

OIL INDIA LIMITED

(A Govt. Of India Enterprise) Tel : 033 2230 1657, 1658
 4, India Exchange Place, Fax : 91 33 2230 2596
 Kolkata-700001 E-mail : oilcalmn@oilindia.in

Tender No. & Date : KID8448L16/02 04.09.2015

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 : 13.10.2015 at 14:00 hrs. (IST)
 Bid Opening On : 13.10.2015 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
10 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 italics (for Name & 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>	677	NO

Special Notes : I. SPECIAL TERMS AND CONDITIONS:

1. In the event of an order, certificate of purity of the silver will be required to be submitted along with the bill.
2. 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.
3. 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.
4. Silver Salvors are to be delivered well before the retirement date as per list provided, in the

event of an order.

5. 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.

6. PACKING: Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it.

7. Materials are to be delivered at Duliajan on FOR Duliajan basis. 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.

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

9. 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.

10. List of retiring/retired employees will be provided at the time of placement of order.

11. **Full size photoprint of the Salver complete with the sample engraving therein must accompany the offer, otherwise the offer will be summarily rejected.**

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. Performance Bank Guarantee submission is applicable against this tender. Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. For exemption for submission of Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/01/2010 for LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected. The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

16. Integrity Pact :

Integrity Pact is applicable against this tender. Therefore, please attach the Integrity Pact document duly signed along with your quotation. The name of the OIL's Independent External Monitors at present are as under:

1. SHRI RAGHAW SHARAN PANDEY, IAS(Retd.),
e-Mail ID : rspandey_99@yahoo.com

2. SHRI RAJIV MATHUR, IPS(Retd.),
e-Mail ID : rajivmathur23@gmail.com

Integrity Pact :

OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **Annexure V** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e. who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed by the bidder shall be rejected straightway.

GENERAL NOTES:-**MEMENTO FOR RETIRING EMPLOYEES**

SILVER SALVER , ornamental as per following specifications :

Diameter - 6inch diameter

Purity - 90% to 92 %

Weight - 205 gm

WITH STAND TO BE PRESENTED AND THE COMPANY'S LOGO CENTRALLY ENGRAVED WITH THE FOLLOWING INSCRIPTION

WITH FOND MEMORIES AND BEST WISHES

TO

SHRIMATI & SHRI

FOR

A VERY HAPPY RETIRED LIFE

FROM

ALL OIL INDIANS,

....., 2016 & 2017.

Engraving:

- OIL Logo and Company's name (OIL INDIA LIMITED) in bold letters , centrally engraved on top followed by calligraphic style inscription in italics (for Name & Year) as generally used in certificates, as per sample attached herewith.

Packing:

- Complete with Silk or Velvet padded jewellery type presentation box with fastening clips and names marked.

II. BID EVALUATION CRITERIA/BID REJECTION CRITERIA

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the "Bid Rejection Criteria" as stipulated in this document.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/CALCUTTA/01/2010 for LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/CALCUTTA/01/2010 elsewhere, those in the BRC / BEC shall prevail.

BID REJECTION CRITERIA (BRC) :**A) TECHNICAL**

- i) The Bids must conform to the specification and terms & conditions given in the Bidding

Documents. Bids shall be rejected in case the items offered do not conform to the required specifications stipulated in the technical specifications. Notwithstanding the general conformity to the bids to the stipulated specifications and terms and conditions, the following mandatory requirements shall have to be particularly met by the bidders without which the offer will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the bid.

ii) Bidders shall have minimum 3(three) years experience from the date of bid opening in supplying of Silver works of such items like Silver Salver, shields, trophies etc. to Central Public Sector undertaking a State Govt. undertaking or large private sector undertaking. The Bidder must submit the necessary credentials to this effect, i.e. copy of purchase order with specifications of same and similar nature of value not less than Rs. 22.68 Lakhs in a single purchase order, supply report, completion and satisfactory performance certificate from the clients along with the bid.

iii) Bid Shall also be accompanied with the following documents:

a) Full size photo print of the Salver complete with the sample engraving therein must accompany the offer, otherwise the offer will be summarily rejected.

b) The bidders must submit expressed understanding that the supplied item(s) will conform to technical specifications as stipulated in the NIT in all respects.

c) The bidder is categorically confirm for compliance of all the clause of the special terms and conditions of NIT.

B) COMMERCIAL

i. Performance Bank Guarantee submission is applicable against this tender. Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. For exemption for submission of Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/01/2010 for LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.

The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

ii. The Bank Guarantee should be allowed to be encashed at all branches within India.

iii. 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.

iv. Validity of the bid shall be minimum 75 days from the Bid Closing Date. Bids with lesser validity will be rejected.

v. Bids containing incorrect statement will be rejected.

vi. Bidders must submit their offer as per price bid format - Annexure AA. Offer with any other format will be liable for rejection.

vii. 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. These documents must be uploaded in Technical RFx.

BID EVALUATION CRITERIA (BEC):

TECHNICAL/COMMERCIAL:

The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria (BRC) will be considered for further evaluation as per the Bid Evaluation Criteria given below.

- i) The Bids will be evaluated as per NIT specifications and as per Price Bid format #Annexure AA.
- ii) OIL Reserves the right to review quantity on the basis of actual requirement at the time of placement of the final order.
- iii) In the event of computational error between unit rate and total price, the unit rate as quoted by the bidder shall prevail.
- iv) Similarly in the event of discrepancy between words and quoted figure, words will prevail.
- v) To evaluate the inter-se-ranking of the offers, Assam entry tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date.

Bidders may check this with the appropriate authority while submitting their offer.

- vi) 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 dead line given by the company, failing which the offer will be summarily rejected.

III. General Qualification Criteria:

In addition to the general BRC/BEC, following criteria on Bidders' Experience and their financial capabilities shall be considered (documentary evidence to be provided along with the bid):

- a) Bidder should have experience of successfully executing similar order for atleast Rs. 22.68 Lakhs during last 3 years as on the Bid Closing Date.
- b) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 75.62 Lakhs.

Note : For proof of Annual Turnover, any one of the following documents /photocopies (self attested/attested) must be submitted along with the bid :-

- (a) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. and Firm's registration no certifying the Average Annual Turnover and nature of business.
- or
- (b) Audited balance sheet and profit & loss account

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Tender issued to following parties only:

S/no	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	BENUD BEHARI DUTT PVT. LTD ,	KOLKATA
5	207297	LAKHY BABUS PURE GOLD AND SILVER	KOLKATA
6	207298	M.DAS JEWELLERS	KOLKATA
7	207299	LAKSHMI NARAYAN SEN & SONS PVT LTD	KOLKATA
8	210865	SHAILESH SILVER PALACE	MUMBAI
9	212074	BHATTER SILVER ARTS PVT.LTD.,	KOLKATA
10	212075	MOHAN IMPRESSION PVT.LTD.,	KOLKATA
11	212076	BELIRAM ABHAI KUMAR JAIN	NEW DELHI



NOTICE

Other than the vendors to whom the enquiry has been issued, interested vendors who wish to participate in the tender may apply with proper credentials and other relevant details so as to reach Head-Calcutta Branch, Oil India Limited , ICC Building, 4th Floor, 4 India Exchange Place, Kolkata - 700001, West Bengal (E-mail : oilcalmn@oilindia.in , Fax : 033-22302596) within 10 days of publication of the tender in OIL's website.

The vendors must fulfill the following conditions :

- i) The party should have three year's experience for the same item.
- ii) The party should have received one order for at least 50% quantity in last three years for the item from any reputed firm.
- iii) Annual turnover of the firm in any of the last three financial years or current financial year should be more than Rs 75.62 lakhs.

NOTE :i) Relevant documents in support of experience, last order and annual turnover must be submitted along with the application.

ii) Application without complete supporting document will not be considered.

Tender no KID 8448L16/02
Price bid Format. ANNEXURE AA

Bidders are requested to fill up the greyed cells only.

SL NO	PARTICULARS	Rate
1	Cost Of Silver for 205 grams *	
2	Making charges	
3	Engraving charge	
4	Cost of box	
EXCISE DUTY - %, IF ANY		
FREIGHT CHARGE		
OTHER CHARGES -IF ANY, VALUE		
VAT/SALES TAX - %		
Total cost for one no.silver salver		
Total Cost for 677 nos. Silver Salver		677 nos.

*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. This supporting certificate/documents should not be older than one month from the schedule bid closing date.

Cost of Silver as per Bullion Merchant	
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<p>SIGNATURE: -----</p> <p>DESIGNATION: -----</p> <p>COMPANY: -----</p>
