



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

TELEPHONE NO. (91-374) 2808719

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**FORWARDING LETTER**

**Tender No. : SDI9681P14/P3 Date 24.04.2013**

**Tender Fee : Rs 1,000.00**

**Bid Security Amount : Rs 1,46,000.00**

**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 : Applicable**

OIL invites Bids for **Supply, Installation & Commissioning, Training and AMC of Electronic Total Station – 07 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 and Amendment No. 1 to General Terms and Conditions for Indigenous E-Tender.
- 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) Bidder should have experience of successfully executing similar order of **Rs. 43.79 Lakhs** during last 3 years.
- 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. 145.95 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 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 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 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.

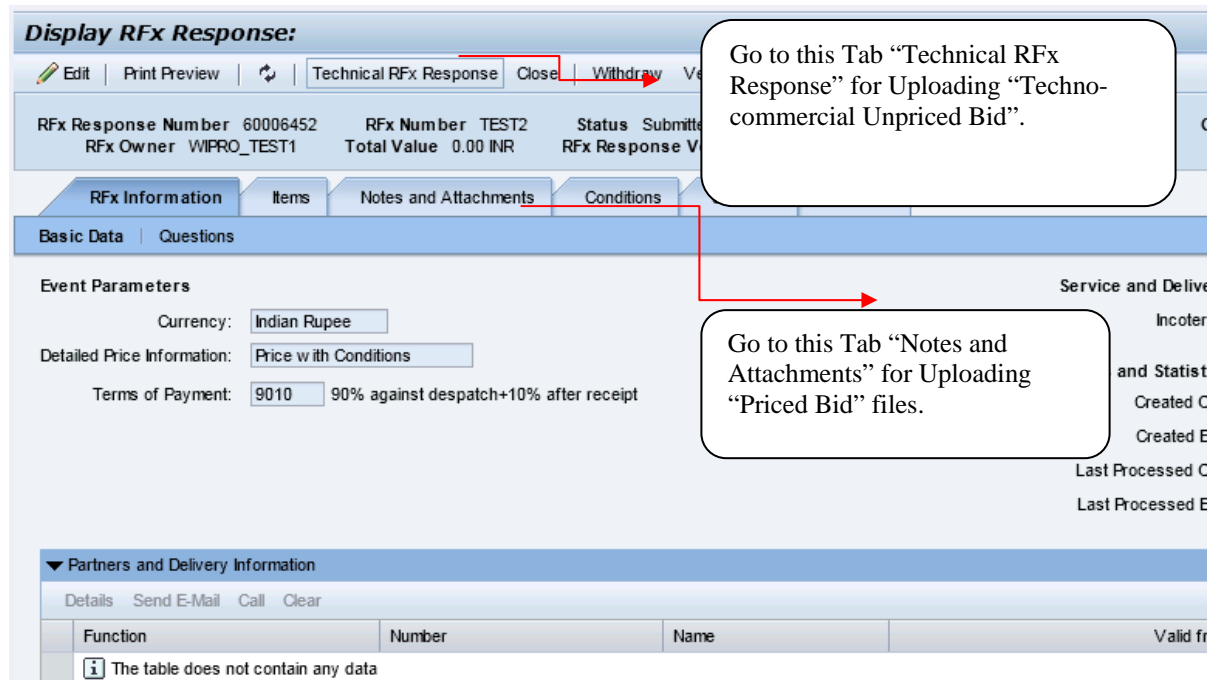
**3.0 The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders are required to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic format in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.**

**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.

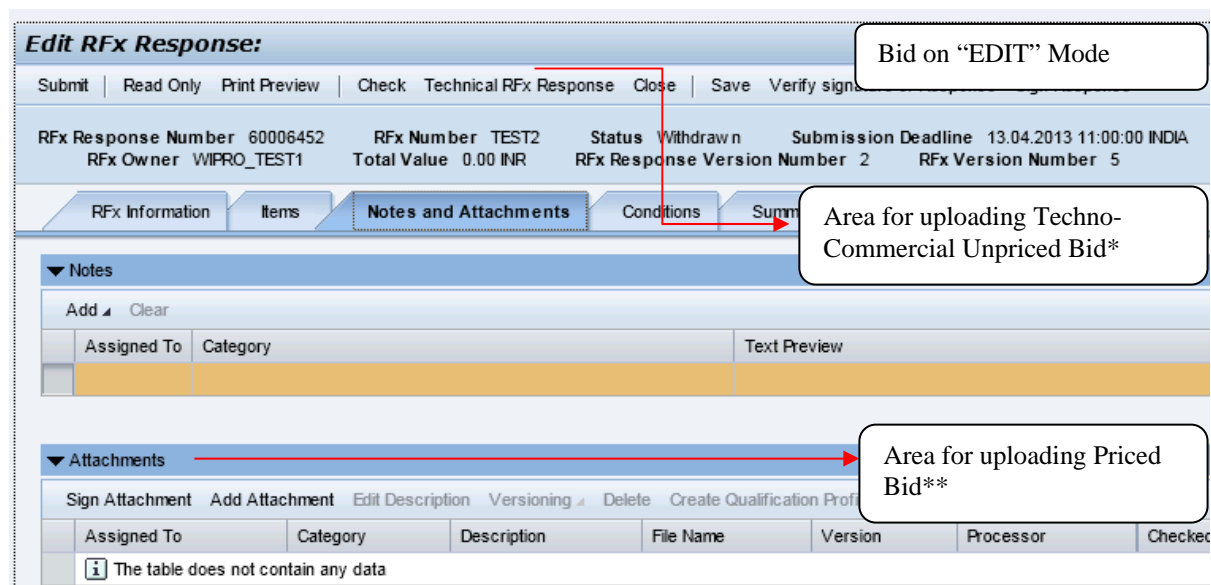
**3.2 The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. The prices of the items should be quoted in “Conditions Tab”. Details of**

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) **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 **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.**

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

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

9.0 **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.

10.0 **a) The Integrity Pact is applicable against this tender.** OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **Annexure-DDD** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.

**b) The name of the OIL's Independent External Monitors at present are as under:**

- i) **SHRI N. GOPLASWAMI, I.A.S. (Retd.),  
Former Chief Election Commissioner of India**

E-mail Id : [gopaldaswamin@gmail.com](mailto:gopaldaswamin@gmail.com)

- ii) **SHRI RAMESH CHANDRA AGARWAL, IPS (Retd.)**  
**Former Director General of Police**  
E-mail Id : [rcagarwal@rediffmail.com](mailto:rcagarwal@rediffmail.com)

11.0 The tender shall be governed by the Bid Rejection & Bid Rejection 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.

12.0 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.

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

**NOTE:**

**1. Bidders should submit their bids explicitly mentioning compliance / non compliance to all the NIT terms and conditions.**

**Yours Faithfully**

**Sd-**  
**(S HAZARI)**  
**SENIOR 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.

**1.0 BID REJECTION CRITERIA (BRC):**

The bid shall conform generally to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the offered product does not conform to required parameters stipulated in the technical specifications. 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.

**(A) Technical :**

Bids not satisfying the following criteria will be rejected.

**1.0 Bidder's qualification**

1.1 The bidder shall be an Original Equipment Manufacturer (OEM) of TOTAL STATION Unit as described in clause A for TOATL STATION Unit.

OR

1.2 The bidder shall be an authorized dealer of the Original Equipment Manufacturer (OEM) of TOTAL STATION Unit as described in clause A for TOTAL STATION Unit. Necessary certificate to this effect duly signed & stamped by the OEM must be submitted by the bidder along with the bid.

**2.0 Bidder's Experience**

2.1 The bidder must have sold & commissioned a minimum of Five (5) nos. of quoted TOTAL STATION unit in last three (3) years of which at least two (2) nos. of such systems must have been sold & commissioned in India. Necessary documents need to be provided in the support of the same.

### 3.0 General:

- i) All the materials as indicated in the material description of the enquiry should be offered. If any of the items are not offered by the bidders, the offer will not be considered for evaluation.
- ii) The bidder should quote the latest make and model at the time of bid submission.
- iii) Bidder must provide self-certification stating that the bidder has not been debarred from participation in any tender or/and supply of survey equipments from any State or Central Government Organisations, PSUs during last five (5) years as on bid closing date. In case of false self-certification the bid will be rejected.
- iv) The bidder must have an OEM certified service centre in India, where all the repairing, maintenance and calibration work should be done (OEM Certified). The Bidder must provide comprehensive detail of their Service facilities in India, with list of equipments employed for servicing the surveying equipments (Total Stations) and service software. The Bidder must also provide detail of service manpower and their experience in servicing the quoted products.
- v) All items as indicated in the material specification of the tender should be offered. If any of the items are not offered by the bidder, the offer will be considered as non-responsive and rejected.
- vi) Bidders must quote the specifications as per tender format and all the columns of the check list and price should be filled properly. However, prices should be kept blank in the technical bid.
- vii) Bidders must submit a written undertaking that, in case of an order, they will provide services for Installation/Commissioning of the entire system, training at Duliajan (Assam) and Comprehensive Annual Maintenance Contract (AMC) as per the tender requirements. Any bidder not offering the same shall be considered as non responsive and rejected.

**Note: If any of the clauses of the Bid Rejection Criteria/Bid Evaluation Criteria (BRC/BEC) contradict with the clauses of the tender elsewhere those in the BRC/BEC will prevail.**

**(B) Commercial :**

- i). Bids are invited under “**Single Stage Two Bid System**”. Bidders have to submit both the “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 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:**
- Bid security of ₹ 1,46,000.00 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 Bid Security shall be valid for 10 months from the date of bid opening.**
- iii). **PERFORMANCE BANK GUARANTEE:**
- Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value.
- For exemption for submission of Performance Bank Guarantee, 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 consumables like chemicals, cement, tubular etc. the Performance Bank Guarantee shall be valid for 12 months from the date of despatch.
- 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 (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” digital certificate, will be rejected.



ix). **Price should be maintained in the “online price schedule” only. The price quoted other than the “online price schedule” shall not be considered except the summary of prices as per the Price Schedule to be uploaded along with priced bid.**

x). **INTEGRITY PACT:**

OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide [Annexure - DDD](#) of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL’s competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder’s authorized signatory who sign the Bid.

## **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 :**

- i) All the items will be procured from the same source. Evaluation will be done taking the prices of all items together as shown in the Performa.
- ii) The bids confirming the specifications, term and conditions stipulated in the enquiry and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria.

### **(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.
- iii) 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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**E-Tender No. SDI9681P14/P3      Date 24.04.2013****Technical Specification for procurement of seven (07) nos of Total Station:****A. Introduction**

Oil India Limited desires to procure seven (7) nos. of Total Stations. The detailed technical specification required of each Total Station is described in this document.

Required Specification of each Total Station:

<b>Sl. No.</b>	<b>Description</b>	<b>Specifications</b>
<b>A.1</b>	<b>Angle Measurement</b>	
(a)	Least Count	0.5 to 1 Sec or better.
(b)	Angle Accuracy as per ISO for both Hz, V angle	1 sec or lesser.
(c)	Method	Absolute Encoders
<b>A.2.</b>	<b>Telescope</b>	
(a)	Telescope Magnification	30X or more.
(b)	Field view	1°30' or lesser.
(c)	Minimum Focusing Distance	1.7m or lesser.
(d)	Aperture	45mm or lesser.
<b>A.3.</b>	<b>Distance Measurement</b>	
<b>A.3.1</b>	<i>WITH PRISM</i>	
(a)	Using Long Range EDM	Minimum 3000 m with single prism
(b)	Accuracy	±(2 mm + 2ppm)
<b>A.3.2</b>	<i>WITHOUT PRISM</i>	
(a)	Range	Minimum 200 meter
(b)	Accuracy up to 200 meter	±(5 mm + 2ppm )
<b>A.4.</b>	<b>Measuring Mode and Time</b>	
(a)	Fine Mode	3 Sec or lesser.
(b)	Coarse or Rapid Mode	2 Sec or lesser.
(c)	Tracking Mode	1.5 Sec or lesser.
<b>A.5.</b>	<b>Memory</b>	
(a)	Internal Memory	Internal Memory minimum 256 MB or better
(b)	External Memory	Onboard Slot for USB pen drive and Flash Cards.
<b>A.6.</b>	<b>Compensator</b>	
(a)	Type	Dual Axis
(b)	Compensating Range	± 5' or better
<b>A.7.</b>	<b>Plummet</b>	
(a)	Laser /Optical Plummet	Inbuilt Laser/Optical Plummet
<b>A.8.</b>	<b>Drives</b>	
(a)	Mechanical Horizontal & Vertical Drives	Should have Endless movements with friction drives.
<b>A.9.</b>	<b>Correction</b>	
(a)	Automatic Correction	Line-of-sight error, tilting-axis error, vertical-index error, standing-axis tilt, earth curvature, refraction and circle eccentricity.
<b>A.10.</b>	<b>Display</b>	
(a)	Display	Full colour graphical touch screen display & should have alpha numeric code on both sides of the total station.
(b)	Illumination	Capability to illuminate keyboard

		and display for night operation
<b>A.11.</b>	<b>Power Options</b>	
(a)	Battery	Lithium Ion Batteries/Ni-MH battery
(b)	Operation Time	Should be minimum of 6 hours
(c)	Charging Time	Less than 2 hour
<b>A.12.</b>	<b>Accessories</b>	
(a)	Singular circular prism with holder and target plate ( 2 Nos. for each Total Station)	
(b)	Reflector pole, telescopic with circular bubble, cm and feet Graduation, extended up to at least 2.15 metres. ( 2 Nos. each Total Station)	
(c)	Dual strut support (bipod) for pole prism carrier (2 Nos. for each Total Station).	
(d)	Instrument height meter (2 Nos. for each Total Station).	
(e)	Tribrach without optical plummet must be offered (2 set with each Total Station).	
(f)	Tribrach with optical plummet must be offered (3 sets with each Total Station).	
(g)	Wooden Telescopic Tripod must be offered (4 Nos. for each Total Station).	
(h)	Rechargeable internal batteries, 3 (three) nos. for each Total Station with quick chargers (three nos.) must be offered.	
(i)	All the necessary cables & other accessories required for any kind of geodetic surveying, 2 set must be offered with each Total Station)	

## B. Office Software and Hardware

<b>B.1.</b>	<b>Specification for Office Software</b>	
	<b>Jobs</b>	<b>Description</b>
(a)	No. of Software License	Three (3) in No.
(b)	Data Handling	The Software should capable of handling the Total Station data in all the aspects of data import/export, data processing, data integration and data management.
(c)	Import	Capable of Importing the Raw Data logged from Total Station created in the field as such.
(d)	Export	Capable of Exporting Data in CSV, ASCII formats and other standard formats.
(e)	Reporting	Software should be capable of generating HTML style reports directly for the surveyed data.
(f)	Datum Transformation	Capable of transferring the data from one datum to another for given set of common points with or without the knowledge of datum.
(g)	Adjustment	Capable of performing 3D adjustments for the surveyed area of Total Station networks.
(h)	Feature Coding	Software should support feature coding with attribute information.
(i)	COGO Calculations	Software should be capable of computing the coordinates of unknown points using reference points and coordinate geometry.
(j)	Area & Line, Spline creations	The software should be a capable of line, spline and area for the surveyed data.
(k)	Image Referencing	The software should have an image referencing module and the surveyed data should be imported directly on this back ground Raster Image.
<b>B.2.</b>	<b>Specifications for Hardwares</b>	
<b>B.2.1</b>	<b>PC ( For Post-processing)</b>	
(a)	Quantity	Seven (7) in No.
(b)	Processor	Intel® Core™ i7 Processor 3.0 GHz/ 8MB Cache or Better.
(c)	Operating System	Compatible with the software.( Genuine Windows 7 or MS-XP desirable)

(d)	Software	Microsoft® Office 2010 Software.
(e)	Warranty & Service	1-year Premier Service with 1-year Complete Cover.
(f)	Memory	8GB Dual Channel 1333 MHz DDR3 SDRAM or better
(g)	Hard Drive	1 TB SATA Hard Drive or better
(h)	Internal Optical Drive	Slot Load 8X DVD + /-RW Drive with double layer write capability.
(i)	Antivirus	Efficient Antivirus of one year subscription.
(j)	Monitor	Full HD LED monitor (17 inch or more) with multi touch wall mountable.
(k)	Keyboard	Multimedia keyboard.
(l)	Mouse	Optical Mouse.
(m)	Graphics Card	Compatible dedicated graphics card (NVIDIA)
(n)	General	All the Essential software and accessories should be provided.
<b>B.2.2</b>	<b>Laser Printer (Black &amp; White)</b>	
(a)	<u>Quantity</u>	Five (5) in no.
(b)	<u>Paper Size</u>	A4, A3
(c)	<u>Print Quality</u>	600 x 600 dpi (black) or better
(d)	<u>Print Technology</u>	Laser print technology
(e)	<u>Print Speed</u>	Best quality mode Black (12 ppm) or better
(f)	<u>Memory Standard</u>	32 MB or better
(g)	<u>Media Supported</u>	Paper (Plain, inkjet, photo, banner), envelope, transparencies etc.
(h)	<u>Input capacity standard</u>	150 sheet or better
(i)	<u>Duplex printing</u>	Available
<b>B.2.3</b>	<b>Laser Printer (Colour)</b>	
(a)	<u>Quantity</u>	Two (2) in no.
(b)	<u>Print Technology</u>	In-line colour laser printing technology, direct to page printing or better
(c)	<u>Paper Size</u>	A4, A3
(d)	<u>Processor Speed</u>	450MHz or better
(e)	<u>Print Quality (colour best quality)</u>	600 X 600 dpi or better
(f)	<u>Print Speed</u>	12 ppm (Black/colour, normal quality ) or better
(g)	<u>Memory Standard</u>	96 MB or better
(h)	<u>Media Supported</u>	Paper (bond, brochure, color, glossy, letterhead, photo, plain, preprinted, pre-punched, recycled, rough), transparencies, labels, envelopes, cardstock
(i)	<u>Input capacity(Sheets)</u>	Up to 250
(j)	<u>Output capacity (Sheets)</u>	Up to 200
(k)	<u>Duplex printing</u>	Available
(l)	<u>Monthly duly cycle</u>	30,000 pages or more
<b>B.2.4</b>	<b>Specification for Scanner</b>	
(a)	<u>Quantity</u>	Three (3) No.
(b)	<u>Scan type</u>	Flatbed
(c)	<u>Optical scanning resolution</u>	Up to 4800 dpi
(d)	<u>Bit depth</u>	96-bit
(e)	<u>Gray scale levels</u>	256
(f)	<u>Auto document feeder capacity</u>	None
(g)	<u>Transparency adapter</u>	Built-in Transparent Materials Adapter (TMA); five 35 mm slides or six 35 mm negative frames.
(h)	<u>Scan speed</u>	10 x 15 cm colour photo to file: 13 sec for

		multiple image scan, 29 sec for single image scan; 35 mm slides to file: 6 sec for multiple slide scan, 24 sec for single slide scan; 35 mm negative to file: 8 sec for multiple negative scan, 39 sec for single negative scan; OCR A4 text page to Microsoft® Word®: 25 sec for single image scan; 10 x 15 cm colour photo to share/e-mail: 28 sec for single image scan; A4 PDF to e-mail: 59 sec for single image scan
(i)	<u>Scan size flatbed (maximum)</u>	21.6 x 31.1 cm
(j)	<u>Media types supported</u>	Paper (plain, inkjet, photo, banner), envelopes, labels, cards (index, greeting), 3-D objects, 35 mm slides and negatives (using transparent materials adapter), iron-on transfers
(k)	<u>Scan file format</u>	Windows®: BMP, JPEG, TIFF, TIFF compressed, PNG, PCX, Flashpix (FPX), PDF, PDF searchable, RTF, HTM, TXT; Macintosh: TIFF, PICT, JPEG, GIF, FlashPix, Plain Text, PDF, HTML, Rich Text"
(l)	<u>Scan speed in preview mode</u>	8.5 sec
(m)	<u>Control panel</u>	4 front-panel buttons (Scan, Scan film, Copy, Scan to PDF)
(n)	<u>Operating temperature range</u>	10 to 35° C
(o)	<u>Operating humidity range</u>	0 to 90% RH
(p)	<u>Non-operating humidity</u>	0 to 90% RH
(q)	<u>Standard connectivity</u>	Hi-Speed USB 2.0
(r)	<u>Compatible operating systems</u>	Windows® 2000, XP Home, XP Professional, XP Professional x64 Edition; Certified for Windows Vista®; Mac OS X v10.3.9, v10.4 and higher
(s)	<u>Mac compatible</u>	Yes
(t)	<u>Accessories</u>	USB cable, Power supply adapter/power cord(s), CDs (include software and User's Guide), Setup and Support Guide, I.R.I.S. registration flyer

### C. Documentation and Manual

2 sets of hard copies and 2 sets of soft copies (in CD/DVD media) of detailed technical manuals should be provided for all the vendor's items & third party items (for all the hardware and software) in English only. This includes the detailed user manuals for critical equipments like Total stations, Onboard Software, Office Software etc.

### D. Inspection

Two or three OIL's personnel will visit the vendor's site for a duration of one week for carrying out item-wise physical inspection of imported items as per specification. Vendor must provide adequate office space for company representatives involved. They also must provide FAX/Telephone & Internet facilities to company representatives at their office. OIL will bear the travelling and lodging expenses of nominated OIL's personnel for the purpose of site inspection. In case of inspection need to be done outside India, the successful bidder must have to intimate OIL seventy five (75) days prior to the expected inspection date.

### E. Installation and Commissioning

#### E.1 Delivery Schedule:

**E.1.1** All items need to be delivered at OIL's office at Duliajan within One Hundred and Twenty (120) days of issue of firm order.

**E.1.2** Delivery will be the essence of the contract. Bidders are to quote their best delivery.

**E.2** *The TOTAL STATION Systems should be installed and commissioned by the bidder at Oil India Ltd's specified location in Duliajan, Assam only. Charges if any should be quoted in the*

*price schedule. Any service tax/income tax/Personal tax etc. arising out of the above will be borne by the bidder and will be deducted at source by OIL.*

- E.3** The bidder can start the preliminary work pertaining to Installation and Commissioning at Duliajan after the receipt of the firm order.
- E.4** The total period of completion of installation and commissioning is maximum Forty Five (45) days from the date of successful delivery of all the items. This includes fifteen (15) days for arrival of the commissioning engineers at the respective site and Thirty (30) days for completion of commissioning after arrival of the commissioning engineers at site.
- E.5** The following points are to verify at the consignee's premises jointly by the representative of the bidder and OIL's representative(s).
- i.** Quantity and physical condition of each of the items supplied.
  - ii.** Manuals & catalogues.
  - iii.** Software media and manuals.
  - iv.** Necessary tests/warranty/guarantee certificates.
  - v.** Any other details as per complete system specifications.
- E.6** The installation and commissioning shall be complete in all aspects of TOTAL STATION Units (As per Terms & Conditions mentioned in the Tender Document).
- E.7** Comprehensive acceptance tests as per the acceptance protocol are to be carried out during the commissioning of each item of the system including all the accessories and peripherals by the representative(s) of the supplier in fully working condition after dully interfacing all the supplied items in presence of OIL's representatives. An installation and commissioning certificate dully signed by the authorised representatives of OIL shall be issued certifying that the fully integrated system is functioning satisfactorily as per the supply order.
- E.8** At least, one of the surveying experts is required at commissioning site for additional one week after the system is commissioned successfully, to ensure deployment and functioning of supplied equipments in the field.
- E.9** Installation and Commissioning charges will be considered for Bid Evaluation.
- E.10** The bidder shall make all the arrangements for carrying out the installation and commissioning. All the necessary expenses and other arrangements for travel, accommodation etc. of supplier's engineer/(s) will be done by bidder.
- E.11** For installation and commissioning, OIL will liaise only with a single point of contact of the bidder. The bidder has to mention the contact address, phone number of the contact person who will be responsible for installation and commissioning of all the equipments, peripherals and software items etc.
- F. Training**
- F.1** In order to ensure optimal utilization of surveying technology and efficient management of the sophisticated system, training has to be imparted to OIL's personnel. The charges of training, if any, should be quoted in the enclosed price schedule.

- F.2** Training programme should include classroom training as well as survey-site training and will cover topics like understanding of TOTAL STATION surveying, recorders, onboard and office software applications, survey data processing, processing methodology, quality control for acquired geodetic data etc. for Total Station unit.
- F.3** The bidder will have to organize training at OIL, Duliajan within a period of 20 days from the completion of installation and commissioning of the surveying equipments. This training will be imparted by OEM certified faculty for twelve (12) OIL's personnel for a period of 20 working days. The training will include classroom training for 10 working days covering detailed understanding of total station surveying, Total station surveying, recorders, onboard and office software applications for survey data processing, processing methodology, quality control etc. Further, field training on all the above mentioned aspects of geodetic surveying operations at the surveying site should be imparted for 10 working days so that 2D & 3D seismic survey operations for staking out source and receiver locations on the ground can be done with precision in terms of parameterization, methodology and finally the accurate positioning.
- F.4** Bidders need to depute their surveying expert in the field for two weeks during field operations for trouble free and smooth execution of geodetic surveying operations in field.
- F.5** During the course of AMC period, training on surveying operations will be imparted in Duliajan/Operational areas once in a year. The training will be imparted to ten (10) OIL's personnel for a period of ten (10) working days by OEM certified surveying expert at the field-site. This training will include all the operational aspects of Total station surveying, recorders, onboard and office software applications for survey data processing, processing methodology, quality control etc.
- F.6** The detailed training-schedule for all of the mentioned trainings will be decided by OIL in mutual consultation with the bidder to derive maximum benefit as per OIL's internal requirement and objectives.
- F.7** All the necessary expenses and other arrangements for travel, accommodation of bidder's expert/(s) will be borne by the supplier.
- F.8** The details of the training should be enclosed along with the offer.

## **G** Warranty

- G.1** All the surveying equipments along with their peripherals & accessories (including third party items) and all the software applications including OS amongst other not explicitly mentioned hereunder shall have to be covered by a warranty for twelve (12) months after the date of successful installation and commissioning at site.
- G.2** In case of any defect in any of the surveying equipments along with their peripherals & accessories (including third party items) and all software applications during warranty period, the supplier shall arrange to replace/repair the defective part at his cost and ensure that the equipment and peripherals are in ready to use state throughout the currency of the contract.
- G.3** In case of any problem in any of the surveying equipments along with their peripherals, accessories, onboard software, and office software (including third party items) supplied against this tender during the warranty period, the bidder's engineer has to report at OIL, Duliajan office within 72 hours of reporting the problem. After that, the bidder has to ensure the rectification/maintenance/repair/replacement of these equipment and peripherals and software applications and handover the same to OIL, Duliajan within seven (7) days in ready to use condition as per OEM standards and certification.

- G.4** In case of bidder's failure as per G.3 a penalty shall be levied @ 0.5% per week of the order value up to a period of 4 weeks. If bidder fails to rectify the problem within the stipulated period (4 weeks), penalty shall be levied @ 1% per week of the order value and the warranty period will also be extended for additional delays.
- G.5** The bidder must have OEM certified service centre in India, where all the repairing, maintenance and calibration work should be done (OEM Certified).
- G.6** During warranty period calibration, repair/replacement of all the equipments including third party items shall be necessarily done once in a year at bidder's OEM certified service centre in India. All the necessary expenses and other arrangements for transportation of equipments will be borne by the bidder.
- G.7** Warranty should also include supply, installation and maintenance of all the software upgrades as well as those already installed & commissioned as per scope of the tender with necessary additional hardware, if any, free of cost at the earliest.
- G.8** During the warranty period for routine maintenance, repairing/replacement of all the supplied equipment should be done once as and when required by OIL and the bidder's engineer(s) must visit Duliajan/Operational site once in a year for a period of four (4) working days. All the repairing, maintenance, should be OEM certified.
- G.9** The bidder has to ensure the availability of all the accessories (mentioned in clause A.12 for Total Stations) throughout the currency of contract and has to provide the same to OIL free of cost as and when the same are required for smooth running of the Total Stations.
- G.10** For warranty services, OIL will liaise only with a single point of contact of the bidder. The bidder has to mention the contact address, phone number of the contact person who will be responsible for warranty support.
- G.11** All the necessary expenses and other arrangements for travel, accommodation of supplier's engineer, and transportation of equipments, peripherals including third party items during warranty period will be borne by the bidder.

## **H. Annual Maintenance Contract (AMC)**

- H.1** All the surveying equipments along with their peripherals & accessories (including third party items) and all the software applications including OS amongst other not explicitly mentioned hereunder shall have to be covered by Annual Maintenance Contract (AMC) for Five (5) years.
- H.2** AMC period will start after successful completion of Warranty period.
- H.3** The bidder has to quote the total AMC charges per year separately for five year and enclose the detailed break-up of the AMC per year in terms of different items covered along with the bid. The charges quoted against AMC for five (5) years will be considered for commercial evaluation.
- H.4** The AMC will include preventive as well as corrective maintenance.
- H.5** The bidder has to identify the critical spares required for stocking at Duliajan and the same has to be mentioned in their quote. The successful bidder has to stock critical spares as identified to minimize downtime of all the equipments supplied.



- H.6** The bidder will depute one of their trained OEM certified surveying expert on as and when required basis to Duliajan during five (5) years AMC period for a period of maximum of 15 working days per year. The surveying expert should be qualified and should have minimum 2 years' experience with similar systems.
- H.7** In case of any defect in any of the surveying equipments along with their peripherals & accessories (including third party items) during AMC period, the supplier shall arrange to replace/repair the defective part at his cost and ensure that the equipments and peripherals are in ready to use state throughout the currency of the contract.
- H.8** The bidder, at his own cost shall arrange the clearance of the spare parts, equipments etc. from custom and port authorities in India and shall pay all requisite duties including customs duty, damages, if any, clearance fee charges, inland transport charges etc.
- H.9** In case of any problem in any of the surveying equipments along with their peripherals, accessories, onboard software, and office software (including third party items) supplied against this tender during the AMC period, the bidder's engineer has to report at OIL, Duliajan office within 72 hours of reporting the problem, in case the problem cannot be solved through telephonic support. After that, the bidder has to make sure the rectification/maintenance/repair/replacement of equipment and peripherals to handover the instrument and peripherals to OIL, Duliajan within seven (7) days in ready to use condition as per OEM standards and certification.
- H.10** In case of bidder's failure as per H.9 a penalty shall be levied @ 1% per week of the AMC charges (for the running year) up to a period of 4 weeks. If bidder fails to rectify the problem within the stipulated period (4 weeks), penalty shall be levied @ 2% per week of the AMC charges (for the running year) and the AMC period will also be extended for additional delays.
- H.11** During AMC period, calibration, repair/replacement of all the equipments including third party items shall be done once in a year at bidder's OEM certified service centre in India. All the necessary expenses and other arrangements for transportation of equipments will be borne by the bidder. The bidder is also required to ensure that all the third party items are replaced, repaired, calibrated as the case may be so that they are in ready to use state.
- H.12** During the AMC period for routine maintenance, repairing/replacement of all the supplied equipment should be done once in a year as required by OIL and the bidder's engineer(s) must visit Duliajan/Operational site once in a year for a period of four (4) working days. All the repairing, maintenance, should be OEM certified.
- H.13** AMC should also include supply, installation and maintenance of all the software upgrades as well as those already installed & commissioned as per scope of the tender with necessary additional hardware, if any, free of cost at the earliest.
- H.14** The bidder must have OEM certified service centre in India, where all the repairing, maintenance and calibration work should be done (OEM Certified). The Bidder must provide full details of the Service facilities in India with list of Total Stations related service equipments, service software's, details of service manpower and their experience in servicing quoted products.
- H.15** The bidder has to ensure the availability of all the accessories (mentioned in clause A.12 for Total Stations) throughout the currency of contract and has to provide the same to OIL free of cost as and when the same are required for smooth running of the Total Stations.

- H.16** For AMC services, OIL will liaise only with a single point of contact of the bidder. The bidder has to mention the contact address, phone number of the contact person who will be responsible for AMC support.
- H.17** All the necessary expenses and other arrangements for travel, accommodation of supplier's engineer, and transportation of equipments, peripherals including third party items during AMC period will be borne by the bidder.
- H.18** AMC charges will be paid half yearly after successful completion of the AMC services for that period. Any penalty amount levied on the bidder will be adjusted from that period's AMC charge.
- H.19** OIL may extend the AMC period with prevailing terms and conditions for a period of 2 years, after successful completion of the existing AMC.

-----X-----

## Check List for the Bidder

**Important:** Please tick relevant box and specify remarks, if any. Use additional sheets for remarks if required.

<b>NIT Item No.</b>	<b>Agree</b>	<b>Any Deviation</b>	<b>Remarks</b>	<b>Technical Brochure Reference Page No.</b>
<i>A.1.(a)</i>				
<i>A.1.(b)</i>				
<i>A.1.(c)</i>				
<i>A.2.(a)</i>				
<i>A.2.(b)</i>				
<i>A.2.(c)</i>				
<i>A.2.(d)</i>				
<i>A.3.1.(a)</i>				
<i>A.3.1.(b)</i>				
<i>A.3.2.(a)</i>				
<i>A.3.2.(b)</i>				
<i>A.4.(a)</i>				
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<i>A.4.(c)</i>				
<i>A.5.(a)</i>				
<i>A.5.(b)</i>				
<i>A.6.(a)</i>				
<i>A.6.(b)</i>				
<i>A.7.(a)</i>				
<i>A.8.(a)</i>				
<i>A.9.(a)</i>				
<i>A.10.(a)</i>				
<i>A.10.(b)</i>				
<i>A.11.(a)</i>				
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<i>A.12.(a)</i>				
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<i>J.2</i>				

### Price Schedule for the Bidder

Please fill the relevant rows/column.

Sl. No.	Item No.	Item Description	Quantity	Unit Cost (₹)	Total Cost (₹)	Remarks (If any)	
1	<b>A. Total Station and Accessories</b>	<b>Total Station (A.1 – A.11)</b>	1	a1	A1= (1 X a1)		
		<b>Accessories/ Consumables (A.12)</b>	Singular Circular Prism	2	a2	A2=(2 X a2)	
			Reflector Pole	2	a3	A3=(2 X a3)	
			Dual Strut Support	2	a4	A4= (2 X a4)	
			Instrument Height Meter	2	a5	A5= (2 X a5)	
			Tribrach without optical plummet	2 set	a6	A6= (2 X a6)	
			Tribrach with optical plummet	3 set	a7	A7= (3 X a7)	
			Wooden Telescopic Tripod	4	a8	A8= (4 X a8)	



		Rechargeable Internal Battery	3	a9	A9= (3 X a9)	
		Battery Charger	3	a10	A10= (3 X a10)	
		Necessary cables & other accessories	2 set	a11	A11=(2 X a11)	
	<b>Total cost of one (1) no. of Total Station &amp; Accessories/Consumables</b>				<b>A= [SUM of A1 to A11]</b>	
	<b>Total Cost Of seven (7) nos. of Total Station &amp; Accessories/Consumables</b>		<b>7</b>	<b>A</b>	<b>U = (7 X A)</b>	
2	<b>B. Office Software &amp; Hardware</b>	<b>B.1 Office Software suite including license etc.</b>	3	b1	B1= (3 X b1)	
		<b>B.2.1 PC</b>	7	b2	B2= (7X b2)	
		<b>B.2.2 Laser Printer (B&amp;W)</b>	5	b3	B3= (5 X b3)	
		<b>B.2.3 Laser Printer (Colour)</b>	2	b4	B4= (2 X b4)	
		<b>B.2.4 Scanner</b>	3	b5	B5= (3 X b5)	
	<b>Total Cost of Office Software &amp; Hardware</b>				<b>V= SUM of (B1 to B5)</b>	
3	<b>E. Installation &amp; Commissioning</b>		1	E	<b>W= 1 X E</b>	
4	<b>F. Training</b>		1	F	<b>X =1 X F</b>	
5	<b>H. Annual Maintenance Contract (AMC)</b>	Charges For 1 <sup>st</sup> Year	1	h1	H1 = 1 X h1	
		Charges For 2 <sup>nd</sup> Year	1	h2	H2 = 1 X h2	
		Charges For 3 <sup>rd</sup> Year	1	h3	H3 = 1 X h3	
		Charges For 4 <sup>th</sup> Year	1	h4	H4 = 1 X h4	
		Charges For 5 <sup>th</sup> Year	1	h5	H5 = 1 X h5	
	<b>Total AMC charges for five (5) years</b>				<b>Y= SUM of (H1 to H5)</b>	

6	<b>Total Cost of all the items from Serial No.1 to Serial No.5</b>	<b>Z=( U+V+W+X+Y) (In Figures ₹)</b>	
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