



**Oil India Limited**  
**(A Govt. of India Enterprise)**  
**P.O. DULIAJAN, DIST. DIBRUGARH,**  
**ASSAM, INDIA, PIN-786 602**

**CONTRACTS DEPARTMENT**  
**TEL: (91) 374-2807207**  
**E-mail: [contracts@oilindia.in](mailto:contracts@oilindia.in)**  
**Website: [www.oil-india.com](http://www.oil-india.com)**  
**FAX: (91)374-2803549**

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**FORWARDING LETTER**

**M/s** \_\_\_\_\_  
\_\_\_\_\_  
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**Sub: Invitation For Bid (IFB)**  
**No. CPG5284P15**

**for**

**Hiring of Services for Engineering, Procurement and  
Construction (EPC) of Oil Collecting Station (OCS) at Barekuri,  
Assam on Lumpsum Turnkey basis**

Dear Sirs,

1.0 OIL INDIA LIMITED (OIL), a “Navaratna” Category, Government of India Enterprise, is a premier oil Company engaged in exploration, production and transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport being at Dibrugarh, 45 km away.

2.0 In connection with its operations, OIL invites International Competitive Bids (ICB) from competent and experienced Contractors through OIL's e-procurement site for Construction of Oil Collecting Station (OCS) at Barekuri, Assam. One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL's e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL's e-procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

- |       |   |                                 |
|-------|---|---------------------------------|
| (i)   | IFB No.:                                    | CPG5284P15                      |
| (ii)  | Type of IFB :                               | Single Stage-2(two) Bid System  |
| (iii) | Last Date of receipt of Pre-Bid:<br>Queries | 11.12.2014 upto 15:30 Hrs (IST) |

- (iv) Pre-bid conference: 12.12.2014 at 9-30 hrs (IST)
- (v) Venue of Pre-Bid Conference: Guwahati (Exact venue shall be communicated to the prospective bidders nearer the time)
- (vi) Bid Closing Date & Time: 08.01.2015 at 11-00 hrs. (IST)
- (vii) Bid Opening Date & Time: 08.01.2015 at 14-00 hrs. (IST)
- (viii) Priced Bid Opening Date: Will be intimated to the eligible  
& Time bidders nearer the time
- (ix) Bid Submission Mode: Bid should be uploaded in OIL's E-Procurement portal
- (x) Bid Opening Place: Office of the Head-Contracts  
Oil India Limited  
Duliajan – 786602, Assam, India
- (xi) Bid Validity : 180 days from date of Closing of bid
- (xii) Mobilisation Time: Within 30 days from the date of issue of LOA by OIL
- (xiii) Bid Security Amount: Rs. 1,20,00,000.00 or US\$ 195,000.00
- (xiv) Bid Security Validity: 210 days from date of closing of bid
- (xv) Amount of Performance: 7.5 % of the total estimated contract  
Security value
- (xvi) Validity of Performance Security: Up to 15 months from date of completion of contract (including warranty period of 12 months)
- (xvii) Duration of the Contract: For engineering, supply, construction & erection of the OCS on LSTK basis: 21 months from the date of LOA.  
  
For trial run & commissioning of the OCS: 3 months
- (xviii) Quantum of Liquidated Damage: 0.5% of total cost of the contract

for Default in Timely Completion for delay per week or part thereof  
subject to maximum of 7.5%.

(xix) Bids to be addressed to: HEAD-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN - 786 602  
ASSAM, INDIA

### **3.0 Integrity Pact :**

The Integrity Pact must be uploaded in OIL's E-procurement portal along with the Technical Bid digitally signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Any Bid not accompanied by the Integrity Pact digitally signed by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who signs the Bid.

#### **4.0 Pre-Bid Conference:**

4.1 A pre-Bid conference will be held at **Guwahati, India on 12.12.2014** or on the dates as indicated in the online tender for providing clarifications to prospective bidders on Bid Rejection Criteria(BRC)/Bid Evaluation Criteria(BEC), Terms of Reference/Technical Specifications, Terms and conditions of the IFB to enable them to understand the exact service requirement of the Company. The parties who purchase the bid documents are invited to the Pre-Bid conference. For details of the venue, bidders may contact **Head-Contracts**, Oil India Ltd., P.O. Duliajan-786602, **Phone:** 91-374-2807207, **Fax#**(91)374-2803549, **E-mail:** [contracts@oilindia.in](mailto:contracts@oilindia.in). Foreign bidder may also request Head-Contracts for an invitation letter, if required, for the purpose of visa for attending the conference.

4.2 At the most 2 (two) representatives from each prospective bidder shall be allowed to participate in the pre-bid conference. All costs for attending the pre-bid conference shall be to prospective bidders' account.

4.3 The prospective bidders shall submit their queries through E-mail / Fax / Courier addressed to Head-Contracts, Oil India Ltd., Duliajan-786602, Assam prior to the date of pre-bid conference and such queries must reach OIL's office at Duliajan latest by **11.12.2014** or the date as mentioned in the on-line tender. OIL shall provide clarifications to the queries in the pre-bid conference. OIL will not be responsible for non-receipt or late receipt of any bidder's query in OIL's office. A soft copy of the queries in the word file shall also be submitted by the parties.

#### **5.0 GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT:**

To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of

India (<http://www.cca.gov.in>). Bidders must have a valid User ID to access OIL e-Procurement site for submission of bid. Interested parties shall request OIL in their official letter head giving the detailed address and E-mail letter along with the cost of bid document as indicated in the NIT for issue of the User ID and password for accessing the E-procurement tender. The User ID shall be intimated to the eligible parties through email on receipt of the requisite cost of the bid document. Parties already in possession of OIL User ID and Password shall be eligible for accessing the tender in E-portal after enabling them by OIL in the E-portal which shall be done after receipt of the requisite cost of the bid document. In case any bidder is eligible for exemption from paying the tender fee, they should request OIL with supporting documents for issue of the User ID & Password on free of charge basis. Parties, who do not have a User ID, can click on **Guest** login button in the E-portal to view the available open tenders. The detailed guidelines are available in OIL's e-procurement site (Help Documentation). For any clarification in this regard, bidders may contact Mr A. J. Sarmah, Sr. Manager (ERP-MM) at [arupsarmah@oilindia.in](mailto:arupsarmah@oilindia.in), Ph.: 09954486025(M).

#### 6.0 **IMPORTANT NOTES :**

Bidders shall take note of the following important points while participating in OIL's e-procurement tender:

- i) The bid along with all supporting documents must be submitted through OIL's E-procurement site only except the following documents which shall be submitted manually by the bidder in two copies in a sealed envelope superscribed with OIL's IFB No., Bid Closing date and marked as "Original Bid Security" and addressed to Head-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam(India) :
  - a) Original Bid Security
  - b) Printed catalogue and Literature, if called for in the tender.
  - c) Power of Attorney for signing the bid.
  - d) Any other document required to be submitted in original as per tender requirement.

**The above documents including the Original bid security, must be received at OIL's Head-Contract's office at Duliajan on or before 12.45 Hrs(IST) on the bid closing date failing which the bid shall be rejected.** A scanned copy of the Bid Security shall also be uploaded by the bidder along with their Technical Bid in OIL's E-procurement site.

- ii) Bid should be submitted online in OIL's E-procurement site up to 11.00 AM (IST) (Server Time) on the date as mentioned and will be opened on the same day at 2.00 PM (IST) at the office of the Head-Contracts in presence of the authorized representatives of the bidders.

- iii) The authenticity of digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of “Class -3” with Organizations name, the bid will be rejected.
- iv) The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders shall submit both the “TECHNICAL” and “PRICED” bids through electronic form in the OIL’s e-Procurement portal within the Bid Closing Date and Time stipulated in the e-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded **“Technical RfX Response” Tab only. Bidders to note that no price details should be uploaded in “Technical RfX Response” Tab Page. Details of prices as per Price Bid format/Priced bid can be uploaded as Attachment just below the “Tendering Text” in the attachment option under “Notes & Attachments” tab. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Part-2 (Refer Clause 4.1 of Commercial).**

The screenshot shows the 'Display RfX Response' interface. At the top, there are tabs: 'Technical RfX Response', 'Close', 'Withdraw', and 'Verify signature'. Below these, there is a summary of the response: RfX Response Number 60006452, RfX Number TEST2, Status Submitted, RfX Owner WIPRO\_TEST1, Total Value 0.00 INR, and RfX Response Version. Below this, there are tabs: 'RfX Information', 'Items', 'Notes and Attachments', 'Conditions', and 'Summary'. The 'Notes and Attachments' tab is highlighted. Below the tabs, there is a section for 'Event Parameters' with fields for 'Currency' (Indian Rupee), 'Detailed Price Information' (Price with Conditions), and 'Terms of Payment' (9010 90% against despatch+10% after receipt). At the bottom, there is a section for 'Partners and Delivery Information' with a table that currently contains no data. Two red arrows point from text boxes to the interface: one points to the 'Technical RfX Response' tab with the text 'Go to this Tab “Technical RfX Response” for Uploading “Technical Bid”.', and the other points to the 'Notes and Attachments' tab with the text 'Go to this Tab “Notes and Attachments” for Uploading “Priced Bid”'.

**On “EDIT” Mode- The following screen will appear. Bidders are advised to upload “Technical Bid” and “Priced Bid” in the places as indicated above:**

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Verify signature of Response | Sign Response

RFX Response Number 60006452 RFX Number TEST2 Status Withdrawn Submission Deadline 13.04.2013 11:00:00 INDIA  
RFX Owner WIPRO\_TEST1 Total Value 0.00 INR RFX Response Version Number 2 RFX Version Number 5

RFX Information Items **Notes and Attachments** Conditions Summary Tracking

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ Attachments

Sign Attachment Add Attachment Edit Description Versioning Delete Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checker
The table does not contain any data						

Bid on "EDIT" Mode

Area for uploading Technical Bid\*

Area for uploading Priced Bid\*\*

**Note:**

\* The "Technical Bid" shall contain all techno-commercial details **except the prices.**

\*\* The "Priced bid" must contain the price schedule and the bidder's commercial terms and conditions, if any. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on "Sign" to sign the file. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

7.0 OIL now looks forward to your active participation in the IFB.

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

**HEAD-CONTRACTS**  
**For RESIDENT CHIEF EXECUTIVE**