



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

TELEPHONE NO. (91-374) 2808735

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Email: manish\_chowdhury@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No. : SDI8688P19 DT: 19.07.2018**

**Tender Fee : Rs 1,000.00**

**Bid Security : Applicable**

**Bidding Type : SINGLE STAGE TWO BID SYSTEM**

**Tender Type : Open Tender**

**Bid Closing / Opening on : As mentioned in the e-portal**

**Performance Security : Applicable**

**Integrity Pact : Applicable**

OIL invites Bids for **SUPPLY OF OIL DIARY WITH HARD COVER AND POCKET DIARY 2019 – QTY = 17,500 NOS AND OIL DIARY 2019 WITH REXIN SOFT COVER – QTY = 2,500 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 of Indigenous Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

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

**The tender will be governed by:**

a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = 0374-2807178, 0374-2807171 , 0374-2807192. Email id = [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in).

b) OIL's office timings are as below:

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

Vendors should contact OIL officials at above timings only.

**OIL Bank Details :**

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

- c) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- d) Technical specifications and Quantity as per **Annexure – 1A**.
- e) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- f) Amendments to the NIT after its issue will be published on OIL’s website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.
- g) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- h) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

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**1.0 Vendors having OIL’s User ID & password may pay Tender Fee on-line through OIL’s electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).**

**Vendors who do not have OIL’s User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL’s e-tender**

portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

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](http://www.oil-india.com).

**NOTE:**

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

**2.0** The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders are required to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

**2.1** Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the RFx Information > Technical Attachment 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. **For price upload area , please refer "NEW INSTRUCTIONS" Please refer Annex-BB for price schedule.**

**2.3** Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in [Annexure-CCC](#).

**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 GM-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** **"Purchase preference policy-linked with Local Content (PP - LC) notified vide letter no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG shall be applicable in this tender. The detail of the said policy is furnished vide to "General Terms & Conditions for Indigenous Tender (MM/LOCAL/E-01/2005)" of this tender.**

**Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified in the above General Terms**

**& Conditions and shall have to submit all undertakings / documents applicable for this policy”.**

6.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.

7.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.

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

9.0 **SINGLE STAGE TWO BID SYSTEM** shall be followed for this tender and only the PRICED-BIDS of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

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

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

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

13.0 If Bank Guarantee is submitted towards ‘Bid Security’, then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.

14.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.

**15.0 Delivery/collection Instructions in cases where transportation is in OIL's scope:**

(i) the suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.

(ii) consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.

(iii) the names of OIL's current authorized transporters are:

a) M/s Western Carriers (India) Ltd.

b) M/s DARCL Logistics Limited

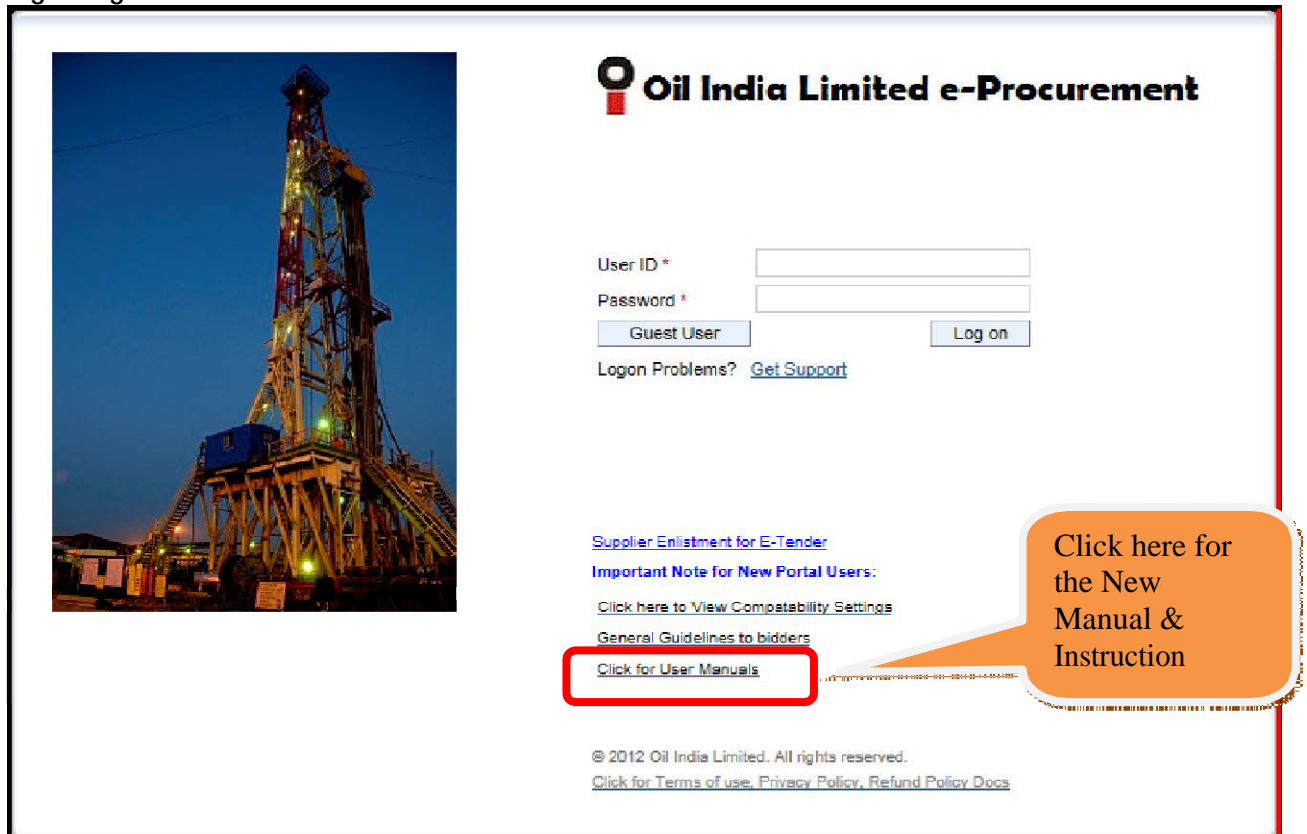
**16.0 The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.**

**17.0 Bidders are requested to refer to the enclosed Annexure – BBB for the Taxes and Duties clauses under GST regime.**

**18.0 While submitting the offers bidders are requested to refer to the enclosed Annexure – BB (Price Bid Format and Evaluation Criteria).**

**19.0 Bidder's are requested to note the above delivery/collection instructions while submitting their offers.**

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer " **New Vendor Manual (effective 12.0.2017)** " available in the login Page of the OIL's E-tender Portal.



**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-**

**(M CHOWDHURY)  
SPO (IP)  
FOR GM-MATERIALS**

**Tender No & Date: SDI8688P19 DT: 19.07.2018**

**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.

<b><u>Criteria</u></b>	<b>Complied / Not Complied. (Remarks if any)</b>
<p><b>I. BID REJECTION CRITERIA (BRC):</b></p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p><b>A) TECHNICAL:</b></p> <p>1) The bidder must have relevant experiences in carrying out similar nature of job in last 05 (Five) years from date of bid opening as given below:</p> <p>a) Annual turnover of the firm in any of the last 03(Three) financial years should not be less than Rs 16.52 Lakhs.</p> <p>b) Bidder should have experience of successfully executing at least one order for similar nature of job for minimum Rs 16.52 Lakhs in preceding 05(Five) years as on the Bid Closing Date.</p> <p>c) Bidder must submit all necessary documents related to experiences, turnover and net worth otherwise bid will be rejected.</p> <p>Note:-</p> <p>The necessary documents defined above will include the following :</p> <p>" 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</p>	

audited Annual Reports or balance sheet certified by a chartered accountant."

The similar nature of works defined above will include the following:

Design and Production of Diary, Calendars, Souvenirs, Brochures, Magazines of PSUs/Govt. Organizations/Semi Govt. Organizations/State Govt. Organization etc.

ii) Technical requirement

a) Party has to certify through Notary that the Diaries 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 Diary. 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 Diary 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 diary 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, 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 Diary.

iii) Manpower Requirement

- a) The party must have employees with following professional experiences,
- Graphic designer
  - Copywriter
  - Visualizer

Documentary Evidence

- a) The party must submit self certified documentary evidence of manpower availability.
- b) Non submission of the documents as specified in BRC above will result in rejection of bid.

**B) FINANCIAL:**

1.0 Annual Financial Turnover of the bidder during **any of preceding 3(three) financial / accounting years from the original bid closing date** should be at least **Rs 16.52 lakhs**.

1.1 **Net worth** of bidder must be positive for preceding financial/ accounting year **2017-2018**.

**Note for 1.0 & 1.1 above:** 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 2017-2018 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 **120** days from the Bid Closing Date.

**ii) Bid security:**

The bid must be accompanied by Bid Security of **Rs. 66,100.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to GM Materials, Materials Department, Oil India Limited, Duliajan-786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 7 months from Bid closing date. (i.e. upto 30.03.2019).**

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



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

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

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

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

**iv) Performance Security:**

The successful bidder shall submit Performance Security @10% of PO value within 30 days of receipt of the formal purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

**The Performance Security shall be in any one of the following forms :**

(a) A Bank Guarantee in the prescribed OIL’s format valid for 3(three) months beyond the Warranty period indicated in the Purchase Order /contract agreement.

The Performance Security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning plus 3(three) months or 18 months from the date of shipment/despatch plus 3(three) months whichever concludes earlier. However, for consumables like chemicals, cement, tubular etc. the Performance Security shall be valid for 12 months from the date of shipment/despatch plus 3(three) months.

**The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.**

v) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

vi) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be

considered.

vii) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.

viii) Technical RFx Response folder is meant for Technical bid only. Therefore, No price should be given in Technical RFx Response folder, otherwise the offer will be rejected

ix) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

x) The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following :

- a) Validity of bid shorter than validity indicated in the tender.
- b) Original Bid Security not received within the stipulated date and 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) In case the party refuses to sign the Integrity Pact.
- e) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender

**XI. DELIVERY: MAXIMUM ALLOWABLE DELIVERY PERIOD IN WEEKS/MONTHS AFTER RECEIPT OF PO FOR THE CASE OF SUPPLY: 1 MONTH AFTER ISSUE OF PURCHASE ORDER FOR DESIGNING AND 45 DAYS FOR PRINTING AND DELIVERY AFTER RECEIVING PRINT ORDER FROM PA DEPTT.**

**PLEASE NOTE THAT THE DIARIES (OIL DIARY AND POCKET DIARY) ARE TO BE DELIVERED BEFORE 30.11.2018.**

**NOTE FOR BID SECURITY AND PBG.**

The bidders/successful bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original bank guarantee in Oil's tender issuing office:

The bank guarantee issued by the bank must be routed through SFMS platform as per following details:

- (i) "MT 760 / MT 760 COV for issuance of bank guarantee.
- (ii) "MT 760 / MT 767 COV for amendment of bank guarantee

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code - UTIB0001129, Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District - Dibrugarh, PIN- 786602.

## **II. BID EVALUATION CRITERIA (BEC)**

The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below:

### **A) TECHNICAL :**

i) The bid will be evaluated strictly as per NIT specification, terms & conditions.

### **B) COMMERCIAL:**

i). To evaluate the inter-se-ranking of the offers, bids shall be evaluated on the basis of FOR Duliajan value including applicable GST.

ii) Priced bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before opening of the "priced bid".

iii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

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

### **NOTE:**

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

## TECHNICAL SPECIFICATIONS WITH QUANTITY

TENDER NO. SDI8688P19 DT: 19.07.2019

	Complied / Not Complied. (Remarks if any)
<p><b><u>ITEM NO. 10</u></b></p> <p><b>PROCUREMENT OF OIL DIARY WITH HARD COVER AND POCKET DIARY 2019 – QTY = 17,500 NOS</b></p> <p>OIL Executive Diary with Hard Cover of 18 cm X 24.5 cm with 80 GSM Bilt Maplitho date and note pages and 100 GSM imported art paper for text, map and colour pages in highest quality printing using best ink, 180 leaves in each diary with packaging and other specifications.</p> <p>0.1 OIL DIARY 2019 OIL Executive Diary of 18 cm X 24.5 cm with 80 GSM Bilt Maplitho date and note pages and 100 GSM imported art paper for text, map and colour pages in highest quality printing using best ink, 180 leaves in each diary with packaging and other specifications.</p> <p>0.2 POCKET DIARY 2019 Pocket Diary of 8.5cm X 15cm with 70 GSM Bilt Maplitho inside date and note pages and 90 GSM imported art paper for text &amp; map pages in highest quality using best ink, 76 leaves in each pocket diary with packaging and other specifications.</p> <p><b>DETAILED SPECIFICATIONS</b></p> <p><b>OIL DIARY 2019</b> Size: 18cm X 24.5cm = 17,500 nos (Printing quality must be the highest quality and the best quality ink must be used)</p> <p><b>Cover Design and Material:</b> Designed 170 GSM imported matt finished laminated art paper with best quality 2mm smartfit solid board, hard binding with 4+0 colour printing and design. The binding should be the high quality machine binding.</p> <p>i) Cover Paper - 170 GSM Art Paper with matt lamination ii) Cover Colour - 4+0 iii) Cover Binding-2 mm smartfit solid board iv) Cover design - Spot u/v with golden foil printing</p> <p><b>Quality of papers:</b> 1. Inside date and note pages: 80 GSM Bilt/JK Maplitho in single colour printing. 2. Text pages, Map and Photo colour pages in 100 GSM imported art paper with 4+0 colour printing. 3. Pustani leaves with single colour printing in inside cover pages (front and back) in 110 GSM Super Printing maplitho.</p>	

4. The number of leaves for the main diary will be as under:

Date page (80 GSM) : 156 leaves

Note Page (80 GSM) : 04 leaves

Map page, Text page & colour page (100 GSM) : 16 leaves

For Pustani pages (110 GSM): 04 leaves

.....  
Total Leaves : 180 Leaves

Marking Tag: Each OIL Diary to have a marking tag with OIL logo (Oil Drop) at the tip of the silky ribbon.

Page Profile for OIL Diary:

Date page Guideline: One Day will be in one page. Any extra pages to be printed as note page. The national holidays to be highlighted (Republic Day- 26th January, Independence Day- 15th August & Gandhi Jayanti- 2nd October) in the diary pages. The holidays must be highlighted in the previous year and current year calendar printed in the Diary.

Binding: Double stitched, mul cloth pasted on the spine for high quality durable binding.

Packaging:

Each OIL Diary to be inserted inside a Duplex board of 250 GSM in 4+0 colour design as cover page and the printing should be in 4+0 colour printing. The Pocket Diary to be inserted inside the Duplex board along with the OIL Diary.

POCKET DIARY 2019:

Size: 8.5 cm X 15 cm = 17,500 nos.

Paper: 70 GSM Bilt/ J K Maplitho in single colour printing for inside date pages  
: 90 GSM imported art paper for Text and Map pages in 4+0 colour printing.

No. of Leaves: 76 leaves

Colour: 1 colour in all the inside date pages and 16 inside pages (8 leaves - maps & text) in multi-colour 4+0

Cover paper: 300 GSM art board

Cover Packaging: One PVC Jacket with single colour printing

Cover printing: Multi-colour 4+0

Binding: Centre pin/stitched, inserted inside a PVC Jacket

Printing Quality: Printing quality must be the highest quality and the best quality ink must be used

Page profile for pocket Diary 2019:

\* The number of leaves for the pocket diary will be as under:

(1 Colour printing) For date pages of months (3 days per page) & Note pages : 64 leaves

4+0 colour printing) For Map page / Text pages : 8 leaves

1 Colour) For Pustani pages : 4 leaves

.....  
Total Pages : 76 Leaves

Delivery Schedule: Diaries (OIL Diary and Pocket Diary) are to be delivered before 30.11.2018 as per the list given below in OIL official addresses.

Total quantity to be printed  
 OIL Diary = 17,500 nos.  
 Pocket Diary = 17,500 nos.

**DIARY DISTRIBUTION LIST:**

SPHERE	Qty
.....	
Duliajan	14,600
Guwahati (Narangi)	600
Guwahati, COEEs	100
Kolkata	500
Noida	800
Jodhpur	250
Bhubaneswar	100
Kakinada	100
Gabon	250
Venezuela	100
Libya	50
USA	50
.....	
Total	17,500

The diaries for overseas have to be packed as per number specified and to be delivered at OIL's office in Noida, Uttar Pradesh.

Submission of Samples for OIL Diary 2019 and Pocket Diary 2019:

The bidders shall submit two different sample designs as per the size for selection of format, texture of cover page, cover jacket for each type of Diary.

The bidders shall submit designs for all coloured inside pages and date pages using dummy text.

**ITEM NO. 20**

**PROCUREMENT OF OIL DIARY 2019 WITH REXIN SOFT COVER – QTY = 2,500 NOS**

OIL Executive Diary with soft rexine leather finish cover of 18 cm X 24.5 cm with 80 GSM Bilt Maplitho date and note pages and 100 GSM imported art paper for text, map and colour pages in highest quality printing using best ink, 180 Leaves in each diary with packaging and other specifications.

**0.1 OIL DIARY 2019**

OIL Executive Diary of 18 cm X 24.5 cm with 80 GSM Bilt Maplitho date and note pages and 100 GSM imported art paper for text, map and colour pages in highest quality printing using best ink, 180 leaves in each diary with packaging and other specifications.

## DETAILED SPECIFICATIONS

### OIL DIARY 2019

Size: 18cm X 24.5cm = 2,500 nos

(Printing quality must be the highest quality and the best quality ink must be used)

#### Cover Design and Material:

Rexine leather finish soft cover, hard binding with golden colour printing/emboss. The binding should be the high quality machine binding.

- i) Cover material - Rexine leather finish soft
- ii) Cover Colour - Dark Brown
- iii) Cover design - Golden printing/emboss of OIL Logo

#### Quality of papers:

- 1. Inside date and note pages: 80 GSM Bilt/JK Maplitho in single colour printing.
- 2. Text pages, Map and Photo colour pages in 100 GSM imported art paper with 4+0 colour printing.
- 3. Pustani leaves with single colour printing in inside cover pages (front and back) in 110 GSM Super Printing maplitho.

4. The number of leaves for the main diary will be as under:

Date page (80 GSM) : 156 leaves

Note Page (80 GSM) : 04 leaves

Map page, Text page & colour page (100 GSM) : 16 leaves

For Pustani pages (110 GSM): 04 leaves

.....  
Total Leaves : 180 Leaves

Marking Tag: Each OIL Diary to have a marking tag with OIL logo (Oil Drop) at the tip of the silky ribbon.

#### Page Profile for OIL Diary:

Date page Guideline: One Day will be in one page. Any extra page must have space for notes. The national holidays to be highlighted (Republic Day- 26th January, Independence Day- 15th August & Gandhi Jayanti- 2nd October) in the diary pages. The holidays must be highlighted in the previous year and current year calendar printed in the Diary.

Binding: Double stitched, mul cloth pasted on the spine for high quality durable binding.

Delivery Schedule: Diaries (OIL Diary and Pocket Diary) are to be delivered before 30.11.2018 as per the list given below in OIL official addresses.

Total quantity to be printed

OIL Diary = 2,500 nos.

DIARY DISTRIBUTION LIST:

SPHERE	Qty
.....	
Duliajan	800
Guwahati (Narangi)	500
Noida	1000
Jodhpur	200
.....	
Total	2,500

The diaries for overseas have to be packed as per number specified and to be delivered at OIL Office in Noida, Uttar Pradesh.

Submission of Samples for OIL Diary 2019:

The bidders shall submit two different sample designs as per the size for selection of format, texture of cover and inside page.

**NOTE:**

**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 :			
		<b>Compliance by Bidder</b>	
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 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.