



ऑयल इंडिया लिमिटेड
 (भारत सरकार का उद्योग) पंजीकृत कार्यालय: मुंबई, महाराष्ट्र
Oil India Limited
 (A Government of India Enterprise) Registered Office: Mumbai, Assam

OIL HOUSE
 Plot No. 19, Sector – 16A
 NOIDA -201301
 UTTAR PRADESH
 Phone : 0120-2488333-347
 Fax : 0120-2488310
 Email: corp_C&P@oilindia.in

FORWARDING LETTER

OFFICE COPY

Sent to 5 parties as per attached List

Tender No.	OIL/62/7/ENQ-556
Date	28/03/2011
Bid Closing Date	15/04/2011
Bid Closing Time	2.30 P.M.
Bid Opening Date	15/04/2011
Bid Opening Time	3.00 P.M.
Bid Security:	₹ 18900.00
Performance Security:	2.5% of estimated contract value
Retention Money	7.5% of estimated contract value

Description of Work:

1. Oil India Limited (OIL), a Govt. of India Enterprise, invites sealed tenders, under Composite Bid System (Technical and Price Bid together), for Civil works detailed in schedule of works of Part-II and as per Scope of Work detailed in Part-IV and the terms and conditions detailed in the draft Contract enclosed as Part-I (Conditions of contract) & Part-III (Special Instructions & Specifications)

2. SUBMISSION OF OFFER:

2.1. The bid should be prepared under **Single Stage Single Bid** System. The bidders are to submit the offers by duly filling in the rates in Part-II (PRICE BID FORMAT) and submitting Part-I, II, III, IV & V enclosed herewith, by duly signing on each page with official stamp, as token of acceptance of the terms and conditions of the contract.

2.2. Offers should be sent in sealed covers, addressed to **Sr. Advisor (C&P), OIL INDIA LIMITED, Plot No. 19, Sector-16A, NOIDA 301201**. The following details must be clearly marked on the cover containing the offers on the left hand side top corner:

- i) OIL's Tender No: OIL/62/7/ENQ-
- ii) Bid Closing date:
- iii) Brief Description of work:
- iv) Bidder's Name:

- 2.3. The bidders, in their own interest are advised to drop their offers personally in the TENDER BOX kept in the office of Sr. Advisor(C&P), OIL INDIA LIMITED, Plot No. 19, Sector-16A, NOIDA 301201 during business hours. Alternately, they may send the same through courier/registered post, so as to reach us on or before the tender closing time and date indicated above. The company will not be responsible for any delay, wrong delivery or non-delivery of the bids due to any reason.
- 2.4. Bids received after the bid closing date and time will be summarily rejected. No correspondence will be entertained regarding extension of bid closing date or delay in receipt of bid by the Company. Further more, the Company will not entertain any interim correspondence from the bidders after the bid closing date regarding the status of their offer.
- 2.5. The 'BIDs' will be opened on the above mentioned bid closing date and time in presence of duly authorized representatives of the bidders, if any, in the office of Sr. Advisor (C&P), OIL INDIA LIMITED, Plot No. 19, Sector-16A, NOIDA 301201.
- 2.6. The bidders are advised to consult the Company in their own interest to assess the nature and extent of the works and the conditions under which it will be carried out, before submitting their bids.
- 2.7. OIL reserves the right to accept or reject any or all bids in part or in total without assigning any reason.

3. BID REJECTION CRITERIA & BID EVALUATION CRITERIA (BRC/BEC):

The Bid Rejection and Evaluation Criteria are detailed in Part-IV hereof.

4. BID SECURITY:

- 4.1. Bids should be accompanied by Bid Security for an amount of ₹.18900.00 (Rupees Eighteen Thousand and Nine Hundred only) as mentioned above which shall be in one of the following forms:
 - i) A Bank Guarantee (as per format enclosed as **Annexure-I**) from any scheduled Bank with a validity up to one month beyond the bid closing date and shall be enforceable at Noida/New Delhi.
 - ii) A Cashier's Cheque or Bank Draft issued in favor of OIL INDIA LIMITED and payable at Noida/New Delhi.
- 4.2. Unsuccessful bidder's Bid Security will be returned soon after the finalization of this Tender. Successful bidder's Bid Security will be returned after receipt of Performance Security from them. Bid Security shall not accrue any interest.

4.3. The Bid Security may be forfeited:

- i) If a bidder withdraws his bid during the period of validity of bid or
- ii) If the successful bidder fails to furnish the Performance Security / accept the Contract within 2 (two) weeks of award of Contract.

5. BID VALIDITY:

Bids should be valid for acceptance for a period of 60 (sixty) days from the scheduled Bid Closing Date.

6. WORK COMPLETION TIME :

The work must be completed in all respect within one month from the date of issue of letter of award. The contractor must commence the work within 3(three) days from the date of award of contract.

7. OIL reserves the right to award contracts to more than one bidder against this tender.
8. OIL reserves the right to accept or reject all bids and to nullify the bidding process at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder or bidders or obligation to inform the affected bidder or bidders of the grounds for the Company's action.
9. In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.

(Anurag.Gohain)
Deputy Manager (Materials)
For Sr. Advisor (C&P)
For Chairman & managing Director
Mobile No. 9810486579