



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्गापुर, असम
Oil India Limited
(A Government of India Enterprise) Registered Office: Durgapur, Assam

FORWARDING LETTER

| | |
|-----------------------------|--|
| Tender No. | : SJI3160P15 |
| Tender Fee | : Rs 1,000.00 |
| Bid Security Amount | : Rs 29,000.00 |
| Bidding Type | : SINGLE STAGE COMPOSITE BID SYSTEM |
| Bid Closing on | : As mentioned in the e-portal |
| Bid Opening on | : -do- |
| Performance Security | : Applicable (@10% of the PO value) |
| Integrity Pact | : Not Applicable |

OIL, Rajasthan Project invites Bids for **Workstation, Server alongwith Installation, Commissioning and Annual Maintenance Contract** 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/RP/GLOBAL/E-01/2005 for E-Procurement (Both ICB & 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:

- “General Terms & Conditions” for e-Procurement as per Booklet No. MM/RP/GLOBAL/E-01/2005 for E-Procurement.
- Technical specifications and Quantity as per **Annexure – 1A., BRC/BEC**

- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- d) 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:

- a) Bidder should have experience of successfully executing one similar order of Rs **8.77 Lakhs** during last 3 years.

Definition of similar order: It means the bidder must have executed order for selling similar items i.e. Purchase Order for selling including installation & commissioning of Desktop computers **OR** Workstations **OR** Servers **OR** combination of Desktop computers, Workstations & Servers.

- 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 29.26 Lakhs**.

2.0 Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited, Rajasthan Project and payable at Jodhpur is to be submitted to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan. Application shall be accepted only **upto one week prior to 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 SJI3160P15" 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 also been provided through OIL's web site www.oil-india.com.**

NOTE: PSUs and SSI units are provided USER_ID and initial PASSWORD Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue USER_ID and initial PASSWORD before the last date of apply.

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following document/materials which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan** on or before the Bid Closing Date and Time mentioned in the Tender.

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

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

4.0 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.

5.0 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.

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

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

NOTE:

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

Yours Faithfully

Sd-

(M. KONWAR)

SENIOR PURCHASE OFFICER MATERIALS

FOR : CHEIF MANAGER (M&C)

FOR: EXECUTIVE DIRECTOR (RP)

ANNEXURE-IA

Tender No. : **SJI3160P15**

Bidding Type : **Single Bid (Composite Bid)**

Bid Closing on : **As mentioned in e-portal**

Bid Opening on : **As mentioned in e-portal**

OIL INDIA LIMITED (Rajasthan Project) invites Indigenous Bids for item detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY:

| SL. NO. MATERIAL CODE | MATERIAL DESCRIPTION | QUANTITY | UOM |
|--------------------------------------|--|-----------------|------------|
| 10 OC000671 | SPECIFICATION FOR WORKSTATION Srl. Feature Minimum Requirement Make IBM / HP / DELL / HCL / Wipro / Acer Model Vendor should mention Processor Dual Intel® Xeon® 64-bit processors E5-2690 V2(3.0 GHz, 25MB cache,10 Core) or higher RAM Minimum 128 GB(8 * 16GB) DDR3 RDIMM Memory, 1600 MHz expandable upto 512GB HDD Minimum 4 X 600 GB(15000RPM) SAS Hard Drive Network 2 (Two) Nos. 10/100/1000 Mbps Ethernet interface Controller card with RJ-45 Port Optical Blue Ray Writer (Preferably same make & colour as CPU box) Complete with driver software on CD/DVD media, standard accessories and cables. Slots Min 1 No. free PCI and min 1 No. free PCI-X Slots Graphics 2 x 2GB nVIDIA Quadro K2000 compatible with Dual Card monitor system to be fitted in the motherboard alongwith a redundant slot. Standard I/O USB 3.0 (minimum one on front panel, minimum one on back panel) USB 2.0 (minimum One on front panel, minimum 4 on back panel) Monitor OEM Dual Monitor 24 inches LED | 1 | NO |

| | | | |
|---------------------------------|--|---|----|
| | <p>Monitor & Display (1920 x 1200 Resolution) with standard accessories and cables (Preferably same make & colour as CPU box)</p> <p>Keyboard USB 104 Key Standard Keyboard (Preferably same make & colour as CPU box)</p> <p>Mouse USB Optical Scroll Mouse (Preferably same make & colour as CPU box)</p> <p>Operating Preloaded Genuine Microsoft ® Windows 7 System professional 64 bit or latest with recovery CD/DVD and latest service pack in DVD/CD media & documentation</p> <p>Red Hat Enterprise Linux Desktop</p> <p>Chassis Tower Model</p> <p>Other a) Power Cables</p> <p>b) Power Extension spike guard with 4nos. of output</p> <p>c) All drivers on CD/DVD media</p> | | |
| <p>20</p> <hr/> <p>OC000508</p> | <p>SPECIFICATION FOR SERVER</p> <p>Srl. Feature Minimum Requirement</p> <p>Make IBM / HP / DELL / HCL / Wipro / Acer</p> <p>Model To be provided by Vendor</p> <p>Processor Dual Intel® Xeon® 64-bit processors E5-2690 V2(3.0 GHz, 25MB cache,10 Core) or higher</p> <p>RAM Min. 96 GB DDR3 - 1333 MHz ECC expandable upto 768GB</p> <p>HDD 2 x 450 GB 10000 rpm (min) SAS in RAID 1 implementation for OS</p> <p>I/O Adapters 10/100/1000 Mbps Ethernet interface card with RJ-45 Port - 2 (Two) nos.</p> <p>Optical Drive DVD Combo</p> <p>Adapters Slots Min 2 Nos. free PCI /PCI-X Slots</p> <p>I/O Interface 4 USB 2.0 (Min. 2 in front)</p> <p>Operating System Preloaded Genuine Microsoft Windows Server 2008 Standard 64-bit or latest with latest service pack and patches on CD/DVD media with 5 Client Access License</p> <p>Chassis Tower model</p> <p>Monitor OEM 24 inches LED Monitor & Display (1920 x 1200 Resolution) with standard accessories and cables (Preferably same make & colour as CPU box).</p> <p>Keyboard USB 104 Key Standard Keyboard (Preferably same make & colour as CPU box)</p> | 1 | NO |

| | | | |
|----|---|---|----|
| | <p>Mouse USB Optical Scroll Mouse (Preferably same make & colour as CPU box)</p> <p>External storage 8 TB (Useable space) SATA Network Storage System (including storage controller which support RAID 5 & other all accessories for the connection)</p> <p>Other Power supply: Redundant power supply</p> <p>Power Cables</p> <p>Power Extension spike guard with 4nos. of output</p> <p>All drivers on CD/DVD media</p> <p>A.1.b) EXTERNAL LTO -6 TAPE DRIVE FOR SERVERS:</p> <p>Srl. Feature Minimum Requirement</p> <p>OS Support It should support to Unix, Linux and Windows platform.</p> <p>Connectivity Necessary cables to be provided for the connection (dedicated port should be available in the server).</p> <p>Other a) 5 nos. of Blank LTO 6 tape with labels.</p> <p>b) One LTO – 6 cleaning cartridge.</p> <p>c) All the drivers should be given in the CD/DVD along with the LTO-6.</p> | | |
| 30 | Installation & Commissioning | 1 | AU |
| 40 | AMC for 4 years | 1 | AU |

STANDARD NOTES:

1.0 Materials to be supplied hereunder shall be new, unused, of recent make, of best quality & workmanship and shall be guaranteed by the seller against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by OIL to the seller shall be replaced immediately by the supplier at the supplier's expense at no extra cost to OIL.

2.0 Bidder to quote best delivery period

3.0 All the Bids must be Digitally Signed using "Class 3" digital certificate (*e-commerce application*) only 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.

- 4.0 Price should be maintained in the "online price schedule" only. The price quoted in the "online price schedule" only will be considered. Please thoroughly go through "*Guide line for filling online price format.doc*" uploaded with this document before filling up the price bid on the e-portal. Please fill up the prices on the e-portal as guided by the document.

- 5.0 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 submitted the bids on or before the original B.C. date shall not be permitted to revise their quotation.

- 6.0 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.

- 7.0 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).

- 8.0 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global/Local E-Tender vide MM/RP/GLOBAL/E-01/2005. However, if any of the Clauses of this tender document contradict the Clauses of the booklet MM/RP/GLOBAL/E-01/2005 elsewhere, those in this tender document shall prevail.

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A. BRC/BEC

(I) BID REJECTION CRITERIA (BRC)

1) The bid shall conform generally to the specifications and 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.

2) The bidder should quote for all the items mentioned in the tender. The bidder should also agree specifically to all the terms and conditions mentioned in the tender.

3) In case, any of the clauses in the BRC contradict with other clauses of Bid document elsewhere, then the clauses in the BRC shall prevail.

4) If the technical specifications of the offer are not as per OIL's requirement stipulated in the bid document, the offer will be rejected.

5) Bidder not complying with Delivery, installation & commissioning, warranty, payment, penalty and AMC clause shall be rejected.

6) Bids from parties other than OEMs, OEM's Joint Ventures, OEM's subsidiaries or OEM's authorized dealers will be rejected.

7) The Bidder has to be OEM/Joint Venture of OEM/Subsidiary of OEM/Authorized Dealer of OEM, Joint Venture companies, subsidiaries and authorized dealers must submit documentary evidence to this effect and authorisation letter (in Original) from OEM to quote for the Enquiry stating that the OEM will provide support directly or through the particular dealer during the warranty / AMC period, including replacement failing which, their offer will be rejected.

8) The bidder should provide an undertaking of authenticity of IT hardware/software supplies (in original), from OEM, as per **Format-A** given below, failing which, their offer will be rejected.

9) Printed Technical Brochure/Product Catalogue for the make/model offered must be attached with the Bid. Bids not accompanied by technical brochures / catalogues will be rejected.

10) All the Bids must be Digitally Signed using "Class 3" digital certificate (*e-commerce application*) only 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.

11) Bidders are required to quote with minimum validity of 120 days from the Bid Closing date as per NIT requirements. Bids with lesser validity shall be rejected.

12) You are required to submit original Bid Security at the office of Chief Manager (M&C), Oil India Limited, Rajasthan Project, 02-A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan, India on or before the Bid Closing Date and Time. The bid

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security should be of amount **Rs 29,000.00** in conformity with OIL's prescribed format as Bank Guarantee enclosed with the booklet MM/RP/GLOBAL/E-01/2005 or a Bank Draft/Cashier cheque in favour of OIL.

For details about Bid Security and the eligibility for exemption of bid security, please refer to Clause 9.0 under Section A of General Terms and conditions for Global

Tender vide booklet MM/RP/GLOBAL/E-01/2005 uploaded in the Technical RFX area. Also please refer Annexure-VII vide MM/RP/GLOBAL/E-01/2005 to obtain the format for Bank Guarantee. A scanned copy of the bid security is to be uploaded alongwith the offer for our information. **If the bid security in ORIGINAL of above mentioned amount is not received within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.** The bidders who are exempted from submitting Bid Security should attach/upload documentary evidence alongwith their bid in the Technical RFX -> External Area -> Tender Documents. **The Bank Guarantee/LC towards Bid Security shall remain valid for 180 days more than the Bid Validity i.e. 300 days validity is required from the date of Bid opening.**

13) Performance Security: Successful bidder will be required to furnish a Performance Security @10% of the order value. For details about performance security and exemption for submission of the same, please refer Clause No. 10.0 of General Terms and Conditions vide MM/RP/GLOBAL/E-01/2005 for E-Procurement ICB/LCB Tenders. **The Performance Security shall be valid for 12 months from the date of commissioning or 18 months from the date of despatch, whichever concludes earlier.** The bidder should confirm submission of the requisite Performance security (in the event of order) in their offer itself, failing which the offer will be rejected.

(II) BID EVALUATION CRITERIA

1) Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation.

2) The bids conforming to the technical specifications, terms and conditions stipulated in the documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria.

3) For evaluation of bids, the cost all the hardware, Installation & commissioning, AMC for 4 years etc., as mentioned in Clause B.6 below (Rate schedule) will be considered. All the items are to be procured from the same source. Therefore commercial evaluation will be made based upon the total value of all line items (i.e Workstation, Server, Installation/Commissioning and AMC)

B. SPECIAL NOTES:

B.1 DELIVERY, INSTALLATION & COMMISSIONING TERMS:

1) Delivery, installation and commissioning should be completed within 45 days of confirmed order.

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B.2 WARRANTY SERVICE TERMS:

1) Comprehensive on-site warranty for a period of 1 year from the date of commissioning

2) Preventive & corrective maintenance of all hardware supplied including replacement of defective parts during warranty period, at no extra cost.

3) The defective parts under warranty should be first repaired / replaced and thereafter the defective item can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within the stipulated period will attract penalty as mentioned in the penalty clause.

4) All visits (including transport to and from OIL's office Jodhpur and accommodation at Jodhpur) by bidder's personnel for Warranty related work shall have to be borne by the successful bidder.

B.3 ANNUAL MAINTENANCE CONTRACT (AMC) TERMS

1) Comprehensive on-site maintenance including replacement of spares for a period of 4 years after expiry of warranty.

2) Preventive & corrective maintenance of all hardware supplied, including replacement of defective parts, during AMC period, at no extra cost.

3) The defective parts under AMC should be first repaired / replaced and thereafter the defective items can be taken out of OIL's premises. Failure to repair or replace a defective part(s) under warranty within stipulated period will attract penalty, as mentioned in penalty clause.

4) All visits (including transport to and from OIL's office Jodhpur and accommodation at Jodhpur) by bidder's personnel for AMC related work shall have to be borne by the successful bidder.

5) The charges for Annual Maintenance Contract (AMC) should be quoted on yearly basis and will be considered for commercial evaluation. However, if it is found that the AMC charges are quoted unrealistically / unreasonably low in comparison to the equipment cost, vendor will be required to furnish detailed support plan and methodology to maintain the system as per this tender requirement. In case it is found unacceptable then OIL will inevitably be compelled to exercise alternative options by readjusting the AMC charges from the total cost, at its own discretion.

B.4 PENALTY TERMS

1) In case bidder fails to repair or replace a defective part(s) under warranty / AMC mentioned in warranty / AMC service clause, within 72 hours, from the time of reporting the breakdown, a penalty @ Rs. 500 /- per day will be levied. If for any reason, the bidder fails to provide services / replacement within seven successive days from the date of reporting, the period of warranty / AMC shall be extended by that number(s) of days, at no extra cost. In addition to the above penalty subject to a maximum of 15% of the total order value.

B.5 PAYMENT TERMS

1) 70% of Material value after delivery of all hardware.

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- 2) 30% of Material value after successful completion of installation and commissioning and acceptance by OIL.
- 3) Payment against AMC will be made on half yearly basis, after successful completion of period.

B.6 RATE SCHEDULE

The bidder should quote for all items as per the schedule mentioned below:

| Sl. No. | Item Description | Quantity | Rate | Total |
|---------|------------------------------|----------|------|-------|
| 1 | SERVER | 1 | | SR |
| 2 | WORKSTATION | 1 | | WS |
| 3 | Installation & commissioning | 1 | | IC |
| 4 | AMC for First Year | 1 | | a1 |
| 5 | AMC for Second Year | 1 | | a2 |
| 6 | AMC for Third Year | 1 | | a3 |
| 7 | AMC for Fourth Year | 1 | | a4 |

8 Annual Maintenance Charges 1 AMC (a1+a2+a3+a4)

9 Total (SR+ WS+IC+AMC) =

Total Value for evaluation (SR+ WS+IC+AMC) =

B. 7 FORMAT-A

SAMPLE UNDERTAKING OF AUTHENTICITY LETTER FROM OEM
(To be typed on the letterhead of the Issuing Company)

Ref. No. _____

Date _____

The Head (Services)
Oil India Limited,
Jodhpur, Rajasthan

Sir,

Sub: Undertaking of authenticity of IT Hardware/Software supply

Ref: Your tender enquiry No. _____ Dated _____.

With reference to the Systems being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ parts/ assembly/ software used in the Systems under the above like Hard disk, Monitors, Memory, etc., shall be original, new components/ parts/ assembly only, from respective OEMs of the

products and that no refurbished/ duplicate/ second hand components/ parts/ assembly/ software, are being used or shall be used.

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We also undertake that in respect of licensed operating system, it shall be sourced from the authorised source.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the IT Hardware/ Software billed, we agree to take back the Systems without demur, if already supplied and return the money, if any, paid to us by you in this regard.

We also take full responsibility of both Parts & Service SLA as per the content, even if there is any defect by our authorized Service Centre/ Reseller/SI, etc.

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)