



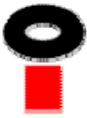
OIL INDIA LIMITED
(A Government of India Enterprise)
P.O. Duliajan - 786602, Assam, India
FAX: 91-0374-2800533; E-mail : material@oilindia.in

OIL INDIA LIMITED invites Indigenous Competitive Bid (e-tender) through its e-Procurement portal : [https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/) for following e-tender :

E-Tender No.	B.C Date	Material Description & Quantity
SDI3699P15 Dated 27.05.2014 (SINGLE STAGE- TWO BID SYSTEM)	17.07.2014	OIL DIARY – 2015 22600 Nos

Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000. (Excepting PSUs and SSI units registered with NSIC) 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 upto one week prior to Bid Closing date . 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 provided through OIL’s web site www.oil-india.com.

Note: This is a Press Tender and parties interested to participate against this tender shall have to purchase the tender document . PSUs and SSI units are exempted from submission of tender fees (as per Govt. guidelines), however they have to submit their application as mentioned above for getting User ID and password before the last date of sale of tender document as mentioned in the Tender.



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

TELEPHONE NO. (91-374) 2808735

FAX NO: (91-374) 2800533

Email: sristi_jallan@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI3699P15 DT: 27.05.2014

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs 31,000.00

Bidding Type : SINGLE STAGE TWO 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 of OIL DIARY – 2015 Qty = 22,600 Nos** through its e-Procurement site under **SINGLE STAGE TWO BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement 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) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.
- b) Technical specifications and Quantity as per **Annexure – 1A**.
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- d) 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.

- e) 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).

- f) 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) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than **Rs 31.00 Lakhs.**
b) Bidder should have experience of successfully executing one similar order for at least Rs 9.30 lakh during last 3 years as on the Bid Closing Date.

Note:-

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

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

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 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.

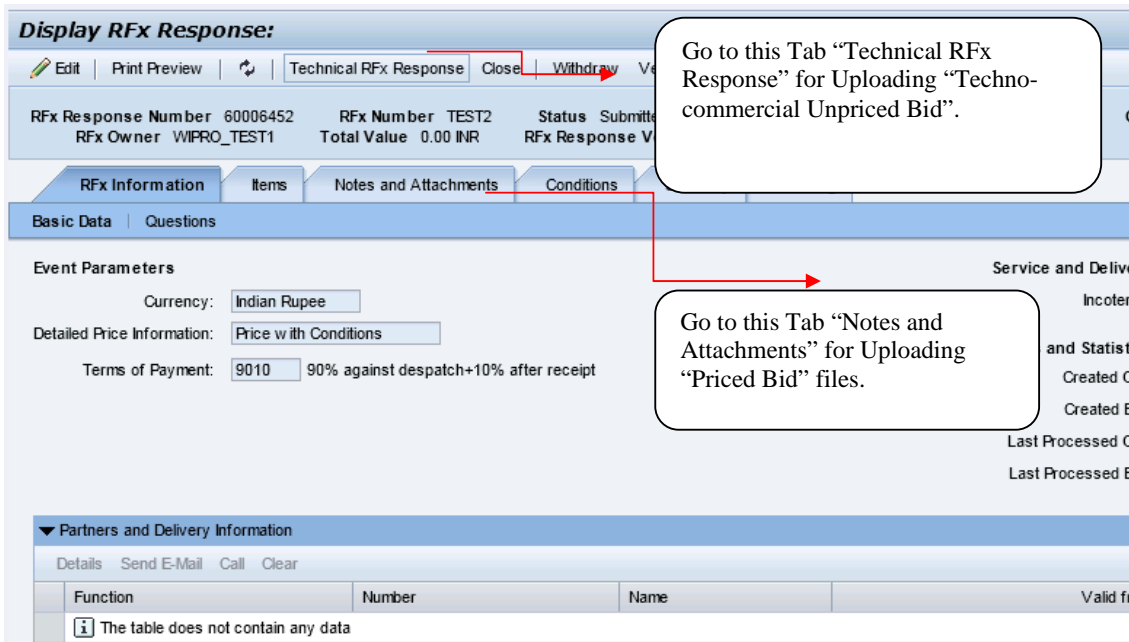
NOTE: PSUs and SSI units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of tender document mentioned in the tender.

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

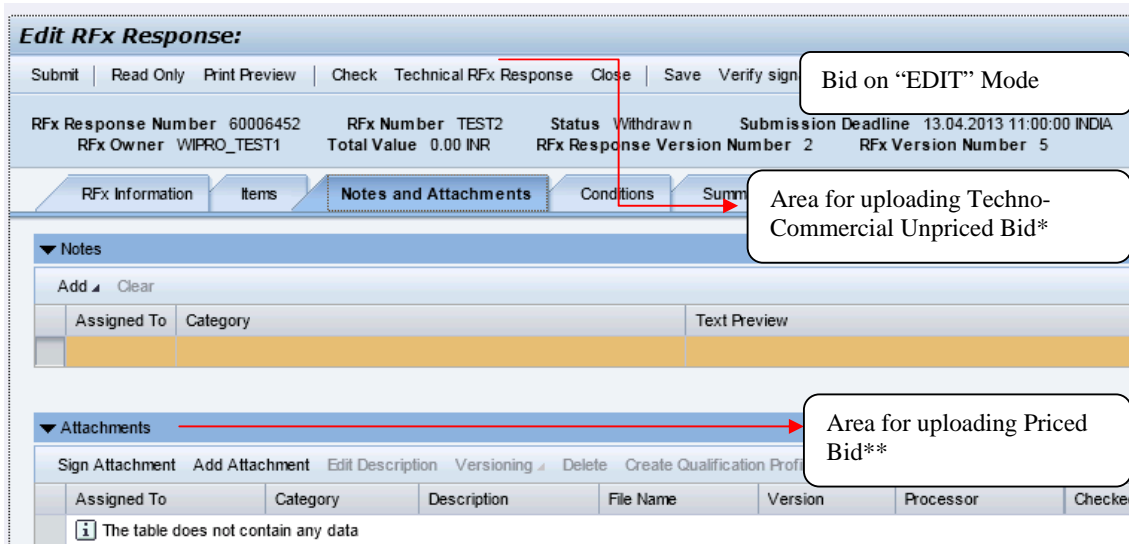
3.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User - > Technical Bid only. The “TECHNO-COMMERCIAL UNPRICED BID” shall contain all techno-commercial details except the prices. Please note that no price details should be uploaded in Technical RFx Response.

3.2 The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. The prices of the items should be quoted in “Conditions Tab”. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under “Notes & Attachments”.

3.3 A screen shot in this regard is given below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Annexure-CCC.



On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:



Note :

* The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except the prices.**

** The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

4.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **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) **Samples as mentioned in Technical Specifications vide Annexure IA**
- d) **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.

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

9.0 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.**

10.0 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-
(S JALLAN)
PURCHASE OFFICER (IP)
FOR : HEAD-MATERIALS**

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.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bids must conform to the specifications and terms & conditions given in the Bidding Documents. Bids shall be rejected in case the item(s) offered do not conform to the required parameters stipulated in the technical specifications and to the respective national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms & conditions, the following requirements shall have to be particularly met by the bidders without which the offer will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the Bid.</p> <p>(A) <u>Technical:</u></p> <p>i). The agency should have Registered Office / Branch Office in North East India.</p> <p>ii). The bidder must have relevant experiences in design and production of Diary or carrying out similar nature of job with PSUs/Government organizations/ semi Government organization/State Government organization in last three years from date of bid opening -</p> <p>a) Annual turnover of the firm in any of the last 3 financial years (FY 2011-12, 2012-13 & 2013-14) or current financial year should not be less than Rs 31 lakh.</p> <p>b) Bidder should have experience of successfully executing one similar order for at least Rs 9.30 lakh during last 3 years as on the Bid Closing Date.</p> <p>iii) Bidder must submit all necessary documents related to experiences and turnover, otherwise bid will be rejected</p> <p><u>Note:-</u></p> <p>The similar nature of works defined above will include the following:</p>	

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

TECHNICAL REQUIREMENT FOR BIDDERS

- a) Party has to certify through Notary that the Diaries will be printed at a Printing Press which has minimum technical capabilities as per the following technical requirement. The same also has to be certified by the printing press where the party would execute the printing of the Diary. The entire printing facilities should be available at a single location. The following are the minimum technical prerequisites for the printing press which are basic requirement for printing a high quality Diary or similar products.
- i) The Press shall have:
 - a. Four colour CPC machine with inline coating
 - b. Fully automated thread sewing machine
 - c. Fully automated folding machine for accurate folding
 - d. Own Facsimile facilities
 - e. Internet Connection
 - ii) . The press shall be a commercial diary manufacturer
 - iii). The press shall have CTP facility for plate making and printing
 - iv). The Press shall have Computers (minimum configuration with 2GB RAM & above, Intel Core 2 Duo processor & above), DVD Writers, colour printers, high resolution scanners and following Softwares - Adobe CS series- Photoshop, InDesign, Quark express, Corel Draw, etc

The technical requirement of the agency sufficing the above basic requirements shall be furnished with certificate of Notary.

- b) High end printing press like Thomson Press, Pragati Printing Press which have branches in Metros, Bhabani Offset Printers in Guwahati and similar printing press only will be eligible to execute the printing of OIL's Diary.

MANPOWER REQUIREMENT

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

DOCUMENTARY EVIDENCE

- I) All documents of work order and satisfactory completion certificate should be authenticated by appropriate authority and the financial certificates to be certified by registered Chartered Accountant mentioning the membership Number.
- II) The party must submit documentary evidence of manpower availability.
- III) Non submission of the documents as specified in BRC above will result in rejection of bid.

- IV) The bid will be of single stage 02 bid system
- V) Bidder(s) must also furnish PAN No. (Attested copy required), VAT Regd No. (Attested copy required), Service Tax Regd No., Bank A/C No., P.F. Code, Vendor Code (for existing Vendors), Solvency Certificate etc.
- VI) In case, if the L1 bidder(s) is more than one, the lowest bidder will be selected through draw of lot.

B) COMMERCIAL:

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

ii) Bid security:

The bid must be accompanied by Bid Security of **Rs 31,000.00** in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security shall 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. If 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. For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. **The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e upto 17.05.2015)**

In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.

iii) Performance Bank Guarantee

Successful bidder will be required to furnish a Performance Security @10% of the order value.

For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The Performance Bank Guarantee for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning or 18 months from the date of despatch whichever concludes earlier. However, for consumable like chemicals, cement, tubular etc. the Performance Bank Guarantee shall be valid for 12 months from the date of

dispatch.

- iv) *The Bank Guarantee should be allowed to be encashed at all branches within India.*
- v) Validity of the bid shall be minimum 120 days from the Bid Closing Date.
- vi) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- vii) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
- viii) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.
- ix) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the technical specifications, 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:

The bids conforming to the terms and conditions stipulated in the bid 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 given below:

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of the tender.
2. OIL will not be responsible for the delay, loss or non-receipt of application (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

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

- a) Bids will be invited from those agencies, which can supply the full quantities of two types of diaries latest by 30th November 2014 (if orders are awarded), to the different offices of Oil India Limited in various parts of India.
- b) Paper samples (2 sets) to be used in cover and inside pages (pages & note page of month, End Note page, Map page, Text page, photo colour page and Pustani pages) of each type of diaries shall be submitted along with the Bid document. The papers shall be certified through Notary.
- c) OIL representatives will physically visit the Printing Press before opening of commercial bid if required and especially during the printing of the Diaries to supervise the printing process. The report from the representatives of OIL will be binding on the part of the parties applying for the tender paper.
- d) The party shall submit the soft copy of the final design of Diary 2015 and Pocket Diary 2015 in two CDs to OIL for ready reference and future retrieval.
- e) If any discrepancies are found regarding the quality of printing or paper quality of the Diaries, the agency concerned will be penalized as per norms of the Company. OIL will be the sole authority to penalize fully or partly on this aspect.

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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ANNEXURE-IA
TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI3699P15 DT: 27.05.2014

	Complied / Not Complied. (Remarks if any)
<p><u>DESCRIPTION:</u></p> <p>0.1 OIL DIARY 2015</p> <p>OIL Executive Diary of 22cm X 15.5cm with inside date and note page in 70 GSM Bilt Maplitho and text pages, map and photo colour pages in 90 GSM imported art paper in highest quality using best ink, 216 leaves in each diary with packaging and other specifications.</p> <p>0.2 POCKET DIARY 2015</p> <p>Pocket Diary of 8.5cm X 15cm with inside date and note page in 70 GSM Bilt Maplitho and text pages, map pages in 90 GSM imported art paper in highest quality using best ink, 76 leaves in each pocket diary with packaging and other specifications.</p> <p>One small note pad of 8.5cm X 15cm with 70 GSM inside pages, 48 leaves and 120 GSM Cover & Back Cover in white colour.</p> <p>DETAILED SPECIFICATIONS</p> <p>OIL DIARY 2015</p> <p>Size: 22cm X 15.5cm = 22,600 nos (Printing quality must be the highest quality and the best quality ink must be used)</p> <p>Cover Design and Material: Designed 170 GSM imported matt finished laminated art paper with best quality 2mm smartfit solid board, hard binding with 4+0 colour printing and design. The binding should be the high quality machine binding.</p> <p>i) Cover Paper - 170 GSM Art Paper with matt lamination ii) Cover Colour - 4+0 iii) Cover Binding - 2 mm smartfit solid board iv) Cover design - Spot u/v with golden foil printing</p> <p>Quality of papers:</p> <p>* Inside date and note pages: 70 GSM Bilt/JK Maplitho in single colour printing. * Text pages, Map and Photo colour pages: 90 GSM imported art paper with 4+0 colour printing. * Inside cover pages (front and back): 110 GSM Super Printing maplitho for Pustani leaves with single colour printing.</p>	

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

For date pages & note pages of month : 186 leaves
For End Note page : 6 leaves
For Map page : 2 leaves
For Text page : 14 leaves
For photo colour page : 4 leaves
For Pustani pages : 4 leaves

Total Pages : 216 Leaves

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

Page Profile for OIL Diary:

Date page Guideline: Each page including Saturday and Sunday will have one day each. The first day of a new month will be always on the right-hand-side page of the Diary. In order to achieve this uniformity, the last day of the previous month if required will continue for an additional page as note page.

The national holidays shall be highlighted (Republic Day- 26th January, Independence Day- 15th August & Gandhi Jayanti- 2nd October) in the diary pages. The holidays must be highlighted in the current, previous and forthcoming calendars printed in the Diary.

The logo of Save Fuel shall be highlighted.

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

Packaging: Each OIL Diary shall be inserted inside a Duplex board of 250 GSM in 4+0 colour design as cover page and printed with "Best Compliments from Oil India Limited" and the printing should be in 4+0 colour printing. The Pocket Diary shall be inserted inside the Duplex board along with the OIL Diary 2015.

POCKET DIARY 2015

Size: 8.5 cm X 15 cm = 22,600 nos.

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

No. of Pages: 76 pages

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

Cover paper: 300 GSM art board

Cover Packaging: One PVC Jacket with single colour

Cover printing: 1 colour

Binding: Centre pin/stitched, inserted inside a PVC Jacket
Printing Quality: Printing quality must be the highest quality and the best quality ink must be used

Page profile for pocket Diary 2015:

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

(1 Colour printing) For date pages of months (3 days per page) & Note pages : 64 leaves
(4+0 colour printing) For Map page / Text pages : 8 leaves
(1 Colour) For Pustani pages : 4 leaves

Total Pages :76 leaves

NOTE PAD:

Size: 8.5 cm X 15 cm = 22,600 nos.

Cover (front & back) paper: 120 GSM imported art paper in white colour

Inside Paper: 70 GSM Bilt/ J K Maplitho in white single colour for inside pages

No. of Leaves: 50 leaves (including cover and back)

Colour: White colour in all the inside leaves (48) and Cover leaves (2)

Packaging: Back Cover of the note pad must be inserted vertically into a slot on the inside (2nd cover) of the jacket of the pocket Diary

Binding: Perfect Binding at top (pages to be flipped vertically)

Delivery Schedule: Diaries (OIL Diary and Pocket Diary) are to be delivered before 30.11.2014 as per the list given below in OIL official addresses.

Total quantity to be printed

OIL Diary = 22,600 nos.

Pocket Diary with note pad = 22,600 nos.

DIARY DISTRIBUTION LIST:

<u>OIL OFFICES</u>	<u>TO BE DELIVERED AT</u>	<u>TOTAL QNTY OF DIARY</u>
Duliajan	Duliajan	17570
Guwahati (Narangi)	Guwahati (Narangi)	1200
Guwahati, COE	Guwahati, COE	100
Kolkata	Kolkata	550
Noida	Noida	1980
Jodhpur	Jodhpur	500
Bhubaneswar	Bhubaneswar	100
Kakinada	Kakinada	100
Gabon	Noida	300
Venezuela	Noida	100
Libya	Noida	50
USA	Noida	50
TOTAL		22600 Nos

Submission of Samples for OIL Diary 2015 and Pocket Diary 2015:

The bidders shall submit minimum of two samples with two different designs for selection of format / texture of cover page, cover jacket for each type of Diary.

The bidders shall submit minimum of two samples (layout) as per the size, inside pages, etc. with two different designs for each type of Diary.

The bidders shall submit designs for all coloured inside pages, separators, date pages, planner page using dummy text.

NOTE:

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

Bidders Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Sl 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 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:	
	c) Name and Full Address of Issuing Bank:	
12	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the tender.	
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	Confirm that the Integrity Pact submitted is in toto as per format provided in the tender.	
17	Whether submitted documents in support of General Qualification criteria of NIT	
18	If bidder is Small scale unit whether you have quoted your own product	
19	If bidder is Small scale unit whether you are eligible for purchase preference (as per Govt guideliness)	
20	Whether filled up the bank details for online payment as per Annexure GGG	

NOTE: Please fill up the greyed cells only.

Technical Bid Checklist

Annexure-EEE

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
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 been filled in by the bidders 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 HAVE 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		

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.