



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

TELEPHONE NO. (91-374) 2808757

FAX NO: (91-374) 2800533

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

FORWARDING LETTER

Tender No. : SDI9618P19 DT: 01.11.2018
Tender Fee : NIL
Bid Security : Applicable
Bidding Type : SINGLE STAGE TWO BID SYSTEM
Bid Closing on : 24.01.2019 (11.00 HRS IST)
Bid Opening on : 24.01.2019 (14.00 HRS IST)
Performance Security : Applicable
Integrity Pact : Applicable

OIL invites Bids for **PROCUREMENT OF DOCUMENT MANAGEMENT SYSTEM (QTY- 01 NO.)** 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 of Indigenous Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

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

The tender will be governed by:

a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos. = 0374-2807178/ 2807171/ 2807192/2804903. Email id = erp_mm@oilindia.in.

b) OIL's office timings are as below:

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

OIL Bank Details :

	Bank Details of Beneficiary	
a	Bank Name	STAE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Banker Account No.	10494832599
e	Type of Account	Current Account
f	IFSC Code	SBIN0002053
g	MICR Code	786002302
h	SWIFT Code	SBININBB479
i	Contact No.	9435554859
j	Contact Person Name	Mr. K.L.K.Banik, AGM
k	Fax No.	0374-2802729
l	Email Id	sbi.02053@sbi.co.in

- c) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- d) Technical specifications and Quantity as per **Annexure – 1A**.
- e) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- f) Amendments to the NIT after its issue will be published on OIL’s website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.
- g) 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).
- h) 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 Attachment. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”**

Special Notes:

1.0

- a) Bidders who do not have E-tender Login ID and Password should complete their online registration **at least seven (7) days prior to the scheduled bid closing date** and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <https://etender.srm.oilindia.in/irj/portal>
- b) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- c) MSE Units (Manufacturers/Service Providers only and not their dealers/distributors) who are already registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration, provided they are registered for the item they intend to quote/participate.
- d) For availing benefits under Public Procurement Policy (Purchase preference & EMD exemption), the interested MSE Bidders must ensure that they are the manufacturer/ service provider of tendered item(s) and registered with the appropriate authority for the said item(s). Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Therefore, it is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of **OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender**, seeking clarification/confirmation as to whether their registered item is eligible for EMD exemption or not. **Late communication in this regard and request for bid closing date extension on that plea shall not be entertained by Company.**

NOTE:

In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they must apply to concerned tender handling officer, Materials Department, Oil India Limited, P.O. Duliajan, Assam-786602 for waiver of EMD upto one week prior to the Bid closing date (or as amended in e-portal).

2.0 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.

2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the RFx Information > Technical Attachment 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.

2.2 The "**PRICE BID**" must contain the price schedule and the bidder's commercial terms and conditions. **For price upload area , please refer "NEW INSTRUCTIONS"** Please refer Annex-BB for price schedule.

2.3 Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in [Annexure-CCC](#).

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **DGM-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 Duplicate.

4.0 Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote. Bidders who are allowed to participate against the tender as MSEs must quote their own products failing which their bids will be rejected.

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 a) **The Integrity Pact is applicable against this tender. Therefore, please submit the Integrity Pact document duly signed along with your quotation as per BRC. 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 submitted 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. 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. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.**

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

i) SHRI RAJIV MATHUR, IPS (Retd.)
Former Director, IB, Govt. of India,
e-Mail ID : rajivmathur23@gmail.com

ii) SHRI SATYANANDA MISHRA, IAS (Retd.)
Former Chief Information Commissioner &
Ex-Secretary, DOPT, Govt. of India
E-Mail ID : satyanandamishra@hotmail.com

iii) SHRI JAGMOHAN GARG
EX-VIGILANCE COMMISSIONER, CVC
E-mail id: jagmohan.garg@gmail.com

10.0 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 of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.

11.0 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.

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

13.0 If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.

14.0 Delivery/collection Instructions in cases where transportation is in OIL's scope:

(i) the suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.

(ii) consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.

(iii) the names of OIL's current authorized transporters are:

- a) M/s Western Carriers (India) Ltd.
- b) M/s DARCL Logistics Limited

Bidder's are requested to note the above delivery/collection instructions while submitting their offers.

15.0 The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.

16.0 Bidders should fill-up and submit alongwith their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-K.

17.0 Price Breakup:

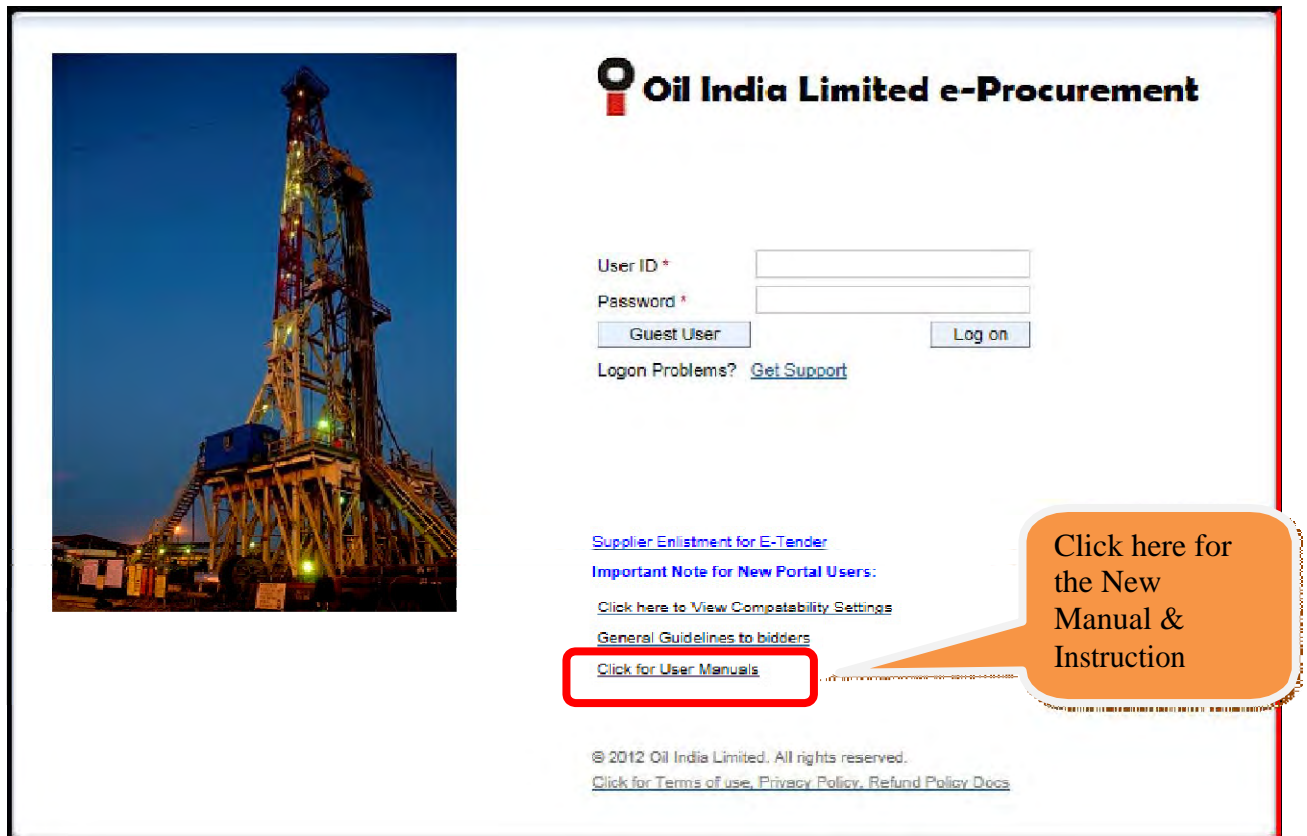
Bidders should submit the price breakup of all the items as per “Annexure HHH” which has been uploaded under “Notes & Attachments” > “Attachments” as shown below. The price breakup “Annexure HHH” should be filled up, signed and uploaded under “Notes & Attachments” > “Attachments” only. **The filled up price breakup of all the items should not be uploaded in Technical Attachment.**

The screenshot displays the 'Display RFX' interface for RFX Number SDI3784P15. The 'Attachments' section is visible, showing a table with the following data:

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size (KB)	Char
Document Header	Standard Attachment	Price Breakup Annex HHH	Price Breakup Annexure HHH.pdf	SSIG	1			SSIG	70	200

A red circle highlights the 'Description' field 'Price Breakup Annex HHH' in the table. The 'Notes' section above shows a 'Text Preview' for 'CCTV Surveillance System for Oil India Ltd, Dullajjan'. The 'Collaboration' section below shows 'No collaboration has yet been created'.

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer "**New Vendor Manual (effective 12.0.2017)**" available in the login Page of the OIL's E-tender Portal.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

[Click here to View Competability Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

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[Click for Terms of use, Privacy Policy, Refund Policy Docs](#)

Click here for the New Manual & Instruction

NOTE:

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

Yours Faithfully

**Sd-
(A J SARMAH)
SR. MANAGER MATERIALS (IP)
FOR : GM-MATERIALS (HoD)**

Tender No & Date: SDI9618P19 DT: 01.11.2018

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 of Indigenous 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 bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) TECHNICAL:</p> <p>1. Bidder should have the experience of successfully executing at least 1(one) similar order for Rs 41.75 Lakhs in preceding 5(five) years as on the original Bid Closing Date.</p> <p>“Similar order” means “Order for Supply and Installation & Commissioning of DMS software.”</p> <p>Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Order along with copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders, such as –</p> <ul style="list-style-type: none">(i) Satisfactory Inspection Report (OR)(ii) Satisfactory Supply Completion / Installation Report (OR)(iii) Consignee Received Delivery Challans (OR)(iv) Central Excise Gate Pass / Tax Invoices issued under relevant rules of Central Excise/VAT/GST (OR)(v) Any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. <p>Note:</p> <p>a) The Purchase Order date need not be within 5 (five) years preceding</p>	

original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.

b) Satisfactory supply/completion/installation report (if submitted) should be issued on client's official letterhead with signature and stamp

B) FINANCIAL:

a) Annual Financial Turnover of the bidder during **any of preceding 03 (three) financial / accounting years from the original bid closing date** should be at least **Rs. 41.75 Lakhs.**

b) Net Worth of the firm should be Positive for preceding financial / Accounting year **(FY: 2017-2018).**

Note -For (a) & (b):

Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statements for the financial year (As the case may be) has actually not been audited so far'.

Note:

a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in **ANNEXURE-J.**

OR

ii) Audited Balance Sheet along with Profit & Loss account.”

b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

C) COMMERCIAL:

i) Validity of the bid shall be minimum 120 days from the Bid Closing Date.

ii) Bid security:

The bid must be accompanied by Bid Security of **Rs. 1,86,500.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security

may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to GM-Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 7 months from Bid closing date. (i.e. upto 31.08.2019).**

Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.

If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.

For exemption for submission of Bid Security, please refer Clause No. 8.16 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

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

iii) 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 of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway.

iv) Performance Security:

The successful bidder shall submit **Performance Security** in the form of **Bank Guarantee** in the **prescribed OIL’s format** as under:

a) 1st Performance Security @10% of PO value of the materials + Installation & Commissioning + Training charges shall be submitted within 30 days of receipt of the formal purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. The Performance Security shall be valid for the Warranty Period of 1(one) year from the date of successful commissioning, plus 3(three) months.

b) 2nd Performance Security @ 10% of AMC value shall be submitted before expiry of 1st Performance Security. The Performance Security shall be valid for the AMC period of 4 years.

Bidders should undertake in their bids to submit Performance Security as stated above.

The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

However, PBG will be applicable only if value of Purchase Order exceeds Rs 5(five) lakhs.

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

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

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

viii) **Technical RFX Response folder is meant for Technical bid only. Therefore, No price should be given in Technical RFX Response folder, otherwise the offer 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.

x) A bid shall be rejected straightway if it does not conform to any one of the following clauses:

(a) Validity of bid shorter than the validity indicated in the Tender.

(b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.

(c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.

(d) In case the Party refuses to sign Integrity Pact.

(e) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.

XI) DELIVERY PERIOD:

(i) The materials should be delivered within 45 days of receipt of formal PO.

(ii) Installation and commissioning of the entire solution should be completed within 30 days of receiving the site clearance/readiness information from OIL.

NOTE: FOR CLAUSE NOS. C(ii) & C(iv) OF BID SECURITY/EMD AND PBG.

The bidders/successful bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original bank guarantee in OIL's tender issuing office:

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 760 / 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, Duliajan Branch, IFS Code - UTIB0001129, Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District - Dibrugarh, PIN- 786602

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below. The original Bid Closing Date shall be considered by OIL for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.

A) TECHNICAL:

i) The bids will be evaluated strictly as per NIT specifications, terms & conditions.

B) COMMERCIAL:

i) To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before 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".

iii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

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

NOTE:

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

TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI9618P19 DT: 01.11.2018

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>DOCUMENT MANAGEMENT SYSTEM (DMS) SOFTWARE [QTY = 01 NO.]</u></p> <p><u>TECHNICAL SPECIFICATIONS OF DMS SOFTWARE:</u></p> <p>The DMS software should be of enterprise edition and latest version should be supplied. The bidder has to mention the unique Name, edition and version of the quoted DMS.</p> <p>A. General Features:</p> <ol style="list-style-type: none"> 1. File-wise / page-wise or any other kind of indexing of documents and data. 2. There should be provision for MS Outlook users to save email and email attachments in DMS repository. 3. DMS must provide Lightweight Directory Access Protocol (LDAP) support for integration with Active Directory services for user authentication and single-sign on. However, there should be provision for user authentication using standard user credentials. 4. Web interface must support Firefox, Google Chrome, Internet Explorer and Safari etc. <p>B. Administration and Management features:</p> <ol style="list-style-type: none"> 1. Multiple-level user-access. 2. Role-based access: <ol style="list-style-type: none"> 2.1. There must be different categories of users based on their roles and privileges. For example, users may be classified into super-admin, Viewers, Administrator, Group Manager (list is only indicative and not exhaustive). 2.2. Support multiple permissions like search, read only, read-write, delete etc. 3. The software should provide solutions for managing users, managing volumes, descriptors, managing folders and subfolders, managing data- class etc. 4. Facility for changing password. 5. There should be a check-in check-out feature enabling the user to allow or not allow other users to modify the document when it is being examined. 	

C. Taxonomy and Batch Management features:

1. The software should let user create / assign document types to each other document.
2. There should also be a provision for importing and exporting batches of document files into and from the DMS system.
3. Provision to 'drag and drop' documents from a local or a mapped drive to a folder in the DMS system and vice versa would be preferred.

D. Indexing and Linking of Documents:

1. Scope for proper indexing should be available. It should be possible to search any page using required fields such as name of the file, keywords, etc. (This list is only indicative and not exhaustive).
2. Certain indices like date of creation with time-stamp should be automatically created. The latest activity/modification date must also be automatically retained.
3. DMS should Support for multiple file types: pdf, doc, docx, xls, xlsx, ppt, pptx, tiff, jpeg, dwg (Auto CAD) etc.
4. DMS should support various metadata types like numeric, float, alphanumeric, etc.
5. The indices may be modified or deleted when required by the authorized user.
6. Provision of linking documents to other documents. Structured data need to be linked with scanned files using defined parameters.

E. Version Control in the DMS software:

1. Must have provision for storing multiple versions of the same document.

F. Searching and Retrieval of documents and folders with DMS software:

1. The search module should support multiple search and retrieval methods. These include general search, index search, search by metadata, full text search, keywords search, phrase search.

G. User Interface:

1. The software should be available as a web-based interface (including the administrator interface) without plug-ins and fully integrate with OIL's Intranet so that user can go to the system from the intranet portal itself.

H. Records Management:

1. The software should comply with all necessary legal and statutory requirements.

I. Licensing for DMS Application Suite:

1. Min. 400 user licenses should be provided. All the licenses should be as per Licensing terms (Annexure-B) of the Scope of work.

J. All the required licenses for plugins/integration tools/third party applications including database required for proper functioning of DMS with abovementioned features need to be provided by the bidder.

K. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.

L. Mobility:

1. DMS should access through mobile application.
2. Out of 400 users, 50 user licenses should have the mobility option so that user can view documents through Android / IOS / Windows mobile.
3. Out of 50 mobility users, atleast 10 users should have the permission to push or forward the documents to DMS using the mobile application.

M. Database & System Software:

1. The bidder shall provide necessary database along with supporting software (if any).

N. Hardware :

1. OIL will provide the necessary virtual servers (supporting OS Windows/ Linux) required for installing DMS. Bidder should mention exact server and storage requirement for installing DMS along with the bid.
2. DMS Solution must integrate Existing Backup solution (HPE Data Protector, version A.09.05).

O. Others :

1. Any other accessories/items like software/hardware/plug-ins required for the installation & commissioning of the entire solution should be provided by the bidder with no extra cost to OIL.

ITEM NO. 20

INSTALLATION & COMMISSIONING [QTY = 01 AU]

1. The installation & configuration of the DMS software (as well as any other associated software) will be carried out by the successful bidder.
2. Installation and commissioning of the entire solution should be completed **within 30 days** of receiving the site clearance/readiness information from OIL.
3. An installation & commissioning documentation has to submit after successfully completion

<p>of installation and commissioning.</p> <p>4. After successful installation and commissioning, complete testing of DMS solution should be done by the successful bidder in presence OIL personnel.</p> <p>5. Installation & commissioning will be considered as complete after successful testing of DMS.</p>	
<p><u>ITEM NO. 30</u></p> <p><u>TRAINING [QTY = 01 AU]</u></p> <p>1. <u>The bidder must impart training to:</u></p> <p>a) <u>End-users:</u></p> <p>The end user training will have to be conducted at OIL’s premises and must be completed within 1 month from the date of complete installation and commissioning. The training will be conducted in 2 batches, maximum batch size of 30. Training venue & infrastructure will be provided by OIL. Bidder has to supply all the training materials to users.</p> <p>b) <u>Administrators:</u></p> <p>Administrators training on DMS administration for minimum 3 persons should be conducted for a period of minimum three days at Duliajan. The training should be completed before installation & commissioning or at a mutually agreed schedule.</p>	
<p><u>ITEM NO. 40</u></p> <p><u>ANNUAL MAINTENANCE SERVICES (AMS) [QTY = 01 AU]</u></p> <p>a) The Successful bidder should quote for 04 (four) years Annual Maintenance Service (AMS) for DMS. The rates quoted for AMS shall be considered for BID evaluation.</p> <p>b) AMS will start from the next day after successful completion of warranty period for the entire DMS Solution.</p> <p>c) Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for the supplied software applications including database during the AMS period, at no extra cost to OIL.</p> <p>d) A single point of contact with escalation matrix must be provided to OIL by the successful bidder.</p> <p>e) During the AMS period, bidder may take the remote session to provide maintenance support and resolve the issue within 48 hours.</p> <p>f) The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses for the engineers to attend on-site service, if required.</p>	

SPECIAL TERMS & CONDITIONS:

A. DELIVERY:

1. Materials are to be delivered as detailed below:
 - (i) All materials are to be delivered at:
GM-Materials (HoD),
Materials Department, Oil India Limited,
Duliajan, District- Dibrugarh,
Assam - 786602.
 - (ii) Materials should be delivered **within 45 days** from receiving of formal P.O.

B. PAYMENT TERMS:

1. Payment for 100% of the cost of Software and 100% of Installation & Commissioning charges will be made after completion of installation & commissioning. OIL will issue a project completion certificate only after completion of installation & commissioning as defined in this document.
2. Payment of training charges will be made as per actuals after successful completion of Training. The bidder will have to submit the relevant invoices.
3. Payment for AMS shall be made to successful bidder on quarterly basis after submission of a quarterly maintenance report, taking into account any applicable penalties for that period.
4. The bidder shall submit the invoices for Installation & Commissioning, training and quarterly AMS to GM-IT, Oil India Limited, Duliajan, Assam - 786602.

C. WARRANTY:

- a. Comprehensive **on-site 1 year warranty** from the date of successful completion of installation & commissioning.
- b. Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for the supplied software applications including database during the warranty period, at no extra cost to OIL
- c. A single point of contact with escalation matrix must be provided to OIL by the successful bidder.
- d. During the warranty period, bidder may take the remote session to provide maintenance support and resolve the issue within 48 hours.
- e. The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses for the engineers to attend on-site service, if required.

D. PENALTY TERMS:

1. In case the vendor fails to resolve any major/critical issue, covered under warranty terms, within 48 hours from the date of reporting, penalty Rs.3000/- per day will be levied, which will be adjusted from the PBG.

2. In case the vendor fails to resolve any major/critical issue, covered under AMS terms, within 48 hours from the time of reporting, a penalty Rs.3000/- per day will be levied from quarterly bill of AMS.

E. LICENSING:

1. The successful bidder must provide all the relevant licenses in the name of OIL INDIA LIMITED.
2. Proper documentary evidence (paper/e-license) should be provided to GM (IT), Oil India Limited.
3. Vendor must communicate through OIL's Email.

F. CONFIDENTIALITY AGREEMENT:

1. OIL Confidentiality and **Non-Disclosure Agreement (NDA)** will be applicable.
2. The bidder must submit duly filled Non-Disclosure Agreement (NDA) as per given format duly signed & Sealed by the authorized signatory of the bidder.

G. OTHERS:

1. Documentation of installed solution architecture, configuration, maintenance and administration of all the components (Software) should be submitted to OIL.
2. During the whole project period, the bidder is required to carry out knowledge sharing as well as sharing of all configuration-related documents with OIL.
3. Bidder must quote the price of the items as per the **price schedule** format given in **Annexure-III**.
4. The **Bidder** should provide an **Undertaking of Authenticity** for the Quoted DMS solution from the OEM (signed with company seal scanned copy), in line with sample format in **Annexure-II**.
5. For **non-OEM bidder**, the Bidder has to submit **Authorization certificates from OEM** (signed with company seal scanned copy) of DMS software in line with the sample format given in **Annexure-A**.
6. Mode of communication: Single point of contact with escalation matrix shall be provided to OIL by the successful bidder during warranty and AMS period. During these period he concerned personnel(s) of successful vendor shall respond to phone calls / emails from OIL on 24X7 basis.
7. OIL **reserves the right to enter into a separate contract with the vendor for the 04 years AMS** after the expiry of the 1 year warranty period, at the price quoted in their offer against this tender and as per the terms & conditions of the tender. After sales services rendered by the vendor during the initial warranty period of 01 year will be a guiding factor for consideration for further maintenance agreement. The AMS shall be processed by OIL's Contracts deptt. The AMS will be effective immediately on expiry of warranty period.
8. Bidders should refer to the **Annexure B** for the **Objective and Scope of Work** of Enterprise wide Document Management System.
9. **All the items shall be procured from the same source. The total quoted cost of all the items of the tender will be considered for evaluation of technically-commercially acceptable bids. Hence, bidders must quote for all the items of the tender, failing which their offer will be rejected.**

H. CHECKLIST:

1. The bidder has to submit the **checklist of the items** as per the format given in **Annexure III.**
2. The bidder has to submit the **Scope of work compliance sheet** as per the format given in **Annexure IV.**
3. The bidder has to submit the **Technical Specifications evaluation sheet** as per the format given in **Annexure IB.**

NOTE:

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

=====********=====

INTEGRITY PACT

Between

Oil India Limited (OIL) hereinafter referred to as "The Principal"

And

(Name of the bidder).....hereinafter referred to as "The Bidder/Contractor"

Preamble:

The Principal intends to award, under laid down organizational procedures, contract/s for **SDI9618P19** The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organization "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section: 1 -Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.

ANNEXURE- DDD

3. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a Page 2 of 6 substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section: 2 -Commitments of the Bidder/Contractor

(1) The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(3) The Bidder/Contractor signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

Section 3 -Disqualification from tender process and exclusion from future Contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or risibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.
2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.
5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties till the final completion of the contract **or as mentioned in Section 9- Pact Duration whichever is later**. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings

Section 4 -Compensation for Damages

1. If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit / Performance Bank Guarantee.

3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 -Previous transgression

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section: 6 -Equal treatment of all Bidders/Contractor/Subcontractors

1. The Principal will enter into Pacts on identical terms with all bidders and contractors.

2. The Bidder / Contractor undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.

3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section: 7 -Criminal charges against violating Bidders/Contractors/ Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section: 8 -External Independent Monitor/Monitors

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to

ANNEXURE- DDD

him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

7. If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8. The word 'Monitor' would include both singular and plural.

Section:9 -Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

Section:10 -Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

A J SARMAH
SMM (IP)

.....
For the Principal

.....
For the Bidder/Contractor

Witness 1:

Witness 2:

Place: DULIAJAN
Date: 01.11.2018

Annexure-A

**Sample Format of authorization letter from OEM
(To be typed on the letterhead of the OEM)**

Ref. No _____

Date _____

GM-Materials (HoD)
Oil India Limited,
Duliajan-786602

Sub: Authorization Certificate

Ref: Your tender enquiry No. _____ Dated _____.

Sir,

1) We hereby authorize M/s _____ to quote, supply and provide onsite warranty and AMS, for the above tender, on our behalf. We hereby state to provide support directly or through the particular bidder during the warranty and AMS periods.

2) We hereby confirm that quoted version of the software is latest and will continue to provide support for a period of 5 years from the date of Bid Closing.

Yours faithfully,

For(Type Name & Affix Seal of the firm)

.....
(Signature of Authorized Signatory)

Name:

Designation:

Place:

Email:

Phone No.:

Objective and Scope of Work of Enterprise wide Document Management System.

1. Preamble

OIL INDIA LIMITED (OIL) is a Government of India NAVARATNA company, engaged in Exploration, Production and Transportation of Crude oil & Natural gas and Production of LPG in India with participating interest in E&P sector in various overseas projects.

2. Objective of Document Management System (DMS)

Since the rising volume of physical documents inside the organization is becoming difficult to manage, Oil India Limited is planning to implement an Enterprise wide Document Management System for the purpose of electronically storing, managing and accessing documents, drawings and maps so that the users would enjoy secured, rights-based access to the documents.

Oil India Limited invites bids for the following:

- a. Supply of DMS solution software as described in this document.
- b. Installation & commissioning of supplied solution.
- c. Warranty of the solution for one year.
- d. Training to various categories of users and Administrator.
- e. Annual Maintenance Service of the supplied solution for four years, as described in the AMS Clause of this document.

3. SCOPE OF WORK

A. DELIVERY:

1. Materials are to be delivered as detailed below:
 - (i) All materials are to be delivered at:
GM-Materials (HoD),
Materials Department, Oil India Limited,
Duliajan, District- Dibrugarh,
Assam - 786602.
 - (ii) Materials should be delivered within 45 days from receiving of formal P.O.

B. INSTALLATION & COMMISSIONING

1. The installation & configuration of the DMS software (as well as any other associated software) will be carried out by the successful bidder.
2. Installation and commissioning of the entire solution should be completed within 30 days of receiving the site clearance/readiness information from OIL.
3. An installation & commissioning documentation has to submit after successfully completion of installation and commissioning.
4. After successful installation and commissioning, complete testing of DMS solution should be done by the successful bidder in presence OIL personnel.

5. Installation & commissioning will be considered as complete after successful testing of DMS.

C. WARRANTY

- a. Comprehensive on-site 1 year warranty from the date of successful completion of installation & commissioning.
- b. Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for all the supplied software applications including database during the warranty period, at no extra cost to OIL.
- c. A single point of contact with escalation matrix must be provided to OIL by the successful bidder.
- d. During the warranty period, bidder may take the remote session to provide maintenance support and resolve the issue within 48 hours.
- e. The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses for the engineers to attend on-site service, if required.

D. TRAINING

1. The bidder must impart training to:

a) End-users:

The end user training will have to be conducted at OIL's premises and must be completed within 1 month from the date of complete installation and commissioning. The training will be conducted in 2 batches, maximum batch size of 30. Training venue & infrastructure will be provided by OIL. Bidder has to supply all the training materials to users.

b) Administrators:

Administrators training on DMS administration for minimum 3 persons should be conducted for a period of minimum three days at Duliajan. The training should be completed before installation & commissioning or at a mutually agreed schedule.

E. ANNUAL MAINTENANCE SERVICES (AMS)

- a) The Successful bidder should quote for 04 (four) years Annual Maintenance Service (AMS) for DMS. The rates quoted for AMS shall be considered for BID evaluation.
- b) AMS will start from the next day after successful completion of warranty period for the entire DMS Solution.
- c) Successful bidder shall have to supply and install all upgrades, patches, bug fixes released for the supplied software applications including database during the AMS period, at no extra cost to OIL.
- d) A single point of contact with escalation matrix must be provided to OIL by the successful bidder.
- e) During the AMS period, bidder may take the remote session to provide maintenance support and resolve the issue within 48 hours.

- f) The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses for the engineers to attend on-site service, if required.

F. PAYMENT TERMS:

1. Payment for 100% of the cost of Software and 100% of installation, commissioning charges will be made after completion of installation and commissioning. OIL will issue a project completion certificate only after completion of installation & commissioning as defined in this document.
2. Payment of training charges will be made as per actuals after successful completion of training. The bidder will have to submit the relevant invoices.
3. Payment for AMS shall be made to successful bidder on quarterly basis after submission of a quarterly maintenance report, taking into account any applicable penalties for that period.
4. The bidder shall submit the invoices for Installation & Commissioning, training and quarterly AMS to GM-IT, Oil India Limited, Duliajan, Assam - 786602.

G. PENALTY TERMS

1. In case the vendor fails to resolve any major/critical issue, covered under warranty terms, within 48 hours from the date of reporting, penalty Rs.3000/- per day will be levied, which will be adjusted from the PBG.
2. In case the vendor fails to resolve any major/critical issue, covered under AMS terms, within 48 hours from the time of reporting, a penalty Rs.3000/- per day will be levied from quarterly bill of AMS.

H. LICENSING

1. The successful bidder must provide all the relevant licenses in the name of OIL INDIA LIMITED.
2. Proper documentary evidence (paper/e-license) should be provided to GM (IT), Oil India Limited.
3. Vendor must communicate through OIL's Email.

I. CONFIDENTIALITY AGREEMENT

1. OIL Confidentiality and Non-Disclosure Agreement (NDA) will be applicable.
2. The bidder must submit duly filled Non-Disclosure Agreement (NDA) as per given format duly signed & Sealed by the authorized signatory of the bidder.

J. OTHERS

1. Documentation of installed solution architecture, configuration, maintenance and administration of all the components (Software) should be submitted to OIL.
2. During the whole project period, the bidder is required to carry out knowledge sharing as well as sharing of all configuration-related documents with OIL.
3. Bidder must quote the price of the items as per the price schedule format given in Annexure-HHH.
4. The Bidder should provide an Undertaking of authenticity for the Quoted DMS solution from the OEM (signed with company seal scanned copy), in line with sample format in Annexure-II.
5. For non OEM bidder, the Bidder has to submit Authorization certificates from OEM (signed with company seal scanned copy) of DMS software in line with the sample format given in Annexure-A.
6. Mode of communication: Single point of contact with escalation matrix shall be provided to OIL by the successful bidder during warranty and AMS period. During these period the concerned personnel(s) of successful vendor shall respond to phone calls / emails from OIL on 24X7 basis.
7. OIL reserves the right to enter into a separate contract with the vendor for the 04 years AMS after the expiry of the 1 year warranty period, at the price quoted in their offer against this tender and as per the terms & conditions of the tender. After sales services rendered by the vendor during the initial warranty period of 01 year will be a guiding factor for consideration for further maintenance agreement. The AMS shall be processed by OIL's Contracts deptt. The AMS will be effective immediately on expiry of warranty period.
8. Bidders should refer to the Annexure B for the Objective and Scope of Work of Enterprise wide Document Management System.
9. All the items shall be procured from the same source. The total quoted cost of all the items of the tender will be considered for evaluation of technically-commercially acceptable bids. Hence, bidders must quote for all the items of the tender, failing which their offer will be rejected.

K. CHECKLIST:

1. The bidder has to submit the checklist of the items as per the format given in Annexure III.
2. The bidder has to submit the Scope of work compliance sheet as per the format given in Annexure IV.
3. The bidder has to submit the Technical Specifications evaluation sheet as per the format given in Annexure IB.

Annexure-II

**Format of undertaking of authenticity letter from OEM
(To be typed on the letterhead of the OEM)**

Ref. No _____

Date _____

GM-Materials(HoD)
Oil India Limited,
Duliajan-786 602

Sir,

Sub: Undertaking of authenticity of DMS software

Ref: Your tender enquiry No. _____ Dated _____.

With reference to the DMS Software being quoted to you vide our quotation No. cited above, we hereby undertake that all the components/ softwares used shall be original, from respective OEMs of the products and that no duplicate/ second hand components/ assembly, are being used or shall be used.

Yours faithfully,
For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

Check List for Bidder		ANNEXURE - III	
Sl. No.	Clause No. & Specification in the tender	Bidder's Response (Yes/No)	Deviations (if any)
1	Quoted for DMS Software		
3	Agreed to Scope of Work		
4	Agreed to Delivery, Installation & Commissioning Terms		
5	Agreed to Training Terms		
6	Agreed to Bid Evaluation Criteria/Bid Rejection Criteria		
7	Agreed to Warranty Terms		
8	Agreed to Annual Maintenance Services Terms		
9	Quoted Price as per Price Schedule Format Annexure-HHH		
10	Agreed to Payment Terms		
11	Agreed to Penalty Terms		
12	Submitted Authorization Letter from OEM of the quoted DMS Software solution as per format Annexure-A		
16	Submitted Authentication Letter for quoted Server from OEM as per format Annexure-II.		
17	Submitted duly filled Compliance sheet for scope of work as per format Annexure-IV.		
18	Submitted duly filled Compliance sheet for technical terms as per format Annexure-IB.		
19	Submitted Technical Brochure/Product Catalogue/ Official URL page		
20	Submitted duly signed and sealed NDA.		
21	Submitted duly filled compliance sheet for BEC/BRC Annexure-CCC		

Compliance sheet for scope of work		ANNEXURE - IV	
Sl. No.	Clause No. & Specification in the tender	Bidder's Response (Yes/No)	Deviations (if any)
A. DELIVERY:			
	Materials are to be delivered as detailed below:		
1	(i) All materials are to be delivered at: GM-Materials(HoD), Materials Department, Oil India Limited, Duliajan, District- Dibrugarh, Assam - 786602.		
	(ii) Materials should be delivered within 45 days from receiving of formal P.O.		
B. INSTALLATION & COMMISSIONING			
1	The installation & configuration of the DMS software (as well as any other associated software) will be carried out by the successful bidder.		
2	Installation and commissioning of the entire solution should be completed within 30 days of receiving the site clearance/readiness information from OIL.		
3	An installation & commissioning documentation has to submit after successfully completion of installation and commissioning.		
4	After successful installation and commissioning, complete testing of DMS solution should be done by the successful bidder in presence OIL personnel.		
5	Installation & commissioning will be considered as complete after successful testing of DMS		
C. WARRANTY			
a.	Comprehensive on-site 1 year warranty from the date of successful completion of installation & commissioning.		
b.	Successful bidder shall have to supply and install all upgrades,patches,bug fixes released for all the supplied software applications including database during the warranty period, at no extra cost to OIL.		

c.	A single point of contact with escalation matrix must be provided to OIL by the successful bidder.		
d.	During the warranty period, bidder may take the remote session to provide maintenance support and resolve the issue within 48 hours.		
e.	The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses for the engineers to attend on-site service, if required.		
D. TRAINING			
1	The bidder must impart training to:		
a.	End-users: The end user training will have to be conducted at OIL's premises and must be completed within 1 month from the date of complete installation and commissioning. The training will be conducted in 2 batches, maximum batch size of 30. Training venue & infrastructure will be provided by OIL. Bidder has to supply all the training materials to users.		
b.	Administrators: Administrators training on DMS administration for minimum 3 persons should be conducted for a period of minimum three days at Duliajan. The training should be completed before installation & commissioning or at a mutually agreed schedule.		
E. ANNUAL MAINTENANCE SERVICES (AMS)			
a.	The Successful bidder should quote for 04 (four) years Annual Maintenance Service (AMS) for DMS. The rates quoted for AMS shall be considered for BID evaluation.		
b.	AMS will start after successful completion of warranty period for the entire DMS Solution .		
c.	Successful bidder shall have to supply and install all upgrades,patches,bug fixes released for all the supplied software applications including database during the AMS period, at no extra cost to OIL.		
d.	A single point of contact with escalation matrix must be provided to OIL by the successful bidder.		
e.	During the AMS period, bidder may take the remote session to provide maintenance support and resolve the issue within 48 hours.		
f.	The bidder has to bear the cost of travelling, local conveyance, boarding and lodging expenses for the engineers to attend on-site service, if required.		

F. Payment Terms:		
1	Payment for 100% of the cost of Software and 100% of Installation & Commissioning charges will be made after completion of installation & commissioning. OIL will issue a project completion certificate only after completion of installation & commissioning as defined in this document.	
2	Payment of training charges will be made as per actuals after successful completion of training. The bidder will have to submit the relevant invoices.	
3	Payment for AMS shall be made to successful bidder on quarterly basis after submission of a quarterly maintenance report, taking into account any applicable penalties for that period.	
4	The bidder shall submit the invoices for Installation & Commissioning, training and quarterly AMS to GM-IT, Oil India Limited, Duliajan, Assam - 786602.	
G. Penalty Terms:		
1	In case the vendor fails to resolve any major/critical issue, covered under warranty terms, within 48 hours from the date of reporting, penalty Rs.3000/- per day will be levied, which will be adjusted from the PBG.	
2	In case the vendor fails to resolve any major/critical issue, covered under AMS terms, within 48 hours from the time of reporting, a penalty Rs.3000/- per day will be levied from quarterly bill of AMS.	
H. Licensing:		
1	The successful bidder must provide all the relevant licenses in the name of OIL INDIA LIMITED.	
2	Proper documentary evidence (paper/e-license) should be provided to GM (IT), Oil India Limited.	
3	Vendor must communicate through OIL's Email.	
I. Confidentiality Agreement		
1	OIL Confidentiality and Non-Disclosure Agreement (NDA) will be applicable	
2	The bidder must submit duly filled Non-Disclosure Agreement (NDA) as per given format duly signed & Sealed by the authorized signatory of the bidder.	
J. OTHERS		
1	Documentation of installed solution architecture, configuration, maintenance and administration of all the components (Software) should be submitted to OIL.	

2	During the whole project period, the bidder is required to carry out knowledge sharing as well as sharing of all configuration-related documents with OIL		
3	Bidder must quote the price of the items as per the price schedule format given in Annexure-HHH.		
4	The Bidder should provide an Undertaking of authenticity for the Quoted DMS solution from the OEM (signed with company seal scanned copy), in line with sample format in Annexure-II.		
5	For non OEM bidder, the Bidder has to submit Authorization certificates from OEM (signed with company seal scanned copy) of DMS software in line with the sample format given in Annexure-A.		
6	Mode of communication: Single point of contact with escalation matrix shall be provided to OIL by the successful bidder during warranty and AMS period. During these period the concerned personnel(s) of successful vendor shall respond to phone calls / emails from OIL on 24X7 basis.		
7	OIL reserves the right to enter into a separate contract with the vendor for the 04 years AMS after the expiry of the 1 year warranty period, at the price quoted in their offer against this tender and as per the terms & conditions of the tender. After sales services rendered by the vendor during the initial warranty period of 01 year will be a guiding factor for consideration for further maintenance agreement. The AMS shall be processed by OIL's Contracts deptt. The AMS will be effective immediately on expiry of warranty period.		
K.	CHECKLIST:		
1	The bidder has to submit the checklist of the items as per the format given in Annexure III.		
2	The bidder has to submit the Scope of work compliance sheet as per the format given in Annexure IV.		
3	The bidder has to submit the Technical Specifications evaluation sheet as per the format given in Annexure IB.		

Technical Specifications evaluation sheet		Tender No. SDI9618P19	ANNEURE - II
Clause No. & Specification in the tender	Bidder's Response	Reference to relevant section in the technical documentation/ Brochure/ Catalogue/ OEM Website, wherever applicable	
Item No 10. DMS Software			
The DMS software should be of enterprise edition and latest version should be supplied. The bidder has to mention the unique Name, edition and version of the quoted DMS.			
A. General Features			
File-wise / page-wise or any other kind of indexing of documents and data.			
2. There should be provision for MS outlook users to save email and email attachments in DMS repository.			
3. DMS must provide Lightweight Directory Access Protocol (LDAP) support for integration with Active Directory services for user authentication and single-sign on. However, there should be provision for user authentication using standard user credentials.			
4. Web interface must support Firefox, Google Chrome, Internet Explorer and Safari .			
B. Administration and Management features:			
1. Multiple-level user-access			
2. Role-based access:			
2.1 There must be different categories of users based on their roles and privileges. For example, users may be classified into super admin, Viewers, Administrator, Group Manager (list is only indicative and not exhaustive)			
2.2 Support multiple permissions like search, read only, read-write, delete etc.			
3. The software should provide solutions for managing users, managing volumes, descriptors, managing folders and subfolders, managing data- class etc.			
4. Facility for changing password.			
5. There should be a check-in check-out feature enabling the user to allow or not allow other users to modify the document when it is being examined.			

<u>C. Taxonomy and Batch Management features:</u>		
1. The software should let user create / assign document types to each other document.		
2. There should also be a provision for importing and exporting batches of document files into and from the DMS system.		
3. Provision to 'drag and drop' documents from a local or a mapped drive to a folder in the DMS system and vice versa would be preferred.		
<u>D. Indexing and Linking of Documents:</u>		
1. Scope for single page indexing and multiple page indexing. It should be possible to search any page using at least eight fields such as name of the file, keywords, etc.(This list is only indicative and not exhaustive).		
2. Certain indices like date of creation with time-stamp should be automatically created. The latest activity/modification date must also be automatically retained.		
3. DMS should Support for multiple file types: pdf, doc, docx, xls, xlsx, ppt, pptx, tiff, jpeg, dwg (Auto CAD) etc.		
4. DMS should support various metadata types like numeric, float, alphanumeric, etc.		
5. The indices may be modified or deleted when required by the authorized user.		
6. Provision of linking documents to other documents. Structured data need to be linked with scanned files using defined parameters.		
<u>E. Version Control in the DMS software:</u>		
1. Must have provision for storing multiple versions of the same document.		
<u>F. Searching and Retrieval of documents and folders with DMS software:</u>		
1. The search module should support multiple search and retrieval methods. These include general search, index search, search by metadata, full text search, keywords search, phrase search.		

<u>G. User Interface:</u>		
1. The software should be available as a web-based interface (including the administrator interface) without plug-ins and fully integrate with OIL's Intranet so that user can go to the system from the intranet portal itself.		
<u>H. Records Management:</u>		
1.The software should comply with all necessary legal and statutory requirements.		
<u>I. Licensing for DMS Application Suite:</u>		
1. Min. 400 user licenses should be provided. All the licenses should be as per Licensing terms (Annexure-B) of the Scope of work.		
J. All the required licenses for plugins/integration tools/third party applications including database required for proper functioning of DMS with above mentioned features need to be provided by the bidder.		
K. The bidder has to submit the technical brochure/data sheet/reference to website containing specifications.		
<u>L. Mobility:</u>		
1. DMS should access through mobile application.		
2. Out of 400 users, 50 user licenses should have the mobility option so that user can view documents through Android / IOS / Windows mobile.		
3. Out of 50 mobility users, atleast 10 users should have the permission to push or forward the documents to DMS using the mobile application.		
M. Database & System Software:		
1. The bidder shall provide necessary database along with supporting software (if any).		
N. Hardware :		
1. OIL will provide the necessary virtual servers (supporting OS Windows/Linux) required for installing DMS. Bidder should mention exact server and storage requirement for installing DMS along with the bid.		
2. DMS Solution must integrate Existing Backup solution (HPE Data Protector,version A.09.05).		
O. Others		

Any other accessories/items like software/hardware/plug-ins required for the installation & commissioning of the entire solution should be provided by the bidder with no extra cost to OIL.		
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NON-DISCLOSURE AGREEMENT

BETWEEN

Oil India Ltd (OIL), a company incorporated under the Companies Act, 1956 and having its registered office at Duliagan, Assam – 786602, hereinafter referred to as “**OIL**” (which expression shall unless it be repugnant to the context or meaning thereof, mean and include its successors in office and assignees) of the **ONE PART** and

AND

_____ a company incorporated under the Companies Act, 1956 having its registered office at _____ (hereinafter referred to as “_____” which expression unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **SECOND PART**;

OIL and _____ are hereinafter collectively referred to as the “Parties”.

WHEREAS, the Parties intend to engage in discussions and negotiations concerning the establishment of a business relationship between themselves. In the course of such discussions and negotiations, it is anticipated that each Party may disclose or deliver to the other certain or some of its trade secrets or confidential or proprietary information, for the purpose of enabling the other party to evaluate the feasibility of such business relationship (hereinafter referred to as “**the Project**”).

The Parties wish to ensure that all such confidential information disclosed by either party will be held by the party who has received it in confidence and used solely in connection with their cooperation.

NOW, THEREFORE, in consideration of the foregoing premises, and the mutual covenants contained herein, the Parties hereby agree as follows:

ARTICLE 1. DEFINITION

For the purpose of this Agreement,

ARTICLE-1: CONFIDENTIAL INFORMATION

“Confidential Information” shall mean and include any information of any nature (commercial, technical, marketing, financial, etc.) in any form including but not limited to copy, abstract, sample, note or module, disclosed by either party (the “Disclosing Party”) to the other party (the “Receiving Party”) within the scope of the Project, whether such information are disclosed through written documents, electronic transmissions, orally or visually, and without it being necessary for the Disclosing Party to specify the confidential nature of such information.

ARTICLE 2. CONFIDENTIALITY

2.1 The Receiving Party hereby agrees to consider and treat as strictly confidential, during the term of this Agreement, the Confidential Information of the Disclosing Party. This paragraph shall survive after any expiration or termination of this Agreement and shall bind Receiving Party, its employees, agents, representatives, successors, heirs and assigns.

The Receiving Party agrees in particular:

- i) not to publish in any manner or otherwise disclose to any third party any Confidential Information or part of it, and to treat all Confidential Information at least with the same degree of care as it applies to its own files of a confidential nature;
- ii) not to use Confidential Information, even partially, for the benefit of any third party or for its own account (except for the sole purpose of the business arrangement described in the recitals above);
- iii) not to decompile, disassemble, decode, reproduce, redesign, reverse engineer or manufacture any information, code, process, products or equipment of the Disclosing Party or any part thereof; and
- iv) to disclose Confidential Information only to those of its employees and Affiliates who have a reasonable need to know in connection with the business arrangement described in the recitals above, to inform such employees of the confidential nature of the Confidential Information, and to cause them to comply with any and all terms of this Agreement.

- v) to disclose confidential information to consultants engaged by receiving Party provided such consultant also executes a Non-Disclosure Agreement with the receiving party that contains terms and conditions that are no less restrictive than these and with the prior consent of the disclosing party.

2.2 Neither OIL nor _____ shall disclose to the public or to any third parties (i) the fact that the cooperation described in the recitals above is taking place between them, or (ii) the fact that Confidential Information have been made available to it or that it

has inspected any portion of the Confidential Information, without the prior written consent of the other party, unless required to do so by applicable law or regulation.

In the latter case, prior to disclosure of any information concerning the existence of the cooperation, the party obliged to make a disclosure shall inform the other party of the reason and proposed content of such disclosure and shall written consent thereon.

ARTICLE 3. EXCEPTIONS

The obligations set forth in **Article 2** of this Agreement shall not apply to Confidential Information which:

- i) is in the public domain at the time of its disclosure by the Disclosing Party or thereafter falls into it without any breach of this Agreement (and, in that case, only from the date on which it fell into the public domain) ;
- ii) was known by the Receiving Party prior to its disclosure by the Disclosing Party, provided that the Receiving Party gives proper evidence of such prior knowledge; or
- iii) has been rightfully obtained by the Receiving Party from a third party without any breach of a confidentiality obligation towards the Disclosing Party; or
- iv) has been independently discovered or developed by the Receiving Party without using Confidential Information, so long as such independent discovery or development can be documented and verified.
- v) is required to be disclosed as per any law in force in India or under order of any competent court.

Confidential Information shall not be deemed to be or fall within exceptions i) to v) merely because it is embraced by more general information in the public domain or by more general

information thereafter acquired or developed by the Receiving Party. In addition, any combination of features/items/information/data shall not be deemed to be within the foregoing exceptions merely because individual features/items/information/data are in the public domain or in the possession of the Receiving Party.

ARTICLE 4. RETURN OF DOCUMENTS

Upon the expiration of this Agreement, or at the Disclosing Party's request, the Receiving Party shall promptly return to the Disclosing Party all documents including but not limited to copies, abstract, extracts, samples, notes or modules embodying Confidential Information of the Disclosing Party, or, at the option and direction of the Disclosing Party, destroy all copies of the Disclosing Party's Confidential Information and certify in writing that such copies have been duly destroyed. Until that date, the Receiving Party shall keep such documents in a place permitting both their secrecy and their rapid recovery.

ARTICLE 5. NO OTHER RIGHTS OR OBLIGATIONS

5.1 Notwithstanding the disclosure of any Confidential Information by the Disclosing Party to the Receiving Party, the Disclosing Party shall retain title and all intellectual property and proprietary rights in the Confidential Information. No license under any trademark, patent or copyright, or application for same which are now or thereafter may be obtained by such Party is either granted or implied by the conveying of Confidential Information. The Receiving Party shall not conceal, alter, obliterate, mutilate, deface or otherwise interfere with any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any

5.2 Nothing in this Agreement shall be construed as granting or conferring to either party any rights by license or otherwise in the Confidential Information, except as expressly provided herein.

5.3 Nothing in this Agreement shall be construed as (i) obligating either party to disclose any information which it does not wish to disclose, or (ii) obligating either party to accept any offer or enter into any agreement between the Parties.

5.4 Other proprietary right of the Disclosing Party on any copy of the Confidential Information, and shall reproduce any such mark or notice on all copies of such Confidential Information. Likewise, the Receiving Party shall not add or emboss its own or any other any mark, symbol or logo on such Confidential Information.

ARTICLE 6. NO WAIVER OF RIGHT ON DELAY

6.1 No delay or omission by either party in exercising any rights under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

ARTICLE 7. APPLICABLE LAW – JURISDICTION

7.1 All disputes arising in connection with this Agreement, if not settled amicably by the Parties, shall be finally settled under the provisions of the Indian Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act.

7.2 The arbitration shall be conducted in English. The arbitral tribunal shall have its seat in **Guwahati** or any other place as may be mutually agreed by both the parties. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The costs of arbitration shall be borne by the party as provided in the Act.

7.3 The Courts of **Dibrugarh** shall only have the jurisdiction for the purpose of this Agreement

ARTICLE 8. DURATION

This Agreement shall come into force on the date written hereunder, and shall remain in force for a period of **four (4)** years starting from such date. The obligations set forth in Article 2 hereof shall survive the expiration of this Agreement for the period specified in such Article.

ARTICLE 9. COMPLETE AGREEMENT

The Parties agree that this Agreement (i) is the complete and exclusive statement between the Parties with respect to the protection of the confidentiality of Confidential Information, (ii)

supersedes all related discussions and other communications between Parties, and (iii) may only be modified in writing by authorized representatives of the Parties.

ARTICLE 10. PUBLICATIONS

Neither Party shall make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents/provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of the other Party.

ARTICLE 11. REMEDIES

The Receiving Party acknowledges that if the Receiving Party fails to comply with any of its obligations hereunder, the Disclosing Party may suffer immediate, irreparable harm for which monetary damages may be adequate. The Receiving Party agrees that, in addition to all other remedies provided at law or in equity, the Disclosing Party shall be entitled to injunctive relief hereunder.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives on the date written hereunder.

Made on _____, at _____ (Place)

On behalf of OIL

On behalf of _____

Signature : _____

Signature : _____

Name: PALLAB BARMAN

Name:

Designation: GM – IT (HOD)

Designation:

महाप्रबंधक - सूचना प्रौद्योगिकी
GENERAL MANAGER - IT
सूचना प्रौद्योगिकी विभाग
IT DEPARTMENT
ऑयल इंडिया लिमिटेड
OIL INDIA LIMITED
दुलियाजान /DULIAJAN - 786602

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	Confirm that validity has been offered as per NIT.		
2	Confirm that Bid Security / Earnest Money has been submitted as per NIT (Wherever Applicable) ?		
3	Confirm that you shall submit Performance security (in the event of placement of order) (Wherever Applicable) ?		
4	Confirm that duly signed Integrity Pact has been submitted as per NIT (Wherever Applicable) ?		
5	Confirm that you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)		
6	Confirm that you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.		
7	Confirm that the bid has been signed using Class 3 digital certificate with Organisation's Name as per NIT.		
8	Confirm that you have not taken any exception/deviations to the NIT .		

NOTE: Please fill up the greyed cells only.

(*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Received Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of the purchase order cited above.

Response Sheet

Annexure-FFF

Tender No.
Bidders Name

Bidders Response Sheet

SI No.	Description	Remarks
1	Place of Despatch	
2	Whether Freight charges have been included in your quoted prices	
3	Whether Insurance charges have been included in your quoted prices	
4	Make of quoted Product	
5	Offered Validity of Bid as per NIT	
6	Bid Security Submitted (if applicable)	
6	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
7	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
8	Integrity Pact Submitted (if applicable)	
9	Whether you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)	
10	Whether you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.	
11	Delivery Period in weeks from placement of order	
12	Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.	
13	If bidder is MSE whether you have quoted your own product	
14	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	

NOTE: Please fill up the greyed cells only.

(*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Received Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory

**(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.