

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
E-TENDER NOTICE

OIL INDIA LIMITED (OIL) invites Bids from experience Service Providers through its E-Procurement portal “[https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/)” for the following services.

IFB No.	CDI4623P12
2.0 Service Requirement	E- WASTE MANAGEMENT SERVICES
Period of Sale of Bid Document	23.01.2012 TO 21.02.2012
Bid Closing / Opening Date & Time	28.02.2012 (11:00 hrs / 14:00 hrs)
Cost of Bid Document & Security Money	₹ 2000.00 and ₹ 24000.00
Cost of Bid Document (Non-Transferable and Non-refundable) is to be submitted to Head-Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602 by Demand Draft / Banker’s Cheque from any Bank in favour of OIL INDIA LIMITED and payable at Duliajan.	
No physical tender documents will be issued. On receipt of requisite Bid Document Cost, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the bidding through OIL’s E-Procurement portal.	
The details of IFB can be viewed using “Guest Login” provided in the E-Procurement portal and also in OIL’s web site www.oil-india.com . The link to OIL’s E-Procurement portal has also been provided through OIL’s web site www.oil-india.com	

OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT, DULIAJAN

OIL INDIA LIMITED invites ON-LINE BIDS from eligible Bidders/Firms for the following mentioned works/services under **SINGLE STAGE 2- BID System** through its e-Procurement site:

DESCRIPTION OF WORK/ SERVICE:

E- WASTE MANAGEMENT SERVICES

IFB NO: CDI4623P12

Type of IFB : Single Stage-2(two) Bid System

LOCATION: Duliajan,(Digboi and Moran- within a radius of 100km from Duliajan), Guwahati-Assam; Noida- Uttar Pradesh ; Jodhpur-Rajasthan; Kolkota- West Bengal

CONTRACT PERIOD: Four Years (04)

BID CLOSING/ OPENING DATE & TIME: 28.02.2012 (11:00HRS/14:00 HRS)

**Priced Bid Opening Date:
& Time** Will be intimated to the eligible bidder(s) nearer the time

Bid Submission Mode: Bid should be submitted online in OIL's E-Procurement portal

Bid Opening Place: Office of the Head-Contracts
Oil India Limited
Duliajan – 786602, Assam

Bid Validity : 180 days from date of opening of bid

BID SECURITY AMOUNT: ₹ 24000.00(Twenty Four Thousand Only)

AMOUNT OF PERFORMANCE SECURITY: 2.5% of Estimated Contract Value

a) Bid Security deposited vide D.Draft/B.Cheque /Bank Guarantee

No. _____ dated _____ of _____

Original hard copy of (a) should reach the office of HEAD-CONTRACTS on or before Bid opening date and time, otherwise Bid will be rejected. A scanned copy of this document should also be uploaded along with the Un-priced bid documents.

b) Bidders to confirm that in the event of the award of Contract will submit Performance Security Deposit @ 2.5% of the total estimated contract price and this will not earn any interest.

2.0 SEALED ENVELOPES containing the Earnest Money Deposit shall be marked with the above Tender Number and description of work and addressed to

HEAD-CONTRACTS
CONTRACTS DEPARTMENT
OIL INDIA LIMITED
Duliajan – 786602
Assam.

All bidders shall deposit the requisite BID SECURITY in the form of Demand Draft/Banker's Cheque/Bank Guarantee in favour of M/s Oil India Limited and payable at DULIAJAN. This BID SECURITY shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 5(a) below. Bids without BID SECURITY in the manner specified above will be summarily rejected.

2.0 Bid should be submitted online up to 11:00 AM (IST) (Server Time) on the date as mentioned and will be opened on the same day at 02:00 PM (IST) at Office of the Head-Contracts in presence of authorized representative of the bidder.

3.0 The rates shall be quoted as specified in the "PRICE BID FORMAT" attached just below the "Tendering Text" only.

The bid and all uploaded documents must be Digitally signed using "Class 3" digital certificate [e-commerce application (Certificate with personal verification and Organization name)] 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 authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of "Class -3" with Organizations name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.

4.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.

5.0 (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his/her/their BID SECURITY in full and debarred from participation in future tenders, at the sole discretion of the company and the period of debarment will not be less than 6 (six) months.

(b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

6.0 The Bid must be valid for 180 (One hundred & Eighty)days from the date of opening of the bid.

7.0 Conditional bids are liable to be rejected at the discretion of the Company.

8.0 The work may be split up amongst more than one contractor at the sole discretion of the Company.

9.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Un-priced bid documents.

10.0 In case of Sole Proprietorship Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

10.1 In case of HUF, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.

10.2 In case of Partnership Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered

partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

10.3 In case of Co-Operative Societies, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

10.4 In case of Societies registered under the Societies Registration Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

10.5 In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

10.6 In case of Trusts registered under the Indian Trust Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

11.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid and O.I.L's Standard Form of Contract.

12.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

13.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

14.0 The successful bidder shall furnish a Performance Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee as specified above before signing the formal contract. The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Performance Security Money shall not earn any interest.

15.0 **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

16.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder, the bidder shall be debarred for 2 (two) years from the date of default.

17.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the bidder / contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

18.0 **The tender will be governed by:**

Covering Letter.

Instruction to Bidders

BRC-BEC-Bid Rejection Criteria & Bid Evaluation Criteria.

Part - I - General Conditions of Contract. (GCC)

Part - II - Schedule of Work, Unit and Quantity (SOQ)

Part - III - Special Conditions of Contract (SCC)

Part-IV-Schedule of company's Plants, Materials and Equipments-

Part-V-Safety Measures (SM)

Proforma and Annexures

SPECIAL NOTE:

GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT :

To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>).

Bidders must have a valid User Id to access OIL e-Procurement site for participation. Bidders can click on **Guest** login button to view the available open tenders in the E-portal.

On receipt of the request with preliminary bidder's details (valid e-mail address, address with PIN code, Telephone No. / Mobile No., OIL Vendor code-if available) and requisite Bid Document Cost; **USER_ID** and initial **PASSWORD** will be communicated to the bidder through e-mail(e-mail ID as mentioned in the request letter) and will be allowed to participate in the bidding through OIL's E-Procurement portal. No physical tender documents will be provided.

In case any bidder is exempted from paying the Bid Document Cost, they should request OIL with supporting documents for issue of the User ID & Password. The detailed guidelines are available in OIL's e-procurement site.

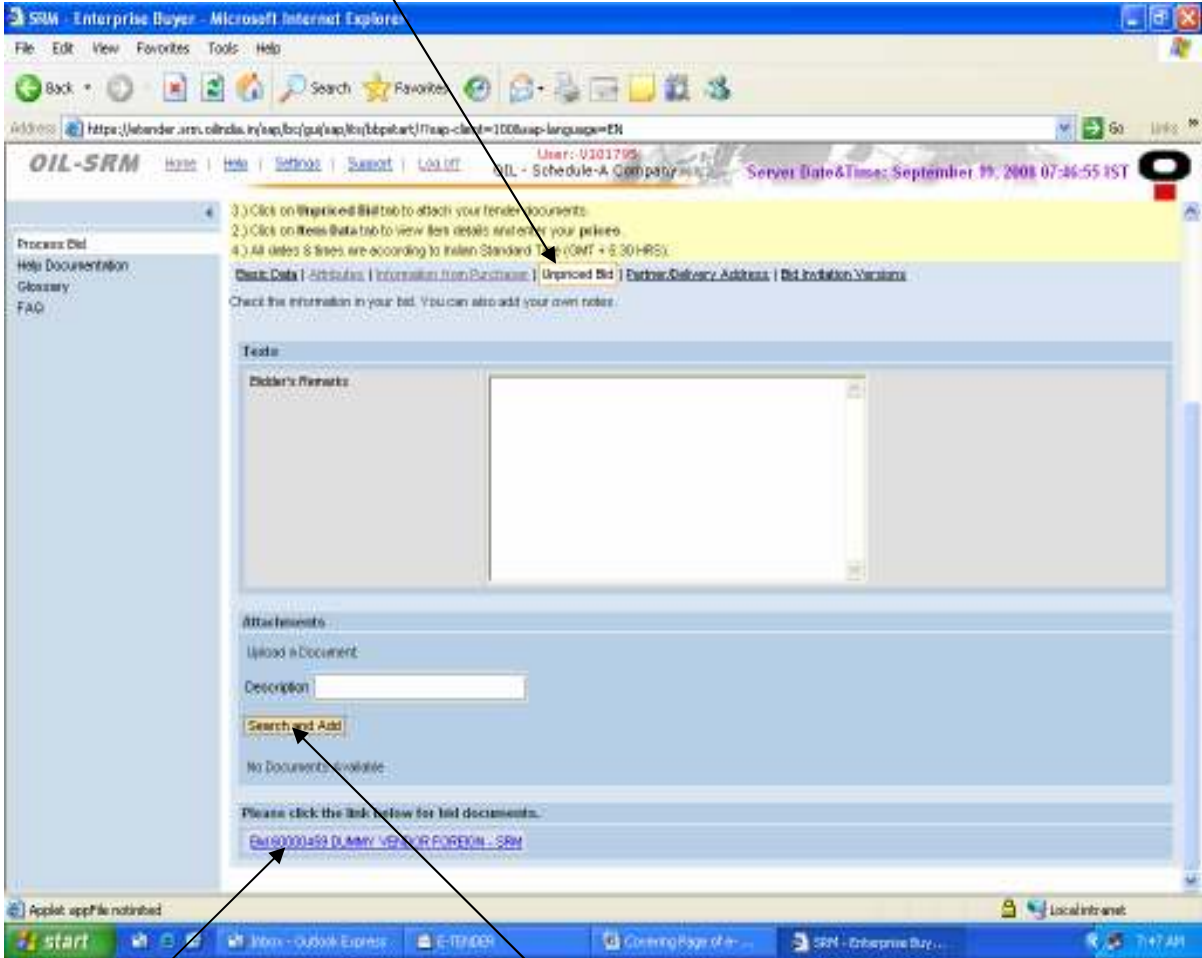
Please note that all tender forms and supporting documents are to be submitted through OIL's E-Procurement site only and no hard copies of the Bid documents will be accepted except Original Bid Security which are to be submitted in sealed envelope super scribed with tender no. and due date to : **The Head Contract, Contracts Department, Oil India Limited, Duliajan- 786602,**

Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications. Offers sent without the requisite value of prescribed bid security (if called for in the bid) in original will be ignored straightway.

19.0 The tender is invited under SINGLE STAGE 2- BID SYSTEM. The bidder has to submit both the "Un-Priced TECHNO- COMMERCIAL" bid through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender portal. The Techno-Commercial Bid is to be submitted as per Scope of Work & Technical Specifications along with all technical related documents related to the tender are to be uploaded in the c-Folder link (blue colour collaboration link) under Techno-Commercial Bid Tab Page only. The Price Bid rates shall to be quoted as specified in the "PRICE BID FORMAT" attached just below the "Tendering text" in the main bidding engine of OIL's e-Tender portal. The price quoted in the "PRICE BID FORMAT" will only be considered for evaluation.

Please note that no price details should be uploaded in C-Folder link (Blue colour collaboration link) under Techno-Commercial Bid Tab Page. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment in the attachment link below tendering text under Techno-Commercial Bid Tab Page. A screen shot in this regard is given below. Offer not complying with above submission procedure will be rejected.

Tab Unpriced Bid re-named as Techno-Commercial Bid Tab



C-FOLDER LINK

Details of prices as per Price Bid format can be uploaded in this Attachment

NB: All the Bids must be Digitally Signed using “Class 3” digital signature certificate with Organizations 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.

HEAD-CONTRACTS

INSTRUCTIONS TO BIDDERS

1.0 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as 'Company', will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.0 BIDDING DOCUMENTS

2.1 The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a) A forwarding letter highlighting the following points
 - (i) Company's IFB No.
 - (ii) Bid closing date and time
 - (iii) Bid opening date, time and place
 - (iv) Bid submission place
 - (v) Bid opening place
 - (vi) The amount of Bid Security
 - (vii) The amount of Performance Guarantee
- b) Instructions to Bidders
- c) General Conditions of Contract (**Part-I**)
- d) Schedule of Work, Unit, Quantities, Rates and Prices (**Part- II-SOQ**)
- e) Special Conditions of Contract (**Part-III-SCC**)
- f) Schedule of company's Plants, Materials and Equipments-(**Part-IV**)
- g) Safety Measures (**Part-V-SM**)
- h) Price Bid Format
- i) BRC/BEC
- j) (**Proforma & Annexure**).

2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all information required in the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

3.0 TRANSFERABILITY OF BID DOCUMENTS :

3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.

3.2 Unsolicited offers will not be considered and will be rejected straightway.

4.0 AMENDMENT OF BIDDING DOCUMENTS:

4.1 At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by the issuance of an Addendum.

4.2 The Addendum will be sent in writing through post / courier / Fax/e-mail to all prospective Bidders to whom Company has sent the bid documents and also be uploaded in the OIL's e-portal in the C-folder under the tab "Amendments to Tender Documents". The company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. Bidders shall also check OIL's E-Tender portal [C-folder under the tab "Amendments to Tender Documents"] for any amendments to the bid documents before submission of their bids.

5.0 PREPARATION OF BIDS

5.1 LANGUAGE OF BIDS: The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.

5.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted on-line in the e-portal as single 2- Bid System

6.0 BID FORM:

6.1 The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bid Document.

7.0 BID PRICE:

7.1 Prices must be quoted by the bidders, both in words and in figures. In case of any discrepancy between the words and in figures, the prices indicated in words only will be considered.

7.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and will not be subjected to variation on any account.

7.3 **Since the tender is invited under SINGLE STAGE 2- BID SYSTEM and such no price details should be uploaded/mentioned in C-Folder link (Blue colour collaboration link) under Techno-Commercial Bid Tab Page. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment in the attachment link below tendering text under Techno-Commercial Bid Tab Page. Offer not complying with above submission procedure will be rejected. Kindly refer to the screen shots below.**

Display Bid

[Change](#) [Delete](#) [Check](#) [Refresh](#) [Verify Bid Sign](#) [Verify Bid Sign](#)

For submitting the offer: Click on Submit button only while been on General Data -> Basic Data tab.
Bid invitation was changed. Choose "Change" and your bid is updated with new data.

Open -2 Bid System: Name mock JI0384P11 **Number** CJI0384P11 **External Version Number** 7

[General Data](#) [Item Data](#)

1.) You can view tender documents from **Information from Purchaser** tab.
3.) Click on **Techno-Commercial Bid** tab to attach your tender documents.
2.) Click on **Item Data** tab to view item details and enter your **prices**.
4.) All dates & times are according to Indian Standard Time (GMT + 5:30 HRS).

[Basic Data](#) | [Attributes](#) | [Information from Purchaser](#) | [Techno-Commercial Bid](#) | [Partner/Delivery Address](#) | [Bid Invitation Versions](#)

Check the information in your bid. [TAB 'Unprice Bid' renamed as 'Techno-Commercial Bid']

Texts

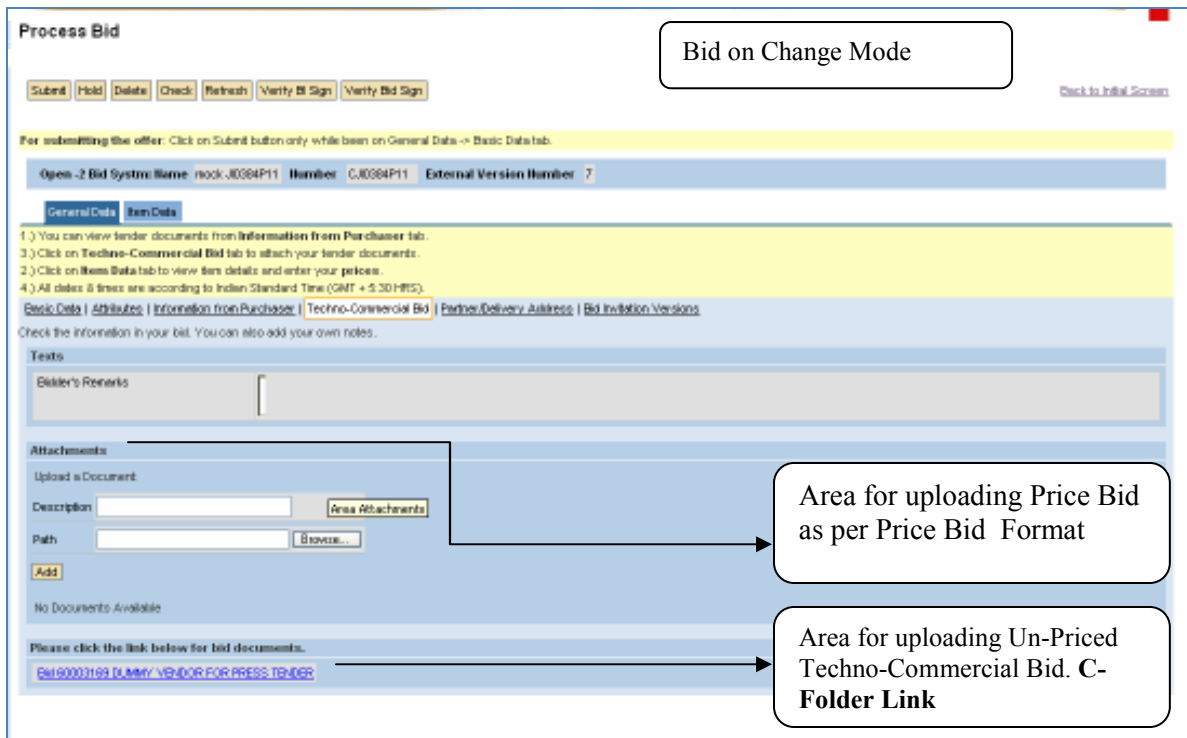
Bidder's Remarks []

Attachments

No Documents Available

For Uploading Commercial Files go to this Tab.

On change Mode- The Screen where to Upload Commercial and Technical Files.



7.4 Bidder shall be deemed to have satisfied himself before submitting his bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.

8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

8.1 These are as per BEC/BRC

9.0 PERIOD OF VALIDITY OF BIDS:

9.1 Bids shall remain valid for 180 days from the date of bid opening.

9.2 In exceptional circumstances, the OIL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax). A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.

10.0 FORMAT AND SIGNING OF BID:

10.1 The original and all copies of the bid shall be typed or written in indelible inks and shall be signed(digitally) by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.

11.0 SUBMISSION OF BIDS.

11.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates [e commerce application (Certificate with personal verification and Organisation Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India(RCAI), Controller of Certifying Authorities(CCA) of India before bid is uploaded.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract. The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature is not of "Class-3" with organization name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employees.

11.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company(OIL) may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company(OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company(OIL) may sustain on account thereof.

11.2 Timely submission of the bids is the responsibility of the Bidder should be submitted before the bid closing date and time. Company shall not be responsible for any delay.

11.3 E-mail/ Fax/ Telex/Telegraphic/Telephonic offers will not be accepted.

11.4 Bidder shall submit the Bid, duly completed in terms of the Bid Document.

12.0 DEADLINE FOR SUBMISSION OF BIDS:

12.1 Bids should be submitted on-line up to 11.00 AM(IST)(Server Time) on the Bid Closing date mentioned in the Forwarding Letter. Bidders will not be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder. No request would be entertained once the due date and for submission of bids has been reached and bids are opened.

12.2 No bid can be submitted after the submission date line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.

12.3 The documents in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Closing Date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

13.0 LATE BIDS:

13.1 Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. Any Bid received by the Company after the Bid Closing Date & Time stipulated by the Company shall be rejected.

14.0 MODIFICATION AND WITHDRAWAL OF BIDS:

14.1 The Bidder after submission of bid may modify or withdraw its bid by written notice before 03(Three) working days prior to bid closing date.

14.2 A withdrawal notice must also be sent by fax/e-mail but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

14.3 No bid can be modified / withdrawn subsequent to the deadline for submission of bids.

14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

15.0 EXTENSION OF BID SUBMISSION DATE :

15.1 Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and/or Time due to any reasons. In case of receipt of only one Bid on the Bid Closing Date and Time, OIL may extend the Bid Closing /Opening Date by 2(two) weeks. However, the bidder whose bid has been received within the bid closing date and time, will not be allowed to revise their Bid/prices. Withdrawal of such Bid also will not be permitted.

16.0 BID OPENING AND EVALUATION:

16.1 OIL shall open the Bids, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Letter. However, an authorization letter (as per Performa-I) from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening

shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend. **In technical bid opening, only Collaboration Folder(C-Folder) will be opened.** Bidders therefore should ensure that Un-priced techno-Commercial bid is uploaded in the C-Folder link under Techno-Commercial Bid Tab Page only. Evaluation of both Un-priced & priced bids will be done separately. Techno-Commercial evaluation of Un-priced bid shall be carried out first. This will be done on the basis of BRC-BEC, documents furnished by the bidder and completeness and conformity of the bid with respect to the IFB requirements. Price bids of only qualified and techno-commercially acceptable bidders shall be opened on price-bid opening date to be notified nearer the time.

16.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

16.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 14.0 shall not be opened. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

16.4 Bid opening shall be done as detailed in clauses 16.1 and 16.2 above

16.5 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 16.3

16.6 To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid(i.e. document is deficient or missing), or due to some statement at other place of the Bid(i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

16.7 Prior to the detailed evaluation, OIL will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial

responsive bids. OIL's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

16.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

16.9 The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

17.0 EVALUATION AND COMPARISON OF BIDS:

17.1 The OIL will evaluate and compare the bids as per Priced Bid Format of the bidding documents.

17.2 DISCOUNTS / REBATES: Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.

17.3 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.

18.0 CONTACTING THE COMPANY:

18.1 Except as otherwise provided in Clause 14.0 above, no Bidder shall contact OIL on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by OIL vide sub-clause 16.6.

18.2 An effort by a Bidder to influence OIL in the bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

19.0 AWARD CRITERIA:

19.1 OIL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

20.0 OIL' S RIGHT TO ACCEPT OR REJECT ANY BID:

20.1 OIL reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for OIL's action.

21.0 NOTIFICATION OF AWARD:

21.1 Prior to the expiry of the period of bid validity or extended validity, OIL will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e-mail (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.

21.2 The notification of award will constitute the formation of the Contract.

22.0 SIGNING OF CONTRACT:

22.1 At the same time as OIL notifies the successful Bidder that its Bid has been accepted, OIL will either call the successful bidder for signing of the agreement or send the Contract Form provided in the Bidding Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.

22.2 Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder shall sign and date the contract and return it to OIL. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

22.3 In the event of failure on the part of the successful bidder to sign the contract within the period specified above or any other time period specified by OIL. OIL reserves the right to terminate the LOA issued to the successful bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

23.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:

23.1 If it found that a bidder has furnished fraudulent information/documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

24.0 BID DOCUMENT :

Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works to be executed under this contract.

AA) BID REJECTION CRITERIA (BRC):

The following BRC / BEC will govern evaluation of the bids received against this tender:

BID REJECTION CRITERIA-- Bidder must meet the following criteria:

I) The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

i) Bidder must have relevant experience in carrying out similar nature of job with PSUs / MNCs / State or Central Government organization / Public limited company in last 7(Seven) years as on bid closing date.

Should have successfully completed similar works of value-

- a. Single contract of minimum value of ₹ 38,00,000.00
- OR
- b. Two contacts of minimum value of ₹ 24,00,000.00 each
- OR
- c. Three contacts of minimum value of ₹ 19,00,000.00 each

ii) **Average Annual financial turnover** during the last three financial years, ending on 31.03.2011, should be at least ₹ 15,00,000.00

iii) Bidder must submit all necessary documents related to experience and turnover. Bidder has to provide requisite credential document of having experience of successful completion of similar jobs in PSUs / MNCs / Private Sectors / State or Central Government organizations / Public limited companies in last 7 (seven) years.

Note:

"Similar nature of Job" mentioned above means experience of carrying out E-waste management service. The details and documentary evidence of the same must be uploaded as part of the technical bid.

II) Technical Requirement for Bidders (eligibility criteria):

a) The bidder should have experience of at least 2 years in the field of E-waste management service as explained in the bid.

b) The bidder should have its own e-waste treatment plant to process E-waste material in environmentally friendly manner. The plant should have minimum facilities like :

- i) Dismantling of E-waste material like CPU, Monitor etc
- ii) Segregation of various e-waste products in component level like resistors, capacitors etc.

iii) Data destruction facility.

c) Proper documentary evidence needs to be submitted along with the bid or otherwise the bid will be rejected.

B) Following Certification pertaining to E-waste management service should be available with the bidder:

- a. Environmental Clearance from Ministry of Environment & Forest, Government of India.
- b. Registration with CPCB as an authorized E-waste recycler.
- c. Consent to establish the plant from State Pollution Control Board where the plant is established.
- d. Consent to Operate the plant from State Pollution Control Board.
- e. Hazardous Waste Authorization from State Pollution Control Board.
- f. Tie-up with a Treatment, Storage and Disposal Facilities (TSDF).
- g. ISO 14001 certificate from an international accreditation body.
- h. ISO 18001 certificate from an international accreditation body.
- i. Factory license from the Labour department.
- j. Fire NOC from the fire department.
- k. Pan India collection system.

II) **For proof of Annual Turnover**, any one of the following documents / photocopies must be submitted along with the bid:-

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. certifying the Annual Turnover and nature of business.

ii) Audited balance sheet and Profit and Loss account.

III) **For proof of requisite experience**, any one of the following documents/photocopies must be submitted along with the bid:-

i) The bidders to provide copy of Certificate of completion (COC) /Certificate of Payment (COP) of Jobs successfully completed, as on bid closing date, clearly showing the gross value of job done in the last 07 years.

ii) Certificate issued by PSUs / MNCs / Private Sectors / State or Central Government organizations / Public limited companies in last 7 (seven) years as on bid closing date, clearly showing the following :

- a. Gross value of the job done and
- b. Nature of job done
- c. Time period covering the financial years as per NIT.
- d. Bidder must submit certificate of satisfactory completion or any other documentary evidence to substantiate their claim.

IV) Non submission of documents as specified in BRC above will result in rejection of bids.

BB. BID EVALUATION CRITERIA:

The bids conforming to the terms and conditions stipulated in the bid documents 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) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items in SOQ of Price Bid(i.e. schedule of works, units, quantity, rates) of the bid.

CC. COMMERCIAL

2.1 **Bids are invited under Single Stage 2- bid system** i.e., Bidders must offer firm rates in Indian Rupees only.

2.2 Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

2.3 Bid security shall be furnished as part of the technical bid. The amount of bid security should be as specified in the “forwarding letter”. Any bid not accompanied by the proper bid security will be rejected, except those are exempted.

2.4 Bids received after the scheduled bid closing date and time will be rejected outright.

2.5 Any bid received in the form of Telex/Cable/Fax/E-mail will not be accepted.

2.6 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid opening. Bids with inadequate validity will be rejected.

2.7 Bidders must quote clearly and strictly in accordance with the Price Bid Format of the bidding document, otherwise the bid will be summarily rejected. The Bids in which the rates for any part of the work are not quoted shall be rejected. However, if no charge is involved for any of the item, NIL should be mentioned against such part of work.

2.8 Bidder must accept and comply with the following clauses as given in the Bidding Document in to-to, failing which offer will be rejected-

- a) Performance Bank Guarantee clause
- b) Force Majeure clause
- c) Tax liabilities clause
- d) Arbitration clause
- e) Applicable Law
- f) Liquidated Damage clause

- 2.9 The Company also reserves the right to cancel/withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder. The bidder must confirm their acceptance to this clause in their respective bids.
- 2.10 Original bid shall be digitally signed and uploaded by the bidder or his authorized representative, failing which the bid may be rejected.

CC. GENERAL:

A. OIL will not be responsible for delay or non-receipt of applications for participating in the bid and will not entertain any correspondence in this regard.

B. In case bidder takes exception to any clause of tender document not covered under BEC/BRC, then the company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the company. The loading so done by the company will be final and binding on the bidders.

C. To ascertain the substantial responsiveness of the bid the company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before stipulated days from the date of clarification sought by the company, failing which the bid will be rejected.

D. In case any of the clauses in the BRC contradict with other clauses of bid document elsewhere, than the clauses in the BRC shall prevail.

E. The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

F. The bids not conforming to complete scope of work will be rejected.

OIL INDIA LIMITED
 (A Govt. of India Enterprise)
 Contracts Department,
 Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602
WORKS CONTRACT

DESCRIPTION OF WORK/SERVICES:-

E- WASTE MANAGEMENT SERVICES

GENERAL CONDITIONS OF CONTRACT(GCC)

MEMORANDUM OF AGREEMENT made this _____ day of _____
 Between OIL INDIA LIMITED a Company incorporated under the Companies Act 1956 and
 having its Registered Office at Duliajan in the District of Dibrugarh, Assam (hereinafter
 called Company) of the one part and Shri/Smti _____ and
 Shri/Smti _____ carrying on business as partners /proprietor under
 the firm name and style of M/s. _____ with the main Office at
 _____ in the District of _____ aforesaid (hereinafter called 'Contractor') on the other part.

WITNESSETH:

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at _____.

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

3. The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.

d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed. The rates to be applied for such Deviation Order shall be the same for those appearing in Company's Schedule of Rate in force on the date of issue of such Deviation Order, to which the contractor has no objection.

4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:-

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1963.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.

- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) Service Tax Act.

or any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work. The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the Contract Labour appointed by the Contractor. Such Statutory increase in the wage rates of Contract Labour shall be borne by the contractor.

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.

8. The Contractor must complete the work within 208 weeks of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost.

The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the Company whose decision in this regard will be final.

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots , or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighbourhood.

10. The tendered all-inclusive Price (the Contract price) is ₹ XXXXXXXXXX **(Not to be filled up by bidder while submitting the offer in c-Folder. This figure will be filled up by OIL at the time of award of the contract to the successful bidder.)** (₹ XXXXXXXXXXXXXXXXXXXX only.) but the Company shall pay the Contract or only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

On account payment may be made, not often than monthly, up to the amount of 92.5% of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any

deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

11. The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

13. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalised.

14. The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.

15. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.

16. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount of the contract specified in the contract is inclusive of all tax liabilities.

17. The Contractor shall deploy local persons in all works.

18. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.

19. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act. (latest editions).

20. Special Conditions

a) The amount of retention money shall be released after 6(six) months from the date of issue of completion certificate from concerned department.

b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.

c) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to applicable P.F. Contribution.

21. ARBITRATION:

Any dispute under this contract will be settled through Arbitration as per Indian Arbitration and Conciliation Act, 1996. Place of Arbitration: Duliajan.

22. FORCE MAJEURE:

Force Majeure (exemption) Clause of the International Chamber of Commerce (ICC Publication No. 421) is hereby incorporated in this contract.

23. I.B. VERIFICATION REPORT AND SECURITY REVIEW:

Contractor will be required to submit the verification report to ascertain character and antecedents from the Civil Administration towards the persons engaged under this contract to the Head of the user Department before engagement.

24. In case of any doubt or dispute as to the interpretation of any clause herein contained, the decision of the Company's Engineer shall be final and binding on the contractor.

25. SET OFF CLAUSE:-

"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 a 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)."

26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

27.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/ OR COMPLETION OF WORKS AND SERVICES

27.1 In normal case of works /service contracts, liquidated damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in contract mobilization /completion date subject to a maximum ceiling of 7.5% of contract value .

28.0 APPLICABLE LAW:

28.1 This Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of Courts situated at Dibrugarh in Assam.

28.2 The Bidders shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable for performing under this Contract.

29.0 TAXES: Tax levied as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/payments received under the contract will be on Contractor's account.

IN WITNESS whereof the parties hereunto set their hands seals the day and year first written above :-

SIGNED & DELIVERED FOR AND

ON BEHALF OF
legal Attorney)

(Signature of Contractor or his

by the hand of

(Full Name of Signatory)

its Partner/Legal Attorney

(Seal of Contractor's Firm)

And in presence of

(Signature of witness)

Date : _____

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Designation

Date _____

WORKS CONTRACT

Part-II Schedule of Work, Unit and Quantity

E- WASTE MANAGEMENT SERVICES

Description of Service	UOM	Quantity
Special Bins(240 litre) for Collection of E-waste	Nos.	50
Disposal Fee(Presently exiting E-waste)	KG	40,000
Transportation Charge (Existing E-waste)	LSM	1
Disposal Fee(E-waste to be Generated during contract period)	KG	48,000
Transportation Charge (E-waste to be Generated during contract period)	Half Yearly	8

Note:

- 1. Disposal Fee should include all costs involved in Collecting the E-waste from various offices of Oil India.**
- 2. Transportation charge should be quoted on Half-Yearly basis for the contract period**
- 3. Bidder must include all liabilities including statutory liabilities in their quoted rates.**

PART – III (SPECIAL CONDITIONS OF CONTRACT: SCC)**DESCRIPTION OF WORK/ SERVICE:****E- WASTE MANAGEMENT SERVICES****Preamble**

Oil India Limited (OIL) is a premier Indian National oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India. OIL is engaged in the business of Exploration, Production of Crude Oil, Natural Gas and LPG and Transportation of Crude Oil. OIL has its operational headquarters based at Duliajan, Assam and major branch offices at Noida, Jodhpur, Guwahati and Kolkata.

OIL is a bulk consumer for a range of electrical and electronic equipment such as Desktops, Laptops, Printers, Scanners, Test and Laboratory equipment, Medical equipment, Equipment installed in field installations, Electrical Bulbs of various types, Photocopiers, Telephones, Fax machines etc. These equipment have a lifetime of their own and need to be replaced periodically. As such, there is a continuous generation of E-waste in the organization.

It is a well-known fact that the E-waste mentioned above is potentially hazardous to health and environment due to the presence of toxic elements in them unless they are treated and disposed of in an environment friendly manner. Ministry of environment, Government of India is also coming up with guidelines in this regard. Being a responsible corporate citizen, OIL feels the need to respond to the issue of management of this potentially hazardous E-waste.

Through this tender, OIL invites interested parties that meet the eligibility criteria listed in this document to submit proposals to take care of entire E-waste management requirement of Oil India Limited at Duliajan,(Digboi and Moran-within a radius of 100km from Duliajan), Guwahati in Assam, Jodhpur in Rajasthan, Kolkata in West Bengal and Noida in UP **with a future provision to extend its services to other offices in India.**

A) Scope of Work

Bidder has to carry out entire E-waste management of Oil India Limited as follows. Any hardware/ software to meet the requirements must be provided by the bidder.

Sl. No	Description	Remarks (Agree/ Disagree)
1	Bidder will be responsible for providing an integrated end-to-end solution for E-waste management of Oil India Limited while complying with all statutory norms laid down in this regard. The type of items that shall be considered as E-waste for inclusion in the scope of this tender is provided in Annexure-I.	
2	Bidder will supply E-waste Collecting Bins at a designated location of each Departments at Guwahati, Jodhpur, Kolkata, Noida, Duliajan and offices within a radius of 100km from Duliajan,. These Waste Bins will be used by individual departments to dump E-waste generated within the department.	
3	Bidder shall arrange to collect the E-waste from Guwahati, Jodhpur, Kolkata, Noida, Duliajan and offices within a radius of 100km from Duliajan every six months and arrange for transportation in a safe manner to their E-waste treatment plant in India. All statutory permits & clearances necessary for transportation of such E-waste from source to destination must be obtained by the bidder. The periodicity of collecting the E-waste may be reviewed and revised as per requirement.	
4	Bidder must consider the transportation price from point to point collection of the material for disposal as mentioned in Sl No 3 while quoting	
5	While collecting the E-waste, bidder shall arrange for packing, loading and transportation of E-waste material from Guwahati, Jodhpur, Kolkata, Noida, Duliajan and offices within a radius of 100km from Duliajan by environmentally proven E-waste collecting closed vehicles of required size as advised by OIL. The packing material for loading of E-waste material shall be provided by the bidder and it will be the sole responsibility of the bidder.	
6	Bidder should dispose the present existing lot of E-waste within 3 months from the date	

	of issue of work order. The present existing lot of E-waste has to be collected from Duliajan, Moran, Guwahati and Kolkata.	
7	Bidder should carry out treatment, recycling and final disposal of E-waste material collected using safe & scientific methods as per norms of Central Pollution Control Board(CPCB) / State Pollution Control Board or as per policy guidelines issued by Government of India from time to time. The bidder must detail the process work-flow outlining the individual sub-processes/ tasks that each category of E-waste shall pass through in its treatment.	Details required
8	Bidder must ensure destruction of data while handling equipment such as Hard Disk Drives/Floppy/CD/DVDs by providing Asset destruction certificate as per OIL's IT Security Policy.	
9	Any logistics, disposing fees for various kind of E-waste are part of bidder's responsibility.	
10	Bidder should provide End-to-end tracking of E-waste of Oil India Limited	
11	Bidder must have web-based E-waste tracking system over internet, whereby OIL can get information about the full traceability of the recycled electronic waste from the point of collection to the final disposal.	
12	Bidder has to ensure extending the service to other offices of OIL in India (apart from the location mentioned above)	
13	E-waste items which are not covered under Annexure - I, if generated in future, the bidder shall be responsible for disposal of the same.	
14	OIL team will have the right to visit the E-waste treatment plant at bidder's disposal facility to ascertain the compliancy to the terms and condition.	

B) Electronic Management Plan

As part of the proposal, the bidder shall develop and submit a detailed Electronics Management Plan for the handling of electrical/ electronic components and process residuals of Oil India Limited. At a minimum, the Plan must address the following items:

Sl. No	Description	Remarks (Agree/ Disagree)
1	A description of the proposed management steps and information about the proposed transporters and facilities involved in handling electrical/electronic components accepted and managed, and how process residuals that result from processing the electronics components will be managed.	
2	A description of the bidder's ability to manage the electronic material and its process residuals. For each electrical/electronic component or process residual, the Plan must include a description of the management steps for each material, from OIL's site to the point of reclamation, use, reuse, recycling or disposal of the electrical/electronic component and all process residuals. The Plan must clearly define the transportation, storage, processing, recycling, reuse, end markets, treatment, and disposal methods proposed for each electrical/electronic component and its process residuals.	Details required
3	A description of the bidder's ability to manage OIL's electrical/electronic component and process residuals in a manner that best protects or preserves the land, air, water, and other natural resources and the public health; and in a manner appropriate to the characteristics of the waste stream and conforming to the statutory guidelines.	
4	A description of how the contractor will ensure strict compliance with all applicable regulations for electronic waste management including, but not limited to, transportation, safety and environmental regulations.	Details required
5	A list of all the facilities, transporters and subcontractors along with their roles in the management of electrical/electronic component. For each facility, transporter, and subcontractor (if any), the Plan must list the name, address, a contact person's telephone number, facsimile number and e-mail address etc.	
6	A description of how the bidder will calculate the net weight of the electrical/electronic	Details required

	component shipped from the collection site. OIL has to agree with it.	
7	A description of the bidder's data security capabilities that comply with all data privacy and security regulations. The Plan must: 1) Include a description of measures taken during transport, storage and processing that ensures data security for OIL. 2) Include a description of how data storage media are checked, removed and physically destroyed. 3) Include the name, description and specifications for disk-wiping software/ methods used to sanitize hard drives.	Details required
8	A description of the bidder's E-waste tracking system and the types of information available to OIL.	Details required

C) Payment Terms :

1. Payment will be made after successful delivery and installation of E-waste bins.
2. Payment on E-waste material will be paid after disposal at the bidder's end. **Bidder should produce certificate of disposal of E-waste as per the statutory guidelines.**
3. The quantities mentioned are projected quantity and might increase/decrease during Contract Period. Payment will be on as actual (per kg cost).

D) Mobilization Period: 30 days from issue of LOA.

E) General Terms and Conditions

- 1 The bidder has to submit the bid in the specified format.
- 2 The bid shall be under "SINGLE STAGE-TWO BID SYSTEM"
- 3 The bidder must follow all safety norms prescribed by OIL while carrying out the job.
- 4 The bidder shall arrange their own accommodation and transport during their stay at site whenever required.
- 5 Bidder has to provide all safety items, personnel protective equipment etc to the personnel engage for collecting the E-waste at OIL's premises.
- 6 OIL will not be responsible in any manner for any accident to bidder's personnel if any.

TO,
HEAD-CONTRACT
OIL INDIA LIMITED
DULIAJAN-786602

SUB: SAFETY MEASURES

Description of work/service:

E- WASTE MANAGEMENT SERVICES

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorized persons who would be supervising the jobs from our end are the following:

i) _____

ii) _____

iii) _____

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. Any violation pointed out by the Company's engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

d) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date _____

M/s _____
FOR & ON BEHALF OF BIDDER

PROFORMA - I
BID FORM

To
THE HEAD (CONTRACTS)
OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. DULIAJAN
DIST. DIBRUGARH
ASSAM # 786 602

Sub: IFB No. : _____

Dear Sir,

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of ____ (Price not to be indicated)____ stated below or such other sums as may be ascertained in accordance with the Price Bid Form attached herewith and made part of this Bid:

We undertake, if our Bid is accepted, to commence the work within (____) days calculated from the date of issue of Company's LOA.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 2011.

Signature and seal of the Bidder : _____

(In the capacity of) : _____

Name of Bidder : _____

PROFORMA - II
LETTER OF AUTHORITY

To,
THE HEAD (CONTRACTS)
OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. DULIAJAN
DIST. DIBRUGARH
ASSAM # 786 602

Sir,

Sub : IFB No. _____

We _____ confirm that Mr. _____ (Name and address) as authorized to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Invitation No.: _____ for hiring of **E- WASTE MANAGEMENT SERVICES**

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Yours Faithfully,

Signature : _____
Name : _____
Designation : _____
For & on behalf of : _____

Note : This letter of authority shall be on printed letter head of the Bidder and shall be signed by a competent person to bind such Bidder.

PROFORMA - III

STATEMENT OF NON-COMPLIANCE
(Only exceptions/deviations to be rendered)

1.0 The Bidder shall furnish detailed statement of **exceptions/deviations**, if any, to the tender stipulations, terms and conditions in respect of each Section of Bid Document in the following format:

Section No.	Clause No. (Page No.)	Non-Compliance	Remarks

Authorised Person’s Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

NOTE: OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids. If the “**Statement of Compliance**” in the above Proforma is left blank (or not submitted along with the technical bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

ANNEXURE- I

Type of E-waste Materials to be collected and disposed

<u>Serial No.</u>	<u>Item</u>
1	Monitor / GUI
2	CPU
3	VT Terminal
4	Printer
5	Scanner
6	Typewriter
7	Telephone
8	Electronic Calculator
9	Photocopier machine
10	AC
11	Keyboard
12	Mouse
13	UPS
14	Printer cartridge
15	LTO cartridge
16	Computer Hard disk
17	Network Switch
18	Vacuum Cleaner
19	Line Driver
20	Capacitor
21	Bulb
22	T/L starter
23	Table Fan
24	Electric Fan (Ceiling)
25	Voltage Stabilizer
26	Power supply
27	Charger
28	Oscilloscope
29	Multimeter
30	Inverter
31	Modem/tele receiver / intercom
32	Tape Drive
33	VSAT Equipment
34	Transformer
35	Test and laboratory Instrument from Instrumentation
36	Communication Instrument from Pipeline
37	Medical Equipment
38	Communication Instrument from Field communication
39	Seismic Survey Equipment
40	Well Logging Equipment
41	Any other item

Following are the types of equipment pertaining to Different Departments. However the list is not exhaustive.

Medical equipment:

ECG Machine , Defrillator, Lap light source , Air Insufflations, Electro cautary Machine, Radiant warmer, Blood analyser, Bilimeter etc

Test and laboratory Equipment (From Instrumentation)

- a) Monitoring and Control : Micrologix Unit, SLC Unit, Insel, Digital Indicator, Electronic Timer, Electric Hooter, Discharge Temp S/w, Water Flow Temp S/w, Combustible Gas detector etc.
- b) Lab Equipment : PCB/ TCC cards, Martin Decker PCB Spares, Elelectronic PCBs etc

Well logging equipment:

Ratemeter (Computalog), Depth Measurement System(OIL 5510), Pengo Temperature Module, Tail Pulse Generator, Spectroscopy Amplifier, CCL Meter, Alternator Speed Controller etc

Communication Instrument from Pipeline :

RTU 210 Cabinet, Pulse Code Receiver, RTD , PP/I Rosemount, Digital Rate Totaliser Rock win Flow meter, Recorder, High Pressure Switch, ON-OFF Timer Anadig Systems, Pyrometer, MV/I Transmitter, Signal Analyser , EMULATOR, Frequency Counter, Frequency Generator etc

Seismic Equipment

96 Channel DFS-V digital seismic recording system, , SN-358 seismic recording system, Synchrphone I &II, SMT-1000 Geophone tester, DFM-480 digital field monitor unit etc

Communication Instrument from Field communication:

Communication equipment, solar panel unit, wireless set etc.

ANNEXURE- II

[TO BE FILLED-UP / SUBMITTED BY THE VENDOR ON ITS LETTER HEAD FOR E-REMITTANCE]

Name :

FULL Address :

Phone Number :

Mobile Number :

E-mail address :

Fax Number :

Bank Account Number (in which the Bidder wants remittance against invoices)
:

Bank Name :

Branch :

Address of the Bank :

Bank Code :

IFSC/RTGS Code of the Bank :

NEFT Code of the Bank :

PAN Number :

Service Tax Registration Number :

Signature of Vendor with Official Seal
