



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

Telephone No. (91-374) 2808793

Fax No: (91-374) 2800533

Email: materials@oilindia.in; erp_mm@oilindia.in

Tender No. : **SDG5400P15/06 of 15.11.2014**

Bidding Type : **SINGLE STAGE COMPOSITE BID SYSTEM**

Bid Closing on : 20.05.2015 at 11.00 hrs (IST)

Bid Opening on : 20.05.2015 at 14.00 hrs (IST)

Tender Fee : INR 4,500.00 OR USD 100.00

Bid Security Amount : INR 95,820.00 OR USD 2,130.00

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
<u>10</u>	<u>ATOMATIC POUR & CLOUD POINT APPARATUS</u> <u>SPECIFICATIONS:</u> A: INSTRUMENT Measurement procedure: ASTM D5985/D5949 TEMPERATURE RANGE: -10 to 80oC (Degree centigrade) RESOLUTION :0.1Degree centigrade ACCURACY : ±0.01 Degree centigrade DISPLAY : DIGITAL DISPLAY POWER SUPPLY : 230 V, 50 Hz SAMPLE VOLUME : Sample volume required for testing must be specified.Preferably it should be < 50ml. B. SOFTWARE i)Suitable software to be provided to aquire and storage of test data ii)Controlling of the instrument through Computer. C. DATASTATION/COMPUTER i) Dual Core CPU, HDD, CDRW ii)17" LCD Monitor	01	No.

	iii) Mouse, Serial interface, keyboards US iv) Window 8/ vista/xp compitable, pre-installed software v) power supply: 230V, 50 Hz D. CALIBRATION SET i) Temperature callibration set with necessary cables and connector should be provided along with the instrument.		
--	---	--	--

(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.**

b) **Detailed Catalogue.**

c) **Any other document required to be submitted in original as per tender requirement.**

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in 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) GENERAL NOTES FOR BIDDERS:

Special terms & conditions:

1. The Bidder/Supplier should provide documentary proof with printed original literature with respect to the claimed capabilities within the scope of our specifications, full software capabilities with detailed printed information/screen shots. Offers without supporting documents/technical literature shall be liable for rejection.

2. Installation/Commissioning:

a) Installation and commissioning of the complete unit shall be carried out by the supplier at R&D Department of OIL in Duliajan, Assam. The unit shall be considered as commissioned after 3 (three) successful operations. The supplier shall depute their competent personnel to Duliajan for this purpose.

b) During installation and commissioning of the unit, the Installation/commissioning Personnel shall have to provide complete demonstration of the instrument to OIL Personnel on operation, general maintenance, troubleshooting of different components of the unit.

c) Installation and commissioning charges must be quoted separately on lump sum basis which shall be considered for evaluation of the offers. Offers without indicating the installation/commissioning charges shall be treated as incomplete and non-responsive. Installation and commissioning charges should include amongst others to and fro fares, boarding/lodging, local transport at Duliajan and other expenses of supplier's commissioning/training personnel during their stay at Duliajan, Assam(India). Bidders must categorically indicate the above charges in their commercial offers and must confirm the same in their Technical bids.

d) The Bidder/Supplier should provide pre installation requirements along with the offer.

e) The supplier should replace defective parts if found any, during installation or during the warranty period. This replacement should be done within a month's time at supplier's cost.

3. Annual Maintenance Contract (AMC):

a) Non-comprehensive AMC rate for three years, after the warranty period is over, should be quoted with year-wise breakup, which shall be considered for evaluation of the bids.

b) While quoting for AMC, the bidder should take into account two (02) numbers of preventive maintenance visits per year and any breakdown visits. In case of breakdown visit(s), the bidder must come to attend the equipment to make it operational within 15(fifteen) days after receiving the intimation.

c) The bidders must submit a written undertaking that they would be able to provide AMC service at the quoted rates after expiry of warranty.

4.0 Payment :

Payment shall be released as follows :

- 1) 80% of the order value shall be paid against proof of dispatch/shipment of the goods.
- 2) Remaining 20% of the order value along with commissioning charges, shall be paid after successful commissioning and acceptance of the unit by OIL.
- 3) OIL may also consider making 100% payment towards supply of the units against proof of dispatch provided bidders agree to pay interest for 20% of the order value and also submit Bank Guarantee for the amount equivalent to 20% of the order value. This is in addition to the 10% of the order value towards Performance Security as per the NIT requirement.
- 4) Payment towards Installation/Commissioning shall be released on successful completion of the Installation/Commissioning programme.

5. The Bidder/Supplier should provide operation manuals for the Pour point and cloud point measuring system.

(C) **SPECIAL NOTES :**

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 18 months from date of despatch/shipment or 12 months from date of successful commissioning of the item at site which ever is earlier. 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 entitled for Customs/Central Excise duty exemption in terms of Govt. notification No. 24/2007-(Sr No. 2) Customs dated 01/03/2007 and central Excise duty Exemption in terms of Govt. notification No. 16/2007-(Sr No. 2) central Excise dated 01.03.2007 as amended from time to time.

4. 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 to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
 6. 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.
-

ANNEXURE- A

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

COMMERCIAL:

- i) Bids are invited under **Single Stage Composite Bid System**. Bidders shall quote accordingly under Single Stage Composite Bid System.
- ii) **Bid security of US \$ 2,130.00 or Rs. 95,820.00** 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)). 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). 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.
- iii) **Bank Guarantee towards Bid Security shall remain valid till 19.03.2016.**
- iv) Validity of the bid shall be minimum 120 days from the date of Bid Closing Date. Bids with lesser validity will be summarily rejected.
- v) 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 18 months from the date of shipment/dispatch or twelve(12) months from the date of successful commissioning of the items at site, whichever is earlier 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.
- vi) Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Bank Guarantee must be valid for a period of 18 months from the date of shipment/dispatch or twelve(12) months from the date of commissioning of the items at site, whichever is earlier. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- vii) Bidders are required to submit the summary of the prices in their price bids as per bid format (Summary), given below :

1) Price 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 :
- (H) Total Value,(F + G) :
- (I) AMC Charges for 03(three) years after warranty :
- (J) Total Value including above (H+I) :
- (K) Total Value in words :
- (L) Gross Weight :
- (M) Gross Volume :

32) Price Bid Format (SUMMARY) for Indigenous Bidders:

- (A) Total Material Value :
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A + B) above :
- (D) Sales Tax, (Please indicate applicable rate of Tax)
- (E) Total FOR Despatching station price, (C + D) above
- (F) Road Transportation charges to Duliajan
- (G) Insurance Charges
- (H) Assam Entry Tax
- (I) Total FOR Duliajan value, (E + F + G + H) above
- (J) Installation/Commissioning Charges :
- (K) Total value, (I+J) above :
- (L) AMC Charges for 03(three) years after warranty :
- (M) Total Value including (K+L)above :
- (N) Total Value in words :
- (O) Gross Weight :
- (P) Gross Volume :

NOTE:

1. Banking charges in the country of the foreign bidder shall be borne by the bidder
- viii) 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.

- ix) 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.
- x) 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:

- 1) The evaluation of bids will be done as per the Priced Schedule (summary) detailed vide para (vii) 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 © 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, if any :
- (I) AMC Charges for 03(three) years after warranty :

(J) Total Value including above, (G + H + I) :

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) Sales Tax, (Please indicate applicable rate of Tax)
- (E) Total FOR Despatching station price, (C + D) above
- (F) Road Transportation charges to Duliajan
- (G) Insurance Charges
- (H) Assam Entry Tax
- (I) Total FOR Duliajan value, (E + F + G + H) above
- (J) Installation/Commissioning Charges, if any :
- (K) AMC Charges for 03(three) years after warranty :
- (L) Total value including above, (I+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 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 above (with customs duty as applicable on the bid closing date) excluding inland transportation to destination 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.

- 5) 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.
-

ANNEXURE-B**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 :		
	© 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		
	© Whether agency commission included in quoted material value?	YES/NO	
23.	Whether weight & volume of items offered indicated?	YES/NO	
24.	For Indian bidders – Whether place of dispatch indicated in the offer? [To specify]	YES/NO	
25.	For Indian bidders – Whether road transportation charges up to Dulaijan quoted?	YES/NO	
26.	For Indian Bidders only – Whether offered Ex-works price including packing/forwarding charges?	YES/NO	
27.	For Indian Bidders only – Whether offered Deemed Export prices?	YES/NO	
28.	Whether quoted prices are exclusive of Excise duty?	YES/NO	
29.	For Indian bidders only – whether import content indicated in the offer?	YES/NO	
30.	For Indian Bidders only – whether all Taxes have been indicated categorically?	YES/NO	
31.	Whether all BRC/BEC clauses accepted?	YES/NO	
32.	Whether confirmed to submit PBG as asked for in NIT?	YES/NO	
33.	Whether agreed to submit PBG within 30 days of placement of order?	YES/NO	

=====