बिड संख्या/Bid Number: GEM/2026/B/7411513

दिनांक /Dated: 02-04-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	29-04-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	29-04-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Petroleum And Natural Gas
विभाग का नाम/Department Name	Oil India Limited
संगठन का नाम/Organisation Name	Oil India Limited
कार्यालय का नाम/Office Name	Oil India Limited
कुल मात्रा/Total Quantity	50
वस्तु श्रेणी /Item Category	TUBING HEAD ASSY. 7.1/16” x 11” x 5M
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	TUBING HEAD ASSY. 7.1/16” x 11” x 5M
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Net Camouflage Shrimp Type (Defence), Locking Compression Plates (V2), rubber bands, Permeable Nonwoven Surgical Adhesive Tape Conforming to IS 16948, Elastic Surgical Adhesive Tapes (V2), Mechanically Woven, Double - Twisted, Hexagonal Wire Mesh Gabions, Revet Mattresses and Rock Fall Netting as per IS 16014, Cleaning Duster (V3), Minifuge, compressed asbestos fibre jointing sheet, Plaster of Paris Bandage Conforming to IS 4738
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	• Premium Threaded Tubing (Petroleum Industry) • Regular Casing Pipes (ONGC)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	173 Lakh (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Payment Timelines	Payments shall be made to the Seller within **30** 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)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	695000

ईपीबीजी विवरण /ePBG Detail

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

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी 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।/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.

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

लाभार्थी /Beneficiary :
CGM-MATERIALS
Materials Department, OIL INDIA Limited, Ministry of Petroleum and Natural Gas
(S.k.roy)

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

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में है / Purchase Preference to MII sellers availabele upto price within L1+X%	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50
सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. 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.

3. 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.

TUBING HEAD ASSY. 7.1/16” X 11” X 5M (50 set)

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

तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule अनुबंध prarambh होने की तारीख से दिनों की संख्या में /(In number of days from contract start days)		
			मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी _____तक पूरी कर ली जाए /Delivery to be completed by
1	Chandana Phukan	786602,Oil India Limited, Duliajan, Assam	25	10	90
			25	180	210

Buyer added Bid Specific Additional Scope of Work

क्र.सं./S.No.	Document Title	Description	रिवर्स प्रभार के अनुसार जीएसटी/Applicable i.r.o. Items
1	Tender Documents View	Tender Documents	TUBING HEAD ASSY. 7.1/16” X 11” X 5M(50)

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.

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

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 up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be (Increased quantity ÷ Original quantity) × Original delivery period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. **Purchase Preference (Centre)**

   Purchase Preference linked with Local Content (PP-LC) Policy:

   The bid clause regarding “Preference to Make In India products” stands modified in this bid and shall be governed by the PPLC Policy No. FP-20013/2/2017-FP-PNG dated 17.11.2020 issued by MoP&NG as amended up to date. Accordingly, bidders with Local Content less than or equal to 20% will be treated as “Non Local Supplier”. The prescribed LC shall be applicable on the date of Bid opening. Sanctions on the bidders for false / wrong declaration or not fulfilling the Local Content requirement shall be as per the PPLC policy. Further following additional provisions are added in the certification and verification of local content provision of the Preference to Make in India clause:

   i. In case of foreign bidder, certificate from the statutory auditor or cost auditor of their own office or subsidiary in India giving the percentage of local content is also acceptable. In case office or subsidiary in India does not exist or Indian office/subsidiary is not required to appoint statutory auditor or cost auditor, certificate from practicing cost accountant or practicing chartered accountant giving the percentage of local content is also acceptable.
   ii. Along with Each Invoice: The local content certificate (issued by statutory auditor on behalf of procuring company) shall be submitted along with each invoice raised. However, the % of local content may vary with each invoice while maintaining the overall % of local content for the total work/purchase of the pro-rata local content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
   iii. The bidder shall submit an undertaking from the authorized signatory of bidder having the Power of Attorney along with the bid stating the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.

3. **Purchase Preference (Centre)**

   Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

अस्वीकरण/Disclaimer

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.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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

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 कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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 Maharanta 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

1	Bid Security	:	***Bid Security of INR 6,95,000.00 should be submitted on or before bid closing date and kept valid for minimum 165 days from the original bid closing date i.e. upto 11.10.2026***
2	Performance Guarantee	:	**Applicable @ 5% of Order value for PO value more than Rs. 10.00 Lakhs**
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	:	Not Applicable
9	Third party inspection (TPI)	:	Applicable (Refer clause 25.0 of SCC)
10	Document verification by Independent Third Party Inspection Agency	:	Not Applicable
11	Installation & Commissioning	:	Not Applicable
12	Training	:	Not Applicable
13	Annual Maintenance Contract	:	Not Applicable
14	OIL's Tender No.	:	GEM/2026/B/7411513
15	OIL's PR No (for internal reference)	:	1239193

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
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ANNEXURE – I

TECHNICAL SPECIFICATION/SCOPE OF WORK/SPECIAL TERMS & CONDITIONS, GENERAL AND SPECIAL NOTES, TERMS & CONDITIONS

AA) TECHNICAL SPECIFICATION:

Sl. No./Material code	DESCRIPTION	Qty.
10 03548516	TUBING HEAD ASSY. 7.1/16" x 11" x 5M	50 NO

Details specification with applicable Notes are as per Buyer Specification Sheet attached below:

Run Date :
02.04.2026

OIL INDIA LIMITED

Items Specification

Head Code/Sub Code/Sub Sub Code/ Material No.		Description
HEAD CODE(H0391)		TUBING HEAD SPOOL
03548516	:	Tubing Head Assembly, 352.1 Kg/Sq.cm (5000 psi) Working pressure, with 179.4 mm (7.1/16") x 352.1 Kg/Sq.cm (5000 psi)WP top flange, and 279.4 mm (11") x 352.1 Kg/Sq.cm (5000 psi) WP bottom flange, as per API specification 6A, latest edition, Comprising of the following items: 1(a) TUBING HEAD SPOOL : (Qty. 1 no. per set) Tubing Head Spool shall be Straight Bore Bowl design with a landing shoulder to accept mandrel type tubing hanger as given in item 1(d) below. The tubing head spool shall be designed conforming to API Std. 6A latest edition, with the following minimum requirements & provisions. Material : Minimum 60 K API Forged /Cast Alloy Steel Product specification level : PSL 1 Material Class : AA Temperature Rating : U Working pressure : 352.1 Kg/Sq.cm (5,000 psi) Test Pressure : 528.1 Kg/Sq.cm (7500 psi) Minimum ID of the spool : 168 mm Casing Size : Both 5 ½" & 7" Casing, by changing removable type bit pilot & secondary seal assembly. The tubing head spool shall be furnished with the followings 1(a)(i)Top Connection of tubing head spool: Flanged, 179.4 mm (7.1/16"), RX46 ring grooved , 352.1 Kg/Sq.cm (5,000 psi) Working Pressure. Suitable to accommodate the tubing hanger [item 1(d)] and complete with Tie-down Screws to hold the tubing hanger in place. 1(a)(ii) Side Connection of tubing head spool: Studded, 52.4 mm(2.1/16"); RX-24 ring grooved, 352.1 Kg/Sq.cm (5,000 psi) Working Pressure, two numbers on diametrically opposite side (180 Degree apart). Both side outlets shall be internally threaded with 48.26 mm (1.9") 11 ½ TPISharp Vee threads, as per API 6A,for installing valve removal plug. 1(a)(iii) Bottom Connection of tubing head spool: Flanged, 279.4 mm (11"); RX-54 ring grooved, 352.1 Kg/Sq.cm (5,000 psi),Working Pressure. Suitable to accommodate removable type BitPilot /

Head Code/Sub Code/Sub Sub Code/ Material No.	Description

Bit Guide [item 1(b)] and Secondary Seal Assembly [item 1(c)]. Preparation shall be such that the Bit Pilot / Bit Guide is held in place by snap/retainer rings, and Secondary Seal Assembly sits in the counter bore properly and held in place by snap/retainer rings. However, bit pilot [item 1(b)] integral with secondary seal assembly [item 1(c)] is also acceptable,
and the same should be held in place by snap/retainer rings accordingly.Bottom flange shall be provided with facilities for testing the seal. The test port shall be facilitated with suitably designed Allen headed check valve followed by one ½" NPT Allen Headed inner plug and one ¾" NPT Allen Headed outer plug.

1(b) BIT PILOT/GUIDE (FOR 5 ½" OD CASING): (Qty. 1 no. per set)
Removable type bit pilot to be used in conjunction withsecondary seal assembly [item 1(c)] for installation in tubing head spool [item 1(a)] and held in place by snap/retainer ring and suitable for 139.7 mm (5 1/2") OD casing. However, bit pilot integral with secondary seal assembly [item 1(c)] is also acceptable The bit pilot shall be such that it prevents casing & secondary seal assembly from getting damaged during running-in of any down hole tools.
The minimum ID of the bit pilot shall be 5"(127 mm). The bit pilot along with secondary seal [item 1(c)] shall be positioned to accommodate casing length of 4 1/4" (107.95 mm) from bottom surface of the Tubing Head Spool.

1(c) SECONDARY SEAL ASSEMBLY (FOR 5 ½" OD CASING): (Qty. 1 no. per set) Removable, self-energised (pressure actuated) type, FS Seal (Double seal) design, secondary seal assembly, 352.1 Kg/Sq.cm (5,000 psi) W.P to suit bottom preparation of tubing head spool [item 1(a)] and to seal off 139.7 mm (5.1/2") OD casing. The secondary seal element along with bit pilot shall be positioned to accommodate casing length of 4 1/4" (107.95 mm) from bottom surface of the Tubing Head Spool.

1(d) TUBING HANGER:

1(d)(i) TUBING HANGER WITH VAMTOP CONNECTION: (Qty: 1 no per 10 set)
Tubing hanger shall be, single completion suspended mandrel type, with extended seal necks complete with additional upper seal ring to be energised by pack off adapter flange [item no 1(e)],

Head Code/Sub Code/Sub Sub Code/ Material No.	Description

and complete with lower seal ring. Tubing hanger shall be made of forged alloy steel (Minimum 60 K API material), with bottom threads to hang 73.03 mm (2.7/8") OD VAMTOP threaded tubing, and top threads 73.03 mm (2.7/8") OD EUE API 8 TPI thread for lifting, and suitable for above tubing head spool [item 1(a)]. The tubing hanger shall have suitable provision for installing Two way check valve [item 2(c)], Size 2.1/2" Nominal, with minor dia 2.4075 +/- 0.0275" (61.15mm +/- 0.70 mm, rounded off to two decimal places), which will be the minimum ID of the tubing hanger.

1(d)(ii) TUBING HANGER WITH API 8RD EUE CONNECTION: (Qty: 09 nos per 10 set)
Tubing hanger shall be, single completion suspended mandrel type, with extended seal necks complete with additional upper seal ring to be energised by pack off adapter flange [item no 1(e)], and complete with lower seal ring. Tubing hanger shall be made of forged alloy steel (Minimum 60 K API material), with bottom threads to hang 73.03 mm (2.7/8") OD EUE 8 TPI Round threaded tubing, and top threads 73.03 mm (2.7/8") OD EUE API 8 TPI thread for lifting, and suitable for above tubing head spool [item 1(a)]. The tubing hanger shall have suitable provision for installing Two way check valve [item 2(c)], Size 2.1/2" Nominal, with minor dia 2.4075 +/- 0.0275" (61.15 mm +/- 0.70 mm, rounded off to two decimal places), which will be the minimum ID of the tubing hanger.

1(e) PACK OFF ADAPTER FLANGE (FOR 5M XMT): (Qty. 1 no.per set) Pack off Adapter Flange, suitable for mounting on above tubing head spool [item 1(a)] & fit over extended neck tubing hanger [item 1(d)]. The pack off adapter flange shall be furnished with the followings-

1(e)(i) Top Connection of Pack off Adapter Flange: Studded, 65.09 mm (2.9/16"), RX-27 ring grooved, 352.1 Kg/Sq.cm (5,000 psi), Working Pressure. The top of the vertical bore shall be suitably chamfered to guide wire line tool.

1(e)(ii) Bottom Connection of Pack off Adapter Flange: Flanged, 179.4 mm (7.1/16"), RX-46 ring

Head Code/Sub Code/Sub Sub Code/ Material No.	Description

grooved, 352.1 Kg/Sq.cm (5,000 psi) Working Pressure.
Bottom flange shall have testing port facility installed with suitably designed Allen headed check valve followed by one ½" NPT Allen Headed inner plug and one ¾" NPT Allen Headed outer plug.

1(f) CASING VALVES: (Qty 02 nos. per set) Gate Valves, forged Steel, 52.39 mm (2.1/16"), 352.1 Kg./Cm. Sq. (5000 psi) working pressure, flanged end, RX 24 ring grooved, full bore through conduit, complete with hand wheel, and one no. installed in each side outlet of tubing head spool [item 1(a)].The Gate Valve shall have replaceable gate and seat assembly,parallel solid slab gate construction with floating seat, back seat arrangement on the stem, non-rising stem supported on two thrust bearings, with plastic packing and grease injection ports.

1(g) STUDS & NUTS :
1(g)(i) Zinc coated Stud 1.3/8" dia. x 11.1/4" long, with 2 hexagonal Zinc coated nuts each.
: (Qty. 12 nos per set)
1(g)(ii) Zinc coated Stud 1.7/8" dia. x 13.3/4" long, with 2 hexagonal Zinc coated nuts each.
: (Qty. 12 nos per set)

1(h) RING JOINT GASKETS:
1(h)(i) Ring joint Gasket, Size RX 24 :
(Qty. 02 nos per set) (In installed condition with casing valves)
1(h)(ii) Ring joint Gasket, Size RX 27 :
(Qty. 01 no per set)
1(h)(iii) Ring joint Gasket, Size RX 46 :
(Qty. 01 no per set)
1(h)(iv) Ring joint Gasket, Size RX 54 :
(Qty. 01 no per set)

2. ACCESSORIES/SPARES :
2(a) Redress Kit for Tubing Hanger (Seal rings for body & extended neck) :

Head Code/Sub Code/Sub Sub Code/ Material No.	Description

(Qty. 01 no. per 01 set of spool)
2(b) Redress Kit for 5 ½" Secondary Seal Assembly (seal packing): (Qty. 01 no. per 01 set of spool)
2(c) Two way check valve, comprising of back pressure valve (BPV) and BPV plug,
Size: 2½" nominal, similar to H-type, with one installation connector & one removal connector, compatible to BPV lubricator assembly (installation and removal tool) in 1.3/16" - 10 PITCH (API-11B) PIN THREAD: (Qty. 01 each per 10 set of spool).
2(d)(i) Valve Removal Plug, Hexagonal headed, size 48.26 mm (1.9") 11 ½" TPI Sharp Vee thread, dimensions conforming to Figure L.4 of API 6A Standard: (Qty. 01 no. per 5 set of spool)
2(d)(ii) Hexagonal socket ended installation/removal connector compatible with the supplied Valve Removal plug [item 2(d)(i)] as per Figure L.11 of API6A Standard. Other end of the installation/removal connectorshall be 1.25" (31.75 mm) OD plain end, provisioned with lockable ½" cylindrical dowel pin system for fixing with lubricator assembly (installation and removal tool) as detailed in enclosed drawing no. OIL/PSS/P&D/0036/A Pg 1 of 1(Qty. 01 no. per 10 set of spool).

Note: Packaging of item 2(c), item 2(d)(i) & item 2(d)(ii) shall be in one box and shall be labeled properly.

2(e)Tools:
2(e)(i) Circlip Plier or any other suitable tool for removing /installing snap / retainer ring of bit pilot: (Qty. 01 no. per 5 set of spool)
2(e)(ii) Allen Keys of suitable sizes for removing / installing outer plug, inner plug and inner check valve of test port: (Qty. 01 no. per 5 set of spool)

2(f) BIT PILOT / GUIDE (FOR 7" OD CASING): (Qty. 01 no. per 5 set of spool)Removable type bit pilot, to be used in conjunction with secondary seal assembly [item 2(g)] for installation in tubing head spool [item 1(a)], suitable for 177.8 mm (7") OD casing and held in place by snap/retainer ring. However, bit pilot integral with secondary seal assembly [item 1(c)] is also acceptable.
The bit pilot should be such that it prevents casing & secondary seal assembly from getting damaged during running-in of any down hole tools. The minimum ID of the bit pilot shall be 6½"(165.10 mm). The bit pilot along with secondary seal [item

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Head Code/Sub Code/Sub Sub Code/ Material No.	Description
	1(c)] shall be positioned to accommodate casing length of 4 1/4" (107.95 mm) from bottom surface of the Tubing Head Spool. 2(g) SECONDARY SEAL ASSEMBLY (FOR 7" OD CASING): (Qty. 01 no. per 5 set of spool) Removable, self energised (pressure actuated) type, FS Seal (Double seal)design, secondary seal assembly, 352.1 Kg/Sq.cm (5,000 psi) W.P, to suit bottom preparation of tubing head spool [item 1(a)] and to seal off 177.8 mm (7") OD casing.The secondary seal element along with bit pilot shall be positioned to accommodate casing length of 4 1/4" (107.95 mm) from bottom surface of the Tubing Head Spool. 2(h) Redress Kit for 7" Secondary Seal Assembly (seal packing) :(Qty. 01 no. per 5 set of spool)

Common Note.

Common Note.		Description / Material Codes
03548516	:	COMMON NOTES 1) The bidder shall confirm that materials to be supplied shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 18 months from the date of despatch/shipment or 12 months from the date of receipt at destination, whichever is earlier, against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by OIL to the Seller shall be replaced immediately by the Seller on F.O.R destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good not-withstanding inspection, payment for and acceptance of the goods. 2) The Bidder shall categorically confirm

Common Note.	Description / Material Codes

in their technical bid about compliance of all the points under technical specification and notes of the tender.

3) The Bidder shall submit the relevant drawing and literature along with technical bid as given below-

(a) Cross Sectional Drawing showing major dimensions.
(b) Manufacturer’s Quality Assurance Plan (QAP)

4) Each item shall bear markings on name plate as follows :
a. API Monogram
b. OIL's purchase order no.
c. equipment serial number
d. Manufacturer's name
e. rated working pressure,
f. PSL, PR, & Trim designation.
g. year of manufacture
In addition to above, followings shall be embossed/stamped/punched permanently on the body of each spool / valve :
a. API Monogram
b. OIL's purchase order no.
c. equipment serial number
d. manufacturer's name
e. rated working pressure & bore size
f) material of construction

5) Third Party Inspection shall be carried out by Oil India Ltd.'s approved Third Party Inspection Agency for API Specification 6A.
The scope of inspection will cover the followings.
a. General Design,
b. Material,
c. Welding (if any),
d. Quality Control,
e. Equipment Marking,
f. Storing, packaging & shipping,
g. Radiography test, wherever

OIL INDIA LIMITED

Common Note.	Description / Material Codes
	applicable, h. any other aspects found necessary by TPIA . The TPI report shall be submitted along with the material 6) The original equipment manufacturer (OEM) of the casing valves [item 1(f)] shall be same as the original equipment manufacturer (OEM) of the tubing head spool [item 1(a)], failing which the offer shall be rejected.
For the materials	03548516

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BB) STANDARD NOTES:

1.0 Bidder to quote all inclusive cost as FOR/DDP Duliajan basis including all cost towards TPI charges, freight upto destination, insurance, GST etc. Unloading to be arranged by the supplier. However, OIL can provide crane for unloading of bulky/heavy items only.

2.0 In case the bidder has satisfactorily executed development order (i.e. including satisfactory inspection and Field Trial Testing) for similar items in the past in OIL/ONGCL, then the bidder does not have to satisfy experience criteria of BEC /BRC in OIL provided the specification of items matches to that of OIL. However, depending upon criticality and high-risk operation of an item, OIL will resort to development order first before placement of bulk order even if the same item has been a field proven product in ONGCL.

3.0 If manufacturer itself submits bid, the bids of its authorized dealers will not be considered.

4.0 **Mandatory Submission of Checklist:** All bidders are required to mandatorily submit the checklist on BEC (Bid Evaluation Criteria)/ Proformas and other relevant technical criteria as outlined in the tender document, along with the bids. Failure to submit the completely filled checklist will render the bid liable for rejection.

5.0 **Queries Submission Timeline:** Bidders are advised to submit any queries related to the tender within **14 days** from the date of publishing of the tender and that OIL will not be liable to respond to any queries received after the stipulated deadline.

6.0 In the event of contradiction between tender clauses, terms & conditions anywhere in the tender document with that of Bid Rejection Criteria/ Bid Evaluation Criteria (BRC/BEC), the clauses incorporated under BRC/BEC shall prevail.

7.0 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 Bid Documents through issuance of an Addendum(s)/Corrigendum(s)/Amendment(s) and such Addendum(s)/ Corrigendum(s)/Amendment(s) will be published in the tender portal and hosted on OIL website only. No separate intimation shall be sent to the Bidders. Prospective bidders are requested to visit website regularly to keep themselves updated. Bidders are expected to take the Addendum(s)/Corrigendum(s)/ Amendment(s) into account in preparation and submission of their bid.

8.0 The bidder shall submit an undertaking/declaration as per **Proforma N** confirming that they have read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the bidder shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The bidder shall also disclose details of all such allied entities, if any, as required under the Banning Policy.

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9.0 Bidders are required to submit all the requisite proformas/undertakings/declarations/checklist dully filled-in, wherever applicable, alongwith technical bid.

10.0 Purchase Preference Clause:

Purchase Preference to Micro and Small Enterprises (MSE) falling within the price band of L1+15% and Purchase Preference Policy Linked with Local Content (PP-LC) falling within the price band of L1+20% shall be applicable to this tender.

10.1 Purchase Preference to MSE Bidders:

Purchase Preference to Micro and Small Enterprises is applicable to this tender. Bidders seeking benefits, under Purchase Preference Policy (MSE) shall have to be registered for that item under the NIC group code under Udyam Registration or UAM. Purchase Preference is meant for procurement of only goods produced and services rendered by MSEs. However, traders/ distributors/ sole agent/ Works Contract are excluded from the purview of Purchase Preference.

(i) In case participating MSE Quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE.

(ii) In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

Documentation required to be submitted by MSEs: Categorization 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 16.06.2021** and **No. CG-DL-E-19012022-232763 dated 19.01.2022** and **CG-DL-E-06052022-235600 dated 06.05.2022** issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, and any amendment thereof.

The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit Udyam Registration Number with Udyam Registration Certificate along with the technical bid for availing the benefits applicable to MSEs.

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

10.2 Purchase Preference Policy (PPP-MII):

Purchase preference under Public Procurement (Preference to Make in India) Order, 2017-Revision P-45021/2/2017-PP (BE-II)-Part (4) Vol. II dated 19.07.2024 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India 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 26.04.2022 and FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26.03.2024 (including subsequent amendments thereof, if any) shall be applicable for this

Tender. Bidders are advised to check the provisions of the said notifications for their eligibility to bid and seek benefits for Purchase preference, accordingly. The margin of purchase preference shall be 20%.

10.3 Concurrent Application of Purchase Preference Policies:

If the quantities under this tender are splitable than Public Procurement Policy for MSE Order 2012 and PP(MII) Order 2017 as per Order No. F.1/4/2021-PPD dated 18.05.2023 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India and any subsequent amendment thereto shall be applicable. Bidders are advised to refer to the said Order for further detail. In case of concurrence application of Purchase Preference Policies, the preference order shall be as mentioned below:

Preference Order	**Category of Bidder**
1st Preference	MSE Class-I Local Supplier
2nd Preference	MSE but Non- Class-I Local Supplier
3rd Preference	Non-MSE but Class-I Local Supplier
4th Preference	Non-MSE Non- Class-I Local Supplier

Note: Further if multiple bidders are falling under a 'category of bidder', the purchase preference for price matching shall be given to MSEs falling within the price band of L1+15%. Purchase preference shall be given in the following order of preference:

1. SC/ST Women-owned MSEs
2. SC/ST owned MSEs
3. Women-owned MSEs
4. Other MSEs

All other guidelines issued in respect of benefits to MSEs shall prevail. Bidder claiming above relaxation/ exemption need to submit necessary documentary proof of their eligibility along with their techno-commercial bid. The certificate must be valid on the bid closing date.

CC) SPECIAL NOTES:

1.0 **Delivery period:** Materials are to be delivered in two equal lots as per below schedule:

i. First Lot : 25 nos to be delivered within 90 days from PO date

ii. Second lot : Remaining 25 nos to be delivered after 90 days from the delivery cut-off date of 1st lot and to be completed within next 30 days.

2.0 Third Party Inspection to be carried out through any of the following OIL's approved TPI Agencies:

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a) M/s. LRQA Inspection Services LLP (formerly Lloyds)
b) M/s. Bureau Veritas (India) Pvt. Ltd.
c) M/s. RITES Ltd.
d) M/s. IRCLASS Systems and Solutions Pvt. Ltd.
e) M/s. DNV MES India Pvt. Ltd.
f) M/s.Tuboscope Vetco

TPI agency to be arranged by the bidder at their cost. For details, please refer clause 25.0 of SCC)

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ANNEXURE - III

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

The bids shall conform to the specifications, terms and conditions given in the tender. Bids shall be rejected in case the item(s) offered do not conform to technical specifications and to the respective international / national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms & conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected. All the documents related to BEC / BRC must be submitted along with the technical bid.

The following clauses will be applicable against the tender failing which the offer will be rejected.

A. BID REJECTION CRITERIA (BRC):

A.1 BRC TECHNICAL:

1.0 BIDDER'S ELIGIBILITY:

1.1 The bidder should be an **Original Equipment Manufacturer (OEM)** of the offered items.

OR

1.2 The bidder should be the **authorized Dealer/Distributor/Sole Selling Agent/ Supply House** of an Original Equipment Manufacturer (OEM) of the offered items.

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

2.1 If the bidder is a manufacturer of the tendered item(s), then they must satisfy the following criteria and furnish the relevant documentary evidences as under along with the technical bid:

(a) The bidder shall have valid API 6A license holding continuously for last 05 years from original bid closing date of this tender, and copies of API 6A certificates shall be submitted along with the technical bid.

(b) Original Equipment Manufacturers who have successfully supplied the tendered item to Oil India Limited in the past and whose past performance has been satisfactory would be considered as established source of supply and hence need not satisfy Clause (a), above. However, the OEM must have a valid API 6A certificate at the time of submission of Technical bid and copy of API 6A certificate should be submitted along with technical bid. Moreover, the bidder must mention in the technical bid that the OEM has supplied to OIL earlier and the relevant PO number should be provided.

(c) The bidder shall categorically submit an undertaking in the technical bid that, in the event of order, they will keep the API 6A license valid continuously till completion of supply of entire order quantity, and agree that OIL reserves the right to terminate the

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order forthwith without thereby incurring any liability to the supplier, in case the API 6A license becomes invalid during the execution of order.

2.2 Experience Criteria

2.2.1 In case the bidder is an OEM of the tender item, the bidder shall have the experience of successfully executing orders for minimum 50% of the tender quantity of each tender item, of same or higher size and pressure rating than the tendered item or similar items, within last 5 years preceding the original bid closing date of the tender, to an E&P Company or service provider to an E&P company, either by themselves or through their agent / dealer / distributor

"Similar Items" mean Wellhead Spool Assembly of same or higher size and pressure rating than the tendered item.

2.2.2 The bidder shall submit documents in support of their previous supply experience, as applicable under clause Nos. 2.2.1 mentioned above as follows:

(a) Copy(ies) of Purchase Order(s)/Contract document(s), and

(b) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s) / contract(s) –

- Completion report/performance certificate from the clients,
- Bill of lading,
- Delivery challan/Invoice etc.
- Any other documentary evidence that can substantiate the successful execution of each of the Purchase Order(s)/contract(s) cited above.

Note: The details of previous supply as applicable vide clause no. 2.2.1, shall be submitted in a tabular format as shown below:

Sl No	Client / Customer Name and Address/ E-mail address	Order No / Contract No.	Date of order	Technical specification	quantity supplied	Completion date	Ref No of supporting document submitted to confirm execution of the order	Page no & tender file name, where the referred supporting document is available

For consideration of past supply experience, the Purchase Order date need not be within 5 (Five) years preceding original bid closing date of this tender. However, the execution of supply must be within 5 (Five) years preceding original bid closing date of this tender.

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3.0 IN CASE THE BIDDER IS NOT A MANUFACTURER:

3.1 If the bidder is authorized sole selling agent / dealer / distributor / supply house of original equipment manufacturer (OEM) of the tender item, the OEM must have valid API 6A license holding continuously for last 05 years from original bid closing date of this tender, copies of API 6A certificates of the OEM (the principal) shall be submitted along with the technical bid.

3.2 In case the bidder is a sole selling agent / dealer / distributor / supply house, a valid copy of authorization letter / dealership certificate with proper guarantee/warranty back up on the offered products from the OEM (the principal) shall be submitted along with technical bid.

3.3 The bidder shall categorically submit an undertaking from the OEM in the technical bid that, in the event of order, the OEM will keep the API 6A license valid continuously till completion of supply of entire order quantity, and agree that OIL reserves the right to terminate the order forthwith without thereby incurring any liability to the supplier, in case the API 6A license of OEM becomes invalid during the execution of order.

3.4 Experience Criteria

3.4.1 In case the bidder is an authorized sole selling agent / dealer / distributor / supply house of an OEM of the tender item, the OEM shall have the experience of successfully executing orders for minimum 50% of the tender quantity of each tender item, of same or higher size and pressure rating than the tendered item or similar items, within last 5 years preceding the original bid closing date of the tender, to an E&P Company or service provider to an E&P company, either by themselves or through their agent / dealer / distributor.

"Similar Items" mean Wellhead Spool Assembly of same or higher size, pressure rating than the tendered item

3.4.2 Additionally, in case the bidder is an authorized sole selling agent / dealer / distributor / supply house of an OEM of the tender item, the bidder himself shall have the experience of successfully executing at least one (01) order for supplying the tender item or 'Similar Items', having pressure rating 5000 psi or above and PSL1 or above within last 5 years preceding the original bid closing date of the tender, to an E&P Company or service provider to an E&P company, either from the principal or from any other OEM.

'Similar Items' mean Oil & Gas Equipment as per API 6A Standard.

3.4.3 The bidder shall submit documents in support of their previous supply experience and of the principal (OEM), as applicable under clause Nos. 3.4.1 & 3.4.2 mentioned above as follows:
(a) Copy(ies) of Purchase Order(s)/Contract document(s), and
(b) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s) / contract(s) –

- Completion report/performance certificate from the clients,

- Bill of lading,

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- Delivery challan/Invoice etc.

- Any other documentary evidence that can substantiate the successful execution of each of the purchase Order(s)/contract(s) cited above.

Note: The details of previous supply as applicable vide clause no. 3.4.1 & 3.4.2, shall be submitted in a tabular format as shown below:

Sl No	Client / Customer Name and Address/ E-mail address	Order No / Contract No.	Date of order	Technical specification	quantity supplied	Completion date	Ref No of supporting document submitted to confirm execution of the order	Page no & tender file name, where the referred supporting document is available

For consideration of past supply experience, the Purchase Order date need not be within 5 (Five) years preceding original bid closing date of this tender. However, the execution of supply must be within 5 (Five) years preceding original bid closing date of this tender.

Any deviation(s) from above specifications/ clauses should be clearly highlighted mentioning justification in support of deviation.

A.2 FINANCIAL

1.0 The bidder must have annual financial turnover from Operations of minimum **INR 1,73,69,613.00** in any of the preceding 3 (Three) financial/accounting years reckoned from the original bid closing date of the tender.

[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).]

2.0 "Net Worth" of the bidder should be positive for the financial/accounting year just preceding to the original bid closing date of the tender.

[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"]

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3.0 Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying **(as per PROFORMA - A)** that 'the balance sheet/Financial Statements for the financial year XXXX-XXXX (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) Financial Statements (Balance Sheet & Profit & Loss account **along with all the schedules/notes forming part of the Balance sheet & Profit and Loss Account**) audited by the auditors appointed under the statute like Companies Act etc. wherever applicable. In cases where the bidding/ supporting company (as applicable) are not required to prepare Audited Financial Statements as per the Law of the Land of the country of the bidding/supporting company as applicable, the bidder shall provide documentary evidence for the same along with a certificate from a practicing Chartered Accountant or equivalent to this effect. The bidder must also submit the financial statement as per the accounting standards of the country of the bidding/supporting company as the case may be, duly certified by the practicing-chartered accountant or equivalent.

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 USD, the bidder shall have to convert the figures in equivalent INR or USD 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 USD.

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.
(iv) Documents to substantiate that the bidder is an 100% subsidiary of the parent/ultimate parent/holding company.

A.3 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 120 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 a Performance Security **@5%** of the order value. 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 – V: SPECIAL CONDITIONS OF CONTRACT (SCC)).

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(A),** if submitted in the form of Bank Guarantee or **PROFORMA – G(C)**, if submitted in the form of Insurance Surety Bond]. Bid Security may also be paid through online payment mode. **Bid Security must be**

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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/ISB must be valid at least for a period of 165 days 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 – V: SPECIAL CONDITIONS OF CONTRACT (SCC)).

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 – V: SPECIAL CONDITIONS OF CONTRACT (SCC)).

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.

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ANNEXURE-IV

TECHNICAL & COMMERCIAL CHECKLIST

A. TECHNICAL CHECKLIST: Nil

B. COMMERCIAL CHECKLIST:

Sl. No.	Requirement	Bidder's Response
1	Whether quoted as manufacturer?	
2	Whether quoted as OEM Dealer/Supply House?	
3	If quoted as OEM Dealer/Supply House –	
	a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer/supply House for the product offered?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
4	Whether agreed to the tender warranty clause of the tender?	
5	Whether submitted EMD/Bid Security 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 **PROFORMA – D?** *(If applicable as per the tender)*	
13	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. In this regard, bidders must submit duly sealed & signed undertaking as per format provided vide, **PROFORMA – E(I), E(II)&E(III)** along with the technical bid. Whether uploaded along with the bid?	
14	Whether indicated the country of origin for the items quoted? Please mention the "Country of origin" under Remarks here.	

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15	Whether submitted format of undertaking by bidders towards submission of authentic information/ documents as per **PROFORMA – H**	
	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 that the bidder is not under Holiday List/ Delisted/ Blacklisted/ Debarred	
30	Whether submitted **Proforma – O** - Format for declaration of NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation	
31	~~Whether undertaking from TPIA on document verification is submitted as per **Proforma-P**~~	
32	~~Whether it is confirmed in the technical bid that in the event of order, duly filled ESG Questionnaire as per **Proforma-Q** shall be submitted within fifteen 15 (fifteen) calendar days from the date of award of contract or issue of purchase order~~	

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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 GUARANTEE/ WARRANTY

Goods, materials or plant (s) to be supplied shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 18 months from the date of despatch/shipment or 12 months from the date of receipt at destination, whichever is earlier against defects arising from faulty materials, workmanship or design. Defective goods/ materials or parts notified, if any, on receipt by the Purchaser shall be made good of immediately by the Seller through Free of Charge (FOC) replacement on DDP destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good not-withstanding inspection, payment for and acceptance of the goods.

In case of repair / replacement, Vendor shall extend the warranty of such part further for a period of 18 (Eighteen) months from the date of supply of repaired/replaced material or 12 months from the date of receipt at destination, whichever is earlier.

5.0 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:

SHRI AJIT MOHAN SHARAN, IAS (Retd.)
Former Secretary,
Ministry of Ayush,
Govt. of India
Mob No.: 9810701876
E-mail: ams057@gmail.com

Dr. Ved Prakash, ITS (Retd.)
Flat No. 902, Plot No. GH-26,
Rainbow Apartments, Sector-43,
Gurgaon-122009
Mob No.9810546996
E-mail: ved60prakash@gmail.com

5.1 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 be solely responsible for the adherence to the provisions of IP by the sub-contractor (s).

5.2 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.

6.0 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 16th 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.*

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6.1 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).

7.0 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.

8.0 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 latest policy issued on 17.12.2025 shall prevail and furnished as **ANNEXURE – VIII** to this tender~~

9.0 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

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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.

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Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

(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.

10.0 SETTLEMENT OF DISPUTES AND ARBITRATION:

10.1 ARBITRATION (APPLICABLE FOR SUPPLIER/CONTRACTOR OTHER THAN PSU/GOVT. DEPARTMENTS AND MSMEs):

10.1.1 Except as otherwise provided elsewhere in the purchase order, if any dispute, difference, question or disagreement arises between the parties or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the consequent purchase order/contract or breach thereof which parties are unable to settle mutually or through mutually appointed Outside Expert Committee (OEC), the same shall be referred to Arbitration as provided hereunder:

10.1.2 A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

10.1.3 The number of arbitrators and the appointing authority shall be as under:

Claim Amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Upto Rs.5.00 Crore	Not Applicable	Not Applicable
Above Rs.5.00 Crore and Upto Rs. 25 Crore	Sole Arbitrator	OIL
Above Rs. 25 Crore	Three Arbitrators	One Arbitrator by each party and the 3rd Arbitrator, who shall be the Presiding Arbitrator, by the two Arbitrators.

10.1.4 The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.

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10.1.5 If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall precede de novo.

10.1.6 Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.

10.1.7 If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.

10.1.8 Each party shall be responsible to decide for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for planning for travel/ stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.

10.1.9 In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.

10.1.10 The Arbitration shall be held at the place from where the contract /purchase order has been awarded. However, parties to the contract / purchase order can agree for Venue of Arbitration, different from the place of arbitration within India for the convenience of all concerned.

10.1.11 The fees to arbitrator(s) shall be governed by the Fourth Schedule of the Arbitration and Conciliation Act, 1996. The fees to the arbitrator(s) and secretarial expenses shall be paid in following manner:

(i) 20% of the fees on submission of Statement of Claim and Counter Claim by the Claimant and Respondent respectively
(ii) 20% of the fees on completion of pleadings
(iii) 20% of the fees on commencement of the hearing
(iv) 40% of the Fees on conclusion of hearing and before passing of final award.

However, subject to agreement by the Parties, the arbitrator(s) may determine a lump sum amount to be paid towards arbitrator's fees and secretarial expenses by the parties on commencement of the proceedings, which is to be adjusted against first instalment of payment, as prescribed in sl.(ii) above.

10.1.12 The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.

10.1.13 Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

10.1.14 It is agreed and undertaken by the Parties that irrespective of country of origin of the SELLER, the arbitration proceedings shall be governed by the Arbitration and

Conciliation Act, 1996 and under no circumstances, the proceedings shall be construed as International Arbitration.

10.2 ARBITRATION (APPLICABLE IN CASE OF PURCHASE ORDER AWARDED ON CPSE AND GOVT. DEPARTMENTS/ORGANIZATIONS):

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 Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

The Committee of Secretaries at the First level (tier) shall finalise its decision within 3(three) months after having received the reference/notice in writing regarding the dispute from the concerned aggrieved party.

Any party aggrieved with the decision of the Committee at the First level (tier) may prefer an appeal before the Cabinet Secretary at the Second level (tier) within 15 days from the date of receipt of decision of the Committee at First level, through its administrative Ministry/Department, whose decision will be final and binding on all concerned.

The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause.

10.3 ARBITRATION (APPLICABLE TO MICRO, SMALL AND MEDIUM ENTERPRISE)

In the event of any dispute or difference relating to, arising from or connected with the Purchase Order, efforts shall be made to resolve the dispute(s) amicably by mutual consultation and in case such dispute(s) cannot be resolved through mutual consultation, then same shall be resolved through the procedure as prescribed in Section-18 of the Micro, Small and Medium Enterprises Development Act, 2006

11.0 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.

12.0 GST: Bidders are requested to quote the actual rate of applicable GST

13.0 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&O**) along with the technical bid).

14.0 PERFORMANCE SECURITY

Successful bidder will be required to furnish a Performance Security **@5%** of the order value with validity as mentioned in the tender document. The Performance Security shall be in the form of Insurance Surety Bonds, account payee Bank Draft/Cashier's cheque/Banker's cheque/NEFT/RTGS/ Electronic fund transfer to designated account of OIL or Fixed Deposit Receipt (FDR) (account OIL INDIA LIMITED) or Bank Guarantee (including e-Bank Guarantee) or irrevocable Letter of Credit (LC). The Performance Security must be submitted exactly as per **PROFORMA – F(A)** if it is a BG or **F(B)** if it is an Insurance Surety Bond. 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:

Bank Details of Beneficiary	
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.

14.1 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.

14.2 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.

14.3 Bank Guarantee with condition other than those mentioned in OIL's prescribed format shall not be accepted.

14.4 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.

14.5 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.

14.6 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.

14.7 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.

14.8 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.

14.9 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.

14.10 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. (5% of annualized contract value valid for three months beyond entire execution period).

15.0 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 or an equivalent amount in freely convertible currency and shall be in the form of Insurance Surety Bonds/DD/FDR (account OIL INDIA LIMITED)/NEFT/RTGS/Electronic fund transfer to designated account of OIL/online payment through OIL's e-portal/Bank Guarantee (BG) (including e-Bank Guarantee) in OIL's prescribed format **(PROFORMA – G(A) or G(C)** or as an irrevocable Letter of Credit (L/C) from any of the following Banks *(Refer GeM GTC for details).*

In case of the Bid Security is submitted in the form of Bank Guarantee or Insurance Surety Bond, scanned copy of the same shall be uploaded by the bidder in the online bid and hard copy of the BG or ISB will have to be submitted directly to OIL on or before bid opening date, 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: **CGM-MATERIALS, MATERIALS DEPARTMENT, KIND ATTENTION – M KONWAR, DGM-MATERIALS (FP), OIL INDIA LIMITED, DULIAJAN- 786602, ASSAM, e-mail: munin_konwar@oilindia.in.**

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.

OIL's Bank account Details for Online submission of Bid Security	
Name	Oil India Limited
Bank	State Bank of India
Branch	Duliajan

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Account Number	10494832599
Account Type	Current
IFSC Code	SBIN0002053

15.1 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.

15.2 Bank Guarantee issued by a scheduled Bank in India at the request of some other non-scheduled Bank in India shall not be accepted.

15.3 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.

15.4 Bank Guarantee with condition other than those mentioned in OIL's prescribed format/GeM Bank Guarantee format shall not be accepted.

15.5 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.

15.6 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.

15.7 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.

15.8 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.

15.9 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:

Bank Details of Beneficiary	
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.

15.10 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.

15.11 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.

15.12 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.

15.13 **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-

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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	18	Indian Bank
2	Axis bank	19	Indian Overseas Bank
3	Bank of Baroda	20	Induslnd Bank
4	Bank of India	21	Karnataka Bank
5	Bank of Maharashtra	22	Karur Vysya Bank
6	Canara Bank	23	Kotak Mahindra Bank
7	Central Bank of India	24	Punjab and Sind bank
8	City Union Bank	25	Punjab National Bank
9	DBS Bank	26	RBL Bank
10	DCB Bank	27	Standard Chartered
11	Dhanlaxmi Bank	28	State Bank of India
12	Federal bank	29	South Indian Bank
13	HDFC Bank	30	Tamilnad Mercantile Bank Ltd
14	HSBC Bank	31	UCO Bank
15	ICICI Bank	32	Union Bank of India
16	IDBI Bank	33	Yes Bank
17	IDFC First Bank		

Beneficiary details for issue of e-BG are:

Sl. No.	**Particulars**	**Details**
1	Name	Oil India Limited
2	PAN	AAACO2352C
3	Date of	18-02-1959

	Incorporation	
4	Email ID	
5	Mobile No.	
6	Local Address	
7	Registered Address	Duliaian, Dibrugarh, Assam-786602

16.0 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 the following approved/authorized entities:

Sl No	Name of the Approved/Authorised Entity	TReDS Payment System Approved/Authorised
1	A.TREDS Limited	INVOICEMART
2	Receivable Exchange of India Limited (RXIL)	RXIL
3	Mynd Solutions Private Limited	M1xchange
4	C2FO Factoring Solutions Private Limited	C2treds
5	KredX Platform Private Limited	DTX

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,

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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).

17.0 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.

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 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 stack is below the cabin height of the vehicle for safe off-loading.

(b) Maximum permissible number of joints that can be loaded on a single trailer for unloading inside OIL's premises (viz. Industrial Area /New Industrial Area/other locations):

Size of Tubulars	Maximum Nos. of Joints to be loaded	
	20 T Trailers	30 T Trailer
20″ Casings	7	8
13 3/8″ Casings	15	22
9 5/8″ Casings	22	27
7″ Casings	32	40

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5 ½″ Casings	50	70
2 7/8″ Tubings	200	230
3 1/2″ Tubings	170	200

(c) "Stanchions Bars / Stopper Bars" must be mandatorily installed on the sides of the carriages of the Trailers at appropriate intervals.

(d) The tubular stack must be secured tightly with steel chain/any other suitable material as per industry standard at minimum 03(three) places with the trailer carriages.

(e) 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.

(f) All persons engaged for unloading of Tubulars should mandatorily use PPEs like Helmet, Safety Boots, etc.

(g) 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.

The above safety rules must be strictly adhered to by the suppliers. If it is found during unloading of tubulars that any of the above-mentioned Safety aspects are not adhered to, OIL shall not offload the relevant trailer(s) until all the above-mentioned safety points are fulfilled.

18.1 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

19.0 <u>UNLOADING OF CONSIGNMENT RECEIVED THROUGH RAIL</u>:
Unloading of consignment from Railway Wagons at Destination **(Duliajan)** shall be completely in OIL's scope.

20.0 <u>QUANTITY TOLERANCE FOR TUBULARS</u>:
Bidders should note that, in the event of order, quantity tolerance of +0%/-2% of order quantity will be applicable.

21.0 <u>SET-OFF</u>:
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).

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22.0 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.

23.0 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).

24.0 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.

25.0 THIRD PARTY INSPECTION (TPI)

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 five 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

26.0 DOCUMENTATION (FOR DOMESTIC/INDIGENOUS SUPPLIERS):

26.1 Preparation and submission of proper documents by Seller is one of the very important requirements. The Seller must strictly follow the instructions.

26.2 Seller shall ensure that all the documents have clear reference of OIL's Purchase Order number.

26.3 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)	General Manager (A/P),	i)	Bill in original + one copy.

	Finance & Accounts Department Oil India Limited, Duliajan, PIN - 786602	ii) Copy of the C-Note/RR. iii) Copy of Mill Inspection Certificate, if any. iv) Copy of Third-Party Inspection Certificate, if any. v) Copy of Delivery Challan. vi) Copy of TPI Declaration vii) Copy of Tax Invoice. viii) Copy of packing list. ix) Documentary evidence of payment of Customs Duty, if any.
B)	DGM - Materials (Receiving), Materials Department Oil India Limited, Duliajan, PIN - 786602	i) Clear Consignee copy of RR/C-Note - Original + 1 copy. ii) Copy of Tax Invoice. iii) Delivery Challan (Original). iv) Packing list (Original). v) Mill inspection certificate, if any (Original). vi) Copy of Third-Party Inspection certificate, if any. vii) Copy of TPI Declaration viii) Warranty Certificate (Original)
C)	Chief Manager Materials (FP) Materials Department Oil India Limited, Duliajan, PIN - 786602	One set consisting copies of all the documents as mentioned in (B) above.

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.

30.0 The bidder shall submit an undertaking/declaration as per **Proforma N** confirming that they have read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the bidder shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The bidder shall also disclose details of all such allied entities, if any, as required under the Banning Policy.

~~31.0 **CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD-PARTY INSPECTION AGENCIES (TPIA)**~~

~~31.1 Oil India Limited (OIL) has engaged the following 17 (Seventeen) Independent Inspection Agencies for a period of 04 (Four) years up to 06.06.2028 to verify and certify various documents submitted by the bidders required against BEC/BRC of the tender:~~

~~Sl.No.~~	~~Name of Independent Inspection Agency~~	~~Contact E-mail ID~~

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i.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. rkjain@rcaindia.net b. Pradeep.mathur@rcaindia.net c. info@rcaindia.net
ii.	M/s. TUV India Private Limited	a. noida@tuv-nord.com b. mumbai@tuv-nord.com c. salim@tuv-nord.com
iii.	M/s Conformity India International Private Limited	a. mktg@ciindia.in
iv.	M/s Ravi Energic Private Limited	a. baroda@ravienergic.com b. tpia@ravienergic.com
v.	M/s SGS India Private Limited	a. dhaval.vora@sgs.com b. sgs.india@sgs.com
vi.	M/s Assure Quality Management Certification Services Private Limited	a. aqmcs@aqmcs.com
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. industrial_services@irclass.org b. Bhavesh.satam@irclass.org
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. Shailesh.deotale@ind.tuv.com b. Kaushal.gohil@ind.tuv.com c. info@ind.tuv.com d. ravi.kumar@ind.tuv.com
ix.	M/s Gulf LIoyd (India) Ltd.	a. contact@gulflloyds.com b. inspection@gulflloyds.com
x.	M/s Baltic Testing India Pvt. Ltd.	a. office@balticcontrolindia.com
xi.	M/s Sanmarg Engineering Validation & Assessment	a. Amitra@sanmargeva.com
xii.	M/s Meenar Global Consultants LLP	a. sales@mgellp.in
xiii.	M/s Rites Limited	a. nrinspn@rites.com b. info@rites.com c. sbu.ninsp@rites.com
xiv.	M/s Bureau Veritas (India) Private Limited	a. bvindia.corporate@bureauveritas.com
xv.	M/s TUV SUD South Asia Private Limited	a. Hemant.chavan@tuvsud.com b. Jayashree.rane@tuvsud.com

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~~xvi.~~	~~M/s Adornment Engineers India Private Limited~~	~~a. jks@adornmentengineers.com~~
~~xvii.~~	~~M/s TCRC Inspections Pvt. Ltd.~~	~~a. admin@tercinspections.com~~ ~~b. ashismallick@teregroup.com~~ ~~c. tenders@teregroup.com~~

~~31.2 Bidders are required to have their documents, as mandated under the Bid Evaluation Criteria (BEC) / Bid Rejection Criteria (BRC) of the tender, verified and certified by any one of the empanelled Independent Third Party Inspection Agencies listed above. The Inspection Certificate, duly issued by the selected agency, must be submitted along with the Technical Bid. All costs related to verification and certification by the Third-Party Inspection Agencies shall be borne solely by the respective bidders. Payments in this regard shall be made directly by the bidders to the Inspection Agencies. OIL shall not be held responsible for any payment related dispute between the bidders and the inspection agencies.~~

~~31.3 The verified and certified documents must be submitted along with the Technical Bid. Any bid submitted with un-verified supporting documents shall not be considered. However, in case a bidder submits its bid along with all relevant supporting documents as per BEC/BRC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered, provided it is accompanied by an **Undertaking by the Bidder on their official letterhead towards submission of the duly verified and certified copies/ Inspection Certificate within 07 (Seven) days from the actual date of bid opening**. No reminders or clarifications will be issued by the Company in this regard, and failure to submit the verified/ certified documents within the stipulated time shall result in outright rejection of the bid, at the sole risk and responsibility of the bidder.~~

~~31.4 The methodology of verification/certification of documents followed by the agencies is broadly as under, but not limited to:~~

~~(a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC/BRC. The bidders must present all relevant documents to any of the empanelled third-party certifying agencies for verification/certification. Neither OIL nor the Inspection Agencies shall be responsible for the selection or appropriateness of the documents submitted for verification. It is entirely the bidder's responsibility to ensure that the appropriate documents are verified/certified in support of BEC/BRC compliance.~~

~~(b) The concerned Independent Third Party Inspection Agencies shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL. Verification/Certification of documents by OIL's empanelled third-party inspection agencies shall not automatically make the bidder techno-commercially acceptable or eligible for award of contract.~~

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(c) Verification/Certification of documents are normally categorized as under:

i General Requirement:

- Check Bidder's PAN Card
- Check Bidder's GST Certificate
- Check Bidder's Certificate of Incorporation
- Power of Attorney

ii Additional Documents : (If applicable against the tender)

- Bidders general structure and organization
- Joint Ventures Agreements – To cross-check with JV Partners
- Consortium Agreements – To cross-check with Consortium Partners
- Holding/Parent/Subsidiary/Sister Subsidiary/Co Subsidiary Company – To check the Share Holding pattern, Corporate Guarantee etc.

iii Technical Criteria

- To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC/BRC of the Tender.
- Health, Safety and Environmental Management Policy

iv Financial Criteria

- Line of credit, if incorporated in the tender.

Notes:

(i) Bidder's self-declared undertakings, Audited Balance Sheet & Profit loss statement and/or CA certificate having UDIN are not required to be verified by the TPI agency. If any documents, LOI/LOA/Contracts, etc., submitted towards BEC/BRC experience criteria are issued by Oil India Limited, such documents need not be verified by TPI agency.

(ii) Undertaking from TPI Agency as per format (**Proforma-P**) enclosed should be submitted along with the Bid.

(iii) **In case of clarifications sought by OIL against BEC/BRC, supporting documents (historical in nature) to those submitted in the original bid will also have to be verified from the same TPI agency which has originally verified their bid documents. OIL shall categorically mention the documents that are to be submitted with TPI verification in the clarification sought. In case the bidder fails to submit the TPI verified documents, as sought by OIL, as part of their clarification, their offer will be liable for rejection.**

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ANNEXURE – VI

BID EVALUATION MATRIX (TECHNICAL SPECIFICATION) (TO BE FILLED IN BY BIDDER DULY SIGNED)			
AA. TECHNICAL SPECIFICATIONS			
Sl No/ Mat. Code	**Description**	**BIDDER'S RESPONSE (Complied / Not Complied/Deviation / Not Applicable)**	**TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks/compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)**
10 03548516	**TUBING HEAD ASSY. 7.1/16" x 11" x 5M**		
Details specification with applicable Notes are as per Buyer Specification Sheet attached under Annexure-I			
CC) SPECIAL NOTES: **1.0 Delivery period:** Materials are to be delivered in two equal lots as per below schedule: i. First Lot : 25 nos to be delivered within 90 days from PO date ii. Second lot : Remaining 25 nos to be delivered after 90 days from the delivery cut-off date of 1st lot and to be completed within next 30 days. 2.0 Third Party Inspection to be carried out through any of the following OIL's approved TPI Agencies: a) M/s. LRQA Inspection Services LLP (formerly Lloyds) b) M/s. Bureau Veritas (India) Pvt. Ltd. c) M/s. RITES Ltd.			

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d) M/s. IRCLASS Systems and Solutions Pvt. Ltd. e) M/s. DNV MES India Pvt. Ltd. f) M/s.Tuboscope Vetco **TPI agency to be arranged by the bidder at their cost. For details, please refer clause 25.0 of SCC)**		

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ANNEXURE – VII

BID EVALUATION MATRIX (TO BE FILLED IN BY BIDDER DULY SIGNED)			
BID REJECTION CRIETRIA			
CLAUSE NO.	**DESCRIPTION**	**BIDDER'S RESPONSE (Complied / Not Complied /Deviation/ Not Applicable)**	**TO BE FILLED BY THE BIDDER** **Relevant Location of their Bid to support the remarks / compliance** **(Reference of Document name / Serial number / Page number of bid for documentary evidence)**
	The bids shall conform to the specifications, terms and conditions given in the tender. Bids shall be rejected in case the item(s) offered do not conform to technical specifications and to the respective international / national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms & conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected. All the documents related to BEC / BRC must be submitted along with the technical bid. The following clauses will be applicable against the tender failing which the offer will be rejected.		
A	**BID REJECTION CRITERIA (BRC):**		
A.1	**BRC TECHNICAL**		
1.0	**BIDDER'S ELIGIBILITY:**		
1.1	The bidder should be an **Original Equipment Manufacturer (OEM)** of the offered items. OR		

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1.2	The bidder should be the **authorized Dealer/Distributor/Sole Selling Agent/ Supply House** of an Original Equipment Manufacturer (OEM) of the offered items.		
2.0	**IN CASE THE BIDDER IS AN ORIGINAL MANUFACTURER (OEM):**		
2.1	If the bidder is a manufacturer of the tendered item(s), then they must satisfy the following criteria and furnish the relevant documentary evidences as under along with the technical bid: (a) The bidder shall have valid API 6A license holding continuously for last 05 years from original bid closing date of this tender, and copies of API 6A certificates shall be submitted along with the technical bid. (b) Original Equipment Manufacturers who have successfully supplied the tendered item to Oil India Limited in the past and whose past performance has been satisfactory would be considered as established source of supply and hence need not satisfy Clause (a), above. However, the OEM must have a valid API 6A certificate at the time of submission of Technical bid and copy of API 6A certificate should be submitted along with technical bid. Moreover, the bidder must mention in the technical bid that the OEM has supplied to OIL earlier and the relevant PO number should be provided. (c) The bidder shall categorically submit an undertaking in the technical bid that, in the event of order, they will keep the API 6A license valid continuously till completion of supply of entire order quantity, and agree that OIL reserves the right to terminate the order forthwith without thereby incurring any liability to the supplier, in case the API 6A license becomes invalid during the execution of order.		
2.2	**Experience Criteria**		
2.2.1	In case the bidder is an OEM of the tender item, the bidder shall have the experience of successfully executing orders for minimum 50% of the tender quantity of each tender item,		

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	of same or higher size and pressure rating than the tendered item or similar items, within last 5 years preceding the original bid closing date of the tender, to an E&P Company or service provider to an E&P company, either by themselves or through their agent / dealer / distributor. "Similar Items" mean Wellhead Spool Assembly of same or higher size and pressure rating than the tendered item.		
2.2.2	The bidder shall submit documents in support of their previous supply experience, as applicable under clause Nos. 2.2.1 mentioned above as follows: (a) Copy(ies) of Purchase Order(s)/Contract document(s), and (b) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s) / contract(s) – - Completion report/performance certificate from the clients, - Bill of lading, - Delivery challan/Invoice etc. - Any other documentary evidence that can substantiate the successful execution of each of the Purchase Order(s)/contract(s) cited above. **Note:** The details of previous supply as applicable vide clause no. 2.2.1, shall be submitted in a tabular format as shown in the relevant para of BRC-BEC provided vide Annexure-III of the Tender documents. For consideration of past supply experience, the Purchase Order date need not be within 5 (Five) years preceding original bid closing date of this tender. However, the execution of supply must be within 5 (Five) years preceding original bid closing date of this tender.		
3.0	**IN CASE THE BIDDER IS NOT A MANUFACTURER:**		
3.1	If the bidder is authorized sole selling agent / dealer / distributor / supply house of original		

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	equipment manufacturer (OEM) of the tender item, the OEM must have valid API 6A license holding continuously for last 05 years from original bid closing date of this tender, copies of API 6A certificates of the OEM (the principal) shall be submitted along with the technical bid.		
3.2	In case the bidder is a sole selling agent / dealer / distributor / supply house, a valid copy of authorization letter / dealership certificate with proper guarantee/warranty back up on the offered products from the OEM (the principal) shall be submitted along with technical bid		
3.3	The bidder shall categorically submit an undertaking from the OEM in the technical bid that, in the event of order, the OEM will keep the API 6A license valid continuously till completion of supply of entire order quantity, and agree that OIL reserves the right to terminate the order forthwith without thereby incurring any liability to the supplier, in case the API 6A license of OEM becomes invalid during the execution of order.		
3.4	**Experience Criteria**		
3.4.1	In case the bidder is an authorized sole selling agent / dealer / distributor / supply house of an OEM of the tender item, the OEM shall have the experience of successfully executing orders for minimum 50% of the tender quantity of each tender item, of same or higher size and pressure rating than the tendered item or similar items, within last 5 years preceding the original bid closing date of the tender, to an E&P Company or service provider to an E&P company, either by themselves or through their agent / dealer / distributor. "Similar Items" mean Wellhead Spool Assembly of same or higher size, pressure rating and PSL than the tendered item		
3.4.2	Additionally, in case the bidder is an authorized sole selling agent / dealer / distributor / supply house of an OEM of the tender item, the bidder himself shall have the experience of successfully executing at least one (01) order for supplying the tender item or 'Similar Items', having pressure rating 5000 psi or above and PSL1 or above within last 5 years preceding the original bid closing date of the tender, to an E&P Company or service		

	provider to an E&P company, either from the principal or from any other OEM. 'Similar Items' mean Oil & Gas Equipment as per API 6A Standard.		
	The bidder shall submit documents in support of their previous supply experience and of the principal (OEM), as applicable under clause Nos. 3.4.1 & 3.4.2 mentioned above as follows: (a) Copy(ies) of Purchase Order(s)/Contract document(s), and (b) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s) / contract(s) – - Completion report/performance certificate from the clients, - Bill of lading, - Delivery challan/Invoice etc. - Any other documentary evidence that can substantiate the successful execution of each of the purchase Order(s)/contract(s) cited above. **Note:** The details of previous supply as applicable vide clause no. 3.4.1 & 3.4.2, shall be submitted in a tabular format as shown in relevant para of the BEC-BRC provided vide Annexure-III of the tender documents. For consideration of past supply experience, the Purchase Order date need not be within 5 (Five) years preceding original bid closing date of this tender. However, the execution of supply must be within 5 (Five) years preceding original bid closing date of this tender.		
Any deviation(s) from above specifications/ clauses should be clearly highlighted mentioning justification in support of deviation.			
A.2	**BRC - FINANCIAL:**		
1.0	The bidder must have annual financial turnover from Operations of minimum **INR 1,73,69,613.00** in any of the preceding 3		

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	(Three) financial/accounting years reckoned from the original bid closing date of the tender. *[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).]*		
2.0	"Net Worth" of the bidder should be positive for the financial/accounting year just preceding to the original bid closing date of the tender. *[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"].*		
3.0	Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying **(as per 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 technical bid:- i) A certificate issued by a practicing Chartered Cost Accountant (with		

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Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

	Membership Number and Firm Registration Number), certifying the Annual Turnover & Net worth as per format prescribed in **(PROFORMA – B)** OR ii) Audited Balance Sheet alongwith 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 USD, the bidder shall have to convert the figures in equivalent INR or USD 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 USD.		
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		

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	the project/job in case the same is awarded to them. (iv) Documents to substantiate that the bidder is a 100% subsidiary of the parent/ultimate parent/holding company.		
A.3	**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 120 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 a Performance Security @**5%** of the order value. The Performance Security must be valid for a		

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	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 – V: SPECIAL CONDITIONS OF CONTRACT (SCC)).		
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 – GA)** 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 165 days 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 – V: SPECIAL CONDITIONS OF CONTRACT (SCC)).		
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 – V: SPECIAL CONDITIONS OF CONTRACT (SCC)).		
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:		

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	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.		

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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 :..... **Signature of the authorized signatory**

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

TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the 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 Crores/ USD Million*	NET WORTH In INR Crores / USD Million*

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

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).

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"

Place:
Date:
UDIN:
Seal:

Membership Code & Registration No.:
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) Witness: 1. 2.	for and on behalf of (Bidder) Witness: 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:

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(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

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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.

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(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.

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(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 be solely responsible for the adherence to the provisions of IP by the sub-contractor (s).

(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 intensions.

M Konwar **For the Principal** Date: Place:	**…….** **For the Bidder/Contractor** Witness 1: …… Witness 2: ……

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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)

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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)

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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)

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

PROFROMA – F(A)

FORMAT FOR PERFORMANCE BANK GUARANTEE

To,
CHIEF 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 TELEPHNE 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:

ऑयल इंडिया लिमिटेड
Oil India Limited
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FIELD HEAD QUARTERS
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Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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 the Bank:……
Address:……

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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:	
Contact Details E-mail Addresses:	Mobile No.: Telephone No.: Fax No.:
Correspondence Address 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

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

PROFROMA – F(B)

PROFORMA OF "INSURANCE SURETY BOND" FOR "PERFORMANCE SECURITY"

(To be stamped in accordance with the Stamp Act)

To **CGM- MATERIALS** **MATERIALS DEPARTMENT** **P.O. DULIAJAN,** **PIN-786602** **DIST. DIBRUGARH,** **ASSAM, INDIA**	**Insurance Surety Bond (ISB) No.**	
	Date of ISB	
	ISB Valid up to (Expiry date)	
	Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)	
	Stamp Sl. No./e-Stamp Certificate No.	

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 an Insurance Surety Bond (ISB) as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we (May incorporate the Insurer) have agreed to give the Contractor such an Insurance Surety Bond; NOW THEREFORE we hereby affirm that we are Insurer on behalf of the Contractor, up to a total of (Amount of ISB 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 stating the default/breach committed by the Contractor 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 ISB, and we hereby waive notice of such change, addition or modification.

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Contractor or the Surety Insurer or any absorption, merger or amalgamation of the Contractor or the Surely Insurer with any other person.
2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.
3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.
4. Notwithstanding anything contained herein:

   a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) . . . . . (currency in words only) . . . . .

   b) This Insurance Surety Bond shall remain in force upto _____ and any extension(s) thereof; and

   c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of .....(indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

   In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this _____day of _____ 20__ at _____.

Witness:

.....
(Signature)

.....
(Name)

.....
(Designation & official address)

Issuing Authority:

.....
(Signature of the Authorised Signatory)

.....
(Name)

.....
(Designation with Insurer Stamp)

Authorised Vide
Power of Attorney No.....
Date.....

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

INSTRUCTIONS FOR FURNISHING "PERFORMANCE SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

a. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).

b. The Company shall be the Creditor, the Contractor shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.

c. The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Contractor /Insurer issuing the Insurance Surety Bond.

d. The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.

e. The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.

f. A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at elsewhere of the tender documents.

g. Contractor must indicate the full postal address of the Insurer along with the Insurer 's E-mail / Phone from where the Insurance Surety Bond has been issued.

h. Contractor must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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 security
   or
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:

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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 INR ..... .
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: _____

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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 INDIA LIMITED 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:
Date:

[Signature of Authorized Signatory of Bidder]
Name:
Designation:
Seal:

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

PROFORMA – G(C)

PROFORMA OF "INSURANCE SURETY BOND" FOR "BID SECURITY"

(To be stamped in accordance with the Stamp Act)

To **CGM- MATERIALS** **MATERIALS** **DEPARTMENT** **P.O. DULIAJAN,** **PIN-786602** **DIST. DIBRUGARH,** **ASSAM, INDIA**	**Insurance Surety Bond (ISB) No.**	
	Date of ISB	
	ISB Valid up to (Expiry date)	
	Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)	
	Stamp Sl. No./e-Stamp Certificate No.	

WHEREAS, (Name of Bidder) _____ (hereinafter called "the Bidder") has submitted their offer Dated _____ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company's) Tender No. _____ KNOW ALL MEN BY these presents that we _____ (Name & address of the "Insurer") _____ having our registered office at _____ (hereinafter called " Insurer "), its successors and assignees, unconditionally and irrevocably undertake to pay forthwith to the Company an amount of INR…….. (Rupees …… only) (hereinafter referred to as the "Surety Bond") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder, if the Bidder shall fail to fulfil or comply with all or any of the conditions mentioned below or referred in the Tender document in this regards.

Any such written demand made by the Company stating that the Bidder is in default of the due and faithful fulfilment and compliance with the aforesaid conditions shall be final, conclusive and binding on the Surety Insurer.

SEALED with the said Insurer this ___ day of _____ 20_____

THE CONDITIONS of these obligations are:

1. If the Bidder withdraws their Bid within its original/extended validity; or
2. The Bidder modifies/revises their bid suomoto; or
3. The Bidder does not accept the contract; or
4. The Bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract; or
5. If it is established that the Bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice.

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Bidder or the Surety Insurer or any absorption, merger or amalgamation of the Bidder or the Surely Insurer with any other person.
2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.
3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.
4. Notwithstanding anything contained herein:

   a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) . . . . . (currency in words only) . . . . .

   b) This Insurance Surety Bond shall remain in force upto _____ and any extension(s) thereof; and

   c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of .....(indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

   In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this _____day of _____ 20__ at _____.

Witness:

.....
(Signature)

.....
(Name)

.....
(Designation & official address)

Issuing Authority:

.....
(Signature of the Authorised Signatory)

.....
(Name)

.....
(Designation with Insurer Stamp)

Authorised Vide
Power of Attorney No.....
Date.....

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

INSTRUCTIONS FOR FURNISHING "BID SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

a. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).

b. The Company shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.

c. The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.

d. The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.

e. The Insurance Surety Bond by bidders will be given from Insurer as specified in the Tender.

f. A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned elsewhere of the tender documents.

g. Bidder must indicate the full postal address of the Insurer along with the Insurer 's E-mail / Phone from where the Insurance Surety Bond has been issued.

h. Bidder must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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,

Chief 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)

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

PROFORMA - I

PROFORMA OF AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

Ref No. Date

TO,
CGM- 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.

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
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Phone- +91-374-280-8726

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

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

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 m1mmum 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 / 20 1 7 -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-FPPNG-Part (4) (E-41432) dated 26.03.2024.

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

****

ऑयल इंडिया लिमिटेड
Oil India Limited
A Maharatna CPSE under
Government of India

FIELD HEAD QUARTERS
Materials Department
Duliajan P.O., Dibrugarh District,
Assam, India - 786602
Email – munin_konwar@oilindia.in
Phone- +91-374-280-8726

PROFORMA – L

Power of Attorney / *LETTER OF AUTHORITY*

TO,
CGM- 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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Proforma – M

UNDERTAKING FOR BIDDERS FINANCIAL STANDING

TO,
CGM- 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

DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY LIST/ DELISTED/ BLACKLISTED/ DEBARRED

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

TENDER NO. _____

Tender Description: _____

Sub: Undertaking/Declaration regarding Holiday List, debarment etc.

Ref: Tender No. _____

a) We, _____ (Name of the bidder) solemnly affirm that we have read and understood OIL's Banning Policy as available at OIL's website https://www.oil-india.com/banning-policy and accept the Banning Policy in toto without any demur, protest, reservations and agree to be bound by the said Policy.

b) We, hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debarring us/them from carrying on business dealings with OIL.

c) We, also hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, have not been involved in any previous transgressions in the last 3 years with any other company in any country conforming to the TI (Transparency International) approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

d) We, disclose the following allied concerns, partners or associates or directors or proprietors involved in any capacity in terms of the definition of Allied firms given in the "Banning Policy" of Oil India Limited:

Sl. No.	Name	Address	PAN No.	GST No.	OIL Vendor Code

Place: _____
Date: _____

_____
(Name & Signature of the authorized signatory of the bidder)

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Proforma – O

PROFORMA OF DECLARATION OF NCLT / NCLAT /DRT /DRAT/ COURT RECEIVERSHIP/ LIQUIDATION

TO,
CGM- 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 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:-

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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Proforma – P

PROFORMA FOR UNDERTAKING FROM THIRD PARTY INSPECTION AGENCY

(to be submitted on official letter head)

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

Sir,

SUB: OIL's Tender No…..

M/s. _____ having registered office at _____ intend to participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulates that the bidder shall submit documents pertaining to Bid Evaluation Criteria (BEC), duly verified and certified by designated independent Third Party Inspection Agency.

In this regard this is to certify that copies of documents pertaining to Bid Evaluation Criteria (BEC)/Bid Rejection Criteria (BRC) submitted to us by the bidder have been verified and certified by us with originals and found to be genuine and authentic. We have signed and stamped on the copies of all the verified and certified documents having ____nos. pages.

Note: In the event of any requirement, OIL reserves the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

Authorised Person's Signature:_____

Name: _____

****

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~~Proforma – Q~~

~~Format for Questionnaire on Sustainable Development (SD) and Environment, Social & Governance (ESG) compliance~~

~~Questionnaire for vendors and suppliers~~			~~Response~~
~~1. Emissions~~	~~What was the GHG emission for the last financial year ?~~	~~a) Scope 1 GHG emissions (kg CO_2e)~~	-
		~~b) Scope 2 GHG emissions (kg CO_2e)~~	-
	~~What was the GHG emission per unit of revenue for the last financial year?~~	~~a) Scope 1 GHG emissions (kg CO_2e)~~	-
		~~b) Scope 2 GHG emissions (kg CO_2e)~~	-
~~2. Decarbonization strategy & targets~~	~~Do you have a Net Zero target? If yes, please state the year~~		-
	~~Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?~~		-
	~~Please state the target for reduction in next financial year~~	~~a) Scope 1 GHG emissions/emissions intensity~~	-
		~~b) Scope 2 GHG emissions/emissions intensity~~	-
	~~Please provide information on a few decarbonization initiatives undertaken (describe the initiatives and their respective impact)~~		-
~~3. Waste & Water Mgt.~~	~~Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?~~		
	~~Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?~~		
~~4. Disclosures~~	~~Are your current emissions verified? If yes, please name the assuring body~~		-

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	~~Are your emissions targets validated (eg: SbTi)? If yes, please name the methodology~~	-
	~~Are you rated by any of the ESG rating agencies? If yes, please specify the agency and rating~~	

~~Suppliers and vendors may refer to the below explanatory note for any questions or clarifications pertaining to any of the questions above.~~

~~Explanatory Note-ESG Questionnaire for Suppliers & Vendors~~

~~1 Emissions Reporting~~

~~What are Greenhouse Gas (GHG) Emissions?~~

~~Greenhouse gas (GHG) emissions refer to gases that trap heat in the Earth's atmosphere, contributing to global warming and climate change. These include carbon dioxide (CO2), methane (CIL), and nitrous oxide (N2O), among others. GHG emissions are generated from various sources, such as burning fossil fuels, industrial activities, and deforestation.~~

~~What are Scope 1 and Scope 2 Emissions?~~

- ~~**Scope 1 Emissions:** Direct emissions from sources owned or controlled by your company (e.g., fuel combustion in company-owned vehicles, boilers, and generators).~~
- ~~**Scope 2 Emissions:** Indirect emissions from purchased electricity, steam, heating, and cooling consumed by your company. These emissions occur at the power generation source but are attributed to your business due to electricity consumption.~~

~~How to Calculate GHG Emissions?~~

~~Emissions are typically calculated using the following formula:~~
~~GHG Emissions (kg CO2e) = Consumption data x Emission Factor~~

- ~~**Consumption Data:** Fuel consumption (liters), electricity use (kWh), etc.~~
- ~~**Emission Factor:** Standard values published by organizations like the IPCC~~

~~**Examples:**~~

1. ~~**Fuel Consumption-Based Calculation (Scope 1):**~~
   - ~~If you use 1,000 liters of diesel in company vehicles, and the emission factor for diesel is 2.68 kg CO2e per liter, your emissions are: 1,000x2.68=2,680 kg CO2e~~

2. ~~**Electricity Consumption-Based Calculation (Scope 2):**~~
   - ~~If your facility consumes 5,000 kWh of electricity, and the emission factor for your electricity provider is 0.4 kg $C0_2e$ per kWh, your emissions are: 5,000x0.4=2,000 kg $C0_2e$~~

~~**Sample Responses:**~~

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Question	Sample Response
What was the GHG emission for FY24	**a)** Scope 1: 10,500 kg CO2e
	b) Scope 2: 8,200 kg CO2e
What was the GHG emission per unit revenue for FY24?	**a)** Scope 1: 2.5 kg CO2e per INR 1,000 revenue
	b) Scope 2: 1.8 kg CO2e per INR 1,000 revenue

2 Decarbonization Strategy & Targets

Net Zero and Emission Reduction Targets

- **Net Zero Target:** A Net Zero target refers to a commitment to reducing emissions to as close to zero as possible, with residual emissions offset by carbon capture or other means. OIL would like to know if your organization has set any targets of becoming net zero, and if so, what is the targeted year.
- **There are 2 types of defining the target:**

  Absolute Reduction: A fixed percentage decrease in emissions over a period (e.g., 10% reduction by 2030).

  Intensity Based Reduction: Reduction in emissions per unit of production or revenue (e.g., 15% reduction per product by 2025).

Sample Responses:

Question	Sample Response
Do you have a Net Zero target? If yes, please state the year	Yes, by 2040
Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?	Yes, we aim for an absolute 40% reduction by 2030, and 100% by 2040
Please state the target for reduction in FY24.	a) Scope 1: 10% absolute reduction
	b) Scope 2: 10% absolute reduction
Please provide information on a few initiatives undertaken (describe the initiatives)	Afforestation EV inclusion Electrification of gas based equipment Renewable energy setup
How much of the reduction targets have been achieved till date? (eg: more than 80% achieved, less than 20% etc)	~5 % reduction has been achieved

3 Waste & Water Management

Waste Management Initiatives

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In order to answer the question regarding waste management initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Recycling and reusing materials
- Proper disposal of hazardous waste
- Reducing landfill waste through composting or waste-to-energy programs

Water Conservation Initiatives

Similar to the waste management initiatives, in order to answer the question regarding water conversation initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Monitoring water consumption with meters
- Installing water efficient fixtures
- Treating wastewater before discharge

Sample Responses:

Question	**Sample Response**
Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?	Yes, we recycle 60% of our production waste and have SOPs in place for proper dispose of hazardous materials.
Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?	Yes, we have meters to monitor water withdrawals and have a wastewater treatment process.

4 Disclosures

Verification & **Validation of Emissions Data**

- **Current emissions verification:** There are certain third party agencies that verify an organization's emissions. These organizations provide independent assessments to ensure transparency and accuracy in emissions reporting. Verification by such agencies enhances credibility and aligns businesses with best sustainability practices. In case your organization's current emissions are validated by such a third party agency, please specify the name of such an agency.
- **Emissions target validation:** If you have a target of reducing your carbon footprint, certain organizations validate the roadmap of achieving a lower carbon footprint. In case you have prepared a roadmap and submitted it to SBTi or Transition Pathways Initiatives, and have received certificates that have validated the targets, please specify the agency that has validated your targets.
- **ESG Ratings:** Certain agencies assess organizations based on their disclosures, monitoring capabilities, and control measures, among other factors. Some of these agencies, such as CDP and S&P, are globally recognized for their ratings. If your

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~~organization has received a rating from any of these agencies, please specify the agency's name and your assigned rating.~~

~~Sample Responses:~~

~~Question~~	**~~Sample Response~~**
~~Are your current emissions verified? If yes, please name the assuring body~~	~~Yes, verified by XYZ agency~~
~~Are your emissions targets validated (eg: SBTi)? If yes, please name the methodology~~	~~Yes, validated by SBTi~~
~~Are you rated by any of the ESG rating agencies? If yes, please specify the agency and rating~~	~~Yes, CDP rating: D.~~

****