

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण / Bid Details</b>	
<b>बिड बंद होने की तारीख/समय / Bid End Date/Time</b>	25-03-2026 15:00:00
<b>बिड खुलने की तारीख/समय / Bid Opening Date/Time</b>	25-03-2026 15:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)</b>	120 (Days)
<b>मंत्रालय/राज्य का नाम / Ministry/State Name</b>	Ministry Of Petroleum And Natural Gas
<b>विभाग का नाम / Department Name</b>	Oil India Limited
<b>संगठन का नाम / Organisation Name</b>	Oil India Limited
<b>कार्यालय का नाम / Office Name</b>	Oil India Limited
<b>कुल मात्रा / Total Quantity</b>	1
<b>वस्तु श्रेणी / Item Category</b>	Remote Ignition System
<b>GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS</b>	REMOTE IGNITION SYSTEM
<b>GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS</b>	Remote Controlled Lifebuoy, Reverse Osmosis based Water Treatment System above 50 LPH Capacity (V2), Live Remote Temperature and Humidity Monitoring and Alert System, Delivery Bed (V2), REMOTE ACCESS & SUPPORT SOFTWARE, General Operating Table, Remote Wire Cutters (MHA), Car Remote Door Opening Kit (MHA), sonicator System, Revolving Chair (V5)
<b>अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification</b>	<ul style="list-style-type: none"> <li>• Remote Controlled Lifebuoy</li> <li>• sonicator System</li> <li>• Remote Wire Cutters (MHA)</li> </ul>
<b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover</b>	No
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover</b>	No
<b>विक्रेता से मांगे गए दस्तावेज़ / Document required from seller</b>	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (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

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	5 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
<b>Payment Timelines</b>	Payments shall be made to the Seller within <b>21</b> days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
<b>मूल्यांकन पद्धति/Evaluation Method</b>	Total value wise evaluation
<b>मध्यस्थता खंड/Arbitration Clause</b>	No
<b>सुलह खंड/Mediation Clause</b>	No

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**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).	21
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(a) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

GMFA

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

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

**एमआईआई खरीद वरीयता/MII Purchase Preference**

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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**एमआईआई के लिए सक्षम प्राधिकारी का विवरण:/Details of the Competent Authority for MII**

सक्षम प्राधिकारी का नाम/Name of Competent Authority	Bintyma Sharma (Based on N/no. FP-20013/2/2017-FPPNG Part (4) (E-41432) dtd. 26.04.2022 of MoPNG)
सक्षम प्राधिकारी का पदनाम/Designation of Competent Authority	GM(C&P), Corporate Office (Based on N/no. FP20013/2/2017-FP-PNG-Part (4) (E-41432) dtd. 26.04.2022
सक्षम प्राधिकारी का कार्यालय/विभाग/प्रभाग/Office / Department / Division of Competent Authority	OIL, C&P (Based on Notification no. FP-20013/2/2017-FP-PNG dtd. 17.11.2020 of MoPNG)
सीए अनुमोदन संख्या/CA Approval Number	OIL, C&P (Based on N/no. FP-20013/2/2017-FP-PNG-Part(4) (E-41432) dtd. 26.04.2022 of MoPNG)
सक्षम प्राधिकारी अनुमोदन तिथि/Competent Authority Approval Date	26-04-2022
सक्षम प्राधिकारी द्वारा प्रदान की गई स्वीकृति का संक्षिप्त विवरण/Brief Description of the Approval Granted by Competent Authority	Oil India Limited has adopted Public Procurement (Preference to Make in India) Order, 2017 issued by DPIIT and as amended from time to time however, with modifications issued by MoPNG vide Notification no. FP20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26.04.2022. As per the Notification, limit for exemption of small purchase under Para 4 of the PPP-MII Order, 2017 shall be Rs. 1 crore.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

**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
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1. 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.

### Remote Ignition System ( 1 Unit )

#### तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	<a href="#">Download</a>
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#### उपरोक्त मद के लिए इंस्टॉलेशन कमीशनिंग एंड टेस्टिंग (आईसीटी) का विवरण / Installation Commissioning and Testing (ICT) details for the above item:

% of Product Cost Payable on Product Delivery	80%
Min Cost Allocation for ICT as a % of product cost	1%
Number of days allowed for ICT after site readiness communication to seller	90 Days

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Ratandeep Gogoi	786602,Oil India Limited, Duliajan, Assam	1	180

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

क्र.सं./S.N o.	Document Title	Description	रिवर्स प्रभार के अनुसार जीएसटी/Applicable i.r.o. Items
1	Technical Specification <a href="#">View</a>	Technical Specification	Remote Ignition System(1)

**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  $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$ , 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. Scope of Supply**

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

**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.

**4. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

**5. Warranty**

Warranty period of the supplied products shall be as given in specifications from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of

any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.

## 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---**

**FORWARDING LETTER & INSTRUCTION TO BIDDERS**

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

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

**TENDER INFORMATION SUMMARY**

1A	Bid Security	:	<b>Not Applicable</b>
1B	Bid Security Declaration	:	<b>Applicable</b>
2	Performance Guarantee	:	<b>Applicable @ 5 % of Order value for PO value more than Rs. 10.00 Lakhs</b>
3	Integrity Pact	:	Not Applicable
4	MSE Purchase Preference	:	Applicable
5	PPP-MII Purchase Preference	:	Not Applicable
6	Preference to domestically manufactured Iron and Steel product (DMI&SP Policy)	:	Not Applicable
7	Document Verification by independent third party inspection agencies	:	<b>Not Applicable (Detailed in clause 47 of under CC: General Notes to Bidders of Annexure – A)</b>
8	Restrictions on procurement from a bidder of a country which shares a land border with India	:	Applicable
9	Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy	:	Applicable
10	OIL's Banning policy	:	Applicable
11	Pre - despatch inspection	:	Not Applicable
12	Third party inspection (TPI)	:	Not Applicable
13	Installation & Commissioning	:	Applicable
14	Training	:	Not Applicable
15	Annual Maintenance Contract	:	Not Applicable
16	OIL's PR No.	:	1428709. FP-08 <b>Quote this reference number for all correspondence with OIL.</b>

## **LIST OF ANNEXURES/PROFORMAS**

<b>ANNEXURES</b>	
Annexure - I	: Technical Specifications, Scope of Work, Special terms & Conditions etc.
Annexure - II	: Price Break up
Annexure - III	: Bid Evaluation Criteria / Bid Rejection Criteria (BEC/BRC)
Annexure - IV	: Technical & Commercial Checklist
Annexure - V	: General Conditions of Contract (GCC) & Special Conditions of Contract (SCC) for procurement of Goods
Annexure - VI	: Bid Evaluation Matrix (Technical Specification)
Annexure - VII	: Bid Evaluation Matrix (Bid Evaluation Criteria)
Annexure - VIII	: Policy for providing preference to Domestically Manufactured Iron & Steel Products (DMI & SP)
Annexure - IX	: General Conditions of Contract <i>(For all services to be rendered including AMC)</i>
<b>PROFORMAS</b>	
Proforma - A	: Format for undertaking towards compliance of Financial Criteria
Proforma - B	: Format for Annual Turn Over and Net Worth Certificate
Proforma - C	: Format for Corporate Guarantee towards Financial Standing
Proforma - D	: Format for Integrity Pact
Proforma - E(I), E(II), E(III)	: Formats for undertaking towards compliance of restriction on procurement from a bidder of a country which shares a land border with India
Proforma - F	: Format for Performance Security
Proforma - G A	: Format for Bid Security
Proforma - G B	: Format for Bid Security Declaration
Proforma - H	: Format for undertaking towards submission of authentic information/ documents
Proforma - I	: Format for Authorization letter For attending Tender Opening
Proforma - J	: Format for Exception / Deviation
Proforma - K	: Format for Undertaking For Local Content
Proforma - L	: Format for Power of Attorney / Authorization letter (Regarding authority for submission of bid)
Proforma - M	: Format for Bidders financial standing
Proforma - N1	: Format for declaration that bidder is not under holiday list/delisted/blacklisted/debarred
Proforma - N2	: Format for declaration of NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation
Proforma - O	: Format for Inspection Certificate to be issued by Independent Inspection Agencies against Document Verification Clause
Proforma - P	: Format for Bank Guarantee linked with Advance Payment
Proforma -Q	: Format for Insurance surety bond for Bid security and Performance security
Proforma -R	: Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy
Proforma -S	: Format for Document Verification by independent third party inspection agencies

**ANNEXURE - I**

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

Item No	Item Description	Total Qty (In Nos)
1	Remote Ignition System for Flare	1
2	Installation & Commissioning	1 AU

**AA) TECHNICAL SPECIFICATIONS**

<b><u>TECHNICAL EVALUATION MATRIX</u></b> <b><u>(TO BE FILLED IN BY BIDDER DULY SIGNED)</u></b>		
<b>Clause Number</b>	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE</b> <b>(Complied / Not Complied / Deviation / Not Applicable)</b>
1	<p><b>SCOPE: SUPPLY AND INSTALLATION &amp; COMMISSION OF REMOTE IGNITION SYSTEM FOR FLARE AT LPG RECOVERY PLANT, QTY.: 1 NO.</b></p> <p><b>Preamble:</b> OIL INDIA LIMITED (OIL), a “Navaratna” Category, Government of India Enterprise, is a premier oil and gas company engaged in exploration, production and transportation of crude oil &amp; natural gas with its headquarter at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport being at Dibrugarh, 45 km away.</p> <p>The LPG Recovery Plant of OIL, Duliajan has two flare headers which are connected to a single flare pit. One 16” flare header line</p>	

is connected to all the Pressure Safety Valves of the Plant and goes to the flare pit through the Knock-out Drum followed by Plant Flare Water Seal Drum. This Flare Header line is divided into a four-burner manifold at the flare pit. During normal Plant operation, there is no presence of gas in this flare header. However, during any abnormal conditions or in case of shutdown, the gas pressure in this line will vary from 6-45 kg/cm<sup>2</sup>.

The second 12" flare header line is connected to all the Pressure Safety Valves of the Mounded Bullet LPG Storage and goes to the flare pit through the Mounded Bullet Flare Water Seal Drum. During normal Plant operation, there is no presence of gas in this flare header. However, during any abnormal conditions in the Mounded Bullets, the gas pressure in this line will vary upto 14 kg/cm<sup>2</sup>.

The total capacity of the LPG flare is 2MMSCMD. The approach to the flare pit is through a checker-plate and pipe bridge and platform of length approx.. 200m situated at a height of approx. 2 m from the ground.

As per OISD-STD-106, clause no. 8.3.10, to ensure ignition of flare gases, continuous pilots with a means of remote ignition are recommended for all flares.

**(A) Specification and scope of work:** Design, supply, installation and commissioning of High Energy Ignition (HEI) based remote ignition system for GROUND flare of LPG Recovery Plant.

**(B) Objective:** The system shall be designed as per API 537 standard and in such a way that the operator can start the burner from a remote button situated at a safe area at a distance of about 200 metres from the flare pit.

**(C) General Specification:** The proposed remote ignition system for flare needs to be installed and commissioned at a distance of approximately 200 metres from the 230 VAC power source situated

away from the flare pit. The flare pit has two (02) flare lines located nearby each other and will require 02 Nos. pilot line.

**(D)Process description:** As mentioned above there will be two (02) flare lines in the flare pit. The flare gas pressure for the two (02) headers will be as follows.

i. Plant flare: 6-45 Kg/cm<sup>2</sup>.

ii. Mounded Bullet flare: 14 Kg/cm<sup>2</sup>.

The gas provided for the continuous pilot ignition will be dry gas and will have the following composition.

Methane: 92.698 Mol %

Ethane: 4.950 Mol %

Propane: 0.964 Mol %

Butane+: 0 Mol%

Co<sub>2</sub>: 1.319 Mol %

N<sub>2</sub>: 0.068 Mol %

Pressure: 10 kg/cm<sup>2</sup>

Temperature: 15 to 45 deg C.

**(E) Operating Environment:** The proposed remote ignition system shall be installed at horizontal flare system under open sky. Normal operating condition will be 5 to 50 deg. C and 0 to 90 ±10% RH. Average rainfall in these areas is 300 mm.

**(F) Major components:** The following basic components are considered.

(a) Pilot burner assembly: It shall include complete pilot burner system including mixer, pilot line, thermocouple along with junction box and extension cable, ignition rod, perforated burner tip etc. MOC shall be stainless steel.

Qty.: 02 nos. of pilot burner assembly.

(b) High Energy Ignition cable: High energy ignition cable of following minimum specification shall be supplied.

Qty.: 90 metres (45 m for each burner)

Specification of the HEI cable:

No. of conductor: 02

Size: 12 AWZ

	<p>Material: NPC 27%</p> <p>Jacket Material: FEP pulling jacket</p> <p>Jacket thickness: 0.10” or better.</p> <p>Maximum operating temperature: 450 deg C or better.</p> <p>Insulation: Fibreglass braid</p> <p>International regulation and certification: UL5107/CSA Inner conductors.</p> <p>(c) Thermocouple assembly: This includes thermocouple (K type), junction box, clamping arrangement, fire resistant extension cable as needed etc.</p> <p>Qty: 02 nos.</p> <p>(d) Pilot gas regulator: The bidder shall supply good quality of pilot gas regulator of suitable size to be installed in the pilot gas line.</p> <p>Qty: 02 nos.</p> <p>(e) Local enclosure JB: The local enclosure shall be installed outside the boundary wall of the flare pit. It will accommodate the HEI module.</p> <p>Qty: 02 no.</p> <p><b>Note:</b></p> <p>a. Junction boxes shall be explosion proof and weather-proof to IP65. Relevant certificate has to be furnished by the bidder alongwith their offer.</p> <p>b. The junction boxes shall be provided with sufficient number of terminals to terminate all the pairs of multicable (including spare pairs) and shields of individual pairs as applicable.</p> <p>c. Junction boxes shall have separate external terminal for accommodating earthing wires up to 10sqmm.</p> <p>d. Unused cable gland entries should be properly sealed with suitable SS blind plugs as per safety standards for Hazardous area applications.</p> <p>e. Canopy shall be provided over the JB.</p> <p>(f) Push button station: The push button station shall be installed at the installation which is at approximately 200 metres away from the flare pit. This station shall be skid mounted containing push buttons to start the pilot burner remotely.</p> <p>Qty.: 01 no.</p>	
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(g) Cable Glands:

All cable glands shall be double compression type, nickel-plated and weather proof and flameproof suitable for installation in an area classification of IEC Zone I Gas Group IIC. The cable glands shall be provided with PVC hood. Cable glands shall be suitable for cable dimensions with +/- 2mm tolerance. The plugs and adaptors shall also be weather proof and flameproof suitable for installation in an area classification of IEC Zone I Gas Group IIC.

**(G)INSTALLATION AND COMMISSIONING:**

a. Installation and commissioning as well as testing of the remote flare ignition system shall have to be carried out by the successful bidder's competent personnel at LPG Recovery Plant, Duliajan, Assam (India).

b. During commissioning all required accessories and commissioning spares are to be supplied by the successful bidder/supplier.

c. Successful bidder/supplier has to erect all the hardware i.e. Junction box, laying of high energy ignition cables, cable termination, installation of push button station and also fabrications, and civil jobs, if any.

d. The successful bidder should design and submit the complete cable schedule and P&ID for OIL's approval prior to execution of the job.

e. The Bidder shall be responsible for all types of Civil, Mechanical, Electrical, & Instrumentation works for installation, commissioning, testing and calibration of the entire remote flare ignition system.

f. Laying of power cable (230 VAC) from remote push button location to the battery limit of the flare pit will be in OIL's scope.

g. Installation of pipe to carry necessary gas supply to the pilot burner inside the flare pit will be in bidder's scope. OIL will provide the necessary piping materials upon intimation by bidder. OIL will also provide dry gas at a pressure of 10 kg/cm<sup>2</sup> at our existing point 200 m away from the flare pit.

**(H) NOTES FOR INSTALLATION & COMMISSIONING:**

a. All charges including to and fro fares, boarding/lodging, local transportation at Duliajan, Assam, and other expenses of the Supplier's personnel during their stay at Duliajan shall be under the Supplier's scope.

b. No hot work (including all types of welding, cutting, grinding, drilling and heating) shall be permitted within the LPG Recovery Plant. The successful bidder has to make its own arrangements for handling and transportation of all the material/tools/manpower to and fro the site before and after completion of the work at site, as required.

c. The successful bidder shall carry out Work normally during day light hours & irrespective of holidays, Sundays etc. However, in case of emergency, work may have to be done beyond normal working hours with prior permission from Installation Manager.

d. The successful bidder must obtain "Entry Permit" from CISF Commandant/ Head-Security of OIL for all his workers/personnel to enable them to work inside the installation.

e. NUISANCE: The successful bidder or his representative shall not at any point of time cause any nuisance on the site or do anything which shall cause un-necessary disturbance in the installation. OIL reserves the right to reject any one or all the personnel deployed by the successful bidder on the basis of their performance, conduct and discipline. If any replacement is sought by Engineer-in-Charge, the same shall have to be arranged by the successful bidder within 72 Hours or as per instruction of Engineer-in-Charge. In case of any dispute the decision of Engineer-in-Charge shall be final and binding.

f. CARE OF WORKS: From the commencement to completion of work, the successful bidder shall take full responsibility for the care of OIL's property, all equipment and pipelines including all temporary works and in case any damage, loss or injury shall happen to OIL's property/ equipment/ work/ person or to a part thereof due to negligence of the successful bidder, the same shall be rectified/ compensated by the successful bidder without any extra claim.

**(I) SAFETY PRACTICES:**

a. The successful bidder shall abide by all safety and security rules and regulations existing in the OIL's Installations. The successful bidder shall observe the safety measures required to be undertaken for safety of persons, labour, public and properties at work site/ plant premises/ residential premises/ public places etc. The successful bidder shall be required to take work permit from respective shift in charges for each day and each shift for all kind of jobs. There can be instances of not getting permits, withdrawing of permits already issued at any stage of work due to some operational safety and security reasons. For any stoppage of work for such reasons no claim whatsoever will be considered.

b. Stand by firefighting equipment will be deployed at the work site by OIL. However, at least two of the successful bidder's personnel deployed for the work must be capable of handling the firefighting equipment at the time of emergency and the persons will have to be present at the work site throughout the working time. If required the successful bidder's nominated persons will be imparted training on handling such equipment by OIL's Fire Service department.

c. Any compensation arising out of the job carried out by the successful bidder whether related to pollution, Safety or Health will be paid by the successful bidder only.

d. Any compensation arising due to accident of the successful bidder's personnel while carrying out the job, will be payable by the successful bidder.

e. The successful bidder shall have to report all incidents including near misses to Installation manager/ departmental representative of the concerned department of OIL which may occur during execution of the job.

f. In case the successful bidder is found non-compliant of HSE laws as required, the company will have the right for directing the successful bidder to take action to comply with the requirements, and for further non-compliance, the successful bidder will be penalized as per prevailing relevant Acts/ Rules/ Regulations.

- g. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE measures, Company will have the right to direct the successful bidder to ceasework until the non-compliance is corrected.
- h. All safety gears like safety boots, helmets, safety belts, hand gloves, safety goggles, gas masks etc. required for carrying the job in a safe manner shall be arranged by the successful bidder. In case the successful bidder fails to provide the safety gears, the same will be provided by OIL and the cost of such safety items will be deducted from the successful bidder's bills.
- i. The successful bidder shall maintain first aid facilities for its employees. All critical industrial injuries shall be reported promptly to their EMPLOYER and to OIL, and a copy of the successful bidder's report covering each personal injury requiring the attention of a physician shall be furnished to OIL.
- j. The successful bidder shall observe and abide by all fire and safety regulations of OIL.

**(J) SITE ACCEPTANCE TEST (SAT):**

- a. OIL shall provisionally takeover the system after satisfactory completion of functional performance test. System acceptance test shall commence only after the satisfactory performance of the remote ignition system to the full satisfaction of OIL.
- b. Following functional tests shall be part of system acceptance test:
- i. Hardware verification as per final Bill of Material (BoM).
  - ii. Visual and mechanical check-up for proper workmanship, identification, ferruling, nameplates etc.
  - iii. System configuration as per approved diagram.
  - iv. Demonstration of all system diagnostics.
  - v. Checking of proper functioning of all features of the remote flare ignition system.
  - vi. Complete Standard Operating Procedure (SOP) of the remote flare ignition system shall be handed over to OIL.
- c. Only after successful completion of SAT, the complete system shall be put under observation for 72 continuous hours. During

this period, any malfunctioning of the system components shall be replaced/repared as required free of cost (under bidder's scope). Once the system failure is detected, the acceptance test shall start all over again from the beginning. On successful completion of 72 hours of continuous operation, the system shall be accepted by OIL.

d. The supplier shall impart training to OIL's site personnel for routine operation & preventive maintenance of the remote flare ignition system.

**(K) DELIVERY:**

a. The successful bidder/supplier shall pack and deliver all equipment/items and accessories in single lot.

b. The equipment/items and accessories shall be packed in robust cartoons so as to avoid damage in transit and for safe storage before/during installation and commissioning.

c. Time frame for project completion is to be scheduled in two parts. The first part is for supply of items and second part is for Installation & Commissioning. The first part supply of items has to be completed within 06 months from issue of Purchase Order (PO) and the second part Installation and Commissioning has to be completed within 90 days from issue of site clearance by OIL.

**(L) GENERAL NOTES:**

a. The successful bidder shall arrange all the materials, labour, tools and tackles etc. required for successful execution of work. OIL shall provide no materials/tools/equipment.

b. The successful bidder shall arrange for accommodation/transportation of himself and his supervisor/labourers at his risk and cost. OIL shall not provide any accommodation / transportation whatsoever to the party or his staff.

c. The successful bidder shall employ such workers who are above 18 years of age. All personnel employed by the successful bidder

shall have sound health, good character and conduct. They shall be medically fit and fully competent to perform the work.

d. OIL shall provide water and electricity required for work. However, necessary arrangement to take electricity and water is under the scope of the successful bidder.

e. Any work not conforming to execution drawings, specifications or codes shall be rejected forthwith and the successful bidder shall carryout the necessary rectification at his own cost.

f. If the successful bidder brings labourers from outside the state of Assam, the necessary approval from concerned govt. authorities, labour clearance etc. shall be in his scope.

g. The successful bidder shall provide PPE (personal protective equipment) like safety helmets, safety gloves, safety shoes, safety goggles etc. for each person working for the execution of the work, at its own cost. No person will be allowed to work without PPEs.

**(M) SPECIAL TERMS AND CONDITIONS:**

I) It is to be clearly understood that the successful bidder shall be responsible to complete the entire work in all respect and any other work necessary to achieve the object and completion though not specifically covered under the scope of work, shall be carried out by the successful bidder. Bidders must compulsorily visit the site prior to submission of their bid so that the exact requirements for items such as Cables, Cable Tray, Junction Box, Cable Gland etc. of the tender could be ascertained and quote accordingly. Tentative requirement is provided in the Annexure – 3 (Bill of Materials).

II) Bidder shall categorically confirm/comply (whichever is applicable) to each and every point of the technical specification, BEC/BRC as well as special terms and conditions of the tender.

III) The scope of supply and installation shall include Remote Ignition System for flare including all accessories for successful commissioning.

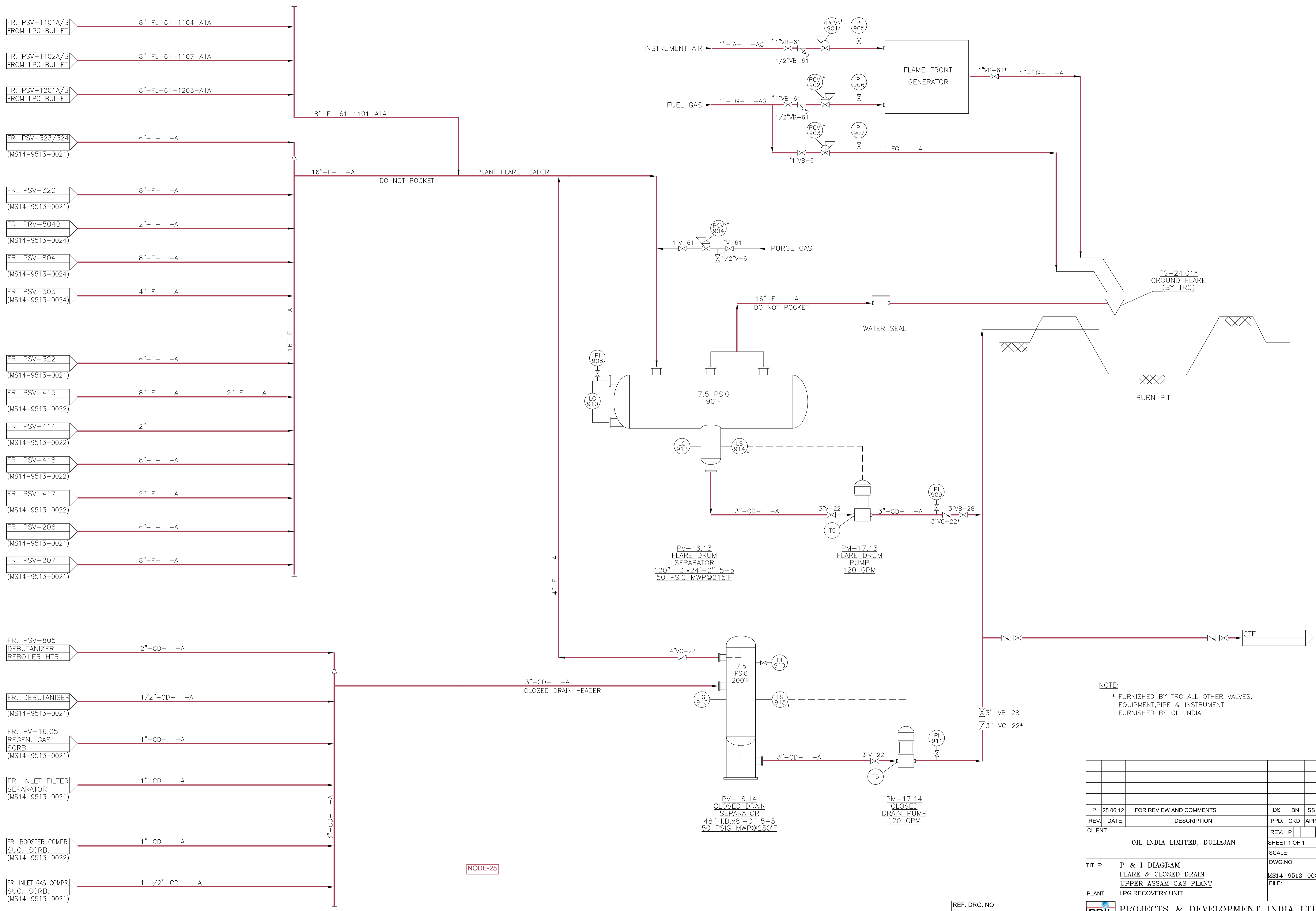
IV)The bidder must provide all relevant technical catalogues of the offered make and model of the proposed items and other accessories along with their bid for technical evaluation.

	<p>V) All electronic/electrical instruments and equipment to be used in hazardous area shall fulfil the following:</p> <p>a. Item shall be of a type and specification conforming to the relevant standards as specified in the Regulation 107(2) of Oil Mines Regulation-2017 and PESO rules and complying the provisions therein.</p> <p>b. Bidder shall provide documents specifying the type, details of specification, reference of the particular standard, test criteria as per the standards and status of testing, place of testing, copies of test reports from Indian Government Laboratory or NABL accredited laboratory or IECEx accredited laboratory or ATEX notified body which is not a part of manufacture's facilities along with their offer against this tender.</p> <p>VI) The P&amp;ID diagram of the proposed system as well Bill of Material (BOM) shall be submitted to OIL for evaluation purpose. However the same need to be approved from OIL before execution.</p> <p>VII) OIL reserves the right to inspect, test and if necessary reject any part/parts after delivery at site (including incomplete manuals, catalogues, etc.). In case of any fault on the part of the supplier he has to replace/repair at his own cost.</p> <p>VII)The supplier must submit an undertaking along with the bid that the spares and consumables for the Burner management system shall be available for next six (06) years from the date of successful commissioning.</p> <p>A.VIII)Inspection: The item may be inspected by OIL's deputed Engineers at supplier's premise prior to dispatch. The bidder shall inform M/s OIL at least 15 days before for physical inspection of the items at their works. However, such inspection will not relieve the supplier of his responsibility to ensure that the equipment supplied conforms to the correct specifications and is free from manufacturing and all other defects.</p>	
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**BILL OF MATERIALS**

<b>SL. No.</b>	<b>Description</b>	<b>Quantity</b>
1	Pilot burner assembly	02 sets.
2	High Energy Ignition cable	90 metres.
3	Thermocouple assembly	02 sets
4	Pilot Gas Regulator	02 nos.
5	Local enclosure Ex proof JB with 1 no. HEI module fitted in each enclosure	02 nos.
6	Push button station	01 no.

**Note: The above Bill of material (BOM) is for reference purpose only. Bidders need to supply any additional items if required for successful installation and commissioning of the system. Cost towards any additional item shall be incorporated in the bid itself.**



NOTE:  
 \* FURNISHED BY TRC ALL OTHER VALVES, EQUIPMENT, PIPE & INSTRUMENT. FURNISHED BY OIL INDIA.

P	25.06.12	FOR REVIEW AND COMMENTS	DS	BN	SS
REV.	DATE	DESCRIPTION	PPD.	CKD.	APPD.
CLIENT	OIL INDIA LIMITED, DULIAJAN				REV. P
TITLE:	P & I DIAGRAM FLARE & CLOSED DRAIN UPPER ASSAM GAS PLANT				SHEET 1 OF 1
PLANT:	LPG RECOVERY UNIT				SCALE
					DWG.NO.
					MS14-9513-0028
					FILE:

REF. DRG. NO. :  
 1. 9126-F9 REV.P

**AB - SPECIAL TERMS AND CONDITIONS :**

<p><b>Clause Number</b></p>	<p>I) It is to be clearly understood that the successful bidder shall be responsible to complete the entire work in all respect and any other work necessary to achieve the object and completion though not specifically covered under the scope of work, shall be carried out by the successful bidder. Bidders must compulsorily visit the site prior to submission of their bid so that the exact requirements for items such as Cables, Cable Tray, Junction Box, Cable Gland etc. of the tender could be ascertained and quote accordingly. Tentative requirement is provided in the Annexure - 3 (Bill of Materials).</p> <p>II) Bidder shall categorically confirm/comply (whichever is applicable) to each and every point of the technical specification, BEC/BRC as well as special terms and conditions of the tender.</p> <p>III) The scope of supply and installation shall include Remote Ignition System for flare including all accessories for successful commissioning.</p> <p>IV)The bidder must provide all relevant technical catalogues of the offered make and model of the proposed items and other accessories along with their bid for technical evaluation.</p> <p>V) All electronic/electrical instruments and equipment to be used in hazardous area shall fulfil the following:</p> <p>a. Item shall be of a type and specification conforming to the relevant standards as specified in the Regulation 107(2) of Oil Mines Regulation-2017 and PESO rules and complying the provisions therein.</p> <p>b. Bidder shall provide documents specifying the type, details of specification, reference of the particular standard, test criteria as per the standards and status of testing, place of testing, copies of test reports from Indian Government Laboratory or NABL accredited laboratory or IECEX accredited laboratory or ATEX notified body</p>	
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	<p>which is not a part of manufacture's facilities along with their offer against this tender.</p> <p>VI) The P&amp;ID diagram of the proposed system as well Bill of Material (BOM) shall be submitted to OIL for evaluation purpose. However the same need to be approved from OIL before execution.</p> <p>VII) OIL reserves the right to inspect, test and if necessary reject any part/parts after delivery at site (including incomplete manuals, catalogues, etc.). In case of any fault on the part of the supplier he has to replace/repair at his own cost.</p> <p>VII)The supplier must submit an undertaking along with the bid that the spares and consumables for the Burner management system shall be available for next six (06) years from the date of successful commissioning.</p> <p>VIII)Inspection: The item may be inspected by OIL's deputed Engineers at supplier's premise prior to dispatch. The bidder shall inform M/s OIL at least 15 days before for physical inspection of the items at their works. However, such inspection will not relieve the supplier of his responsibility to ensure that the equipment supplied conforms to the correct specifications and is free from manufacturing and all other defects.</p>	
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<b>AC</b>	<b>GENERAL TERMS AND CONDITIONS.</b>	
1.	The items shall be brand new, unused & of prime quality. Also, the party has to confirm to provide warranty that the product supplied will be free from all defects & fault in material, workmanship & manufacturing and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of shipment or 12 months from date of receipt/commissioning. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. The bidder must confirm the same while quoting.	
2	Make & Model to be quoted compulsorily for the items. Bidder should forward relevant Catalogue, Drawing, and Literature (in printed form only) indicating the quoted items along with the technical bid.	

3.	The Bidder shall submit their bid in tabular form as per Annexure – I: Technical Specification & Annexure – III: Bid Rejection Criteria above.	
4.	<p><b>PAYMENT TERMS –</b></p> <p>(i) Payments shall be made to the seller within 21 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills.</p> <p style="text-align: center;">OR</p> <p>(ii) Payment terms where installation and commissioning &amp; Training is involved: Wherever installation and commissioning is involved, 80% payment shall be made against supply of materials and balance 20% after satisfactory commissioning at site along with the installation &amp; commissioning charges. Payment towards training shall be released after successful completion of training.</p>	
5.	Bidder to sign and submit completely filled up Technical Evaluation Matrix for Bid evaluation criteria and Technical specification.	
6.	Bidder should categorically confirm in the technical bid to deliver the items as per delivery schedule mentioned in the tender.	
7	In case the bidder has satisfactorily executed development order (i.e. including satisfactory inspection and Field Trial Testing) for each of similar tendered item of same or higher capacity in the past in OIL/ONGCL, then the bidder does not have to satisfy past supply experience criteria of BEC in OIL provided the specification of items matches to that of OIL.	
<b>8</b>	<p>Delivery: Materials must be delivered within delivery date mentioned in the tender.</p> <p>Unloading at Oil India Limited, Duliajan, Assam:</p> <p>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 ITEMS ONLY. Supplier shall depute adequate crew, who has experience of unloading of items at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point.</p> <p>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.</p>	
<b>9</b>	The bidder should indicate the name of the manufacturer, the country of origin and port of dispatch of the materials.	
<b>10</b>	Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.	

11	Any statutory variation (increase/decrease) in the rate of Excise duty/Sales tax/ GST / Customs Duty or any statutory levy and Exchange rate after the closing date of tenders/ revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence. However, any increase in Excise duty/Sales tax/ GST / Customs Duty or any statutory levy and Exchange rate after the expiry of the scheduled date of delivery shall be to the supplier's account. Any decrease in Excise duty/Sales tax/ GST / Customs Duty or any statutory levy and Exchange rate shall be passed on to OIL.	
12	Order of Precedence- In the event of any conflict between the clauses of documents of the tender, following order of precedence shall apply: 1. BEC / BRC. 2. Technical specifications. 3. Special terms and conditions. 4. General terms and conditions. 5. Special conditions of contract (SCC). 6. GeM General terms and conditions (GCC).	
13	As per MoPNG notification no. FP-20013/2/20 17-FP-PNG-Part (4) (E- 41432) dated 26.03.2024, Local value addition through services such as transportation, insurance, installation, commissioning, training and after sales services support like AMC/ CMC etc. shall not be considered in local content calculation for the tendered item. Bidders to take note of the same while calculating Local content for the tendered item.	
14	Clarification of Bids / Shortfall Documents.  During evaluation and comparison of bids, OIL may, at its discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by email/registered/speed post, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his bid will be evaluated based on the submission. Depending on the outcome, such bids are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. (Example: if the Permanent Account Number, registration with GST has been asked to be submitted and the tenderer has not provided them, these documents may be asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder.	
15.	Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy.  Consequent to the implementation of Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy in OIL, effective from 28.08.2024. For purchase orders value INR 20 Crores and above	

	<p>the successful bidder shall be required to submit a duly filled ESG Questionnaire in the prescribed format within fifteen (15) calendar days from the date of issue of purchase order. Failure to submit the completed ESG Questionnaire within the stipulated timeline may be treated as non-compliance with contractual obligations and dealt with accordingly.</p> <p>The ESG Questionnaire, along with an Explanatory Note for guidance, is provided as Proforma - R of the tender document.</p>	
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**BB: PRE-BID CONFERENCE:** Not applicable

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**ANNEXURE-II**

**PRICE BREAK UP**

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

Item no.	Item Description	Qty	Unit Price including GST (In Rs)	Applicable GST rate

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

Item no.	Item Description	Qty	Unit Price including GST (In Rs)	Applicable GST rate

**Notes:**

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

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**ANNEXURE - III**

**BID EVALUATION CRITERIA (BEC)**

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

<b>Clause No</b>	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable)</b>  <b>TO BE FILLED BY THE BIDDER</b>
	<p><b>BID EVALUATION CRITERIA (BRC):</b></p> <p>The bids shall conform to the Technical specifications and terms &amp; conditions given in the tender. Bids shall be rejected in case the items 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, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected:</p>	
<b><u>A.I:</u></b>	<b>TECHNICAL CRITERIA</b>	
<b>1.0</b>	<b>Qualification Criteria:</b>	
<b>1.1</b>	The bidder shall be an Original Equipment Manufacturer (OEM) of the tendered item(s)  OR	
<b>1.2</b>	If the bidder is not the OEM of the tendered items, then the bidder must submit copy of authorization letter from their OEM to supply the tendered items with warranty/ guarantee back from the principal (OEM).	

<b>2.0</b>	<b>Experience Criteria</b>	
<b>2.1</b>	The bidder must have supply experience of successfully executing at least 01(One) order of "Similar items" of value not less than 50% of the estimated tender value in preceding (five) years from the original Bid closing date of the tender	
<b>2.2</b>	In case the bidder is OEM of the tendered items, then the bidder can either submit their own supply experience as per clause 2.1 above or they can submit supply experience of successfully executing their own manufactured 'Similar items*' of value not less than 50% of the estimated tender value through their authorized gent/dealer/distributor/supply house/channel partner/reseller in preceding 5(five) years from the original bid closing date of the tender.	
<b>2.3</b>	"Similar items" shall mean "High Energy Ignition based remote ignition system".	
<b>2.4</b>	Bidder must submit the following documentary evidence in support of previous supply experience as applicable under clause 2.1 or 2.2 above: (i) Copy of Purchase Order(s) /Contract document(s)and (ii) Any one or combination of the following documents that confirms the successful execution 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.	
	<b>NOTE:</b> a) The Purchase Order date need not be within 05 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 05 (five) years preceding original bid closing date of this tender. b) Satisfactory supply/completion/installation report should be issued on company's letterhead with signature/stamp.	

## **A.2 BEC FINANCIAL**

- 1.0** The bidder must have annual financial turnover from Operations of minimum **INR 29.93 Lakh** 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"]*

- 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 **(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 documents must be submitted along with the technical 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 (Audited 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 US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date of Balance Sheet and Profit & Loss Account. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.

- 5.0** In case the Bidder is subsidiary company (should be a wholly 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 (supporting company) should be in line with Para **A.2 (1.0)** above.
- (ii) Net Worth of the parent/ultimate parent/holding company (supporting 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 (supporting 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) A certificate from the Statutory Auditor of the bidding company to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificate should be duly concurred/endorsed by the Company Secretary or one of the Directors of the company concerned.

The above certificate should not be more than 30 days old as on the original bid closing date.

**A3. BEC - COMMERCIAL:**

- 1.0 Bids are invited under SINGLE STAGE TWO BID SYSTEM. Bidders should upload Techno-Commercial Bid (Unpriced Bid) and Priced Bid separately at the designated fields assigned in GeM Portal. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The "Unpriced Bid" shall contain all techno-commercial details except the prices/costs. Bidder not complying with above submission procedure will be rejected.
- 2.0 The prices/rates offered against the tender must remain firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price condition shall be treated as non-responsive and rejected. No discount whatsoever should be quoted separately. Rates/prices quoted must be net of all discounts.
- 3.0 Bids received in physical form shall be rejected (except the documents specifically called for in hard copies, if any). Also, modifications to bids received after the bid closing date & time shall not be entertained.
- 4.0 Bids containing incorrect/ false/misleading statement(s) shall be rejected.
- 5.0 Validity of the bid shall be minimum 90 days from the date of actual Bid Closing Date. Bids with lesser validity shall be straightway rejected.
- 6.0 Successful bidder will be required to furnish Performance Bank Guarantee @ 5 % of the order value after receipt of PO. The Performance Security must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement.

The Performance Security must be valid for a period as called for in the tender document. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)

- 7.0 Bids must be accompanied by Bid Security for the amount as mentioned in the tender document and shall be in the prescribed format (PROFORMA – G) if submitted in the form of Bank Guarantee (BG). Bid Security may also be paid through online payment mode. Bid Security must be submitted within the scheduled Bid Closing date and

time of the Tender. The amount of Bid Security (EMD) must be strictly as specified in the tender document.

Bid Security if submitted in the form of BG/e-PBG must be valid at least for a period of 6 months from the date of original bid closing date of the tender. Bid shall be rejected without further reference, if the Bid Security (EMD) is not received strictly as above, except where exempted. OIL will not assume any responsibility whatsoever for submission of deficient/faulty Bid Security or for delay/non-delivery of the same. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)

- 8.0 Bid must be uploaded together with the Integrity Pact (If applicable against the tender) and the same must be duly signed digitally. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact, their bid shall be rejected straightway. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)
- 9.0 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.
- 10.0 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.
- 11.0 The items of the tender are splittable hence evaluation shall be done item-wise.
- 12.0 The bidder shall submit an undertaking/declaration as per Proforma N1 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.
- 13.0 Document Verification by independent third party inspection agencies (Applicable for tenders above INR 5.0 Crores only):

Oil India Limited (OIL) has engaged 17 (Seventeen) Independent Inspection Agencies to verify and certify various documents submitted by the bidders required against BEC/BRC of the tender (Details already provided in Annexure -V of Tender, Clause 30.0)

- 13.1 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 empaneled 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.
- 13.2 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 to be sent to address: **Office of GM-MATERIALS, Materials Department, Oil India Limited, Duliajan -786602, Assam, India and copy of the verified documents to email id : [tuhin\\_roy@oilindia.in](mailto:tuhin_roy@oilindia.in)**. 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. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.
- 13.3 An Undertaking from Independent Inspection Agencies for Document Verification as per (Proforma – S) should be submitted alongwith the Technical bid.

#### **14.0 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.

#### **14.1 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. After matching 100% tender quantity shall be awarded to them.

(ii) In case of more than one such MSE qualifying for 15% purchase preference, 100% tender quantity 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.**

#### **14.2 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%.

#### **14.3 Concurrent Application of Purchase Preference Policies:**

If the quantities under this tender are splittable 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:

<b>Preference Order</b>	<b>Category of Bidder</b>
1st Preference	MSE Class-I Local Supplier
2 <sup>nd</sup> Preference	MSE but Non- Class-I Local Supplier
3 <sup>rd</sup> Preference	Non-MSE but Class-I Local Supplier
4 <sup>th</sup> 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.

- 15.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

**16.0 Submission of Forged Documents:**

Bidders should note that Company (OIL) may verify authenticity of all the documents /certificates / information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel / terminate the contract besides taking action as per OIL’s Banning Policy dated 6th January 2017, available in the OIL’s website. Accordingly, service provider/vendor to submit the Undertaking of authenticity of information/documents.

**17.0 Land Border Sharing:**

Bidders should submit an Undertaking that, their bid is compliant to Order No. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from a bidder of a country which shares land border with India.

- 18.0 Compliance of The Competition Act, 2002:** The bidder shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation of the provisions of the Act shall attract penal action under the Act.



Proforma – S

PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT  
VERIFICATION INSPECTION AGENCY  
(To be submitted on official letter head)

TO,

GM- 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 stipulated that the bidder shall submit documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and certified by designated independent Third Party Document Verification Inspection Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the bidder. M/s \_\_\_\_\_ 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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**ANNEXURE-IV**

**TECHNICAL & COMMERCIAL CHECKLIST**

**A. COMMERCIAL CHECKLIST:**

<b>Sl. No.</b>	<b>Requirement</b>	<b>Bidder's Response</b>
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 / Bid Security Declaration as per tender requirement?	
5.1	EMD/Bid Security (Amount & Validity)	
6	EMD/Bid Security exemption certificate with Validity	
7	Whether quoted a firm delivery period as per the tender requirement?	
8	Whether confirmed to submit PBG as asked for in tender?	
9	Whether confirmed Bid Validity as per the tender requirement?	
10	Whether confirmed Payment Terms as per the tender?	
11	Whether quoted as MSE unit? If yes, whether necessary document submitted?	
12	Whether submitted Integrity Pact duly signed and sealed as per <b>PROFORMA - D?</b> (If applicable as per the tender)	
13	<p>Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020(order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the office memorandum and submit their offers accordingly, wherever applicable.</p> <p>In this regard, bidders must submit duly sealed &amp; signed undertaking as per format provided vide, <b>PROFORMA - E(I), E(II) &amp; E(III)</b> along with the technical bid. Whether uploaded along with the bid?</p>	
14	Whether indicated the country of origin for the items quoted? Please mention the "Country of origin" under Remarks here.	
15	Whether submitted format of undertaking by bidders towards submission of authentic information/ documents as per <b>PROFORMA - H</b>	
16	Whether indicated 'Local Content' required as per PPP-MII Policy?	
	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 submitted past supply experience purchase order copy and proof of successful execution required for fulfilling Experience criteria clause of BEC-Technical.	
19	Whether submitted bidders past supplies proforma for similar items. PO No. which has been submitted for fulfilling Experience criteria clause of BEC-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 – N1 Format for declaration that bidder is not under holiday list/delisted/blacklisted/debarred  Proforma N2 - Format for declaration of NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation	
30	Whether submitted Proforma – R Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy	
31	Whether submitted declaration for Document Verification by independent third party inspection agencies (PROFORMA – S)	

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**BIDDERS PAST SUPPLIES PROFORMA FOR SIMILAR ITEMS.**

Sl No.	PO No and date	Name & Address of Client	Description in Details	Documentary Evidence of successful completion	Date of completion	Remarks

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**General Conditions of Contract (GCC) & Special Conditions of Contract (SCC) for procurement of Goods**

**GENERAL CONDITIONS OF CONTRACT (GCC) FOR PROCUREMENT OF GOODS**

- 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) FOR PROCUREMENT OF GOODS**

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

- 1.0** Bidders shall submit their offer mentioning pointwise compliance/noncompliance to all the terms & conditions, BEC/BRC, Specifications etc. Any deviation(s) from the tender terms & conditions, BEC/BRC, Specifications etc. should be clearly highlighted specifying justification in support of deviation.
- 2.0** To ascertain the substantial responsiveness of the bid, OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by OIL, failing which the offer will be summarily rejected. However, bidder(s) must note that there should not be any additional financial involvement arising out of such post tender clarifications.
- 3.0** The Bidder to submit following Technical Evaluation Sheet along with technical bid -

Annexure – VI: Bid Evaluation Matrix (Technical Specification)

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

**4.0 INTEGRITY PACT**

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

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

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

Shri Ajit Mohan Sharan, IAS (Retd.)  
Former Secretary, Ministry of Ayush, Govt. of India

E-mail: [ams057@gmail.com](mailto: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

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

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

Categorisation and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 dated 16<sup>th</sup> June, 2021 , CG-DL-E-21032025-261838 elated 21.03.2025 issued by Ministry of Micro, Small and Medium Enterprises.

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

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

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

- 5.1 For availing benefits of Purchase Preference under Public Procurement Policy, the interested MSE Bidders must ensure that they are the manufacturer of tendered item(s) and registered with the appropriate authority for the said item(s). The technical offer of such MSE Bidders must include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Purchase Preference of 15% (fifteen percent) shall be extended to the eligible MSE Bidder (i.e. Manufacturer of tendered goods for procurement) over non-MSE L1 Bidder and PO shall be awarded for full tender quantity on such MSE bidder, subject to matching their quoted rates/costs with non-MSE L1 Bidder.

#### **6.0 PREFERENCE TO MAKE IN INDIA (MI)**

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

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

Steel Policy notified vide Notification No. CG-DL-E-01042025-262208 dated 01.04.2025 and as amended from time to time by Ministry of Steel, Government of India is applicable against this tender. The detailed policy may be referred in Ministry's website. Also, refer **ANNEXURE – VIII** to this tender in this regard.

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

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

- (1) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)]. Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority to be eligible to bid in this tender.
- (2) "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- (3) "Bidder (or entity) from a country which shares a land border with India" for the purpose of this Order means:
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- (4) The beneficial owner for the purpose of para (3) above will be as under:

- (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company.
  - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
- (ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - (v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- (5) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
  - (6) The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
  - (7) **Validity of Registration:** The registration should be valid at the time of submission of bid and at the time of acceptance of bid. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.
  - (8) **Undertaking regarding compliance:** The bidders are required to provide undertakings as per **PROFORMA – E(I), PROFORMA – E(II) & PROFORMA – E(III)** along with their bid towards compliance of the above guidelines for participation in this tender. If the undertakings given by a bidder whose bid is accepted is found to be false, this would be a ground for debarment/action as per OIL's Banning Policy and further legal action in accordance with law.

**9.0 SETTLEMENT OF DISPUTES AND ARBITRATION:**

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

9.1.1. 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:

9.1.2. 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.

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

<b>Claim Amount (excluding claim for interest and counter claim, if any)</b>	<b>Number of Arbitrator</b>	<b>Appointing Authority</b>
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 3 <sup>rd</sup> Arbitrator, who shall be the Presiding Arbitrator, by the two Arbitrators.

9.1.4. 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.

9.1.5. 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.

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

9.1.7. 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.

- 9.1.8. 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.
- 9.1.9. 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.
- 9.1.10. 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.
- 9.1.11. 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.

- 9.1.12. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
- 9.1.13. 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.
- 9.1.14. 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.

9.2. 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.

- 9.3. **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
- 10.0 **RESOLUTION OF DISPUTES THROUGH CONCILIATION BY OUTSIDE EXPERT COMMITTEE (OEC):**  
***(Not applicable in cases valuing less than Rs 25 lakhs)***
- 10.1. If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the purchase order/contract or breach thereof which parties are unable to settle mutually, subject to consent of the Seller, the Purchaser at its discretion may first refer to conciliation through Outside Expert Committee (OEC) to be constituted by CMD, OIL as provided hereunder.
- 10.2. The party desirous of resorting to conciliation shall send a notice of 30 (thirty) days to the other party of its intention of referring the dispute for resolution through OEC. The notice invoking conciliation shall specify all the points of disputes with details of the amount claimed to be referred to OEC and the party concerned shall not raise any new issue thereafter.
- 10.3. CMD, OIL shall nominate three outside Experts, one each from Financial/commercial, Technical and Legal fields from the Panel of Outside Experts maintained by OIL who shall together be referred to as OEC (Outside Experts Committee).
- 10.4. Parties shall not claim any interest on claims/counterclaims from the date of notice invoking conciliation till execution of settlement agreement, if so arrived at. In case, parties are unable to reach a settlement, no interest shall be claimed by either party for the period from the date of notice invoking conciliation till the date of OEC recommendations in any further proceeding.
- 10.5. The Proceedings of the OEC shall be broadly governed by Part III of the Arbitration and Conciliation Act, 1996 including any modifications thereof.
- 10.6. The parties shall be represented by their in-house employees/executives. No party shall bring any advocate or outside consultant/advisor/agent. Ex-officers of OIL who have handled the matter in any capacity directly or indirectly shall not be allowed to attend and present the case before OEC on behalf of Contractor. However, ex- employees of parties may represent their respective organizations.

- 10.7. OEC shall hear both the parties and recommend possible terms of settlement between the parties. The recommendations of OEC shall be non-binding and the parties may decide to accept or not to accept the same or may accept part of the recommendation. Parties shall be at liberty to accept the OEC recommendation with any modification they may deem fit.
- 10.8. Where recommendations are acceptable to both the parties, a settlement agreement will be drawn up in terms of the OEC recommendations or with such modifications as may be agreed upon by the parties. The settlement agreement shall be signed by both the parties. This settlement agreement shall have the same legal status and effect as that of an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under Section 30 of the Arbitration and Conciliation Act, 1996.
- 10.9. OIL will share all other guidelines regarding reconciliation through OEC with the supplier when it resorts to settlement through OEC. Both parties agree to adhere to these guidelines.
- 10.10. All the expenditure incurred in the OEC proceedings shall be shared by the parties in equal proportion. The parties shall maintain account of expenditure and present to the other for the purpose of sharing on conclusion of the OEC proceedings.

If the parties are not able to resolve the dispute through OEC or do not opt for conciliation through OEC, the party may invoke arbitration clause as provided in the contract / purchase order.

It is expected to conclude a case by OEC within 8-10 weeks. The place of conciliation shall be Guwahati for all purchase orders issued from the Field HQ, Duliajan and Pipeline HQ, Guwahati, whereas, New Delhi shall be the Place of Conciliation for all other Purchase Orders issued by other spheres of OIL.

Solicitation or any attempt to bring influence of any kind on either OEC Members or PURCHASER is completely prohibited in conciliation proceedings and PURCHASER reserves the absolute right to close the conciliation proceedings at its sole discretion if it apprehends any kind of such attempt made by the SELLER or its representatives.

#### **11.0 EXCLUSIONS**

Parties agree that following matters shall not be referred to conciliation or arbitration or OEC:

- i) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning, or decision to suspend or to ban or to debar business dealings with the Bidder / Seller and/or with any other person involved or connected or dealing with bid / contract / bidder / Supplier.
- ii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder / Supplier.
- iii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.

## **12.0 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.

## **13.0 GST:**

Bidders are requested to quote the actual rate of applicable GST.

The items covered in this Tender shall be used by Oil India Limited in the Petroleum Exploration License (PEL) and Mining Lease (ML) areas and hence **GST @18%** will be applicable as per Govt. Policy in vogue.

~~**Note:** Successful bidder shall arrange to provide all necessary documents (invoice etc.) to OIL for applying Essentiality Certificate on receipt of request from OIL or at least **30 days** prior to their readiness for despatch, whichever is earlier. Further, successful bidder shall affect dispatch only on receipt of relevant certificates/shipment clearance from OIL, failing which all related liabilities shall be to supplier's account.~~

## **14.0 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.

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

**15.0 PERFORMANCE SECURITY**

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

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

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

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

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

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

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

- 15.1 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.
- 15.2 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Frinking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.

- 15.3 Bank Guarantee with condition other than those mentioned in OIL's prescribed format shall not be accepted.
- 15.4 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.
- 15.5 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.
- 15.6 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.
- 15.7 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.
- 15.8 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.
- 15.9 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.
- 15.10 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).
- 15.11 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 "ITB".

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.

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

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

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

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

- 16.1 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.
- 16.2 Bank Guarantee issued by a scheduled Bank in India at the request of some other non-scheduled Bank in India shall not be accepted.
- 16.3 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Frinking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.
- 16.4 Bank Guarantee with condition other than those mentioned in OIL's prescribed format/GeM Bank Guarantee format shall not be accepted.
- 16.5 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.
- 16.6 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 16.7 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.
- 16.8 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.
- 16.9 In case of Bank Guarantee, the Bank Guarantee issuing bank branch must ensure the following:

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

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

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

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

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

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

16.10 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.

16.11 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.

16.12 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.

16.13 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 at "ITB".
- 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.

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

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

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

Sl. No.	Bank Name	Sl. No.	Bank Name
1	AU Small Finance Bank	18	Indian Bank
2	Axis bank	19	Indian Overseas Bank
3	Bank of Baroda	20	IndusInd 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 Incorporation	18-02-1959
4	Email ID	tuhin_roy@oilindia.in
5	Mobile No.	9954487595
6	Local Address	Materials Department, Oil India Limited, Duliajan, Assam-786602
7	Registered Address	Duliajan, Dibrugarh, Assam-786602

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

Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on Buyers credit rating by discounting, OIL has registered itself on TReDS platform with M/s RXIL , M/s A TREDS Ltd. (Invoice Mart), M/s Mynd Solutions Private Limited, M/s C2FO Factoring Solutions Private Limited, M/s. KredX Platform Private Limited. The list of approved/authorized entities is as under:

Sl. No	Name of the Approved/ Authorised Entity	TReDS Payment System Approved/ Authorised
1	M/s Receivables Exchange of India Limited (RXIL)	RXIL
2	M/s A TREDS Ltd	INVOICE MART
3	M/s Mynd Solutions Private Limited,	Mlxchange
4	M/s C2FO Factoring Solutions Private Limited,	C2treds
5	M/s. 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, 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).

**18 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.

**18.14** 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 UNLOADING OF TUBULARS:**

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

point. **THE ONLY RESPONSIBILITY OF THE CREW TO BE DEPUTED BY THE SUPPLIER IS TO FASTEN/FIX CRANE'S HOOK SLING TO BUNDLES ON THE LOADED VEHICLE.** Once the hook sling is securely fastened complying to the safety instructions, OIL's Crane shall lift and unload tubulars from the vehicle. Following points are to be noted and complied in this connection:

- (a) Supplier to ensure that height of the loaded tubular is below the cabin height of the vehicle for safe off-loading.
- (b) Supplier to ensure that tubular bundles are securely fastened by very strong material to withstand the rigors of road transportation and capable of lifting by Crane. In the case tubular bundles are found loosened and/or tubulars found completely resting on the side support/bales of vehicle in way that it may free fall upon unshackling, OIL will not unload such vehicle due to safety reasons.

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

**19.14** 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.

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

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

**22** **SET-OFF:**  
Any sum of money due and payable to the Seller (including Security Deposit refundable to them) under any purchase order may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of any other purchase order made by the Seller with Oil India Limited (or such other person or persons contracting through Oil India Limited).

**23** **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.

**24** **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).

**25 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.

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

- a) OIL shall arrange for inspection (TPI) of the materials through OIL's nominated Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by OIL. **BIDDER SHALL NOT QUOTE/INCLUDE THE COST OF THIRD PARTY INSPECTION IN THEIR OFFER.** However, Bidder shall extend all necessary facility to the satisfaction of Third Party Inspection Agency for smooth conduct of the inspection.
- b) Bidder shall clearly indicate in the technical bid the place/plant where Third Party Inspection of the materials shall be conducted, in the event of an order.
- c) Supplier shall convey to OIL the production schedule within 02(two) weeks from the date of Letter of Award (LOA)/Purchase order so that OIL can deploy the TPI agency to carry out inspection at bidder's/manufacturer's premises accordingly. Additionally, Supplier shall send a notice in writing/e-mail to the OIL at least 15 days in advance specifying the exact schedule and place of inspection (TPI) as per the Purchase Order and OIL upon receipt of such notice shall notify to the supplier the date and time when the materials would be inspected by OIL nominated TPI Agency. **Manufacturer QAP for Third Party Inspection must be submitted by the bidder after placement of order.**
- d) The supplier shall provide, without any extra charge to OIL, all materials, tools, labour and assistance of every kind which the OIL nominated TPI Agency may demand for any test or examination required at supplier's premises. The supplier shall also provide and deliver sample from the material under inspection, free of charge, at any such place other than their premises as the TPI Agency may specify for acceptance tests for which the supplier does not have the facilities for such tests at their premises. In the event of testing outside owing to lack of test facility at supplier's premises, the supplier shall bear cost of such test, if any.
- e) The supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the OIL nominated TPI Agency.
- f) Unless otherwise provided for in the Purchase Order, the quantity of materials expended in test will be borne by supplier.

- g) The decision of the Third Party Inspection Agency nominated by OIL regarding acceptance/rejection of material shall be final and binding on the supplier.
- h) Upon successful completion of the TPI and acceptance of the TPI reports by OIL, Bidder/Supplier shall be intimated by OIL for dispatch of the materials. The materials should be despatched only after receipt of dispatch clearance from OIL.
- i) Acceptance of the TPI reports and receipt of dispatch intimation from OIL do not absolve the bidder from any warranty obligations or waive the bidder from OIL's right for rejection of the materials after receipt at site.
- j) Notwithstanding clauses contained herein above, in the event the materials under inspection fails to conform to purchase order specification and are rejected by OIL nominated Third Party Inspection agency, OIL may recover all cost incurred for re-inspection of the materials from the supplier.

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

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

- (i) M/s. Lloyds
- (ii) M/s. Bureau Veritas
- (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

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

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

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

**27.3** 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), Finance & Accounts Department Oil India Limited, Duliajan, PIN - 786602	<ul style="list-style-type: none"> <li>i) Bill in original + one copy.</li> <li>ii) Copy of the C-Note/RR.</li> <li>iii) Copy of Mill Inspection Certificate, if any.</li> <li>iv) Copy of Third-Party Inspection Certificate, if any.</li> </ul>
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		<ul style="list-style-type: none"> <li>v) Copy of Delivery Challan.</li> <li>vi) Copy of TPI Declaration</li> <li>vii) Copy of Tax Invoice.</li> <li>viii) Copy of packing list.</li> <li>ix) Documentary evidence of payment of Customs Duty, if any.</li> </ul>
B)	DGM - Materials (Receiving), Materials Department Oil India Limited, Duliajan, PIN - 786602	<ul style="list-style-type: none"> <li>i) Clear Consignee copy of RR/C-Note - Original + 1 copy.</li> <li>ii) Copy of Tax Invoice.</li> <li>iii) Delivery Challan (Original).</li> <li>iv) Packing list (Original).</li> <li>v) Mill inspection certificate, if any (Original).</li> <li>vi) Copy of Third-Party Inspection certificate, if any.</li> <li>vii) Copy of TPI Declaration</li> <li>viii) Warranty Certificate (Original)</li> </ul>
C)	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).*

## 28.0 FORCE MAJEURE:

- 28.1 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.
- 28.2. 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.
- 28.3. 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.
- 28.4. 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.

- 28.5. 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.

**29.0 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.

**30.0 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.

**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:

<b>Sl. No.</b>	<b>Name of Independent Inspection Agency</b>	<b>Contact E-mail ID</b>
i.	M/s. Alfred H Knight India Private Limited	a. rkjain@ahkgroup.com; b. pradeep.mathur@ahkgroup.com ; c. info@ ahkgroup.com
ii.	M/s. TUV India Private Limited	a. <a href="mailto:noida@tuv-nord.com">noida@tuv-nord.com</a> b. <a href="mailto:mumbai@tuv-nord.com">mumbai@tuv-nord.com</a> c. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a>
iii.	M/s Conformity India International Private Limited	a. <a href="mailto:mktg@ciindia.in">mktg@ciindia.in</a>
iv.	M/s Ravi Energic Private Limited	a. <a href="mailto:baroda@ravienergic.com">baroda@ravienergic.com</a> b. <a href="mailto:tpia@ravienergic.com">tpia@ravienergic.com</a>
v.	M/s SGS India Private Limited	a. <a href="mailto:dhaval.vora@sgs.com">dhaval.vora@sgs.com</a> b. <a href="mailto:sgs.india@sgs.com">sgs.india@sgs.com</a>
vi.	M/s Assure Quality Management Certification Services Private Limited	a. <a href="mailto:aqmcs@aqmcs.com">aqmcs@aqmcs.com</a>
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a> b. <a href="mailto:Bhavesh.satam@irclass.org">Bhavesh.satam@irclass.org</a>

viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.deotale@ind.tuv.com">Shailesh.deotale@ind.tuv.com</a> b. <a href="mailto:Kaushal.gohil@ind.tuv.com">Kaushal.gohil@ind.tuv.com</a> c. <a href="mailto:info@ind.tuv.com">info@ind.tuv.com</a> d. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a>
ix.	M/s Gulf Lloyds (India) Ltd.	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a>
x.	M/s Baltic Testing India Pvt. Ltd.	a. <a href="mailto:office@balticcontrolindia.com">office@balticcontrolindia.com</a>
xi.	M/s Sanmarg Engineering Validation & Assessment	a. <a href="mailto:Amitra@sanmargeva.com">Amitra@sanmargeva.com</a>
xii.	M/s Meenar Global Consultants LLP	a. <a href="mailto:sales@mgellp.in">sales@mgellp.in</a>
xiii.	M/s Rites Limited	a. <a href="mailto:nrinspn@rites.com">nrinspn@rites.com</a> b. <a href="mailto:info@rites.com">info@rites.com</a> c. <a href="mailto:sbu.ninsp@rites.com">sbu.ninsp@rites.com</a>
xiv.	M/s Bureau Veritas (India) Private Limited	a. <a href="mailto:bvindia.corporate@bureauveritas.com">bvindia.corporate@bureauveritas.com</a>
xv.	M/s TUV SUD South Asia Private Limited	a. <a href="mailto:Hemant.chavan@tuvsud.com">Hemant.chavan@tuvsud.com</a> b. <a href="mailto:Jayashree.rane@tuvsud.com">Jayashree.rane@tuvsud.com</a>
xvi.	M/s Adornment Engineers India Private Limited	a. <a href="mailto:jks@adornmentengineers.com">jks@adornmentengineers.com</a>
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. <a href="mailto:admin@tereinspections.com">admin@tereinspections.com</a> b. <a href="mailto:ashismallick@teregroup.com">ashismallick@teregroup.com</a> c. <a href="mailto:tenders@teregroup.com">tenders@teregroup.com</a>

**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 to be sent to address Office of GM-MATERIALS, Materials Department, Oil India Limited, Duliajan - 786602, Assam, India and copy of the verified documents to email id :**

**tuhin\_roy@oilindia.in.** 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. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.

**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.
- (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-0**) 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.**

### **32.0 Clarification of Bids / Shortfall Documents.**

During evaluation and comparison of bids, OIL may, at its discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by email/registered/speed post, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his bid will be evaluated based on the submission. Depending on the outcome, such bids are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. (Example: if the Permanent Account Number, registration with GST has been asked to be submitted and the tenderer has not provided them, these documents may be asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder.

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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 :.....

**authorized signatory**

**Signature of the**

**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.***

**\*\*\*\*\***

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

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 three (3) completed accounting years up to ..... **(as the case may be)** are correct.

<b>YEAR</b>	<b>TURNOVER</b> In INR (Rs.) Crores	<b>NET WORTH</b> In INR (Rs.) Crores

**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

**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.**

**\*\*\*\*\***

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

**DEED OF GUARANTEE**

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

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

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

1. The Guarantor confirms that the Bidder is a 100% subsidiary of the Guarantor.
2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
3. The Guarantor have an annual financial turnover of minimum INR..... Cr or USD ..... during any of the preceding 03(three) financial/ accounting years reckoned from the original bid closing date.
4. Net worth of the Guarantor is positive for preceding financial/ accounting year.
5. The Guarantor undertakes to provide financial support to the Bidder for executing the project/job, in case the same is awarded to the Bidder.
6. The Guarantor represents that:
  - (a) this Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.
  - (b) the liability of the Guarantor, under the Guarantee, is limited to the 100% of the order value between the Bidder and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.
  - (c) this Guarantee has been issued after due observance of the appropriate laws in force in India.
  - (d) this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of New Delhi, India.
  - (e) this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

(f) the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

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

Between

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

And

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

**Preamble:**

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

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

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

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

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

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

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

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

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

PC/ IPC Act;

- (2) The Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3) The Bidder signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

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

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

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

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

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

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

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

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

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

- (2) The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder can prove and establish that the

exclusion of the Bidder from the tender process has caused no damage or less damage than the amount or the liquidated damages, the Bidder shall compensate the Principal only to the extent of the damage in the amount proved.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Section:9 -Pact Duration**

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

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

#### **Section:10 -Other provisions**

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

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

(3) In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the principal contractor shall 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 intentions.

<b>TUHIN ROY</b> <b>For the Principal</b>	..... <b>For the Bidder/Contractor</b>
Date :	Witness 1: .....
Place :	Witness 2: .....



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

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

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

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

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

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

**Dear Sirs,**

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

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

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**PROFORMA – E(II)**

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

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

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

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

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

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

**Dear Sirs,**

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

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

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**PROFORMA – E(III)**

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

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

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

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

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

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

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

OR

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

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

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**PROFORMA – F**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

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

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

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

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

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

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

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

- A. Issuing Bank:  
BANK FAX NO:  
BANK EMAIL ID:  
BANK TELEPHONE NO:  
IFSC CODE OF THE BANK:
  
- B. Controlling Office:  
Address of the Controlling Office of the BG issuing Bank:  
Name of the Contract Person at the Controlling Office with Mobile No. and e-mail address:

Notwithstanding anything contained herein:



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

To,

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

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

**BG issuing bank details:**

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

**Declaration:**

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

Authorized Signature:  
\_\_\_\_\_  
Name:  
\_\_\_\_\_  
Vendor Code:  
\_\_\_\_\_  
Email ID:  
\_\_\_\_\_  
Mobile No.:  
\_\_\_\_\_

Enclosure: Original bank guarantee

**PROFORMA – G (A)**

**BID SECURITY FORM**

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

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

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

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

THE CONDITIONS of this obligation are:

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

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

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

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

A. Issuing Bank:

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

B. Controlling Office:

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

Notwithstanding anything contained herein:

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

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

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

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

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

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

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

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

\*\*\*\*\*

**PROFORMA – G (B)**

**BID SECURITY DECLARATION**

To,

**M/s. Oil India Limited**

.....,  
.....

Sub:

.....

...

Tender

No:.....

Dear Sir,

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

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

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

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

Place:  
Bidder]  
Date:

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

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**PROFORMA - H**

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

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

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

Date \_\_\_\_\_

To,

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

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

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

Sir,

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

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

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

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

Signature of Authorised Signatory

Name:  
Designation:  
Phone No.  
Place:  
Date:

(Affix Seal of the Organization here, if applicable)

**ANNEXURE – VI**

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

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**ANNEXURE – VII**

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

\*\*\*\*\*

**PROFORMA - I**

PROFORMA OF AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

Ref No.

Date

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

Dear Sir,

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

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

Yours faithfully

Signature of Bidder

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

For & on behalf of :

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

\*\*\*\*\*

**PROFORMA – J**

**EXCEPTION / DEVIATION PROFORMA**

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

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

Or

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

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

***Signature of the Bidder***

***Name :***

***Seal of the company***

\*\*\*\*\*

**PROFORMA – K**

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

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

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid against Tender No. \_\_\_\_\_-dated \_\_\_\_\_ for \_\_\_\_\_.

We hereby undertake that we meet the mandatory minimum local content requirement as per the provision of 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. P45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoP&NG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any). The percentage of Local Content is \_\_\_\_\_%.

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

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

\*\*\*\*\*

**PROFORMA - L**

**LETTER OF AUTHORITY**

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

Dear Sir,

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

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

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

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

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

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

Yours faithfully,

Signature:

Name & Designation \_\_\_\_\_

For & on behalf of \_\_\_\_\_

Note: This letter of authority shall be on printed letter head of the Bidder and shall be signed  
by a person competent and having the power of attorney (power of attorney shall be annexed)  
to bind such Bidder.

\*\*\*\*\*

**Proforma - M**  
**UNDERTAKING FOR BIDDERS FINANCIAL STANDING**

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

Dear Sir,

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

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

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

\*\*\*\*\*

**Proforma – N1**

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

**To,**  
GM- 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 debaring 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)

\*\*\*\*

**Proforma – N2**

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

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

Dear Sir,

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

We hereby declare that we are not undergoing insolvency resolution process or liquidation or bankruptcy proceeding as on date. In respect of corrupt or fraudulent practice (s), except as indicated below:-

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

In 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. \_\_\_\_\_

\*\*\*\*\*

**Proforma - O**  
**PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT VERIFICATION**  
**INSPECTION AGENCY**  
**(To be submitted on official letter head)**

TO,  
GM- 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 stipulated that the bidder shall submit documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and certified by designated independent Third Party Document Verification Inspection Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the bidder. M/s \_\_\_\_\_ 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,

Authorized Person's Signature: \_\_\_\_\_

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

\*\*\*\*\*

**Proforma – P**

**FORMAT FOR BANK GUARANTEE LINKED WITH ADVANCE PAYMENT**

TO,  
OIL INDIA LIMITED, DULIAJAN - 786 602 ASSAM, INDIA

WHEREAS.....(Name of the Seller)  
(herein after called 'the Seller') has undertaken, in pursuance of Order  
No.....dated...../...../..... to  
supply..... (description of  
Goods and Services) hereinafter called 'the Contract'.

AND WHEREAS it has been stipulated by you in the said Contract that the Seller shall furnish you with a Bank Guarantee from a recognized Bank for the sum specified therein as security for advance payment in accordance with the Contract.

AND WHEREAS we have agreed to give the Seller a Guarantee:

THEREFORE, we hereby affirm that we are Guarantors responsible to you, on behalf of the seller, upto a total  
of.....  
(Amount of the Guarantee in words and figures) and we undertake to pay you, upon first written demand declaring the Seller to be in default under the contract and without cavil or argument and sum or sums within the limits of.....  
..... (Amount of  
Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

The details of the issuing bank and controlling bank are as under:

A. Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B. Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

Signature & Seal of the guarantors

Date .....

..... Witness

\*\*\*\*\*

**Proforma – Q**

**PROFORMA OF “INSURANCE SURETY BOND” FOR “BID SECURITY”**

(To be stamped in accordance with the Stamp Act)

<b>To</b> <b>M/s OIL INDIA</b> <b>LIMITED,</b> <b>Address:</b> <b>PIN- XXXXXXXX</b>	<b>Insurance Surety Bond (ISB) No.</b>	
	<b>Date of ISB</b>	
	<b>ISB Valid up to (Expiry date)</b>	
	<b>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</b>	
	<b>Stamp Sl. No./e-Stamp Certificate No.</b>	

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 Rs. .... (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:

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:**

**Issuing Authority:**

.....  
.....

(Signature)

Signature of the Authorised Signatory)

.....  
.....

(Name)

(Name)

.....  
.....

(Designation & official address)

(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

**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 at "ITB".
- 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.

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

(To be stamped in accordance with the Stamp Act)

<b>To</b> <b>M/s OIL INDIA LIMITED,</b> <b>Address:</b> <b>PIN- XXXXXXXX</b>	<b>Insurance Surety Bond (ISB) No.</b>	
	<b>Date of ISB</b>	
	<b>ISB Valid up to (Expiry date)</b>	
	<b>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</b>	
	<b>Stamp Sl. No./e-Stamp Certificate No.</b>	

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:

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 Surety 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:**

**Issuing Authority:**

.....  
.....

(Signature)

Signature of the Authorised Signatory)

.....  
.....

(Name)

(Name)

.....  
.....

(Designation & official address)

(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

**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 "ITB".
- 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.

\*\*\*\*\*

## Proforma – R

### **Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Questionnaire.**

#### **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 (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O), 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 CO<sub>2</sub>e) = 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):**

- o If you use 1,000 liters of diesel in company vehicles, and the emission factor for diesel is 2.68 kg CO<sub>2</sub>e per liter, your emissions are: 1,000x2.68=2,680 kg CO<sub>2</sub>e

###### **2. Electricity Consumption-Based Calculation (Scope 2):**

- o If your facility consumes 5,000 kWh of electricity, and the emission factor for your electricity provider is 0.4 kg CO<sub>2</sub>e per kWh, your emissions are: 5,000x0.4=2,000 kg CO<sub>2</sub>e

###### **Sample Responses:**

<u>Question</u>	<u>Sample Response</u>
What was the GHG emission for FY24	<b>a)</b> Scope 1: 10,500 kg CO <sub>2</sub> e  <b>b)</b> Scope 2: 8,200 kg CO <sub>2</sub> e
What was the GHG emission per unit revenue for FY24?	<b>a)</b> Scope 1: 2.5 kg CO <sub>2</sub> e per INR 1,000 revenue  <b>b)</b> Scope 2: 1.8 kg CO <sub>2</sub> e per INR 1,000 revenue

<b>Questionnaire for vendors and suppliers</b>			Response
1. Emissions	What was the GHG emission for the last financial year ?	a) Scope 1 GHG emissions (kg CO <sub>2</sub> e)	
		b) Scope 2 GHG emissions (kg CO <sub>2</sub> e)	
	What was the GHG emission per unit of revenue for the last financial year?	a) Scope 1 GHG emissions (kg CO <sub>2</sub> e)	
		b) Scope 2 GHG emissions (kg CO <sub>2</sub> e)	
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	
	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 explanatory note for any questions or clarifications pertaining to any of the questions above.

## 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

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

**Sample Responses:**

<b>Question</b>	<b>Sample Response</b>
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.

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**Proforma – S**

**PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT VERIFICATION  
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 stipulated that the bidder shall submit documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and certified by designated independent Third Party Document Verification Inspection Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the bidder. M/s \_\_\_\_\_ 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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