



FILE COPY

Tender No. : DID9274L26/L1
Tender Date : 14.05.2025
Bid Closing On : 28.05.2025 at 13:00 hrs.(IST)
Bid Opening On : 28.05.2025 at 13:00 hrs.(IST)
Delivery Required : At Duliajan
Bid Security Amount : Not Applicable
Performance : Applicable
Guarantee :
Integrity Pact : Not Applicable

Sirs,

We invite you to submit your firm quotation (in duplicate) for the materials as listed & specified in the enclosed Annexure-I, complete in all respect without keeping any ambiguity and conforming to the "General Terms & Conditions" (Document no. MM/TENDER/LP/01/06). It is also essential that your quotation must reach us on or before the bid closing date and time as indicated above. **For document no. MM/TENDER/LP/01/06, please visit OIL's website www.oil-india.com.** Your special attention is drawn to the following:

1.a) Rate should be quoted as per unit specified in the Annexure-I on F.O.R. Destination basis. Offer should be submitted as per format given in "General Terms & Conditions".

1.b) Your offer must include:

- i) Tender No.
- ii) Full description of the material offered.
- iii) Any Deviation in specification.
- iv) Best possible delivery for each item.
- v) Unit & total basic price for each item. charges, if any.
- vi) **Validity of minimum 75 days from the date of bid opening.**
- vii) Packaging charges, if any.
- viii) Applicable Taxes.
- ix) Firm road freight for door delivery at above destination.
- x) Brand name, whenever specific.
- xi) Conformity to Monogram/Inspection requirements &

2. In the event of your inability to quote for the materials, please send your 'Regret advice' for our record, failure of which may lead to deletion of your name from the vendor list.

3. Incomplete quotation will be summarily rejected.

The sealed quotation should be sent to the following address:

Head-Materials, Materials Department, Oil India Limited, P.O. Duliajan-786602, ASSAM(INDIA).

Yours Faithfully,
OIL INDIA LIMITED

PARTHO NATH
MANAGER MATERIALS (IP)
FOR GM-MATERIALS (HOD)
FOR RESIDENT CHIEF EXECUTIVE

Tender No. : DID9274L26/L1
Tender Date : 14.05.2025

Commodity No. : 005109
Commodity Desc. : SOFT FURNISHING ITEMS

Reference : PR NO. 1630591
Commodity Type : GL General

Slno	V_Code	Vendor Name	City/Country	RFQ No.	Response
1	200179	KHAITAN CARPET CORPORATION	TINSUKIA	3971239	
2	200400	ASOMI FURNITURE HOUSE	DULIAJAN	3971240	
3	200432	R.S. ENTERPRISE	DULIAJAN	3971241	
4	202562	R.G. ENTERPRISE (RAJU)	DULIAJAN	3971242	
5	217983	M.R.T. ENTERPRISE	Dibrugarh	3971243	
6	218247	MAA AMIYA ENTERPRISE	Dibrugarh	3971244	

RFQ generated for all the vendors appearing in the above commodity code.

PR/PRs covered by above tender :

PR No.	PR Date	PR Item Sl. no./nos.
1632154	28.04.2025	Full Indent

PARTHO NATH
MANAGER MATERIALS (IP)
FOR GM-MATERIALS (HOD)
FOR RESIDENT CHIEF EXECUTIVE

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
E-mail:material@oilindia.in, Fax No.91-374-2800533

ANNEXURE-I

Tender No. : DID9274L26/L1
Tender Date : 14.05.2025

Item No./ Mat. Code	Material Description	Quantity	UOM
10 99077202	Mattress for Single Bed , Thickness 6" , Both side usable. Make: King Koil/ Godrej / Sleepwell / Spring Well / The Sleep Company	30	NO
20 99017773	Pillow Material : Micro Fibre Size : 27 inch X 18 inch Make : Kurlon / Reliance Recron / Wakefit / D Decor / Trident Soft	30	NO
30 99004547	BED SHEET (WHITE) WITH PILLOW COVER MEDIUM SIZE, BRAND : Bombay Dying / Binny / Trident / D Decor / NuHome	30	NO
40 99004540	BED COVER (GOOD QUALITY) for Double Size Bed along with matching pillow cover (SAMPLE TO BE APPROVED) Make: Bombay Dying / Alfina / Trident / D Decor / NuHome	30	NO
50 99009047	Curtain with blind/black out with necessary fittings such as curtain rod, bracket, end caps, ripple fold stitching, and fixing at individual rooms. (Colour, materials to be approved before delivery)	540	M
60 99091821	DOOR MAT Specification: 1.0 Material: PVC 2.0 Pattern : Maggie Mat 2.0 Grey Colour / Brown Colour 3.0 Size: 2 Feet X 1.5 Feet 4.0 Antiskid base"	30	NO
70 99025096	TOWEL, BATH, WHITE SIZE - 30" X 60" Brand: Bombay Dying / Trident / Spaces	45	NO
80 99025104	TOWEL, HAND, WHITE SIZE - 22" X 48" (AS PER SAMPLE)., BRAND : Bombay Dying / Trident / Spaces	45	NO
90 99004977	MINK BLANKET - 2 PLY, Double Size Brand : Reymonds / Florida / Sleepy Owl / Alfina / D Decor	15	NO
100 99014209	Electric Kettle, 1.0 L Capacity, Auto Cut Feature, Stainless Steel Body, ISI Rated.	15	NO
110 99011327	FLASK, VACUUM, 1000 ML., Make : Milton / Cello / Borosil / Prestige / Pigeon	15	NO

ANNEXURE-I**Tender No. : DID9274L26/L1****Tender Date : 14.05.2025**

Item No./ Mat. Code	Material Description	Quantity	UOM
120 99072350	QUILT, DOUBLE SIZE Brands: Florida / Crace / Sleepy Owl / Alfina	15	NO
130 99091821	Floor Mat for Bathroom & Living Room. Anti Skid Microfiber top for water absorption Size: 1.5 Feet X 2 Feet	30	NO
140 99025102	TOWEL,FACE,GSM 500±5%,(60CM X 40CM) ± 5% Brand : Bombay Dying / Trident / Spaces	45	NO

Standard Notes: (1) VALIDITY : Your offer must be valid for 75 days from the date of bid opening. Offer with inadequate validity will be rejected.

(2) The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies.

(3) The offer should be submitted in Duplicate.

(4) In the event you authorize your dealer/stockist/channel partner to quote on your behalf, the dealer/stockist/channel partner while submitting bid should mention on the body of the envelope that they are submitting bid on your behalf.

In the event the dealer/stockist/channel partner do not mention the name of their OEM/principal on the body of the envelope, the offer shall be treated as unsolicited offer and will not be considered for opening.

The dealer/stockist/channel partner should take note of above while submitting bid on behalf of their OEM/principal.

(5) PAYMENT TERMS: OIL's standard payment terms are as listed under:

(i) Payment will generally be made against completed supply, including installation & commissioning (if included in Supplier's scope). Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.

(ii) 100% payment will be released within 21 days of receipt and acceptance of supply at destination/site as per purchase order against undisputed invoice, subject to adjustment towards applicable Liquidated Damages.

In certain cases, OIL will consider release of payment to the extent of maximum 90% of the value of supply within 21 days of receipt of materials at destination/site as per purchase order against direct submission of undisputed invoice to OIL, and the remaining 10% shall be released upon acceptance of goods after due adjustment towards applicable Liquidated Damages.

(iii) Wherever installation and commissioning etc. are to the scope of Supplier, maximum 80% of

ANNEXURE-I**Tender No. : DID9274L26/L1****Tender Date : 14.05.2025**

the cost of materials shall be payable within 21 days of receipt of completeness of all the goods at destination/site as per purchase order against undisputed invoice and the remaining payment shall be released after successful commissioning.

The above payment terms supersede all the payment terms contained elsewhere in the tender document as well as "General Terms and Conditions" (Document No. MM/TENDER/LP/01/06). Bidders to note that no other payment terms, apart from the above listed payment terms, shall be accepted by OIL.

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

(7) Bidder other than OEM must forward their valid dealership/ authorization certificate from the OEM against this tender along with their offer, otherwise the offer will be rejected.

(8) Bidders should refer to enclosed Annexure-A under special notes for the Taxes and Duties clauses under GST regime.

(9.a) Bidders should submit their bids incorporating the following details:

(i) GST Registration Details of Supplier:.....

(ii) Item-wise HSN Code:.....

(iii) Applicable Rate of GST:.....

(9.b) Bidders to note OIL-Duliajan's Provisional GSTIN as: 18AAACO2352C1ZW.

(10) Delivery/collection Instructions in cases where transportation is in OIL's scope:

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

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

(iii) The names of OIL's current authorized transporter is:

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

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

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

(12) MSE CLAUSE: 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 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE. The existing enterprises registered under EM- Part-II or UAM till Jo" June'2020 shall continue to be valid only for a period up to the 31st day of December, 2021.

The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following document for availing the benefit applicable to MSEs:

(i) Udyam Registration Number with Udyam Registration Certificate.

Note: In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or

ANNEXURE-I**Tender No. : DID9274L26/L1****Tender Date : 14.05.2025**

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.

Financing of trade receivables of Micro and Small Enterprises (MSEs) through Trade Receivable Discounting System (TReDS) platform.

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

(i) MSE Vendor should be aware that all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE vendor.

(ii) MSE vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS platform or from the use of Services or from the Buyer's breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.

(iii) OIL shall not be liable for any special, indirect, punitive, incidental, or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor's) invoices.

(13) Bidders should fill-up and submit along with their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-K.

(14) RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA: "It is for information of all Bidders that Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum No. F.7/10/2021?PPD (1) dated 23rd February,2023(order? Public Procurement no.4) has proclaimed Requirement of registration under Rule 144(xi) of the General Financial Rules (GFRs), 2017.Any bidder from a country which shares a land border with India will be eligible to bid in any procurement only if the bidder is registered with the Competent Authority. 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. Therefore, all bidders are requested to be guided by the Clauses stipulated in the enclosed Annexure-N of this tender. In this respect, the format of Undertaking to be submitted by the bidders is given vide **EXHIBIT-I , EXHIBIT-II & EXHIBIT-III** of this tender".

(15) Request for placement of purchase order to an entity, other than the bidder, shall not be considered.

(16) TAX COLLECTED 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

ANNEXURE-I**Tender No. : DID9274L26/L1****Tender Date : 14.05.2025**

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 ... 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 (IH) of Income tax Act, 1961.

(17) The bids shall be evaluated on the basis of freight, insurance, taxes and other relevant costs as quoted by the bidders. Accordingly, purchase orders shall be awarded to bidders on all-inclusive FOR Destination basis (including cost of loading/unloading). Bidders to take note of the same and quote accordingly.

(18) APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:

Banning Policy revised on 17.03.2023 as uploaded in OIL's website and revised guidelines of banning/debarment vide OM no. F.1/20/2018-PPD dated 02.11.2021 issued by Department of Expenditure, Ministry of Finance, Govt of India 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.

Applicability of the policy shall include but not limited to the following in addition to other actions like invoking bid security/performance security/cancellation of order etc. as deemed fit and as mentioned elsewhere in the tender:

- a) Backing out by bidder within bid validity
- b) Backing out by successful bidder after issue of LOA / Order/ Contract
- c) Non/ Poor performance and order/ contract execution default

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.

(19) 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).

(20) SETTLEMENT OF DISPUTES: For Settlement of Disputes clause bidders are requested to be guided by Annexure-II as attached herewith in tender document.

ANNEXURE-I

Tender No. : DID9274L26/L1
Tender Date : 14.05.2025

Special Notes : (I) SPECIAL CONDITIONS :

1. Bidder to quote on all inclusive F.O.R Duliajan basis, with Freight & Transit Insurance in bidder's scope.

2. Delivery period : Within 15 Days from the date of issue of PO.

(II) Annexure -A**TAXES AND DUTIES CLAUSE - FOR VENDOR/SUPPLIER/CONTRACTOR****(For Supplies/ Services during GST Regime i.e., New Tender)****INDIRECT TAXES/ GST**

1. For the purposes of levy and imposition of GST, the expressions shall have the following meanings:

(a) GST - means any tax imposed on the supply of goods and/or services under GST Law.

(b) Cess - means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.

(c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.

2. The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax Invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

3. Offers without giving any of the details of the taxes (Including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.

4. Bidders are required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.

5. When Input tax credit is available for Set Off.

Evaluation of L-1 prices shall be done based on Quoted price after deduction of Input Tax Credit (ITC) of GST, if available to OIL. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be

ANNEXURE-I**Tender No. : DID9274L26/L1****Tender Date : 14.05.2025**

admitted and has to be borne by the bidders

When Input tax credit is NOT available for Set Off

Evaluation of L-1 prices shall be done based on Quoted price only. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

6. Bidders agree to do all things not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.

7. In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such disputed amount from the pending payments of the bidders.

8. GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

(III) While submitting the offer bidders should follow the ANNEXURE-BB (Price bid format and Bid Evaluation Criteria) as under:

Annexure-BB**Price Bid Format and Evaluation Criteria for Indigenous Tenders:**

1. Basic material Value Including TPI, if any.
2. Pre Despatch Inspection charges, If any.
3. Packing & Forwarding Charges, if any.
- 4. Total Ex works Value (1+2+3).**
5. GST on Total Ex-works value.
6. Compensatory Cess, If any.
- 7. Total FOR Despatching Station value (4+5+6).**
8. Freight Charges upto Destination inclusive of GST.
9. Insurance Charges in % of (7) inclusive of GST.
10. Training Charges, If any.
11. GST on Training Charges.
12. Installation and commissioning Charges, if any.
13. GST on I&C charges.
14. AMC Charges, if any.
15. GST on AMC Charges.
16. Any other charges, if any with GST.
- 17. Total Value (7+8+9+10+11+12+13+14+15+16)**
18. Buy-Back Price, if any, with GST.
- 19. Total FOR Duliajan Value (17-18).**

Comparison of Offers:

ANNEXURE-I

Tender No. : DID9274L26/L1

Tender Date : 14.05.2025

Comparison will be done on Total value vide SI no 19.

Note:

Domestic bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.