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

TELEPHONE NO. (91-374) 2808742
FAX NO: (91-374) 2800533
Email: Avinash.nigam@oilindia.in; erp_mm@oilindia.in

FORWARDING LETTER

Tender No.	:	**SDI2366P27/PX DTD. 17.07.2026**
Tender Fee	:	**NIL**
Bid Security	:	**INR 3,15,680/- with validity upto 45 days beyond the bid validity period mentioned in the tender when reckoned from the original Bid Closing Date.**
Bidding Type	:	**SINGLE STAGE TWO BID SYSTEM**
Bid Closing on	:	**23.09.2026 (at 11:00 Hrs. IST)**
Bid Opening on	:	**23.09.2026 (at 14:00 Hrs. IST)**
Tender Type	:	**Open Tender**
Performance Security	:	**Applicable @ 5% of the Order Value (for order valuing INR 10.00 Lakhs & above)**
Integrity Pact	:	**Applicable**
PPP-MII Policy	:	**Applicable**
Document Verification Clause	:	**Not Applicable**

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

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for **Supply of Silver Salver** through its e-Procurement site under **SINGLE STAGE TWO BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

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

This Tender has been floated for participation of Indigenous bidders only. Hence, only Indigenous bidders are eligible to participate against this tender.

The tender will be governed by:

a) **For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos. = 0374-2807178/ 2807171/ 2807192/2804903. Email id = erp_mm@oilindia.in; esupport@oilindia.in**

b) **OIL's office timings are as below:**

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

Vendors should contact OIL officials at above timings only.

OIL Bank Details :

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

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

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

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

f) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website (www.oil-india.com) and in the e-portal (https://etenders.srm.oilindia.in/irj/portal) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.

g) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and setoff against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

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

Special Notes:

1.0 (I) Please note the following important points as under:

a) For participation, applicants already having User ID & Password for OIL's E-Procurement Portal need to register against the IFB. New vendors/existing vendors not having User ID & Password for OIL's E-Procurement Portal shall obtain User ID & password through online vendor registration system in E-Portal.

b) Bidders who do not have E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site https://etender.srm.oilindia.in/irj/portal

c) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.

d) Parties, who do not have a User ID, can click on Guest login button in the e-Tender portal to view and download the tender. The detailed guidelines are given in User Manual available in OIL's E-Procurement site. For any clarification in this regard, bidders may contact E-Tender Support Cell at Duliajan at erp_mm@oilindia.in, Ph.: 0374-2807171/7192.

e) Details of process for submission of Bid Security (EMD) [if applicable in the tender] through the online payment gateway are available in Vendor User Manual under EProcurement Portal. (Note: Important Points for on-line Payment can be viewed at Oil India's website at url:http://oil-india.com/pdf/ETenderNotification.pdf).

f) The link for OIL's E-Procurement Portal is available on OIL's web site (www.oilindia.com).

g) 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-DLE-16062021-227649 dated 16th June, 2021 issued by Ministry of MICRO, SMALL AND MEDIUM ENTERPRISE.

The bidder claiming as MSE status (MSE-General, MSE-SC/ST, 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.

a) **MSE Units (Manufacturers/Service Providers only and not their dealers/distributors) registered with District Industry Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe 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.**

   The turnover related figures of the bidders claiming as MSE bidders as mentioned above shall be considered based on Bidders self-declarations to be submitted with their bid as per new gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020. However, in case of any intentional misrepresentations or attempts to suppress facts in the self-declaration, the bidder shall be liable to penalty as specified under section 27 of the Act.

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

(II) In case a Startup [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:

1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.

2. Certificate of incorporation.

3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation along with a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.

The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.

In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE.

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

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

2.1 **Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the** RFx Information > Technical Attachment only**.** The "**TECHNO-COMMERCIAL UNPRICED BID**" shall contain all techno-commercial details **except the prices**. Uploading of the price bid in the technical bid area will straighaway lead to rejection of the offer.

2.2 The "**PRICED BID**" must contain the price schedule and the bidder's commercial terms and conditions. **For price upload area, please refer** "NEW INSTRUCTIONS".

2.3 **Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Annexure-CCC.**

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender No.** and **Due Date** to the **GM-Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

a) **Detailed Catalogue (if any)**
b) **Original Bid Security if in the form of Bank Guarantee (please refer to EMD clause, if applicable against this tender, for more details).**
c) **Any other document required to be submitted in original as per tender requirement**

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in Duplicate.

4.0 **Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details.**

5.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders' risk and may result in rejection of its offer without seeking any clarifications.

6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above-mentioned address before the bid closing date and time failing which the offer shall be rejected.

7.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.

8.0 **SINGLE STAGE TWO BID SYSTEM** shall be followed for this tender and only the PRICED-BIDS of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

9.0 The Integrity Pact is applicable against this tender. Therefore, please submit the Integrity Pact document duly signed along with your quotation as per BRC. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure-XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be submitted 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 has 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.

The name of the OIL's Independent External Monitors at present are as under:

1. 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

2. Shri Ajit Mohan Sharan, IAS (Retd.)
Former Secretary, Ministry of Ayush
Govt. of India
Mobile No.: 9810701876
Email ID: ams057@gmail.com

3. Shri Radhakrishna Kini A, IPS (Retd.)
Ramjaipal Nagar Gola Road PS,
Rupaspur, Patna - 801503
Mob No. 9971722727
E-mail: **arvkini2004@yahoo.co.in & arvkini2004@gmail.com**

10.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.

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

12.0 Please do refer the User Manual provided on the portal on the procedure "How to create Response" for submitting offer.

13.0 Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. Minimum % of local content required to qualify as class-I Local supplier is 50% and Minimum % of local content required to qualify as class II Local supplier is 20%.

If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020.

Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid.

Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. Please refer to the Office Memorandum No. F.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.

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

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

~~**16.0 Delivery/collection Instructions in cases where transportation is in OIL's scope**:~~
~~**(i)** The suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.~~

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

~~**(iii)** The name of OIL's current authorized transporters is M/s Western Carriers (India) Ltd.~~
~~**Bidder's are requested to note the above delivery/collection instructions while submitting their offers.**~~

17.0 **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.**

18.0 **ONLINE VIEWING OF PRICE BY BIDERS:** For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company.

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

DISCLAIMER: Rates/Costs shown above are as calculated/quoted by the respective Bidder. Company does not assume any responsibility and shall not be. liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-se-ranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.

19.0 **Note regarding submission of Bid Security (EMD) / Performance Security (PBG) in the form of Bank Guarantee (BG):** EMD (if applicable) will have to be submitted by the bidders except for the bidders who are exempted as per the General Terms & Conditions of Oil India Limited (Ref. Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders) and this tender document. However, PBG @5% shall be APPLICABLE only for individual order valuing INR 10.00 Lakh & above in the event of award.

In case a bidder / supplier wishes to transfer EMD amount / PBG amount online directly, then OIL’s bank details (where online transfer of EMD / PBG amount is to be done) are as below-

OIL’s Bank account Details:-

(i) Name: Oil India Limited
(ii) Bank: State Bank of India
(iii) Branch: Duliajan
(iv) Account Number: 10494832599
(v) Account Type: Current
(vi) IFSC Code: SBIN0002053

Upon transferring EMD amount / PBG amount online to OIL, vendor shall provide the transaction details to the dealing officer (email ID: avinash.nigam@oilindia.in) so that receipt of the same can verified in OIL's bank account. Please note that if EMD is paid online, then the bidder needs to either upload the relevant transaction document / proof of online submission while submitting their online bid or they can also email the transaction document to the email ID mentioned above. If none of the above is found after opening of the bids, then the bid will be rejected.

Bidders to note that if EMD is submitted in original Bank Guarantee Form, then the same needs to be received by OIL within the bid closing date and time, otherwise the bid will be rejected. OIL's approved Bid Security Format (in the event EMD is desired to be furnished by Bank Guarantee Mode) is attached in the tender documents. Please note that EMD should be valid for 45 days beyond the bid validity period reckoned from the original Bid Closing Date.

In case PBG is desired to be submitted in original hard copy in the form of 'Bank Guarantee', then the same needs to be submitted as per the format approved by OIL and shall indicate the GeM Order No. and item description.

Bidder / Supplier is to note that the Bank Guarantee (either EMD or PBG; whichever is applicable) issued by the Bank must be routed through SFMS platform as per following details:

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

[Tender Number (in case of EMD) / Purchase Order Number (in case of PBG) should reflect in the SFMS text under MT 760/MT 760 COV]

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

Bank Details of Beneficiary:-

A) Bank Name: ICICI BANK LTD.
B) Branch Name: DULIAJAN
C) Branch Address: KUNJA BHAVAN, DAILYBAZAAR, DULIAJAN, DIBRUGARH, ASSAM – 786602
D) IFSC Code: ICIC0000213
E) Unique Identifier Code (Field 7037): OIL503988890
F) Company Name: Oil India Limited
G) Swift Code: ICICINBBXXX

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.

Additional Note: Submission of 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 & 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	Will be intimated at the time of order placement.
5	Mobile No.	Will be intimated at the time of order placement.
6	Local Address	Duliaian, Dibrugarh, Assam-786602
7	Registered Address	Duliaian, Dibrugarh, Assam-786602

The Performance Security can be in the form of Insurance Surety Bonds or 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).

20.0 PBG UNDERTAKING FORM:

In the event of award of purchase order against this tender, the successful bidder **must comply with the stipulations** of the enclosed **"PBG UNDERTAKING FORM - ANNEXURE-M"** and **submit it duly filled-in along-with their PBG (Performance Bank Guarantee)**.

21.0 **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.

22.0 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 (1H) 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 slating 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 (if applicable) 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 (1H) of Income tax Act, 1961.

23.0 Price Breakup:
Bidders should submit the price breakup of all the items as per "**Annexure BB**" (i.e. Priced Bid Format) which has been uploaded under "Notes & Attachments" > "Attachments" as shown below. The price breakup "Annexure BB" should be filled up, signed and uploaded under "Notes & Attachments" > "Attachments" only. **The filled up price breakup of all the items should NOT be uploaded in Technical Attachment.**

24.0 Deleted

25.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED: Banning Policy dated 17.03.2023 (in line with the provisions of Office Memorandum No. F.1/20/2018-PPD dated 02.11.2021 issued by Department of Expenditure, Ministry of

Finance) as uploaded in OIL's website 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. Bidders are required to submit duly filled up and sealed cum signed Annexure-U (format attached in the tender) to this effect.

26.0 Bids are to be submitted online through OIL's E-Procurement Portal with digital signature. To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate of Class 3 with Organization's Name and Encryption certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (http://www.cca.gov.in). ***Digital Signature Certificates having "Organization Name" field as "Personal" are not acceptable***. ***However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable. Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm***.

Digital Signature Certificate comes in a pair of Signing/verification and Encryption/decryption certificate. Bidder should have both the Signing/verification and Encryption/Decryption certificate for Signing and encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.

27.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.

28.0 Registration of suppliers on Government e-Market place (GeM) under rule 150 of General Financial Rule (GFR 2017):

a) In line with O.M. 6/9/2020-PPD dated 24.08.2020 issued by Department of Expenditure, Ministry of Finance, Government of India, it shall be mandatory for sellers providing Goods and Services to Oil India Limited to be registered on GeM and obtain a unique seller ID, at the time of placement of order/acceptance of contract. This ID shall invariably be incorporated in every supply order/contract/agreement/ purchase order while awarding any contract / order for procurement by Oil India Limited governed by the GFRs 2017. In this regard, the bidder/seller providing goods and services to Oil India Limited has to mandatorily register on Government E-Marketplace (GeM) [Website: www.gem.gov.in] and obtain a unique GeM seller ID.

b) Kindly indicate the GeM seller ID in their offer/bid/proposal to facilitate to comply with the aforementioned Office Memorandum.

29.0 Oil India Limited (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following documents available on the login Page of the OIL's E-tender Portal before uploading their bid.
a) Guidelines to Bidders for participating in OIL.
b) New Vendor Manual

30.0 Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/ specifications of all major components, systems with Make & Model; etc. Generalised response like - 'As per NIT Specifications/ Technical Leaflet', 'Noted', 'and Accepted' or in any similar fashion is not acceptable.

31.0 **Queries Submission Timeline clause-** All prospective bidders are hereby instructed to submit any queries or requests for clarification related to this tender within a period of five (5) calendar days from the date of publishing of this tender document. Any queries received after the stipulated deadline will not be entertained or responded to by OIL.

Queries must be submitted in writing via email to avinash.nigam@oilindia.in. Please ensure that the subject line of your email clearly states 'Tender Query - [Tender No. & Name].

32.0 **Avoidance of Extension for Bid Submission clause-** Bidders are earnestly advised to ensure that their bid submissions are prepared and submitted in accordance with the deadlines specified in this tender document. OIL has taken all necessary steps to establish reasonable timelines for the submission of bids to allow ample time for thorough preparation.

As a matter of policy, OIL will only consider granting an extension of the bid submission due date as a onetime exception in situations deemed unavoidable. Such extensions will be granted solely at the discretion of OIL and only in response to a written request from the bidder (mail to avinash.nigam@oilindia.in), submitted in accordance with the procedures outlined in this tender document.

It is hereby emphasized that OIL will not entertain or consider any requests for an extension of the bid submission due date, except in cases where OIL deems such extension unavoidable and the bidder submits a formal written request, detailing the compelling circumstances necessitating the extension. Bidders are therefore strongly advised to refrain from seeking an extension of the bid submission due date unless absolutely necessary due to unforeseen and unavoidable circumstances.

By participating in this tender process, all bidders acknowledge and accept the terms and conditions outlined in this Avoidance of Bid Submission Due Date Extensions clause.

33.0 Bidders are required to give an undertaking as per enclosed Annexure-MMM in their bid that they are not under liquidation, court receivership or similar proceedings and are not bankrupt. Also, please refer to Annexure-II for Dispute Settlement Clause.

34.0 DELIVERY TIMING: Suppliers will be given necessary permission to enter into the Industrial Area or Company's other operating areas to deliver the material as per timings given below)

a) Monday to Friday: Slot-1: 08.00 AM to 10.00 AM
Slot-2:12.30 PM to 02.00 PM

b) Saturday: 08.00 AM to 10.00 AM
Note: No delivery shall be made on Sunday / National Holidays.

In addition to above timing, please also refer to the delivery requirement as mentioned in the technical specification sheet (Annexure-I) for this tender.

35.0 Owing to operational requirements, OIL may request the supplier to prepone delivery of items. The request for such preponement of delivery shall be made in writing by OIL and the supplier shall be obligated for arranging delivery of the materials within the minimum possible period. However, no additional charges shall be payable for such preponement of delivery.

36.0 UNLOADING: For supply of Goods contract, no additional charges such as local levies / transportation / loading / unloading charges etc., shall be payable over and above the contract price.

However, the terms & conditions for the following items are to be noted by the suppliers:

(a) Tubulars, including line pipes: OIL SHALL PROVIDE CRANE FOR UNLOADING OF TUBULARS & LINE PIPES ONLY. Supplier shall depute adequate crew, who has experience of unloading of tubulars, at Consignee Location 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 SHALL BE 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:

(i) Supplier to ensure that height of the loaded tubular is below the cabin height of the vehicle for safe off-loading.

(ii) 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.

(b) Transportation through Railways only of Barytes, Bentonite & API Class-G (Oil well) Cement: Unloading & stacking at OIL's godowns shall be carried out by OIL's designated service provider without any charge to the supplier and under the supervision of supplier’s personnel. However, in case the order for such items is to be delivered at a location other than OIL’s godowns or the transportation is through mode other than railways, unloading & stacking shall be done by the supplier themselves.

37.0 Financing of trade receivables of Micro and Small Enterprises (MSEs) through Trade Receivables Discounting System (TReDS) platform:

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

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

(ii) MSE Vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Seller’s 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.

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.

(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).

38.0 Fall Clause: Fall Clause shall be APPLICABLE as under:

(i) The price charged for the Goods supplied under the contract by the contractor shall in no event exceed the lowest price at which the contractor sells the Goods or offers to sell Goods of identical description, to any persons/organizations including the Procuring Entity or any Department or Undertaking of the Central Government, as the case may be during the currency of the contract. Contractor shall forthwith notify such reduction or sale or offer of sale to the Procuring Entity and the price payable under the contract for the Goods supplied after the date of coming into force or such reduction or sale or offer of sale shall stand correspondingly reduced.

(ii) The above stipulation shall, however, not apply to:

(a) Exports by the contractor

(b) Sale of Goods as original equipment at prices lower than the prices charged for normal replacement
(c) Sale of perishable Goods having a limited shelf life, such as drugs that have expiry dates.

(iii) The Supplier / Contractor shall furnish the following certificate to the concerned Accounts Officer with each bill for payment of supplies made against the contract:

"We certify that there has been no reduction in the sale price of the Goods of description identical to the Goods supplied to the Procuring Entity under the contract herein, and such Goods have not been offered/ sold by me/ us to any person/ organization including any Ministry/Department/ Attached and Subordinate Office/ Public Sector Undertaking of Central or State Government(s) as the case may be upto the date of bill / the date of completion of Contract at a price lower than the price charged under this contract except for the quantity of Goods categories under (a), (b) and (c) of sub-clause (2) above, details of which are as follows:-"

Bidder should submit duly sealed & signed cum filled Annexure-AA (Undertaking for Fall Clause) along with their offer in this regard.

39.0 **Force Majeure:** 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.

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, pandemics, 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

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 seven (7) days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

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.
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.

40.0 **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 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.

41.0 Note regarding Purchase Preference for MSEs (L1 + 15% Band):

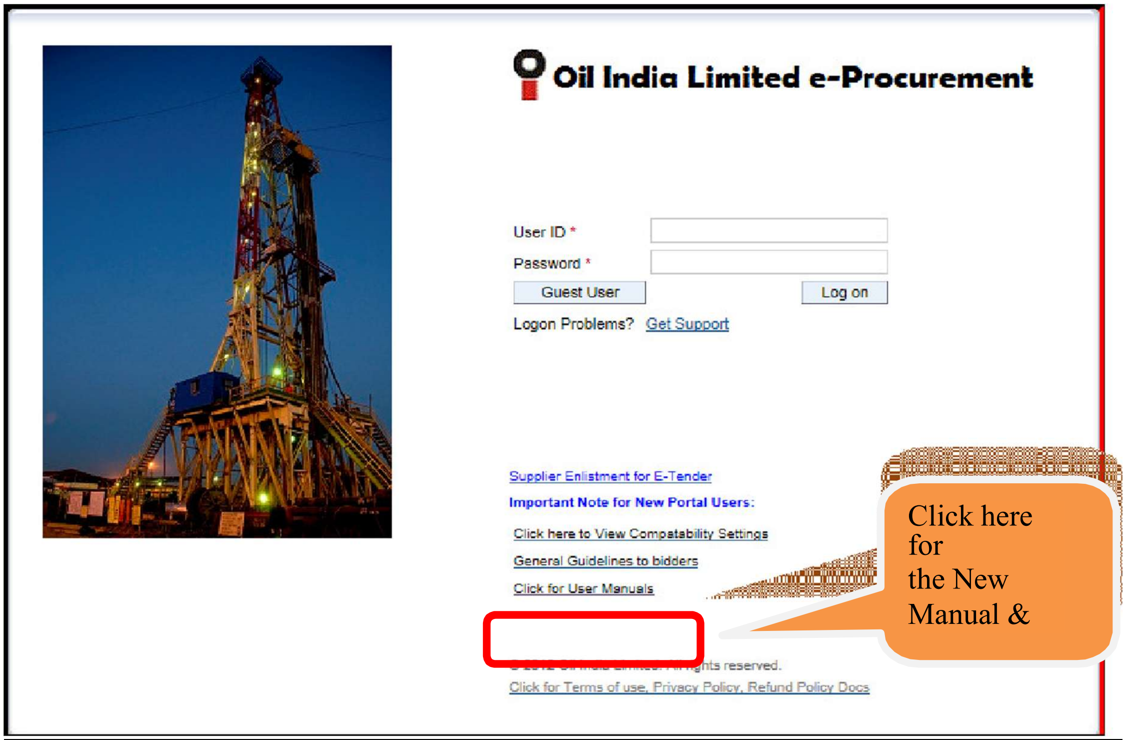
(**a**) **Preference Sequence for Price Matching:** In the event that the lowest (L1) bidder is a non-MSE, MSEs whose quoted price falls within 15% of the L1 price shall be invited to match the L1 price, in the following order of preference:

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

(b) Full Order Award to MSE L1 Bidder: If an MSE bidder, irrespective of social category or gender, qualifies as the L1 bidder, 100% of the order quantity shall be awarded to that MSE.

Note: The MSE Purchase Preference Policy will apply to the manufacturers of the offered items only. This policy shall not apply to entities participating as Traders, Distributors, Sole Agents, or Works Contractors.

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



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

Yours Faithfully

Sd-
(AVINASH NIGAM)
MANAGER MATERIALS (IP)
<u>FOR CGM-MATERIALS (HoD)</u>
<u>FOR RESIDENT CHIEF EXECUTIVE</u>

OIL INDIA LIMITED
DULIAJAN

ANNEXURE-I

Tender No. & Date: SDI2366P27/PX DTD. 17.07.2026

Bid Security Amount: INR 3,15,680.00

Bidding Type: Single Stage Two Bid System

Bid Closing On: 23.09.2026 at 11:00 Hrs. IST

Bid Opening On: 23.09.2026 at 14:00 Hrs. IST

Performance Guarantee: Applicable

OIL INDIA LIMITED invites Open tenders for items detailed below:

Item No. / Mat. Code	Material Description	Quantity	Unit of Measurement (UoM)
10 / 99031724	SILVER SALVER WITH STAND (OVAL SHAPED) SIZE: 14" PURITY: 90 TO 92%; Hallmarked WEIGHT: 712 GMS	60	NO
20 / 99028045	SILVER SALVER WITH STAND (ROUND SHAPED) SIZE: 7" PURITY: 90 TO 92%; Hallmarked WEIGHT: 205 GMS	144	NO
30 / 99093429	Box for packing 14" Silver Salver in silk or velvet paded jewellery type with fastening clips	60	NO
40 / 99093428	Box for packing 7" Silver Salver in silk or velvet paded jewellery type with fastening clips	144	NO

Item 10
SILVER SALVER WITH STAND (OVAL SHAPED) (Sample attached in Annexure)

SIZE : 14"

PURITY : 90 TO 92%; Hallmarked

WEIGHT : 712 GMS

Item 20
SILVER SALVER WITH STAND (ROUND SHAPED) (Sample attached in Annexure)

OIL INDIA LIMITED
DULIAJAN

ANNEXURE-I

DIAMETER : 7"

PURITY : 90 TO 92%; Hallmarked

WEIGHT : 205 GMS

ENGRAVING : Company's Name (OIL INDIA LIMITED) in bold letters and OIL LOGO CENTRALLY ENGRAVED on Top, the name of the Executive/Work-person to be followed by Calligraphic Style inscription in Italics as generally used in Certificates with following inscription:

WITH FOND MEMORIES & BEST WISHES

To
*****NAME OF THE RETIREE****

THANK YOU FOR YOUR COMMITMENT AND CONTRIBUTION OVER THE LIFETIME OF DEDICATED SERVICE

FROM

ALL OIL INDIANS

Date of Retirement

(The date to be engraved shall be the date of retirement as per the approved list for the concerned Executive / Work-person which shall be shared after order placement.)

SMT (+NAME)/ SHRI (+NAME) is to be engraved slightly bigger than the Company's Name.

PACKING : Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it.

*List of executives, retiring during the year will be furnished at the time of placement of order.

BOX as per description - WRITTEN WITH OIL INDIA LIMITED.

Note : The sample and measurement/proportion of the OIL LOGO is attached as ANNEXURE-A for ready reference. The size of the OIL LOGO should be proportional to the size of the different sizes of silver salvers. Also, samples

ANNEXURE-I

of silver salvers of 7" and 14" attached as ANNEXURE-B.

All the items are to be procured from the same source.

Moreover, the terms & conditions of the delivery should be as under:

(i) The weight of 14" silver salvers shall be 712g and 7" shall be 205g each. However, a maximum tolerance of (+/-)5g may be considered.

(ii) Bidders must enclose a certificate or any other documents from Bullion Merchant, dealer or any other agency dealing in Bullion in support of price of silver for the silver salvers quoted against the tender. The supporting certificate/ documents should not be older than one month from the schedule bid closing date.

(iii) The items should be labelled on the box with Executive's/ Work-person's Name, OIL ID & Date of Retirement.

(iv) The delivery of items should be in a lot for all retiring Executives including Additional Officers as well as for Work-persons.

(v) There should be scope for returning / exchanging the salvers if any defect/weight variation in the salver salver (e.g. spelling mistake/weight variation beyond tolarance limit etc.) is found and delivery should be before the superannuating date mentioned in the salver.

(vi) Payment of silver will be on the basis of actual weight of each silver salver as per the rate at which silver has been purchased from the Bullion Market after placement of order and rate will be considered within the delivery schedule of the order. Documentary evidences in support of price of silver from Bullion Market must be enclosed along with the bill and it should not be older than one month from the date of schedule supply.

(vii) OIL reserves the right to review quantity on the basis of actual requirement at the time of placement of final order. In view of the Personal Up-gradation policy of OIL, few work-persons might be eligible for the 14" silver salver nearer the time. Otherwise, the size of Silver Salvers for those work-persons is 7" as per item no. 20. Therefore, OIL reserves the right to convert some quantity of Item No. 20 i.e. 7" Silver Salver and its box to 14" Silver Salver and its box. Suppliers shall be intimated accordingly after placement of order. (Tentatively 10% of the total order)

Delivery Schedule: Delivery should be within 02 months from placement of order.

Supplier has to depute his representative to witness the weighment of

ANNEXURE-I

supplied Silver Salvers at OIL's premises at Destination in presence of OIL's representative.

Payment terms: 100% of the payment will be released after receipt and weighment of materials at Duliajan.

Bid shall also be accompanied with the following documents:

a) Full size photo print of the Salvers completes with the sample engraving therein and the box should accompany the offer.

b) The bidders must submit expressed understanding that the supplied item(s) will conform to technical specifications as stipulated in the NIT in all respects.

c) The bidders are to categorically confirm for compliance of all the clause of the special terms and conditions of NIT.

d) Bidders must enclose a certificate or any other documents from Bullion Merchant, dealer or any other Agency dealing in Bullion in support of price of silver for the silver salver quoted against Tender. The supporting certificate/ documents should not be older than one month from the schedule bid closing date.

e) In the event of computational error between unit rate and total price, the unit rate as quoted by the bidder shall prevail. Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

f) 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 must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

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

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

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
1.0	**BID REJECTION CRITERIA (BRC):** The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. **A) TECHNICAL:** 1.1 Bidder must have experience of supplying similar* equipment / materials / items in previous 5 (five) years from the bid closing date of the tender. 1.2 The bidder must have experience of successfully executing at least 1(one) similar order for 50% of the total quantity in preceding 5 (five) years from the original bid closing date of the tender. *Similar: Similar items for the above will be supply of silver salver, shields, trophy etc. 1.3 Documentary evidence needs to be submitted in order to substantiate above two clauses, i.e., clause 1.1 and 1.2. 1.4 The bidder shall submit the following documentary evidence in support of his/ her previous supply experience as applicable under clause 1.1 and 1.2 above: (i) Copy of Purchase Order(s) /Contract document(s), and	

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
	(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, - Delivery challan / invoice etc. - Any other documentary evidence that can substantiate the successful execution of each of the Purchase Order(s) / contract(s) cited above. **Note:** **a)** The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender. **b)** Satisfactory supply / completion / installation report (if submitted) should be issued on client's official letterhead with signature and stamp. **c)** Original Bid Closing Date of the tender shall be considered by OIL for evaluation of BRC Criteria in case of any extension of the original Bid Closing Date. **d)** A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC. **B) FINANCIAL:** **(a) ANNUAL FINANCIAL TURNOVER:** The bidder must have annual Financial Turnover of minimum **INR 78,91,984.00 (Rupees Seventy Eight Lakh Ninety One Thousand Nine Hundred Eighty Four only)** in any of the preceding 3 (Three) financial/accounting years reckoned from the original bid closing date as per the Audited Annual Reports. [*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).*]	

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
	(b) NET WORTH: The Net Worth of the bidder must be positive for the accounting year preceding the original bid closing date. [*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 carries forward Loss – Reserves created out of write back of depreciation and amalgamation"*.] **Note -For (a) & (b):** Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that **"As on the Original Bid Closing Date, the balance sheet/Financial Statements for the financial year ……… has not been audited" (Ref. attached PROFORMA-1).** **Notes(s):** **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-2).** (copy of PROFORMA attached). **OR** **(ii)** Financial Statements (Balance Sheet & Profit & Loss account **along with all the schedules/notes forming part of the Balance sheet & Profit and Loss Account**) audited by the auditors appointed under the statute like Companies Act etc. wherever applicable. In cases where the bidding/ supporting company (as applicable) are not required to prepare Audited	

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
	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. **(a)** 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. **(b)** In case the Bidder is subsidiary company (should be 100% owned subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits its bid based on the strength of parent/ ultimate parent/ holding company, then following documents need to be submitted: **(i)** Turnover of the parent/ ultimate parent/ holding company should be in line with requirement. **(ii)** Net Worth of the parent/ultimate parent/ holding company should be positive in line with the requirement. **(iii)** Corporate Guarantee (as per **PROFORMA-3**) on parent / ultimate parent/ holding company's company letter head signed by an authorised 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)** Document of subsidiary company being 100% owned subsidiary of the parent/ ultimate parent/ holding company. **C) COMMERCIAL:** **(a)** Bids are invited under "**Single Stage Two Bid System**". Bidders have to submit both the "**Techno-commercial Unpriced Bids**" and "**Priced Bids**" through electronic form in the OIL's e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of	

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
	the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. The price bid of the items should be uploaded as an attachment under Notes & Attachments tab only as per Annexure-P. No price should be given in above Technical Rfx otherwise the offer will be rejected. **(b)** 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. **(d)** Bids containing incorrect / false / misleading statement(s) shall be rejected and action shall be taken as per OIL's banning policy. **(e)** Validity of the bid shall be as indicated in the tender. Bids with lesser validity shall be straightway rejected. **(f)** Bid must be uploaded together with the Integrity Pact (if applicable against the tender) and the same must be duly signed & stamped. If any bidder refuses to sign Integrity Pact or decline to submit Integrity Pact, their bid shall be rejected straightway. **(g)** Bidders shall 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 **vi)** Bid Security / Performance Security **(h)** A bid shall be rejected straightway if it does not conform to any one of the following clauses: **a)** Validity of bid shorter than the validity indicated in the Tender. **b)** Original Bid Security not received within the stipulated date & time mentioned in the Tender. **c)** Bid Security with **(i)** validity shorter than the validity indicated in Tender and/or **(ii)** Bid Security amount lesser than the amount indicated in the Tender.	

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
	(i) The bidder shall submit an undertaking / declaration as per the PROFORMA - H 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 afore-mentioned 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. **(j)** All the Bids must be Digitally Signed using "Class 3" digital certificate with Organisation's name (e-commerce application) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than "Class 3 with Organisation's Name" digital certificate, will be rejected. Digital Signature Certificates having "Organization Name" field as "Personal" are not acceptable. ***However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable. Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm***. **(k)** Technical RFx Response folder is meant for Technical bid only. Therefore, No price should be given in Technical RFx Response folder, otherwise the offer will be rejected. **(l)** Price should be maintained in the "online price schedule" only. The price submitted other than the "online price schedule" shall not be considered.	
2.0	**BID EVALUATION CRITERIA (BEC):** The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below. The original Bid Closing Date shall be	

Sl. No.	Criteria	Bidder's Response (Complied/Not Complied. Reference to any document attached along with the bid)
	considered by OIL for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date. **A) TECHNICAL:** **1.** The manufactured product should be strictly as per OIL's tender specifications. **2.** Bids shall be evaluated strictly as per NIT specifications, terms and conditions. **B) COMMERCIAL:** **i)** To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer. The comparison of the responsive bids will be done on FOR Destination basis, subject to corrections/ adjustments given herein. All the items are to be procured from the same source. Evaluation will be done on overall lowest basis for all the items. **ii)** Priced bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before opening of the "priced bid". 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. iii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC. **iv)** To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected. In case any of the Clauses of the Bid Rejection Criteria/ Bid Evaluation Criteria (BEC/ BRC) mentioned here contradict the Clauses in the General Terms & Conditions of the Tender and/or elsewhere, those mentioned in this BEC/ BRC shall prevail.	

<u>PROFORMA-1</u>

<u>FORMAT FOR CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA</u>

Ref: <u>Financial Criteria of the BRC</u>

Tender No.:_____________________

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

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

Place :……………………

Date :……………………. Signature of the authorized signatory

Note: This certificate is 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.

PROFORMA-2

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 03 (three) completed accounting years upto……………………………….(**as the case may be**) are correct.

YEAR	TURN OVER In INR Crores	NET WORTH In INR 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.

PROFORMA-3

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 ……………………………………… hereinafter 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	for and on behalf of
(Parent/Ultimate Parent/Holding Company)	(Bidder)
(Delete whichever not applicable)	
Witness:	Witness:
1.	1.
2.	2.