ghy, COE	Ghy, COE	100	30	70
Kolkata	Kolkata	550	350	200
Noida	Noida	1900	1555	345
Jodhpur	Jodhpur	500	250	250
Bhubaneswar	Bhubaneswar	100	20	80
Kakinada	Kakinada	100	30	70
Gabon	Noida	300	130	170
Venezuela	Noida	100	60	40
Libya	Noida	50	20	30
USA	Noida	50	20	30
TOTAL		21500	5845	15655
Submission of Samples				
I. The parties shall submit minimum of two samples (layout) as per the size, cover (1 leaf) and month pages (6 leaves) with two different designs.				
II. Sample designs of calendar: Parties while submitting their designs (a minimum of two alternate designs with different photographs per page in original, paper & materials for both the samples without any common photographs i.e. 24 separate photographs) must also submit accompanying text against each page including the fly page.				
III. Minimum two numbers of cover jackets (cuboidal) to be submitted with the sample/design & photographs of the calendar. The selected best quality cover jacket will be required to be supplied by the supplier.				

NOTE:

1. Special Terms and Conditions:

- a) Selection Procedure: The process of selection of the party will be done through a single stage two bid tendering system, where the party that submits the best designs with best photographs will be shortlisted for evaluation of commercial bid.
- b) The party must confirm to supply the full quantities of Calendars latest by 30th November, 2015 (if orders are awarded), to the different offices of Oil India Limited in various parts of India.
- c) Samples: Paper samples (2 sets) to be used in the month and fly leaves should be submitted along with the Bid document so that the quality is not compromised.
- d) The party will have to submit 24 options for the 12 page calendar out of which 12 best illustrations will be chosen for printing.

e) OIL representatives will physically visit the Printing Press before opening of commercial bid if required and especially during the printing of the Calendars to supervise the printing process. The report from the representatives of OIL will be binding on the part of the parties submitting the bid.

f) The party shall submit the soft copy of the final copy of Calendar 2016 in two CDs to PR Department for ready reference and future retrieval.

g) If any discrepancies are found regarding the quality of printing or paper quality of the Calendars, the agency concerned will be penalized as per norms of the Company. OIL will be the sole authority to penalize fully or partly on this aspect.

h) Copyrights and ownership: The text/photographs must be approved by a specialist on the subject and a copy of the approval must be submitted with the design. The parties must possess exclusive ownership/rights of the designs/photographs submitted. OIL will not be entertaining any complaints from any person/agency/authority etc. claiming copyrights for the same. The onus for the copyright will be fully on the agency/firm supplying the calendar.

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

Technical Bid Checklist**Annexure-EEE**

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

NOTE: Please fill up the greyed cells only.

Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Bidders Response Sheet

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

NOTE: Please fill up the greyed cells only.

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETTER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

Counter Signed by Banker:
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.