



Oil India Limited
(A Govt. of India Enterprise)
P.O. Duliajan – 786602, Assam

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Tender No. : **SDG0105P16/07**
Bidding Type : **SINGLE STAGE COMPOSITE BID SYSTEM**

Bid Closing on : 06.04.2016 at 11:00 hrs (IST)
Bid Opening on : 06.04.2016 at 14:00 hrs (IST)

Tender Fee : **INR 4,500.00 OR USD 100.00**
Bid Security Amount : **INR 30,880.00 OR USD 460.00**

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
<u>10</u>	PORTABLE AUTOMATIC DENSITY METER Specification: Measuring method: Oscillating tube method compliance with IP -365/559 or ASTM D4052/5002 Measuring range: 0-2 g/cc Accuracy: +/- 0.001 g/cc Resolution: Density- 0.0001g/cc Temperature- 0.2 degC Temperature measurement range: 0-40 degC Display: LCD with backlight Data memory: Minimum 1000 results Power supply: AA/AAA alkaline batteries	01	No.

(A) General Notes for e-tender :

1. The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet No.MM/GLOBAL/E-01/2005 for E-procurement(ICB Tenders) including Amendment and Addendum.

2. The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX.
3. Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
4. Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with tender no. and due date to The **Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before 13:00 hrs (IST)** on the Bid Closing Date mentioned in the Tender.

a) **Original Bid Security along with duplicate copies of Bid Security.**

b) **Any other document which have been specified to be submitted in original.**

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

5. Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
6. Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.
7. All the Bids must be Digitally Signed using "Class 3" digital certificate (*e-commerce application*) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
8. Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

(B) Special Notes for Bidders :

1. The party shall be preferably a Manufacturer of the equipment. In case the bidder is not a manufacturer, he shall be an authorized representative / dealer / supplier of the equipment of manufacturer. The authorized representative / dealer / supplier shall produce authority letter in original from its manufacturer authorizing them to submit the bid along with the offer.
2. **Installation / Commissioning & Training:**
 - a) The successful bidder will be required to install and commission the equipment at Chemical Department, Oil India Ltd., Moran, Assam, India by their competent service engineer (s). The supplier shall replace defective parts if found any, during installation or during the warranty period. This replacement shall be done within a month's time at supplier's

cost. The supplier's service engineer must demonstrate the performance of the system as specified in the offer and also must provide training to OIL's technical/scientific staff on operation, application and trouble shooting of the system after installation. Basic instrumentation drawings/ configuration, manuals are to be supplied along with the unit for ready reference.

b) Installation and Commissioning charges, if any, must be quoted separately on lump sum basis which shall be considered for evaluation of the offer. Offers without indicating the Installation/Commissioning shall be treated as incomplete and non-responsive. Bidders shall confirm about the installation, commissioning while quoting. Any, pre-installation requirements are to be clearly indicated in the offer.

c) While quoting installation and commissioning charges, bidder should take into account all charges including to and fro fares, boarding/lodging, and other daily expenses of the commissioning personnel. OIL may provide accommodation on chargeable basis subject to availability. Income, Service, Corporate Taxes etc., if any, towards Installation/Commissioning will be to supplier's account and will be deducted at source.

d) Offers without indicating the Installation/Commissioning charges shall be loaded with the maximum installation/commissioning charges received against this tender for evaluation purpose.

e) Moreover, if Income/Service taxes are not categorically mentioned in their offer, then such offers shall be loaded with the applicable rate of taxes for evaluation purpose.

3. The bidder shall quote for 2 years spare parts separately which shall not be considered for bid evaluation.
4. The system shall be completed in all respect with all other essential accessories required for smooth, efficient running and immediate commissioning after receipt at Moran, Assam.
5. The Supplier shall provide Operation manual and maintenance and troubleshooting manual (hard copy as well as soft copies) along with the supply.
6. Adequate Calibration certificates (traceable to NABL or any other recognized calibration agency) should be submitted by the supplier at the time of delivery. Validity of the Calibration Certificate should be at least 01 year from the date of successful installation & commissioning.
7. **Payment:** Payment shall be released as follows
 - i) 80% of the order value shall be paid against proof of dispatch/shipment of the goods.
 - ii) Remaining 20% of the order value along with installation and commissioning charges (if any) shall be paid after successful installation and commissioning and acceptance of the unit by OIL.
 - iii) OIL may also consider making 100 % payment towards supply of the units against proof of dispatch provided bidders agree to pay interest i.e 1% above the prevailing Bank Rate (CC Rate) of State Bank of India for 20% of the order value and also submit Bank Guarantee for the amount equivalent to 20% of the order value plus interest valid till successful commissioning at site.
 - iv) Payment towards Installation/Commissioning/Training (if any) shall be released on successful completion of the Installation/Commissioning/Training

Any offer not complying with the above shall be loaded at one percent above the prevailing Bank Rate (CC rate) of State Bank of India for evaluation purpose.

(C) General Notes to Bidder's :

1. The items shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications. This clause shall be valid for 12 months from date of successful installation and commissioning at site. In case of breakdown during the warranty period, a competent service engineer of the supplier shall make as many visits as shall be necessary to rectify the system. The supplier shall provide all spares required for making the system operational. Bidders must confirm the same while quoting.
2. Validity of the offers should be 120 days from the date of bid opening. Bids with lesser validity shall be summarily rejected.
3. The items covered under this enquiry shall be used by OIL in the PEL/ML areas issued/renewed after 01/04/99 and hence, applicable Customs Duty for import of goods shall be ZERO. Indigenous bidders must quote Deemed Export prices. Excise Duty under Deemed Export exempted. Necessary Project Authority Certificate (PAC) shall be issued by OIL towards this. Indian bidders however to note that Recommendatory Letter to DGH for availing NIL customs duty benefit shall not be issued by OIL.
4. Commercial Check-List vide **Annexure- B** shall be filled-up and submitted along with the offer.
5. To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by OIL, failing which the offer will be summarily rejected.
6. Bidders to note that 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. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro and Small Enterprises (MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005). Bidders are requested to take note of the same and to submit their offers accordingly.
7. Other terms and conditions of the tender shall be as per "General Terms & Conditions" for e- Procurement as per Booklet No.MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). However, if any of the Clauses of the Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses in the "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

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

The bids must conform to the specifications and terms and conditions given in the tender. Bids shall be rejected in case the item(s) offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective international/national 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 non-responsive and rejected:

A) TECHNICAL:

1.0 Bidder's Qualification:

1.1 The bidder shall be an Original Equipment Manufacturer of the offered item(s),
Or

1.2 The bidder shall be a sole selling agent/distributor/dealer/supply house of an Original Equipment Manufacturer of the tendered item(s) having valid authorization letter/dealership certificate with warranty/guarantee back up from the principal (OEM). Copy of authorization letter/dealership certificate with warranty/guarantee back up from the principal (OEM) shall be submitted along with the technical bid.

2.0 Bidder's Experience

2.1 In case the bidder is an Original Equipment Manufacturer (OEM): The bidder shall have credential of successful execution of order(s) for manufacturing of the tender item(s) of at least 1(one) no in last three (3) years preceding to the original bid closing date of the tender. In this regard, the bidder shall submit copies of Purchase order along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as

- I. Satisfactory Inspection Report (OR)
- II. Satisfactory Performance Certificate (OR)
- II. Satisfactory supply completion/installation report (OR)
- III. Bill of Lading, Invoice etc. (OR)
- IV. Consignee receipted delivery challan (OR)
- V. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/VAT(OR)
- VI. Commercial Invoice/ Payment Invoice

2.2 In case the bidder is a sole selling agent/distributor/dealer/supply house of an Original Equipment Manufacturer, the Original Equipment Manufacturer(the principal) shall fulfil the experience criteria as mentioned in Para 2.1 above, supported by relevant documentary evidence.

2.3 In case the bidder is a sole selling agent/distributor/dealer/supply house of an Original Equipment Manufacturer, the bidder shall have the experience of successful execution of the tender item(s) of at least 01(one)no in last three (03) years preceding to the original bid closing date of the tender. In this regard, the bidder shall submit copies of Purchase order

along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as

- I. Satisfactory Inspection Report (OR)
- II. Satisfactory Performance Certificate (OR)
- II. Satisfactory supply completion/installation report (OR)
- III. Bill of Lading, Invoice etc. (OR)
- IV. Consignee receipted delivery challan (OR)
- V. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/VAT (OR)
- VI. Commercial Invoice/ Payment Invoice

B. COMMERCIAL:

- 1. Bids are invited under **Single Stage Composite Bid System**. Bidders shall quote accordingly under Single Stage Composite Bid System.
- 2.0 **Bid security of US \$ 460.00 or INR 30,880.00** shall be furnished as a part of the TECHNICAL BID (refer Clause Nos.9.0 & 12.0 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No.MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders)). A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.
- 2.1 For exemption for submission of Bid Security, please refer Clause No. 9.8 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).
- 2.2 The Bank Guarantee towards Bid Security shall be valid upto **05.02.2017**.
- 3. Validity of the bid shall be minimum 120 days from the date of Bid Closing. Bids with lesser validity will be straightway rejected.
- 4. Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of twelve(12) months from the date of successful installation and commissioning against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.
- 5. Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Bank Guarantee must be valid for twelve (12) months from the date of successful installation and commissioning. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 6. Bidders are required to submit the summary of the prices in their price bids as per bid format (Summary), given below :

(i)Commercial Bid Format (SUMMARY) for Foreign Bidders:

(A) Total Material Value :

- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, (A+B) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges :
- (F) Total CIF Kolkata value, (C+D+E) :
- (G) Installation/Commissioning Charges including Service Tax(if any) :
- (H) Grand Total Value including (F+G) above :
- (I) Grand Total Value in words :
- (J) Gross Weight :
- (K) Gross Volume :

(ii) Commercial Bid Format (SUMMARY) for Indigenous Bidders:

- (A) Total Material Value :
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty,(Please indicate applicable rate of excise duty)
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, (F+G+H+I) above:
- (K) Installation/Commissioning Charges including Service Tax(if any) :
- (L) Grand Total Value including (J+K)above :
- (M) Grand Total Value in words :
- (N) Gross Weight :
- (O) Gross Volume :

NOTE:

- (i) The cost of individual items must be quoted separately
7. Installation/Commissioning/Training charges should be quoted separately on lump sum basis which shall be considered for evaluation of the offers. These charges should include amongst others to and fro fares, boarding/lodging, local transport at Duliajan and other expenses of supplier's personnel during their stay at Duliajan, Assam (India).
 8. Bidders must categorically indicate the above charges in their Price Bid and must confirm the same in their Technical Bids.
 9. The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
 10. Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
 11. Bids containing incorrect statement will be rejected.

(II) BID EVALUATION CRITERIA (BEC) :

Bids conforming to the specifications, terms and conditions stipulated in the tender

and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(A) COMMERCIAL

- 1) The evaluation of bids will be done as per the Commercial Bid Format (summary) detailed vide para (6) of BRC (Commercial).
- 2) If there is any discrepancy between the unit price and total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 3) For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 4) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein.

4.1) When only foreign bidders are involved:

Comparison of bids will be done on the basis of "Grand Total Value" which is estimated as under:

- (A) Total Material Value :
- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, (A+B) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges @1% of Total FOB Port of Shipment value vide (C) above
- (F) Banking Charges @ 0.5% of Total FOB Value (C) above in case of payment through Letter of Credit (If confirmed L/C at buyer's account is required, 1.5% of Total FOB Value will be loaded)
- (G) Total CIF Kolkata value, (C+D+E+F) :
- (H) Installation/Commissioning Charges including Service Tax (if any) :
- (I) Grand Total Value,(G+H) :

NOTE: Banking charges in the country of the foreign bidder shall be borne by the bidder.

4.2) When only domestic bidders are involved or when more than one domestic bidders are in contention in case of mixed response:

Comparison of bids will be done on the basis of "Grand Total Value" which is estimated as under:

- (A) Total Material Value:
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty (if any):
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total FOR Despatching Station Value (F) above
- (I) Assam Entry Tax

- (J) Total FOR Duliajan value, (F+G+H+I)above
- (K) Installation/Commissioning Charges including Service Tax(if any) :
- (L) Grand Total value, (J+K) above :

NOTE: Excise Duty in case of the indigenous bidder is EXEMPTED

4.3) When both foreign and domestic bidders are involved:

The Grand Total Value of domestic bidder (inclusive of customs duty on imported raw material and components etc, and applicable terminal excise duty on the finished products and Sales Tax) excluding inland transportation to destination, Assam Entry Tax and Insurance charges worked out as per Para 4.2 above and Grand Total Value of the foreign bidder worked out as per Para 4.1 will be compared. No price preference will be allowed to indigenous bidders except that for capital goods, the domestic manufacturers would be accorded a price preference to offset CST to the extent of 4 % or actuals, whichever is less subject to 30 % local content norms as stipulated for World Bank Funded project to the satisfaction of OIL. When more than one domestic bidders fall within price preference range, inter-se-ranking will be done on Grand Total Value basis.

Note: If the Government of India revises these evaluation criteria the same as applicable on the bid closing date will be adopted for evaluation of the offers.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global Tender. However, if any of the Clauses of the Bid Rejection Criteria/Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the clauses in the General Terms & Conditions of Global Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail

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(A) COMMERCIAL CHECK-LIST

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether Original Signed quotation submitted?	YES/NO	
2.	Whether quoted as manufacturer?	YES/NO	
3.	Whether quoted as authorized dealer? [To Specify]	YES/NO	
4.	If quoted as authorized dealer,		
5.	(a)Whether submitted valid and proper authorization letter from manufacturer IN ORIGINAL confirming that bidder is their authorized dealer for the product offered?	YES/NO	
6.	(b)Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	YES/NO	
7.	Whether ORIGINAL Bid Bond (not copy of Bid Bond) enclosed with the offer? If YES, provide details	YES/NO	
	(a) Amount :		
	(b) Name of issuing Bank :		
	(c) Validity of Bid Bond :		
8.	Whether offered firm prices?	YES/NO	
9.	Whether quoted offer validity of 120 days from the date of closing of tender?	YES/NO	
10.	Whether quoted a firm delivery period?	YES/NO	
11.	Whether quoted as per NIT (without any deviations)?	YES/NO	
12.	Whether any deviation is there in the offer?	YES/NO	
13.	Whether deviation separately highlighted?	YES/NO	
14.	Whether agreed to the NIT Warranty clause?	YES/NO	
15.	Whether Price Bid submitted as per Price Schedule?	YES/NO	
16.	Whether indicated the country of origin for the items quoted?	YES/NO	
17.	Whether all the items of tender quoted?	YES/NO	
18.	Whether technical literature/catalogue/drawings enclosed?	YES/NO	
19.	For Foreign Bidders - Whether offered FOB/FCA port of dispatch including sea/air worthy packing & forwarding?	YES/NO	
20.	For Foreign Bidders – Whether port of shipment indicated? [To specify]	YES/NO	
21.	For Foreign Bidders only - Whether indicated ocean freight up to C&F Kolkata port (Excluding marine insurance)?	YES/NO	
22.	Whether Indian Agent applicable?	YES/NO	
	If YES, whether following details of Indian Agent provided?		
	(a) Name & address of the agent in India – To indicate		
	(b) Amount of agency commission – To indicate		
	(c) Whether agency commission included in quoted material value?	YES/NO	
23.	Whether weight & volume of items offered indicated?	YES/NO	
24.	Whether confirmed to submit PBG as asked for in NIT?	YES/NO	
25.	Whether agreed to submit PBG within 30 days of placement of order?	YES/NO	
26.	For Indian bidders – Whether place of dispatch indicated in the offer? [To specify]	YES/NO	
27.	For Indian bidders – Whether road transportation charges up to Duliajan quoted?	YES/NO	
28.	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	YES/NO	
29.	Whether quoted prices are exclusive of Excise duty?	YES/NO	
30.	For Indian bidders only – whether import content indicated in the offer?	YES/NO	
31.	For Indian Bidders only - whether all Taxes have been indicated categorically?	YES/NO	
32.	Whether all BRC/BEC clauses accepted?	YES/NO	