

OIL INDIA LIMITED

(A Govt. Of India Enterprise) Tel :033 2230 1657, 1658
 4, India Exchange Place, Fax :91 33 2230 2596
 Kolkata-700001 E-mail :oilcalmn@oilindia.in

Tender No. & Date : KID1586L20/04 30.05.2019

Bid Security Amount : INR 0.00 OR USD 0.00
 (or equivalent Amount in any currency)

Bidding Type : Single Bid (Composite Bid)

Bid Closing On : 09.07.2019 at 14:00 hrs. (IST)
 Bid Opening On : 09.07.2019 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|---|----------|-----|
| 10 99046785 | <p>Wall Calendar (General): Paper: 170 GSM imported art paper,Size: 22.1/2" X 17", Sheet 6 leaves for 12 months (both side printing),Colour: 2(Red+Back+ Grey/Screen of black) printing in highest quality using best ink, Binding: Quality metallic spiral binding with metallic hanger on 15" size,Design & Layout: As per approval</p> <p>6 leaves Calendar (6 leaves for 12 months) of size 22.1/2" X 17" on 170 GSM thick leaves with both side colour printing in highest quality ink for all leaves.</p> <p>The detail specification is as under: Size: 22.1/2" X 17"= 16000 nos. (Printing quality must be the highest quality and the best quality ink must be used) Leaves: 6 (both side printing, 6 X 2 = 12 months) Colour: 2 (Red and Black + Grey/Screen of black) Paper: 170 GSM imported Art Paper (Megnostar of German made) Printing: Both side high quality printing through offset process. Binding: High quality 17 inch metallic spiral for binding with 15 inch metallic hanger. Quality of hanger & spiral: Spiral binding of the calendar pages with metallic 16mm dia wire with powder coated paint including backside solid board. Metallic hanger of 2.00 mm thickness and 15 inch length with powder coated paint matching with the design of the Calendar to be used for hanging. Backside Board: 800 GSM and 4.00 cm wide solid board of full length to be used in the backside for support of the calendar pages.</p> <p>Design and layout : The design to be submitted for approval.</p> <p>Others: * The national holidays i.e. Republic Day (26th January), Independence Day (15th August), Gandhi Jayanti (2nd October) to be highlighted. * OIL logo to be printed in all 6 leaves.</p> | 16000 | NO |

- Special Notes** :
1. Paper samples (2 sets) to be used in the calendar should be submitted along with the Bid document so that the quality is not compromised. For reference the paper quality should be as per the OIL Calendar 2019. The parties have to submit minimum of two samples (one date page) with two different designs for selection of format / design.
 2. OIL representatives will physically visit the Printing Press before opening of commercial bid if required. The report from the representatives of OIL will be binding on the part of the parties applying for the tender paper. OIL shall also visit the Press especially during the printing of the Calendar to supervise the printing process. OIL's observation in this regard will be binding on the party.
 3. If any discrepancies found regarding the quality of printing or paper quality of the Calendar and other related specifications (metallic spiral binding, metallic hanger and backside board) 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.

Total quantity: 16,000 Nos

Address and quantity of Spheres: Quantity

- | | |
|--|-------|
| 1. GM- Materials | 12000 |
| Oil India Limited, P.O Duliajan- 786602 Dist. Dibrugarh (Assam) | |
| 2. General Manager (PLS) | 750 |
| Oil India Limited, P.O Udayan Vihar # 781171 Guwahati (Assam) | |
| 3. Chief Manager (PR) | 1750 |
| Oil India Limited, Plot No. 19, Sector 16 A, Noida # 201301, Uttar Pradesh (Noida- 1500, Overseas- 500) | |
| 4. Bay Exploration Project | 125 |
| Oil India Limited IDCO Towers, Janpath Bhubaneswar- 751 022, Orissa | |
| 5. General Manager- K G Basin Project, | 200 |
| Oil India Limited, 11-4-7 (3rd Floor) Nookamma Temple Street Ramaraopet, Kakinada- 533 004, Andhra Pradesh | |
| 6. GM Manager (RP) | 475 |
| Rajasthan Project, Oil India Limited 2-A, District Shopping Centre, Saraswati Nagar Basni, Jodhpur, Rajasthan- 342005 | |
| 7. GM-KO | 350 |
| Oil India Limited, 4, India Exchange Place, Kolkata- 700 001, West Bengal | |
| 8. GM | 350 |
| Guwahati Centre of Excellence Oil India Limited,#INTEGRA# Opposite #PIBCO#, Rukminigaon | |

G.S Road, Guwahati-781022, Assam

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 Total 16,000

ORDER NOTES:

4. Art Work: The layout design of the calendars must be as per the approved sample.

5. The party must submit sample of the calendar for final approval before printing. A full size of the calendar for the month of January 2020, in 2 colours (Red and Black + Grey/Screen of black) and twelve months in A4 size art paper in black and white must be submitted within 7 to 10 days from the date of receipt of the order. The proof of the calendar must be thoroughly checked by the party to ensure that there is no mistake.

6. The Calendars must be packed properly to ensure arrival at destination in sound condition. Adequate care must be taken so that there is no ingress of water/dirt in the box containing the calendars.

7. The party has to submit the soft copy of the final print order (copy) of General Calendar 2020 to OIL for ready reference and future retrieval.

8. Delivery Schedule: Calendars are to be delivered latest by 30.11.2019 to all spheres as per the list given below in national offices of OIL.

9. Performance Guarantee is applicable against this tender. 10% of the ordered value shall be given as performance guarantee in the form of bank guarantee and shall be valid for 90 days beyond applicable warranty / guarantee / defect liability period (if any). Bidders should undertake in their bid to submit Performance Security as stated above.

A. Bidders should note that the bank guarantee issued by the bank must be routed through SFMS platform as per following details:

- (i) MT 760 / MT 760 COV for issuance of bank guarantee.
- (ii) MT 767 / MT 767 COV for amendment of bank guarantee.

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Corporate Banking Branch, IFSC Code - UTIB0001164. Branch Address - AXIS Bank Ltd, Corporate Banking Branch, 3rd Floor, AC Market, 1, Shakespeare Sarani, Kolkata 700071."

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

10. Guarantee / Warranty certificate for 18 months from date of despatch or 12 months from the date of receipt whichever is earlier will be required along with the supply.

11. Validity of offer: 75 days from the date of tender opening. Offer with validity less than 75 days will be rejected.

12. Bidder are advised to fill up the Undertaking of authenticity of information/documents submitted (Annexure - K) along with their technical bid.

13. PAYMENT TERMS:

13.1 Payment will generally be made against completed supply. Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.

13.2 In certain cases, payment to the extent of 90% maximum of the value of the supply will be made against proof of dispatch presented through Bank or to OIL directly. Balance 10% of the value will be released not later than 30 days of receipt of goods at OIL's site. Adjustments, if any,

towards liquidated damage shall be made from the balance 10% payment. OIL may consider releasing 100% payment against dispatch documents for suppliers having good track record with OIL and where 10% Performance Security is submitted in time and no installation/commissioning is involved.

14. Bidders are advised to submit their prices & other relevant details in attached price bid format (Annexure - IIA).

15. General Terms and Conditions (Annexure - II) of this tender is not enclosed separately. Please refer to General Terms and Condition for National Tender under tab "For Vendors" - "Limited Tender" in OIL website <http://www.oil-india.com>. Tender will be governed by the same.

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Tender issued to following parties only:

| Slno | V_Code | Vendor Name | City/Country |
|------|--------|-------------------------------------|--------------|
| 1 | 200542 | AOP (1) P LTD | KOLKATA |
| 2 | 201243 | SAIKIA PRINTERS | DULIAJAN |
| 3 | 201440 | TRISUL PRESS AND ADVERTISING | DULIAJAN |
| 4 | 201864 | EXCLUSIVE ADVERTISING PRIVATE LIMIT | GUWAHATI |
| 5 | 203796 | FOREMOST ADVERTISING & CREATIVE SER | KOLKATA |
| 6 | 203995 | ADUNIQUE 76 | KOLKATA |
| 7 | 204210 | PRAKASH GRAPHICS PVT. LTD. | KOLKATA |
| 8 | 204211 | PRINT WELL | KOLKATA |
| 9 | 204535 | AD-WELL INTERNATIONAL PVT. LTD. | KOLKATA |
| 10 | 204543 | SHREYANSH INNOVATIONS PVT. LTD | KOLKATA |
| 11 | 204872 | CURRENT ADVERTISING PRIVATE LTD | NEW DELHI |
| 12 | 206755 | Anand Offset Printers | Kolkata |
| 13 | 210636 | CEI PRINT-PACK PVT. LTD | HOWRAH |