



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

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Tender No. : **SDG8264P16/07**
Bidding Type : **SINGLE STAGE COMPOSITE BID SYSTEM**
Bid Closing on : **06.01.2016 at 11:00 hrs (IST)**
Bid Opening on : **06.01.2016 at 14:00 hrs (IST)**

Tender Fee : **INR 4,500.00 OR USD 100.00**
Bid Security Amount : **INR 60,000.00 OR USD 920.00**

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
10	<p><u>ITEM DESCRIPTION</u></p> <p>Electro Hydraulic- High Rise- Scissor Lift Table with following specifications:</p> <p>Standard Features:</p> <p>i) Type : Mobile with "U" Handle arrangement fitted with 4 nos Wheels.</p> <p>ii) Size of Wheels : 180 mm approx</p> <p>iii) Lifting capacity: 500 Kgs (Minimum)</p> <p>iv) Platform Size : 1800 mm Long X 900 mm Wide (Minimum)</p> <p>v) Lowered Height : 1000 mm approx</p> <p>vi) Lift Height : 6000 mm (Minimum)</p> <p>vii) Platform Specifications: Solid Fabricated suitably reinforced Top Platform for Heavy Duty Load.</p> <p>viii) Electric Motor should be flame proof 3 phase AC motor of reputed MAKE.</p> <p>Bidder has to provide the following along with item above:</p> <p>1. Operating & maintenance manual for the above Items: 2 (two) sets</p> <p>2. Part list book having exploded view of the components and service manual for the above Item: 2 (two) sets</p>	4	Nos.

(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 the Bid Closing Date and Time mentioned in the Tender.
 - a) Original Bid Security along with two duplicate copies of Bid Security
 - b) Details Catalogue and 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) GENERAL NOTES FOR BIDDERS:

1. The Scissor lift Table should be provided with Detachable Type Railings on Length & Wide side.
2. The Scissor lift Table should be provided with complete flame proof AC Power pack Unit with minimum 15 meter long wire
3. The Scissor lift Table should be equipped with emergency stop and emergency lowering.
4. The Scissor lift Table should be provided with limit switch for raised height.
5. The Scissor lift Table should be provided with out riggers jacks for stability.
6. The Scissor lift Table should be equipped with Flow Control Valve for speed reduction during lowering.
7. The Scissor lift Table should be both Remote operated and Control panel operated for both up and down movement.
8. The items shall be brand new, unused & in ready to use condition. 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 receipt at site or 12 months from date of Commissioning whichever is earlier. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. Bidders must confirm the same while quoting.

9. Bidders should indicate the country of origin and port of dispatch of the materials and their best delivery schedule.
10. Bidder should forward technical literature, catalogue, drawings with exploded views of each & every item, and a 02 year recommended spare parts list indicating part names & part numbers.
11. Purchase order number and manufacturer's names have to be die stamped on the items.
12. Bidder, if not a manufacturer, must submit a letter of authorization along with the quotation to sell their products to OIL INDIA LIMITED from the original manufacturer with warranty back-up and assurance to make spares available for at least next 10 years
13. Bidders should categorically confirm compliance of their offers to all the above points while quoting.
14. Installation and Commissioning:
 - (i) The successful bidder will be required to install and commission the equipment by their competent personnel at OIL's designated drill site in Duliajan, Assam, India, The bidder shall have to provide training to OIL personnel during Installation & Commissioning of the units. Commissioning shall be completed within 2(two) months after receipt of all the items at Duliajan
 - (ii) 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.
 - (iii) 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.
 - (iv) Offers without indicating the Installation/Commissioning charges shall be loaded with the maximum installation/commissioning charges received against this tender for evaluation purpose.
 - (v) 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.

(C) SPECIAL NOTES :

1. The items covered by this tender shall not be eligible for NIL Custom Duty benefit/deemed export benefit. Hence the bidders should quote their non-deemed export benefit prices.
2. Technical and Commercial Check-List vide **Annexure-B** shall be filled-up and submitted along with the offer.

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

4. 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)

(I) BID REJECTION CRITERIA:

(A) TECHNICAL

The bids shall in general conform to the specifications and terms and conditions given in the tender. Bids shall be rejected in case the goods 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 will have to be particularly met by the bids, without which the same will be considered as non-responsive and be rejected.

1.0 Manufacturing Experience: In case the bidder is a manufacturer of the offered equipment/item, he should satisfy the following along with documentary evidences, which should be enclosed along with the techno-commercial bid.

A). Minimum 3 years continuous experience of manufacturing of tendered item. For this purpose, the period reckoned shall be from the original bid closing date of the tender. Documentary evidence in respect of the manufacturing experience criteria should be submitted in the form of copies of relevant Purchase Orders 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 supply completion/ Installation / Commissioning report (OR)

(iii) Delivery challans received by Consignee (OR)

(iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ VAT

Note: Order copy to be enclosed with relevant page no. bearing signature of purchaser or authenticated by purchaser.

2.0 In case the bidder is a sole selling agents/authorized distributors/authorized dealers/authorized supply houses, then the bidder is required to submit documentary evidence in respect of the above 1(A) from the concerned manufacturer (having supplied such items either by manufacturer themselves or their distributor) along with the techno-commercial bid.

3.0 In case the bidder is a sole selling agents/authorized distributors/authorized dealers/authorized supply houses, then the bidder must submit a letter of authorization along with the quotation to sell their products to OIL INDIA LIMITED from the original manufacturer with warranty back-up and assurance to make spares available for at least the next 10 years.

(B) COMMERCIAL:

1. Commercial Bid Rejection Criteria will be as per Section-D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria. 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 \$ 920.00 or INR 60,000.00** 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 **05.11.2016**.
3. Validity of the bid shall be minimum 120 days from the date of Bid Closing Date. 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 18 months from the date of shipment/dispatch or twelve(12) months from the date of Commissioning, 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.
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 12 (twelve) months from the date of installation/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) **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 including service tax (if any) :
 - (H) Total Value,(F + G) :
 - (I) Total Value in words :
 - (J) Gross Weight :
 - (K) Gross Volume :
 - (ii) **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) Excise Duty (Please indicate applicable rate of 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) Total value, (J +K) above :
- (M) Total Grand Value in words :
- (N) Gross Weight :
- (O) Gross Volume :

NOTE:

- i) Cost of the individual items must be quoted separately
7. 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.
 8. 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.
 9. 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 mentioned in Section D of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005.

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ANNEXURE-B**(A) TECHNICAL CHECK LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether the items would be brand new, unused & of prime quality?	YES/NO	
2.	Whether the item would be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications?	YES/NO	
3.	Whether warranty would be for 18 months from date of receipt or 12 months from date of commissioning of the items?	YES/NO	
4.	Whether the defective item/ parts, if any, rejected by us will be replaced by you free of cost?		
5.	Whether detailed technical catalogues, literature and drawings indicating exploded view and dimensions with part numbers for the offered items are forwarded?	YES/NO	
6.	Whether list of recommended spare parts for 02 years trouble free operation with unit price and part numbers of each and every item (year wise) along with the quotation are forwarded?	YES/NO	
7.	Whether mentioned the name of manufacturer, country of origin and port of shipment?	YES/NO	
8.	Whether purchase order number and manufacturer's names would be die stamped on the items?	YES/NO	
9.	Whether quoted as manufacturer?	YES/NO	
10.	Whether you (other than OEM) have forwarded the copy of authorization letter from the original manufacture to sell their products to OIL INDIA LIMITED?	YES/NO	
11.	Any deviation from NIT?	YES/NO	

(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 :		
	(c) Validity of Bid Bond :		
	(d) Whether Bid Bond submitted as per Revised Format		
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.	For Indian Bidders only - Whether offered Deemed Export prices?	YES/NO
30.	Whether quoted prices are exclusive of Excise duty?	YES/NO
31.	For Indian bidders only – whether import content indicated in the offer?	YES/NO
32.	For Indian Bidders only - whether all Taxes have been indicated categorically?	YES/NO
33.	Whether all BRC/BEC clauses accepted?	YES/NO

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