

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:

E-Tender No	Bid Closing/Opening Date	Item Description
SDI8045P16 Dtd. 04.08.2015	24.09.2015	LAPTOP COMPUTER

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

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



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

TELEPHONE NO: (91-374) 2808719

FAX NO: (91-374) 2800533

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

FORWARDING LETTER

Tender No. : SDI8045P16 Dtd. 04.08.2015

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs 15,000.00

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 of Laptop Computer (Qty- 20 Nos)** 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) “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 General Qualification Criteria:

In addition to the general BRC/BEC, following criteria on Bidders' Experience and their financial capabilities shall be considered (**Documentary evidence to be provided along with the bid in Technical RFx -> External Area - > Tender Documents**) as on the Bid Closing Date:

Criteria	Complied / Not Complied.
a) Bidder should have experience of successfully executing one order for Laptop valuing Rs 4.58 Lakhs during last 3 years.	Documentary evidence submitted / not submitted
b) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 15.29 Lakhs.	

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

2.0 Vendors having OIL's User ID & password shall purchase bid documents on-line through OIL's electronic Payment Gateway.

Vendors who do not have OIL's User ID & password shall obtain User ID & password through online vendor registration system in e-portal and can subsequently purchase bid documents through OIL's electronic Payment Gateway.

Alternatively 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 08.09.2015 (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.

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 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.

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.

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-
(T. ROY)
DY. MANAGER MATERIALS (IP)
FOR HEAD-MATERIALS**

Tender No & Date: SDI8045P16 Dtd. 04.08.2015**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)
1.0 BID REJECTION CRITERIA (BRC): A) TECHNICAL: 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. 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 15,000.00 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 <u>24.07.2016</u>) Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender. <u>If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further</u>	

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). Performance Security:

The successful Bidder will have to provide Performance Security @ 10% of order value. The Performance Security must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier

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.

For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

- iv).** *The Bank Guarantee should be allowed to be encashed at all branches within India.*
- 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”

<p>digital certificate, will be rejected.</p> <p>viii). Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.</p> <p>ix). A bid shall be rejected straightway if it does not conform to any one of the following clauses:</p> <p>(a) Validity of bid shorter than the validity indicated in the Tender.</p> <p>(b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.</p> <p>(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.</p> <p>(d) Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender.</p> <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> <p>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 above.</p> <p>B) COMMERCIAL:</p> <p>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.</p> <p>ii). 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>	
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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: SDI8045P16 Dtd. 04.08.2015**

	Complied / Not Complied. (Remarks if any)
ITEM NO. 10, LAPTOP COMPUTER (QTY. – 20 Nos.) 1. Make: Vendor must quote 2. Model: Vendor must quote 3. Processor: 5th Generation Intel® Core i7(2.4 GHz) Processor or higher 4. Memory: Minimum 8GB 5. Storage: Minimum 1 TB 6. OS: Windows 8(64 bit) Professional with latest service pack and recovery CDs/DVD or higher 7. Display : Minimum 15.6" HD 8. Optical Drive(external/Internal): CD and DVD RW Drive or higher 9. Keyboard: Standard 10. Weight: Not more than 2.5 kg 11. Webcam: Integrated HD webcam 12. Connectivity: Minimum 10/100/1000 Ethernet , Wireless LAN 13. Audio: Internal speakers, Integrated Microphone 14. Battery: Minimum 4 cell Li-ion 15. Adapter: External AC adapter(220-240 V, 50 Hz ac input) with Power Cord 16. Ports i) Minimum 1 x VGA(if not, compatible HDMI to VGA adapter to be provided) ii) Headphones-out iii) Microphone-in jack iv) 1 x RJ45 v) 1 x HDMI vi) USB Minimum 3 USB ports with at least one USB 3.0 17. Others a. Mouse to be provided. b. OEM's Carrying case to be provided.	
A. Delivery, Installation & Commissioning Terms 1. Delivery, installation and commissioning should be completed within 60 days of confirmed order.	
B. Warranty Service Terms 1. Comprehensive on-site 1 year warranty or OEM warranty, whichever is longer, from the date of commissioning. 2. Preventive & corrective maintenance of all hardware supplied including replacement of defective parts during warranty period, at no extra cost. This should also include the Li-ion battery and CMOS battery, if any.	

<p>3. The defective parts under warranty should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period will attract penalty, as mentioned in penalty clause.</p> <p>4. Bidder has to provide following services during warranty period:</p> <ul style="list-style-type: none">* Installation/ re-installation and maintenance of MS Windows Operating System, MS Office products, SAP GUI, Anti-Virus & certain custom client applications, in case of any problem with the Laptop/Laptop driver. These software packages will be provided by OIL.* Configuration of Laptop network during installation/ repair according to OIL's requirement.* Installation and configuration of software drivers of OIL's existing peripherals like printers, scanners, etc. which are to be used with these new Laptops.* Backup, formatting and restoration of systems, as and when required, ensuring no loss of data during the process.* Restore in case of malfunction due to Virus, including re-installation of Anti-Virus software. <p>5. Bidder will have to arrange its own transport facility for the engineers to attend warranty service calls, and for movement of spare parts.</p> <p>6. Warranty covers free service and free spare parts, excluding the consumables.</p> <p>7. The engineers for warranty services should be available on-call basis.</p>																						
<p>C. Penalty Terms</p> <p>1. In case bidder fails to repair or replace a defective part(s) under warranty services mentioned in warranty clause, within 72 hours, from the time of reporting the breakdown, then the period of warranty will be extended by that number(s) of days, at no extra cost.</p>																						
<p>D. Payment Terms</p> <p>1. 70% after complete delivery</p> <p>2. 30% after installation and commissioning.</p>																						
<p>E. Special Notes:</p> <p>1. Bidder should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance / deviations to NIT Specifications of the Laptop as given below.</p> <p style="text-align: center;">Technical Bidding Format</p> <p>Details of Technical Specification of Laptop offered:</p> <p>-----</p> <table><tr><th>NIT Specifications of the Laptop</th><th>Offered Specifications</th><th>Compliance/ Non Compliance/ Deviation</th></tr><tr><td>1)</td><td></td><td></td></tr><tr><td>2)</td><td></td><td></td></tr><tr><td>3)</td><td></td><td></td></tr><tr><td>4)</td><td></td><td></td></tr><tr><td>...</td><td></td><td></td></tr><tr><td>.etc...</td><td></td><td></td></tr></table>	NIT Specifications of the Laptop	Offered Specifications	Compliance/ Non Compliance/ Deviation	1)			2)			3)			4)		etc...			
NIT Specifications of the Laptop	Offered Specifications	Compliance/ Non Compliance/ Deviation																				
1)																						
2)																						
3)																						
4)																						
...																						
.etc...																						

2. Bidder should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance / deviations to Terms & Conditions under Special Notes as given below.

Compliance Sheet for Terms & Conditions under Special Notes.

Clause No.	Compliance/Non Compliance	Deviation(if any)

1) A.1		
2) B.1		
3) B.2		
4) B.3		
5) B.4		
6) B.5		
7) B.6		
8) B.7		
9) C.1		
10)D.1		
11)D.2		
12)E.1		
13)E.2		
14)E.3		
15)E.4		
16)E.5		
17)E.6		
18)E.7		
19)E.8		

3. Bidder should submit the checklist as per format given below explicitly mentioning Yes/No against the items.

Checklist

Details	Yes/ No.
1. Whether Technical brochure/Product catalogue submitted.	
2. Whether Annexure - I submitted	
3. Whether the address of the nearest service centre is mentioned in the bid.	

NOTE:

1. The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM. The Bidder must submit Authorisation certificate (in original) from OEM, in support of above undertaking, sample format is as per Annexure-I.
2. The Bidder should provide an Undertaking of authenticity of the items supplied, sample format is as per Annexure-II.
3. At the time of delivery if the quoted model becomes obsolete, then bidder should replace it with latest model of same configuration or higher with the same quoted price and terms & conditions after approval from competent authority in OIL.
4. Bidder not complying with delivery, installation & commissioning, warranty, payment and penalty clauses, their offer will be rejected.
5. Bids must be submitted in the specified format.
6. The bidder must state the address of their nearest service centre along with the offer.
7. The bidder must designate a Single Point of Contact for all warranty related matters whose Name and contact details should be furnished before completion of installation and commissioning of all the items.
8. Bids not accompanied with Annexure-I and Annexure-II shall be liable for rejection.

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

Annexure-I

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

Ref. No _____ Date _____

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

Sub: Authorization Certificate

Ref: Your tender enquiry No. _____ Dated _____.

Sir,

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

2) We also certify that the spares of the quoted product will be available for a period of minimum 5 years from the date of issue of this certificate.

Yours faithfully,

For(Type Name & Affix Seal of the firm)

.....
(Signature of Authorized Signatory)

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

Annexure-II

Sample undertaking of authenticity letter
(To be typed on the bidder's company letterhead)

Ref. No _____

Date _____

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

Sub: Undertaking of authenticity of IT Hardware/Software supply - Laptops

Ref: Your tender enquiry No. _____ Dated _____.

Sir,

With reference to the Laptops being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly/ software used shall be original & new.

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

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of delivery or within a reasonable time.

Yours faithfully,

For _____ (Type Name & Affix Seal of the firm)

(Signature of Authorized Signatory)

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

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 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.