

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

INVITATION FOR BID  
LOCAL COMPETITIVE BID

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

Tender No	Bid Closing/ Opening Date	Item & Qty
<b>SSI0137P16 DT: 03.02.2016</b> (SINGLE STAGE COMPOSITE BID SYSTEM)	<b>07.04.2016</b>	<b>Silica Fume</b>
<b>SDI0303P16 DT: 20.02.2016</b> (SINGLE STAGE COMPOSITE BID SYSTEM)	<b>07.04.2016</b>	<b>Digital Photocopier</b>
<b>SDI0196P16 DT: 09.02.2016</b> (SINGLE STAGE COMPOSITE BID SYSTEM)	<b>07.04.2016</b>	<b>Renovation of Foreign Purchase section of Materials Department</b>
<b>SSI0222P16 DT: 15.02.2016</b> (SINGLE STAGE COMPOSITE BID SYSTEM)	<b>07.04.2016</b>	<b>TARPAULINE-550 Nos. Exclusively to be procured from MSE manufacturers</b>

Tender fee (Non-refundable): Rs 1,000.00 (except for tender no. **SSI0222P16**); Bid Closing/Opening Time: **(11.00 Hrs.) IST/(14.00 Hrs.) IST**; Last date for submission of tender fee **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 : Duliajan – 786602  
Assam (India)

TELEPHONE NO: (91-374) 2808719

FAX NO: (91-374) 2800533

Email: ranjanbarman@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No.** : SDI0303P16 Dtd. 20.02.2016.  
**Tender Fee** : Rs 1,000.00  
**Bid Security Amount** : Rs. 45,000.00  
**Bidding Type** : SINGLE STAGE COMPOSITE BID SYSTEM  
**Bid Closing on** : As mentioned in the e-portal  
**Bid Opening on** : -do-  
**Performance Security** : Applicable  
**Integrity Pact** : Not Applicable

OIL invites Bids for **Supply, Installation & Commissioning and AMC for 4 years of Digital Photocopier** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

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

**The tender will be governed by:**

a) 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'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.

c) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB 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) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- g) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website ([www.oil-india.com](http://www.oil-india.com)) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.
- 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).
- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

**Special Note:**

**1.0 General Qualification Criteria:**

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

<b>Criteria</b>	<b>Complied / Not Complied.</b>  <b>Documentary evidence submitted / not submitted</b>
<b>a) Bidder should have atleast Three (3) years of experience as on bid closing date in supplying of the quoted similar items (Colour, Black &amp; White Photocopier Machines) in single order to OIL &amp; Gas based Central Govt./State Govt./PSU/Public Limited/ Private Companies with order value not less than Rs. 13.55 Lakhs for qualifying the tender. And Bidder must submit relevant Purchase Order (PO) copy along with invoice copy/dispatch documents/airways bill / bill of loading etc. to establish the above mentioned criteria.</b>	

<b>b) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 45.17 Lakhs.</b>	
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Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Received Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. For Annual financial turnover enclose the audited Annual Reports or balance sheet certified by a chartered accountant.

**2.0 Vendors having OIL's User ID & password shall purchase bid documents on-line through OIL's electronic Payment Gateway 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 shall obtain User ID & password through online vendor registration system in e-portal and can subsequently purchase bid documents through OIL's electronic Payment Gateway 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 favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602. Application shall be accepted only upto one week prior to the Bid closing date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate "REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ..." for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, USER\_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e- Procurement portal. No physical tender documents will be provided. Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site [www.oil-india.com](http://www.oil-india.com).

**NOTE:**

PSUs and MSE units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents one week prior to the Bid closing date (or as amended in e-portal).

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **Head Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) **Original Bid Security**
- b) **Detailed Catalogue (if any)**
- c) **Any other document required to be submitted in original as per tender requirement**

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate.

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

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

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

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

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

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

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

11.0 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-  
(R. BARMAN)  
SR. MANAGER MATERIALS (IP)  
FOR HEAD-MATERIALS**

Tender No &amp; Date: SDI0303P16 Dtd. 20.02.2016

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

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the "Bid Rejection Criteria" as stipulated in this document.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

<b><u>Criteria</u></b>	<b>Complied / Not Complied. (Remarks if any)</b>
<p><b>1.0 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) COMMERCIAL:</b></p> <p>i) Validity of the bid shall be minimum 120 days from the Bid Closing Date.</p> <p>ii) Bid security: The bid must be accompanied by Bid Security of <b>Rs 45,000.00</b> in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. <b>The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e. upto <u>07.02.2017</u>).</b></p> <p><b>Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.</b></p> <p><b><u>If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.</u></b></p> <p>For exemption for submission of Bid Security, please refer Clause No. 8.8 of</p>	

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

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

iii) Performance Security:

a) The successful Bidder will have to provide 1<sup>st</sup> Performance Security @ 10% of total cost of Equipment + Installation & Commissioning. The Performance Security must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of dispatch whichever is earlier.

b) The successful Bidder will have to provide 2<sup>nd</sup> Performance Security @ 10% of total cost of AMS for 4 years prior to expiry of the 1st Performance Security. The Performance Security must be valid for 4 years.

**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.**

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

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

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

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

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

**ix). 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) Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender.**

## **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.

### **A) TECHNICAL:**

- i) The bids will be evaluated as per NIT specifications.
- ii) All the items shall be procured from the same source and evaluation will be done accordingly.

### **B) COMMERCIAL:**

- i). To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.
- ii). 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.**

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**TECHNICAL SPECIFICATIONS WITH QUANTITY****Tender No & Date: SDI0303P16 Dtd. 20.02.2016**

	<b>Complied / Not Complied. (Remarks if any)</b>
<p><b>ITEM NO. 10, B/W DIGITAL PHOTOCOPIER 25CPM, (QNTY. – 12 NOS.)</b></p> <p>Technical Specification of Black &amp; White Digital Photocopier, 25 CPM</p> <ol style="list-style-type: none"> <li>1. Make/Model: As per OIL's approved brand</li> <li>2. Type: Desktop</li> <li>3. Copy Speed: 25 cpm</li> <li>4. Copy Resolution: 600 x 600 dpi (min)</li> <li>5. Copy Size: A3 Size</li> <li>6. Continuous Copy No.: 1-99 Sheets</li> <li>7. Paper Source: 250 x 2, 100 Bypass</li> <li>8. Paper Feeding: Automatic Document Feeder (ADF) Required</li> <li>9. Copy Magnification: 25% to 400%</li> <li>10. Photocopier Memory: 128 MB</li> <li>11. Power Source: 220-240VAC, +/- 10%, 50 Hz, +/- 5%</li> <li>12. Guarantee/Warranty: 1 year + 4 years AMC</li> <li>13. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year</li> <li>14. Technical Catalogue: To be supplied</li> <li>15. OEM Authorization: Required</li> </ol>	
<p><b>ITEM NO. 20, B/W DIGITAL PHOTOCOPIER 40CPM, (QNTY. – 4 NOS.)</b></p> <p>Technical Specification of Heavy Duty Black &amp; White Digital Photocopier, 40 CPM</p> <ol style="list-style-type: none"> <li>1. Make/Model: As per OIL's approved brand</li> <li>2. Type: Desktop</li> <li>3. Copy Speed: 40 cpm</li> <li>4. Copy Resolution: 600 x 600 dpi (min)</li> <li>5. Copy Size: A3 Size</li> <li>6. Continuous Copy No.: 1-99 Sheets</li> <li>7. Paper Source: 250 x 2, 100 Bypass</li> <li>8. Paper Feeding: Automatic Document Feeder (ADF) Required</li> <li>9. Copy Magnification: 25% to 400%</li> <li>10. Photocopier Memory: 128 MB</li> <li>11. Power Source: 220-240VAC, +/- 10%, 50 Hz, +/- 5%</li> <li>12. Guarantee/Warranty: 1 year + 4 years AMC</li> <li>13. AMC Cost (with spares except consumables): To quote for comprehensive AMC for 4 years after warranty period of 1 year</li> </ol>	

14. Technical Catalogue: To be supplied 15. OEM Authorization: Required.	
<b>ITEM NO. 30, AMC FOR FOUR (4) YEARS AFTER WARRANTY PERIOD, (QNTY. – 1 AU.)</b>	
<b>ITEM NO. 40, INSTALLATION &amp; COMMISSIONING FOR ALL ITEMS.</b>	

**FOR ALL THE ITEMS:**

1. The photocopiers are to be under 1 year Warranty + 4 years Comprehensive Annual Maintenance Contract and the bidder must quote accordingly in their offer against each model.
2. The cost of AMC for 4 years will be considered for bid evaluation.
3. Bidder must quote only one model against each item from their product range which meets the NIT requirement.
4. Supporting documentary evidence for Toner Yield, Drum Yield and Copy Cartridge Yield as applicable should be submitted.
5. Bidder must provide technical specifications in tabular format against each item with supporting product catalogue; failing which offer will be rejected.
6. Bids from parties other than OEMs, OEM's Joint Ventures, OEM's subsidiaries or OEM's authorized dealers will be rejected. A copy of valid letter of Authorization Certificate from the OEM must be provided along with the offer; otherwise offer will be rejected.
7. The bidder must confirm with documentary evidence about their authorized service center in Duliajan / Dibrugarh / Tinsukia for maintenance, spares support against their offered models.
8. OEM / Authorized dealer must confirm to place trained Service Engineer at Oil India Ltd., Duliajan during all working days as per OIL's working hours during warranty as well as AMC period.
9. Service/maintenance Engineer must have sufficient stock maintenance spares at Duliajan to rectify the fault within 24 hours failing which penalty clause will apply.
10. Penalty clause:  
Duration of breakdown
  - a) Up to 1 day: Penalty = Nil
  - b) Greater than 1 day but less than 3 days: Penalty = 2% of AMC
  - c) Greater than 3 days but less than 15 days: Penalty = 10% of AMC
  - d) Beyond 15 days: Penalty = Replacement machine should be provided
11. Service / maintenance Engineer has to attend the machines for Preventive Maintenance periodically (twice in a year) and also breakdown report call at OIL's Operational areas at Duliajan, Moran, Digboi, Manabhum (AP) etc. wherever the machines placed. No transport will be provided by OIL. Preventive Maintenance Reports (2 nos. per year) for all the supplied machines must be submitted after completion of each maintenance.
12. **Format for Price quotation: As per ANNEXURE - A**
  - 12.1 Supporting documentary evidence for Toner Yield, Drum Yield and Copy Cartridge Yield as applicable should be submitted and also bidder will have to provide written assurance to provide consumables free of cost, if the same is exhausted from what the bidder will quote as per above requirement for 120,000 copies or 2 years operation/machine.

12.2 The bidder should quote for the above items judiciously and any extra item that the party has not quoted but is required for the maintaining the machine before completing the 120000 copies mark will have to be supplied by the bidder free of cost. The same has to be confirmed in writing by the bidder during bid submission.

**NOTES:**

- a) Separate price quotations for each model in tabular form should be submitted.
- b) The basis of quantity requirement of consumables for 120,000 copies should be supported by documentary evidence.
- c) The cost of consumable spares should be valid for a period of 2 years from the date of commissioning of all the machines at site and a separate PR will be raised for the same.
- d) Comprehensive AMC include maintenance with spares other than consumable spares.
- e) Payment of AMC charges will be made after completion of every 6 months against invoice and submission of Preventive Maintenance Report. Bidder note that AMC will commence after the end of warranty period.

13. Training: The successful bidder to provide training on operation of the machine to the operator in each department during commissioning of the machine. The cost of training should include with main item.

14. All the items covered in the PR will be procured from single source.

15. The bidder should quote for photocopier models which are launched in the market during last 3 years and the bidder must confirm to provide support service to the machine offered for next 7 years.

16. Bidder should agree to provide Performance Bank Guarantee (PBG) on the total value consisting of material value plus AMC cost for four years. The PBG should be valid till completion of the AMC period. Bidders who cannot comply with this clause will be summarily rejected.

**SPECIAL TERMS & CONDITIONS**

1. Bids from parties other than OEM, OEM's Joint Ventures, OEM's subsidiaries or OEM's authorized dealers will be rejected. The bidder must submit the valid letter of authorization along with the offer stating that the OEM will provide support directly or through the particular dealer during the warranty as well as during 4 years of AMC including replacement of spares. Failing which, offer will be rejected.

2. The bidder must confirm with documentary evidence about their authorized service center in Guwahati/ Jorhat / Dibrugarh / Tinsukia/ Duliajan for maintenance, spares support against their offered models.

3. Bidder should agree to provide Performance Bank Guarantee (PBG) on the total value consisting of material value plus AMC cost for four years. The PBG should be valid till completion of the AMC period. Bidders who cannot comply with this clause will be summarily rejected.

4. Bidders should have at least three (3) years of experience as on bid closing date in supplying of the quoted similar items (Colour, Black & White Photocopier Machines) to Oil & Gas based Central Govt./State Govt./PSU/Public Limited/Private Companies with order value not less than Rs.13.55 Lakhs for qualifying the tender. And bidder must submit relevant Purchase Order (PO) copy along with invoice copy/dispatch documents/ airway bill/bill of loading etc. to establish the above mentioned criteria.

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

**ANNEXURE - A****Format for Price quotation:**

<b>S/ No</b>	<b>Item Description</b>	<b>25 CPM Machine/ Model (12 Nos.)</b>	<b>40 CPM Machine/ Model (4 Nos.)</b>	<b>Total Price (INR)</b>
A	A1. Price (Qty X Unit Price)			
	A2. Packing & Forwarding charges			
	A3. Excise Duty			
	A4. CST / VAT			
	A5. Ex Work Price			
	A6. Freight Charge			
	A7. Insurance			
	A8. FOR for Duliajan			
	Total			
B	B1. Installation & Commissioning charge for all the Items			
	B2. Service Tax for Installation & Commissioning charge			
	Total			
C	C1. Comprehensive AMC charge for four (04) years (except consumable) (For all items)			
	C2. Service Tax on AMC charge			
	Total			
D*	Required consumable spares to make 1,20,000 copies or 2 years operation for all the machines except paper.	For 12 Nos. Total Price	For 4 Nos. Total Price	
	D1. Drum (Qty X Unit Price)			
	D2. Toner (Qty X Unit Price)			
	D3. Developer (Qty X Unit Price)			
	D4. Copy Cartridge (Qty X Unit Price)			
	D5. Hot Roller (Qty X Unit Price)			
	D6. Cleaning Blade (Qty X Unit Price)			
	D7. Any other (Qty X Unit Price)**			
	D8. ED + CST/VAT + Freight + Insurance			
	Total			
<b>Grand Total Price in INR ( A + B + C + D)</b>				

**NOTE:**

1. \* The total price for the required consumable spares will be considered for the bid evaluation and must valid for a period of two (02) years from the date commissioning of all the machines at site. OIL reserve right to place separate Order for the consumable spares (within 2 years from the date of placement of Order).

2. \*\* Any other (Qty X Unit Price) means the consumable spares to maintain all the machines to make 1,20,000 copies or 2 years operation which is left out in the above consumable list.

3. All the items will be procured from the same source.

4. Bidder has to quote all the items (including Installation & Commissioning, AMC and Consumable Spares for 2 years). Otherwise, the offer will not be acceptable.

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**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	Bidder to confirm that he has not taken any exception/deviations to the bid document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond / Bank Guarantee / Earnest Money along with the offer (Wherever Applicable) ?		
4	Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any qualifications?		
6	Confirm that all relevant fields in the on-line bidding format have been filled in by the bidder for the items quoted by them.		
7	Confirm that the the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		
13	Confirm that you have submitted Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager where Bid security has been submitted as Bank Guarantee.		

NOTE: Please fill up the greyed cells only.

**Response Sheet**

Annexure-FFF

Tender No.	
Bidders Name	

**Bidders Response Sheet**

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

NOTE: Please fill up the greyed cells only.

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN 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.