

**FILE COPY**

Tender No. : DHD5345L21/06
Tender Date : 08.10.2020
Bid Closing On : 25.11.2020 at 13:00 hrs.(IST)
Bid Opening On : 25.11.2020 at 13:00 hrs.(IST)
Bid Security Amount : Not Applicable
Performance : Not Applicable
Guarantee : Not Applicable
Integrity Pact : Not Applicable

Sir/Madame,

We invite you to submit your firm quotation under International Competitive Bidding (ICB) for the materials as listed & specified in the enclosed Annexure-I. Your quotation must be written in English, complete in all respects without keeping any ambiguity and conforming to the "General Terms & Conditions for global tenders" (Document No. MM/GLOBAL/01/2005). For document no. MM/GLOBAL/01/2005, please visit OIL's website www.oil-india.com. It is also essential that your quotation must reach the office of GM-Materials, Duliajan (Assam) before the Bid Closing Date and Time as indicated above. Your special attention is drawn to the followings:

1. (a) Your offer must be compatible with the specification given in our tender. Deviation, if any, should be highlighted for proper evaluation of the offer.

(b) Offer should be mailed as far as possible by Registered Post using double envelope as explained in "General Terms & Conditions"

(c) Your quotation must include:

- | | |
|--|--|
| i) Tender No. | viii) Estimated ocean freight / air freight charges to Kolkata (for foreign Bidder) and firm road freight for door delivery on FOR Destination basis (for indian bidder) |
| ii) Full Description of the materials offered. | ix) Insurance charges |
| iii) Best possible delivery for each item. | x) Validity of minimum 90 days from Bid closing Date unless otherwise specified in the tender |
| iv) Unit and Total ex-works price | |
| v) Total FOB / FCA cost (for foreign bidder) and FOR Despatching station cost(for indian bidder) | |
| vi) Duties and taxes if applicable | |
| vii) Gr. Wt. & Net Wt. of the consignment | |

(d) Though the cheapest mode of despatch is normally by sea, certain items of low weight are likely to be cheaper by air freight / post parcel. In such cases foreign bidders are to please quote CIF Kolkata price.

2. We have also enclosed a checklist as annexure-IV with "General Terms & Conditions for global tenders" to ensure that your quotation covers all the necessary details. Kindly, complete the checklist and return with your quotation.

3. In the event of your inability to quote for the materials, please send your 'regret advice' for our record.

The sealed quotation should be sent to the following address as explained in "General Terms & Conditions for global tenders":

GM-Materials, Materials Department, Oil India Limited, P.O. Duliajan-786602, ASSAM(INDIA).

Thanking you and awaiting your early response.

Yours Faithfully,
OIL INDIA LIMITED

KUMAR ABHIMANYU
MANAGER MATERIALS
FOR GM - MATERIALS (FP)
FOR CGM - MATERIALS (HoD)

ANNEXURE-I**Tender No. : DHD5345L21/06****Tender Date : 08.10.2020**

Item No./ Mat. Code	Material Description	Quantity	UOM
10 0C000295	Technical Specification: 1. Heating temperature: From 5 deg C to 100 deg C 2. Dimension (inside working space) Lx B x H : 750mm x 555mm x 375mm (approx.) 3. Bath volume: 130 L. 4. Heating Power: Minimum 2 kW 5. Pump: Minimum delivery (suction): Minimum 20L/min Minimum delivery pressure: 0.5 bar 6. Spare heaters: 6 nos (Sp. clause 1) 7. Temperature display: +/- 0.1deg C 8. Power supply requirement: 220-230V/50Hz 9. Temperature uniformity: +/- 1degC 10. Temperature accuracy: +/- 1degC 11. Temperature resolution: +/- 0.1degC 12. Safety features: Low level alarm/over temp cutoff.	3	NO
20 0C000295	Technical Specification: 1. Heating temperature: From 5 deg C to 100 deg C 2. Dimension (inside working space) Lx B x H : 750mm x 555mm x 375mm (approx.) 3. Bath volume: 130 L. 4. Heating Power: Minimum 2 kW 5. Pump: Minimum delivery (suction): Minimum 20L/min Minimum delivery pressure: 0.5 bar 6. Spare heaters: 6 nos (Sp. clause 1) 7. Temperature display: +/- 0.1deg C 8. Power supply requirement: 220-230V/50Hz 9. Temperature uniformity: +/- 1degC 10. Temperature accuracy: +/- 1degC 11. Temperature resolution: +/- 0.1degC 12. Safety features: Low level alarm/over temp cutoff.	2	NO
	Installation and Commissioning		
10	Installation and Commissioning	1	AU

Special Notes :

- 1) The bidder should be Original Equipment manufacturer (OEM). If the bidder(s) is/are non-manufacturer of tendered item(s), then quotation(s)/bid(s) must be accompanied by dealership certificate/ authorization letter from the manufacturer. Bids without dealership certificate/ authorization letter from manufacturer shall be rejected.
- 2) 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 receipt of the items at site which ever is earlier. The defective materials, if any, rejected by us

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shall be replaced by the supplier at their own expense. Bidders must confirm the same while quoting.

3) The items covered by this enquiry shall be used by Oil India Limited in the PEL/ML areas which are issued/renewed after 01/04/99 and hence concessional IGST will be applicable.

Indigenous bidder shall be eligible for concessional rate of GST (for invoice valuing INR 1.00 Lakh and above or as applicable) against Essentiality Certificate wherever applicable, as per Notification No.3/2017 - Integrated/ Central Tax (Rate) dated 28th June, 2017. However, Indian bidders are requested to quote actual rate of GST with HSN Code.

4) Bidders are required to quote with minimum validity of 90 days from the Bid Closing Date as per NIT requirement. BIDS with lesser validity shall be rejected.

5) Bidders have to indicate the minimum FOB / FCA charges in case of partial order for reduced quantity/items. In case this is not indicated specifically, the charges quoted would be prorated calculated and the same will be binding on the bidder.

6) Bidders are required to mention the weight of each item individually. QUOTATION must be submitted in TRIPLICATE with original company catalogues as well as necessary certificates.

7) Bidders are to quote the Material Value, FOB/FCA Charges upto Port of shipment, Total FOB/FCA value, Ocean Freight/Air Freight Charges upto Kolkata, Indian Agent's Name and its Commission, if any, Payment Terms, Port of Loading, Delivery period, Net. Weight, Gross Weight & Volume, Country of origin with manufacturer's name, etc.

8) Bidders are advised to submit HSN code of the material while submitted their offer.

9) Bidders to take note of clause no.10.1.3 which has been added in Section-C, special terms & conditions for Indian bidders of General Terms and Conditions for Global Tender (MM/GLOBAL/01/2005-July2012) regarding transportation of materials.

10) 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/ 01/2005). Bidders are requested to take note of the same and to submit their offers accordingly wherever applicable.

11) OIL reserves the right to convert the order from FOB Port of export to C&F Kolkata term considering the ocean freight quoted by the bidder in their offer. In case the order is converted to C&F Kolkata port, the Performance Security amount, if applicable, shall also be enhanced considering the quoted ocean freight charges.

12) Bidder should confirm in their quotation that in case of C&F order, their nominated freight forwarder should provide Delivery Order under Single window facility having office of local agent in India at Kolkata and offer 14 days free detention time of container(s) at discharging port.

13) All foreign bidder(s) should note that a new clause on shipment of the goods by sea from port of export to the Indian port (i.e. Kolkata port unless otherwise specified) has been included in the tender through an addendum to "General Terms and Conditions for Global Tender" (MM/GLOBAL/01/2005). The addendum is also available in OIL's Website (www.oil-india.com).

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Bidder(s) is/are requested to take note of the same and to submit their offer(s) accordingly.

14) The General Terms & Conditions for Global Tenders (MM/GLOBAL/01/2005)" has been amended and the Amendment dated 06.08.2018 has been issued in this regard which is uploaded in OIL Website. Bidders to note the changes made to "The General Terms & Conditions for Global Tenders (MM/GLOBAL/01/2005)" and to submit their offers complying with the same.

15) In view of implementation of GST w.e.f. 01.07.2017, The General Terms & Conditions for Global Tenders (MM/GLOBAL/01/2005)" has been amended and the Addendum dated 21.08.2017 has been issued in this regard which is uploaded in OIL Website. Bidders to note the changes made to "The General Terms & Conditions for Global Tenders (MM/GLOBAL/01/2005)" and to submit their offers complying with the same.

16) **FURNISHING FRAUDULENT INFORMATION/ DOCUMENT:** If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.

However, along with the technical bid, bidders must submit duly filled undertaking as per format provided vide, **"Annexure-K"** as undertaking towards submission of authentic information/documentation as per the format provided below.

Annexure-K

Format of undertaking by Bidders towards submission of authentic information/documents
(To be typed on the letter head of the bidder)

Ref. No _____

Date _____

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No. _____ Dated _____

To,
The HOD-Materials
Materials Deptt,
OIL, Duliajan

Sir,

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

ANNEXURE-I

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Tender Date : 08.10.2020

Yours faithfully,
 For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

Special terms and condition:

1) The unit shall be complete with all other essential operating accessories required for smooth, efficient running and immediate commissioning after receipt at Duliagan. The manufacture has to quote for state of art technology based instrument latest model, meeting our requirements and should not quote the model, which is obsolete or about to obsolete.

2) Essential Consumable parts to be supplied along with the unit. The bidders are requested to quote for their recommended essential spares & consumables for one year normal operation, and also tools and essential accessories required for the functioning of the equipment which are required to be supplied along with the equipment. The prices of these items should be included in the basic price of the equipment (The prices of essential spares, consumables, tools and accessories are not to be shown separately). The list of above said essential spares, consumables, tools & accessories with quantity against each item should be furnished in the techno-commercial bid.

3) Necessary spares for another two years trouble free operation should be quoted separately with price details and should not be combined with the main equipment and that shall not be considered for bid evaluation.

4) Name plate/ Marking details: Following information shall be securely stamped / stenciled on the body of the equipment / item or through a metallic plate tagged on the equipment / item.

- a. Manufacturer's Name:
- b. Model No.:
- c. Serial No:
- d. Date / Year of Manufacture:
- e. Oil India Purchase Order No with date.
- f. Any other relevant information (if any)

5) The supplier shall provide (in the event of order) the following manuals along with supply

- a) Operation Manual containing principle of operation, detailed installation and set up instructions etc. (Both soft as well as hard copies-2 nos)
- b) Maintenance and Troubleshooting manual (Both soft as well as hard copies-2 nos etc.) comprising of Circuit Diagrams, PCB details, detailed troubleshooting guide, spare parts list, consumables etc.

6) Supply and availability of the spares & consumable of the offered model has to be assured for at least 10 years from the date of installation.

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7) The vendor should provide minimum one P.O copy of similar type of instrument for similar application.

8) After Sales Service & Spares:

- (a) The vendor should provide list of consumables and all the spare parts required for smooth functioning of the equipment.
- (b) The vendor should provide a catalogue of spares and consumables with their parts number, description and unit price along with the equipment.
- (c) The supplier should also provide Tool kit containing essential tools required for repair and maintenance with the apparatus.

Installation and Commissioning: Installation / Commissioning & Training:

- a. The successful bidder shall install and commission the equipment at Chemical Department, Oil India Ltd., Duliajan, Assam, India -Pin: 786602 by their competent service engineer(s). The party shall demonstrate all specification and operation at the time of installation.
- b. 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.
- c. 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.
- d. Installation / commissioning & Training charges (including to and fro charges, accommodation, all kind of transportation of bidder's personnel), if any must be quoted separately on lump sum basis which shall also be considered for evaluation of the offers. In-case if charges are not quoted it will be considered to have been included in the total cost or will be free of cost.

Warranty:

The manufacturer has to provide ONE year warranty from the date of installation of the instrument free of cost. During warranty period all sorts of spares, if required, will be supplied by vendor free of cost on landed cost basis and competent service engineer of the manufacturer/ authorized supplier has to fit the same within one month time of reporting.

- 9) Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the following clauses and submit their offers accordingly wherever applicable. Bidders must submit duly sealed & signed undertaking as per format provided vide, "ANNEXURE-E" along with the technical bid.

ANNEXURE-D UNDERTAKING OF AUTHENTICITY OF INFORMATION/DOCUMENTS SUBMITTED

Format of undertaking by Bidders towards submission of authentic information/documents
 (To be typed on the letter head of the bidder)

Ref. No _____

Date _____

ANNEXURE-I

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Tender Date : 08.10.2020

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No. _____ Dated _____

To,
 The HOD-Materials
 Materials Deptt,
 OIL, Duliajan

Sir,

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,
 For (type name of the firm here)

Signature of Authorized Signatory Name :
 Designation :
 Phone No.
 Place :
 Date :
 (Affix Seal of the Organization here, if applicable)

ANNEXURE-E:: UNDERTAKING ON GROUND OF DEFENCE

Format for Undertaking by Bidders towards compliance of office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (Public Procurement no. 1) issued by Department of Expenditure, Ministry of Finance, Govt. of India
 (To be typed on the letter head of the bidder)

Ref. No _____

Date _____

Tender No. _____ Dated _____

OIL INDIA LIMITED
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 #####

Dear Sirs,

ANNEXURE-I

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Tender Date : 08.10.2020

"We have read the clause regarding restrictions on procurement from a bidder or a country which shares a land border with India; We certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. We hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where evidence of valid registration by the Competent Authority shall be attached.]"

We also agree that, during any stage of the tender/contract agreement, in case the above information/documents submitted by us are found to be false, Oil India Limited has the right to immediately reject our bid/terminate contract at any stage and carry out further legal action on us in accordance with law.

Yours faithfully,
For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

Note : This form should be returned along with offer duly signed.