



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

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Tender No. : **SDG9913P16/07**  
Bidding Type : **SINGLE STAGE COMPOSITE BID SYSTEM**

Bid Closing on : **23.03.2016 at 11:00 hrs (IST)**  
Bid Opening on : **23.03.2016 at 14:00 hrs (IST)**

Tender Fee : **INR 4,500.00 OR USD 100.00**  
Bid Security Amount : **INR 82,570.00 OR USD 1,230.00**

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
<u>10</u>	<b>ITEM DESCRIPTION</b> Plunger Packing Lubricator System for CODP consisting of the following items: (i) Lubricator Box, 4PT 3FD (One no.) (ii) Pump Assembly 1/14"(Three nos.) (iii) Check Valve 1/14"(Three nos.) (iv) SS Tubing (One set) (v) SS Tube Fittings(One no) (vi) Base Plate, Lubricator Box (One no) (vii) Pulley, Belt(one no) (viii) Belt, Drive (One no.)	<b>10</b>	<b>SET.</b>

**(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 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) Special Notes for Bidders :**

1. Relevant manuals for operating the system must be provided along with the supply.
2. Packing should be adequate to avoid transit damage.
3. Spares: Bidders have to provide necessary spare parts list along with part no., model no., price etc. for trouble free operation and maintenance. However, these price will not be considered for the purpose of bid evaluation.

**(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 commissioning. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense on FOR Destination basis. 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 rejected.
3. **Installation/Commissioning:**
  - (i) The system should be installed and commissioned by the successful bidder at site, Oil India Ltd., Duliajan, Assam, India. The supplier's personnel shall provide training at site to OIL's work persons on troubleshooting of the system during installation and after installation. The supplier shall bring all tools and tackles to install the items at site and to ensure minimum downtime of the unit. The supplier shall ensure proper safe practices to be followed during installation and commissioning at site. The vendor shall provide all required PPE equipment to their personnel at site. Any other item required during commissioning like commissioning spares shall be provided free of cost by the supplier. Supplier shall run each unit with the new lubrication system for minimum period of 48 hours before handing over the same to OIL.
  - (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.
4. **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/TrainingAny 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.

5. 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.
6. Commercial Check-List vide **Annexure- B** shall be filled-up and submitted along with the offer.
7. 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.
8. 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.
9. 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.

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

**(I) BID REJECTION CRITERIA:**

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 Qualification Criteria**

- 1.1 The bidder shall be an Original Equipment Manufacturer of the tendered item(s), or 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.
- 1.2 The bidders quoting on behalf of the OEM must also submit an undertaking for continuous spares availability for 10(ten) years.

**2.0 Experience Criteria**

- 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 along with supply & installation of the tender item(s) of quantity not less than 30% of tendered quantity of force feed packing lubricator system on pump/gas compressor in oil & gas sector in the last 10(ten) years preceding the original bid closing date of this tender under one or multiple orders. Documentary evidence in respect of supplying the quoted items 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 Performance Certificate (OR)
- III. Satisfactory supply completion/installation report (OR)
- IV. Bill of Lading, Invoice etc. (OR)
- V. Consignee receipted delivery challan (OR)

VI. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/VAT (OR)

VII. 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 fulfill 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 credential of successful execution of order(s) for supply along with installation & commissioning involving modification/revamping the tender item(s) of quantity not less than 30% of tendered quantity of force feed packing lubricator system on pump/gas compressor in oil & gas sector in the last 10(ten) years reckoned till the original bid closing date of this tender under one or multiple orders. Documentary evidence in respect of supplying the quoted items 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 Performance Certificate (OR)

III. Satisfactory supply completion/installation report (OR)

IV. Bill of Lading, Invoice etc. (OR)

V. Consignee receipted delivery challan (OR)

VI. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/VAT (OR)

VII. 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 \$ 1,230.00 or INR. 82,570.00** 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 **23.01.2017**.

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 brand 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 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.
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 months from the date of Commissioning of the items. 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) Training Charges including service tax (if any) :
    - (I) Grand Total Value including above (F+G+H) :
    - (J) Grand Total Value in words :
    - (K) Gross Weight :
    - (L) 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 (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
    - (I) Assam Entry Tax
    - (J) Total FOR Duliajan value, ( F + G + H +I) above :
    - (K) Installation/Commissioning Charges including service tax(if any):
    - (L) Training Charges including service tax (if any):
    - (M) Grand Total Value including (J+K+L)above :
    - (N) Grand Total Value in words :

- (O) Gross Weight :  
(P) Gross Volume :

Note (i) Cost of 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 given below:

**(A) TECHNICAL**

- 1.0 All materials as indicated in the indent should be offered. If any of the items are not offered by the bidder, the offer will not be considered for evaluation.

**(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) Training Charges including Service Tax (if any):
- (J) Grand Total Value, (G+H+I) :

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) Training Charges including Service Tax (if any):
- (M) Grand Total value, (J+K+L) 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.

- 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****(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 :		
	(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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