

**OIL INDIA LIMITED**

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**Tender No. & Date : KID5875L18/05 26.09.2017**

Bid Security Amount : INR 0.00 OR USD 0.00  
 (or equivalent Amount in any currency)

**Bidding Type : Single Bid (Composite Bid)**

Bid Closing On : 14.11.2017 at 14:00 hrs. (IST)  
 Bid Opening On : 14.11.2017 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Limited tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 99069175	<p>MEMENTO FOR RETIRING EMPLOYEES SILVER SALVER, Ornamental as per following specifications : Diameter - 6 inch diameter Purity - 90% to 92 % Weight - 205 gm Engraving:OIL Logo and Company's name (OIL INDIA LIMITED) in bold letters centrally engraved on top followed by calligraphic style inscription initalics (for Name &amp; Year) as generally used in certificates, as per sample attached herewith.</p> <p>Packing:            Complete with Silk or Velvet padded jewellery type presentation box with fastening clips and names marked. Note:1. List of employees retiring during the year will be furnished at the time of placement of order. 2. Full size photo print of the salver complete with the sample engraving therein must accompany the offer; Otherwise the offer will be summarily rejected. 3. OIL reserves the right to review quantity on the basis of actual requirement at the time of placement of final order. 4. Unused salvers, if any, should be supplied with only Company Logo and name. The cost saved on engraving the contents thereon should be deducted from order value.</p>	364	NO

**Special Notes : 1. PERFORMANCE GUARANTEE:**

**Performance Guarantee is applicable against this tender. 10% of the ordered value shall be given as performance guarantee in the form of bank guarantee and shall be valid for 90 days beyond applicable warranty / guarantee / defect liability period (if any). Bidders should undertake in their bid to submit Performance Security as stated above.**

2. The items should be labeled on the box with Executive Name, Salary code & Date of Retirement.

3. The above requirements are for the employees who would be retiring from service during the year 2018 and these are to be distributed w.e.from 01.01.2018.

4. There should be scope for returning / exchanging the salvers if any defect in the salver (e.g.

spelling mistake etc.) is found and delivery should be before the superannuating date mentioned in the salver.

5. In the event of an order, certificate of purity of the silver will be required to be submitted along with the bill.

6. In the event of order and supply, OIL reserves the right to check the weight of Silver Salver and the weight found on checking will be binding on the supplier for computing the cost.

7. Payment of silver will be on the basis of actual weight of each silver salver as per the rate at which silver has been purchased from the Bullion Market after placement of order and rate will be considered within the delivery schedule of the order. Documentary evidences in support of price of silver from Bullion Market must be enclosed along with the bill.

8. While quoting the bidder should give cost break up of (a) cost of silver (b) Making charges (c) Engraving charge (d) Cost of box etc.

**9. Materials are to be delivered at Duliajan on FOR Duliajan basis. Thus all bidders are must quote FOR Duliajan rate. Supplier has to depute his representative to witness the weighment of supplied Silver Salvors at OIL's premises at Duliajan, Assam in presence of OIL's representative.**

10. Payment terms: 100% of the payment will be released within 30 days of receipt and weighment of materials at Duliajan.

11. Unused Salvors, if any, should be supplied with only Company Logo and Name. The cost saved on engraving the contents thereon should be deducted from order value.

12. OIL reserves the right to review quantity on the basis of actual requirement at the time of placement of final order.

13. Delivery is the essence of this item and materials are urgently required. Therefore materials should be available at site at the earliest as possible. Hence please quote your best delivery period.

**14. Validity of offer: 75 days from the date of tender opening. Offer with validity less than 75 days will be rejected.**

15. 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.

16. Bids containing incorrect statement will be rejected.

17. Bidders shall submit their offer as per price bid format - Annexure A. Offer with any other format may be liable for rejection.

18. Bidders must enclosed a certificate or any other documents from Bullion Merchant , dealer or any other Agency dealing in Bullion in support of price of silver for the silver salver quoted against this tender. This supporting certificate / documents should not be older than one month from the schedule bid closing date.

19. In the event of computational error between unit rate and total price, the unit rate as quoted by the bidder shall prevail.

20. Similarly in the event of discrepancy between words and quoted figure, words will prevail.

21. (A) Taxes:

21. 1. For the purposes of levy and imposition of GST, the expressions shall have the following meanings:

- (a) GST - means any tax imposed on the supply of goods and/or services under GST Law.
- (b) Cess - means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.
- (c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.

21. 2. The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties and levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/tax, if the finally assessed amount is on the higher side and OIL will have the right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

21. 3. Offers without giving any of the details of the taxes (including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates and amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ contracts will be binding on the bidder.

21. 4. Bidder is required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidder must confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and must also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidder to ensure that the intended benefits of GST have been passed on to OIL.

21. 5. Statutory variation (increase/decrease) of GST within the contractual delivery period will be to the account of OIL subject to documentary evidence. However, any increase in statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.

21. 6. Bidder agrees to do all things but not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and also for claiming input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.

21. 7. In case Input Tax Credit of GST is denied to OIL or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by Bidder/Supplier, including non-payment of GST charged and recovered, the Bidder/Supplier shall indemnify OIL in respect of all such claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such an amount demanded and recovered by the authorities/ state authorities from the pending payments of the Bidder/Supplier.

21. 8. GST liability, if any on account of supply of free samples against any tender/purchase order (wherever applicable) shall be to bidder's/ supplier's account.

(B) Comparison of Offers:

Comparison of bids shall be done on the basis of " Total FOR DESTINATION VALUE" quoted by the bidders against each individual item as per Price Bid format given in Annexure-A. Therefore, bidders are required to submit prices as per said price bid format.

(C) Price Bid Format : attached as per Annexure-A.

**Price Bid Format**

Tender No.: KID 5875L18/05 dtd 26.09.2017

	Particulars	Rate (in Rs)
	<b>Item No. 10 i.e. 6" silver salver</b>	
	HSN Code	
A.	<b>Cost of Silver for 205 grams*</b>	
B	GST on (A)	
C	Making Charge	
D	GST on (C)	
E	Engraving Charge	
F	GST on (E)	
G	Cost of Box	
H	GST on (G)	
I	Packing and forwarding charges, if any	
J	GST on (I)	
K	Freight Charge upto Duliajan, Assam	
L	GST on (K)	
M	Insurance charges inclusive of GST	
N	Total cost for 1 (one) no silver salver =(A+B+C+D+E+F+G+H+I+J+K+L+M)	
O	<b>Total cost for 364 nos silver salver=(364 X N) in Rupees</b>	

- Bidders must enclose a certificate or any other documents from Bullion Merchant, dealer or any other agency dealing in Bullion in support of price of silver for the silver salver. This supporting certificate/documents should not be older than one month from the schedule bid closing date.

Cost of silver per gram as per Bullion Merchant (In Rs)	
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Gross weight of the total consignment:

Gross volume of the total consignment:

Name of Despatching Station :

Delivery Period :

Validity :

Payment terms:

Other terms if any

We agree to all the terms and conditions given in the Tender Document. We confirm that material will conform to OIL's specification.

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Signature & Seal of Bidder

Full Name :

Address :

Date :

**Note:**

1. Bidders must quote Freight Charges upto destination specified in tender. In case bidder fails to quote inland freight charges, highest freight quoted by the other bidder (considering pro-rata distance) against this tender or OIL's estimated freight , whichever is higher, shall be loaded to their offer for comparison purpose.
2. Other clauses on Goods & Service Tax shall be applicable as incorporated elsewhere in this tender.

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**Tender issued to following parties only:**

Slno	V_Code	Vendor Name	City/Country
1	201077	SANKAR DUTT & CO.	KOLKATA
2	201184	V. GULAB	KOLKATA
3	203599	S. N .ADHYA & SONS,	KOLKATA
4	204101	BENUJ BEHARI DUTT PVT. LTD ,	KOLKATA
5	205983	BELI RAM ABHAI KUMAR JAIN	NEW DELHI
6	207297	LAKHY BABUS PURE GOLD AND SILVER	KOLKATA
7	207298	M.DAS JEWELLERS	KOLKATA
8	207299	LAKSHMI NARAYAN SEN & SONS PVT LTD	KOLKATA
9	210865	SHAILESH SILVER PALACE	MUMBAI
10	212074	BHATTER SILVER ARTS PVT.LTD.,	KOLKATA
11	212075	MOHAN IMPRESSION PVT.LTD.,	KOLKATA