

OIL INDIA LIMITED
(A Government of India Enterprise)
CONTRACTS DEPARTMENT
P.O. DULIAJAN – 786602, ASSAM

E-TENDER NOTICE

OIL INDIA LIMITED (OIL) invites Bids from experience Service Providers/Firms through its E-Procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following service.

1.0 IFB No.	CDI 4708P15 (2 Bid System)
Service Requirement	Re-Design & Development of OIL’s Intranet Portal (OILWEB)
Cost of Bid Document & Bid Security	₹ 2000.00 and ₹ 25000.00
Period of Sale of Bid Document/ Issue of USER ID & PASSWORD	<i>03.09.2014 TO 09.10.2014(15:30Hrs)</i>
Bid Closing / Opening Date & Time	<i>16.10.2014 (11:00 Hrs / 14:00 Hrs)</i>
<p>Cost of Bid Document (Non-Transferable and Non-refundable) by way of Demand Draft / Banker’s Cheque from any schedule Bank in favour of OIL INDIA LIMITED and payable at Duliajan, along with the application(s) on applicants letter pad for request of USER ID & PASSWORD is to be submitted to Head-Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602 .</p> <p>On receipt of requisite Bid Document Cost, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the bidding through OIL’s E-Procurement portal. <i>No physical tender documents will be provided.</i></p> <p>PSU’s and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days in advance to get access for participation in the tender.</p> <p>The details of IFB can be viewed using “Guest Login” provided in the E-Procurement portal and also in OIL’s web site www.oil-india.com. The link to OIL’s E-Procurement portal has also been provided through OIL’s web site www.oil-india.com</p>	

**OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT, DULIAJAN**

OIL INDIA LIMITED invites ON-LINE BIDS from eligible Bidders/Firms for the following mentioned works/services under **SINGLE STAGE 2- Bid System** through its e-Procurement site:

DESCRIPTION OF WORK/ SERVICE:

Re-Design & Development of OIL's Intranet Portal (OILWEB)

IFB NO: CDI 4708P15

Type of IFB : Single Stage-2(two) Bid System

LOCATION: IT Department, Duliajan Assam

CONTRACT PERIOD: (06) Months

BID CLOSING/ OPENING DATE & TIME: **16.10.2014 (11:00HRS/14:00 HRS)**

**Priced Bid Opening Date:
& Time** Will be intimated to the eligible bidder(s) nearer the time

Bid Submission Mode: Bid should be submitted online in OIL's E-Procurement portal

Bid Opening Place : Office of the Head-Contracts
Oil India Limited
Duliajan – 786602, Assam

Bid Validity : 180 days from Bid opening Date

BID SECURITY AMOUNT: **₹ 25,000.00(Twenty Five Thousand Only)**

AMOUNT OF PERFORMANCE SECURITY: 7.5% of Contract Value

a) Bid Security deposited vide D.Draft/B.Cheque /Bank Guarantee
No. _____ dated _____ of _____

Original hard copy of (a) should reach the office of HEAD-CONTRACTS on or before Bid opening date and time, otherwise Bid will be rejected. A scanned copy of this document should also be uploaded along with the Un-priced bid documents.

b) Bidders to confirm that in the event of the award of Contract, bidder will submit Performance Security Deposit @ 7.5% of the Contract price and this will not earn any interest.

2.0 SEALED ENVELOPES containing the Bid Security shall be marked with the above Tender Number and description of work and submitted in the office of :

HEAD-CONTRACTS
CONTRACTS DEPARTMENT
OIL INDIA LIMITED
Duliajan – 786602
Assam.

All bidders shall deposit the requisite BID SECURITY in the form of Demand Draft/Banker's Cheque/Bank Guarantee in favour of M/s Oil India Limited and payable at DULIAJAN. This BID SECURITY shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 6(a) below. Bids without BID SECURITY in the manner specified above will be summarily rejected.

3.0 Bid should be submitted online up to 11:00 AM (IST) (OIL's e-procurement Portal Server Time) on the date as mentioned and will be opened on the same day at 02:00 PM (IST) at Office of the Head-Contracts in presence of authorized representative of the bidder.

4.0 **The rates shall be quoted as specified in the "PRICE BID FORMAT" and to be uploaded in attachment under Notes & Attachments tab.**

The bid and all uploaded documents must be Digitally signed using "Class 3" digital certificate [e-commerce application (Certificate with personal verification and Organization 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.

The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of "Class -3" with Organizations name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.

5.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.

6.0 (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his/her/their BID SECURITY in full and debarred from participation in future tenders, at the sole discretion of the company .

(b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

7.0 Conditional bids are liable to be rejected at the discretion of the Company.

8.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Un-priced bid documents.

a. In case of Sole Proprietorship Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

b. In case of HUF, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.

c. In case of Partnership Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

d. In case of Co-Operative Societies, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating

therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

e. In case of Societies registered under the Societies Registration Act, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

f. In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

g. In case of Trusts registered under the Indian Trust Act, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

9.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid and O.I.L's Standard Form of Contract.

10.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

11.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

12.0 The successful bidder shall furnish a Performance Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee as specified above before signing the formal contract. The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Performance Security Money shall not earn any interest.

13.0 **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security shall be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

14.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or Performance Security is not submitted as per terms of the Contract within the stipulated time, Bid Security shall be forfeited and the bidder shall be debarred for 2 (two) years from the date of default.

15.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the Bid Security/Performance Security shall be forfeited and the bidder / the party/the contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

16.0 **The tender will be governed by:**

Covering Letter.

Instruction to Bidders

BRC-BEC-Bid Rejection Criteria & Bid Evaluation Criteria.

Part - I - General Conditions of Contract. (GCC)

Part - II - Schedule of Work, Unit and Quantity (SOQ)

Part - III - Special Conditions of Contract (SCC)

Part-IV-Schedule of company's Plants, Materials and Equipments-

Part-V-Safety Measures (SM)

Proforma and Annexures

SPECIAL NOTE:

GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT :

To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Bidders must have a valid User Id to access OIL e-Procurement site. Bidders can click on **Guest** login button to view the available open tenders in the E-portal. Bidders shall request OIL through E-mail or fax or letter along with the cost of bid documents as indicated in the NIT for issue of the **USER ID** for accessing and submitting against the E-procurement tender. The User ID shall be issued to the eligible bidders on receipt of the requisite cost of the bid document through email. In case any bidder is exempted from paying the tender fee, they should request OIL with supporting

documents for issue of the User Id on free of charge basis. The detailed guidelines are available in OIL's e-procurement site. For any clarification in this regard, bidders may contact OIL.

Please note that all tender forms and supporting documents are to be submitted through OIL's E-Procurement site only except Original Bid Security which are to be submitted in sealed envelope superscribed with tender no. and due date to : The Head Contract, Contracts Department, Oil India Limited, Duliajan- 786602,

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. Offers sent without the requisite value of prescribed bid security (if called for in the bid) in original will be ignored straightway.

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.

17.0 The tender is invited under SINGLE STAGE 2- BID SYSTEM. The bidder has to submit the "Un-Priced Techno-Commercial" and "Price-Bid" through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender portal. **The Technical Bid is to be submitted as per Scope of Work & Technical Specifications along with all technical related documents related to the tender are to be uploaded under Technical RFx Tab.** The Price Bid rates shall to be quoted as specified in the "PRICE BID FORMAT" and to be attached as attachment under the Notes & attachment tab. **The price quoted in the "PRICE BID FORMAT" will only be considered for evaluation.**

Please note that no price details should be uploaded under Technical RFx. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment under Notes & Attachment Tab. Offer not complying with above submission procedure will be rejected.

A few screen shots to find out the required IFB is shown below.

1.

Select RfX and Auction Tab

The screenshot displays the SRM QAS Portal for Oil India Ltd. The browser window title is "RfX and Auctions - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer". The address bar shows the URL "http://srmqas.oilindia.in:50100/irj/portal". The page header includes a welcome message for user "v202745 WATERTech ENGINEERS PVT. LTD." and the date "April 01, 2013 3:31:09 PM (IST)". The navigation menu on the left includes "RfX and Auctions", "Services", "Create Documents", and "Central Functions". The main content area is titled "Active Queries" and shows filters for "eRfXs" and "eAuctions". The "eRfXs - All" section includes a "Hide Quick Criteria Maintenance" button and a table of active queries. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, and Response Version. The first row shows an event with ID "SK11043P11" and description "FORMATION DISPOSAL WATER PUMP-6 NOS".

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
SK11043P11	FORMATION DISPOSAL WATER PUMP-6 NOS	Open - Composite	Published	24.05.2011	60002479	Submitted	2		

2.

3.

Please enter the IFB No. here & Click Apply Tab

FORWARDING LETTER

CDI4708P15

After following the above mentioned steps, the details of the IFB under RFX information will be displayed as shown in the next page.

The screenshot displays the 'Display RFX' page in a web browser. The page header shows 'RFX - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer'. The main content area is titled 'Display RFX' and includes a navigation bar with buttons: 'Verify Signature of RFX', 'Print Preview', 'Close', 'Register', and 'Export'. Below this, a summary bar provides key information: RFX Number: SDG7155P13, RFX Name: Old RFX Open Composite Bid 180T, RFX Status: Published, RFX Start Date, Submission Deadline: 12.04.2013 11:00:00 INDIA, Remaining Time: 10 Days 19:25:10, RFX Owner: Mr. Arup Sharma, RFX Version Number: 2, and RFX Version Type: Active Version. The 'RFX Information' tab is selected, showing various parameters and conditions. The 'Partners and Delivery Information' section is expanded, showing a table with columns: Function, Number, Name, and Phone Number. The table lists details for the Requester, Goods Recipient, Ship-To Address, and Location, all associated with 'Assam- Services' and the phone number '2800414'. The bottom of the page shows the Windows taskbar with the start button and several open applications: 'Inbox - Siddhartha G...', 'SAP Logon 720', 'SRM Help', 'RFX and Auctions - O...', and 'RFX - Oil India Ltd - S...'. The system clock indicates 3:46 PM.

Display RFX :

Verify Signature of RFX | Print Preview | Close | Register | Export

RFX Number: SDG7155P13 | RFX Name: Old RFX Open Composite Bid 180T | RFX Status: Published | RFX Start Date: | Submission Deadline: 12.04.2013 11:00:00 INDIA | Remaining Time: 10 Days 19:25:10
RFX Owner: Mr. Arup Sharma | RFX Version Number: 2 | RFX Version Type: Active Version

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Note and Attachments | Conditions

Time Zone: INDIA
Start Date: 00:00:00
Submission Deadline: * 12.04.2013 11:00:00
Opening Date: 12.04.2013 14:00:00
Currency: INR
Price Bid Opening Date: |
Pre-Bid Conference Time: 00:00:00
Pre-Bid Conference Date: |
Last Time of Tender Fee Payment: 11:00:00
Last Date of Tender Fee Payment: 12.04.2013
Last Time to receive PBC queries: 00:00:00
Last Date to receive PBC queries: |
Contact Details: AJS
Contact Details: AJS 1
Earnest Money Deposit - USD: 12,500.00
Earnest Money Deposit - INR: 5,000,000.00

Valuation Type: NON ELIGIBLE FOR NIL DUTY/DEEMED EXPORT
Bank Guarantee: APPLICABLE @10% OF ODR VAL
Integrity Pact: Not Applicable
EMD Validity Period: 12.04.2013
Tender Type: * ICB (International Competitive Bidding)
Tender Fee in USD: 1,000.00
Tender Fee in INR: 55,000.00
Price Bid Opening Time: 00:00:00

Partners and Delivery Information

Details | Add | Send E-Mail | Call | Clear | Filter Settings

Function	Number	Name	Phone Number
Requester		Ext req trasfer user SERVICE_R3	
Goods Recipient		Ext req trasfer user SERVICE_R3	
Ship-To Address		Assam- Services	2800414
Location		Assam- Services	2800414

NB: All the Bids must be Digitally Signed using “Class 3” digital signature certificate with Organizations Name (e-commerce application) 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.

HEAD-CONTRACTS

INSTRUCTIONS TO BIDDERS

1.0 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as 'Company', will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.0 BIDDING DOCUMENTS

2.1 The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a) A forwarding letter highlighting the following points
 - (i) Company's IFB No.
 - (ii) Bid closing date and time
 - (iii) Bid opening date, time and place
 - (iv) Bid submission place
 - (v) Bid opening place
 - (vi) The amount of Bid Security
 - (vii) The amount of Performance Guarantee
 - (viii) Quantum of liquidated damages for default in timely mobilizations
- b) Instructions to Bidders
- c) General Conditions of Contract (**Part-I**)
- d) Schedule of Work, Unit, Quantities, Rates and Prices (**Part- II-SOQ**)
- e) Special Conditions of Contract (**Part-III-SCC**)
- f) Schedule of company's Plants, Materials and Equipments-(**Part-IV**)
- g) Safety Measures (**Part-V-SM**)
- h) Price Bid Format
- i) BRC/BEC
- j) (**Proforma & Annexures**).

2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all information required in the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

3.0 TRANSFERABILITY OF BID DOCUMENTS :

3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.

3.2 Unsolicited offers will not be considered and will be rejected straightway.

4.0 AMENDMENT OF BIDDING DOCUMENTS:

4.1 At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by the issuance of an Addendum.

4.2 The Addendum will be sent in writing through post / courier / Fax/e-mail to all prospective Bidders to whom Company has sent the bid documents and also be uploaded in the OIL's e-portal in the C-folder under the tab "Amendments to Tender Documents". The company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. Bidders shall also check OIL's E-Tender portal [C-folder under the tab "Amendments to Tender Documents"] for any amendments to the bid documents before submission of their bids.

5.0 PREPARATION OF BIDS

5.1 LANGUAGE OF BIDS: The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.

5.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted on-line in the e-portal .

6.0 BID FORM:

6.1 The bidder shall complete the Bid Form and the appropriate Price Schedule furnished as attachment in the e-portal.

7.0 BID PRICE:

7.1 Prices must be quoted by the bidders, both in words and in figures. In case of any discrepancy between the words and in figures, the prices indicated in words only will be considered.

7.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and will not be subjected to variation on any account.

7.3 **Since the tender is invited under SINGLE STAGE 2- BID SYSTEM and such no price details should be uploaded/mentioned under Technical RFx Tab. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment in the attachment header under the notes and attachment tab. Offer not complying with above submission procedure will be rejected. Kindly refer the screen shots below.**

Click on this tab to upload Price Bid

The screenshot displays the 'Edit RFx Response' interface. At the top, there's a navigation bar with tabs: 'RfX Information', 'Items', 'Notes and Attachments' (selected), 'Conditions', 'Summary', and 'Tracking'. Below this, a 'Basic Data' section shows various fields like 'RfX Response Number', 'RfX Number', 'Status', 'Submission Deadline', 'Opening Date', and 'Remaining Time'. The main area is a table with columns 'Question', 'Reply', and 'Comment'. The 'Notes and Attachments' tab is highlighted, indicating where price details should be uploaded as attachments.

Question	Reply	Comment
exclusive Test:	<input type="radio"/> Yes <input type="radio"/> No	yes
HAVE YOU SUBMITTED THE ORIGINAL BID BOND:	<input type="radio"/> Yes <input type="radio"/> No	yes
INDICATED IAC IS INCLUDED IN THE FOB PRICE:	<input type="radio"/> Yes <input type="radio"/> No	yes
FIRM OCEAN FREIGHT: *	<input type="radio"/> Yes <input type="radio"/> No	test
HAVE YOU MENTIONED THE IPI CHARGE: *	<input type="radio"/> Yes <input type="radio"/> No	test
HAVE YOU INDICATED THE TOLERANCE OF QUANTITY: *	<input type="radio"/> Yes <input type="radio"/> No	test
HAVE YOU INDICATED HANDLING CHARGE FOR RAIL DESPATCH:	<input type="radio"/> Yes <input type="radio"/> No	yes
HANDLING CHARGE INCASE OF INDIAN BIDDER:	<input type="radio"/> Yes <input type="radio"/> No	2000
HAVE YOU SUBMITTED THE SAMPLE:	<input type="radio"/> Yes <input type="radio"/> No	no
HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BRC (COMMERCIAL): *	<input type="radio"/> Yes <input type="radio"/> No	
HAVE YOU QUOTED THE PRICES WITH ALL LIABILITIES INCLUDING STATUTORY LIABILITIES: *	<input type="radio"/> Yes <input type="radio"/> No	

Next Screen on clicking Notes & attachment Tab and go to edit mode

Bidders can insert comments here

RFx and Auctions - Oil India Ltd e-Procurement System - Microsoft Internet Explorer

RFx and Auctions | History | Back | Forward

Display RFx Response:

Edit | Print Preview | Check | Close | Verify signature of Response | Sign Response

RFx Response Number 60006427 RFx Number [redacted] Status Saved Submission Deadline 28.03.2013 11:00:00 INDIA
Opening Date 07.03.2009 14:00:00 INDIA Remaining Time 2 Days 01:41:02 RFx Owner [redacted] Total Value 0.00 INR
RFx Response Version Number Active Version RFx Version Number 6

RFx Information | Items | **Notes and Attachments** | Summary | Tracking

Notes

Add | Clear | Filter Settings

Assigned To	Category	Text Preview
Document Header	Bid Invitation/Auction Text	[redacted]
[redacted]	Bid Invitation/Auction Text	[redacted]
[redacted]	Bid Invitation/Auction Text	[redacted]
[redacted]	Bid Invitation/Auction Text	[redacted]
[redacted]	Bid Invitation/Auction Text	[redacted]
[redacted]	Bid Invitation/Auction Text	[redacted]

Attachments

Sign Attachment | Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile | Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PRICE BID	PRICE BIDDING FORMAT [redacted].xls	1		<input type="checkbox"/>	xls	32	[redacted]	03.03.2013

Create | Assign | Delete

Collaboration Room	Created on
[redacted]	[redacted]

1

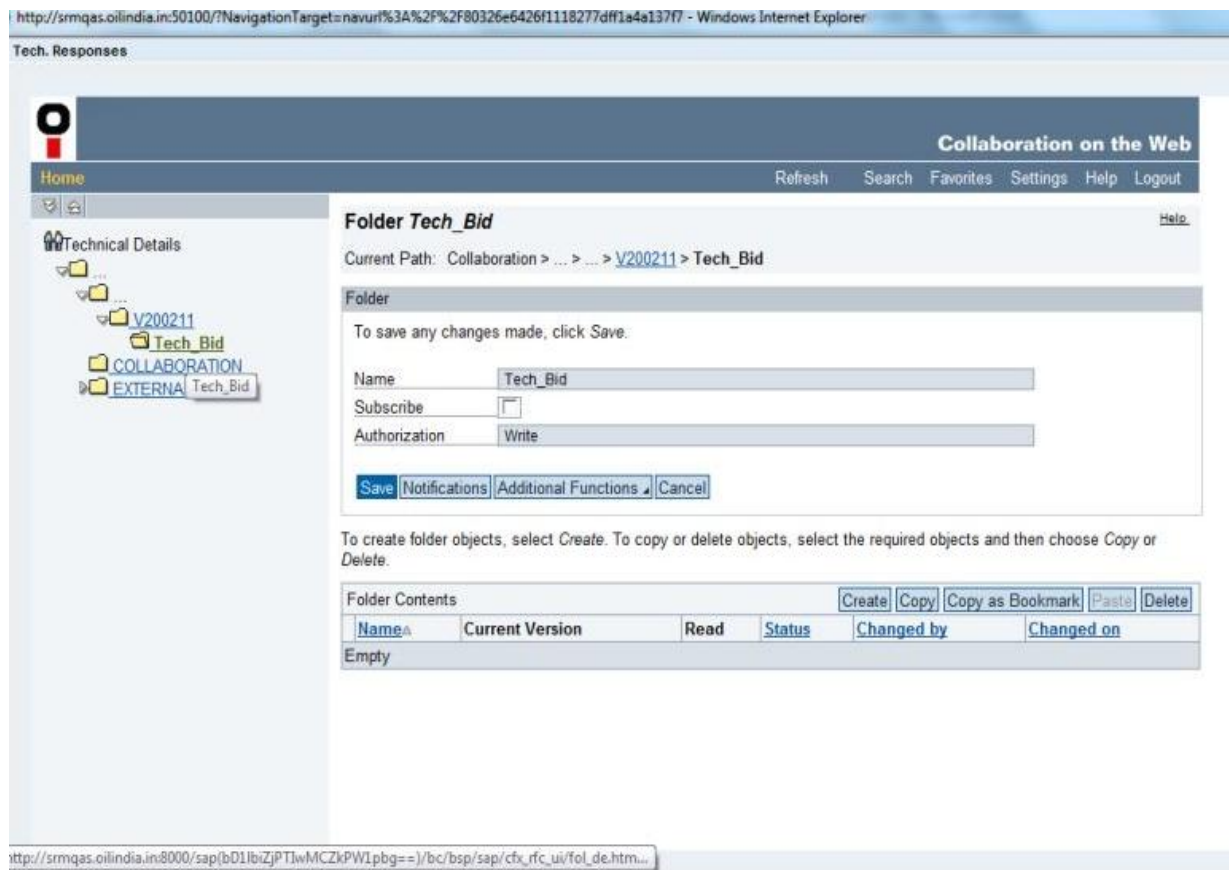
2

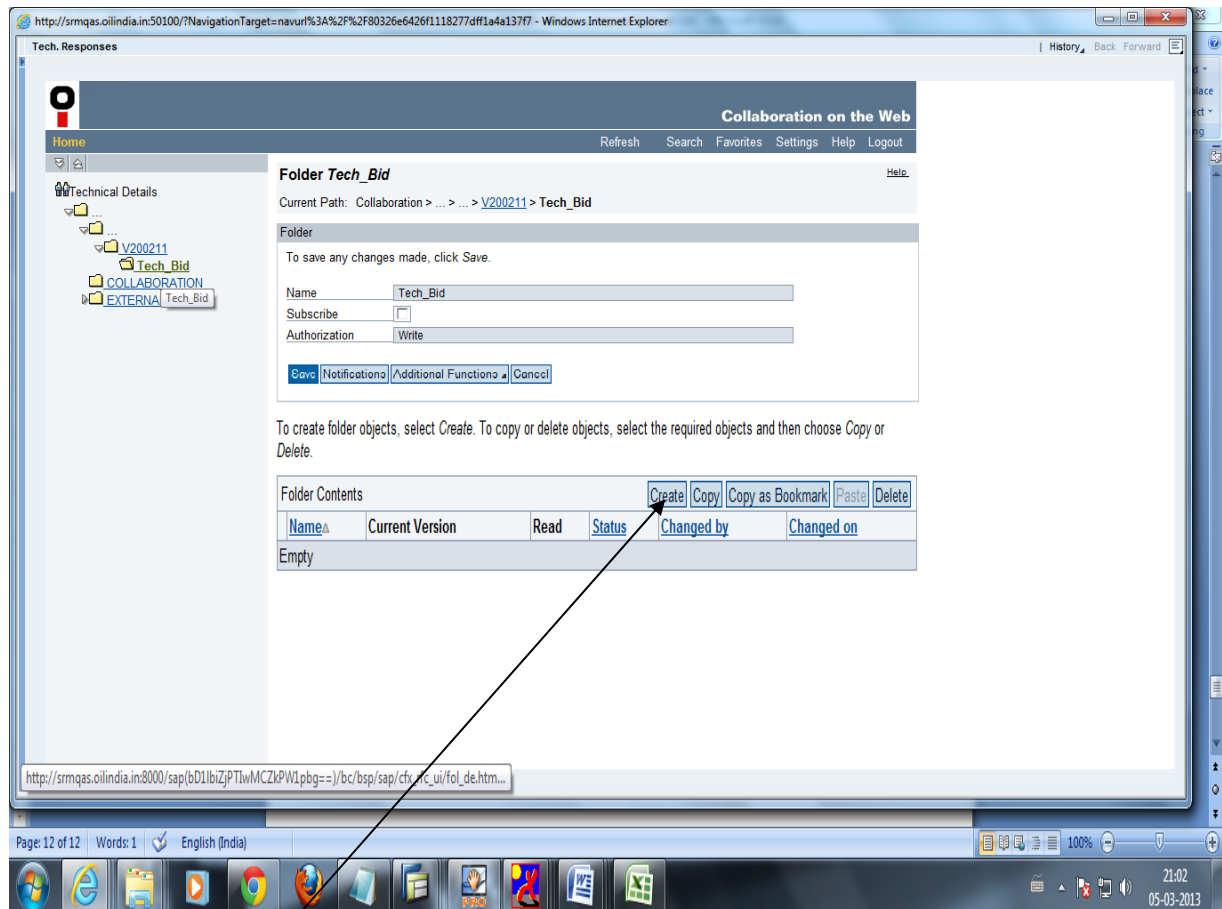
Price Bid Format to be attached here after digitally signing the attachment

Create Technical Rfx response (creating Technical Rfx response is mandatory)

To create Technical Rfx response click on [Technical Rfx Response](#) , at the top of the Response.(Refer screen shot on Page no:3)

System will redirect you to the C-folder in new window(Screen shot Below)





Click on button **Create** to create and upload new document.

7.4 Bidder shall be deemed to have satisfied himself before submitting his bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.

8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

8.1 These are as per BEC/BRC

9.0 PERIOD OF VALIDITY OF BIDS:

9.1 Bids shall remain valid for 180 days from the date of bid opening.

9.2 In exceptional circumstances, the OIL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax). A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.

10.0 FORMAT AND SIGNING OF BID:

10.1 The original and all copies of the bid shall be typed or written in indelible inks and shall be signed(digitally) by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.

11.0 SUBMISSION OF BIDS.

11.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates [e commerce application (Certificate with personal verification and Organisation Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India(RCAI), Controller of Certifying Authorities(CCA) of India before bid is uploaded.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract. The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature is not of "Class-3" with organization name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employees.

11.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company(OIL) may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company(OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company(OIL) may sustain on account thereof.

11.2 Timely submission of the bids is the responsibility of the Bidder should be submitted before the bid closing date and time. Company shall not be responsible for any delay.

11.3 E-mail/ Fax/ Telex/Telegraphic/Telephonic offers will not be accepted.

11.4 Bidder shall submit the Bid, duly completed in terms of the Bid Document.

12.0 DEADLINE FOR SUBMISSION OF BIDS:

12.1 Bids should be submitted on-line up to 11.00 AM(IST)(Server Time) on the Bid Closing date mentioned in the Forwarding Letter. Bidders will be permitted by System to make changes in their bid after the bid has been uploaded by the bidder prior to bid submission time(Server Time).But no such request would be entertained once the due date and for submission of bids has been reached and bids are opened.

12.2 No bid can be submitted after the submission date line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.

12.3 The documents in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Closing Date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

13.0 LATE BIDS:

13.1 Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. Any Bid received by the Company after the Bid Closing Date & Time stipulated by the Company shall be rejected.

14.0 MODIFICATION AND WITHDRAWAL OF BIDS:

14.1 The Bidder after submission of bid will be permitted by the system to modify or withdraw its bid.

14.2 A withdrawal notice must also be sent by fax/e-mail but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

14.3 No bid can be modified / withdrawn subsequent to the deadline for submission of bids.

14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by

the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

15.0 EXTENSION OF BID SUBMISSION DATE :

15.1 Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and/or Time due to any reasons. In case of receipt of only one Bid on the Bid Closing Date and Time, OIL may extend the Bid Closing /Opening Date by 2(two) weeks. However, the bidder whose bid has been received within the bid closing date and time, will not be allowed to revise their Bid/prices. Withdrawal of such Bid also will not be permitted.

16.0 BID OPENING AND EVALUATION:

16.1 OIL shall open the Bids, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Letter. However, an authorization letter (as per Performa-I) from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend. **In technical bid opening date, only Technical RFx will be allowed to open by the system.** Bidders therefore should ensure that techno-Commercial bid is uploaded under the **Technical RFx** Tab Page only and no price should be mentioned anywhere under the **Technical RFx**.

16.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

16.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 14.0 shall not be opened. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

16.4 Bid opening shall be done as detailed in clauses 16.1 and 16.2 above

16.5 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 16.3

16.6 To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid(i.e. document is deficient or missing), or due to some statement at other place of the Bid(i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

16.7 Prior to the detailed evaluation, OIL will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. OIL's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

16.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

16.9 The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

17.0 EVALUATION AND COMPARISON OF BIDS:

17.1 The OIL will evaluate and compare the bids as per Priced Bid Format of the bidding documents.

17.2 DISCOUNTS / REBATES: Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.

17.3 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.

18.0 CONTACTING THE COMPANY:

18.1 Except as otherwise provided in Clause 14.0 above, no Bidder shall contact OIL on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by OIL vide sub-clause 16.6.

18.2 An effort by a Bidder to influence OIL in the bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

19.0 AWARD CRITERIA:

19.1 OIL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

20.0 OIL' S RIGHT TO ACCEPT OR REJECT ANY BID:

20.1 OIL reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for OIL's action.

21.0 NOTIFICATION OF AWARD:

21.1 Prior to the expiry of the period of bid validity or extended validity, OIL will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e-mail (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.

21.2 The notification of award will constitute the formation of the Contract.

22.0 SIGNING OF CONTRACT:

22.1 At the same time as OIL notifies the successful Bidder that its Bid has been accepted, OIL will either call the successful bidder for signing of the agreement or send the Contract Form provided in the Bidding Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.

22.2 Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder shall sign and date the contract and return it to OIL. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

22.3 In the event of failure on the part of the successful bidder to sign the contract within the period specified above or any other time period specified by OIL. OIL reserves the right to terminate the LOA issued to the successful bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

23.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:

23.1 If it found that a bidder has furnished fraudulent information/documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

24.0 BID DOCUMENT :

Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works to be executed under this contract.

25.0 Mobilization Period : Within 07 days from issue of Work Order

&&&&&&& END Of ITB &&&&&&&

The following BRC / BEC will govern evaluation of the bids received against this tender:

AA. Bid Rejection Criteria

I) The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

1.1 Bidder should have successfully completed similar nature of job-

1. Single contract of minimum value of ₹ 20,00,000.00

OR

2. Two contracts of minimum value of ₹ 12,50,000.00 each

OR

3. Three contracts of minimum value of ₹ 10,00,000.00 each

Note: "Similar nature of Job" mentioned above refers to work as described in Clause No 1.1 under Technical requirements.

1.2 Average annual financial turnover during the last 3 (three) financial years, ending 31st March 2014, should be at least ₹ 7,50,000.00

1.2.1 *For proof of Annual Turnover*, any one of the following documents/ photocopies may be submitted along with the bid:

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. and firm registration no. certifying the Annual and nature of business.

OR

ii) Audited Copy of Profit and loss account for last 3(three years) ending March, 2014.

1.3 *For proof of requisite experience*, one of the following documents/photocopies has to be submitted along with the bid:-

i) Copy of Certificate of Completion (COC)/Certificate of Payment (COP) of Jobs successfully completed, in last 7(seven) years ending last day of the month previous to the one in which bids are invited and documentary evidences to this regard must be submitted along with Bid,, showing gross value of job done.

ii) Certificate issued by PSUs / State /Central Government organizations/*MNC/Public limited Companies* in last 7 (seven) years ending last date of the month previous to the one in which applications are invited clearly showing the following :

- a) Gross value of the job done and
- b) Nature of Job done
- c) Contract Period.
- d) Contract Number & Date

iii) In case of OIL Contractors, copy of certificate of completion (COC)/ service entry sheet (SES) of jobs successfully completed ending bid closing date showing gross value of job done. It must be clearly noted that simply mentioning of OIL's CCO number will not be accepted.

II) Technical Requirements:

1.1 Bidder must have relevant experience of working in designing & developing websites including mobile sites using .NET MVC model with Oracle 11g or higher at the backend.

1.2 The personnel provided as consultants by the bidder for the portal redesign & development should have a relevant experience of at least 2 (two) years and resume of the consultant should be provided before commencement of the project.

1.3 The bidder must provide all necessary information as per Annexure-I(Self declaration) & must be submitted along with the bid.

III) Non submission of documents as specified in BRC above will result in rejection of bids.

B. Bid Evaluation Criteria:

The bids conforming to the terms and conditions stipulated in the bid documents 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:

i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for all the items in SOQ – Part III of the bid document.

ii) To evaluate the inter-se-ranking of the offers, all Taxes/levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority while submitting their offer.

iii) Bidder must submit (Digitally sign & upload) all necessary documents.

Annexure-I
(Sample format)
(To be typed on the company letterhead of the bidder)

Ref. No. _____

Date _____

The Head (Contracts)
Oil India Limited,
Duliajan-786 602

Sir,

Sub: Declaration as per BEC/BRC clauses

Ref: Your tender enquiry No. _____ Dated _____.

We hereby declare that

a) We conform generally to the terms and conditions given in the bidding documents.

b) We have relevant experience of designing websites and mobile sites using .NET MVC model with Oracle 11g or higher at the backend.

c) We have successfully completed or _____ no(s). of similar works of value as mentioned vide clause 1.1.1.1 of BRC.

d) Average annual financial turnover during the last 3 (three) financial years, ending 31st March 2014, was at least ₹ _____.

e) We hereby confirm in case we are awarded the contract we shall deploy consultants having minimum 02 years' experience and will provide the resumes of the consultants for OIL's approval

For
Affix Seal of the company)

.....
(Signature of Authorized Signatory)
Name: _____ Email: _____

Designation: _____ Phone No.: _____

CC. COMMERCIAL

2.1 Bids are invited under Single Stage 2- bid system i.e., Bidders must offer firm rates in Indian Rupees only.

2.2 Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

2.3 Bid security shall be furnished as part of the technical bid. Any bid not accompanied by the proper bid security will be rejected, except those are exempted (Central Govt. organisations/Firms registered with NSIC/Directorate of Industries). However, the firms registered with NSIC/Directorate of Industries will have to submit evidence of a current & valid registration of the item(s) they item to bid including prescribe monetary limit.

2.4 Bids received after the scheduled bid closing date and time will be rejected outright.

2.6 Any bid received in the form of Telex/Cable/Fax/E-mail will not be accepted.

2.7 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid opening. Bids with inadequate validity will be rejected.

2.8 Bidders must quote clearly and strictly in accordance with the Price Bid Format of the bidding document, otherwise the bid will be summarily rejected. The Bids in which the rates for any part of the work are not quoted shall be rejected. However, if no charge is involved for any of the item, NIL should be mentioned against such part of work.

2.9 Bidder must accept and comply with the following clauses as given in the Bidding Document in toto, failing which offer will be rejected-

- a) Performance Bank Guarantee clause
- b) Force Majeure clause
- c) Tax liabilities clause
- d) Arbitration clause
- e) Applicable Law
- f) Liquidated Damage clause

- 2.10 The Company also reserves the right to cancel/withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder. The bidder must confirm their acceptance to this clause in their respective bids.
- 2.11 Original bid shall be digitally signed and uploaded by the bidder or his authorized representative, failing which the bid will be rejected.

CC. GENERAL:

- A. Bidders should provide **self attested/attested copies** of Service Tax Registration Certificate and PAN Card.
- B. OIL will not be responsible for delay or non-receipt of applications for participating in the bid and will not entertain any correspondence in this regard.
- C. In case bidder takes exception to any clause of tender document not covered under BEC/BRC, then the company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the company. The loading so done by the company will be final and binding on the bidders.
- D. To ascertain the substantial responsiveness of the bid the company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before stipulated days from the date of clarification sought by the company, failing which the bid will be rejected.
- E. In case any of the clauses in the BRC contradict with other clauses of bid document elsewhere, than the clauses in the BRC shall prevail.
- F. The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.
- G. The bids not conforming to complete scope of work will be rejected.
- H. In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of lottery.

&&&&&&&&& END OF BRC/BEC &&&&&&&&&

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

DESCRIPTION OF WORK/SERVICES:-

Re-Design & Development of OIL's Intranet Portal (OILWEB)

GENERAL CONDITIONS OF CONTRACT(GCC)

MEMORANDUM OF AGREEMENT made this _____ day of _____ Between OIL INDIA LIMITED a Company incorporated under the Companies Act 1956 and having its Registered Office at Duliajan in the District of Dibrugarh, Assam (hereinafter called Company) of the one part and Shri/Smti _____ and Shri/Smti _____ carrying on business as partners /proprietor under the firm name and style of M/s. _____ with the main Office at _____ in the District of _____ aforesaid (hereinafter called 'Contractor') on the other part.

WITNESSETH:

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at _____.

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

3. The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove or replace any consultant who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any consultant engaged by the Contractor shall be final and binding on the Contractor.

c) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

d) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed.

4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:-

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1963.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) Service Tax Act.

or any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work. The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the Contract Labour appointed by the Contractor. Such Statutory increase in the wage rates of Contract Labour shall be borne by the contractor.

7. The Contractor must complete the work within 156 weeks of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost.

The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the Company whose decision in this regard will be final.

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

8. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots, or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighbourhood.

9. The tendered all-inclusive Price (the Contract price) is ` xxxxxx.xx (Rupees XXXX to be filled up after award of the Contract.) but the Company shall pay the Contract or only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

10. The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

11. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.

12. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalised.

13. The Contractor will not be allowed to construct any structure (for storage / housing purpose) within any company's fenced area.

14. Subsequently Enacted Laws: Subsequent to the date of issue of letter of award if there is a change in or enactment of any law or interpretation of existing law, which results in additional cost/reduction in cost to Contractor on account of the operation under the Contract the Company/Contractor shall reimburse/pay Contractor / Company for such additional / reduced costs actually incurred.

15. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time shall be on COMPANY'S account. However, liability for payment of such Taxes shall lie on the CONTRACTOR.

16. The Contractor shall deploy local persons in all works.

17. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.

18. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act. (latest editions).

19. Special Conditions

a) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.

b) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to applicable P.F. Contribution.

20. ARBITRATION:

Any dispute under this contract will be settled through Arbitration as per Indian Arbitration and Conciliation Act, 1996.

Place of Arbitration: Duliajan

21. FORCE MAJEURE:

Force Majeure (exemption) Clause of the International Chamber of Commerce (ICC Publication No. 421) is hereby incorporated in this contract.

22. I.B. VERIFICATION REPORT AND SECURITY REVIEW:

Contractor will be required to submit the verification report to ascertain character and antecedents from the Civil Administration towards the persons engaged under this contract to the Head of the user Department before engagement.

23. In case of any doubt or dispute as to the interpretation of any clause herein contained, the decision of the Company's Engineer shall be final and binding on the contractor.

24. SET OFF CLAUSE:-

"Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited)."

25. FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

26.s LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/ OR COMPLETION OF WORKS AND SERVICES

27.1 In normal case of works /service contracts, liquidated damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in contract mobilization /completion date subject to a maximum ceiling of 7.5% of contract value .

27.2 SUBCONTRACTING: Contractor shall not subcontract or assign, in whole or in part, its obligations to perform under this contract, except with Company's prior written consent.

IN WITNESS whereof the parties hereunto set their hands seals the day and year first written above :-

SIGNED & DELIVERED FOR AND
ON BEHALF OF

(Signature of Contractor or his legal Attorney)

by the hand of

(Full Name of Signatory)

its Partner/Legal Attorney

(Seal of Contractor's Firm)

And in presence of

(Signature of witness)

Date : _____

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Designation _____

Date _____

PART – III (SPECIAL CONDITIONS OF CONTRACT: SCC)**DESCRIPTION OF WORK/ SERVICE:**

Re-Design & Development of OIL's Intranet Portal (OILWEB)

1.0 Preamble

Oil India Limited (OIL) is a premier Indian National oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India. OIL is engaged in the business of Exploration, Production of Crude Oil, Natural Gas and LPG and Transportation of Crude Oil. OIL has its operational headquarters based at Duliajan, Assam in North-East India and major branch offices at Noida, Jodhpur, Guwahati and Kolkata.

Currently, OIL's intranet portal (henceforth to be referred as 'OILWEB') is designed using classical ASP and Oracle 10g as the backend. Since classical ASP is an obsolete technology, OIL would like to align OILWEB to latest ASP .NET technology with Oracle 11g as the backend. Through this tender, OIL invites interested parties that meet the eligibility criteria listed in this document to submit proposals to take care of entire redesign & development of OILWEB.

2.0 Scope of work

Re-Design, Development of OIL's Intranet Portal

2.1 Objective

Oil India Limited intends to outsource the onsite services at Duliajan for redesigning & development of its intranet portal OILWEB which will be hosted on Microsoft Internet Information Services (IIS) in blade server virtual environment.

2.2 Existing Setup

The technical specifications of the existing website are as under:-

1. Website Address : <https://oilweb.oilindia.in>
2. Technology : Classic ASP
3. Webserver : Microsoft Internet Information Services (IIS)
4. Database : Oracle 10g
5. No of dynamic pages : 115
6. No of Static Pages : 700
7. No of roles : 003
8. No of login modules : 020

2.3 Requirements

1. The bidder has to study the existing 'Oilweb' for understanding the existing portal & re-design of the same in .Net platform.
2. The Intranet Portal should be designed & developed in Microsoft .NET framework using the latest version of .Net MVC architecture.
3. Mobile site for the portal is required to be developed which adheres to all necessary security guidelines.
4. The website will adhere strongly to website security guidelines and the guidelines of Indian Govt. websites. The website should be free from all known web application vulnerabilities and bugs including Session Hijacking, SQL injection, Cross scripting, Denial of Service etc.
5. The system should be designed to take care of security of operating systems, databases, software, access controls.
6. Compatibility: The site design must be cross-browser and cross-OS compatible up to all the popular browsers or operating systems. Support for three platforms: Desktops/Tablet or Notebook and Mobile form factors will be required.
7. The web site should be compliant to HTML5 standards.
8. The design and development of the web site should follow the best practices followed in the industry.
9. The web site should be dynamic and easily maintainable and configurable with underlying database.
10. The bidder should provide on-site training on Microsoft.NET MVC framework to IT personnel of Oil India Limited at Duliajan during the project period. The training should also include use/maintenance of the intranet portal.
11. The bidder should depute two(2) competent personnel throughout the project period for carrying out re-designing and development of the intranet portal. The deputed personnel should be equipped with their (i) own laptops and (ii) internet data card.
12. Dashboard for employees should be included to include the following:
 - i. Claims status,
 - ii. Monthly Salary overview,

- iii. Executive health check-up summary,
- iv. Monthly production report in graphical format,
- v. Leave status and leave records of employees.

Data will have to be fetched from OIL's existing oracle database.

13. Navigation in the homepage should be easy to manoeuvre, uncluttered & structured with no/minimum scrolling.

14. Search Facility: - Information item, wherever required, should be taggable (may be personalized) and media items must have meta-data so that they are searchable.

15. User authentication should be done through OIL's existing Microsoft Active Directory infrastructure. For non-AD users, authentication should be done through oracle table.

16. Appropriate Roles will have to be assigned to authenticated users for accessing different web-based applications under OILWEB.

17. The Intranet portal should be designed to check for 'Oilweb' access from internet(<https://oilweb.oilindia.in>). For such access, a different login page should be designed.

18. Quick display of the home page (no delay), especially through internet.

19. Facility for Session timeout for idle session should be incorporated.

20. Visitor Section:

- i. Notices & Circulars: All internal notices & circular should be listed here date-wise. All notices and circulars would have a valid date and after date expiry it would be automatically moved to archives section under notices & circulars.

- ii. Download Center: For Software like Acrobat Reader, Patches, Utility Tools etc.

21. Policy documents: Provision for uploading & viewing of different Policy Documents should be incorporated.

22. Facilities for:

- i. Bulletin/ Message board for publishing for News Flash.

- ii. Discussion Forum: A time bound forum for getting views from visitors of the website on a particular issue. The Administrator would create a topic and provide views of on that topic. The visitors should then be able to post their views on that topic. The views posted by the visitors would be first approved by the administrator/ moderator and then

should be made available on the website. However, the administrator should be able to make any changes in the view posted by the visitor. Discussion forum should be completely moderator driven and intelligent features to be plugged in to make it secure.

iii. The portal should be designed and developed to allow users to interact and collaborate with each other in a social media dialogue as creators of user-generated content in a virtual community.

23. Media Center:

i. Photo Gallery: Event-Wise photographs would be listed under this section. Each photograph would have a brief description. All photographs should be listed in thumbnail size & on clicking on the photograph it should be opened in a new window with original size. Facility should be there to manage pictures and caption.

ii. Streaming video/audio: The portal should be configurable to incorporate streaming and live streaming of audio/video.

iii. Events Calendar: List along with details of all forthcoming events should be mentioned under this section. The event would automatically be moved to archives section under events based on a configurable date.

iv. Administrative interface should provide facilities to manage the above.

24. Related Links: Links to other portals within to be provided.

25. Feedback: The visitor to the site should be able to post feedback through the site. The feedback can be general feedback, feedback on content.

26. The Portal should have Administrator dashboard for ease in carrying out all administration related tasks.

27. The Intranet Portal should be designed & developed for IPV6 readiness. Any specific software technology/design/development requirement in this regard must be taken care of by the bidder.

3.0 Deliverables by the bidder:

3.1 PHASE-I : Pre Go-Live

The deliverables under this Phase are listed below. Notwithstanding the fact that the order of execution of the deliverables will be generally governed by the sequence given below with necessary overlapping of activities wherever necessary, OIL reserves the right to alter the order of execution of the deliverables.

3.1.1.1 Training : The bidder should provide training to Five(5) OIL's IT Personnel on the following:

1. Training on .Net MVC platform technology to be provided.
2. Training on related mobile applications to be provided Five(5) OIL's IT Personnel.
3. Training on administration, security & maintenance of the newly developed Intranet Portal.
4. Training on administration, security & maintenance of the Mobile site.

3.1.1.2 The bidder should deploy one(1) number of each of iOS & Android based Tablets for testing as well as for training purpose for the mobile site of OILWEB. These items will be retained by OIL India Limited after completion of the project so that any configuration changes, new developments for mobile applications may be tested.

3.1.1.3 Relevant training documentation in softcopy format.

3.1.2 System Study, Portal Design, development and Content Management

1. The bidder has to study the existing 'Oilweb' for understanding the existing portal;
2. The bidder has to re-design & develop the Intranet portal in .Net platform using the latest version of .Net MVC architecture.

3. Any Content Management work in terms of static information/ dynamic data from database must be carried out by the bidder. The information (static & dynamic) reflected in the existing portal must be available & reflected in the new Portal as well. Any data migration and conversion related work in this regard must be carried out by the bidder.

3.1.3 Mobile site design and development and Content Management Mobile site for the portal is required to be developed by the bidder conforming to all security guidelines.

3.1.4 Documentation: Documentation has to be provided by the bidder for the following areas

1. Training
2. System Study
3. System Design
4. Development
5. Portal usage, administration & maintenance guide

6. Mobile site usage, administration & maintenance guide.

3.1.5 Audit Certification

1. The bidder has to arrange for security audit of the Portal as well as the mobile site by a CERT-IN empanelled auditor for conformance to Standard security guidelines.

2. Any security vulnerability reported by the audit must be plugged by the bidder before go-Live of the Portal & the mobile site.

3.2 PHASE-II : Post Go-live

1. The Go-live of the Portal & the mobile site will be decided by OIL, in consultation with the bidder, after the sites are tested by OIL to its satisfaction.

2. Post go-live, the bidder has to provide on-site maintenance support till the sites become stable. The maintenance period will be covered within the contractual period.

3. During this period, the bidder has to provide necessary knowledge transfer to OIL's IT personnel for smooth functioning of the site so that OIL is geared up to maintain the site after the contract period is over.

4. Once the sites are stable, the Source code of the entire project will have to be handed over to OIL by the bidder.

4.0 Special Terms & Conditions:

1. The bidder shall not assign any rights, obligations or sub-contract any work related to this tender to a third party with the exception of security audit of the portal & the mobile site by a CERT-IN empanelled auditor.

2. Development work can commence only after OIL gives acceptance to the bidder's design template for the intranet portal.

3. During the project lifecycle, if it is found that the deputed consultant is not competent enough to continue in the project, OIL reserves the right to ask the bidder for suitable replacement within 7(seven) days' time.

4. OIL will provide

- * Windows Server H/W & 'Visual Studio 2013' S/W for website hosting/ development purpose.

- * Lodging.

5.0 Mobilization Period : Within 07 days from issue of Work Order

1. 70% of the total Contract amount will be released after successful completion of deliverables under PHASE-I by the bidder.

7.0 Penalty Terms

2. During the project lifecycle, if it is found that the deputed consultant does not meet the required experience as mentioned in BRC clause B, OIL may ask for replacement of the deputed person by a suitable person within a week's time. A penalty of ₹ 5,000 per week of delay may be levied till the placement of the suitable person.

&&&&&&&&&&&&&&& END Of SCC &&&&&&&&&&&&&&&

WORKS CONTRACT

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SM

CDI 4708P15

TO,
HEAD-CONTRACT
OIL INDIA LIMITED
DULIAJAN-786602

SUB: SAFETY MEASURES

Description of work/service:

Re-Design & Development of OIL's Intranet Portal (OILWEB)

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities.

We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

c) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date_____

M/s_____

FOR & ON BEHALF OF BIDDER