

## OIL INDIA LIMITED

(A Government of India Enterprise)

P.O. Udayan Vihar -781171

Guwahati, Assam (India)

OIL INDIA LIMITED invites Bids for the following items through its e-Procurement portal

<https://etender.srm.oilindia.in/irj/portal> :

e-Tender no.	Material Description	Tender Type	Tender Fee	Bid Closing Date
SGI2564P17	5KWp Solar Power Plant	LCB(Local Competitive Bidding)	INR 1000.00	03.11.2016
SGG2641P17	Self Healing Monolithic Polymer Wrap Coat	ICB (International Competitive Bidding)	INR 6000.00 or USD 100.00	23.11.2016
SGI2625P17	Computer (Desktop and Laptop)	LCB(Local Competitive Bidding)	INR 1000.00	10.11.2016
SGI2623P17	Traceable Duct Rodder System	LCB(Local Competitive Bidding)	INR 1000.00	10.11.2016

Tender fee (Non-refundable): **as mentioned above**; Bid Closing/Opening Time: (11:00 Hrs) IST/ (14:00Hrs) 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](http://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 : Udayan Vihar,  
Guwahati – 781171  
Assam (India)

TELEPHONE NO. (91-361) 2594286

FAX NO: (91-361) 2643686

Email: [panchali@oilindia.in](mailto:panchali@oilindia.in) ; [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)

**FORWARDING LETTER**

Tender No. : SGI2625 P17 dated 30.09.2016

Tender Fee : Rs 1,000.00

Bid Security : Applicable

Bidding Type : SINGLE STAGE COMPOSITE 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 Panel through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM** for procurement of Desktop Computer & Laptop Computer. 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.

**GENERAL NOTES**

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

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

	Time (in IST)
Monday – Friday	07.00 AM to 11.30 AM; 01.00 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

c) The tender will be governed by "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

d) This Bidding document consists of :

- (i) Annexure AAA : Technical Specification
- (ii) Annexure BBB : Bid Rejection Criteria / Bid Evaluation Criteria
- (iii) Annexure EEE : Commercial Checklist
- (iv) Annexure FFF : Annual Turnover & Net Worth Detail
- (v) Annexure GGG : Bidder's Response Sheet
- (vi) Annexure JJJ : Bank Details

**Vendor User Manual and LCB Doc Booklet (revised)** has been uploaded separately in the Technical RFx -> External Area -> Tender Documents

e) Bidder are advised to fill up the Commercial check list ([Annexure EEE](#)) , Annual Turnover and Net worth Detail (Annexure FFF), Response sheet ([Annexure GGG](#)) and Bank Details ([Annexure JJJ](#)) given in the bidding document uploaded in Technical RFx -> External Area -> Tender Documents. The above filled up documents to be uploaded in the Technical RFx Response.

f) The “Techno-commercial Unpriced Bid” shall contain all technical and commercial details **except the prices which shall be kept blank**. Details of prices as per Bid format / Commercial bid to be uploaded as attachment in the Attachment Tab “Notes and Attachments”.

A screen shot in this regard is given below.

Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.

**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:**

#### 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 file. 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.

- g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.
- h) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

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

**Vendors who do not have OIL's User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).**

Alternatively, application showing full address/email address with Tender Fee (Non- refundable) of Rs. 1,000.00 in the form of crossed "Payee Account only "Bank Draft/Bankers' Cheque drawn by Bank and valid for 90 days from the date of issue of the same or in the form of Indian Postal Orders payable to the OIL is to be sent to Chief Manager Materials, Oil India Limited, Pipeline Headquarters, P.O. Udayan Vihar, Guwahati-781 171, Assam. 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](http://www.oil-india.com).

**NOTE:**

**In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to Chief Manager Materials, Oil India Limited, Pipeline Headquarters, P.O. Udayan Vihar, Guwahati-781 171, Assam for waiver of Tender Fee upto one week prior to the Bid closing date (or as amended in e-portal).**

3.0 The tender is invited under SINGLE STAGE- COMPOSITE BID SYSTEM. The bidders are required to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" separately as mentioned above in designated place through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

3.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User - > Technical Bid only.

4.0 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 **Chief Manager Materials, Oil India Limited, Pipeline Headquarters, P.O. Udayan Vihar, Guwahati-781 171, 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.

**5.0 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.**

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 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-BBB**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-BBB**) 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.

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.

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

**NOTE:**

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

Yours Faithfully

Sd-

(P. THAKURIA)

DEPUTY MANAGER MATERIALS (PL)

FOR : DEPUTY GENERAL MANAGER-(C&P) PL

FOR: GROUP GENERAL MANAGER (PLS)

## TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No &amp; Date: SGI2625P17 dated 30.09.2016

Item Srl. No.	DETAILED MATERIAL DESCRIPTION/ MATERIAL CODE	QUANTITY (UoM)	Please confirm if clause by clause Complied/ Not Complied, reasons, if any.
10	<p>Desktop Computer with UPS</p> <p>Detailed Technical Specs :</p> <ol style="list-style-type: none"> <li>1. Intel core i7 , 6th generation processor [8M cache , 4 cores]</li> <li>2. H110 Intel Chipset Motherboard .</li> <li>3. Hard Disk Drive &amp; controller: Minimum 1 TB SATA 3Gbps HDD, 7200rpm.</li> <li>4. RAM: 8GB ( 2 X 4GB), DDR3 SD RAM</li> <li>5. OEM Optical Scroll Mouse</li> <li>6. 104 Key Keyboard</li> <li>7. Power Supply: Min 240W, Energy Star Compliant</li> <li>8. Display: OEM 19" LED Monitor, TCO certified, with standard accessories and cables (res 1920 x 1024) , with VGA &amp; DVI ports</li> <li>9. Optical Drive: 16X DVD +/-RW Complete with driver software on CD media, standard accessories and cables.</li> <li>10.Ports: Front panel (Min): USB 2 or higher : 2 nos Back panel (Min): USB 2.0: 2 nos , USB 3.0: 2 nos VGA port: 1 port , DVI: 1 port RJ45 Ethernet port(Integrated 10/100/1000 Mbps Ethernet Controller and IPV6 compliant): 1 no</li> <li>11.Audio &amp; Sound: Integrated HD audio controller with 1 set of external stereo speaker with minimum 2 watts(rms)O/P.</li> <li>12.Operating System: Preloaded Genuine Microsoft ® Windows 10 professional 64 bit OS(or latest version) with recovery CD/DVD and latest service pack in DVD/CD media &amp; documentation.</li> <li>13. UPS: 1 KVA</li> <li>14. Others a. Power Cables.</li> <li>b. All system drivers, monitor drivers on DVD/CD media.</li> <li>c. Power Extension spike guard with 4nos. of 5 Amps output[ Make: Anchor/Belkins]</li> <li>d. UTP Patch cord - 3 metre, DVI Cable</li> <li>15. Warranty: 1 year onsite comprehensive warranty</li> </ol>	16 Nos.	
20	<p>Laptop Computer</p> <p>Technical Specs:</p> <ol style="list-style-type: none"> <li>1. Core i7- 5th generation processor</li> <li>2. RAM : 8GB DDR3</li> <li>3. Hard Disk: 1TB , 5400RPM SATA</li> <li>4. Display: 15.6" LED display with 1920X1080 resolution</li> <li>5. Integrated 10/100/1000 Gigabit Ethernet port</li> </ol>	2 Nos.	

	6. Touchpad 7. DVD +/- RW 8. Ports: Microphone, Headphone, HDMI, USB 3.0(1 nos), USB 2.0 (2 no), VGA ,Bluetooth, Wireless WLAN A802.11, 10/100/1000 BaseT Ethernet 9. AC Adapter with cables ,HDMI Cable (1 no) 10.Battery: 4 cell Li-ion 11. Preloaded Genuine Microsoft ® Windows 10 Professional 64 bit OS (OEM version) with recovery CD/DVD and latest service pack in DVD/CD media & documentation. 12. Optical USB Mouse 13. Laptop Carry bag( briefcase type) 14. Warranty: 1 year comprehensive		
<b>30</b>	Laptop Computer (Debugging and Diagnostic Terminal)  Technical Specs: 1. Core i7-5th generation processor 2. RAM : 8GB DDR3 3. Hard Disk: 1TB , 5400RPM SATA 4. Display: 15.6" LED display with 1920X1080 resolution 5. Integrated 10/100/1000 Gigabit Ethernet port 6. Touchpad 7. DVD +/- RW 8. Ports: Microphone, Headphone, HDMI, USB 3.0(1 nos), USB 2.0 (2 no), VGA ,Bluetooth, Wireless WLAN A802.11, 10/100/1000 BaseT Ethernet 9. AC Adapter with cables ,HDMI Cable (1 no) 10.Battery: 4 cell Li-ion 11. Preloaded Genuine Microsoft ® Windows 10 Professional 64 bit OS (OEM version) with recovery CD/DVD and latest service pack in DVD/CD media & documentation. 12. Optical USB Mouse 13. Laptop Carry bag( briefcase type) 14. USB to RS232 Serial Converter Cable 15. Warranty: 1 year comprehensive	<b>1 No.</b>	

Tender No &amp; Date: SGI2625P17 dated 30.09.2016

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

<b><u>Criteria</u></b>	<b>Complied / Not Complied. (Remarks if any)</b>
<p><b>1.0 <u>BID REJECTION CRITERIA (BRC)</u></b></p> <p>The bid shall conform generally to the specifications and terms and conditions given in this bidding document. Bids shall be rejected in case the goods/materials offered do not conform to required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be uploaded alongwith the Technical Bid.</p> <p>Other terms and conditions of the enquiry shall be as per general terms and conditions vide MM/LOCAL/E-01/2005 for E-procurement Indigenous Tenders (LCB). However, if any of the clauses of the BRC/BEC contradict the clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC/BEC shall prevail.</p> <p><b>A. <u>FINANCIAL</u></b></p> <p>(i) <b>Annual Financial Turnover</b> of the bidder during any of preceding three financial/accounting years from the original bid closing date should be at least Rs. 7.10 Lakhs.</p> <p>(ii) <b>Net worth</b> of bidder must be positive for preceding financial/ accounting year.</p> <p>(iii) Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial/accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth of the previous financial/accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statements for the financial year..... (as the case may be) has actually not been audited so far'.</p> <p><b>Note:</b></p> <p><b>(a)</b> For proof of Annual Turnover &amp; Net worth any one of the following document must be submitted along with the bid:-</p> <p>1) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover &amp; Net worth as per format prescribed in ANNEXURE – FFF.</p> <p><b>OR</b></p> <p>2) Audited Balance Sheet along with Profit &amp; Loss account."</p>	

(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.

(iv) Bidder should have experience of successfully executing atleast 1 (one) similar order for Rs. 7.10 Lakhs in preceding 5 (five) years as on Bid Closing date.

**Similar Item means: Supply of Desktop/ Laptop Computers**

**B. COMMERCIAL**

**(i) Validity of the bid shall be minimum 90 days from the Bid Closing Date. Bids with lesser validity will be rejected.**

(ii) **Delivery**: Delivery shall be completed within **150 (One hundred fifty) days** from the date of issue of Purchase Order. Bidder quoting delivery period more than **150 (One hundred fifty) days** shall be rejected. However, bidder to quote their best delivery period.

(iii) **Bid security**:

a) The bid must be accompanied by Bid Security of **Rs 28, 400.00** in OIL's prescribed format as Bank Guarantee or a Cashier's cheque or Demand Draft in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to **Chief Manager Materials, Oil India Limited, Pipeline Headquarters, P.O. Udayan Vihar, Guwahati-781 171, Assam** on or before the Bid Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 90 days from the Bid Validity (i.e. upto 09.05.2017) as mentioned in Sl. No. (i) above. Cashier's cheque or Demand Draft shall be valid for minimum 90 days or as per RBI's guidelines, drawn on "Oil India Limited" and payable at Guwahati, Assam.**

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

c) 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.

d) 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.

e) 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.

**Note**: For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

(iv) Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of twelve months from the date of commissioning of the complete package at site against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.

(v) **Performance Security**:

The successful bidder shall submit Performance Security @ 10% of Purchase Order 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.

**Note:** 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.

- (vi) 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.
- (vii) 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.
- (viii) 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 digital certificate and/or without Organisation's Name, will be rejected.
- (ix) No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- (x) A bid shall be rejected straightway if it does not conform to any one of the following clauses:
  - a) Validity of bid shorter than the validity indicated in the Tender.
  - b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.
  - c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.
  - d) In case the party refuses to sign Integrity Pact.
  - e) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.

#### **C) TECHNICAL:**

The manufactured product should be strictly as per OIL's tender specification.

#### **2.0 BID EVALUATION CRITERIA (BEC)**

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

- (i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as per price format given in APPENDIX-I.
- (ii) 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.
- (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.
- (iv) Other terms and conditions of the enquiry shall be as per General Terms and conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

**PRICED BID FORMAT (SUMMARY)**

Bidders are required to submit the summary of the prices in their commercial bids as per format (Summary), given below:

**PRICED BID FORMAT (SUMMARY):**

ITEM S/NO.	ITEM DESCRIPTION	UOM	QTY.	UNIT PRICE	TOTAL PRICE
10	Desktop Computer	NO.	16		
20	Laptop Computer	NO.	2		
30	Laptop Computer	NO.	1		

**Note:** For detail description of the items refer Annexure – AAA.

- (A) Total Material Value of Item nos. 10 to 30
- (B) Third Party Inspection (TPI) Charge , if applicable
- (C) Packing and Forwarding Charges
- (D) Total Ex-works value (A+B+C)
- (E) Excise Duty including Cess (*Please indicate applicable rate of Duty*)
- (F) Total Ex-works value including Excise Duty & Cess (D+E)
- (G) Sales Tax (*Please indicate applicable rate of Tax*)
- (H) Total FOR Despatching station value (F+G)
- (I) Road Transportation charges to Guwahati
- (J) Insurance Charges
- (K) Assam Entry tax
- (L) Total FOR Guwahati Value (H+I+J+K)
- (M) Total value in words :
- (N) Gross Weight :
- (O) Gross Volume :

**COMMERCIAL CHECKLIST***(To be filled up and submitted along with the bid)*

<b>Tender no.</b>	
<b>Bidder's name</b>	

SL. NO.	BEC / TENDER REQUIREMENTS	COMPLIANCE BY BIDDER	
		Indicate 'Confirmed'/'Not Confirmed' /Not applicable	Indicate Corresponding page ref. of unpriced bid or
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 as per BRC 1.0 A (v).		
6	Confirm that you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3(three) financial years certified by a chartered accountant.		
7	Confirm that the offers and all attached documents are digitally signed using Class 3# digital certificate (e-commerce application) in Organization Name issued by an acceptable Certifying Authority (CA) as per Indian IT		
8	Confirm that you have not taken any exception/deviations to the NIT.		
9.	Confirm that the product offered strictly conform to the technical specifications.		
10	Confirm that the prices offered are firm. <i>(Conditional offer shall be liable for rejection.)</i>		

**NOTE: Please fill up the greyed cells only.**

**CERTIFICATE OF ANNUAL TURNOVER & NETWORTH****TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD****TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from audited financial statements of M/s..... (Name of the bidder) for the last 3 (three) completed accounting years upto.....(as the case may be) are correct.

<b>YEAR</b>	<b>TURNOVER In INR (Rs.) Crores</b>	<b>NET WORTH In INR (Rs.) Crores</b>

Place:

Date:

Seal:

Membership No.:

Registration Code:

Signature:

**Bidder's Response Sheet**

**Annexure-GGG**

<b>Tender No.</b>	
<b>Bidders</b>	

Name

**Bidders Response  
Sheet**

Sl	Descriptio	Remark
1	Place of Despatch	
2	Whether Freight charges have been included in your quoted prices	
3	Whether Transit Insurance charges have been included in your	
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	
13	If bidder is MSE whether you have quoted your own product	
14	If bidder is Small scale unit, whether you are owned by SC/ST	
15	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing	
16	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the bidding document.	
17	Bid Security if Not submitted, reasons thereof	

**NOTE: Please fill up the greyed cells only.**

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

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

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

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

Office Seal

Signature of Vendor

Counter Signed by Banker:

Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

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