



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5025165  
Dated/दिनांक : 07-06-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-07-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-07-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Petroleum And Natural Gas
Department Name/विभाग का नाम	Oil India Limited
Organisation Name/संगठन का नाम	Oil India Limited
Office Name/कार्यालय का नाम	Oil India Limited
Total Quantity/कुल मात्रा	8
Item Category/मद केटेगरी	Sucker Rod Pump
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Inspection to be carried out by Buyers own empanelled agency</b>	Yes
<b>Type Of Inspection</b>	Pre Dispatch
<b>Name of the Empanelled Inspection Agency/ Authority</b>	Board of Officers
<b>Payment Timelines</b>	Payments shall be made to the Seller within <b>30</b> days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Required/वित्तीय दस्तावेज की आवश्यकता है।</b>	Yes

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	4310000

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	22

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### **Beneficiary/लाभार्थी :**

GMFA

Oil India Limited, Duliajan, Assam 786602. Email : tuhin\_roy@oilindia.in; Details of Beneficiary : OIL INDIA, Bank Name : ICICI BANK LTD, Branch Name :Duliajan, IFSC Code ICIC0000213, Unique identifier code (Field 7037) : OIL503988890, Company name : Oil India Limited Type of Account :Current (Gmfa)

#### **Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

### **MII Purchase Preference/एमआईआई खरीद वरीयता**

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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### **MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

### **3. Inspection of Stores by Nominated Inspection Authority / Agency of buyer or their authorized representatives**

An independent third party Professional Inspection Body can help buyer in mitigating buyer's risk with pre-dispatch/post-dispatch inspection in order to ensure that equipment, components, solutions and documentation conform to contractual requirements. The buyer has a right to inspect goods in reasonable manner and within reasonable time at any reasonable place as indicated in contract. Inspection Fee/ Charges (as pre-greed between buyer and Inspection Agency) would be borne by the buyer as per their internal arrangement but may be recovered from the seller if the consignment failed to conform to contractual specification and got rejected by the Inspection Officer .If so requested and accepted by the seller , initially seller may pay for inspection charges as applicable and get the same reimbursed from buyer if consignment accepted by the Inspecting Officer . For reimbursement seller has to submit proof of payment to Inspection Agency.

Seller/OEM shall send a notice in writing / e-mail to the Inspecting officer / inspection agency specifying the place of inspection as per contract and the Inspecting officer shall on receipt of such notice notify to the seller the date and time when the stores would be inspected. The seller shall, at his own expenses, afford to the Inspecting officer, all reasonable facilities as may be necessary for satisfying himself that the stores are being and or have been manufactured in accordance with the technical particulars governing the supply. The decision of the purchaser representative /inspection authority regarding acceptance / rejection of consignment shall be final and binding on the seller.

The Seller shall provide, without any extra charge, all materials, tools, labour and assistance of every kind which the Inspecting officer may demand of him for any test, and examination, other than special or independent test, which he shall require to be made on the seller's premises and the seller shall bear and pay all costs attendant thereon.

The seller shall also provide and deliver store / sample from consignment under inspection free of charge at any such place other than his premises as the Inspecting officer may specify for acceptance tests for which seller/OEM does not have the facilities or for special/ independent tests.

In the event of rejection of stores or any part thereof by the Inspecting officer basis testing outside owing to lack of test facility at sellers premises, the seller shall, on demand, pay to the buyer the costs incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work.

Inspector shall have the right to put all the stores or materials forming part of the same or any part thereof to such tests as he may like fit and proper as per QAP/governing specification. The seller shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspecting officer.

Unless otherwise provided for in the contract, the quantity of the stores or materials expended in test will be borne by seller.

Inspecting officer is the Final Authority to Certify Performance / accept the consignment. The Inspecting officer's decision as regards the rejection shall be final and binding on the seller.

The seller shall if so required at his own expense shall mark or permit the Inspecting officer to mark all the approved stores with a recognised Government or purchaser's mark.

#### Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
26-06-2024 09:00:00	OIL INDIA LIMITED, DULIAJAN, ASSAM 786602

#### Sucker Rod Pump ( 8 pieces )

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/कमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)**

#### Technical Specifications/तकनीकी विशिष्टियाँ

Buyer Specification Document/क्रेता विशिष्टि दस्तावेज़	<a href="#">Download</a>
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**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Ratandeep Gogoi	786602,Oil India Limited, Duliajan, Assam	8	365

#### Buyer added Bid Specific Additional Scope of Work

S.No.क्र.सं	Document Title	Description	Applicable/रिवर्स प्रभार के अनुसार जीएसटी i.r.o. Items
1	Technical specifications <a href="#">View</a>	Technical specifications	Sucker Rod Pump(8)

The uploaded document only contains Buyer specific Additional Scope of Work and / or Drawings for the bid items added with due approval of Buyer's competent authority. Buyer has certified that these additional scope and drawings are generalized and would not lead to any restrictive bidding.

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

##### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

##### 1. Delivery period =

Delivery of the SRPs shall be done in two lots. Four (04) sets of SRPs shall be delivered within eight (08) months and remaining four (04) sets shall be delivered within four (04) months from the date of delivery of the first lot. However, delivery of the complete order shall be completed within twelve (12) months from the date of receipt of PO.

##### 2. Payment terms =

80% of material cost shall be paid on completion of Delivery at destination within 30 days. Balance 20% of material cost & 100% of Installation & commissioning, Training charges shall be paid within 30 days of completion of Installation & commissioning, Training.

#### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



**FORWARDING LETTER & INSTRUCTION TO BIDDERS**

**OIL INDIA LIMITED (OIL)** is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Maharatna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), with its Headquarters at Duliajan, Assam. Duliajan is connected by Air with nearest Airport at Dibrugarh, 45 km away.

In connection to its operations, OIL invites **DOMESTIC COMPETITIVE BIDS** from competent and experienced bidders through GEM portal for the items mentioned below. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through GEM portal. For your ready reference, few salient points of the Tender are highlighted below.

**TENDER INFORMATION SUMMARY**

1A	Bid Security	:	<b>Applicable</b>  Bid Security if submitted in the form of BG/e-PBG must be valid at least for a period of 6 months from the date of original bid closing date of the tender <b>i.e. valid upto 31.01.2025.</b>  <b>NOTE: Original Bank Guarantee will have to be submitted directly to OIL on or before the Bid closing date and time, failing which the bid may be rejected.</b>
1B	Bid Security Declaration	:	Not Applicable
2	Performance Guarantee	:	<b>Applicable @ 5 % of Order value for PO value more than Rs. 10.00 Lakhs</b>
3	Integrity Pact	:	Applicable
4	MSE Purchase Preference	:	Applicable
5	PPP-MII Purchase Preference	:	Applicable
6	Preference to domestically manufactured Iron and Steel product (DMI&SP Policy)	:	Not Applicable
7	Restrictions on procurement from a bidder of a country which shares a land border with India	:	Applicable
8	Pre - despatch inspection	:	Applicable
9	Third party inspection (TPI)	:	Applicable
10	Installation & Commissioning	:	Applicable
11	Training	:	Applicable
12	Annual Maintenance Contract	:	Not Applicable
13	OIL's PR No.	:	1426415. FP-07 <b>Quote this reference number for all correspondence with OIL.</b>

**LIST OF ANNEXURES/PROFORMAS**

<b>ANNEXURES</b>	
Annexure - I	: Technical Specifications, Scope of Work, Special terms & Conditions etc.
Annexure - II	: Price Break up
Annexure - III	: Bid Evaluation Criteria / Bid Rejection Criteria (BEC/BRC)
Annexure - IV	: Technical & Commercial Checklist
Annexure - V	: General Conditions of Contract (GCC) & Special Conditions of Contract (SCC)
Annexure - VI	: Bid Evaluation Matrix (Technical Specification)
Annexure - VII	: Bid Evaluation Matrix (Bid Rejection Criteria)
Annexure - VIII	: Policy for providing preference to Domestically Manufactured Iron & Steel Products (DMI & SP)
Annexure - IX	: General Conditions of Contract ( <i>For all services to be rendered including AMC</i> )
<b>PROFORMAS</b>	
Proforma - A	: Format for undertaking towards compliance of Financial Criteria
Proforma - B	: Format for Annual Turn Over and Net Worth Certificate
Proforma - C	: Format for Corporate Guarantee towards Financial Standing
Proforma - D	: Format for Integrity Pact
Proforma – E(I), E(II), E(III)	: Formats for undertaking towards compliance of restriction on procurement from a bidder of a country which shares a land border with India
Proforma - F	: Format for Performance Security
Proforma – G A	: Format for Bid Security
Proforma – G B	: Format for Bid Security Declaration
Proforma - H	Format for undertaking towards submission of authentic information/ documents
Proforma - I	Format for Authorization letter For attending Tender Opening
Proforma – J	Format for Exception / Deviation
Proforma – K	Format for Undertaking For Local Content
Proforma - L	Format for Power of Attorney / Authorization letter (Regarding authority for submission of bid)
Proforma – M	Format for Bidders financial standing
Proforma – N	Format for declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation

**ANNEXURE – I**

**TECHNICAL SPECIFICATION/SCOPE OF WORK/SPECIAL TERMS & CONDITIONS**

Item no.	Item Description	Qty
1	Sucker Rod Pump (SRP) Surface Unit packages	8 Nos.

**AA) TECHNICAL SPECIFICATIONS**

**Item 1 - Design, manufacture, and supply of Conventional Type Sucker Rod Pump (SRP) Surface Unit packages, Qty = 8 Nos.**

**SCOPE OF WORK:**

Scope of work includes design, manufacture, and supply of eight (08) nos of Conventional Type Sucker Rod Pump (SRP) Surface Unit packages, followed by installation & commissioning of two (02) nos of the SRP packages at two (02) wells of OIL, Duliajan. Balance 6 Nos of the SRP packages shall be installed and commissioned by OIL. Details of the same are given below:

- I. Mechanical Design & Fabrication of the SRP to be done to meet the duty conditions complete with all accessories as per the technical specification detailed in Annexure – III. The SRP shall be unitized to a suitable Gas Engine (Prime Mover) with its power transmission system. The Gas Engine shall be supplied as per the technical specification detailed in Annexure – B.
- II. Installation & Commissioning followed by Performance Guarantee Test Run (PGTR) of two (02) nos of SRP packages at two (02) wells of OIL.

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**ANNEXURE – A**

**TECHNICAL SPECIFICATION OF CONVENTIONAL TYPE SUCKER ROD PUMP SURFACE UNITS**

Sl. No.	SECTION / SUB-SECTION	NIT DESCRIPTION	Bidder's Comments (Confirmed/Submitted/Deviation etc.)
1.0	<b>Specification of SRP Surface Units</b>	New and unused conventional type SRP surface unit manufactured according to latest edition of <b>API 11E</b> or <b>GOST 31832-2012</b> as specified below:	
	<b>Sl. No.</b>	<b>Descriptions</b>	<b>Specification</b>
	<b>a.</b>	Designation of SRP Surface unit	C-912D-365-168 or Equivalent model as per GOST 31832-2012
	<b>b.</b>	Gear reducer torque rating	912,000 Inch-pounds
	<b>c.</b>	Structural capacity	36500 pounds
	<b>d.</b>	Stroke Length	168, 144, 124 Inches
	<b>e.</b>	Strokes per minute	5, 7, 9 Strokes per minute

2.0	<b>Applicable Standards</b>	<p>Sucker Rod Pumping unit shall be designed, manufactured, and tested in accordance with latest edition of applicable codes/standards listed below but not limited to the following standards.</p> <ul style="list-style-type: none"> <li>a. API 11 E: For Sucker rod pumping unit.</li> <li>b. API RP 11 L: RP for design calculation for sucker rod pumping systems. (Conventional units)</li> <li>c. API RP 11 ER: Recommended practice for guarding of pumping units.</li> <li>d. API RP 11 G: Recommended Practice for Installation, Maintenance, and Lubrication of Pumping Units</li> <li>e. API Bull 11 L2: Catalogue of Analog Computer Dynamometer Cards</li> <li>f. API Bull 11 L3: Sucker Rod Pumping System Design Book</li> <li>g. ASTM-A-193/IS 1367: Specs. For Studs.</li> <li>h. ASTM-A-194/IS 1367: Specs. For nuts.</li> <li>i. ASTM-A-36/FE410WA/WB IS 2062: Structural steel testing and materials.</li> <li>j. AWS D1: Structural steel welding code.</li> <li>k. AGMA: Applicable standard for helical and Herringbone speed reducers for oil field pumping units.</li> <li>l. IS-226 /IS 2062 Standard for structural steel (Standard quality).</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>i. For bidder manufacturing as per GOST standard shall submit list of equivalent GOST standards for the above twelve (12) standards. However, acceptance of the same shall be at the discretion of OIL.</li> <li>ii. Bidder to submit conformity certificate.</li> </ul>	
3.0	<b>Description of SRP surface units</b>	<p>The Conventional Type Sucker Rod Pump Surface Units shall be consisting of following items:</p> <p><b>A) Horse Head &amp; Walking Beam:</b></p> <ul style="list-style-type: none"> <li>a. Walking beam</li> <li>b. Horse head</li> <li>c. Swivelling device of the horse head</li> <li>d. Wire line hanger (bridle) and Carrier bar</li> </ul> <p><b>B) Pitman Arm &amp; Equalizer Beam:</b></p> <ul style="list-style-type: none"> <li>a. Pitman arms</li> <li>b. Equalizer beam</li> <li>c. Equalizer bearing assembly</li> </ul> <p><b>C) Crank &amp; Counterbalance:</b></p> <ul style="list-style-type: none"> <li>a. Cranks,</li> </ul>	

	<ul style="list-style-type: none"> <li>b. Crank Pin bearing assembly</li> <li>c. Counterweights</li> <li>d. Wrist pin</li> </ul>	
	<p><b>D) Samson Post &amp; Base Structure:</b></p> <ul style="list-style-type: none"> <li>a. Samson post</li> <li>b. Central bearing assembly</li> <li>c. Samson post access caged ladder (on both sides)</li> <li>d. foundation elements with cross-beam, complete with studs &amp; nuts and skid holder</li> </ul>	
	<p><b>E) Gear Reducer:</b></p> <ul style="list-style-type: none"> <li>a. Gear reducer</li> <li>b. Gear reducer Support welded on unit base.</li> <li>c. Brake and brake control</li> <li>d. Brake Lever</li> </ul>	
	<p><b>F) Transmission:</b></p> <ul style="list-style-type: none"> <li>a. Extension shaft for prime mover</li> <li>b. Pulleys of all sizes with V-drive section for prime mover for achieving 5, 7, 9 SPM.</li> <li>c. Pulley with V-drive section for gear reducer</li> <li>d. V-belts at least 8 nos per unit</li> <li>e. Belt guard</li> <li>f. Power transmission pulley, extension shaft (if any), bearing, bearing housing, etc will be required as per design consideration/calculation of Power Transmission system.</li> </ul>	
	<p><b>G) Prime Mover:</b></p> <ul style="list-style-type: none"> <li>a. Prime mover for the SRP unit shall be Gas Engines of required capacity for continuous operation.</li> <li>b. The prime mover must have adequate capacity &amp; RPM to meet the optimum power requirement &amp; speed of the SRP system.</li> <li>c. Technical Specifications of the Prime Mover (Gas Engine) is attached as Annexure-B.</li> </ul>	
	<p><b>H) Skid for Prime Mover:</b></p> <ul style="list-style-type: none"> <li>a. The Prime Mover (Gas Engine) shall be suitably placed on a robust skid provided with all fittings and power transmission contrivances for</li> </ul>	

		<p>mounting pulley, extension shaft (if any), bearing, bearing housing etc as per design consideration of Power Transmission system.</p> <p>b. The Prime Mover Skid shall be installed on a composite/mother skid with arrangement for alignment with the Sucker Rod Pump / power transmission assembly. The alignment mechanism should have adequate scope for further alignment as per site requirement.</p> <p>c. The composite/mother skid shall be suitably integrated with the Base Structure of the Sucker Rod Pump. The skids shall be designed by considering the ergonomics and easy access to carry out maintenance of the Engine without removing from Skid.</p>	
<b>4.0</b>	<b>Important Features</b>	<p>Following are the important features of the various components of the Conventional Type Sucker Rod Pump Surface Units that shall be met by the bidder.</p> <p><b>A) Horse Head &amp; Walking Beam:</b></p> <p>a. Unit should have horse head, which can swing horizontally on one side of walking beam, preferably with the help of gear, to facilitate work over operations.</p> <p>b. Horse head should be attached to the walking beam in such a manner as to prevent falling off due to sudden parting of rod or other sudden load changes.</p> <p>c. Provision should be made for fitting and removal of horse head pin with operational ease with proper Lubrication system.</p> <p>d. Horse head and walking beam should be provided with at least two lifting lugs for safe and balanced handling at the site.</p> <p>e. The walking beam should be provided with railing &amp; arrangement for safety belt attachment for safe working during assembly /disassembly &amp; maintenance of the SRP surface unit.</p> <p>f. Material of construction of walking beam shall be as per Clause No 2.0.</p> <p>g. The wire line (bridle) for horse head should be supplied as per Clause No 2.0.</p> <p>h. Carrier bar should be designed and manufactured in three pieces to hold the wire lines and polished rod (1.5") separately to facilitate removal of polished rod independently.</p> <p>i. Torque factor and polished rod positions are to be furnished by the bidders for each 15-degree crank pin position with zero position at 12'O Clock.</p>	
		<p><b>B) Crank &amp; Counterbalance:</b></p> <p>a. The counterweight should have counterbalance effect as per the designation of the tendered SRP.</p> <p>b. The counterweight should have proper arrangement for lifting, placing, sliding and fitting on crank.</p> <p>c. The crank should have rack and pinion/set type arrangement for shifting counterweight and provision to restrict the end travel of counterweight.</p>	

		<p>d. The bidder should submit the API rating form for crank counterbalance (as per Annex C of API-11 E) including calculated counterbalance value and diagram that will indicate position of different counterweight sizes on cranks by reading its value on the horizontal scale.</p> <p>e. The crank should have graduated scale on both sides for ensuring accurate balancing of the units with counterweights.</p> <p>f. The crank should have arrangement to change position of the wrist pin to obtain different stroke length as per unit specification.</p>	
		<p><b>C) Samson Post &amp; Base Structure:</b></p> <p>a. The unit base should be sufficiently strong and should have heavy duty lifting lugs for easy loading and unloading.</p> <p>b. The central bearing assembly, which fits on the Samson post, should be provided with adjustment bolts for precision alignment.</p> <p>c. Caged ladders should be provided on both sides of Samson post for easy accessibility for repair/maintenance of horse head, Central Bearing etc.</p> <p>d. Sufficient quantity of suitable foundation bolts with skid holders should be supplied with each unit.</p> <p>e. Special care should be taken for Sampson post assembly (legs) dimensions and up down marking so that site assembly can be made without any over tightening and straining of the fasteners.</p> <p>f. The SRP unit shall be provided with lifting lug welded on base structure in such a way that it should not damage any equipment while handling.</p>	
		<p><b>D) Gear Reducer:</b></p> <p>a. The SRP surface unit shall be provided with Double herring bone (Double Helical) gear reducer as per applicable standard mentioned in Clause 2.0.</p> <p>b. Gear box direction must be clearly indicated.</p> <p>c. The gear reducer shall have positive feed lubrication to all the bearings.</p> <p>d. The gear reducer shall be capable of safely operating at maximum SPM as per Clause 1.0, e.</p> <p>e. The gear reducer housing should be provided with Gear oil filling point, Gear inspection cover and gauge stick (with minimum- maximum marking) for checking gear oil level only.</p> <p>f. Allen key head type drain plug should be provided in place of normal bolt head type plug on the gear reducer body.</p> <p>g. Access steps should be provided to facilitate approach to Gear reducer top inspection cover.</p>	
		<p><b>E) Brake</b></p> <p>a. The SRP surface unit shall be provided with braking arrangement having sufficient braking capacity to withstand a torque exerted by the cranks at</p>	

		<p>any crank position with a maximum amount of counterbalance torque for the particular unit involved.</p> <p>b. This braking torques is to be effective with the pumping unit at rest, under normal operating condition with the well load disconnected.</p> <p>c. All the Brake linkages from brake unit of gear reducer to the hand locking lever shall be of stainless steel.</p> <p>d. Mechanical locking system also to be provided with Brake drum assembly.</p>	
		<p><b>F) Transmission:</b></p> <p>a. The SRP unit shall be provided with taper lock bush/sleeves fit type prime mover pulleys of all sizes for achieving 5, 7, 9 SPM.</p> <p>b. The bidder should also supply bushing / sleeve to accommodate pulley for prime mover on extension shaft (if any) of minimum OD 80 mm.</p> <p>c. The bidder should also supply prime mover extension shaft (if any) to accommodate pulley for prime mover.</p> <p>d. The bidder shall also supply 02 sets of bearing with housing for the Extension Shaft (if any) with each SRP surface unit.</p> <p>e. Prime mover pulley and gear reducer pulley should have minimum 8 nos of space saver groove of C. section and shall be suitable for V-belts.</p> <p>f. The bidder shall also supply one set V belts with each SRP unit.</p> <p>g. The gear reducer pulley should be properly fitted with sleeve on the pinion gear shaft.</p> <p>h. Suitable belt guards to be provided with the units. Belt guard support channels should be detachable type to facilitate easy removal during maintenance.</p>	
5.0	General notes on SRP	A) <b>Painting:</b> Units should be painted with synthetic enamel rust preventive paint (one coat primer plus two finish coats) after adequate surface preparation.	
		B) <b>Bearing:</b> Bearings of the gear reducer, Central bearing, Equalizer bearing, Pitman bearing, and any other bearings used in the unit should be of best industry standard as per Clause 2.0.	
		C) <b>Fasteners:</b> All fastener bolts & nuts of sucker rod pumping unit should be provided with plain and spring washers and lock nuts.	
		D) <b>Interchangeability:</b> All the parts of one set of surface sucker rod pumping unit must be interchangeable with another set of surface unit of the same specification supplied by the same vendor.	
		E) <b>Monogram:</b> Each SRP surface unit and Gear reducer shall be duly provided with <b>API</b> or <b>GOST</b> monogram.	
		<p>F) <b>Name Plate:</b> A name plate bearing following information's is to be provided with each unit.</p> <p>i. Name of the manufacturer</p>	

		<ul style="list-style-type: none"> <li>ii. Model Number</li> <li>iii. Year of manufacture</li> <li>iv. Stroke length</li> <li>v. Structural unbalance</li> <li>vi. Monogram</li> </ul>	
		<p><b>G) Manuals:</b> Two Sets of technical manuals and catalogues in English Language are to be supplied with the SRP package both in hard copy and soft copy, without any extra cost:</p> <ul style="list-style-type: none"> <li>i. General Arrangement drawing (GAD) giving part details of Gear reducer, centre bearing assembly, (rear) tail-equalizer bearing assembly and crank pin bearing assembly with respective bearing identification numbers.</li> <li>ii. Foundation drawing: Foundation drawing to be provided well in advance for making the foundation ready for installation of unit on arrival.</li> <li>iii. Installation and Commissioning manual.</li> <li>iv. Operation and maintenance manual including lubrication instructions and spare parts list.</li> <li>v. Rating Form for Crank counterbalance as per Annex C of API-11 E.</li> <li>vi. Stroke and Torque Factor tables as per Annex C of API-11 E.</li> <li>vii. Completed manufacturers Gear Reducer data sheets as per Annex C of API-11 E.</li> <li>viii. Pulley combination table.</li> </ul>	
		<p><b>H) Accessories:</b> The following accessories should be provided along with each SRP unit</p> <ul style="list-style-type: none"> <li>i. Stroke Counter: One set of mechanical stroke counting meter should be provided with each SRP unit for recording the Total number of strokes of the unit run.</li> <li>ii. Tools Box with tool: Each surface unit should be provided with one complete set of all the suitable standard &amp; special tools, spanners, wrenches, allen keys (with a metallic toolbox) required to install the SRP unit including fastening of all the nuts &amp; bolts.</li> <li>iii. Accessories for Prime mover: the prime mover pulley, extension shaft, bearing, bearing housing etc will be supplied by the bidder as described above in Transmission (Clause 4.0, F).</li> </ul>	
		<p><b>I) Mandatory Spares: The following items required for regular operation &amp; maintenance, overhauling etc., shall be supplied along with the SRP surface units additionally as spares.</b> The bidder shall quote for the same indicating Unit Price, Part NO, which shall be considered for bid evaluation.</p> <ul style="list-style-type: none"> <li>i. Central Bearing : 2 nos. for each unit</li> <li>ii. Equalizer Bearing : 2 nos. for each unit:</li> </ul>	

		<ul style="list-style-type: none"> <li>iii. Brake cable : 1 no. for each unit</li> <li>iv. Brake shoes : 1 no. for each unit</li> <li>v. Arm bearing : 4 nos. for each unit</li> <li>vi. Dog clutch : 1 no. for each unit</li> <li>vii. V-belt : 2 sets for each unit (Each set consisting of 8 nos.)</li> <li>viii. Stud &amp; Bolt with Nuts : 1 set for Sampson Post</li> <li>ix. Stud &amp; Bolt with Nuts : 1 set for Base Structure</li> </ul>	
		<p>J) <b>Tools:</b> One set of relevant tools per SRP unit for operation and maintenance of the complete SRP units is to be supplied against each unit which shall be considered for bid evaluation. In addition, the following tools shall also be supplied along with <b>Each Unit.</b></p> <ul style="list-style-type: none"> <li>i. Pipe Wrench (size 12", 18", 24", 36") 1 nos. (Each)</li> <li>ii. Combination Spanners 1 set for each unit</li> <li>iii. Combination Pliers: 3 nos.</li> <li>iv. Allen Key Set: 1 set for Each Unit</li> <li>v. Screw Drivers (plain, Size 6" X 10") 2 nos.</li> <li>vi. Screw Drivers (Philips Size 6" X 10") 2 nos.</li> <li>vii. Special tools/wrenches for servicing SRP: 1 set per SRP</li> <li>viii. Aluminium ladder: 2 no</li> <li>ix. Impact hexagonal wrench of all sizes of Bolt of SRP Unit: 1 set per SRP unit</li> <li>x. Non-Sparking tool set comprising of two hammers, One each of 12", 18", 24" &amp; 36" Pipe wrench, One combination wrench set, two pliers, two plain screwdrivers of 6", two plain screw drivers of 10".</li> </ul>	
		<p>K) <b>Recommended Spares:</b> Additionally, the bidder shall furnish a list of recommended spares &amp; components which are not included in mandatory spares above that may be required for regular operation and maintenance, overhauling etc. throughout the life of the equipment complete with Part No, Unit price and annual consumption pattern of them.</p> <p><b>The price quoted for recommended spares will not be taken for bid evaluation. OIL shall procure them separately as and when required.</b></p>	

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## TECHNICAL SPECIFICATION OF PRIME MOVER (GAS ENGINE) FOR SUCKER ROD PUMP

Sl. No.	SECTION / SUB-SECTION	NIT DESCRIPTION	Bidder's Comments (Confirmed/Submitted/Deviated etc.)
1.0	Gas Engine	<p>The prime mover (Gas Engine) must have adequate capacity &amp; RPM to meet the optimum power requirement &amp; speed of the SRP system.</p> <p>The Gas engine should be a four stroke, naturally aspirated/ turbocharged, water-cooled engine whose rated output should not be less than 548 LB-FT (torque) and 157 BHP at 1500 RPM (maximum RPM) and designed in accordance with BS5514/ ISO3046 Standards. The engine should be multi-cylinder, In-Line, robust in design with close coupled radiator, rated for Continuous Duty application. The Gas engine shall be capable of handling the cyclical loading pattern of Sucker Rod Pump application. The Gas engine shall be capable of handling rpm variation based on the load from the SRP and variation in SRP spm which shall be set as per operational requirement.</p>	
1.1	Engine Sub-System	<p>The engine shall comprise of the following sub system:</p> <p><b>i) Cooling System:</b></p> <p>a) The engine jacket water cooling system should be a closed-circuit design with provision for filling, expansion, and de-aeration. The cooling pump should be driven by the engine.</p> <p>b) Radiator, Engine Mounted: Heat rejected to the engine jacket water shall be discharged to the atmosphere through a close coupled radiator. The radiator shall be sized to cool the engine continuously while operating at full rated load and at site conditions of 48 Deg C ambient.</p> <p>c) Blower Fan: The radiator cooling fan shall be a blower type driven from the engine. Air shall be drawn from the engine side and exhausted through the radiator core.</p> <p>d) Fan and Belt guarding: The fan, fan drive and fan belts shall be covered with punched steel mesh guarding for personnel protection.</p> <p><b>ii) Air Intake System:</b></p> <p>The air intake system should comprise of a heavy-duty engine air cleaner, mounted on the engine with a vacuum indicator and air intake manifold with dry element requiring replacement no more frequently than 500 hours or once each year. In case of turbocharged engine, turbocharger optimized for pumping applications with waste gate for exceptional transient response.</p> <p><b>iii) Electric Starting System:</b></p> <p>The engine should have an electric starting system comprising of a Maintenance Free Heavy Duty VRLA Battery Pack of reputed make, capacity 180 ampere hours (approx.) with charging alternator mounted on the engine for battery charging and a 24 Volt starter or as per manufacturer standard (of Make: LUCAS TVS/ DELCO</p>	

		REMY or equivalent), starter relay, and automatic reset circuit breaker to protect against butt engagement. Batteries should be housed in a hard rubber or polypropylene case with provision for venting. Required cables should be furnished and sized to satisfy circuit requirements.	
		<b>iv) Exhaust System:</b> The exhaust system should comprise of Water-Cooled Exhaust Manifold, stainless steel exhaust flexible connection, residential type exhaust silencer, spark arrestor and piping connections.	
		<b>v) Ignition System:</b> The ignition system should be shielded ignition system comprising of Altronic III/V/CD200, Ignition Coil, High-Tension and Low-Tension Wiring Harness, Transformer and Spark Plugs (Preferably STITT Make).	
		<p><b>vi) Fuel System:</b> The fuel system should comprise of hydro – mechanical/electronic governor of Woodward Make, Impco Carburetor, main line and secondary line Vanaz gas pressure regulators, gas filter and related linkages.</p> <p>Gas Pressure should be regulated in two stages:</p> <p>a) 1<sup>st</sup> Stage: Inlet: 20 psig and Outlet 7 psig.</p> <p>b) 2<sup>nd</sup> Stage: Inlet: 7 PSIG and Outlet: 8 Inch WC (0.284 PSIG) or as required by the engine rating.</p> <p>Fuel inlet line to the engine shall be having stainless steel flexible connection (wire braided) to take care of vibration/shock if any, in the system.</p>	
		<p><b>vii) Lubricating System:</b></p> <p>The lubricating system should comprise of lubricating oil pump, lubricating oil filter with a replaceable paper element, lubricating oil cooler, lubricating oil pan and crankcase breather.</p> <p>a) The lubricating oil pump shall be a positive displacement type that is integral with the engine and gear driven from the engine gear train. The system shall incorporate full flow filtration with a bypass valve to continue lubrication in the event of filter clogging.</p> <p>b) The bypass valve must be integral with the engine filter base of receptacle.</p>	
		<p><b>viii) Instrument Panel:</b></p> <p>The engine mounted instrument panel shall consist of a shock-mounted formed and welded enclosure. Metric marked gauges as noted below shall be provided.</p> <p>The instrument panel / power control command should include the following:</p> <p>a) Lubricating Oil pressure gauge</p> <p>b) Lubricating oil temperature gauge</p> <p>c) Water temperature gauge</p> <p>d) Starting Switch</p> <p>e) Mechanical/Digital tachometer and hour meter</p> <p>f) Ampere meter</p>	

		<p><b>ix) Engine Safety Controls:</b></p> <p>Engine mounted safety shut off / trip system for tripping the engine in the event of:</p> <ul style="list-style-type: none"> <li>a) Low lubricating oil pressure</li> <li>b) High cooling water temperature</li> <li>c) Engine over speed</li> <li>d) Low &amp; High Battery Voltage Warning</li> <li>e) Weak Battery Warning</li> </ul>	
		<p><b>x) Other Features:</b></p> <ul style="list-style-type: none"> <li>a) AVM Pads, as per requirement.</li> <li>b) Flywheel, Flywheel Housing with Ring Gear, Pilot Bearing Housing in Flywheel</li> <li>c) Lifting Eyes</li> <li>d) Guards Over Belt Drives (Blower Fan, Water Pump Drive Pulley, Timing Pulley)</li> <li>e) Standard Painting</li> <li>f) Suitable Hand Throttle Control</li> <li>g) SAE Standard Rotation.</li> </ul>	
		<p><b>xi) Gas shut off valve for engine fuel gas line should close automatically when the engine is stopped.</b></p>	
<p><b>2.0</b></p>	<p><b>General notes on engine</b></p>	<p>i) The engine shall conform to ISO :3046/BS 5514 specifications and shall be rated for continuous power with an overload power rating of 110% of the continuous power corresponding to engine application for a period of 1 hr within a period of 12 hrs operation.</p> <p>ii) The engine governing should be in accordance with Class A Governing specified in BS: 3109: 1985 (or latest)</p> <p>iii) The bidder should submit the following information along with relevant PERFORMANCE RATING CURVES and ENGINE PRODUCT CATALOGUE:</p> <ul style="list-style-type: none"> <li>a) Gross HP developed at rated RPM.</li> <li>b) Deduction for fan and other ancillary equipment.</li> <li>c) Net HP developed at rated RPM.</li> <li>d) Specific fuel consumption at rated power as well as at 110%, 75%, 50% and 25% of rated load.</li> </ul> <p>iv) The engine set should be suitable for operation at the following site condition:</p> <p>Maximum Temperature : 48 DEG C</p> <p>Minimum Temperature : 05 DEG C</p> <p>Maximum Humidity:</p> <ul style="list-style-type: none"> <li>at 21 DEG C : 100 %</li> <li>at 35 DEG C : 95 %</li> <li>at 41 DEG C : 70 %</li> </ul> <p>Maximum Altitude above sea level : 150 Meter</p> <p>v) Composition of Fuel Gas:</p> <p>The engine should be capable of developing required BHP and the composition of gas by volume available at site will be nearest to as under:</p> <ul style="list-style-type: none"> <li>Methane : 85.7 - 93.52</li> <li>Ethane : 2.45 - 6.55</li> </ul>	

		Propane : 1.28 - 3.12 Nitrogen : 0.53 - 1.21 Carbon-dioxide : 0.01 - 0.57 Iso-Butane : 0.31 - 0.75 N-Butane : 0.4 - 1.14 Iso-Pentane : 0.19 - 0.47 N-Pentane : 0.17 - 0.38 Hexane : 0.34 - 1.16 Gravity : 0.6204 - 0.6919 Gross Calorific Value : 9636.8 - 10590.8 Kcal/SCUM Net Calorific Value : 8704.3 - 9595.4 Kcal/SCUM Moisture content : 21.0 - 120.0LB/MMCFT (336.0-1992.0 KG/MMSCM).	
		vi) The fuel gas system shall consist of a minimum of following components but shall not be limited to these: <ol style="list-style-type: none"> <li>a. Main line, secondary line pressure regulators.</li> <li>b. Gas shut off valve.</li> <li>c. Pressure relief safety valve.</li> <li>d. Gas fuel filter.</li> <li>e. Interconnecting gas piping from main line pressure regulator to engine.</li> </ol> The gas conditioning & piping should be carried out in such a way as to prevent condensate carry over to engine.	
<b>3.0</b>	<b>Painting</b>	As per manufacturer's standard.	
<b>4.0</b>	<b>Skid</b>	<ol style="list-style-type: none"> <li>d. The Prime Mover (Gas Engine) shall be suitably placed on a robust skid provided with all fittings and power transmission contrivances for mounting pulley, extension shaft (if any), bearing, bearing housing etc., as per design consideration of Power Transmission system.</li> <li>e. The Prime Mover Skid shall be installed on a composite/mother skid with arrangement for alignment with the Sucker Rod Pump / power transmission assembly. The alignment mechanism should have adequate scope for further alignment as per site requirement.</li> <li>f. The composite/mother skid shall be suitably integrated with the Base Structure of the Sucker Rod Pump. The skids shall be designed by considering the ergonomics and easy access to carry out maintenance of the Engine without removing from Skid.</li> </ol>	
<b>5.0</b>	<b>Clutch</b>	Matching clutch Assembly in torque and power transmission (Make: GHATGE PATIL/TWIN DISC or their equivalent) to be provided along with the engine to transfer power from offered engine to the pump to be unitized.	
<b>6.0</b>	<b>Other Access</b>	<ol style="list-style-type: none"> <li>i) The engine clutch output shaft should be suitably coupled (Tyre flex coupling) with the power transmission shaft drive arrangement of the Sucker Rod Pump.</li> <li>ii) Suitable non-sparking guards over the rotating elements should be provided.</li> </ol>	

	<b>ssories</b>		
<b>7.0</b>	<b>Spare Parts</b>	<p>The following spares should be supplied as MANDATORY SPARES along with the complete package (The cost of the same to be included in the main offer and shall be considered for bid evaluation).</p> <ul style="list-style-type: none"> <li>i) Spark Plug : 1 Set per engine (1 set is no. of engine cylinders)</li> <li>ii) Ignition transformer : 6 nos.</li> <li>iii) Lub. Oil Filter element : 6 nos. per engine</li> <li>iv) Gas Filter element : 4 nos. per engine</li> <li>v) Air filter element : 4 nos per engine</li> <li>vi) Gas filter element (of gas train) : 4 nos. per engine</li> <li>vii) Gas regulators : 1 complete Set (Stage 1 &amp; Stage 2), per Engine</li> <li>viii) Set of vee belts : 2 sets per engine</li> <li>ix) Set of gaskets : 1 set per engine</li> <li>x) Self-Starter : 1 no.</li> <li>xi) Battery Charging Alternator : 1 no.</li> <li>xii) Coolant (apart for engine commissioning) : 40 Liters (per engine)</li> <li>xiii) Complete Tyre flex Coupling assembly : 1 no. (additional)</li> <li>xiv) Flexible tyres : 4 nos.</li> </ul>	
<b>8.0</b>	<b>Parts list, Instruction Manual &amp; Drawing</b>	<p><b>A.</b> The supplier should provide 4 (four) sets of manuals listed below against this order and plus one set each against each engine:</p> <ol style="list-style-type: none"> <li>1. OPERATING INSTRUCTIONS- Operation of engine &amp; supplied clutch.</li> <li>2. PARTS BOOKS- that illustrate and list all assemblies, subassemblies, and components.</li> <li>3. PREVENTIVE MAINTENANCE INSTRUCTIONS - on the complete system that covers daily, weekly, monthly, annual, and biannual maintenance requirements and includes a complete lubrication chart.</li> <li>4. ROUTINE TEST PROCEDURES- for all electronic and electrical circuits.</li> <li>5. TROUBLESHOOTING CHART- covering the complete engine showing description of trouble, probable cause, and suggested remedy.</li> <li>6. RECOMMENDED SPARE PARTS LIST- showing all consumables anticipated to be required during routine maintenance and test.</li> <li>7. WIRING DIAGRAM AND SCHEMATICS- showing function of all electrical (in the engine) components.</li> <li>8. Complete Step by Step Safe Operating Procedure (SOP) for the engine.</li> <li>9. One set of drawings showing installation details of the engine, oilfield type skid, wiring diagram. The diagrams are to be sent to us before supply of order materials.</li> <li>10. ENGINE SHOP MANUAL (overall 02 set)</li> <li>11. The bidders should provide installation diagram of the set and performance data sheet along with the quotation.</li> <li>12. The supplier should provide following details along with the set: <ul style="list-style-type: none"> <li>i) Dynamic load</li> <li>ii) Static load</li> </ul> </li> </ol>	

		<p>iii) Any unbalanced load</p> <p><b>B.</b> All manuals and books described above shall be contained in rigid plastic pouches and in digital form along with the engine.</p>	
<b>9.0</b>	<b>Special Terms &amp; Conditions</b>	<p>1. The Gas engine should be a four stroke, naturally aspirated/ turbocharged, water-cooled engine whose rated output should not be less than 157 BHP and 548 LB-FT (torque) at 1500 RPM and designed in accordance with BS5514/ ISO3046 Standards. The <b>engine should be</b> multi-cylinder, In-Line, robust in design with close coupled radiator, rated for Continuous Duty application.</p> <p><b>Note:</b> Bidder should furnish certificate/ undertaking/ product data sheet from the OEM declaring BHP (gross) and peak torque at 1500 RPM and compression ratio of the engine.</p> <p>2. The engine model should have proven track record of not less than 2400 running hours in one single unit in sucker rod pump drive in the upstream Oil &amp; Gas Exploration &amp; Production Sector.</p> <p>3. Documentary evidence in respect of the above proven track record, such as supply /purchase order copy, satisfactory performance certificates from the owner/user with the Make/Model of the pump clearly appearing in the body of the above documents should be enclosed with the technical bid.</p> <p>4. The manufacturer (engine) shall have authorized dealers in India, who can immediately provide factory trained servicemen, the required stock of replacement parts, technical assistance, and warranty administration. The supplier should be in a position to provide after-sales service within a period of 48 hours from the time of intimation from OIL.</p>	
<b>10.0</b>	<b>Data sheet for engine</b>	Make	
		Model	
		Number of Cylinder	
		Aspiration	
		Compression Ratio	
		Size (Bore & Stroke)	
		Displacement	
		Duty	
		Gross HP At 1500 RPM	
		Deduction for Fan, Altitude & Temp	
		Net HP available at 1500 RPM	
		Specific Fuel Consumption	
		# 100% Load	
		# 75% Load	

	# 50% Load	
	Lub. Oil Consumption (Lt/Hr)	
	Engine Sump Capacity	
	Engine Radiator Capacity (Lts)	
	Make & Type of Governor	
	Length X Width X Height	
	Weight of the complete engine	

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**SPECIAL TERMS & CONDITIONS**

Sl. No.	DESCRIPTION	
<b>1.0</b>	<p><b>GUARANTEE / WARRANTY:</b></p> <p>Guarantee / Warranty shall be individually provided for the SRP and Prime Mover by the respective OEMs and the following clauses shall be met.</p> <ol style="list-style-type: none"> <li>a. Goods, materials or plant (s) to be supplied shall be new, of recent make, of the best quality &amp; workmanship and shall be guaranteed by the supplier for a period of 18 months from the date of dispatch/ shipment or 12 months from the date of successful commissioning against defects arising from faulty materials, workmanship or design. Defective goods/ materials or parts notified by OIL to the Supplier shall be replaced immediately by the supplier on F.O.R destination basis including payment of all taxes and duties at Supplier's expense. This guarantee shall survive and hold good notwithstanding the inspection, payment for and acceptance of the goods.</li> <li>b. OIL reserves the right to inspect, test and if necessary, reject any part/parts after delivery at site (including incomplete manuals, catalogues, etc.) in case of any fault on the part of the supplier. It shall in no way be waived by the reason that the unit/item was previously inspected and passed by OIL as per Inspection Clause detailed elsewhere in this tender document.</li> <li>c. To keep the unit fully operational, in case of failure of any item during the warranty period, it shall be the supplier's responsibility to arrange replacement/repairing at site at their cost including customs, freight, etc. within a period of maximum one (01) month from the date of notification of such failure and warranty for such items shall be extended accordingly.</li> <li>d. The bidder must submit undertaking in original from the OEMs for back up guarantee, after sales services and uninterrupted supply of spares for at least 10 years with effect from the date of delivery, in the event of an order.</li> </ol>	
<b>2.0</b>	<p><b>INSPECTION:</b></p>	
<b>A.</b>	<p><b>THIRD PARTY INSPECTION (TPI):</b></p> <ol style="list-style-type: none"> <li>a) Supplier shall arrange for inspection (TPI) of the materials through OIL's nominated Third Party Inspection Agency at Bidder's/ Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection agency</li> </ol>	

shall be borne by supplier. Supplier shall include the cost of Third Party Inspection in the GEM price schedule.

b) Third party inspection of items will be carried out by any of the TPI agencies indicated below.

i) M/s Lloyds.

ii) M/s Bureau Veritas

iii) M/s RITES

iv) M/s I.R.S

v) M/s Tuboscope Vetco (To be considered after opening of office in India).

vi) M/s DNV-GL

c. The Scope of Third Party Inspection will be as below and TPI certificates shall be submitted along with material supply.

**d. Scope of Third-Party Inspection:**

The scope of TPI agency will include but not limited to the following:

- a. Witness the manufacturing and assembly.
- b. Witness the functional and performance tests.
- c. Review of inspection procedure.
- d. Inspection of Engine, Bought out Items, viz., Bearings, Tools etc.
- e. Review Material Packaging as per PO requirements.
- f. To document and issue inspection certificate.
- g. The above scope inspection is for general guidelines only. If third party desires to carry out any additional inspection as per applicable standards, shall be included during the appointment of TPIA.

**B. Pre-Dispatch Inspection by OIL:**

The plant and materials may be subjected for inspection during manufacture at the purchaser's discretion, but such inspection shall not relieve the supplier of his responsibility to ensure that the equipment supplied is free from all manufacturing and other defects and conform to correct specifications. Inspection shall be carried out by OIL at manufacturer's site/workshop for a period of not less than six (06) days. The inspection team shall consist of representatives of OIL. The following points shall be noted but not limited to in regard to pre-dispatch inspection by OIL.

- a. The supplier shall inform OIL at least one month (3 months in case of overseas) in advance for carrying out pre-dispatch inspection. OIL shall depute representatives for pre despatch inspection within one (01) month of intimation from supplier.
- b. Physical verification/inspection of all the items/fittings/accessories including all Parts Catalogue, Maintenance & Service Manuals, documents, etc. The supplier shall arrange all infrastructures & technical support during the process of inspection as and when required.

- c. Load testing of the engine along with the SRP unit for output and performance shall be carried out by OIL's inspection team.
- d. Supplier shall have to take note of any minor modification(s) for operational requirement suggested by the inspectors and comply with the same at no extra cost to OIL.
- e. The inspection report would be prepared at the end of the inspection and jointly signed by both the parties.
- f. Supplier shall confirm in writing compliance with all the points raised in the inspection report as well as any other subsequent additions/changes, following deliberation with the inspectors after arrival at Duliajan.
- g. Supplier will affect dispatch of the unit only on receipt of OIL's dispatch advice.

**Note:**

- a. **During PDI the supplier shall provide presentation on the supplied unit to the inspection team for familiarization on the operation, maintenance and working principle of the SRP.**
- b. **The supplier shall facilitate the above inspections to OIL's inspection team at no extra cost to OIL. However, cost of travel, accommodation and other expenses of the OIL's inspection team will be borne by OIL.**

**3.0 INSTALLATION & COMMISSIONING:**

The successful bidder will be required to install and commission two (02) nos. of SRP with prime movers as indicated in the tender document. The balance six (06) nos. of SRPs shall be installed & commissioned by inhouse crew of OIL. The following points need to be met for successful completion of the I&C.

- a. The supplier shall provide the complete RCC Foundation Drawing as per applicable standards after receipt of Purchase Order (for indigenous bidders) or receipt of Letter Of Credit (for foreign bidders). The foundation drawing shall be submitted to OIL three (03) months prior to final shipment of the consignment so that foundation can be made ready for installation & commissioning of the surface units.
- b. The Supplier shall depute their competent personnels for installation & commissioning of the complete units (both SRP & Prime Mover) at OIL's operational area in Assam / Arunachal Pradesh (India). The Supplier's commissioning engineer shall be available at Duliajan, Assam within thirty (30) days of the intimation given by OIL for commissioning the units.
- c. The bidder shall depute factory trained service representatives. It will be the responsibility of the commissioning engineer for successful installation & commissioning of the units. He shall also bring their tools and tackles and any other equipment required to install and commission the units. However, crane service shall be provided by OIL.
- d. Bidders shall quote Installation & Commissioning charges for two (02) nos. of SRP with prime movers only. While quoting Installation & Commissioning charges, bidder should consider all charges including to and fro fares, boarding/lodging, local transport, and other expenses during stay of their personnel accordingly. OIL may provide accommodation on Chargeable basis subject to availability.
- e. The supplied SRP units shall be deemed to be commissioned on successful Performance Guarantee Test Run (PGTR) of the units to the satisfaction of OIL at two (02) nos. of wells of OIL. Details of PGTR is as mentioned below.
  - i. Performance Guarantee Test Run (PGTR) shall be commenced after installation of the surface unit along with the Prime Mover are completed in all respect. The unit shall be operated for seven (07) days of continuous operation.

	<ul style="list-style-type: none"> <li>ii. During Performance Guarantee Test Run (PGTR), if any defects found in design, workmanship of SRP/Prime Mover resulting in shutdown of the Equipment, supplier shall rectify the problem at their own cost. Once rectified the PGTR shall be repeated for 7 days of continuous operation from the date of restarting the PGTR.</li> <li>iii. The unit shall be considered as successfully commissioned only after successful uninterrupted operation of 7 days without any break in between.</li> <li>iv. The supplier should complete the Installation and Commissioning job of the equipment (Qty = 2 Nos) including successful Performance Guarantee Test Run (PGTR) within a period of three (03) months from the date of official intimation to depute their representative for Installation and commissioning. However, the call for I&amp;C shall be within three (03) months from the date of delivery of the items.</li> </ul>	
<p><b>4.0</b></p>	<p><b>TRAINING TO OIL PERSONNEL ON SRP SURFACE UNIT INSTALLATION, COMMISSIONING &amp; OPERATION:</b></p> <p><b>A.</b> During installation and commissioning of the units, the supplier shall provide classroom and field training for minimum five (05) days to at least ten (10) nos. of OIL personnels on Installation, Operation, Maintenance, Troubleshooting and Working Principle of SRP units covering the following areas:</p> <ul style="list-style-type: none"> <li>a. Basics of SRP Unit</li> <li>b. Different types of SRP Units</li> <li>c. Functions of different components with their specification</li> <li>d. SRP Unit normal operation</li> <li>e. Designing of SRP Unit</li> <li>f. Dynagraph Card Interpretation</li> <li>g. Maintenance schedule</li> <li>h. Preventive maintenance</li> <li>i. Safe operating procedure</li> <li>j. Troubleshooting, Repair/Replacement of different components etc.</li> </ul> <p><b>B.</b> Bidders should quote their training charges included in cost of the materials.</p>	
<p><b>5.0</b></p>	<p><b>PACKING:</b></p> <ul style="list-style-type: none"> <li>a. All equipment shall be individually packed in suitable containers/crates designed to avoid damage to the equipment during transit and storage in accordance with the requirements of applicable specifications. The packing shall be sufficiently robust to withstand impact, rough handling, rain, dust, dampness, etc.</li> <li>b. Electrical equipment shall be packed with waterproof lining material.</li> <li>c. All matters of the control panel should be packed separately for mounting at site or mounted in such a manner to prevent transit damage.</li> </ul>	

	<p>d. Bidder to provide detailed packing list at the time of delivery for easy identification during unboxing.</p> <p><b>Note:</b> The equipment shall be checked/tested for damage after receipt at OIL by bidder. If any item is found to be damaged during transit, the same shall be replaced by the Bidder, at no extra cost to OIL.</p>	
<b>6.0</b>	<p><b>AFTER SALES SERVICE:</b></p> <p>The nature of after sales service, which can be provided by the supplier, during initial erection and commissioning and subsequent operation should be clearly stated in the quotation.</p>	
<b>7.0</b>	<p><b>SPECIAL NOTES:</b></p> <p>a. The offer will not be acceptable if the party does not quote for all items of the tender and supply, installation, commissioning of all items.</p> <p>b. In their offer, the bidder must mention the specific type and make of equipment. All the information required as per tender specifications must be submitted.</p> <p>c. In the event of an order the bidder will submit to OIL within one month of placement of order all documents and drawings for approval. OIL shall approve the documents and drawings within 15 days from the date of submission of the last document / drawing by the supplier.</p> <p>d. Manufacture of the equipment is to be started only after written approval of the drawings/ documents by OIL as mentioned in tender.</p> <p>e. All the parts of one set of unit must be interchangeable with another set of unit.</p> <p>f. The bidder will be responsible for the safety of its personnel and the safety of all the equipment. All the safety gadgets required for carrying out the job safely shall be provided by the bidder.</p> <p>g. Handing over to OIL means supply, installation, and commissioning of all items as per order and submission of all the documents and drawings as per order.</p> <p>h. The bidder to strictly ensure that all the cut ends of cables, packing materials, leftover items are removed from site after completion of work.</p> <p>i. No environmental damage shall be done while carrying out the job.</p> <p>j. All the test reports must be signed by supervisors who have carried out the installation and commissioning work as per purchase order.</p>	
<b>8.0</b>	<p><b>Bidders should submit their bids explicitly mentioning their detailed comments pointwise, against all the NIT terms and conditions by submitting the filled in and duly signed Annexures. Any deviation from the tender specification should be clearly mentioned.</b></p>	
<b>C) GENERAL NOTES</b>		
1	<p>Make &amp; Model to be quoted compulsorily for the items. Bidder should forward relevant Catalogue, Drawing, and Literature (in printed form only) indicating the quoted items along with the technical bid.</p>	
2	<p>The Bidder shall submit their bid in tabular form as per Annexure – I: Technical Specification &amp; Annexure – III: Bid Rejection Criteria above.</p>	
3	<p><b>Payment terms =</b></p> <p>80% of material cost shall be paid on completion of Delivery at destination within 30 days. Balance 20% of material cost &amp; 100% of Installation &amp; commissioning, Training charges shall be paid within 30 days of completion of Installation &amp; commissioning, Training.</p>	

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**BB: PRE-BID CONFERENCE:**

a) Pre-Bid Conference is scheduled to be held at **OIL INDIA LIMITED, DULIAJAN, ASSAM 786602** tentatively on **26-06-2024** to explain the requirements of OIL in details to the interested prospective Bidders and to understand bidders' perspective including exchange of views/clarifications, if any, on the Scope of Work, Bid Rejection/Bid Evaluation Criteria and other terms & conditions of the Tender.

Pre-bid conference shall be conducted at **Duliajan, Assam**. Bidders interested to attend the pre-bid conference as above must send their confirmation to: Mr. Tuhin Roy, Deputy General Manager Materials (FD), Oil India Limited, P.O. Duliajan-786602, ASSAM, E-mail: [tuhin\\_roy@oilindia.in](mailto:tuhin_roy@oilindia.in) at least 2 (Two) days prior to the date of pre-bid conference.

Those bidders who send their confirmation for participation at least 2 (Two) days prior to date of pre-bid conference shall be allowed to attend the pre-bid conference.

b) The prospective bidders shall submit their queries against tender conditions, through e-mail at least 2 (Two) days prior to the date of pre-bid conference. OIL expects that the Bidders should comply to the tender conditions in Toto. However, clarifications/exceptions /deviations, if required any, should be brought out by the bidders prior to or during the Pre-Bid Conference only. After processing these suggestions, as a sequel to the pre-bid conference, Company shall communicate the changes/modifications in this regard, if agreed any, through an addendum to tender document in e-portal and thereafter Company shall be at liberty to reject all such non-compliant Bids.

c) Maximum Three (3) representatives from each prospective bidder (authorized to participate in the tender), shall be allowed to participate in the pre-bid conference. All costs associated to attend the pre-bid conference by Bidders representatives shall be borne by the interested Bidders.

d) Details :

Pre Bid Queries/ Clarifications on the Tender	To submit through e-mail addressed to <a href="mailto:tuhin_roy@oilindia.in">tuhin_roy@oilindia.in</a> .
Date of Pre-bid Conference	26-06-2024
Venue	<b>OIL INDIA LIMITED, DULIAJAN, ASSAM 786602</b>
Last date for receipt of Pre-bid participation confirmation	24-06-2024
Time of Pre-bid Conference	09.00 Hours (IST)

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**ANNEXURE-II**

**PRICE BREAK UP**

**A) PRICE BREAK UP OF ITEMS WHOSE COST IS TO BE INCLUDED IN "GEM PRICE SCHEDULE"**

	Item Description	Qty	Unit Price including GST (In Rs)	Applicable GST rate
	Sucker Rod Pump (SRP) Surface Unit packages	8 Nos		
	Installation & commissioning charges of two (02) nos of Sucker Rod Pump (SRP) Surface Unit packages	2 Nos		
	Cost of Mandatory Spares			
	Cost of Tools			

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**B) PRICE BREAK UP OF ITEMS WHOSE COST IS NOT TO BE INCLUDED IN "GEM PRICE SCHEDULE"**

Item no.	Item Description	Qty	Unit Price including GST (In Rs)	Applicable GST rate
	Cost of Recommended Spares			

**Notes:**

- 1. Price break-up to be provided as above, if asked for in the tender.***
- 2. Bidders should fill up, sign and upload this price break up under "Financial documents" of GEM Priced bid only. The price breakup should not be uploaded under GEM Technical bid as it shall lead to rejection of the bid.***

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**ANNEXURE - III**

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

The bids shall in general conform to the specifications and terms and conditions given in the tender. Bids shall be rejected in case the goods offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective international / national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the bids, without which the same will be considered as non-responsive and be rejected.

	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable) TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary</b>
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		evidence)
<b>A.1</b>	<b>BRC- TECHNICAL:</b>	
<b>1.0</b>	<b>BIDDER'S QUALIFICATION:</b>	
<b>1.1</b>	<p>The bidder shall be an Original Equipment Manufacturer (OEM) of Conventional Type Sucker Rod Pump Unit with experience of design, manufacturing, supply and installation &amp; commissioning.</p> <p>To substantiate the same, bidder to submit list of past customers along with copy of purchase order(s) / Letter of Award(s) / work Order(s) (with specification) and Completion Certificate / Commissioning Report / any other document proving successful execution of the purchase Order / Contract, along with the bid.</p>	
	<b>OR</b>	
<b>1.2</b>	The bidder shall be an Authorized Dealer / Agent of an OEM (The Principal) of Conventional Type Sucker Rod Pump Unit. Documentary evidence of the OEM as per Clause No 1.1 along with valid copies of authorization letter / dealership certificate with proper guarantee/warranty back up and after sales service on the supplied products from the OEM shall be submitted along with technical bid.	
<b>1.3</b>	<p>The OEM should have valid <b>API 11E</b> or <b>GOST 31832-2012</b> Certificates required for manufacturing of SRP Units as on original bid closing date of the Tender. Bidder shall submit the following along with the bid:</p> <p>a) Copy (ies) of the valid API / GOST certificates as applicable.</p> <p>b) Undertaking that they will keep their Certificate valid throughout the execution of the Purchase Order, in the event of order.</p>	
<b>2.0</b>	<b>BIDDER'S EXPERIENCE:</b>	
<b>2.1</b>	<b>In case the bidder is an Original Equipment Manufacturer (OEM):</b>	
<b>2.1.1</b>	The bidder shall have the credentials of successfully executed orders (Design, Manufacture, Supply and Installation & Commissioning) of Conventional Type Sucker Rod Pump Unit for minimum 50% (to be rounded off to next higher integer) of the tendered quantity to any reputed E&P Company or service provider to an E&P Company, in last 05 years from the original bid closing date.	
<b>2.2</b>	<b>In case the bidder is an Authorized Dealer / Agent of an Original Equipment Manufacturer (OEM):</b>	
<b>2.2.1</b>	The principal (OEM) shall have the credentials of successfully executed orders (Design, Manufacture, Supply and Installation & Commissioning) of Conventional Type Sucker Rod Pump Unit for minimum 50% (to be rounded off to next higher integer) of the tendered quantity to any reputed E&P Company or service provider to an E&P Company, in last 05 years from the original bid closing date, either by themselves or through their Authorized Dealer / Agent.	
<b>2.2.2</b>	The bidder shall have the credentials of successfully executed orders (Supply and Installation & Commissioning) of Conventional Type Sucker Rod Pump Unit for minimum 50% of the tendered quantity to any reputed E&P Company or service provider to an E&P Company, in last 05 years from the original bid closing date, as Authorized Dealer / Agent of an OEM (principal).	

3.0	<p>The following documents shall be submitted by the bidder in support of the above clause 2.1 &amp; 2.2, as applicable.</p> <p>(a) Copy (ies) of Purchase Order(s) / Contract document(s).</p> <p>(b) Any of the following documents that confirms the successful Supply, Installation &amp; Commissioning of the Purchase Order/Contract.</p> <ul style="list-style-type: none"> <li>i. Successful completion / Installation &amp; Commissioning / Performance Report issued by client.</li> <li>ii. Or any other document which can substantiate successful supply, and installation &amp; commissioning of the tendered item to the satisfaction of OIL.</li> </ul>	
3.1	<p>The service provider to an E&amp;P company shall mean a company, who has procured the item shown in the experience credential submitted and has provided service by utilizing the equipment by himself to an E&amp;P company or has installed &amp; commissioned the item by himself in oilfield of an E&amp;P company.</p>	
3.2	<p>In case experience credential is submitted for past supply to a service provider to an Exploration &amp; production (E&amp;P) company, a declaration from the service provider is required to be submitted stating the name and address of the E&amp;P company for which the item mentioned in the experience credential has been utilized for providing the service or has been installed &amp; commissioned in oilfield of the E&amp;P Company.</p>	
3.3	<p>E&amp;P company means Exploration &amp; production company who is engaged in exploration &amp; production of hydrocarbon (crude oil &amp; natural gas).</p>	
3.4	<p>Bidders showing supply experience towards supply to its sister concern/ subsidiaries shall not be considered as experience for the purpose of meeting BRC.</p>	
3.5	<p>For the purpose of above clauses 2.1.1, 2.2.1 &amp; 2.2.2, the dates of Purchase Order(s)/Contract(s) need not be within 5 years preceding the original bid closing date of this tender, but execution of supply should be within 5 years preceding the original bid closing date of this tender.</p>	
4.0	<p>Delivery of the SRPs shall be done in two lots. Four (04) sets of SRPs shall be delivered within eight (08) months and remaining four (04) sets shall be delivered within four (04) months from the date of delivery of the first lot. However, delivery of the complete order shall be completed within twelve (12) months from the date of receipt of PO.</p>	
A.2	<p><b><u>BRC - FINANCIAL</u></b></p>	
	<p><b>1.0</b> The bidder must have annual financial turnover from Operations of minimum <b>INR 10.77 Crores</b> in any of the preceding 3 (Three) financial/accounting years reckoned from the original bid closing date of the tender.</p> <p><i>[Annual Financial Turnover of the bidder from Operations shall mean - "Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (bidder) during a financial year" as per the Companies Act, 2013 Section 2 (91) . ]</i></p> <p><b>2.0</b> "Net Worth" of the bidder should be positive for the financial/accounting year just preceding to the original bid closing date of the tender.</p> <p><i>[Net worth shall mean: "Share capital + Reserves created out of profits and securities Premium - Aggregate value of accumulated losses (excluding revaluation reserves) - deferred expenditure - Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation"]</i></p> <p><b>3.0</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</p>	

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 (**PROFORMA - A**) that 'the balance sheet/Financial Statements for the financial year (As the case may be) has actually not been audited so far'.

**Note:**

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

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

OR

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

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

4.0 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date of Balance Sheet and Profit & Loss Account. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.

5.0 In case the Bidder is subsidiary company (should be 100% owned subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits its bid based on the strength of parent/ultimate parent/holding company, then following documents need to be submitted:

- (i) Turnover of the parent/ultimate parent/holding company should be in line with Para **A.2 (1.0)** above.
- (ii) Net Worth of the parent/ultimate parent/holding company should be positive in line with Para **A.2 (2.0)** above
- (iii) Corporate Guarantee (**PROFORMA - C**) on parent/ultimate parent/holding company's company letter head signed by an authorized official undertaking that they would financially support their wholly owned subsidiary company for executing the project/job in case the same is awarded to them.

Documents to substantiate that the bidder is as 100% subsidiary of the parent/ultimate parent/holding company.

**A.3**

**BRC - COMMERCIAL:**

- 1.0 Bids are invited under SINGLE STAGE TWO BID SYSTEM. Bidders should upload Techno-Commercial Bid (Unpriced Bid) and Priced Bid separately at the designated fields assigned in GeM Portal. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The “Unpriced Bid” shall contain all techno-commercial details except the prices/costs. Bidder not complying with above submission procedure will be rejected.
- 2.0 The prices/rates offered against the tender must remain firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price condition shall be treated as non-responsive and rejected. No discount whatsoever should be quoted separately. Rates/prices quoted must be net of all discounts.
- 3.0 Bids received in physical form shall be rejected (except the documents specifically called for in hard copies, if any). Also, modifications to bids received after the bid closing date & time shall not be entertained.
- 4.0 Bids containing incorrect/false/misleading statement(s) shall be rejected.
- 5.0 Validity of the bid shall be minimum 90 days from the date of actual Bid Closing Date. Bids with lesser validity shall be straightway rejected.
- 6.0 Bidders must confirm that goods/materials to be supplied against the order arising out of this tender shall be of recent make, unused, of the best quality & workmanship and free from defects. The Bidder must undertake to stand guaranteed for the materials as called for in the tender. Defective goods/materials rejected by OIL, whether the entire lot or part thereof, shall be replaced immediately by the supplier at the supplier’s expenses at no extra cost to OIL.
- 7.0 Successful bidder will be required to furnish Performance Bank Guarantees as below:
- PBG @ 5 % of cost for Materials during warranty period to be submitted after receipt of PO. The Performance Security must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement.
- The Performance Security must be valid for a period as called for in the tender document. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)
- 8.0 Bids must be accompanied by Bid Security for the amount as mentioned in the tender document and shall be in the prescribed format (PROFORMA – G) if submitted in the form of Bank Guarantee (BG). Bid Security may also be paid through online payment mode. Bid Security must be submitted within the scheduled Bid Closing date and time of the Tender. The amount of Bid Security (EMD) must be strictly as specified in the tender document.
- Bid Security if submitted in the form of BG/e-PBG must be valid at least for a period of 6 months from the date of original bid closing date of the tender. Bid shall be rejected without further reference, if the Bid Security (EMD) is not received strictly as above, except where exempted. OIL will not assume any responsibility whatsoever for submission of deficient/faulty Bid Security or for delay/non-delivery of the same. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)

9.0 Bid must be uploaded together with the Integrity Pact (If applicable against the tender) and the same must be duly signed digitally. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact, their bid shall be rejected straightway. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)

10.0 Bidders shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:

- i) Liquidated Damages
- ii) Warranty/Guarantee of material
- iii) Arbitration / Resolution of Dispute
- iv) Force Majeure
- v) Applicable Laws

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

- a) Validity of bid shorter than the validity indicated in the Tender.
- b) In case the party refuses to sign Integrity Pact.
- c) Original Bid Security not received within the stipulated date & time mentioned in the Tender.
- d) 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.

12.0 The items of tender are non-divisible, hence all items shall be procured from same source.

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**Format of Authorization & Backup Warranty by Manufacturers to Sole Selling Agent/Dealer / Distributer**

(To be typed on the letter head of the Manufacturers)

Ref. No \_\_\_\_\_ Date \_\_\_\_\_

Sub: Authorization & Backup Warranty

Ref: Your tender No. \_\_\_\_\_ Dated \_\_\_\_\_

To,  
The HOD-Materials  
Materials Deptt,  
OIL, Duliajan

Sir,

We, M/s..... (Name & address of the Manufacturer) hereby authorize M/s..... (Name & address of the Bidder) to submit their Bid against Tender No..... floated by OIL INDIA LIMITED (OIL) for supply tendered goods, which will be manufactured by us. As we do not participate directly against such tendering process, we authorize M/s. .... (name of the Bidder) to participate as our only Sole Selling Agent/Dealer/Distributer (strike out whichever is not applicable) against the tender.

We hereby guarantee the supply through M/s..... (name of the Bidder) in the event of placement of purchase order by OIL and shall provide all back-up supports as may be necessary including for the quality & workmanship of supplied materials.

This authorization and back-up warrantee/guaranty shall remain valid throughout the execution by M/s. .... (Name of the Bidder) including the defect liability and AMC period, in the event of an order by OIL on them.

Yours faithfully,  
For ( Name of the manufacture)

Name & Signature of Authorized signatory:  
Designation :  
Phone No.  
Place :  
Date :  
Seal of the Manufacturer:

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**ANNEXURE-IV**

**TECHNICAL & COMMERCIAL CHECKLIST**

**A. TECHNICAL CHECKLIST:**

Nil

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**B. COMMERCIAL CHECKLIST:**

Sl. No.	Requirement	Bidder's Response
1	Whether quoted as manufacturer?	
2	Whether quoted as OEM Dealer/Supply House?	
	If quoted as OEM Dealer/Supply House -	
3	a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer/supply House for the product offered?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
4	Whether agreed to the tender warranty clause of the tender?	
5	Whether submitted EMD/Bid Security / Bid Security Declaration as per tender requirement?	
5.1	EMD/Bid Security (Amount & Validity)	
6	EMD/Bid Security exemption certificate with Validity	
7	Whether quoted a firm delivery period as per the tender requirement?	
8	Whether confirmed to submit PBG as asked for in tender?	
9	Whether confirmed Bid Validity as per the tender requirement?	
10	Whether confirmed Payment Terms as per the tender?	
11	Whether quoted as MSE unit? If yes, whether necessary document submitted?	
12	Whether submitted Integrity Pact duly signed and sealed as per <b>PROFORMA – D?</b> (If applicable as per the tender)	
13	<p>Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the office memorandum and submit their offers accordingly, wherever applicable.</p> <p>In this regard, bidders must submit duly sealed &amp; signed undertaking as per format provided vide, <b>PROFORMA – E(I), E(II) &amp; E(III)</b> along with the technical bid. Whether uploaded along with the bid?</p>	
14	Whether indicated the country of origin for the items quoted? Please mention the "Country of origin" under Remarks here.	
15	Whether submitted format of undertaking by bidders towards submission of authentic information/ documents as per <b>PROFORMA - H</b>	
	Whether indicated 'Local Content' required as per PPP-MII Policy?	
16	Local content amount and percentage. Details of locations at which the local value addition is made.	
17	Whether indicated the import content in Price Bid?	
18	Whether all documents have been submitted as required for fulfilling Experience criteria clause of BRC-Technical.	

19	Name and details of the company to whom the bidder has successfully executed orders / contracts for atleast 50% of the tendered quantity as per Experience criteria clause of BRC-Technical.	
20	Whether submitted the profile and other documents of the company for verification (viz. Annual reports, Memorandum of Association, Article of Association etc.)	
21	Name of Manufacturer	
22	Place of Despatch	
23	Name, Address, Phone No & E-mail id of Bidder	
24	Bank details of Bidder	
25	Whether submitted Proforma – J - Format for Exception / Deviation	
26	Whether submitted Proforma – K - Format for Undertaking For Local Content	
27	Whether submitted Proforma – L - Format for Power of Attorney / Authorization letter (Regarding authority for submission of bid)	
28	Whether submitted Proforma – M - Format for Bidders financial standing	
29	Whether submitted Proforma – N - Format for declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation	

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## ANNEXURE – V

### GENERAL CONDITIONS OF CONTRACT (GCC)

- 1.0 The bid is governed by GeM General terms & conditions (GeM GTC) prevalent on the bid closing date of tender.

### SPECIAL CONDITIONS OF CONTRACT (SCC)

The SPECIAL CONDITIONS OF CONTRACT (SCC) shall supersede the GeM General terms & conditions (GeM GTC).

- 1.0 Bidders shall submit their offer mentioning pointwise compliance/noncompliance to all the terms & conditions, BEC/BRC, Specifications etc. Any deviation(s) from the tender terms & conditions, BEC/BRC, Specifications etc. should be clearly highlighted specifying justification in support of deviation.
- 2.0 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 OIL, failing which the offer will be summarily rejected. However, bidder(s) must note that there should not be any additional financial involvement arising out of such post tender clarifications.
- 3.0 The Bidder to submit following Technical Evaluation Sheet along with technical bid -

Annexure – VI: Bid Evaluation Matrix (Technical Specification)

Annexure – VII: Bid Evaluation Matrix (Bid Rejection Criteria)

4.0 **INTEGRITY PACT**

OIL shall be entering into an Integrity Pact, **if applicable** with the bidders as per format enclosed vide **PROFORMA - D** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact have been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.

OIL's Independent External Monitors at present are as under:

DR. TEJENDRA MOHAN BHASIN,  
Former Vigilance Commissioner, CVC  
E-mail: tmbhasin@gmail.com

SHRI RAM PHAL PAWAR, IPS (Retd.),  
Former Director, NCRB, MHA  
E-mail: rpawar61@hotmail.com  
ramphal.pawar@ips.gov.in

Shri Ajit Mohan Sharan, IAS (Retd.)  
Former Secretary, Ministry of Ayush, Govt. of India  
E-mail: ams057@gmail.com

- 4.1 In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact.

4.2 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organisation may take further action as per the terms and conditions of the contract.

**5.0 MICRO AND SMALL ENTERPRISES (MSE)**

Categorisation and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 dated 16<sup>th</sup> June, 2021 issued by Ministry of Micro, Small and Medium Enterprises.

The bidder claiming as MSE status (MSE-General, MSE-SCIST, MSE -Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:

**Udyam Registration Number with Udyam Registration Certificate.**

**Note:** *In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or Woman Entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed.*

**5.1 For availing benefits under Public Procurement Policy (Purchase preference), the interested MSE Bidders must ensure that they are the manufacturer of tendered item (Primary Product Category) and registered with the appropriate authority for the said item(s).**

**6.0 PREFERENCE TO MAKE IN INDIA (MII)**

Department for Promotion of Industry and Internal Trade (DPIIT), has issued the revised 'Public Procurement (Preference to Make in India), Order 2017" vide Order no. No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. Bidders are requested to go through the policy and its subsequent amendments, if any, and take note of the same while submitting their offer.

**7.0 DOMESTICALLY MANUFACTURED IRON & STEEL PRODUCTS (DMI & SP):**

Steel Policy notified vide Notification No. 324 dated 29.05.2019 and as amended from time to time by Ministry of Steel, Government of India is applicable against this tender. The detailed policy may be referred in Ministry's website. Also, refer **ANNEXURE – VIII** to this tender in this regard.

**8.0 RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY SHARING LAND BORDER WITH INDIA:**

Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 and amended vide O.M. No. F.7/10/2021-PPD (1) dated 23.02.2023 (order public procurement no. 4) from Procurement Policy Division, Department of Expenditure, Ministry of Finance forwarded by Department of Public Enterprises vide O.M. No. F. No. DPE/7 (4)/2017-Fin dated 24.02.2023 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the following clauses and submit their offers accordingly wherever applicable.

(1) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)]. Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT)

arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority to be eligible to bid in this tender.

- (2) "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- (3) "Bidder (or entity) from a country which shares a land border with India" for the purpose of this Order means:
- a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- (4) The beneficial owner for the purpose of para (3) above will be as under:
- (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company.
  - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
- (ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - (v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- (5) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- (6) The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
- (7) **Validity of Registration:** The registration should be valid at the time of submission of bid and at the time of acceptance of bid. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.
- (8) **Undertaking regarding compliance:** The bidders are required to provide undertakings as per **PROFORMA – E(I), PROFORMA – E(II) & PROFORMA – E(III)** along with their bid towards compliance of the above guidelines for participation in this tender. If the undertakings given by a bidder whose bid is accepted is found to be false, this would be a ground for debarment/action as per OIL's Banning Policy and further legal action in accordance with law.

**9.0 SETTLEMENT OF COMMERCIAL DISPUTES BETWEEN CENTRAL PUBLIC ENTERPRISES (CPSES) INTER-SE AND CPSE(S) AND GOVERNMENT DEPARTMENT(S)/ORGANISATIONS(S) - ADMINISTRATIVE MECHANISM FOR RESOLUTION OF CPSES DISPUTES (AMRCD).**

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Department/Organisations (excluding disputes relating to Railways, Income Tax, Customs and Excise Departments), such dispute or difference shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 05/003/2019-FTS- 10937 dated 14th December, 2022 and the decision of AMRCD on the said dispute will be binding on both the parties.

**10.0 TAX COLLECTIBLE AT SOURCE (TCS):**

Tax Collectible at Source (TCS) applicable under the Income-tax Law and charged by the SUPPLIER shall also be payable by OIL along with consideration for procurement of goods/materials/equipment. If TCS is collected by the SUPPLIER, a TCS certificate in prescribed Form shall be issued by the SUPPLIER to OIL within the statutory time limit.

Payment towards applicable TCS u/s 206C (IH) of Income Tax Act, 1961 will be made to the supplier provided they are claiming it in their invoice and on submission of following undertaking along with the invoice stating that:

- a. TCS is applicable on supply of goods invoiced to OIL as turnover of the supplier in previous year was more than Rs. 10 Cr. And
- b. Total supply of goods to OIL in FY ..... (As applicable) exceeds Rs. 50 Lakh and
- c. TCS as charged in the invoice has already been deposited (duly indicating the details such as challan No. and date) or would be deposited with Exchequer on or before the due date and
- d. TCS certificate as provided in the Income Tax Act will be issued to OIL in time.

However, Performance Security deposit will be released only after the TCS certificate for the amount of tax collected is provided to OIL. Supplier will extend the performance bank

guarantee (PBG), wherever required, till the receipt of TCS certificate or else the same will be forfeited to the extent of amount of TCS, if all other conditions of Purchase order are fulfilled.

The above payment condition is applicable only for release of TCS amount charged by supplier u/s 206C (I H) of Income tax Act, 1961.

#### **11.0 CONCESSIONAL GST**

The items covered in this Tender shall be used by Oil India Limited in the Petroleum Exploration License (PEL) and Mining Lease (ML) areas and hence concessional **GST @12%** will be applicable as per Govt. Policy in vogue.

**Note:** Successful bidder shall arrange to provide all necessary documents (invoice etc.) to OIL for applying Essentiality Certificate on receipt of request from OIL or at least **45 days** prior to their readiness for despatch, whichever is earlier. Further, successful bidder shall affect dispatch only on receipt of relevant certificates/shipment clearance from OIL, failing which all related liabilities shall be to supplier's account.

#### **12.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:**

OIL's Banning Policy, 2023 will be applicable against the tender (and order in case of award) to deal with any agency (bidder/contractor/supplier/ vendor/service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes.

The bidders who are on Holiday/Banning/Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/award. If the bidding documents were issued inadvertently/downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening/evaluation/ Award of Work.

13.1 The bidder shall fill up and submit proforma of declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ COURT RECEIVERSHIP/ LIQUIDATION (as per Proforma – N) along with the technical bid).

#### **13.0 PERFORMANCE SECURITY**

Successful bidder will be required to furnish a Performance Bank Guarantee @ 5% of the order value with validity as mentioned in the tender document. The Performance Security must be submitted exactly as per **PROFORMA – F**. Bidder must confirm the same in their Technical Bid.

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

- (i) MT 760/MT 760 COV for issuance of bank guarantee.
- (ii) MT 760/MT 767 COV for amendment of bank guarantee.

**[Order Number should reflect in the SFMS text under MT 760/MT 760 COV]**

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank, Duliajan Branch, IFSC Code- ICIC0000213, Branch Address.: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam - 786602. The Bank details are as under:

<b>Bank Details of Beneficiary</b>	
Bank Name	ICICI BANK LTD.
Branch Name	DULIAJAN
Branch Address	KUNJA BHAVAN, DAILY BAZAAR, DULIAJAN, DIBRUGARH, ASSAM - 786602

IFSC Code	ICIC0000213
Unique identifier code (Field 7037)	OIL503988890
Company name	Oil India Limited

**The vendor shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.**

- 13.1 Performance Security shall be issued from any scheduled Indian Bank or any branch of an International Bank situated in India and registered with the Reserve Bank of India as scheduled foreign Bank in case of domestic suppliers.
- 13.2 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Franking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.
- 13.3 Bank Guarantee with condition other than those mentioned in OIL's prescribed format shall not be accepted.
- 13.4 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address, Code Nos. of the authorized signatory with full name and designation and Branch Code.
- 13.5 The Performance Security shall be payable to Purchaser as compensation for any breach or loss resulting from Supplier's failure to fulfil its obligations under the Purchase Order/Contract. In the event of such default on the part of Seller, the Performance Security shall be encashed unconditionally, and the proceeds thereof shall be forfeited without any further reference to the Seller. In such an eventuality, the Seller shall be liable to face penal actions including debarment as per OIL's Banning Policy, 2023.
- 13.6 The Performance Security shall be discharged by Purchaser not later than 30 days following its expiry after completion of obligations under the order/contract. In the event of any extension to the contractual validity or delay in supply/ execution or extension of Warranty Period of the Purchase Order/Contract, validity of the Performance Security shall be extended by the Seller/Contractor by the equivalent period.
- 13.7 The Performance Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Performance Security.
- 13.8 Failure of the successful Bidder to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of the award and forfeiture of their Bid Security or Performance Security. The defaulting party shall also be debarred from business as per OIL's Banning Policy, 2023.
- 13.9 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the Purchase Order placed on the bidder shall be treated as cancelled forthwith and the bidder shall be banned from participating in future tenders in accordance with the provisions of Company's Banning Policy, 2023. Further, the Bid Security submitted by such bidder shall be invoked without any further reference, besides other penal action, as the Company may think appropriate.
- 13.10 In case Annual Maintenance Contract (AMC) is required and OIL intends to enter into a separate contract with the successful bidder for AMC, the Successful bidder must undertake to submit separate Performance Security against the AMC at the applicable rate & validity to be stipulated

in the contract. (10% of annualized contract value valid for three months beyond entire execution period).

#### **14.0 BID SECURITY:**

If Bid Security /Earnest Money Deposit (EMD) is applicable. Bids must be accompanied by Bid Security for the amount as mentioned in the tender and shall be in the prescribed format (**PROFORMA – GA**) as Bank Guarantee (BG) or Online payment. (*Refer GeM GTC for details*).

In case of the Bid Security is submitted in the form of Bank Guarantee, scanned copy of Bank Guarantee shall be uploaded by the bidder in the online bid and **Original Bank Guarantee will have to be submitted directly to OIL on or before the Bid closing date and time, failing which the bid may be treated as incomplete and may lead to rejection of the bid by OIL without making any reference to the bidder.**

The Original Bid Security shall be submitted manually in sealed envelope **superscribed** with tender no., tendered item detail and due date to: **GM-MATERIALS, MATERIALS DEPARTMENT, KIND ATTENTION – TUHIN ROY, CHIEF MANAGER MATERIALS, OIL INDIA LIMITED, DULIAJAN- 786602, ASSAM.**

In case of Online payment of Bid Security, bidder shall provide the Online transaction details in their online bid as proof of submission of Bid Security to OIL. The online payment of Bid Security amount should be received in OIL's bank account on or before the Bid closing date and time failing which the offer will be rejected outright without any further reference.

<b>OIL's Bank account Details for Online submission of Bid Security</b>	
Name	Oil India Limited
Bank	State Bank of India
Branch	Duliajan
Account Number	10494832599
Account Type	Current
IFSC Code	SBIN0002053

- 14.1 Bid Security shall be issued from any scheduled Indian Bank or any branch of an International Bank situated in India and registered with the Reserve Bank of India as scheduled foreign Bank in case of domestic suppliers.
- 14.2 Bank Guarantee issued by a scheduled Bank in India at the request of some other non-scheduled Bank in India shall not be accepted.
- 14.3 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Frinking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.
- 14.4 Bank Guarantee with condition other than those mentioned in OIL's prescribed format/GeM Bank Guarantee format shall not be accepted.
- 14.5 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address, Code Nos. of the authorized signatory with full name and designation and Branch Code.
- 14.6 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.

14.7 The Bid Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.

14.8 In case, the Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the bid submitted by the concerned bidder shall be rejected and the bidder shall be banned from participating in future tenders in accordance with the provisions of OIL's Banning Policy. Further, the Bid Security submitted by such bidder shall be invoked without any further reference, besides other penal action, as OIL may think appropriate.

14.9 In case of Bank Guarantee, the Bank Guarantee issuing bank branch must ensure the following:

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

- (i) MT 760/MT 760 COV for issuance of bank guarantee.
- (ii) MT 760/MT 767 COV for amendment of bank guarantee.

***[Tender Number should reflect in the SFMS text under MT 760/MT 760 COV]***

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank, Duliajan Branch, IFSC Code- ICIC0000213, Branch Address: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

<b>Bank Details of Beneficiary</b>	
Bank Name	ICICI BANK LTD.
Branch Name	DULIAJAN
Branch Address	KUNJA BHAVAN, DAILY BAZAAR, DULIAJAN, DIBRUGARH, ASSAM – 786602
IFSC Code	ICIC0000213
Unique identifier code (Field 7037)	OIL503988890
Company name	Oil India Limited

The bidder shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.

14.10 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will, however, extend validity of the Bid Security till such time the Performance Security is furnished.

14.11 For timely return of Bid Security, bidders shall submit following details alongwith their technical bid.

- For Bank Guarantee((BG): Name, Email id, Phone number and Address where the Bid Security is to be returned by Courier.
- Online payment: Name, Email id, Phone number and Bank details (Bank Name, Branch Name, Branch Address, IFSC Code, Unique identifier code, Company name) where the Bid Security amount shall be returned by Online transfer.

In case of non-submission of above details, return of Bid Security may be delayed.

14.12 If Bid Security /Earnest Money Deposit (EMD) is not applicable. Instead of EMD /Bid Security, all the bidders shall be required to sign a “Bid Security Declaration” accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the NIT/ Purchase order, they shall be suspended for the period of 2 (two) years. This suspension of two years shall be automatic without conducting any enquiry. Bidders shall submit “Bid Securing Declaration” as per enclosed PROFORMA - GB along with their Technical bids.

**14.13 Submission of Bid Security and Performance Security in the form of Electronic Bank Guarantee (e-BG)**

Oil India Ltd. has now adopted Electronic Bank Guarantee (e-BG) for Bid Security and Performance Security in addition to the existing provisions. Electronic Bank Guarantee (e-BG) is a digitally signed BG issued by banks which is transmitted directly from banks to beneficiaries in electronic form through a platform provided by National E-Governance Services Limited (NeSL).

Submission of Bid Security/Performance Security, as applicable, in the form of Electronic bank Guarantee (e-BG) is also acceptable:

Sl. No.	Bank name	Sl. No.	Bank name
1	AU Small Finance Bank	12	IDFC First Bank
2	Axis Bank	13	Indian Bank
3	Bank of Baroda	14	Indian Overseas Bank
4	Bank of India	15	IndusInd Bank
5	Canara Bank	16	Karur Vysya Bank
6	City Union Bank	17	Kotak Mahindra Bank
7	Federal Bank	18	Punjab National Bank
8	HDFC Bank	19	RBL Bank
9	HSBC Bank	20	State Bank of India
10	ICICI Bank	21	South Indian Bank
11	IDBI Bank	22	Yes Bank

Beneficiary details for issue of e-BG are:

Sl. No.	Particulars	Details
1	Name	Oil India Limited
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	
5	Mobile No.	
6	Local Address	
7	Registered Address	Duliaian, Dibrugarh, Assam-786602

**15.0 FINANCING OF TRADE RECEIVABLES OF MICRO AND SMALL ENTERPRISES (MSEs) THROUGH TRADE RECEIVABLES DISCOUNTING SYSTEM (TREDS) PLATFORM.**

Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on Buyers credit rating by discounting, OIL has registered itself on TReDS platform with M/s RXIL and M/s A TREDS Ltd. (Invoice Mart). MSE vendors can avail this benefit by registering themselves with any of the exchanges providing e-discounting/electronic factoring services on TReDS platform and following the procedures defined therein, provided OIL is also participating in such TReDS Platform as a Buyer.

- i) MSE Vendor should be aware that all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE Vendor.
- ii) MSE Vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS Platform or from the use of Services or from the Buyer's breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.
- iii) OIL shall not be liable for any special, indirect, punitive, incidental, or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor's) invoices.

Note:

- (i) Buyer means OIL who has placed Purchase Order/ Contract on a MSE Vendor (Seller).
- (ii) Seller means a MSE vendor, who has been awarded Purchase Order/ Contract by OIL (Buyer).

**16.0 UNLOADING FOR BULKY/HEAVY ITEMS:**

All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. **HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF BULKY/HEAVY ITEMS ONLY.** Supplier shall depute adequate crew, who has experience of unloading of such items at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling the items.

- 16.1 OIL reserves the right to divert any truck / trailer originally booked for a particular destination to nearby areas within a distance of 50 km from Duliajan.

**17.0 UNLOADING OF TUBULARS:**

All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. **HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF TUBULARS ONLY.** Supplier shall depute adequate crew, who has experience of unloading of tubulars, at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point. **THE ONLY RESPONSIBILITY OF THE CREW TO BE DEPUTED BY THE SUPPLIER IS TO FASTEN/FIX CRANE'S HOOK SLING TO BUNDLES ON THE LOADED VEHICLE.** Once the hook sling is securely fastened complying to the safety instructions, OIL's Crane shall lift and unload tubulars from the vehicle. Following points are to be noted and complied in this connection:

- (a) Supplier to ensure that height of the loaded tubular is below the cabin height of the vehicle for safe off-loading.
- (b) Supplier to ensure that tubular bundles are securely fastened by very strong material to withstand the rigors of road transportation and capable of lifting by Crane. In the case tubular bundles are found loosened and/or tubulars found completely resting on the side

support/bales of vehicle in way that it may free fall upon unshackling, OIL will not unload such vehicle due to safety reasons.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling tubulars.

17.1 OIL reserves the right to divert any truck / trailer originally booked for a particular destination to nearby areas within a distance of 50 km from Duliajan.

**18.0 UNLOADING OF CONSIGNMENT RECEIVED THROUGH RAIL:**

Unloading of consignment from Railway Wagons at Destination (**Duliajan**) shall be completely in OIL's scope.

**19.0 QUANTITY TOLERANCE FOR TUBULARS:**

Bidders should note that, in the event of order, quantity tolerance of +0%/-2% of order quantity will be applicable.

**20.0 SET-OFF:**

Any sum of money due and payable to the Seller (including Security Deposit refundable to them) under any purchase order 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 any other purchase order made by the Seller with Oil India Limited (or such other person or persons contracting through Oil India Limited).

**21.0 FURNISHING FRAUDULENT INFORMATION/ DOCUMENT:**

If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and necessary action as per OIL's Banning Policy, 2023 shall be taken, besides the legal action. In this regard, bidders are requested to submit an Undertaking as per **PROFORMA - H** along with their offer failing which their offer shall be liable for rejection.

**22.0 GENERAL CONDITIONS OF CONTRACT FOR SERVICES (ANNEXURE - IX)**

**General Conditions of Contract FOR SERVICES (GCC - SERVICES)** shall be applicable for all services to be rendered including AMC (as and when entered into).

**23.0 MODIFICATION/AMENDMENT OF TENDER DOCUMENT:** 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 tender Documents through issuance of Corrigendum(s)/Addendum(s). Bidders are expected to take the Corrigendum(s)/ Addendum(s) into account in preparation and submission of their bid. No separate intimation for Corrigendum(s)/Addendum(s) published by OIL shall be sent to the Bidders.

**24.0 THIRD PARTY INSPECTION (TPI) (if to be arranged by OIL).**

a) OIL shall arrange for inspection (TPI) of the materials through OIL's nominated Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by OIL. **BIDDER SHALL NOT QUOTE/INCLUDE THE COST OF THIRD PARTY INSPECTION IN THEIR OFFER.** However, Bidder shall extend all necessary facility to the satisfaction of Third Party Inspection Agency for smooth conduct of the inspection.

- b) Bidder shall clearly indicate in the technical bid the place/plant where Third Party Inspection of the materials shall be conducted, in the event of an order.
- c) Supplier shall convey to OIL the production schedule within 02(two) weeks from the date of Letter of Award (LOA)/Purchase order so that OIL can deploy the TPI agency to carry out inspection at bidder's/manufacturer's premises accordingly. Additionally, Supplier shall send a notice in writing/e-mail to the OIL at least 15 days in advance specifying the exact schedule and place of inspection (TPI) as per the Purchase Order and OIL upon receipt of such notice shall notify to the supplier the date and time when the materials would be inspected by OIL nominated TPI Agency. **Manufacturer QAP for Third Party Inspection must be submitted by the bidder after placement of order.**
- d) The supplier shall provide, without any extra charge to OIL, all materials, tools, labour and assistance of every kind which the OIL nominated TPI Agency may demand for any test or examination required at supplier's premises. The supplier shall also provide and deliver sample from the material under inspection, free of charge, at any such place other than their premises as the TPI Agency may specify for acceptance tests for which the supplier does not have the facilities for such tests at their premises. In the event of testing outside owing to lack of test facility at supplier's premises, the supplier shall bear cost of such test, if any.
- e) The supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the OIL nominated TPI Agency.
- f) Unless otherwise provided for in the Purchase Order, the quantity of materials expended in test will be borne by supplier.
- g) The decision of the Third Party Inspection Agency nominated by OIL regarding acceptance/rejection of material shall be final and binding on the supplier.
- h) Upon successful completion of the TPI and acceptance of the TPI reports by OIL, Bidder/Supplier shall be intimated by OIL for dispatch of the materials. The materials should be despatched only after receipt of dispatch clearance from OIL.
- i) Acceptance of the TPI reports and receipt of dispatch intimation from OIL do not absolve the bidder from any warranty obligations or waive the bidder from OIL's right for rejection of the materials after receipt at site.
- j) Notwithstanding clauses contained herein above, in the event the materials under inspection fails to conform to purchase order specification and are rejected by OIL nominated Third Party Inspection agency, OIL may recover all cost incurred for re-inspection of the materials from the supplier.

**24.1 THIRD PARTY INSPECTION (TPI) (if to be arranged by Supplier).**

Supplier shall arrange for inspection (TPI) of the materials through OIL's empaneled Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by Supplier. At present, there are six OIL's empaneled Third Party Inspection Agency as under:

- (i)M/s.Lloyds
- (ii)M/s.BureauVeritas
- (iii)M/s.RITES

- (iv)M/s .IR CLASS System and Solutions Private Limited
- (v)M/s.Tuboscope Vetco
- (vi)M/s. DNV MES India Private Limited

**25.0 DOCUMENTATION (FOR DOMESTIC/INDIGENOUS SUPPLIERS):**

- 25.1 Preparation and submission of proper documents by Seller is one of the very important requirements. The Seller must strictly follow the instructions.
- 25.2 Seller shall ensure that all the documents have clear reference of OIL’s Purchase Order number.
- 25.3 Seller shall forward the documents, as mentioned below, by courier service immediately after the dispatch is made:

**(I) WHERE PAYMENT AGAINST DIRECT SUBMISSION OF DESPATCH DOCUMENTS TO COMPANY:**

A)	<b>General Manager (A/P), Finance &amp; Accounts Department Oil India Limited, Duliajan, PIN - 786602</b>	<ul style="list-style-type: none"> <li>i) Bill in original + one copy.</li> <li>ii) Copy of the C-Note/RR.</li> <li>iii) Copy of Mill Inspection Certificate, if any.</li> <li>iv) Copy of Third-Party Inspection Certificate, if any.</li> <li>v) Copy of Delivery Challan.</li> <li>vi) Copy of TPI Declaration</li> <li>vii) Copy of Tax Invoice.</li> <li>viii) Copy of packing list.</li> <li>ix) Documentary evidence of payment of Customs Duty, if any.</li> </ul>
B)	<b>DGM - Materials (Receiving), Materials Department Oil India Limited, Duliajan, PIN - 786602</b>	<ul style="list-style-type: none"> <li>i) Clear Consignee copy of RR/C-Note - Original + 1 copy.</li> <li>ii) Copy of Tax Invoice.</li> <li>iii) Delivery Challan (Original).</li> <li>iv) Packing list (Original).</li> <li>v) Mill inspection certificate, if any (Original).</li> <li>vi) Copy of Third-Party Inspection certificate, if any.</li> <li>vii) Copy of TPI Declaration</li> <li>viii) Warranty Certificate (Original)</li> </ul>
C)	<b>Chief Manager Materials (FP) Materials Department Oil India Limited, Duliajan, PIN - 786602</b>	<p>One set consisting copies of all the documents as mentioned in (B) above.</p>

**Note:** *Where payment term is after receipt and acceptance of materials, the complete set of documents meant for General Manager (A/P) as indicated in (A) above should be submitted to Dy. General Manager Materials (Receiving).*

**27.0 FORCE MAJEURE:**

- 27.1. In the event of either party being rendered unable by Force Majeure to perform any obligations required

to be performed by them under the purchase order the relative obligations of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

27.2. The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared /undeclared); riot, revolts, rebellion, terrorism, sabotage by persons other than the SELLER's Personnel; fires, explosions, ionizing radiation or contamination by radio-activity or noxious gas, if not caused by SELLER's fault; declared epidemic/pandemic or disaster; acts and regulations of respective Govt. of the two parties, namely the PURCHASER and the SELLER and civil commotions, lockout not attributable to the SELLER.

27.3. Upon occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party by a registered letter duly certified by the statutory authorities immediately but not later than 7(seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

27.4. Time for performance of the relative obligations suspended by the force majeure shall then be extended by the period for which such cause lasts. The extension of time shall be the sole remedy of the Seller for any delay under this clause and the Seller shall not be entitled in addition to or in lieu of such extension to claim any damages or compensation on any account whatsoever whether under the law governing contracts or any other law in force, and the Seller hereby waives and disclaims any and all contrary rights.

27.5. If the force majeure conditions persist for a period exceeding two (2) months, the Purchaser reserves the right to cancel the purchase order in full or in part.

**28.0 SIGNING OF BIDS:**

Bids are to be submitted online in GeM portal. The bid including all uploaded documents shall be signed by duly authorized representative of the bidder holding a Power of Attorney to bind the Bidder to the contract. The letter of authorisation (as per Proforma-L) shall be indicated by written Power of Attorney accompanying the Bid.

**29.0 BIDDERS FINANCIAL STANDING:**

The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking (as per Proforma-M) to this effect with bid.

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**PROFORMA – A**

**FORMAT FOR CERTIFICATE OF COMPLIANCE OF FINANCIAL CRITERIA**  
**(ON THE OFFICIAL PAD OF THE BIDDER TO BE EXECUTED BY THE AUTHORIZED SIGNATORY OF THE BIDDER)**

**Ref: Clause No. A.2 (3.0) - Financial Criteria of the BEC**

**Tender No.:** \_\_\_\_\_

I ..... the authorized signatory(s) of.....(Company or firm name of address) do hereby affirm and declare as under:-

The balance sheet/Financial Statements for the financial year \_\_\_\_\_ (as the case may be) has actually not been audited as on the Original Bid closing Date.

Place :.....

Date :.....

**signatory**

**Signature of the authorized**

**Note:** *This certificate are to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date.*

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**PROFORMA – B**

**CERTIFICATE OF ANNUAL TURNOVER & NETWORTH**

<b>TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD</b>

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from audited financial statements of M/s..... (Name of the bidder) for the last 3 (three) completed accounting years upto.....(as the case may be) are correct.

YEAR	TURNOVER In INR (Rs.) Crores/ USD Million*	NET WORTH In INR (Rs.) Crores / USD Million*

\*Rate of conversion (if used any): USD 1.00 = INR .....

Place:

Date:

Seal:

Membership No.:

Registration Code:

Signature:

***\*Applicable for Global Tenders.***

**NOTE: As per the guidelines of ICAI, every practicing CA is required to mention Unique Document Identification Number (UDIN) against each certification work done by them. Documents certified by CA without UDIN shall not be acceptable.**

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**PROFORMA – C**

**PARENT/ ULTIMATE PARENT/ HOLDING COMPANY'S CORPORATE GUARANTEE TOWARDS FINANCIAL  
STANDING (Delete whichever not applicable)  
(TO BE EXECUTED ON COMPANY'S LETTER HEAD)**

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s .....(mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at.....herein after called "the Guarantor" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No..... for.....and M/s.....(Bidder) intends to bid against the said tender and desires to have Financial support of M/s..... [Parent / Ultimate Parent/Holding Company(Delete whichever not applicable)] and whereas Parent/Ultimate Parent/Holding Company(Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the Financial support as required by the bidder for qualifying and successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed by the Guarantor to give this Guarantee and undertakes as follows:

1. The Guarantor confirms that the Bidder is a 100% subsidiary of the Guarantor.
2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
3. The Guarantor have an annual financial turnover of minimum INR..... Cr or USD ..... during any of the preceding 03(three) financial/ accounting years reckoned from the original bid closing date.
4. Net worth of the Guarantor is positive for preceding financial/ accounting year.
5. The Guarantor undertakes to provide financial support to the Bidder for executing the project/job, in case the same is awarded to the Bidder.
6. The Guarantor represents that:
  - (a) this Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.
  - (b) the liability of the Guarantor, under the Guarantee, is limited to the 100% of the order value between the Bidder and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.
  - (c) this Guarantee has been issued after due observance of the appropriate laws in force in India.
  - (d) this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of New Delhi, India.
  - (e) this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
  - (f) the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

for and on behalf of (Parent/Ultimate Parent/ Holding Company) (Delete whichever not applicable)  <u>Witness:</u> 1. 2.	for and on behalf of (Bidder)  <u>Witness:</u> 1. 2.
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**PROFORMA – D**

**INTEGRITY PACT**

Between

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

And

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

**Preamble:**

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

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

**Section: 1 -Commitments of the Principal**

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

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

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

**Section: 2 -Commitments of the Bidder/~~Contractor~~**

**(1)** The Bidder commits itself to take all measures necessary to prevent corruption. During his participation in the tender process, the Bidder commits himself to observe the following principles:

- (i) The Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during subsequent contract execution, if awarded.
  - (ii) The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - (iii) The Bidder(s) will not commit any offence under the relevant Anticorruption Laws of India, further, the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (iv) The Bidder will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - (v) Bidders to disclose any transgressions with any other public/government organization that may impinge on the anti-corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgressions (s) is/are to be reported by the bidders shall be the last **three years** to be reckoned from date of bid submission. The transgression (s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.
  - (vi) The Bidder(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.
  - (vii) Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- (2)** The Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3)** The Bidder signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

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

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

1. If the Bidder has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 2 years.

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

3. If the Bidder can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

4. A transgression is considered to have occurred if in light of available evidence, no reasonable doubt is possible.

5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties or as mentioned in Section 9 - Pact Duration whichever is later. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

#### **Section 4 -Compensation for Damages**

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

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

#### **Section 5 -Previous transgression**

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

**(2)** If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process for such reason.

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

**(1)** The Principal will enter into Pacts on identical terms with all bidders.

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

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

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

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

#### **Section: 8 -External Independent Monitor/Monitors**

(1) The Principal appoints competent and credible Independent External Monitor (IEM) for this Pact.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

(3) The Bidder accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Bidder. The parties offer the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder to present its case before making its recommendations to the Principal.

(6) The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

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

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

(9) In case of any complaints referred under IP Program, the role of IEMs is advisory and the advice of IEM is non-binding on the Organization. However, as IEMs are invariably persons with rich experience who have retired as senior functionaries of the government, their advice would help in proper implementation of the IP.

**Section:9 -Pact Duration**

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

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

**Section:10 -Other provisions**

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

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

**(3)** In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP. In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the Organization, the contractor, and the sub-contractor.

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

<p><b>TUHIN ROY</b> <b>For the Principal</b></p> <p>Date :</p> <p>Place :</p>	<p>..... <b>For the Bidder/Contractor</b></p> <p>Witness 1: .....</p> <p>Witness 2: .....</p>
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**PROFORMA – E(I)**

**UNDERTAKING TOWARDS COMPLIANCE OF PROVISIONS FOR RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA**

(To be typed on the letter head of the bidder)

**Ref. No** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Tender No. \_\_\_\_\_ Date: \_\_\_\_\_

**OIL INDIA LIMITED  
MATERIALS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA**

**Dear Sirs,**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and are eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

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

Signature of Authorised Signatory  
Name:  
Designation:  
Phone No.  
Place:  
Date:  
(Affix Seal of the Organization here, if applicable)

**PROFORMA – E(II)**

**UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING**

(To be typed on the letter head of the bidder)

Ref. No \_\_\_\_\_

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_ Date: \_\_\_\_\_

**OIL INDIA LIMITED  
MATERIALS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA**

**Dear Sirs,**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such-countries, we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

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

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**PROFORMA – E(III)**

**ADDITIONAL UNDERTAKING BY BIDDER IN CASES OF SPECIFIED TRANSFER OF TECHNOLOGY**

(To be typed on the letter head of the bidder)

Ref. No \_\_\_\_\_

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_ Date: \_\_\_\_\_

**OIL INDIA LIMITED  
MATERIALS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. We certify that we do not have any ToT arrangement requiring registration with the competent authority.

OR

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. We certify that we have valid registration to participate in this procurement. *[Evidence of valid registration by the Competent Authority shall be attached]*

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

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**PROFROMA – F**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

To,  
**GENERAL MANAGER – MATERIALS (HOD)**  
**OIL INDIA LIMITED, MATERIALS DEPARTMENT,**  
**DULIAJAN, ASSAM, INDIA, PIN – 786602**

WHEREAS.....(Name and address of Contractor) (hereinafter called “Contractor”) had undertaken, in pursuance of Contact No..... to execute (Name of Contract and Brief Description of the Work) ..... (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor’s obligations in accordance with the Contract.

AND WHEREAS we ( May incorporate the Bank Name) have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures)..... (in words .....), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or arguments, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the .....day of.....

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:  
BANK EMAIL ID:  
BANK TELEPHONE NO:  
IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:  
Name of the Contract Person at the Controlling Office with Mobile No. and e-mail address:

Notwithstanding anything contained herein:

- (a) Our liability under this Bank Guarantee shall be restricted up to Rs.....
- (b) This guarantee shall be valid till .....
- (c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before .....(Date of Expiry of BG PLUS one year claim period).
- (d) At the end of the claim period that is on or after.....(Date of expiry of.....the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by Bank.

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS.....

Designation:.....

Name of the Bank:.....

Address:.....

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**UNDERTAKING BY VENDOR ON SUBMISSION OF BANK GUARANTEE**

To,

Oil India Limited,  
Materials Department,  
Duliajan, Assam - 786602

We, M/s..... are submitting the Bid Security/Performance Security (strike out whichever not applicable) in favour of Oil India Limited, Duliajan in the form of bank guarantee bearing Reference No.....for an amount of INR.....valid up to ..... as per terms and conditions of Tender / Contract No.....

**BG issuing bank details:**

Bank:	
Branch:	
IFS Code:	
<b>Contact Details</b>	
E-mail Addresses:	Mobile No.:
	Telephone No.: Fax
	No.:
<b>Correspondence Address</b>	
H No/Street/City:	State:
	Country: Pin
	Code:

**Declaration:**

We have arranged to send the confirmation of issuance of the bank guarantee via SFMS portal through our bank using the details mentioned in the tender and hereby confirming the correctness of the details mentioned.

Authorized Signature:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name:

Vendor Code:

Email ID:

Mobile No.:

Enclosure: Original bank guarantee

**PROFORMA – G (A)**

**BID SECURITY FORM**

To:  
M/s. OIL INDIA LIMITED,  
MATERIALS DEPARTMENT

Whereas.....(hereinafter called 'the Bidder') has submitted their Bid No. .... dated..... against OIL INDIA LIMITED, DULIAJAN, ASSAM, INDIA (hereinafter called the Purchaser) 's Tender No. ....for the supply of ..... (hereinafter called 'the Bid') KNOW ALL MEN by these presents.

That we ..... of .....having our registered office at ..... (hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of ..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the said Bank this .....day of .....

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder,  
or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period of bid validity:
  - a) fails or refuses to accept the order; or
  - b) fails or refuses to furnish the performance securityor
3. If the Bidder furnishes fraudulent document/information in their bid.

We undertake to pay to the Purchaser up to the above amount upon receipt of their first written demand (by way of letter /fax/Email) without the Purchaser having to substantiate their demand, provided that in their demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of any of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including ..... (Bidder to indicate specific date as mentioned in the tender), and any demand in respect thereof should reach the Bank not later than the above date.

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:  
BANK EMAIL ID:  
BANK TELEPHONE NO.:  
IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:  
Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall is restricted up to Rs .....
- b) This guarantee shall be valid till .....
- c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... (Date of Expiry of BG PLUS one year claim period).
- d) At the end of the claim period that is on or after ..... (Date of expiry of the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by Bank.

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Designation: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\*\*\*\*\*

**PROFORMA – G (B)**

**BID SECURITY DECLARATION**

To,

**M/s. Oil India Limited**

.....,  
.....

Sub: .....

Tender No:.....

Dear Sir,

After examining/reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we M/s. .... (Name of Bidder) have submitted our offer/bid no.....

We, M/s .....(Name of Bidder) hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on watch list/holiday/banning list (as per policies of OIL INDIA in this regard), if we are in breach of our obligation(s) as per following:

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the OIL INDIALIMITED during the period of bid validity:
  - (i) fail or refuse to execute the Contract, if required, or
  - (ii) fail or refuse to furnish the Contract Performance Security, in accordance provisions of tender document.
  - (iii) Fail or refuse to accept 'arithmetical corrections' as per provision of tender document.
- (c) having indulged in corrupt/fraudulent/collusive/coercive practice as per procedure.

Place:  
Bidder]  
Date:

[Signature of Authorized Signatory of

Name:  
Designation: Seal:

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**PROFORMA - H**

**FORMAT OF UNDERTAKING BY BIDDERS TOWARDS SUBMISSION  
OF AUTHENTIC INFORMATION/DOCUMENTS**

**(To be typed on the letter head of the bidder)**

Ref. No \_\_\_\_\_

Date \_\_\_\_\_

To,

**General Manager (Materials)  
Materials Department  
Oil India Limited, Duliajan**

**Sub: Undertaking of authenticity of information/documents submitted**

**Ref: Your tender No. \_\_\_\_\_ Dated \_\_\_\_\_**

Sir,

With reference to our quotation no. .... dated..... against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

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

Signature of Authorised Signatory

Name:  
Designation:  
Phone No.  
Place:  
Date:

(Affix Seal of the Organization here, if applicable)

**ANNEXURE – VI**

<b>BID EVALUATION MATRIX (TECHNICAL) (TO BE FILLED IN BY BIDDER DULY SIGNED)</b>
<b>TECHNICAL SPECIFICATIONS</b>

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**ANNEXURE – VII**

<b>BID EVALUATION MATRIX (BID REJECTION CRITERIA) (TO BE FILLED IN BY BIDDER DULY SIGNED)</b>			
<b>BID EVALUATION CRITERIA</b>			
<b>Clause Number</b>	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE (Complied / Not Complied /Deviation/Not Applicable)</b>	<b>TO BE FILLED BY THE BIDDER</b>  Relevant Location of their Bid to support the remarks / compliance  (Reference of Document name / Serial number / Page number of bid for documentary evidence)
<b>A.1</b>	<b>BRC - TECHNICAL</b>		

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**PROFORMA - I**

PROFORMA OF AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

Ref No.

Date

TO,  
GM- MATERIALS  
MATERIALS DEPARTMENT  
P.O. DULIAJAN, PIN-786602  
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. \_\_\_\_\_

For \_\_\_\_\_ Mr \_\_\_\_\_ has been authorized to be present at the time of opening of above tender due on \_\_\_\_\_ at \_\_\_\_\_ on my/our behalf.

Yours faithfully

Signature of Bidder

Name: \_\_\_\_\_ Designation : \_\_\_\_\_

For & on behalf of :

**Copy to:** Mr \_\_\_\_\_ for information and for production before the \_\_\_\_\_ (MM)  
at the opening of bids.

\*\*\*\*\*

**PROFORMA – J**

**EXCEPTION / DEVIATION PROFORMA**

OIL expects the bidders to fully accept the terms and conditions of the bidding documents. However, should the bidder experience some exception and deviations to the terms of the bidding documents, the same should be indicated here and put in unpriced bid. In order to be considered responsive, Bidder's offer must specifically include the following statement :

(a) We certify that our offer complies with all NIT requirements and specifications without any deviations.

Or

(b) We certify that our offer complies with all NIT requirements and specifications with the following deviations :

Clause No. of Bidding Document	Full compliance/ not agreed	Exception/ deviations taken by the Bidders	Remarks

***Signature of the Bidder***

***Name :***

***Seal of the company***

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**PROFORMA – K**

**UNDERTAKING FOR LOCAL CONTENT**  
(To be submitted in the letter head of the bidder)

Tender No. \_\_\_\_\_

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_. We hereby undertake that we meet the mandatory minimum local content requirement as mandated by Public Procurement (Preference to Make in India) Order, 2017 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India as revised vide Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoPNG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any). The percentage of Local Content is \_\_\_\_\_ %.

We further declare that the percentage of Local content for the tendered Goods/Services has been calculated in conjunction with the directive issued by Ministry of Petroleum and Natural Gas vide notification no. FP-20013/2/2017-FP- PNG-Part (4) (E-41432) dated 26.03.2024.

For and on behalf of \_\_\_\_\_  
Authorized signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_

\*\*\*\*\*

**PROFORMA - L**

**LETTER OF AUTHORITY**

TO,  
GM- MATERIALS  
MATERIALS DEPARTMENT  
P.O. DULIAJAN, PIN-786602  
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. \_\_\_\_\_

We \_\_\_\_\_ of \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) is authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against OIL's Tender No. \_\_\_\_\_ for any commercial /Legal purpose etc.

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

Authorised Person's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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 person competent and having the power of attorney (power of attorney shall be annexed) to bind such Bidder.

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**UNDERTAKING FOR BIDDERS FINANCIAL STANDING**

**Proforma – M**

TO,  
GM- MATERIALS  
MATERIALS DEPARTMENT  
P.O. DULIAJAN, PIN-786602  
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. \_\_\_\_\_

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ . We hereby undertake that we are not under liquidation, court receivership or similar proceedings, we are not bankrupt.

For and on behalf of \_\_\_\_\_  
Authorized signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_

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**Proforma – N**

**PROFORMA OF DECLARATION OF BLACKLISTING / HOLIDAY LISTING/ NCLT / NCLAT /DRT /DRAT/ COURT  
RECEIVERSHIP/ LIQUIDATION**

TO,  
GM- MATERIALS

MATERIALS DEPARTMENT  
P.O. DULIAJAN, PIN-786602  
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. \_\_\_\_\_

We hereby declare that we are presently neither placed on any holiday list or blacklist declared by Oil India Limited, nor any inquiry is pending by Oil India Limited. We are also not undergoing insolvency resolution process or liquidation or bankruptcy proceeding as on date. In respect of corrupt or fraudulent practice (s), except as indicated below:-

(Here give particulars of blacklisting or holiday listing and /or inquiry and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, Oil India Limited shall have the right to reject my / our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (include blacklisting or holiday listing) available to Oil India Limited.

For and on behalf of \_\_\_\_\_  
Authorized signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Contact No. \_\_\_\_\_

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