



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Oil India Limited
(A Government of India Enterprise)

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INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM

OIL INDIA LIMITED invites electronic bids from Indian bidders under SINGLE STAGE TWO BID SYSTEM through its e-procurement site . Few salient points of the Tender (covered in detail in the Bid Document) are highlighted below:

(i)	E-Tender No.	:	SGI3917P20
(ii)	Description		DESKTOP COMPUTER
(iii)	Type of Bidding	:	Online-Single Stage-Two Bid System
(iv)	Tender Fee	:	Not Applicable
(v)	Bid Closing Date & Time	:	As mentioned in Online E-tender portal
(vi)	Technical Bid Opening Date & Time	:	As mentioned in Online E-tender portal
(vii)	Price Bid Opening Date & Time	:	Will be intimated only to the eligible/qualified Bidders nearer the time.
(viii)	Bid Submission Mode	:	Bids must be uploaded online in OIL's E-procurement portal
(ix)	Bid Opening Place	:	Office of Office of The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati - 781171
(x)	Bid Validity	:	120 days from date of Bid Closing
(xi)	Bid Security Amount	:	INR 46,500.00
(xii)	Bid Security Validity	:	Upto 30.10.2020 (Bid bond format has been changed. Please submit bid bond as per revised format)
(xiii)	Original Bid Security to be submitted	:	Office of Office of The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati - 781171
(xiv)	Amount of Performance Security	:	10% of Total Order Value
(xv)	Validity of Performance Security	:	The Performance Security must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract.

(xvi)	Quantum of Liquidated Damage for Default in Delivery	:	Refer clause No. 31 of MM/LOCAL/E-01/2005
(xvii)	Integrity Pact	:	Not Applicable
(xviii)	Bids to be addressed to	:	Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171.

The item details against the above tender are given below:

ITEM NO.	MATERIALS DESCRIPTION	QTY	UNIT
10	DESKTOP COMPUTER Delivered at Oil India Ltd , PUMP STATION - 5 P.O. UDAYAN VIHAR, NARANGI DIST - KAMRUP(METRO), ASSAM PIN – 781171 <i>(Technical Specification as per Annexure – AA)</i>	21	NO.
20	DESKTOP COMPUTER (Same as Item 10) Delivered at Oil India Ltd PUMP STATION - 8 P.O. HAPTIAGACH VIA ISLAMPUR, UTTARDINAJPUR SONAPUR, WEST BENGAL PIN – 733202 <i>(Technical Specification as per Annexure – AA)</i>	2	NO.
30	DESKTOP COMPUTER (Same as Item 10) Delivered at Oil India Ltd , PUMP STATION - 10 P.O. BARAUNI OIL REFINERY, BARAUNI, DIST – BEGUSARAI, BIHAR PIN – 851114 <i>Technical Specification as per Annexure – AA)</i>	4	NO.

The general details of tender can be viewed by opening the eRFx [Tender] under RFx and Auctions in the e-portal through Guest Login. The details of tendered items can be found in the Item Data and details uploaded under Technical RFx. The bidding document is available in the Technical RFx -> External Area -> Tender Documents.

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
<https://www.oil-india.com/>

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for DESKTOP COMPUTER 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

STANDARD 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 = 0374-2807178, 0374-2807171 , 0374-2807192. Email id = erp_mm@oilindia.in.**

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

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

The tender will be governed by:

1.0 The tender will be governed by “General Terms & Conditions for National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders).

2.0 This Bidding document consists of:

- (i) Annexure AA : Technical Specification and Terms & Conditions
- (ii) Annexure BB : Bid Rejection Criteria
- (iii) Annexure CC : Commercial Compliance Sheet
- (iv) Annexure DD : Price Schedule
- (v) Annexure EE : Annual Turn Over and Net Worth Certificate
- (vi) Annexure FF : Undertaking towards submission of authentic information/documents

“General Terms & Conditions for National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders).

- 3.0 Bidders without having E-tender Login ID and Password should complete their online registration at least 7(seven) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site **<https://etender.srm.oilindia.in/irj/portal>**.
- 4.0 Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- 5.0 Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro and Small Enterprises (MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005). Bidders are requested to take note of the same and to submit their offers accordingly.
- 5.1 For availing benefits of Purchase Preference under Public Procurement Policy, the interested MSE Bidders must ensure that they are the manufacturer of tendered item(s) and registered with the appropriate authority for the said item(s). The technical offer of such MSE Bidders must include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Purchase Preference of 15% (fifteen percent) shall be extended to the eligible MSE Bidder (i.e. Manufacturer of tendered goods for procurement) over non-MSE L1 Bidder and PO shall be awarded for full tender quantity on such MSE bidder, subject to matching their quoted rates/costs with non-MSE L1 Bidder.
- 5.2 **MSEs Units (manufacturers/Service Providers only and not their dealers/distributors) who are already registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of their product category & capacity, subject to submission of valid MSME registration certificate issued by appropriate authority.**
- 5.3 Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority. It is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender. Late communication in this regard and request for bid closing date extension on that plea shall not be entertained by Company.
- 6.0 **Purchase Preference (Linked with Local Content) (PP-LC) is not applicable against this tender.**
- 7.0 Bidder seeking benefits of MSME and Purchase Preference Policy (Linked with Local Content) shall clearly indicate the same in the tender with proper documents as stipulated in the tender.
- 8.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. **All the Bids must be Digitally Signed using “Class III” digital certificate (e-commerce application) with ‘Certificate Type: Organisation Certificate’ 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.

9.0 EMD must be paid either through online mode or submitted as Bank Guarantee/LC. DD/Cheques/Cashier Cheque or any other mode will not be acceptable.

9.1 OIL has made arrangement for online confirmation of Bank Guarantee through SFMS Platform with Axis Bank, Guwahati. Therefore, bidders submitting Bid Security in the form of Bank Guarantee must route the BG through SFMS platform as per following details –

- a. (i) MT 760/MT 760 COV for issuance of bank guarantee**
(ii) MT 767/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, Guwahati Branch, IFS Code – UTIB0000140, Branch Address – Axis Bank Ltd., Guwahati Branch, Chibber House, G.S. Road, Dispur, Assam, Pin – 781005.

- b. *The Bidder shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.***

9.2 **Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank in India shall not be acceptable.**

10.0 Bidders are requested to go through **the ‘Vendor User Manual’, ‘Guidelines to Bidders for participating in OIL e-tenders’, ‘New Instruction to bidders for submission of bid’ and ‘Vendor User Manual for e-tendering’** available in the e-portal home page before submitting offer in system.

11.0 **Deemed export/Custom Duty benefits are not applicable against this tender and bidders should furnish prices without considering these benefits.**

12.0 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 **The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati - 781171 before 14.00 Hrs. IST on the Bid Closing Date** mentioned in the Tender.

- a) Bid Security(EMD) submitted in the form of Bank Guarantee.
- 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.

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

14.0 Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.

15.0 Original Bid Closing Date shall be considered by OIL for evaluation of BRC Criteria in case of any extension of the original bid closing date.

16.0 Along with the technical bid, bidders must submit duly filled undertaking as per format provided vide **Annexure-FF** as undertaking towards submission of authentic information/documents.

- 17.0 The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” 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” shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Price Schedule to be uploaded as attachment in the Attachment Tab “Notes and Attachments”. Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.
- 18.0 In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that “TECHNO-COMMERCIAL UNPRICED BID” should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFX Response-> User -> Technical Bid. No price should be given in above Technical Rfx otherwise the offer will be rejected. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-> User -> Technical Bid only. The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. Details of prices as per Price Schedule can be uploaded as Attachment under the attachment option under “Notes & Attachments”.

Notes and Attachments

→ Only price details should be uploaded

Technical attachments

→ All technical bid documents except price details

RFx Response Number 60037504 RFx Number TESTARUP Status In Process Submission Deadline 15.04.2017 11:00:00 INDIA Opening Date 15.04.2017 00:00:00 INDIA

RFx Response Version Number Active Version RFx Version Number 1

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Technical Attachments

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

Go to this Tab “Technical Attachments” for Uploading “Technical Bid” files.

▼ Notes

Clear

Category

Conditions of Participation

Bid Invitation/Auction Text

Bidder's Remarks

Purchaser's Remarks

▼ Attachments

▼ cFolder Attachments

Add Attachment Delete Verify Signature

cFolder Name	Category	Description	File Name	Version	Processor	Chr
The table does not contain any data						

Bidders are requested to go through the ‘New Vendor Manual’, ‘Guidelines to Bidders for participating in OIL e-tenders’, ‘New Instruction to bidders for submission of bid’ and ‘Vendor User Manual for e-tendering’ available in the e-portal home page before submitting offer in system.




Oil India Limited e-Procurement

User ID *
 Password *

 Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)
[Important Note for New Portal Users:](#)
[Click here to View Compatibility Settings](#)
[General Guidelines to bidders](#)
[Click for User Manuals](#)

Click here for the
New Manual &
Instruction

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- 19.0 For the convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price Bid is invited by Company through attachment form under "Notes & Attachments" (i.e., NO PRICE CONDITION), Bidder must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc.. Under NO PRICE Condition (i.e. Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the unloaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of the e-tender.

The screenshot shows the 'Create RFX Response' interface. At the top, there are tabs: **Submit**, **Read Only**, **Print Preview**, **Check**, **Technical RFX Response**, and **Close**. Below these, the form displays: **RFX Response Number** 60038748, **RFX Number**, **RFX Owner** BHARALI, and **Total Value** 0.00 INR. A callout points to the **Total Value** field, stating: "Bidder to select the currency of the Response".

The form has three main sections: **RFX Information**, **Items**, and **Notes and Attachments**. Under **RFX Information**, there are sub-sections: **Basic Data**, **Questions**, and **Technical Attachments**. The **Event Parameters** section includes:

- Currency:** Indian Rupee (highlighted with a red box and a callout: "Bidder to select the currency of the Response").
- Detailed Price Information:** No Price (highlighted with a red box and a callout: "'Total Bid Value' is mandatory in 'No Price' RFX").
- Terms of Payment:** (with a checkbox icon).
- Total Bid Value:** (highlighted with a red box and a callout: "'Total Bid Value' considering all the taxes & duties.").

- 20.0 Bidders are requested to examine all instructions, forms, terms and specifications in the tender. Failure to furnish all information required as per the tender or submission of offers not substantially responsive to the bid in every respect will be at the bidder's risk and may result in rejection of its offer without seeking any clarifications.
- 21.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that all documents which are to be submitted in a sealed envelope are also submitted at the address mentioned in note 12.0 above before **14:00 Hrs (IST)** on the bid closing date failing which the offer shall be rejected.
- 22.0 Other terms and conditions of the tender shall be as per "General Terms & Conditions for National Tender (National Competitive Bidding)" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders). However, if any of the clause of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) contradicts the clauses in the General Terms & Conditions of the tender and/or elsewhere, those mentioned in the BEC/BRC shall prevail.
- 23.0 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 may be summarily rejected.
- 24.0 **No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL's website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.**

Sd-
(B Bharali)
CHIEF MANAGER MATERIALS (PL)
FOR GENERAL MANAGER - MATERIALS (PL)
FOR: CHIEF GENERAL MANAGER (PLS)

ANNEXURE – BB

BID REJECTION CRITERIA/BID EVALUTION CRITERIA

I. BID REJECTION CRITERIA (BRC):

The bids must conform to specifications, terms and conditions given in the tender document. Bids shall be rejected in case the items offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective national/international standards wherever stipulated. All the documents related to BRC clauses shall be submitted along with the techno-commercial Bid. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the offer/offers will be considered as not-responsive and is/are liable to be rejected, if the following conditions are not fulfilled:

(A) TECHNICAL

1.0 The Bidder shall be manufacturer of Desktop PC or their Authorized Dealer/Distributor having experience of supply of Desktop Computer in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.

2.0 In case the Bidder is an OEM:

2.1 The bidder should have experience of successfully executing at least 1(one) order for 14 nos. Desktop PC in preceding 5(five) years to be reckoned from the original bid closing date.

2.2 Documentary evidence in support of having experience as per 2.1 must be submitted in the form of purchase order and completion certificate or payment certificate or Tax Invoice from the user/owner along with the bid failing which offer will be rejected.

Note: The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.

3.0 In case the Bidder is an Authorized Dealer/Distributor:

3.1 In case the bidder is an Authorized Dealer/Distributor of OEM, valid authorization certificate from the OEM or OEM authorization specific to these tender must be submitted along with the bid.

3.2 The bidder should have experience of successfully executing at least 1(one) order for 14 nos. Desktop PC in preceding 5(five) years to be reckoned from the original bid closing date.

Note: The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.

3.3 Documentary evidence in support of having experience as per 3.2 must be submitted in the form of purchase order and completion certificate or payment certificate or Tax Invoice from the user/owner along with the bid failing which offer will be rejected.

4.0 DELIVERY PERIOD: Delivery shall be completed within 2(two) months from the date of receipt of firm Purchase Order. Bidder to confirm the same in their bid. The bidder should categorically confirm in their technical bid that the tendered items will be supplied within the delivery period, without which the bid will be rejected.

5.0 GENERAL:

5.1 In case Bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the

Bidder does not withdraw/ modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BEC/BRC.

5.2 Any exceptions/deviations to tender must be spelt out/discussed by Bidder in the Pre Bid Meeting which will be organized at Pipeline Head Quarter, Guwahati. Any additional information/terms/conditions furnished in 'Price Bid' will not be considered by Company for evaluation/award of contract.

(B) FINANCIAL:

1.0 Annual Financial Turnover of the bidder during any of preceding three financial/accounting years from the original bid closing date should be at least INR 11,54,484.00

2.0 Net Worth of the bidder should be positive for the financial/accounting year just preceding to the original Bid Closing Date of the Tender (i.e. FY 2018 - 19).

3.0 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 2018-19 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 EE.

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.

(A) COMMERCIAL

1.0 Bids are invited under SINGLE STAGE TWO BID SYSTEM. Bidders shall quote accordingly. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The "Unpriced Bid" shall contain all techno-commercial details except the prices, which shall be kept blank. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. Bidder not complying with above submission procedure will be rejected. Bids shall be submitted under single stage Two Bid System i.e. Technical Bid and Priced Bid separately in the OIL's e-Tender portal. The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in "Technical Attachments" Tab and Priced Bid uploaded in the "Notes & Attachments" Tab. Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this two-bid system shall be rejected outright.

2.0 Bid security of INR 46,500.00 shall be furnished as a part of the bid. Any bid not accompanied by a proper bid security in ORIGINAL will be rejected without any further consideration. For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms & Conditions for National Tenders (National Competitive Bidding), Booklet No. MM/LOCAL/E-01/2005 (For E-tenders). The Bid Security shall be valid till 30.10.2019

- 3.0 Warranty shall be as per clause no. 2 of Special Terms & Condition of Annexure AA. Bidder to confirm acceptance of the same in their bid.
- 4.0 MSME Bidders are exempted from payment of Bid Security (EMD) irrespective of their product category & capacity, subject to submission of valid MSME registration certificate issued by appropriate authority. Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority.
- 5.0 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.
- 6.0 Validity of the bid shall be minimum 120 days from the final Bid Closing date. Bids with lesser validity will be rejected.
- 7.0 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with 'Certificate Type: Organization Certificate' 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, will be rejected.
- 8.0 Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Security specified above must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement [Please refer General Terms & Conditions for National Tenders (National Competitive Bidding), Booklet No. MM/LOCAL/E-01/2005 (For E-tenders)]. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 9.0 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.
- 10.0 Bids containing incorrect statement will be rejected.
- 11.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- 12.0 The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification:
- i. Validity of bid shorter than validity indicated in the tender.
 - ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.
 - iii. Bid security with (a) Validity shorter than the validity indicated in tender and/or (b) Bid security amount lesser than the amount indicated in the tender.
 - iv. In case the party refuses to sign Integrity Pact, if applicable.
- 13.0 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
- i. Performance Security Clause
 - ii. Liquidated Damages (Note: In case of deduction of LD, LD amount will be deducted along with applicable rate of GST) Refer to "General Terms & Conditions" for e-Procurement as per Booklet No. . MM/LOCAL/E-01/2005 for E-procurement
 - iii. Guarantee of material
 - iv. Arbitration / Resolution of Dispute
 - v. Force Majeure
 - vi. Applicable Laws
- 14.0 DELIVERY LOCATION: The bidder should categorically confirm in their technical bid that the tendered items will be supplied as per following

Total Quantity: 27 Nos.

Item Wide Delivery Details:

Item 10 = 21 Nos.

Delivered at Oil India Ltd , PUMP STATION - 5
P.O. UDAYAN VIHAR, NARANGI
DIST - KAMRUP(METRO), ASSAM
PIN – 781171

Item 20= 02 Nos.

Delivered at Oil India Ltd PUMP STATION - 8
P.O. HAPTIAGACH VIA ISLAMPUR, UTTARDINAJPUR
SONAPUR, WEST BENGAL
PIN - 733202

Item 30= 04 Nos.

Delivered at Oil India Ltd , PUMP STATION - 10
P.O. BARAUNI OIL REFINERY,
BARAUNI, DIST – BEGUSARAI, BIHAR
PIN - 851114

15.0 PRICE SCHEDULE:

Bidder shall submit the Price Break up as per Annexure DD. Bidders should fill up the annexures, sign and upload under “Notes & Attachments” > “Attachments” only. Evaluation of offers shall be done on F.O.R. Destination basis for all the items.

15.1 The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. Basic Material Value including TPI, if any
2. Pre-despatch Inspection Charges, if any
3. Packing & Forwarding Charges, if any
4. Total Ex-Works Value (1+2+3)
5. GST on Total Ex-Works Value (4)
6. Compensatory Cess, if any
7. Total FOR Despatching Station Value (4+5+6)
8. Freight Charges upto destination
9. GST on Freight Charges (8)
10. Insurance Charges @0.5% of (7) inclusive of GST
11. Total Value (7+8+9+10)

15.2 Comparison of offers shall be done on Total Value vide Srl. No. 11 (Total Value) for the three items. Evaluation will be done on total cost for the requirement of three location i.e. Assam, WB & Bihar (Total 27 Nos)

15.3 Domestic bidders must quote inland freight charges upto Destination. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.

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

15.5 Price bids of only those bidders will be opened whose offers are found to be techno-commercially acceptable.

16. No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL's website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.

17. 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.

(Technical Specification as per Annexure – AA)

TECHNICAL SPECIFICATION

SPECIFICATION SHEET FOR DESKTOP COMPUTER

Total Quantity: 27 Nos.

Item Wide Delivery Details:

Item 10 = 21 Nos.

Delivered at Oil India Ltd , PUMP STATION - 5

P.O. UDAYAN VIHAR, NARANGI

DIST - KAMRUP(METRO), ASSAM

PIN – 781171

Item 20= 02 Nos.

Delivered at Oil India Ltd PUMP STATION - 8

P.O. HAPTIAGACH VIA ISLAMPUR, UTTARDINAJPUR

SONAPUR, WEST BENGAL

PIN - 733202

Item 300= 04 Nos.

Delivered at Oil India Ltd , PUMP STATION - 10

P.O. BARAUNI OIL REFINERY,

BARAUNI, DIST – BEGUSARAI, BIHAR

PIN - 851114

Specifications for both item 10, 20 & 30

Technical Specifications of Desktop Computer:

1. Make & Model : Bidder must mention unique make and model of the quoted product.
2. Processor:
 - a. Minimum Intel® Core i5,3.0 GHz(Base Frequency) or higher, 8 MB Cache, 6 cores.
 - b. Generation : Generation of the processor must be 8th Generation or higher with specification as given in Point 2(a).

3. Chipset : Intel Q Series Chipset Vpro Enabled(Q370).
4. Memory : Minimum 8-GB (2 X 4GB) DDR4 SDRAM 2400-MHz or higher
5. Hard Disk Drive & Controller : Minimum 1 TB SATA 6 Gbps HDD, 7200rpm.
6. Optical : Minimum 8X CD DVD R Complete with driver software on CD media, standard accessories and cables.
7. Ethernet : Integrated 10/100/1000 Mbps Ethernet Controller and IPV6 compliant.
8. Expansion Slots : Min 2 nos of PCI series slots.
9. Audio & Sound : Integrated HD audio controller with 1 set of external stereo speaker with minimum 2 watts(rms) output.
10. I/O Interface :
Front I/O Ports :
Minimum 2 USB ports.
Headphone and Microphone Jacks
Rear I/O Ports:
1 x VGA (D-sub) video port/DVI Port/HDMI port
Minimum 4 USB ports
1 x Fast Serial Port
1 x Gigabit Ethernet (RJ-45) port
Headphone and Microphone Jacks
Note: Out of the six USB ports, atleast one port must be USB 3.0 port.
11. System Chassis(Small form factor) : Slim chassis with enough cooling fans, one free internal peripheral bay and suitable power supply with chassis volume 7-15 litres.
12. Monitor : OEM 21.5 inch diagonal viewable image size :21.5"" diagonal Flat Panel LED Monitor (1920 x 1080 Resolution) with standard accessories and cables (same make & color as CPU box) & TCO certified and having height adjustable or tiltable arrangement .The video cable from the monitor to the computer should connect the units without using any separate adapter as converter.
13. Keyboard : 104 Keys OEM keyboard
(Same make & color as CPU box).
14. Mouse : OEM optical scroll mouse with mouse pad
(Preferably same make & color as CPU box).

15. Power : Min 180 watts power supply with surge Supply protection and 85% efficiency or better.

16.OS : OEM factory pre-loaded Genuine Microsoft ® Windows 10 professional 64 bit OS or latest version with recovery CD/DVD and latest service pack in DVD/CD media & documentation.

17. Power management & DMI : System with Power management features & Desktop Management Interface implementation.

18. Others:

a. Power Cables.

b. All system drivers, monitor drivers on DVD/CD media.

c. Power Extension spike guard with 4nos. of 5 Amps output Surge Protector - Make: Rider / Anchor / Crabtree.

d. Patch cord - Make: AMP/ AVAYA/ DLINK, 3 metre.

19. 1 KVA UPS OF REPUTED BRAND

Special Terms and Conditions:

1. warranty:

The systems, sub systems and accessories shall be under warranty period of 12 months from the date of Final acceptance of the system or 18 months from last material dispatch whichever is earlier. The warranty shall ensure that the vendor carries out all required jobs to ensure trouble free operation . OIL shall not issue any spares/ consumables during the warranty period and the vendor will have to arrange for the same, if at all required, to ensure uninterrupted functioning of the complete systems during the entire warranty period.

2. Technical literature & Instruction Manual shall be provided along with the offer.

<p>ANNEXURE – CC</p> <p>COMMERCIAL COMPLIANCE SHEET</p>

COMMERCIAL COMPLIANCE SHEET

The check list must be completed and submitted with the offer. Please ensure that all these points are covered in the offer. These will ensure that the offer is properly evaluated. Please mark 'Yes', 'No' or 'Not Applicable' or specify against the following questions, in the right hand column.

OFFER REF:				
NAME OF THE BIDDER:				
Srl. No.	Particulars	Yes/No/Not Applicable	Remarks	
1	Whether bid submitted under Single Stage Two Bid System? i.e. Whether Price are uploaded in "Notes & Attachment" and technical unpriced bid submitted under "Technical Attachment"?			
2	Whether ORIGINAL Bid Bond (not copy of Bid Bond) submitted exactly as per format? If YES, provide details -			
	(a) EMD Type (Online/BG)			
	(b) Amount			
	(c) Name of issuing Bank			
	(d) Validity of Bid Bond			
3	(e) Whether Bid Bond is valid till			
	Whether ORIGINAL Bid Bond (not copy of Bid Bond) submitted exactly as per format? If NO, Provide the details in "Remarks Column". In case of MSE unit, MSE certificate to be uploaded under "Technical Attachment" as a part of technical bid.			
	4	Whether offered firm prices?		
	5	Whether quoted offer validity of 120 days from the date of final bid closing of the tender?		
	6	Whether quoted firm delivery period?		
7	Whether quoted delivery as per BRC Criteria?			
8	Whether quoted as per tender (without any deviations)?			
9	Whether quoted any deviation?			
10	Whether deviation separately highlighted?			
11	Whether agreed to the Warranty clause?			
12	Whether Price Bid submitted as per Price Schedule			
13	Whether quoted all the items/qty. of tender?			
14	Whether indicated the country of origin for the items quoted?			
15	Whether technical literature / catalogue enclosed?			
16	Whether confirmed acceptance of tender Payment Terms?			
17	Whether indicated the place from where the goods will be dispatched. To specify:			
18	Whether road transportation charges up to Destination quoted?			
19	Whether offered Ex-works price including packing/forwarding charges?			

20	Whether weight & volume of items offered indicated?		
21	If Pre-despatch/shipment inspection charges applicable, whether quoted separately?		
22	Whether confirmed to submit PBG as asked for in tender?		
23	Whether agreed to submit PBG within 30 days of placement of order?		
24	Whether indicated import content in the offer?		
25	Whether all applicable Taxes & Duties have been quoted?		
26	Whether all BRC/BEC clauses accepted?		
27	Whether MSME? If yes, whether documents enclosed as per tender.		
28	Whether Annexure EE - Annual turnover & Net worth Certificate submitted?		
29	Whether affidavit/undertaking submitted certifying that the balance sheet/Financial Statements for the financial year 2019-20 has actually not been audited so far, if applicable?		
30	Whether Annexure – FF - Undertaking towards submission of authentic information/documents submitted.		
31	Whether the Digital signature used is Class III digital certificate (e-commerce application) with 'Certificate Type: Organization Certificate '		

ANNEXURE – EE

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

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.

YEAR	TURNOVER In INR (Rs.) Crores/ USD Million*	NET WORTH In INR (Rs.) Crores / USD Million*

*Rate of conversion (if used any): USD 1.00 = INR

Place:

Date:

Seal:

Membership No.:

Registration Code:

UDIN No.:

Signature:

***Applicable for Global Tenders.**

ANNEXURE – FF

**FORMAT OF UNDERTAKING BY BIDDERS TOWARDS
SUBMISSION OF AUTHENTIC INFORMATION/
DOCUMENTS**

**FORMAT OF UNDERTAKING BY BIDDERS TOWARDS SUBMISSION
OF AUTHENTIC INFORMATION/DOCUMENTS**

(To be typed on the letter head of the bidder)

Ref. No. _____

Date _____

To,

**The Dy. General Manager (Materials)PL
Oil India Limited, Pipeline Headquarters
Narangi, Guwahati**

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No. _____ Dated _____

Sir,

With reference to our quotation no. dated..... against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,
For (type name of the firm here)

Signature of Authorised Signatory

Name :
Designation :
Phone No.
Place :
Date :

(Affix Seal of the Organization here, if applicable)

ANNEXURE – VII (Revised)

BID SECURITY FORMAT

TO,

**OIL INDIA LIMITED
PIPELINE HEADQUARTERS
P. O. – UDAYAN VIHAR,
GUWAHATI - 781171
ASSAM, INDIA**

Whereas (herein after called 'the Bidder') has submitted their Bid No..... dated..... against OIL INDIA LIMITED, PIPELINE HEADQUARTERS, GUWAHATI, ASSAM, INDIA (hereinafter called the Purchaser) 's tender No..... for the supply of (hereinafter called 'the Bid') KNOW ALL MEN by these presents that we..... of having our registered office at (hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the said Bank thisday of

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder, or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period of bid validity:
 - a) fails or refuses to accept the order; or
 - b) fails or refuses to furnish the performance securityor
3. If the Bidder furnishes fraudulent document/information in their bid.

We undertake to pay to the Purchaser up to the above amount upon receipt of their first written demand (by way of letter /fax/cable) without the Purchaser having to substantiate their demand, provided that in their demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or all of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including _____ (Bidder to indicate specific date as mentioned in the tender), and any demand in respect thereof should reach the Bank not later than the above date.

The details of the issuing bank and controlling bank are as under:

A. Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B. Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

***Signature & Seal of the
Bank***