



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

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FORWARDING LETTER

Tender No. : SDI1933P20 dt: 12.07.2019
Tender Fee : NIL.
Bid Security : Applicable
Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on : 22.08.2019 (11.00 HRS IST)
Bid Opening on : 22.08.2019 (14.00 HRS IST)
Tender Type : Open Tender
Performance Security : Applicable
Integrity Pact : Not Applicable

The complete bid documents and details for purchasing bid documents, participation in e-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website <https://www.oil-india.com/>

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for **PROCUREMENT OF CUBICLES AND RELATED FURNITURE FOR RENOVATION OF FIELD DEVELOPMENT CENTRE(FDC) OF G&R DEPARTMENT.** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM.** The bidding documents and other terms and conditions are available at Booklet No.MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area ->Tender Documents.

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

No physical tender documents will be provided. Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oil-india.com.

The tender will be governed by:

a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = **0374-2807178/ 7171/ 7192/ 4903** , Email id = erp_mm@oilindia.in, esupport@oilindia.in.

b) OIL's office timings are as below:

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

Vendors should contact OIL officials at above timings only.

c) OIL Bank Details :

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

d) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

e) Technical specifications and Quantity as per **Annexure – I**.

f) The prescribed Bid Forms for submission of bids are available in the Technical RFx->External Area ->Tender Documents.

g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

h) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons

contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area ->Tender Documents. The above filled up document to be uploaded in the **Technical Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

Special Notes:

1.0

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

NOTE:

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

- 2.0 The tender is invited under SINGLE STAGE-COMPOSITE BID SYSTEM. The bidders are required to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic format in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

- 2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> Technical Attachment only. For details please refer “NEW INSTRUCTIONS”. Please refer Annex-BB for price schedule.
- 3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **GM-Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam** or before the Bid Closing Date and Time mentioned in the Tender.
- a) **Original Bid Security**
b) **Detailed Catalogue (if any)**
c) **Any other document required to be submitted in original as per tender requirement**
- All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in Duplicate.
- 4.0 **Benefits to Micro & Small Enterprises (MSEs) as per OIL’s Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details.**
- 5.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.
- 6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 7.0 Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.
- 8.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.
- 9.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 10.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.
- 11.0 If Bank Guarantee is submitted towards ‘Bid Security’, then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.

12.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.

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

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

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

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

a) M/s Western Carriers (India) Ltd.

b) M/s DARCL Logistics Limited

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

14.0 While submitting the offers bidders are requested to refer to the enclosed **Annexure – BB (Price Bid Format and Evaluation Criteria)**.

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

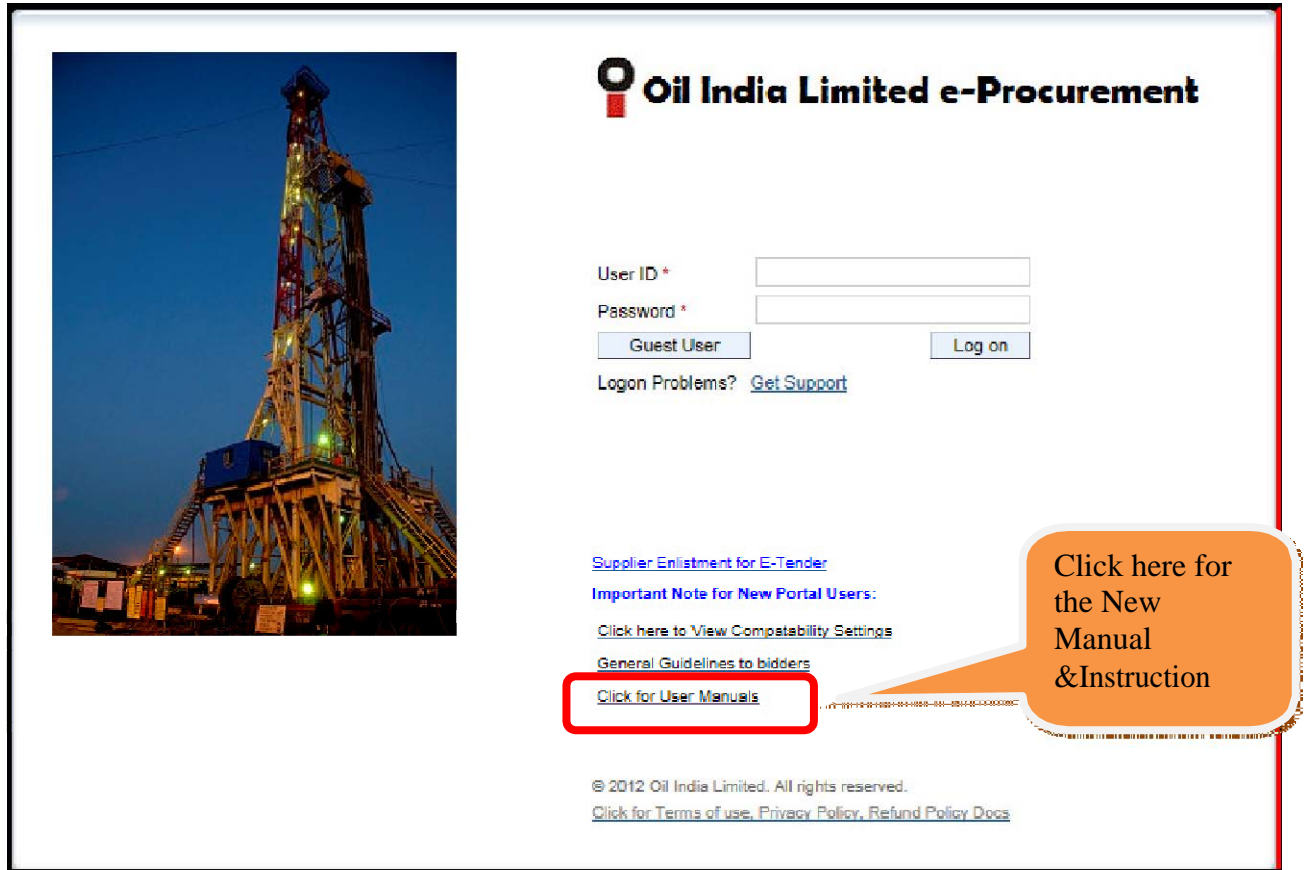
16.0 The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.

17.0 For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE Condition (i.e., Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of thee-tender.

18.0 **DISCLAIMER:** Rates/Costs shown above are as calculated/ quoted by the respective Bidder. Company does not assume any responsibility and shall not be liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-se-ranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting

from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer "**New Vendor Manual (effective 01.03.2019)**" available in the login Page of the OIL's E-tender Portal.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

Important Note for New Portal Users:

[Click here to View Comptability Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for the New Manual & Instruction

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NOTE:

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

Yours Faithfully

**Sd-
(S HAZARIKA)
MANAGER MATERIALS (IP)
FOR : GM-MATERIALS (HOD)**

Tender No & Date: SDI1933P20 dt: 12.07.2019

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

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) <u>TECHNICAL:</u></p> <p>1. Bidder should have the experience of successfully executing at least 1(one) similar order of value Rs. 16.55 Lakhs in preceding 5 (five) years as on the original Bid Closing date.</p> <p>“Similar order” means “Order for Renovation/Decoration of office job”</p> <p>Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Order along with copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders, such as:-</p> <ul style="list-style-type: none">(i) Satisfactory Inspection Report (OR)(ii) Satisfactory Supply Completion / Installation Report (OR)(iii) Consignee Receipted Delivery Challans (OR)(iv) Tax Invoices issued under relevant rules of Central Excise / VAT/GST (OR)(v) Any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.	

Note:

a) 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.

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

B) FINANCIAL :

a) Annual financial turnover of the firm in **any of the preceding 3 financial/accounting years from the original Bid Closing Date** should not be less than **Rs 16.55 Lakhs**.

b) Net Worth of the firm should be Positive for preceding financial / accounting year (FY=2018-2019).

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

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

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

OR

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

C) COMMERCIAL:

i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.

ii) Bid security:

The bid must be accompanied by Bid Security of **Rs. 66,200.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time

mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 6 months from the Bid closing date. (i.e. upto 29.02.2020).**

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

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

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

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

iii) Bids are invited under “Single Stage Composite Bid System”. Bidders have to submit both the “Techno-commercial Unpriced Bids” and “Priced Bids” through electronic form in the OIL’s e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway.

iv) Performance Security:

The successful bidder shall submit Performance Security as given below:

The successful bidder shall submit Performance Security @ 10% of PO value within 30 days of receipt of the formal purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in the following form :

A Bank Guarantee in the prescribed OIL’s format valid for 90 days beyond the delivery period and applicable warranty/guarantee period (if any).

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

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

v) The prices offered will have to be firm through delivery and not subject to

variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

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

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

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

ix) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

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

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

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

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

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

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

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

The bank guarantee issued by the bank must be routed through SFMS platform as per following details:

(i) "MT 760 / MT 760 COV for issuance of bank guarantee.

(ii) "MT 760 / MT 767 COV for amendment of bank guarantee

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code - UTIB0001129, Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District - Dibrugarh, PIN- 786602

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the terms and conditions stipulated in the tender and

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

A) TECHNICAL:

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

B) COMMERCIAL:

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

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

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

NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI1933P20 dt: 12.07.2019

MATERIALS DESCRIPTION	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>MAINTOP:2100/1500W X 600/600D X 750HT TABLETOP AND 1200 HT PARTITIONS WITH EXTENDED PARTITIONS OF 1200MM – QTTY = 04</u></p> <p>MainTop:2100/1500W X 600/600D X 750HT Tabletop and 1200 HT Partitions with extended partitions of 1200mm.</p> <p>Specification:</p> <p>Partition:Height 1200mm</p> <p>Tabletop:25mm or higher thick Pre-laminate particle board finished with 2mm or higher edge lipping.</p> <p>Tile Finishes: Above Table top level:Fabric Tiles,one glass marker tile & one magnetic tile per workstation or equivalent Below Table top level:Pre-laminated tiles and metal skirting tile or equivalent</p> <p>Support :MS Brackets and gable end</p> <p>Wire Management :Raceway provided above table top Grommet Hole provided on table top. The cost of 4 nos socket, 4 nos switches, 2 nos data jacks, 1 no telephone jack per workstation, power wiring and the connection thereof is included. Cable trenching to be done as required on floor to make wire entry to all the Workstations.</p> <p>MOBILE PEDESTAL 2D+1F</p> <p>SIZE: 400W x 450D x 640HT</p> <p>Pedestal:Pedestal are made of 18mm or higher thick PLB with 2 drawer units and 1 filling folder unit. Keyboard and CPU Trolley included.</p>	
<p><u>ITEM NO. 20</u></p> <p><u>L- SHAPE MANAGER WORKSTATION CUBICLES -09 NOS</u></p>	

<p>L- Shape Manager Workstation Cubicles</p> <p>Main Top : 1500/1500W X 600/600D X 750HT</p> <p>Table top and 1200HT Partitions</p> <p>Specification:</p> <p>Partition: Height 1200 mm</p> <p>Table top : 25mm or higher thick Pre-laminate particle board finished with 2mm or higher edge lipping.</p> <p>Tile Finishes:</p> <p>Above Table top level: Fabric Tiles, one glass marker tile & one magnetic tile per workstation or equivalent</p> <p>Below Table top level: Pre-laminated tiles and metal skirting tile or equivalent</p> <p>Support : MS Brackets and gable end</p> <p>Wire Management : Raceway provided above table top Grommet Hole provided on table top.</p> <p>The cost of 4 nos socket, 4 nos switches, 2 nos data jacks, 1 no telephone jack per workstation, power wiring and the connection thereof is included. Cable trenching to be done as required on floor to make wire entry to all the Workstations.</p> <p>MOBILE PEDESTAL 2D+1F</p> <p>SIZE: 400W x 450D x 640HT</p> <p>Pedestal : Pedestal are made of 18mm or higher thick PLB with 2 drawer units and 1 filling folder unit.</p> <p>Keyboard and CPU Trolley included.</p>	
<p><u>ITEM NO. 30</u></p> <p><u>WORKSTATION – QTY = 12 NOS</u></p> <p>WORKSTATION</p> <p>Main Top : 1650 X 600 X 750HT</p> <p>Specification:</p> <p>Table top : 25mm thick or higher Pre-laminate particle board finished with 2mm edge lipping.</p> <p>Main Screen : 8 mm Glass screen on Alu. Extrusion 350mm HT</p> <p>Return Screen : 12 mm Fabric magnetic screens on Alu. Extrusion of 350HT</p> <p>Under Structure - Leg constructed by MS powder coated using high pressure die casting connectors, clear & tough polycarbonate leg bush & swivel type levellers. The legs shall have no visible hardware and its transparent and self-adjusting shoes.</p> <p>Wire Management: Wire management included. 4 nos socket, 4 nos switches, 2 nos data jacks, 1 no telephone jack per workstation, power wiring and the connection thereof is included. Cable trenching to be done as required on floor to make wire entry to all the Workstations.</p> <p>MOBILE PEDESTAL 2D+1F</p> <p>SIZE: 400W x 450D x 640HT</p> <p>Pedestal : Pedestal are made of 18mm or higher thick PLB with 2 drawer units and 1 filling folder unit.</p> <p>Keyboard and CPU Trolley included</p>	

ITEM NO. 40

CONFERENCE TABLE -01 NO

Conference Table

SIZE : 2700W x 900D x 750 MM HT TABLE TOP Specification:

Table top : 25mm or higher thick Pre-laminate particle board finished with 2mm or higher edge lipping. The colour is sapele or near equivalent

Under Structure - Leg constructed by MS powder coated & the legs shall have no visible hardware.

Wire management : Flip up 450 - 2 nos with provision for Switch cut out are provided for power and data cable management. Wire entry box is considered.

The cost of 4 nos socket, 4 nos switches, 8 nos data jack, power wiring and their connection thereof is included. Cable trenching to be done as required on floor to make wire entry to the table.

ITEM NO. 50

Small Storage - QTY = 04 NOS

Small Storage :

Storage is made of 18mm or higher PLB with openable shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles.

Size: 900 x 450 x 1200 ht

ITEM NO. 60

Large Storage – QTY = 05 NOS

Large Storage :

Storage is made of 18mm or higher PLB with openable shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles.

Size: 900 x 450 x 2100 ht

ITEM NO. 70

TV Unit cum Storage Unit – QTY = 01 NO

TV Unit cum Storage Unit :

Size: 2700 x 450 x 750 mm Ht

Made of 19mm or higher bwr block board with 1mm thick laminate finish. The entire unit is to be accommodated with drawers and cabinets as per design finalised by officer In-charge.

<p><u>ITEM NO. 80</u></p> <p><u>STORAGE – Qty = 19 NOS</u></p> <p>Size: 900 x 450 x 2100 ht.</p> <p>Made of 19mm bwr block board with 1mm thick laminate finish. The entire unit is to be accommodated with shelves as per design finalised by officer In-charge.</p>	
<p><u>ITEM NO. 90</u></p> <p><u>Carpet Tiles – Qty = 150 NOS</u></p> <p>100% olefin Polypropelenelooppile carpet tile of size: 50cm x 50cm and thickness 8 mm or higher having backing type: pvc reinforced by glass fibre.</p>	
<p><u>ITEM NO. 100</u></p> <p><u>Vertical Blind – QTY = 18 Nos</u></p> <p>Fabric: The fabric is manufactured from woven Polyester/Polyester coated fibreglass. The slats shall be able to be easily detached from the slat traveller and the stack shall be easily unclipped to traverse across the track.</p> <p>Slat width: 100mm</p> <p>Track: aluminium alloy 45 mm deep by 25mm high with wall thickness 1.1mm</p> <p>Slat finishing: Bottom slats shall have weight chains</p> <p>Slat hooks: Slat hooks shall be removable, without the need to disassemble the track.</p> <p>Slat travellers: The track shall contain the patented self-aligning mechanism to ensure vanes realign if disturbed. Slats shall be equally spaced.</p> <p>Clutch: The Vertical Blind shall contain the Gear Clutch Mechanism.</p>	
<p><u>ITEM NO. 110</u></p> <p><u>Shoe Rack – Qty = 01 No</u></p> <p>Size : 1200 x 450 x 750 ht</p> <p>Made of 19mm bwr block board with 1mm thick laminate finish.</p>	

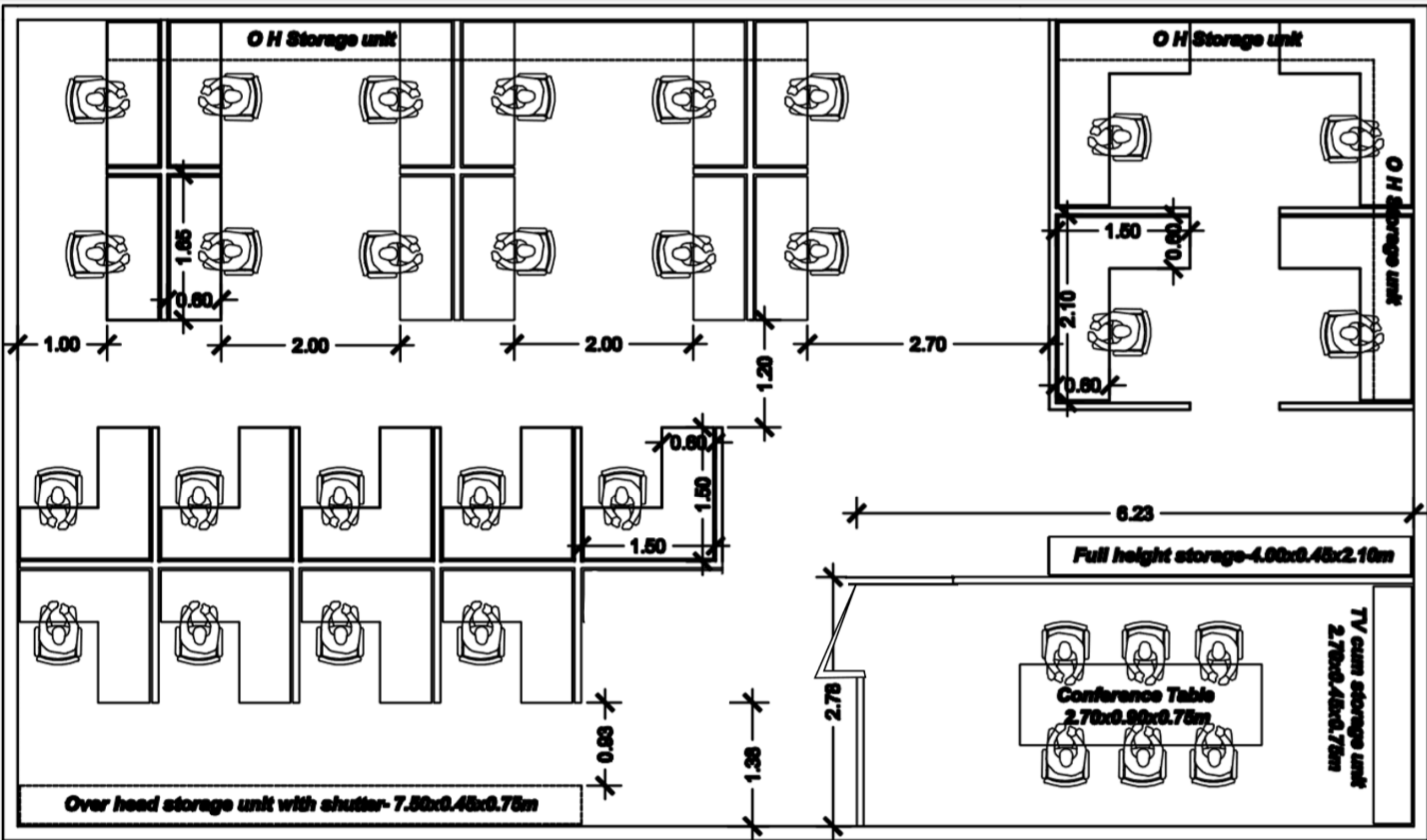
<p><u>ITEM NO. 120</u></p> <p><u>ALUMINIUM PARTITION – QTY = 08 NOS</u></p> <p>Aluminium partition of 2100mm height to make cabin enclosure with sliding door as per layout and design. Finished with both side Pre Laminated particle board upto 900 mm height and 6mm frosted glass from 900mm upto 2100 mm height. The partition has to be fitted with one number single panel Sliding door handles with lock etc, and complete in all respect, of size 900 mm length x 2100 mm height with top and bottom aluminium section and made of 10 mm thick clear glass, with design etching on the face of the door. (Design to be approved). Fixing aluminium work for partitions with extruded built up standard tubular sections of size 2.5" x 1.5" and 3.5" x 2" for doors fixed with raw plugs and screws or with fixing clips, or with expansion hold fasteners including necessary filling up of gaps at junctions, at top, bottom and sides with required PVC/neoprene felt etc. Aluminium sections shall be smooth, rust free, straight, and jointed mechanically wherever required. Partition should be made of coloured anodizing aluminium frame of thickness 1.5 mm.</p>	
<p><u>ITEM NO. 130</u></p> <p><u>CHAIR – QTY = 14 NOS</u></p> <p>Mesh back chair Cushioned seat Multilocking Mechanism Height adjustable arms Nylon base for L shape workstation</p>	
<p><u>ITEM NO. 140</u></p> <p><u>CHAIR - QTY = 12 NOS</u></p> <p>Mesh back chair Self calibrating multilock mechanism Adjustable lumbar support. Height adjustable arms Nylon base for workstation.</p>	
<p><u>ITEM NO. 150</u></p> <p><u>CHAIR – QTY = 10 NOS</u></p> <p>Mesh back chair Self calibrating multilock mechanism Adjustable lumbar support Height adjustable arms Nylon base for Conference room</p>	
<p><u>ITEM NO. 160</u></p> <p>Dismantling and re-fitting of the existing modular workstations and Installation and Commissioning of new modular workstations. – QTY = 01 NO</p>	

SPECIAL TERMS AND CONTIONS (FOR ALL THE ITEMS)

1. Bidder will be responsible for design, supply, removal of existing set up and installation of the supplied items (Layout diagram is enclosed as Annexure-A). Bidder's quoted price for the above items will include all charges.
2. All catalogues/literature (coloured only) of all the quoted items to be submitted alongwith the bid clearly indicating the quoted items. Make of the items quoted should be clearly indicated in the bid. Sample wherever required may also be sought by the buyer before Bulk Supply.
3. Colours to be decided by the buyer before supply. Layout design will be approved by buyer.
4. Item wise rate should be quoted. Bidder should also quote for all the items. Part items will not be accepted.
5. All the items will be procured from the same source. Evaluation of the tender will be done accordingly.
6. Existing modular workstation will be dismantled and refitted in another location by the bidder at payable basis included in the PR as the dismentleing and refittinfg cost.
7. Bidder to provide warranty for a period of one year from the date of supply for all the products.
8. Bidders should be the manufacturer/authorized dealer. Letter of Authorization from Manufacturer on the same and specific to the tender should be enclosed.

Note:

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



Technical Bid Checklist**Annexure-EEE**

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
Sl. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Confirm that validity has been offered as per NIT.		
2	Confirm that Bid Security / Earnest Money has been submitted as per NIT (Wherever Applicable) ?		
3	Confirm that you shall submit Performance security (in the event of placement of order) (Wherever Applicable) ?		
4	Confirm that duly signed Integrity Pact has been submitted as per NIT (Wherever Applicable) ?		
5	Confirm that you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)		
6	Confirm that you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.		
7	Confirm that the bid has been signed using Class 3 digital certificate with Organisation's Name as per NIT.		
8	Confirm that you have not taken any exception/deviations to the NIT .		

NOTE: Please fill up the greyed cells only.

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

Response Sheet

Annexure-FFF

Tender No.
Bidders Name

Bidders Response Sheet

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

NOTE: Please fill up the greyed cells only.

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

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

Counter Signed by Banker:
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.