



FORWARDING LETTER

Subject: Tender No. SDG7930P22/07 dated 11.08.2021 for Gas Chromatograph. Qty = 1 No.

Dear Sir/Madam,

- 1.0 **OIL INDIA LIMITED (OIL)** is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Navratna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), with its Headquarters at Duliajan, Assam. Duliajan is connected by Air with nearest Airport at Dibrugarh, 45 km away.
- 2.0 In connection to its operations, OIL invites **INTERNATIONAL COMPETITIVE BIDS** from competent and experienced bidders through OIL's e-procurement site for the items mentioned below. One complete set of Bid Document for above is uploaded in OIL's e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL's e-procurement portal. For your ready reference, few salient points of the Tender are highlighted below:

E-Tender No.	:	SDG7930P22/07 dated 11.08.2021
Type of Bidding	:	SINGLE STAGE TWO BID SYSTEM
Bid Closing Date & Time	:	As mentioned in OIL's E- procurement portal at 11:00 HRS.
Technical Bid Opening Date & Time	:	As mentioned in OIL's E- procurement portal at 14:00 HRS.
Price Bid Opening Date & Time	:	To be decided later and shall be intimated separately to the technically qualified bidders only.
Bid Security Amount	:	Not applicable (<i>Bid Security Declaration to be submitted</i>)
Bid Security Validity	:	Not applicable
Bid Submission Mode	:	Bids must be uploaded online in OIL's E-procurement portal
Bid Opening Place	:	Office of GM-Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam, India.

	Bid Validity	:	Bid should be valid for 120 days from actual bid closing date.
	Performance Guarantee	:	Applicable @ 3% of Order value
	Integrity Pact	:	Applicable
	MSE Purchase Preference	:	Applicable
	PPLC Purchase Preference	:	Applicable
	Preference to domestically manufactured Iron and Steel product (DMI&SP Policy)	:	Not Applicable
	Document Verification	:	Not Applicable (Detailed in clause 47 of under CC: General Notes to Bidders of Annexure – A)
	Restrictions on procurement from a bidder of a country which shares a land border with India	:	Applicable
	Contact Details	:	Tuhin Roy Chief Manager Materials (FD) E-MAIL: tuhin_roy@oilindia.in PHN: 0374-2808614
	E-Tender technical Support	:	TEL: 0374- 2804903, 2807171, 2807192, E-MAIL: erp_mm@oilindia.in
	Bids to be addressed to	:	GM-Materials, Materials Department, Oil India Limited, Duliajan -786602, Assam, India.

LIST OF ANNEXURES & PROFORMA

T PART - A	Annexure - A	:	AA: Item Details and Quantities of Item BB: Deleted
	Annexure - B	:	AA: Technical Specifications BB: Special Notes to Bidders
	Annexure - C	:	Bid Rejection Criteria/Bid Evaluation Criteria
	Annexure - D	:	Technical & Commercial Check List
	Annexure - E	:	Bid Evaluation Matrix (Technical)
	Annexure - F	:	Bid Evaluation Matrix (Bid Rejection Criteria)
	Annexure – G(i)	:	Price Bid Format/Price Schedule – For Domestic Bidders (Attached in 'Notes & Attachments')
	Annexure – G(ii)	:	Price Bid Format/Price Schedule – For Foreign Bidders
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		BB: Additional Notes to Bidders
Appendix - A1		Purchase Preference (linked with local content) policy
Appendix - A2		Policy for providing preference to Domestically Manufactured Iron & Steel Products (DMI & SP)
Appendix - A3		Amendment to DMI&SP vide Gazette notification No. S-13026/1/2020- IDD dated 31.12.2020, Ministry of Steel for certain amendment to DMI&SP policy
Appendix - A4		Restrictions on procurement from a bidder of a country which shares a land border with India.
General Terms & Conditions	:	General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).
Proforma - 1	:	Format for Bid Security Declaration
Proforma - 2	:	Format for Integrity Pact
Proforma - 3	:	Format for Performance Security
Proforma - 4	:	Format for undertaking towards submission of authentic information/ documents
Proforma - 5	:	Format for undertaking towards compliance of restriction on procurement from a bidder of a country which shares a land border with India
Proforma - 6		Form 10F
Proforma - 7	:	Format for No Business Connection or Permanent Establishment Certificate
Proforma - 8	:	Format for undertaking towards compliance of Financial Criteria
Proforma - 9	:	Format for Annual Turn Over and Networth Certificate
Proforma - 10	:	Format for Corporate Guarantee towards Financial Standing

3.0 OIL looks forward to your active participation in the Tender.

Thanking You
Yours Faithfully,
OIL INDIA LIMITED

(Tuhin Roy)
Chief Manager Materials (FD)
For GM-Materials (HoD)
For Resident Chief Executive

PART - A

Annexure - A :	AA: Item Details and Quantities of Item BB: Deleted
Annexure - B :	AA: Technical Specifications BB: Special Notes to Bidders
Annexure - C :	Bid Rejection Criteria/Bid Evaluation Criteria
Annexure - D :	Technical & Commercial Check List
Annexure - E :	Bid Evaluation Matrix (Technical)
Annexure - F	Bid Evaluation Matrix (Bid Rejection Criteria)
Annexure - G(i)	Price Bid Format/Price Schedule - For Domestic Bidders (Attached in 'Notes & Attachments')
Annexure - G(ii)	Price Bid Format/Price Schedule - For Foreign Bidders

ANNEXURE - A

AA: ITEM DETAILS & QUANTITY OF ITEMS

SL NO.	ITEM DESCRIPTION	QUANTITY
10	Gas Chromatograph	1 No.

BB: PRE-BID CONFERENCE:

1.0 Not Applicable.

ANNEXURE – B

AA: TECHNICAL SPECIFICATIONS:

Item 10- Gas Chromatograph. Qty = 1 No.

A. Instrument features:

1. Fully automatic microprocessor-controlled GC with self-test during start up and self-diagnosis facility.
2. Key Board and PC control of the system. Complete control of all GC parameters from PC is essential.
3. Chromatograph should have built-in graphical user interface, for ease of operation & total control through software.
4. Automatic lighting up of FID on reaching set temperature according to instrument method.
5. Auto shut down in case of leak or drop in carrier gas pressure.
6. Real time graphical signal output at all times.
7. System to be fully factory tested and calibrated.
8. Real time display of Chromatogram / baseline and instrument status with key instrument parameters even when no run is in progress.
9. Touchscreen user interface ideal for direct instrument control, real time access to instrument status, configuration and flow-path information
10. Retention time repeatability < 0.0008 minutes
11. Carrier Gas is Helium Gas
12. Make up Gas is Nitrogen

B. Oven Features:

1. Operating temperature range: 10 degree Celsius above ambient to 450 degree Celsius; suitable for all columns and chromatographic separations.
2. Temperature set point resolution = 0.1 degree Celsius
3. Oven Cool Down: 450oC to 50 oC in 5 mintues

C. Analysis Requirement:

The NGA should have extensive self-diagnostics facility and should consist of two channels which may be run simultaneously or separately for two different types of application as follows:

Channel 1: Natural Gas Analysis

Should provide a guaranteed compositional analysis analysis of O₂, N₂, CO₂, and C₁ through C₅ hydrocarbons including iso-butane, n-butane, iso-pentane and n-pentane and C₆+ composite in natural gas using a TCD. In addition to the facility for injection of gas sample with gas tight syringe, this channel should also be equipped with a gas sampling valve for sample introduction directly from gas cylinder.

TCD detection limit:

O₂ and C₆+ composite minimum 0.01% & maximum 2%

N₂ minimum 0.1% maximum 10%

C₁ minimum 70% maximum 99%

All other components minimum 0.01% maximum 10%

Channel 2: LPG Analysis

The other Channel should provide a capillary separation of hydrocarbon components in Natural Gas from C₁ (methane) to C₁₀ (Decane), using a boiling point capillary column and an FID. This Channel should also analyse LPG, a pressurized hydrocarbon liquid, having Propane(C₃) and Butane (iC₄ & nC₄) as major components and Ethane(C₂) and Pentane (iC₅ & nC₅) in traces. In addition to the facility of sample introduction through gas sampling valve, this channel should also have a liquid sampling valve with backpressure facility for homogenous introduction of pressurized liquid sample on the capillary channel. Syringe injection facility should also be there for both gas and liquid samples.

FID detection limit:

For Gas Sample:

- a) C₁, i.e Methane, minimum 70% maximum 99%
- b) C₂ i.e Ethane & C₃ i.e Propane minimum 0.01% maximum 10%
- c) C₄ i.e Butane onwards upto C₆+ Trace to 3%.

For LPG Sample:

- a) Propane(C₃) and Butane (iC₄ & nC₄) around 50% by wt.
- b) Ethane(C₂) and Pentane (iC₅ & nC₅) minimum 0.01% maximum 2%

D. Background correction: Should have for both the channels (FID & TCD)

E. Columns & Valves: All columns, valves required for accomplishing the above analysis requirements must be included along with the supply.

F. Sample Injection:

1. Gas Samples: Automatic gas sampling valves must be fitted to inject the sample automatically to both the TCD and FID channel. The system should have a sample loop purge feature to prevent contamination from liquid to gas or gas to liquid samples. The facility for injection through gas tight syringe should also be available.

2. Liquid Samples: The FID channel should also be connected to a liquid sampling valve with backpressure facility for homogenous introduction of pressurized liquid sample on the capillary column. Syringe injection facility should also be there for liquid samples.

G. Calibration Mixtures:

All relevant calibration mixtures with third party calibration certificate must be quoted along with the instrument:

Natural gas calibration mixture (mol%) :

Methane	Balance
Ethane	5.0%
Propane	2.25%
Iso-Butane	0.80%
n-Butane	0.80%
Iso-Pentane	0.50%
n-Pentane	0.50%
n-Hexane	0.30%
n-Heptane	0.15%
n-Octane	0.15%
n-Nonane	0.15%
n-Decane	0.05%
Oxygen	0.25%
Carbon Dioxide	0.55%
Nitrogen	0.55%

Certificate Accuracy = $\pm 1\%$

Cylinder capacity = 3 litres W.C.

LPG Calibration Mixture (mol%)

Ethane	1.5%
Propane	Balance
i-Butane	19.3%
n-Butane	19.9%
i-Pentane	1.0%
n-Pentane	1.0%

Certificate Accuracy = $\pm 1\%$

Cylinder capacity = 3 litres W.C.

H. Computer System and Printer options:

Personal Computer with latest and most compatible versions of Software shall be provided by the bidder.

Compatible Printer should also be supplied by the bidder.

I. Data handling software:

- The software should be compatible with the Computer System provided
- Should have custom report generator facility using Microsoft Word.
- Should have Real time display of all chromatograms.
- Should have Dynamic data exchange facility.
- Should have facility for automatic calculation of Specific Gravity, Calorific value, Sp heat etc from the chromatographic composition.
- The offered software shall be the Original Full version single user license software. Software should be quoted with Part number.

BB: Special Notes to Bidders:

1. The items shall be brand new, unused & of prime quality. Also the party has to confirm to provide warranty that the product supplied will be free from all defects & fault in material, workmanship & manufacturing and shall be in full conformity with ordered specifications. This clause shall be valid for 12 months from date of receipt/commissioning of the item in LPG Department, Duliajan, Oil India Limited. The defective materials within the period of 12 months from the date of receipt/commissioning whichever is later, if any, rejected by us shall be replaced by the supplier at their own expense. The bidder must confirm the same while quoting.

2. The unit shall be complete with all other essential operating accessories and sufficient amount of spares required for smooth efficient running and immediate commissioning after receipt at LPG Department, Duliajan, Assam, Oil India Limited. The bidder must confirm the same while quoting.

3. Installation, Commissioning and Demonstration/Testing and training:

a. Installation and commissioning of the equipment shall be carried out with trial run of samples to the entire satisfaction of user at OIL, Duliajan premises for its satisfactory performance. The supplier shall replace defective parts if found any, during installation or during the warranty period. During installation the supplier's representatives shall provide hands on training to the OIL representatives for proper operation and maintenance of the equipment. The training must be supplemented by documentation in hard and soft copy.

b. Installation engineer must report within 30 days of notice issued after arrival of consignment.

c. Transportation and lodging/boarding expenses of Service Engineer (s) deputed for Installation/Commissioning and Training shall be borne by the supplier. However, OIL may provide accommodation on request on chargeable

basis to the personnel at the time of commissioning /installation of the equipment.

4. Bidder must indicate the Year of launch of the offered models. Models more than 5 years old preceding to the original bid closing date will be treated as old models/ obsolete products and in such cases the bids will not be considered for evaluation

5. All visits including transport to and fro journey to Duliajan and accommodation at Duliajan by suppliers' personnel for warranty related work shall have to be borne by the successful bidder.

6. Documentation:

The bidder shall submit the following documents

a) Along with the offer:

i) Technical literature/brochure of the offered product

ii) Technical evaluation sheet for technical specifications & terms and conditions separately as per attached formats explicitly mentioning compliance/ non-compliance/ deviation and indicating relevant page no of their bid to support the remarks/compliance.

b) Along with the supply of the equipment:

i) Operation Manual containing principle of operation, detailed installation and setup instructions etc. (01 No soft copy as well as 01 No hard copy)

ii) Maintenance and Troubleshooting manual (01 No soft copy as well as 01 No hard copy) comprising of diagrams, detailed troubleshooting guide, spare parts list, consumables etc

6. Essential Spares, Consumables, and Tools & Accessories: The bidder shall supply tools and accessories, spares and consumables for initial installation & commissioning along with the main equipment. **The prices of these items shall be considered for evaluation.**

7. The unit shall be complete with all other essential operating accessories and consumable required for smooth, efficient running and immediate commissioning after receipt at Duliajan and throughout the warranty period. A declaration by the OEM or the authorized dealer shall be provided mentioning the aforesaid.

8. The bidder has to provide the list of consumables and spares required for 2 (Two) years trouble free operation of the equipment and shall quote the same separately. **However, bidders' quote for consumables and spares required**

for 2 (Two) year trouble free operation will not be considered for bid evaluation purpose.

9. Manufacturing Test & Performance test Certificate: The equipment has to be tested thoroughly at supplier's yard before shipment for its straightway commissioning. No refurbished built system other than original manufacturer's item will be accepted. The performance test certificate of the equipment shall be provided prior to dispatch of the equipment from the port of shipment /factory/manufacturing base and one copy of test/Performance certificate must be sent along with the equipment to Oil India Limited, Duliajan, State :Assam, India PIN: 786602

10. Packing: Item should be strictly packed in sturdy, durable & weather proof packing to avoid any transit damage.

11. The Make and Model of the offered instrument should be clearly mentioned in the offer document. The original product catalogue (from the OEM) of the offered model must accompany the quotation submitted against this enquiry.

12. DELIVERY PERIOD:

INDIAN BIDDER: Materials must be despatched within (06) months from the date of placement of order by OIL. The date of clear LR or C/Note shall be considered as the date of delivery. Installation/commissioning of the equipment should be completed within 30 days of notice given by OIL after arrival of equipment.

FOREIGN BIDDER: Materials must be delivered on FOB, Port of Shipment basis within (06) months from the date of opening of Letter of Credit by OIL. The date of unambiguous Bill of Lading (B/L) shall be considered as the date of delivery. Installation/commissioning of the equipment should be completed within 30 days of notice given by OIL after arrival of equipment.

Bids submitted by Bidders quoting delivery period more than the abovementioned duration shall not be accepted. Bidders must categorically confirm the delivery period in their Technical Bid.

CC: General Notes to Bidders:

1. The Bidder should indicate the dimensions and weight of the offered items, the name of the manufacturer, the country of origin, Local content and place of dispatch of the materials.

ANNEXURE - C

BID EVALUATION CRITERIA (BEC)/BID REJECTION CRITERIA (BRC)

The bids shall conform to the specifications and terms & conditions given in the Tender. Bids shall be rejected in case the items offered do not conform to the required parameters stipulated in the technical specifications and to the relevant international/national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms & conditions, the following requirements must be particularly met by the bidders, without which the offer shall be considered as non-responsive and rejected:

BID REJECTION CRITERIA (BRC):

(A.1) BRC-TECHNICAL:

1.0 BIDDER'S ELIGIBILITY:

1.1 The bidder should be an Original Equipment Manufacturer (OEM) of the tendered item (s).

OR

1.2 The bidder should be an authorized dealer/authorized distributor /authorized supplier/wholly owned subsidiary of an Original equipment Manufacturer (OEM) of the tendered item(s).

2.0 IN CASE THE BIDDER IS AN ORIGINAL EQUIPMENT MANUFACTURER (OEM):

The bidder must comply to the following:

2.1 The bidder (OEM) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment preceding to the original Bid Closing date of the tender.

2.2 In addition to above, the bidder (OEM) should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), either directly by them or through their authorized dealers/distributor/supplier/subsidiaries, during last 5 (five) years preceding to the original bid closing date of the tender.

2.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any one of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply / completion / installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt delivery receipt (OR)
- (iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: The Purchase Order date need not be within 5 (five) years preceding 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.

3.0 IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER / WHOLLY OWNED SUBSIDIARY OF OEM:

The bidder must fulfil the following requirements:

3.1 The bidder's OEM (the Principal) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment proceeding to the original Bid Closing date of the tender.

3.2 Additionally, the bidder himself/ themselves should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/ sister concerns), during last 5 (five) years preceding to the original bid closing date of the tender.

3.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply/ completion/ installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt delivery receipt (OR)
- (iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ Vat.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: The Purchase Order date need not be within 5 (five) years preceding 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.

3.4 The bidder shall submit valid Authorization Certificate/Letter issued by its Original Equipment Manufacturer (OEM), confirming the Bidder's status as their authorized supplier / dealer / distributor/ wholly owned subsidiary (as the case may be) to sell their products with proper warranty and guarantee back-up. Such authorization certificate/ letter shall be valid for the entire period of execution of the order. Offers shall be rejected straightway, if such authority letter is not submitted along with the technical bid.

NOTES TO BIDDER:

a. Authorization letter must be issued on the official letter head of the OEM clearly mentioning the status of Bidder i.e., whether 'authorized dealer' or 'authorized distributor' or 'authorized supplier' or wholly owned subsidiary of Original Equipment Manufacturer (OEM), failing which the bid shall not be considered for evaluation and in that case the offer shall be rejected straightway.

b. Authorization letter issued by the OEM in any other form such as Direct Channel Partner / Indirect Channel Partner/Channel Partner/ seller/ Reseller/ Sub Dealer / Sub Distributor/ Sister Concern shall not be considered for bid evaluation and the offer shall be rejected.

c. In case the bidder is a wholly owned subsidiary company of the parent company (OEM), in addition to the authorization letter including warranty/guarantee back-up, the bidder shall also upload/submit the documents such as board resolution / certificate of incorporation / any other legal certificate along with their offer that would establish the relation between the parent company with the subsidiary company without which the bid will not be evaluated and will be rejected straightway.

4.0 Bidders showing supply experience towards supply to its sister concern/ subsidiaries shall not be considered as experience for the purpose of meeting BRC.

5.0 Authorization letter and warranty/ guarantee back-up as aforesaid must be issued to the bidder by the Original Equipment Manufacturer (OEM) in their official letter head only. Such certificates / authority letter issued by a party other than the OEM shall not be considered as valid authorization letter and in such case the bid shall be rejected without any further reference.

6.0 Unsolicited bids shall be straightway rejected.

7.0 Bidder/OEM must submit an undertaking alongwith the Technical Bid that their offered equipment is not going to become obsolete during the next 5 (five) years from the date of successful installation & Commissioning, if order is awarded on them by OIL and must guarantee uninterrupted supply of spares and availability of services for at least for ten (10) years with effect from the successful installation & Commissioning of the equipment, without which offer will not be considered for evaluation/placement of order.

(A.2) BRC - FINANCIAL:

- 1.0 The bidder shall have an annual financial turnover of minimum **INR 25.05 Lakhs or USD 33,410.00** during any of the preceding 3 (Three) financial/accounting years reckoned from the original bid closing date of the tender.
- 2.0 "Net Worth" of the bidder must be positive for the financial/accounting year just preceding to the original Bid Closing Date of the Tender.
- 3.0 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 (**PROFORMA - 8**) certifying that 'the balance sheet/Financial Statements for the financial year (as applicable) 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 technical 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 (**PROFORMA - 9**)

OR

- ii) Audited Balance Sheet alongwith Profit & Loss account. In case of foreign bidders, self-attested/digitally signed printed published accounts are also acceptable.
 - 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.
- 4.0 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date on which the Audited Balance Sheet and Profit & Loss Account is signed. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.
- 5.0 In case the Bidder is subsidiary company (should be 100% owned subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits its bid based on the strength of parent/ultimate parent/holding company, then following documents need to be submitted:
- (i) Turnover of the parent/ultimate parent/holding company should be in line with Para A.2 (1.0) above.
 - (ii) Net Worth of the parent/ultimate parent/holding company should be positive in line with Para A.2 (2.0) above
 - (iii) Corporate Guarantee (**PROFORMA - 10**) on parent/ultimate parent/holding company's company letter head signed by an authorized official undertaking that they would financially support their wholly owned subsidiary company for executing the project/job in case the same is awarded to them.
 - (iv) Documents to substantiate that the bidder is as 100% subsidiary of the parent/ultimate parent/holding company.

(A.3) BRC – COMMERCIAL:

Commercial Bid Rejection Criteria will be as per Section D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria.

- 1.0 Bids are invited online under **SINGLE STAGE TWO BID SYSTEM**. Bidders must prepare the Techno-Commercial Bid (Unpriced) as well as the Priced Bid separately and upload both these bids in OIL's e-procurement portal at the designated fields separately assigned. **Please**

note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The “Unpriced Bid” shall contain all techno-commercial details except the prices/costs. The rate and amount columns in the unpriced technical bid must be kept blank. The “Price Bid” must contain the price schedule and the bidder’s commercial terms and conditions. Bidder not complying with above submission procedure will be rejected.

- 2.0 The prices/rates offered against the tender must remain firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price condition shall be treated as non-responsive and rejected. No discount whatsoever should be quoted separately. Rates/prices quoted must be net of all discount.
- 3.0 Bids received in physical form against online invitation shall be rejected (except the documents specifically called for in hard copies, if any). Also, modifications to bids received after the bid closing date & time shall not be entertained.
- 4.0 Bids containing incorrect/false/misleading statement(s) shall be rejected.
- 5.0 Validity of the bid shall be **minimum 120 days** from the date of actual Bid Closing Date. Bids with lesser validity shall be straightway rejected.
- 6.0 Successful bidder will be required to furnish a Performance Bank Guarantee @**3%** of the order value. The Performance Security specified above must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement [*Please refer “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) including Amendments & Addendum to “General Terms & Conditions” for e-Procurement*]]. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 7.0 Online Bid must be uploaded together with the Integrity Pact and the same must be duly signed digitally. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact with the offer, their bid shall be rejected straightway.
- 8.0 Bidders are to quote for all the items in full quantity as indicated in the NIT.
- 9.0 Bidders shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
 - i) Liquidated Damages
 - ii) Warranty/Guarantee of material

- iii) Arbitration / Resolution of Dispute
- iv) Force Majeure
- v) Applicable Laws

- 10.0 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) In case the party refuses to sign Integrity Pact.

11.0 PRICE SCHEDULE:

Bidder shall submit the Price Break up as per Price Bid Format (ANNEXURE - G). Bidders should fill up the annexure(s), sign and upload under "Notes & Attachments" > "Attachments" only.

BB: BID EVALUATION CRITERIA:

- 1.0 **Items will be evaluated considering cost of all items together. Bidders must submit prices as indicated in the Price Bid Format (Annexure G). In case, any charges (except basic material value) are not indicated item wise specifically, the charges quoted would be pro-rata calculated and the same will be binding on the bidder. Hence, bidders are requested to quote accordingly.**

- 2.0 The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(i) Price Bid Format (SUMMARY) for Foreign Bidders:

- (1) Basic Material Value excluding TPI, if any (to indicate HSN code):
- (2) Pre-despatch Inspection Charges, if any
- (3) Packing & FOB charges
- (4) FOB Value (1+2+3)
- (5) Ocean Freight Charges upto Kolkata, India
- (6) Insurance, @0.5% of Total FOB Value (4)
- (7) Banking Charges @1 % of Total FOB Value (4) above in case of payment through Letter of Credit. If confirmed L/C at buyer's account is required, 1.5% of Total FOB Value(4) will be loaded
- (8) CIF Landed Value (4+5+6+7)
- (9) Basic Custom Duty (including cess, if any) on (8)
- (10) CIF Landed Value + CD (8+9)
- (11) IGST (including cess, if any) on (10)
- (12) Compensatory Cess on (11), if any:
- (13) CIF+CD+GST Landed Value, (10+11+12)
- (14) Training Charges, if any:

- (15) GST on Training Charges (14):
- (16) Installation & Commissioning Charges, if any:
- (17) GST on Installation & Commissioning Charges (16):
- (18) AMC Charges, if any
- (19) GST on AMC Charges (18)
- (20) **Total Value (13+14+15+16+17+18+19)**

(i) Price Bid Format (SUMMARY) for Indigenous Bidders:

- (1) Basic Material Value excluding TPI, if any (to indicate HSN code)
- (2) Pre-despatch Inspection Charges, if any inclusive of GST
- (3) Packing & Forwarding charges, if any
- (4) Total Ex-Works Value (1+2+3)
- (5) GST on Ex-Works Value (4)
- (6) Compensatory Cess, if any
- (7) Total FOR Despatching Station Value (4+5+6)
- (8) Inland Freight Charges upto Duliajan, Assam
- (9) GST on Inland Freight (8)
- (10) Transit Insurance Charges, if any including GST
- (11) Training Charges, if any
- (12) GST on Training Charges (11)
- (13) Installation & Commissioning Charges, if any
- (14) GST on Installation & Commissioning Charges (13)
- (15) AMC Charges, if any
- (16) GST on AMC Charges (15)
- (17) Total (7+8+9+10+11+12+13+14+15+16)

3.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections/adjustments given herein.

(I) When only foreign bidders are involved:

Comparison will be done on Total value vide SI. no 20.

(II) When both foreign & Domestic bidders are involved:

Comparison will be done on total value vide SI no 20 of foreign bidder and total value vide SI. no 17(excluding SI no 8, 9, 10) of domestic bidder.

(III) When only domestic bidders are involved:

Comparison will be done on Total value vide SI no 17 of Domestic bidder.

Note:

(a) Domestic bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender

or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.

- (b) *The items covered under this enquiry shall NOT be used by OIL in the PEL/ML areas issued/renewed after 01/04/99 and hence Customs Duty for import of goods shall be applicable. Also, IGST @ 18 % or as applicable shall have to be paid.*

Deemed Export Benefit is not applicable and Essentiality Certificate (EC) shall not be issued against the tender.

4.0 Purchase Preferences (As quoted by bidder):

- a) As per Gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020 issued by Ministry of Micro, Small and Medium Enterprises, MSE bidders whose quote price is within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE qualifying for 15% purchase preference, the order shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

Or

- b) As per Purchase Preference Policy (linked with local content) as issued by Ministry of Petroleum & Natural Gas, Government of India vide notification no. FP-20013/2/2017-FP-PNG dated 17.11.2020, Class-I local bidder with local content equal to or more than 50% (or as amended by competent authority from time to time) shall be eligible for purchase preference of 20%. Offer evaluation and award of order shall be based on the provisions of aforesaid policy.

5.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

6.0 For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.

ANNEXURE – D

TECHNICAL CHECKLIST

Not Applicable.

COMMERCIAL CHECK LIST

A. The Commercial Check List must be completed and returned with your offer. Please ensure that all these points are covered in your offer. These will ensure that your offer is properly evaluated. Please select "yes" or "no" to the following questions, in the right hand column.

Sl. No.	REQUIREMENT	COMPLIANCE Yes/No/ Not Applicable
1.0	Whether bid submitted under Single Stage Two Bid System?	
2.0	Whether quoted as manufacturer?	
2.1	Whether quoted as OEM Dealer/Supply House.	
2.2	If quoted as OEM Dealer/Supply House	
	(a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer/supply House for the product offered ?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
3.0	Whether Purchase Preference claimed? If so, whether under -	
	(i) PPLC (Whether relevant documents uploaded?)	
	(ii) MSE (Whether relevant documents uploaded?)	
	(iii) DMS&IP (Whether relevant documents uploaded?)	
4.0	Whether offered firm prices?	
4.1	Whether quoted offer validity of 120 days from the bid closing date of tender?	
4.2	Whether quoted a firm delivery period?	
4.3	Whether agreed to the NIT Warranty clause?	
4.4	Whether confirmed acceptance of tender Payment Terms as per Tender?	
5.0	Whether confirmed to submit PBG as asked for in NIT?	
5.1	Whether agreed to submit PBG within 30 days of placement of order?	
6.0	Whether Price submitted as per Price Schedule?	

6.1	Whether cost of Recommended Spares for 2 years of operations quoted (if applicable)?	
7.0	Whether quoted as per NIT (without any deviations)?	
7.0	Whether quoted any deviation?	
7.1	Whether deviation separately highlighted?	
8.0	Whether indicated the country of origin for the items quoted?	
8.1	Whether technical literature / catalogue enclosed?	
8.2	Whether weight & volume of items offered indicated?	
9.0	For Foreign Bidders - Whether offered FOB/FCA port of despatch including sea/air worthy packing & forwarding?	
9.1	For Foreign Bidders – Whether port of shipment indicated? To specify:	
9.2	For Foreign Bidders only - Whether indicated ocean freight up to Kolkata port (Excluding marine insurance)?	
9.3	Whether Indian Agent applicable?	
	If YES, whether following details of Indian Agent provided?	
	(a) Name & address of the agent in India – To indicate	
	(b) Amount of agency commission – To indicate	
	(c) Whether agency commission included in quoted material value?	
10.0	For Indian Bidders – Whether indicated the place from where the goods will be dispatched. To specify :	
10.1	For Indian Bidders – Whether road transportation charges up to Duliajan quoted?	
10.2	For Indian Bidders only - Whether offered Ex-works price is including packing/forwarding charges?	
10.3	For Indian Bidders only - Whether indicated import content in the offer?	
10.4	For Indian Bidders only – Whether offered Deemed Export prices?	
10.5	For Indian Bidders only – Whether all applicable Taxes & Duties have been quoted?	
11.0	Whether all BRC/BEC clauses accepted?	
12.0	Whether Integrity Pact with digital signature uploaded?	
12.1	Whether all the clauses in the Integrity Pact have been accepted?	
13.0	Whether indicated ‘Local Content’ required as per PPLC Policy?	
14.0	Whether indicated the import content in Price Bid?	

B. ADDITIONAL INFORMATION (To be filled up by bidder and submit along with Technical Bid):

Sl No	Requirement	Bidder's Reply
1	Offer reference & Date	
2	Name, Address, Phone No & E-mail of Bidder	
3	Bank details of Bidder	
4	Name of Manufacturer	
5	Bid validity	
6	Payment Terms	
7	Guarantee/Warranty Terms	
8	Delivery Period	
9	Country of Origin	
10	Port of Despatch/Despatching Station	
11	Confirm submission Integrity pact, if required as per NIT	
12	Confirm acceptance of PBG clause, if required as per NIT	
13	Compliance to: Liquidated Damage Warranty/Guarantee Arbitration/Resolution of Dispute Force Majeure Applicable laws	
14	Confirm submission of the balance sheet/Financial Statements for the financial year (as applicable). If not, whether declaration as per BRC submitted (PROFORMA - 8) .	
15	Confirm submission of undertaking towards authenticity of submitted documents.	
16	Exception/Deviations quoted, if any, to be given in details or refer to respective page of the bid documents. ANNEXURE III of General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) submitted in this regard?	
17	Whether submitted all the applicable Annexures as per document General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).	

C. ADDITIONAL INFORMATION ON EXPERIENCE CRITERIA CLAUSE OF BRC-TECHNICAL. (To be filled up by bidder and submit along with Technical Bid):

S I N O	Requirement	Bidder's Reply
1	Whether all documents have been submitted as required for fulfilling Experience criteria clause of BRC-Technical.	
2	Name and details of the company / client to whom the bidder has successfully executed orders / contracts for atleast 50% of the tendered quantity as per Experience criteria clause of BRC-Technical.	
3	Whether submitted the profile and other documents of the Company / client for verification (viz. Annual reports, Memorandum of Association, Article of Association etc.)	

ANNEXURE - E**BID EVALUATION MATRIX (TECHNICAL)
(TO BE FILLED IN BY BIDDER DULY SIGNED)****TECHNICAL SPECIFICATIONS.**

Not Applicable.

ANNEXURE - F**BID EVALUATION MATRIX (BID REJECTION CRITERIA)
(TO BE FILLED IN BY BIDDER DULY SIGNED)****BID EVALUATION CRITERIA**

DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied / Deviation/Not Applicable)	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)
(A.1) <u>BRC-TECHNICAL:</u> 1.0 BIDDER'S ELIGIBILITY: 1.1 The bidder should be an Original Equipment Manufacturer (OEM) of the tendered item (s).		

<p>OR</p> <p>1.2 The bidder should be an authorized dealer/authorized distributor /authorized supplier/wholly owned subsidiary of an Original equipment Manufacturer (OEM) of the tendered item(s).</p> <p>2.0 IN CASE THE BIDDER IS AN ORIGINAL EQUIPMENT MANUFACTURER (OEM):</p> <p>The bidder must comply to the following:</p> <p>2.1 The bidder (OEM) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment preceding to the original Bid Closing date of the tender.</p> <p>2.2 In addition to above, the bidder (OEM) should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), either directly by them or through their authorized dealers/distributor/supplier/subsidiaries, during last 5 (five) years preceding to the original bid closing date of the tender.</p> <p>2.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any one of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:</p> <p>(i) Satisfactory supply / completion / installation report (OR)</p> <p>(ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)</p> <p>(iii) Consignee receipt delivery receipt (OR)</p> <p>(iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat.</p> <p>(v) Any other documents which shall prove that the bidder has successfully executed such order (s).</p> <p>Note: The Purchase Order date need not be within 5 (five) years preceding 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.</p> <p>3.0 IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR /</p>		
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**AUTHORIZED SUPPLIER / WHOLLY OWNED
SUBSIDIARY OF OEM:**

The bidder must fulfil the following requirements:

3.1 The bidder's OEM (the Principal) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment proceeding to the original Bid Closing date of the tender.

3.2 Additionally, the bidder himself/ themselves should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/ sister concerns), during last 5 (five) years preceding to the original bid closing date of the tender.

3.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply/ completion/ installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt delivery receipt (OR)
- (iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ Vat.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: The Purchase Order date need not be within 5 (five) years preceding 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.

3.4 The bidder shall submit valid Authorization Certificate/Letter issued by its Original Equipment Manufacturer (OEM), confirming the Bidder's status as their authorized supplier / dealer / distributor/ wholly owned subsidiary (as the case may be) to sell their products with proper warranty and guarantee back -up. Such authorization certificate/ letter shall be valid for the entire period of execution of the order. Offers shall be rejected straightway, if such authority letter is not submitted along with the technical bid.

NOTES TO BIDDER:

a. Authorization letter must be issued on the official letter head of the OEM clearly mentioning the status of Bidder i.e., whether 'authorized dealer' or 'authorized distributor' or 'authorized supplier' or wholly owned subsidiary of Original Equipment Manufacturer (OEM), failing which the bid shall not be considered for evaluation and in that case the offer shall be rejected straightway.

b. Authorization letter issued by the OEM in any other form such as Direct Chanel Partner / Indirect Chanel Partner/Chanel Partner/ seller/ Reseller/ Sub Dealer / Sub Distributor/ Sister Concern shall not be considered for bid evaluation and the offer shall be rejected.

c. In case the bidder is a wholly owned subsidiary company of the parent company (OEM), in addition to the authorization letter including warranty/guarantee back-up, the bidder shall also upload/submit the documents such as board resolution / certificate of incorporation / any other legal certificate along with their offer that would establish the relation between the parent company with the subsidiary company without which the bid will not be evaluated and will be rejected straightway.

4.0 Bidders showing supply experience towards supply to its sister concern/ subsidiaries shall not be considered as experience for the purpose of meeting BRC.

5.0 Authorization letter and warranty/ guarantee back-up as aforesaid must be issued to the bidder by the Original Equipment Manufacturer (OEM) in their official letter head only. Such certificates / authority letter issued by a party other than the OEM shall not be considered as valid authorization letter and in such case the bid shall be rejected without any further reference.

6.0 Unsolicited bids shall be straightway rejected.

7.0 Bidder/OEM must submit an undertaking alongwith the Technical Bid that their offered equipment is not going to become obsolete during the next 5 (five) years from the date of successful installation & Commissioning, if order is awarded on them by OIL and must guarantee uninterrupted supply of spares and availability of services for at least for ten (10) years with effect from the successful installation & Commissioning of the equipment, without which offer will not be considered for evaluation/placement of order.

ANNEXURE – G(i)
&
ANNEXURE G(ii)

PRICE BID FORMAT

**(Uploaded as attachment in the Attachment Tab “Notes and Attachments”
in e-portal)**