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

INVITATION TO BID

Tender No.	**: DID2714L27/L6**
Tender Date	**: 31.08.2026**
Bid Closing On	: 16.09.2026 at 13:00 hrs.(IST)
Bid Opening On	: 16.09.2026 at 13:00 hrs.(IST)
Delivery Required	: AT DULIAJAN
Bid Security Amount	: Not Applicable. However, submission of : Bid Securing Declaration is mandatory.
Performance Guarantee	: Applicable @5% of order value for tender valuing above INR 10 Lakhs.
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.
vi) **Validity of minimum 90 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 & charges, if any.

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

Aayush Somani
Sr. Manager Materials (IP)
CGM-Materials (HoD)
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

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Item No./ Mat. Code	Material Description	Quantity	UOM
10 99086130	"SUPPLY OF ENERGY DIET FOR FOOTBALL PLAYERS : (A) Black Tea # 60 ml with 2(two) pieces of biscuit/Cookies (B) High Calorie energy packet - White Bread slice -06 pcs with Butter or Jam, Boiled Egg (Hen) (C) # 02 nos., Apple -01 no. , Banana (Jahaji) # 01 No. Sweet # 01 No. and Milk 01 (one) glass of (D) 200ml. "	18720	PAC

Standard Notes: **(1) VALIDITY: Your offer must be valid for 90 days from the date of bid opening. This supersedes any other validity period mentioned elsewhere in the tender.**

(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) SET-OFF CLAUSE: 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 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 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).

(4) The offer shall be submitted within the stipulated Bid Closing Date & Time via email mode to aayush_somani@oilindia.in in the form of a pdf file which should be a password protected file. The password of this pdf file shall be shared by the bidders only after receipt of notice from OIL. Email offer containing pdf file without password protection will not be considered. No other mode of offer submission shall be accepted.

(5) 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.

(6) 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,

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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.

(7) 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. Bidders to take note of the same and quote accordingly.

(8) 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.

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

(10.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:.....

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

(11) 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

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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 should fill-up and submit along with their bid, an UNDERTAKING towards acceptance of OIL's Banning Policy, as per enclosed ANNEXURE-U.

(12) 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 transporter is M/s. CJ DARCL Logistics Ltd.

Bidders are requested to note the above delivery/ collection instructions while submitting their offers.

(13) The bidder shall submit an undertaking / declaration as per enclosed '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.

(14) 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.

(15) 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 Form shall be issued by the SUPPLIER to OIL within the statutory time limit.

Payment towards applicable TCS u/s 206C (lH) 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 (if applicable) will be released only after the TCS

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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 (lH) of Income Tax Act, 1961.

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

(17) 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.

(18) FORCE MAJEURE CLAUSE: 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.

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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.

(19) RESTRICTIONS ON PROCUREMENT FROM A COUNTRY SHARING 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 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.

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

(21) Bidders are required to submit duly sealed & signed undertaking that they are neither bankrupt nor under liquidation on court receivership. The Proforma-MMM in this regard is attached with the tender document.

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

(23) Bidder must mention page no./nos. in every pages of their offer.

(24) Bidder should clearly mention their name and address on the outside of the envelope containing their offer.

(25) PERFORMANCE SECURITY: The successful bidder shall submit Performance Security @5% of Purchase Order Value within 30 days of receipt of the formal purchase order, failing which, OIL reserves the right to cancel the order and forfeit the Bid Security (if Bid Security is applicable). Bidders should undertake in their bids to submit Performance Security as stated above.

Kindly note that Performance Security shall be applicable only if the PO value (including taxes) is at least INR 10 Lakhs.

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Detailed guidelines on submission of Performance Security (if applicable) shall be provided at the time of placement of PO.

(26) 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.

(27) Bidders are required to submit duly sealed & signed undertaking that they are neither bankrupt nor under liquidation on court receivership. The Proforma-MMM in this regard is attached with the tender document.

(28) 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.

Special Notes : (I) SPECIAL CONDITIONS:

1. Bidder's total quoted price shall be all-inclusive F.O.R. Duliajan Basis, with inland freight & transit insurance charges in bidder's scope.

2. Scope of this tender: Supply of Energy Diet to OIL's Football Team in order to supplement the energy loss during practice / physical training (both morning & afternoon) Nehru Maidan, Duliajan for a period of 01 (one) year.

3. One unit of the item 'Energy Diet' will consist of the following components:

(A) Black Tea # 60 ml with 2(two) pieces of biscuit/Cookies
(B)High Calorie energy packet - White Bread slice -06 pcs with Butter or Jam, Boiled Egg (Hen) # 02 nos., Apple -01 no. , Banana (Jahaji) # 01 No. Sweet # 01 No. and Milk 01 (one) glass of 200ml.

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4. Packing should be adequate to avoid transit damage and moisture ingress. Any damage / deterioration during transit must be rectified / replaced by the supplier.

5. PAYMENT TERM: Monthly payment will be made on the basis of the actual quantity of Diet supplied, adjusting Liquidated Damages, if any. This will superseded the payment term mentioned elsewhere in the tender document.

6. The rates entered in the purchase order would remain firm for a period of 01 (one) year from the date of purchase order. Delivery of the materials is to be carried out on "as and when required basis" as per the delivery schedule provided by HRE Department, OIL INDIA LIMITED, DULIAJAN.

7. The quantity mentioned in the order is tentative and the same may decrease depending upon OIL's actual requirement.

8. TIMINGS FOR SERVING MEALS :

MORNING :
07.00 A.M.: Black Tea # 60 ml with 2(two) pieces of biscuit/Cookies
10.00 A.M.: High Calorie energy packet - White Bread slice -06 pcs with Butter or Jam, Boiled Egg (Hen) # 02 nos., Apple -01 no. , Banana (Jahaji) # 01 No. Sweet # 01 No. and Milk 01 (one) glass of 200ml.

EVENING :
02.00 PM: Black Tea # 60 ml with 2(two) pieces of biscuit/Cookies
04.00 PM: High Calorie energy packet - White Bread slice -06 pcs with Butter or Jam, Boiled Egg (Hen) # 02 nos., Apple -01 no. , Banana (Jahaji) # 01 No. Sweet # 01 No. and Milk 01 (one) glass of 200ml.

9. The supplier should supply ENERGY DIET as per the schedule provided by CGM(HRE), HRE Department, Oil India Limited, Duliajan - 786602.

10. The supplier should make his own arrangements for supply of Energy Diet to Nehru Maidan.

11. The supplier should ensure supply of fresh and hygienic food for football players at Nehru Maidan.

12. In case of emergency situation like bandh etc., supply of energy Diet to Nehru Maidan should also be made available.

13. If any food item is found to be of poor quality or rotten, the amount payable for that specific item will be deducted from the bill.

(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

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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 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

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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. Total Basic Material Value, including TPI, if any (Note: This value is calculated as per formula marked in ***** below**)**
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 F.O.R. 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 & 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 F.O.R. Duliajan Value (17-18).
20. Approx. Gross Weight of the Consignment in KG.
21. Approx. Dimension of the Consignment in L (Metres) x B (Metres) x H (Metres)
22. Place of Despatch.

Comparison of Offers:

Comparison will be done on Total Value vide Sl. 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.

***** Suppose there is Item No. 10 having Unit Rate of INR X (say) and Qty. of M Nos. (say), Item No. 20 having Unit Rate of INR Y (say) and Qty. of N Nos. (say) and so on... then Total Basic Material Value shall be INR [(X x M) + (Y x N) + so on...].19. Total FOR Duliajan Value (17-18).

Comparison of Offers:

Comparison will be done on Total value vide Sl. No. 19.

Note:

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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.

Annexure-K

Format of undertaking by Bidders towards submission of authentic information/documents
(To be typed on the letter head of the bidder)

Ref. No_____ Date _____

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No._____ Dated _____

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

Sir,

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

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

Annexure-N

RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:

Subject to **Order No. F.7/10/2021-PPD (1) dated 23.02.2023** issued by Department of Expenditure, Ministry of Finance, Govt. of India, Bidders should take note of the following:

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

2.0 "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

3.0 "Bidder (or entity) from a country which shares a land border with India" for the purpose of this Order means:

a. An entity incorporated, established or registered in such a country; or
b. A subsidiary of an entity incorporated, established or registered in such a country; or
c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
d. An entity whose beneficial owner is situated in such a country; or
e. An Indian (or other) agent of such an entity; or
f. A natural person who is a citizen of such a country; or
g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

4.0 The beneficial owner for the purpose of para 3.0 above will be as under:

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

Explanation:

a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company.

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.

4.2 In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

4.3 In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4.4 Where no natural person is identified under (4.1) or (4.2) or (4.3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

4.5 In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

5.0 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

6.0 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

7.0 **Validity of Registration**: The registration should be valid at the time of submission of bid and at the time of acceptance of bid. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.

8.0 **Undertaking regarding compliance**: The bidders are required to provide undertakings as per **Exhibits – I, II** along with their bid towards compliance of the above guidelines for participation in this tender. If the undertakings given by a bidder whose bid is accepted is found to be false, this would be a ground for debarment/action as per OIL's Banning Policy and further legal action in accordance with law.

EXHIBIT–I

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

EXHIBIT–II

ADDITIONAL UNDERTAKING BY BIDDER IN CASES OF SPECIFIED TRANSFER OF TECHNOLOGY

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

OR

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

EXHIBIT-III

UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING

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

Ref. No_____ Date:_____

Tender No. _____Date:_____

OIL INDIA LIMITED
MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA

Dear Sirs,

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

Yours faithfully,
For (type name of the firm here)
Signature of Authorized Signatory
Name:
Designation:
Phone No.
Place:
Date:

(Affix Seal of the Organization here, if applicable)

ANNEXURE-II

Dispute Resolution-

SETTLEMENT OF DISPUTES:

1.1 If dispute of any kind whatsoever shall arise between the company and the contractor in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the facilities, whether during the progress of the facilities or after their completion and whether before or after the termination, abandonment or breach of the contract, the pa11ies shall seek to resolve any such dispute or difference by mutual consultation. If the pa1ties fail to resolve any such dispute or difference by mutual consultation, then the dispute may be settled through Settlement Advisory Committee (SAC). In the event, a dispute remains unsettled then Arbitration/ other remedies available under the applicable laws may be availed by the Contractor.

1.2 Resolution of Dispute through SAC:

a) OIL has framed the Conciliation Rules 2020 in conformity with Part III of the Arbitration and Conciliation Act 1996 as amended from time to time for speedier, cost effective and amicable settlement of disputes through conciliation.

b) If the parties fail to resolve such a dispute or difference by mutual consultation as per clause no. S(i), the dispute, if the parties agree, may be referred to conciliation in accordance with OIL Conciliation Rules 2020 as amended from time to time. A copy of the said Rules has been made available on OIL's Website i.e. www.oil-india.com.

c) Where the invitation for conciliation has been accepted by the other party, the parties shall attempt to settle such dispute(s) amicably under OIL conciliation Rules 2020.

d) Parties shall invoke arbitration clauses only after exhausting the option of conciliation as an Alternative Dispute Resolution Mechanism. For the purpose of this clause, the option of conciliation shall be deemed to have been exhausted, even in case of rejection of conciliation by any of the parties.

1.3 Arbitration (Applicable for Suppliers/Contractors other than PSU and MSME):

1. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually through Conciliation/Mediation, the same shall be referred to Arbitration.

2. A party wishing to commence arbitration proceeding shall invoke an Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in

foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

3. The number of arbitrators and the appointing authority will be as under: Claim amount (excluding claim for interest and counter claim, if any)

Claim amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Up to Rs. 25.00 Lakh	Not applicable	Not applicable
Above Rs. 25.00 Lakh Up to Rs. 5 Crore	Sole Arbitrator from the panel of Arbitrators' List maintained by OIL	Mutually to be decided by the Parties.

4. The Parties agree that dispute involving claims below Rs. 25 lakhs and above Rs. 5 crores shall not be subject matter of Arbitration but subject to the exclusive jurisdiction of the Court(s) situated at New Delhi.

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

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

7. Parties agree and undertake that neither shall be entitled for any pre- reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void. Parties agree that a claim for any such interest shall not be considered and shall be void. The Arbitrator or Tribunal shall have no right to award pre-reference or pendent-lite interest in the matter.

8. The arbitral tribunal shall complete the proceedings, make and publish the award within time stipulated in the Arbitration and Conciliation Act, 1996(as amended from time to time)

9. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties. Where the proceedings are put in abeyance or terminated on account of mutual settlement of dispute by the parties, the fees payable to the arbitrators shall be determined as under:

a) 20% of the fees if the claimant has not submitted a statement of claim.
b) 40% of the fees if the pleadings are complete.
c) 60% of the fees if the hearing has commenced.
d) 80% of the fees if the hearing is concluded but the award is yet to be passed.

10. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator appointed by it. Claimant shall also be responsible for making arrangements for travel and stay of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties. In the case of sole arbitrator, both parties shall equally share all expenditures that may be required to be incurred.

11. The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in the Schedule of the Act and such expenses shall be equally borne by the parties.

12. The seat and venue of the arbitration proceeding shall be New Delhi.

1.4 Arbitration (applicable in case of Contract awarded on Public Sector Enterprise):

1. If the Parties fail to resolve such a dispute or differences by Mutual Consultation/Good Faith Discussions, such disputes or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE Office Memorandum No. 05/0003/2019-FTS-10937 dated 14.12.2022 issued by Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises, Government of India and its further clarifications, modifications and amendments, issued from time to time.

2. A party wishing to commence arbitration proceedings shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.

3. Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

1.5 Arbitration (Applicable to Micro, Small and Medium Enterprise)

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

1.6 Exclusions

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

a) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning, or decision to suspend or to ban or to debar business dealings with the bidder/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.

b) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder/CONTRACTOR.

c) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.

------XXX------

PROFORMA-4

DECLARATION FOR BID SECURITY

To,
M/s. Oil India Limited
……,
……

Sub: ……

Dear Sir,

After examining / reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we M/s. …… (Name of Bidder) have submitted our offer / bid no…… We, M/s. …… (Name of Bidder) hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

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

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the OIL INDIA LIMITED during the period of bid validity:
(i) fail or refuse to execute the Contract, if required, or
(ii) fail or refuse to furnish the Contract Performance Security, in accordance provisions of tender document.
(iii) Fail or refuse to accept 'arithmetical corrections' as per provision of tender document.

(c) having indulged in corrupt/fraudulent/collusive/coercive practice as per procedure.

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

PROFORMA-MMM

DECLARATION REGARDING FINANCIAL STANDING

To,
M/s. Oil India Limited
……,
…….

Sub: ……

Dear Sir,

After examining / reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we M/s. ……. (Name of Bidder) have submitted our offer / bid no……. We, M/s. ……. (Name of Bidder) hereby understand that, according to your conditions, we are submitting this Declaration that we are not under liquidation, court receivership or similar proceedings and are not bankrupt.

We confirm that this declaration is true to the best of our knowledge and belief and we also understand that we will be put on watch list/holiday/banning list (as per policies of OIL INDIA in this regard), if our afore-said declaration is found to be false.

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

ANNEXURE-AA

To
The General Manager - Materials (HoD)
Oil India Limited
Materials Department
P.O. DULIAJAN
Pin Code-786602
District: Dibrugarh
Assam, India

Sub: Tender No. _____ for procurement of _____

We _____ (name of the supplier) hereby confirm that rates quoted by us for the subject goods and services are the same and not higher than those quoted with other Government, public sector or private organizations. We further undertake that in case we quote a lower rate to other Governments, public sector or private organizations for the subject goods and services during currency of the contract; we shall reimburse the excess amount.

Authorised Person's Signature: _____

Name: _____

Yours faithfully,

Signature: _____
Name & Designation _____
For & on behalf of _____

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

ANNEXURE-U

FORMAT FOR UNDERTAKING ON ACCEPTANCE OF OIL's '**Banning Policy'**

(to be typed on the Letterhead of the Bidder)

I _____, age _____years Son/ Daughter of _____, resident of _____ do solemnly affirm and state as under:

1. That _____ (Name of the Bidder/Firm) is desirous of submitting its bid against tender no _____ dated _____ for _____ item / works (Name of tender).

2. That I _____ is a Bidder/Authorized signatory of Bidder, and being duly authorized, I furnish this undertaking on behalf of Bidder.

3. That …….. (Name of the Bidder/Firm) has read, understood and accepts the OIL's Banning Policy as available at OIL's website https://www.oil-india.com/banning-policy .

4. That …….. (Name of the Bidder/Firm) hereby accepts the OIL's Banning Policy, without any demur, protest, reservations and agree to be bound by the said Policy.

5. That …….. (Name of the Bidder/Firm) hereby agrees that in the event of Bidder/Firm is banned under the OIL's *Banning Policy* then in such case the banning order shall also be applicable upon its *allied concern(s), partner(s) or associate(s) or director(s) or proprietor(s) involved in any capacity.*

(Bidder / Authorized signatory of Bidder)

Seal :

Date :

Place :

STANDARD NOTES

ANNEXURE - Z

EXCEPTION / DEVIATION PROFORMA
(To be submitted in the letter head of the bidder)

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

(a) We certify that the rate(s) quoted by bidder against the tender is/are the same and not higher than those quoted with other Government, public sector or private organisations (Fall Clause).

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

Or

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

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

Signature of Bidder

Name :
Designation :
For & on behalf of :

Seal of the company

PROFORMA-H

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

To,
M/s. OIL INDIA LIMITED

TENDER NO. _____

Tender Description: _____

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

Ref: Tender No._____

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

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

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

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

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

Place:
Date:
(Name & Signature of the authorised signatory of the bidder)