

OIL INDIA LIMITED
(A Government of India Enterprise)
4, India Exchange Place, 4th floor,
Kolkata 700 001.
West Bengal (India)
TELEPHONE NO. (033) 2230 1657/58/59
FAX NO. (91-033) 2230 2596
E-Mail : oilcalmn@oilindia.in

GENERAL TERMS AND CONDITION FOR LIMITED INDIGENOUS TENDERS

(REVISED MAY 2019)

Bidders are requested to note the Amendment to General Terms and Conditions for Indigenous Tender (MM/TENDER/LP/01/06) included vide ANNEXURE – I A.

1.0 TRANSFERABILITY OF BID DOCUMENTS:

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.
- 1.4 In the event of submission of offer by authorized dealer/stockiest/channel partner, the bidder must mention on the body of the envelop containing the offer, the name of OEM on whose behalf they are submitting the offer. Otherwise the offer may be treated as unsolicited offer. The offer must be supported by valid authorization letter from OEM.

2.0 COST OF BIDDING:

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.0 AMENDMENT TO BIDDING DOCUMENTS:

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

4.0 CONTENTS OF OFFERS:

- 4.1 Offer should be in English and the bidders are required to indicate both Ex-works as well as FOR Destination price by road. The Price Schedule shall be furnished by the bidder as per proforma vide Annexure-IIA. The prescribed proforma, duly filled in and signed, should be returned intact whether quoting for any item or not. When any item is not being quoted by the Bidder, the corresponding space should be filled up by the words “Not Quoting”. The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 OIL reserves the right to place order on FOR (dispatching station) or FOR (destination) terms. Offered rates should be kept firm through delivery/dispatch.

4.3 Offer should be submitted in Indian Currency only.

4.4 — ~~EXCISE DUTY :~~

~~4.4.1 Excise Duty, if any should be quoted either as “extra or as inclusive as the case may be. The Seller, if happens to be a Supply House, should not quote “Excise Duty” as extra.~~

~~4.4.2 SSI Unit availing slabs rate of turnover for duty structure should specify the maximum Excise Duty leviable against the order at the time of delivery, if order is placed on them.~~

~~4.4.3 Bidders, who are manufacturers, should indicate the rate of Excise Duty, if any, separately for all quoted items.~~

~~4.4.4 Any benefit/concession/exemption involved should be spelt out clearly by the bidders. In case such information is not furnished in the Bid, the offer will be loaded with the maximum amount of Excise duty applicable for the item for evaluation purpose. However, OIL reserves the right to place the order based on the excise duty indicated in the Bid which will be binding on the Bidder.~~

~~4.4.5 Bidder should indicate the following in their offer (if Excise Duty applicable) :~~

~~—— a) Address of the factory from where the goods will be dispatched.~~

~~—— b) Chapter, Heading and Sub heading of the Excise traff for the material offered.~~

4.5 — ~~SALES TAX :~~

~~4.5.1 In case of concessional CST @ 2% (or any other rate as per the Act), necessary ‘C’ form shall be issued by OIL wherever applicable at the time of settlement of invoice. Wherever Assam/West Bengal General Sales Tax payable by OIL, same shall be deducted at source for which Tax deduction certificate shall be issued.~~

~~4.5.2 Any other benefit/concession/exemption available at the time of delivery should be spelt out clearly by the bidders. In case such information is not furnished in the Bid, the offer will be loaded with the normal amount of tax applicable for the item for evaluation purpose. However, OIL reserves the right to place the order based on the tax indicated in the Bid which will be binding on the Bidder.~~

4.6 Taxes, ~~Excise duty~~, if any, should be shown separately as indicated in the Annexure-IIA. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

4.7 OTHER TAXES & LEVIES :

(i) All taxes, stamp duties and other levies for the services including installation / commissioning, Training etc. shall be to the Bidder/Seller’s account.

(ii) Income Tax/Service Tax on the value of the Services rendered by the Bidder/Seller in connection with installation/commissioning, training etc. shall be deducted at source from the invoices at the appropriate rate under the I.T. Act & Rules from time to time.

(iii) For GST , please refer to Annexure BBB.

4.8 STATUTORY VARIATION :

Any statutory variation (increase/decrease) in the rate of excise duty/sales tax/Customs Duty or any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/ completion period will be to the account of OIL subject to documentary evidence. However, any increase in excise duty/sales tax/Customs duty or any statutory levy after the expiry of the scheduled date of delivery shall be to the supplier’s account.

4.9 THIRD PARTY INSPECTION (when specifically called for in the tender) :

- 4.9.1 All inclusive charges for Third Party Inspection must be indicated separately as shown in the Price schedule vide Annexure-IIA.
- 4.9.2 Offers without any mention about Third Party Inspection charges as specified above will be considered as inclusive of Third Party Inspection charges. When a bidder mentions Third Party Inspection charges as extra without specifying the amount, the offer will be loaded with maximum value towards Third Party Inspection charges received against the tender for comparison purpose. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, Third Party Inspection charges mentioned by OIL on the Purchase Order will be binding on the bidder.

4.10 SAMPLES (When specifically called for in the tender):

- 4.10.1 Bidder shall submit Samples of requisite quantity whenever called for. Each sample shall be sealed and have a card affixed indicating.
- a) Bidder's name, address, contacts Telephone No. & Email address
 - b) Tender No. and Bid Closing Date
 - c) Product Name
 - d) Item No. of the tender
- 4.10.2 Sample must be received on or before the Bid closing date and time failing which the offer will be rejected. The unsuccessful bidder should take back the sample submitted within 90 days from the bid closing date, failing which OIL will not have any responsibility towards safe custody of the same and OIL may dispose off the sample by any means deemed suitable.
- 4.10.3 Bidders who have been exempted from submission of tender sample through specific communication from OIL, need not submit any sample. However, they will be required to enclose a photocopy of the exemption letter alongwith their bid failing which their offers will be rejected.

4.11 TRAINING (When specifically called for in the tender) :

- 4.11.1 Bidders shall indicate cost for training OIL's personnel separately whenever called for.
- 4.11.2 For training at Bidder's premises, only the training fee should be indicated by the Bidder. All charges towards to & fro fare boarding/lodging and daily expenses etc. for OIL's personnel shall be borne by OIL.
- 4.11.3 For training at OIL's premises, the Bidder should quote training charges which should be inclusive of all charges of their personnel viz. to and fro air fares, boarding/lodging expenses and daily expenses etc. for the entire period. Local transport for commuting to the site at the place of training will be provided by OIL.

4.12 INSTALLATION AND COMMISSIONING (When specifically called for in the tender) :

- 4.12.1 In the even installation and commissioning of the item by the technical experts of the bidders is involved, the charges thereof should be quoted separately which should be inclusive of to and fro air fares, boarding/lodging & daily expenses of the bidder's technical personnel amount others. OIL will provide local transport for commuting to the installation site. Bidders shall also indicate in their offer the total expected time required for installation/commissioning of the items.
- 4.12.2 Offer without any mention about installation/commissioning and Training charges will be loaded with maximum value towards installation/commissioning and Training charges received against the tender for comparison purposes.

4.13 DISCOUNT :

Price should be quoted net of discount by the Bidders. However, discount of any type, if indicated separately, will be taken into account for evaluation. Conditional discount will not be considered for evaluation purpose.

- 4.14 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 4.15 Bidder should offer firm prices. Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.
- 4.16 **CHANGE IN QUANTITY :** OIL reserves the right to increase / decrease the quantity. It will be obligatory on the part of the Bidder to supply ordered quantity at the offered rates.
- 4.17 **TECHNICAL LITERATURE :** Relevant technical literature must be submitted along with the offer whenever called for without which the offer shall be rejected.
- 4.18 **DELIVERY :** Offers should be FOR delivery at site as indicated, with firm delivery date. If delivery is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery indicated in our TENDER and will be binding on the bidder. The delivery will be counted from the date of receipt of the letter of intent/order by the successful bidder.
- 4.19 **VALIDITY :**

Offers must be valid for acceptance for the minimum period of 75 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be rejected. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called or in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

4.20 **VAGUE AND INDEFINITE EXPRESSIONS :**

Any vague and indefinite expressions such as “Subject to prior sale”, “Prices ruling at the time of dispatch”, “Subject to availability of materials” etc. will not be considered. However, in exceptional cases, OIL reserve the right to accept such bids.

4.20.1 **WITHDRAWAL OF OFFER BY BIDDER :**

In case any bidder withdraws their bid within the bid validity period, Bid Security (wherever applicable) will be forfeited and the party will be debarred for a period for 2 (two) years.

4.21 **CANCELLATION OF TENDER – REFUND OF TENDER FEE/BID SECURITY :**

In the event, a particular tender is cancelled the tender fee will not be refunded. In case the tender is cancelled and refloated, tender will be issued free of cost to the bidders who purchased against cancelled tender.

4.22 **FURNISHING FRAUDULENT INFORMATION / DOCUMENT :**

If it is found that a Bidder has furnished fraudulent documents/information, the Bid Security/Performance Security (wherever applicable) shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.

4.23 **BACKING OUT BY BIDDER AFTER ISSUE OF LETTER OF AWARD (LOA):** In case the Bidder does not accept the LOA/Purchase Order issued within validity of their offer, the Bid Security (wherever applicable) shall be forfeited and the firm shall be debarred for 2 (two) years.

5.0 CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS:

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

6.0 BID SECURITY:

(NOTE: This clause is applicable only in case of tenders wherever specifically mentioned.)

- 6.1 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub clause 6.8.
- 6.2 All the bids must be accompanied by Bid Security in ORIGINAL for the amount as mentioned in the bid document and shall be in any one of the following forms:
- (A) A Bank Guarantee in the prescribed format (Annexure VII) issued from any scheduled Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank only will be accepted.
- (i) Bank Guarantees issued by Banks in India should be on non-judicial stamp paper/Franking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the bidder.
 - (ii) The Bank Guarantee shall be valid for 90 days beyond the validity of the bids specified in the Bid Document.
 - (iii) Bank Guarantee with any condition other than those mentioned in OIL's prescribed format shall not be accepted and bids submitted by bidders with such Bank Guarantee will be liable for rejection.
 - (iv) Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.
 - (v) The Bank Guarantee issuing bank branch must ensure the following

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

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

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Corporate Banking Branch, IFSC Code - UTIB0001164. Branch Address - AXIS Bank Ltd, Corporate Banking Branch, 3rd Floor, AC Market, 1, Shakespeare Sarani, Kolkata 700071."

-(vi) The Bidder shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.

(B) Online direct deposit of Bid Security amount in OIL's bank account through e- procurement portal in case of e-tender.

(Note : In case of online submission of Bid Security by bidder, the amount will only be refunded only after adjusting bank charges if any. The bank charges will be to bidder's account. However, the return of Bid Security will be governed by the terms and conditions of the Bid Document.)

- 6.3 Any bid not accompanied by a proper Bid Security in Original secured in accordance with sub-clause 6.2 above shall be rejected outright by the Company as non-responsive without any further reference.
- 6.4 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank

including Phone Nos., Fax Nos., E-mail address and Branch Code.

6.5 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.

6.6 Bid Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.

6.7 The Bank Guarantee should be enforceable at all branches of the issuing Bank within India and preferably at Kolkata, West Bengal.

6.8 The Bid Security shall be forfeited:

i) If a bidder withdraws their Bid during the period of bid validity specified by the bidder or any extension thereof agreed to by the bidder, and/or

ii) If the bidder having been notified of the acceptance of their bid by Company during the validity period of the bid including extension agreed to by the bidder:

a) Fails or refuses to accept the LOI/LOA/Order/Contract and/or

b) Fails or refuses to furnish Performance Security.

and/or

iii) If a bidder furnishes fraudulent document/information in their bid and subsequent clarification against the tender/Purchase order/Contract.

6.9 The original Bid Security shall be submitted by bidder to the office of General Manager-Kolkata Office, Oil India Ltd., 4th Floor ICC Building, 4 India Exchange Place, Kolkata-700001(West Bengal), India in a sealed envelope which must reach General Manager-Kolkata Office on or before 14:00 Hrs(IST) on the Bid Closing date or any other date and time specifically mentioned in the tender failing which the a However, in case of Two Bid tenders, Bid Security of the technically rejected bidders shall be returned after the priced bid opening of the acceptable bids.

6.11 Successful Bidder's Bid Security will be returned upon Bidder's furnishing the valid and proper Performance Security to OIL. Successful bidder will however, ensure validity of the Bid Security till such time the Performance Security in conformity with Clause 7.3 & 7.4 below is furnished.

6.12 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders for the period to be decided by Company.

6.13 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred for a period of 2 (two) years.

6.14 If it is found that a bidder has furnished fraudulent document/ information, the Bid Security shall be forfeited and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, the period of debarment may be enhanced.

6.15 In case a bidder does not accept the LOI/Purchase Order/LOA issued within the validity of their offer, the Bid Security(if applicable) shall be forfeited and the party shall be debarred for a period of 2 (two) years. (Amendment)

6.16 EXEMPTION OF BID SECURITY:

Central Govt. departments, Central Public Sector undertakings are exempted from submitting Bid Security. Bidders registered with DGS&D and MSE units (and not their dealers/distributors) which are themselves registered with District Industry Center or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are also exempted from submitting Bid Security irrespective of monetary limit mentioned in their registration certificate provided they are registered for the same item(s)/services for which tender has been invited and **provided they submit offer for their own products/services**. However, the valid registration certificate issued by the authorities as above and indicating the category of item/services and the monetary limit for which they are registered must be submitted by the bidders along with their bids (Technical) without which the bidders will not be entitled for the exemption.” (Amendment)

7.0 PERFORMANCE SECURITY:

(NOTE : This clause is applicable only in case of tenders wherever specifically mentioned.)

7.1 The successful bidder shall furnish to Company the Performance Security in the prescribed format enclosed (Annexure VIII) herewith within 30 days of receipt of the formal purchase order by the successful bidder failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

7.2 The amount of Performance Security and the date of expiry of the Performance Security shall be as indicated in the Purchase Order. The amount of Performance Security in case of Procurement of Goods shall be 10% of order value (unless specified otherwise).

7.3 The Performance Security shall be denominated in Rupees and shall be in the following form:

(a) A Bank Guarantee in the prescribed format issued from any scheduled Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank only will be accepted.

(b) Bank Guarantees issued by Banks in India should be on non-judicial stamp paper/Franking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.

(c) Bank Guarantee with any condition other than those mentioned in OIL's prescribed format shall not be accepted and bids submitted by bidders with such Bank Guarantee will be liable for rejection.

(d) Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non- Scheduled Bank of India shall not be acceptable.

(Note : The return of Performance Security will be governed by the terms and conditions of the Bid Document / Purchase order.)

7.4 The Performance Security specified above must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order /contract agreement. The Performance Security will be discharged by Company not later than 30 days following its expiry after completion of obligations under the order/contract. In the event of any extension of the Warranty period of the Purchase Order/Contract, Bank Guarantee should be extended by the Seller/Contractor by the equivalent period.

7.5 The Performance Security shall be payable to Company as compensation for any loss resulting from Supplier's/Contractor's failure to fulfill its obligations under the order/Contract.

7.6 The Performance Security will not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Performance Security.

7.7 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address and Branch Code.

7.8 Failure of the successful Bidder to comply with the requirements of clause 7.0 shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security or Performance Security. In such an eventuality, the party shall be debarred for a period of 2(two) years from the date of default.

7.9 In the event of Seller's/Bidder's failure to discharge their obligations under the order/Contract, the Performance Security shall be encashed and the proceeds thereof shall be forfeited without any further reference to the Seller/Bidder.

7.10 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the LOI/Purchase Order issued/placed on the bidder shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such bidder shall be invoked without any further reference.

7.11 The Performance Security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning plus 3(three) months or 18 months from the date of shipment/despatch plus 3(three) months whichever concludes earlier. However, for consumables like chemicals, cement, tubular etc. the Performance Security shall be valid for 12 months from the date of shipment/despatch plus 3(three)months.

7.12 The supplier/contractor will extend the validity of the Performance Security, if and whenever specifically advised by OIL, at the Bidder/Seller/contractor's cost.

7.13 If it is found that a bidder/Seller/Contractor has furnished fraudulent document/information, the Performance Security shall be forfeited and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, the period of debarment may be enhanced.

7.14 (A) The Bank Guarantee issuing bank branch must ensure the following

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

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

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Corporate Banking Branch, IFSC Code - UTIB0001164. Branch Address - AXIS Bank Ltd, Corporate Banking Branch, 3rd Floor, AC Market, 1, Shakespeare Sarani, Kolkata 700071."

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

8.0 DOCUMENTS COMPRISING THE BID :

8.1 The bid prepared by the bidder shall comprise the following components, duly completed:

- a) Price schedule (Refer Annexure-II-A)
- b) Bid must accompany necessary literature/catalogue of the equipment as well as of the spare parts catalogue thereof, wherever required.
- c) Exceptions/Deviations Statement, if any
- d) Authorization letter for attending Tender Opening (Refer Annexure-VI)
- e) Bid Security, wherever required.

f) Confirmation about the Performance Security, wherever required.

g) Bidders are advised to fill up the Undertaking of authenticity of information/ documents submitted (Annexure-K) alongwith the technical bid.

8.2 In case of Press Tenders, Bidders should enclose the proof of purchase of tender documents.

9.0 SUBMISSION OF OFFER:

9.1 SEALING AND MARKING OF BIDS :

9.1.1 Offer should be sent in duplicate in double sealed envelope.

9.1.2 The original offer in bidders own original letterhead duly signed by authorized signatory and stamped should be marked as ORIGINAL and other copy as DUPLICATE. Both copies of offer should be put in a sealed envelope bearing the following details on the left hand top corner:

- i) Oil India Ltd's Tender No.
- ii) Bid Closing Date
- iii) Brief Description of materials
- iv) Bidder's Name, official address with Phone Nos. & Email address.

NOTE : Bidders Name, Address, Phone Nos., and Email address as described above should be indicated on the inner envelope to enable OIL INDIA LTD to return the late bid to the bidder, if necessary.

9.1.3 The sealed inner envelope containing the offers should then be put in another envelope bearing the following address :

GM – KOLKATA OFFICE
OIL INDIA LIMITED
ICC BUILDING, 4TH FLOOR,
4, INDIA EXCHANGE PLACE,
KOLKATA – 700 001.
WEST BENGAL (INDIA)

9.1.4 ~~In the event of receipt of only a single offer against the tender within the B. C. date OIL reserves the right to extend the B. C. date as deemed fit by the company. During the extended period, the bidder who has already submitted the bids on or before the B.C. date shall not be permitted to revise their quotation.~~

9.2 Special methods of marking & sealing where tender is called under “TWO BID SYSTEM” & “TWO STAGE BIDDING SYSTEM”.

9.2.1 In case of TWO BID SYSTEM, bidders shall prepare the technical and commercial bids in duplicate separately and shall put these in two separate envelopes marked as “Techno-commercial Unpriced Bid” and “Priced Bid”. Both the envelopes containing the “Unpriced Bid” and “Priced Bid” should be super scribed with Bid Closing Date., TENDER no, bidder's name and brief description of materials, and sealed and then put inside another envelope super scribing the TENDER no., Bid Closing Date, bidder's name and brief description of materials. The “Unpriced Bid” shall contain all techno-commercial details except the prices which shall be kept blank. The “Priced Bid” must contain the price schedule and the bidder's commercial terms and conditions. The bid bond in original should be submitted along with technical bid.

9.2.2 Under TWO STAGE BIDDING SYSTEM, bidders are required to submit only the Techno-commercial “Unpriced Bids” in the first stage. The “Priced Bids” will be submitted at a later date when called for by OIL.

9.3 Any offer not complying with the above submission procedure will be rejected.

9.4 Bidder, in their own interest, are advised to drop their offer personally in “TENDER BOX” at OIL INDIA LIMITED, ICC BUILDING, 4, INDIA EXCHANGE PLACE, KOLKATA – 700 001. Alternatively they may send the same through Registered Post/Courier. Oil India Limited will not be responsible for any delay, wrong delivery or non-delivery of the offers. No offer will be accepted after the bid closing date and time.

9.5 Bids must be submitted in original. No offer should be sent by Telex / Cable / Fax / E-mail / telephone unless specifically asked for in writing. Bids not complying with above will be rejected.

10.0 DEADLINE FOR SUBMISSION OF BIDS:

10.1 Offers must be received at the office of the GM-KOLKATA OFFICE, Oil India Limited at Kolkata, (India) by the Bid Closing Date & Time mentioned in the Notice Inviting Tender (NIT).

10.2 Timely delivery of the offer at the above address is the responsibility of the bidder.

11.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS:

11.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.

11.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification of its bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply of the bidder should be restricted to the clarifications sought.

12.0 EXTENSION OF BID SUBMISSION DATE:

Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specification, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and / or time.

13.0 RETURN OF LATE BIDS:

Bids received after Bid Closing Date & time will be treated as “Late Bids”. In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders on request. In all other cases, the late bids will be destroyed by OIL.

14.0 OPENING OF TENDERS:

14.1 Bidder or their authorized representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter (in the form as per Annexure-VI enclosed) must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.

14.2 In case of any unscheduled holiday/Bandh on the bid opening date, the Bids will be opened of the next working day. Accordingly, Bid Closing Date/time will get extended up to the next working day.

15.0 COMPLIANCE WITH TENDER:

15.1 Bidder’s offer must conform in all respects with the applicable specification, drawings and terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. In order to be considered responsive, bidder’s offer must specifically include the following statement.

We certify that our offer complies with all NIT requirements and Specifications except for the following:

List exception

If none, state "None"

15.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the materials specification to the terms and conditions stipulated in this tender without assigning any reason other than Bid Rejection Criteria specified in the Bid document.

16.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

16.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annual the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.

17.0 INSPECTION AND TEST:

17.1 All materials to be supplied shall be subject to inspection and test by OIL at its discretion at any stage of manufacture and before dispatch by mutual arrangement. Inspection and tests shall be carried out either by OIL's personnel or through a third party nominated by OIL. Seller has to arrange for the inspection through the nominated third party (whenever applicable) and obtain the necessary inspection certificates.

17.2 OIL reserves the right to inspect the material through any of the Third Party Inspection Agencies. While appointing the Third Party Inspection Agency (From OIL's approved agencies), the bidder shall pass instruction to the appointed Third Party Inspection Agency to comply and respond to the advice/queries made by OIL directly with the inspection agency in connection with the inspection.

17.3 Bidder must extend the required facility for inspection by Third Party Inspection Agency. The bidder will be responsible for arranging the third party inspection and must submit the inspection certificate in Original to OIL along with the dispatch documents. The certificate issued by the Third Party Inspection Agency must specify that the inspection has been carried out for the material to be supplied to OIL INDIA LIMITED and inspection has been carried out as per scope of inspection stipulated in OIL's Purchase Order. The certificate should also specify OIL's Purchase Order Number.

18.0 PACKING:

18.1 Packing of goods must be sufficiently robust to withstand multiple handling during transit for delivery to their final destination so that contents do not get damaged. Protection of the plant and equipment against corrosion or deterioration must be given special attention.

18.2 Machined steel and iron parts are to be heavily greased / varnished as prevention against rust.

18.3 In the case of internal combustion engines, compressors and similar equipment, internal parts are to be sprayed with an inhibitor or water splitting preservative and all openings covered with tape to prevent ingress of water.

18.4 Boxes / Packing cases containing electrical / electronic equipment are to be waterproof lined.

18.5 All items must have their respective identification marks painted / embossed on them.

- 18.6 Crates or boxes should have a list of items contained therein secured to the exterior by means of an enveloping price of tin sheet nailed to the wood. A duplicate list should also be included inside the crate with the contents.
- 18.7 The seller shall be responsible for damage of goods either in full or in part and for corrosion and/or deterioration of the plant and equipment during transit due to inadequate / insufficient packing or due to non-compliance with the above Para Nos. 18.1 to 18.4 depending upon the nature of items and as such shall be obligated to repair or replace the damaged goods or plant or equipment in full or in parts thereof, at free of cost to OIL within a responsible period of time.
- 18.8 Weight and size limitation of packages:

Normal limiting dimensions and weights are as under:

Category	Length	Width	Height	Capacity
Truck	5.185 Mtrs.	1.98 Mtrs.	1.98 Mtrs.	9 MT
Normal Trailer	10.98 Mtrs.	2.44 Mtrs.	2.44 Mtrs.	19 MT
Semi Low Bed Trailer	1.98 Mtrs.	3.05 Mtrs.	3.05 Mtrs.	20 MT
Low Bed Trailer	6.71 Mtrs.	3.05 Mtrs.	3.81 Mtrs.	18 MT

This dimensional restriction must not be violated without prior approval from OIL. The finished packing should be in the form of a Box under the limited dimensions.

19.0 DESPATCH :

19.1 Road Despatch

- 19.1.1 In the event of an order other than FOR Destination terms, the material will be required to dispatch through OIL's approved transporter (which will be specified in the order) on "Door Delivery" basis.
- 19.1.2 For orders placed on FOR Destination basis, the material will be required to dispatch through reputed Bank approved transporters only on Door Delivery basis. In case OIL is required to collect the material from transporters godown, extra expenditure incurred thereof will be recovered from the Bidder/seller.
- 19.1.3 Bidders to note that OIL is presently having a road transportation contract for transportation of its goods from various places in India to Duliajan, Assam. Under the terms of the Contract, the transporter is required to lift the materials against any orders from the works of the suppliers if the gross weight of the consignment is more than 3 MT. However, if the gross weight of the consignment is less than 3 MT, it will be the responsibility of the supplier to deliver the goods to the office of the transporter located nearer to the supplier's works.

Bidders also to note that for small and sundry consignment having total gross weight less than 3 MT, the gross weight of each individual box should not exceed 300 KG for ease of handling.

Bidders to take note of the above while quoting their prices. Bidders however, to quote their own prices towards transportation of the goods from the point of despatch to Duliajan as asked for in tender for the purpose of evaluation of their bids.

OIL, however, reserves the right to transport the goods through its transporter. In the event OIL decides to transport the goods through its transporter, supplier must comply with the above instructions, wherever applicable and it will be obligatory on the part of the supplier to supply the

goods complying to the norms specified. Any extra expenditure due to non-compliance of the above shall be to the account of the supplier.

19.2 Rail Despatch (FOR DELIVERY TO DULIAJAN, ASSAM)

In case of Rail dispatch, the Bidder will be fully responsible for arranging required railway wagon/rake. Tubular consignment will be dispatched on open type wagons only. Height of the wagons should not exceed 4.6 metres.

19.3 Successful suppliers will be given necessary permission to enter into the Industrial Area or Company's other operating areas to delivery the materials as per the timings given below:

- a) Monday to Friday : Morning : 08.00AM to 10.00 AM
Afternoon : 12.30PM to 02.00 PM
- b) Saturday : Morning : 08.00 AM to 10.00AM

20.0 INSURANCE :

20.1 Transit insurance will be arranged and paid for by OIL for all orders other than for Destination orders. The Bidder/seller will be required to intimate the insurance agency (which will be specified in the Purchase Order) regarding the dispatch details immediately after dispatch. The Sellers have to arrange the transit insurance at their cost in case of orders placed on FOR Destination basis.

21.0 PAYMENT TERMS:

21.1 Payment terms where installation/commissioning and Training are not involved:

21.1.1 Payment will generally be made against completed supply. Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.

21.1.2 In certain cases, payment to the extent of 90% maximum of the value of the supply will be made against proof of dispatch presented through Bank or to OIL directly. Balance 10% of the value will be released not later than 30 days of receipt of goods at OIL's site. Adjustments, if any towards liquidated damage shall be made from the balance 10% payment. OIL may consider releasing 100% payment against dispatch documents for suppliers having good track record with OIL and where 10% Performance Security is submitted in time and no installation/commissioning is involved.

21.2 Payment terms where installation/commissioning and training are involved:

Wherever installation / commissioning and Training are involved, 70% payment will be made against supply of materials and balance 30% after satisfactory commissioning at site along with the installation & commissioning charges after adjusting liquidated damages, if any. Payment towards training will be released after successful completion of training.

21.3 Payment to Third Party :

Request for payment/part payment to third party (i.e. other than party on whom the order has been placed) will not be entertained by OIL under any circumstances. The offers stipulating payment/part payment to such third party will be considered as non-responsive and such offers will be rejected.

21.4 Payment against Trial Orders :

In the event of placement of trial orders, payment will be made only on acceptance of goods after successful field trial of the materials.

22.0 BANKING CHARGES :

All banking charges will be to the bidder's account.

23.0 ADVANCE PAYMENT :

- 23.1 Request for advance payment shall not be normally considered. Depending on merit and at the discretion of OIL, advance payment may be agreed at an interest rate of 1% above the prevailing Bank rate (CC rate) of State Bank of India compounding on quarterly basis from the date of payment of the advance till recovery / refund.
- 23.2 Advance payment if agreed to by the Company shall be paid only against submission of an acceptable Bank Guarantee whose value should be equivalent to the amount of advance plus the amount of interest estimated by OIL on the basis of contractual delivery period.
- 23.3 Bank Guarantee shall be valid for 3 months beyond the delivery period incorporated in the order and same shall be invoked in the event of Seller's failure to execute the order within the stipulated delivery period.
- 23.4 In the event of any extension to the delivery date, seller shall enhance the value of the bank guarantee to cover the interest for the extended period and also shall extend the validity of bank guarantee accordingly.

24.0 CONFIDENTIAL INFORMATION :

- 24.1 The bidder / Seller shall treat as confidential all designs, drawings, data or information written or verbal, supplied by OIL and shall use its best endeavors to ensure that such design, drawings, data or information is not divulged to any third party except with the consent of OIL where necessary for the purpose of performance of its obligation hereunder and subject to similar undertaking being obtained from such third parties to treat such design, drawings, data or information in like confidence other than designs, drawings, data or information which at the time of proposed disclosure are within the public knowledge or in the Bidder's/Seller's possession.

25.0 PATENT AND OTHER RIGHTS:

- 25.1 The Bidder/seller shall fully indemnify OIL against any action, claim or demand, cost and expenses arising from or incurred by reason of any infringement or alleged infringement of any letter, patent, design, trademark or name, copy right or other legally protected rights in respect of any plant, work, materials to be supplied or any arrangement system or method of using, fixing or working to be employed by the Bidder/Seller.
- 25.2 In the event of any claim or demand being made or action brought against OIL in respect of any of the aforesaid matters, OIL shall notify the Bidder/Seller thereof as soon as possible and Bidder/Seller shall conduct with the assistance of OIL if necessary, but at his own expense, all negotiation for the settlement of such matter and any legal proceeding, litigation/arbitration involved or which may arise there from.

26.0 INDEMNITY AND INSURANCE :

- 26.1 The Bidder/Seller shall defend or hold OIL harmless from all actions, claims, suits and demands made, against either or both of them in respect of injuries to or death of any person including employees of the Bidder/Seller or non-compliance of any statutory/safety requirement.
- 26.2 The Bidder/Seller shall also defend and hold OIL harmless for loss of and damage to property arising from the supply of any goods or materials or the erection, installation repair or operation for a period, of any plant hereunder.

27.0 ASSIGNMENT:

27.1 The Bidder/Seller shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the bidder/Seller of any of this obligation which might have arisen before such permission was given.

28.0 WARRANTY / GUARANTEE :

28.1 Goods, materials or plant(s) to be supplied hereunder shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 18 (eighteen) months from the date of dispatch or 12(twelve) months from the date of commissioning/receipt (where commissioning is not involved) whichever is earlier against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by OIL to the Seller shall be replaced immediately by the Seller on F.O.R destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods. However, for consumables like chemicals, cement, tubular etc. the guarantee shall be valid for 12 months from the date of dispatch.

29.0 DEFAULT IN DELIVERY / LIQUIDATED DAMAGES:

29.1 Time will be of the essence of the contract.

29.2 In the event of the Seller's default in maintaining the agreed delivery schedule set out in the order, OIL shall have the right to cancel the order at any time after expiry of scheduled delivery date without any reference to the Seller and make alternative arrangement at the discretion of OIL in which case extra expenditure involved, will be recoverable from the Seller and OIL shall not be responsible towards such cancellation or any damage that may be incurred by the Seller. The decision of OIL shall be final and binding on the Seller.

29.3 As an alternative to Clause No. 29.2 above, OIL reserve the right accept the materials but, the Seller shall be liable to pay liquidated damages @ 0.5% per week or part thereof of the value of the goods in respect of which default in delivery takes place subject to a maximum of 7.5%. Should there be default on the part of the Seller for more than 15 Weeks from the scheduled date to complete the delivery or to complete the installation/commissioning & Training (wherever applicable) successfully, OIL shall have the right, in addition to the provisions under Clause 29.2 to invoke the Performance Security without causing any notice to the Seller to this effect.

The amount of liquidated damage as stipulated above is a pre-estimated genuine loss as agreed by both the parties and shall be payable without any demur and shall not be open for any dispute whatsoever.

29.4 The liquidated damage as agreed by both the parties as a genuine pre-estimated loss shall be payable on Landed Cost of the materials at DESTINATION inclusive of all cost to the extent of default (undelivered portion only in cases where part delivery is acceptable) and commissioning at site is not involved.

29.5 The applicable GST on the Liquidated Damage shall have to be borne by the Seller. Accordingly, the Liquidated Damage shall be recovered from the Seller along with applicable GST.

30.0 FORCE MAJEURE :

30.1 In the event of either of the parties being rendered unable, wholly or part by force majeure to carry out its obligation under the agreement when entered into, it is agreed that on such party giving notice and fault particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (within maximum one week), after the occurrence of the cause relied on then the obligations of the party giving such notice with proper documentary evidence so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

30.2 The term "Force Majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning, Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Government regulations etc., which are not within the control of the party claiming suspension of its obligations within the meaning of the above Clause 30.1 and which renders performance of the contract by the said party completely impossible.

31.0 DEFAULT:

31.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, OIL may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as OIL may agree to be reasonable and in the event of Bidder/Seller has neglected to do, carried out by some person at the Bidder's/Seller's expense. In such an event OIL shall have the right to terminate the Contract.

32.0 TERMINATION:

32.1 In the event of an Contract with the Bidder, OIL shall have the right to terminate the Contract giving 7(seven) days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

33.0 APPLICABLE LAW:

The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India.

34.0 ARBITRATION:

34.1 All disputes and differences whatsoever arising between the parties out of relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the being in force. The venue of arbitration shall be at KOLKATA unless otherwise agreed by OIL.

34.2 In case of dispute with the Seller who happens to be a Public Sector Undertaking, the same shall be resolved as per Department of Public Enterprises (DPE) guidelines.

35.0 BID REJECTION CRITERIA:

The bids must conform to the specification, terms and conditions given in the NIT. Bids shall be rejected in case the items offered do not conform to the required minimum / maximum parameters stipulated in the technical specification and to the respective international / notification standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as responsive and rejected.

35.1 Bidders shall offer firm price through delivery and not subject to variation on any account. Bids with adjustable price shall be treated as non responsive and rejected.

35.2 Offer with inadequate validity will be rejected.

35.3 Bids received after Bid Closing Date and time shall be rejected. Also, modification of Bids received after Bid Closing Date/time shall not be considered.

35.4 Offers received from unsolicited parties shall not be considered and rejected.

- 35.5 Bids shall be typed or written in indelible ink and original bid shall be signed by the bidder or his authorized representative on all pages failing which the bid shall be rejected.
- 35.6 Offers received through Telex/ Cable / Fax / E-mail / telephone shall be rejected unless specifically asked for in writing. Similarly offers received as Xerox / Photocopy which is not on original letterhead of the Bidder & Not duly signed & stamped will be rejected.
- 35.7 Bids shall contain no interlineations, ensures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person(s) signing the bid. Any bid not meeting this requirement shall be rejected.
- 35.8 Any offer containing incorrect statement will be rejected.
- 35.9 Bids without confirmation regarding submission of requisite Bid Security as per Para 6.0 (wherever called for) and Performance Security as per Para 7.0 (wherever called for) shall be rejected.
- 35.10 Bids not submitted in compliance with Special methods or marking & sealing under Two Bid / Two Stage Bidding system mentioned in Para 9.2 (whenever applicable) will be rejected.
- 35.11 Bids not submitted in compliance with Para 4.10.2 regarding submission of samples (whenever applicable) will be rejected.
- 35.12 Any mention of price details in the technical bid in case of single stage two bids system.
- 35.13 To ascertain the substantial responsiveness of the bid, clarification in respect of clauses covered under BRC can be asked from the bidder and such clarifications fulfilling the BRC clauses in to must be received on or before the deadline given by the company, failing which the bid will be summarily rejected.

36.0 BID EVALUATION CRITERIA:

- 36.1 Bids which are found to be responsive and meeting the requirement both specification wise and terms and conditions in the TENDER will be considered for final evaluation.
- 36.2 Each item shall be normally evaluated independently unless otherwise stated.
- 36.3 In this event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 36.4 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.
- 36.5 Preference of Public Sector Undertaking and small Scale Industries etc. will be given as per prevailing Government Guidelines as applicable on bid closing date.
- 36.6 At the time of evaluation of the offers, past performance of similar equipment by the bidder as well as after-sales service, supply of spares, etc. in respect of such equipment by the concerned bidder will be considered / evaluated. If the same are not found to be satisfactory as already communicated to the bidder, the offer may be considered as unacceptable offer and rejected.
- 36.7 Considering the nature of the item, if the product offered by the lowest acceptable bidder is not field proven in OIL, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only and balance quantity will be procured from other competitive bidders whose product has been field proven in OIL.

37.0 COMPARISON OFFERS:

- 37.1 Comparison of the bids will be done on total F.O.R. destination cost basis to ascertain the lowest bid. Railway freight in case of bulky consignments (forming rake loads) and road freight for others will be considered for arriving at the FOR destination cost.

37.2 In case of any conflict between the Rejection/Evaluation criteria stipulated here with that given in the Invitation for Bid, those mentioned in the Invitation for Bid will prevail.

38.0 SET-OFF:

38.1 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).

ANNEXURE – IA

Amendment to General Terms and Conditions for Indigenous Tender(MM/TENDER/LP/01/06).

The following New Clause in General Terms and Conditions for Indigenous Tender (MM/TENDER/LP/01/06) has been added:

1.0 Public Procurement Policy for Micro and Small Enterprises (MSEs)

Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises.

The Public Procurement Policy shall apply to Micro and Small Enterprises registered with:

- (i) District Industries Centers or
- (ii) Khadi and Village Industries Commission or
- (iii) Khadi and Village Industries Board or
- (iv) Coir Board or
- (v) National Small Industries Corporation or
- (vi) Directorate of Handicrafts and Handloom or
- (vii) Any other body specified by Ministry of Micro, Small and Medium Enterprises

2.0 Classification of Micro, Small and Medium Enterprises(MSME) for supply of Goods:

In the case of the enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act, 1951, as:

- (a) A Micro enterprise, where the investment in plant and machinery does not exceed twenty five lakh rupees.
- (b) A Small enterprise, where the investment in plant and machinery is more than twenty five lakh rupees but does not exceed five crore rupees.
- (c) A Medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees.

2.1 The MSEs owned by SC/ST entrepreneurs shall mean:

- a) In case of Proprietary MSE, proprietor(s) shall be SC/ST.

b) In case of Partnership MSE, the SC/ST partners shall be holding at least 51% share in the unit.

c) In case of Private Limited Companies, at least 51% share is held by SC/ST. If the MSE is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

3.0 Benefits to Micro and Small Enterprises :

i) Exemption from payment of Tender Fee :

MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from payment of tender fee irrespective of the monetary limit mentioned in their registration certificate provided they furnish documentary evidence that they are registered for the items they intend to quote against OIL tenders.

ii) Exemption from submission of Earnest Money/Bid Security:

MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.

4.0 Documents Required to be submitted by MSEs :

Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and 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 should also be enclosed.

5.0 Performance Security :

Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that **Performance Security shall be required to be submitted by them for orders/contracts placed by OIL on them.**

6.0 Purchase Preference to Micro and Small Enterprises:

Purchase preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME :

In case participating MSEs quote price within price band of L1+15%, such MSE shall be allowed to supply bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply 100% of tendered value at the L1 price.

A target of 4% out of 100% has been earmarked for procurement from MSEs owned by the SC or ST entrepreneurs. Provided that, in event of failure of such MSEs to participate in tender process or meet tender requirement and L-1 price, 4% earmarked for MSEs owned by SC or ST entrepreneurs shall be met from other MSEs.

In case of more than one such MSE qualifying for 15% purchase preference, the 100% supply shall be shared equally amongst such MSEs. However, in the opinion of OIL if tendered items are non-splitable or non-dividable, OIL reserves the right to place order for supply of 100% quantity to lowest eligible MSE amongst the MSEs qualifying for 15% Purchase preference.

7.0 In case a supplier (other than Micro/Small Enterprise) against an order placed by OIL procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from OIL, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the subcontractor(s) shall be furnished by the supplier to OIL.

PROFORMA EXCEPTION / DEVIATION EXCEPTION / DEVIATION PROFORMA

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

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

Or

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

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

Signature of the Bidder

Name :

Seal of the company

CHECK LIST

THE CHECK LIST MUST BE DULY FILLED UP COMPLETELY AND TO BE SUBMITTED ALONG WITH YOUR OFFER. PLEASE ENSURE THAT ALL THESE POINTS ARE COVERED IN YOUR OFFER. THESE WILL ENSURE THAT YOUR OFFER IS PROPERLY EVALUATED. PLEASE CROSS THE BOX WHICHEVER IS APPLICABLE.

TECHNICAL

1.0 Whether necessary literature/catalogue of the equipment as well as spare parts thereof has been attached with the offer?

Yes

No

2.0 Whether the product quoted is IS / BIS approved and bears IS / BIS monogram? (if applicable)

Yes

No

Not applicable

3.0 Whether required sample asked in bidding document has been submitted along with the offer?

Yes

No

Not applicable

4.0 If the sample has been asked for and the bidder is exempted from submission of sample, then whether exemption letter has been enclosed with the offer?

Yes

No

Not applicable

5.0 Whether the materials being offered fully conform to the required technical specifications?

Yes

No

6.0 If not, whether you have separately highlighted the deviation?

Yes

No

COMMERCIAL

1.1 Whether requisite tender fee has been paid (if called for)?

Yes

No

Not applicable

1.2 If so, furnish the following: -

(i) Value

(ii) Mode of payment:

2.1 Whether Original Bid Security has been forwarded (if called for)?

Yes

No

Not applicable

2.2 If so furnish the following:-

(i) Name of the Bank

(ii) Value

(iii) Number

(iv) Date of issue

(v) Period of validity of the Bank Draft/Bank Guarantee/Letter of Credit.

3.0 In case the Bidder is a supply house, whether authorization from the manufacturer, authorizing him to bid, has been enclosed with the offer ?

Yes

No

Not applicable

4.0 Have you offered firm price?

Yes

No

5.0 Have you specified currency of the quoted price?

Yes

No

6.0 Whether the period of validity of the offer is as required in bidding document?

Yes

No

7.0 Have you indicate firm delivery ?

Yes

No

8.0 Whether Original Bid Security has been forwarded in original (if called for) ?

Yes

No

Not applicable

9.0 Whether confirmation regarding submission of performance Security has been furnished (if called for) ?

Yes

No

Not applicable

10.0 Whether confirmation regarding Guarantee/ warranty has been furnished ?

Yes

No

11.0 Whether Gross Weight / Volume of consignment has been furnished ?

Yes

No

12.0 Whether the cost of Third party Inspection charges included in the quoted prices? If not, whether these have been quoted separately. (if called for)

Yes

No

Not applicable

13.0 Whether the cost of Installation/ erection / Commissioning at Site charges included in the quoted prices? If not, whether these have been quoted separately. (if called for)

Yes

No

Not applicable

14.0. Whether the cost of training of OIL personnel included in the prices? If not, whether these have been quoted separately. (if called for)

Yes

No

Not applicable

15.0 Has the statement incorporating the exceptions/deviations as per the proforma at Annexure – III, been prepared and enclosed with the offer?

Yes

No

16.0. In case Antidumping Duty is applicable, whether confirmation to bear the Antidumping duty by the Bidder has been made in the Bid.

Yes

No

Not applicable

17.0. If the Bidder is seeking business with OIL for the first time, has he given the details of the parties to whom the offered items/services have been provided in past alongwith their performance report ?

Yes

No

18.0 Confirm that all documents required in unpriced techno-commercial bid without prices are placed in unpriced folder (In case of Two Bid).

Yes

No

19.0 Whether firm Ex-works and FOR destination prices have been quoted by Indigenous bidders

Yes

No

20.0 Whether details of your registration under Sale Tax/Central Sales Tax have been indicated in the offer?

Yes

No

Offer Ref Dated

OIL's Tender No. Signed...

For & on behalf ofDesignation

ANNEXURE - VI

PROFORMA OF AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

To,
GENERAL MANAGER (KOLKATA OFFICE)
OIL INDIA LIMITED,
KOLKATA.

Dear Sir,

Sub : Your Tender No.

For

Mr./Mrs. has been authorized to be present at the time of opening of the above TENDER due on at Kolkata on my/our behalf.

Yours faithfully,

(Signature & Seal of Bidder)

Date :

PROFORMA OF BID SECURITY

Ref. No

Bank Guarantee No
Dated

TO,
OIL INDIA LIMITED
4, INDIA EXCHANGE PLACE
4TH FLOOR, KOLKATA 700001
WEST BENGAL, INDIA

Whereas (herein after called 'the Bidder') has submitted their Bid No. dated.against OIL INDIA LIMITED, KOLKATA, WEST BENGAL, INDIA (hereinafter called the purchaser)'s tender No.for the supply of (hereinafter called 'the Bid') KNOW ALL MEN by these presents that we Of having our registered office at (hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the said Bank thisday of
THE CONDITIONS of this obligation are :

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

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

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

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

A. Issuing Bank

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

B. Controlling Office

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

Signature & Seal of the Bank

PROFORMA OF PERFORMANCE SECURITY FORM

Ref. No

Bank Guarantee No

Dated

TO,

OIL INDIA LIMITED
4, INDIA EXCHANGE PLACE
4TH FLOOR, KOLKATA 700001
WEST BENGAL, INDIA.

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

AND WHEREAS it has been stipulated by you in the said Contract that the seller shall furnish you a Bank guarantee by a recognized Bank for the sum specified therein as security for compliance with the Seller's performance obligation in accordance with the contract.

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

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

The Guarantee is valid until theday of

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

A. Issuing Bank

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

B. Controlling Office

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

Signature & Seal of the guarantors

Date

.....

Witness

Name and address of the Guarantors

DECLARATION CERTIFICATE
BY
THE THIRD PARTY INSPECTOR

TO WHOM IT MAY CONCERN

This is to certify that following material and quantity offered to us for inspection by M/s has been inspected by us as per the scope of inspection mentioned in OIL INDIA LIMITED'S Order No. Dated. and passed by us for despatch.

Materials :

Quantity Passed :

Certificate No. :

Issued by us.

Date.

Seal

Signature of Third Party Inspector

Name:

Designation :

For & on behalf of :

TAXES AND DUTIES CLAUSE - FOR VENDOR/SUPPLIER/CONTRACTOR

INDIRECT TAXES/ GST

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

- (a) GST - means any tax imposed on the supply of goods and/or services under GST Law.
- (b) Cess - means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.
- (c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.

II. 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 and 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 the 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.

III. 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 and 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.

IV. Bidder is 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 bidder must confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and must also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidder to ensure that the intended benefits of GST have been passed on to OIL.

V. Statutory variation (increase/decrease) of GST within the contractual delivery period will be to the account of OIL subject to documentary evidence. However, any increase in statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.

VI. Bidder agrees to do all things but 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 also for

claiming input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.

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

VIII. GST liability, if any on account of supply of free samples against any tender/purchase order (wherever applicable) shall be to bidder's/ supplier's account.

(B) Comparison of Offers:

Comparison of bids shall be done on the basis of " Total FOR DESTINATION VALUE" quoted by the bidders against each individual item as per Price Bid format given in Annexure-IIA. Therefore, bidders are required to submit prices as per said price bid format.

(C) Price Bid Format: attached as per Annexure-IIA.

Price Bid Format

Tender No.: _____

	Item No.	
	HSN / SAC Code	
	Basic material Value (Unit Rate) (Please indicate whether unit rate is “ inclusive of freight and transit insurance” or “ exclusive of freight and transit insurance”)	
	Quantity	
		In Rupees
A.	Total Basic Material Value (Unit rate x Quantity)	
B.	Pre-despatch /Third party Inspection charges, if any	
C.	Packing and forwarding charges, if any	
D.	Total Ex-works value (A+B+C)	
E.	GST on (D)	
F.	Compensatory Cess, if any	
G.	Total FOR Despatching Station Value (D+E+F)	
H.	Freight Charges upto destination	
I.	GST on freight charges	
J.	Insurance charges inclusive of GST	
K.	Training Charges, if any	
L.	GST on training charges	
M.	Installation & Commissioning Charges, if any	
N.	GST on I & C charges	
O.	AMC charges, if any	
P.	GST on AMC charges	
Q.	Total FOR Destination Value (G+H+I+J+K+L+M+N+O+P)	

Gross weight of the total consignment
Gross volume of the total consignment
Name of Dispatching Station
Delivery Period
Validity
Payment terms
Name of original manufacturer
Whether bidder is MSE or not
Other terms if any

Signature & Seal of Bidder

Full Name :
Address :
Date :

Note:

1. Bidders must quote Freight Charges upto destination specified in tender. In case bidder fails to quote inland freight charges, highest freight quoted by the other 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.
2. Inspection Charges (Ref. B), Training Charges (Ref. K & L), I&C Charges (Ref M & N) and AMC Charges (Ref. O & P) are to be quoted wherever specifically asked for in the tender.
3. Other clauses on Goods & Service Tax shall be applicable as incorporated elsewhere in this tender.

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 General Manager-Kolkata Office
Oil India Limited
Kolkata

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)