



**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
P.O. Duliajan - 786602, Assam, India  
FAX: 91-0374-2800533; E-mail : [material@oilindia.in](mailto:material@oilindia.in)

A) OIL INDIA LIMITED invites sealed tenders for the following:

Press –Tender Number.	B.C.Date	Materials Description
DIS3365P14 Dt; 26.04.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.06.2014	SERVO SYSTEM 46 OR EQUIVALENT, QTY- 50.4 KL.
DIS3399P14 Dt. 26.04.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.06.2014	SERVO GEAR HP 90 OR EQUIVALENT QTY. 42 KL.

1.0 Bid documents (Non transferable) can be purchased from 06.05.2014 till one day prior to the respective B.C. Date on payment of tender fee of Rs.1,000.00 (One thousand) per tender only by Demand Draft in favour of M/s Oil India Limited payable at the place of purchase of tender document from:

- Head - Materials, Oil India Limited, P.O. Duliajan, Assam -786602
- Head - Calcutta Branch, Oil India Limited, 4,India Exchange Place, Kolkata - 700001
- Chief Adviser (Contract & Purchase), Oil India Limited, Plot No. 19, Sector- 16 A, NOIDA-201301
- Chief Manager Materials (Pipeline), Oil India Limited, PO: Udayan Vihar, Guwahati - 781171.

2.0 Details of tender document will be available in OIL's website: [www.oil-india.com](http://www.oil-india.com)

**Note:**

These are press tenders and parties interested to participate against these tenders shall have to purchase the tender documents from any of OIL's designated offices mentioned in the tender notification. PSUs and SSI units are provided tender document free of cost, however they have to OIL's designated office to purchase the tender documents before the last date of tender document mentioned in the tender.



Vendor Code [                      ]

M/s. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tender No. & Date : DIS3365P15/P4 26.04.2014**

Bid Closing On : 26.06.2014 at 13:00 hrs.(IST)

Bid Opening On : 26.06.2014 at 13:00 hrs.(IST)

Delivery Required : AT DULIAJAN

Tender FEE : Rs. 1000.00

Bid Security Amount : Rs. 45000 or USD 0

Performance : Applicable

Guarantee

With reference to your application we are pleased to issue this tender document and invite you to submit your firm quotation for the materials as listed & specified in the enclosed Annexure-I. Your quotation must be written in English, complete in all respect without keeping any ambiguity and conform to the "General Terms & Conditions" enclosed. It is also essential that your quotation must reach us before the bid closing date as indicated above. Your special attention is drawn to the following:

1.a) Rates should be quoted as per unit specified in Annexure-I on F.O.R. Destination basis. Offer should be submitted as per format given in enclosed "General Terms & Conditions".

1.b) Your offer must include:

- |  |   |
|--|---|
| i) Tender No.  | vii) Packing charges, if any.   |
| ii) Full description of the material offered.                  | viii) Excise Duty, if applicable.                                     |
| iii) Any deviation in specification.                           | ix) Taxes.  |
| iv) Best possible delivery for each item.                      | x) Firm road freight for door delivery at above destination           |
| v) Unit & total basic price for each item.                     | xi) Brand name, whenever specific.                                    |
| vi) Validity of minimum 120 days from the date of bid opening. | xii) Conformity to monogram/Inspection requirements & charges if any. |

2. Incomplete quotations will be summarily rejected.

The sealed quotation should be sent to the following address:

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

Yours Faithfully,  
OIL INDIA LIMITED

(T. ROY)  
DY. MANAGER MATERIALS(IP)  
FOR HEAD MATERIALS  
FOR RESIDENT CHIEF EXECUTIVE

Issued By \_\_\_\_\_

Issued On \_\_\_\_\_

**OIL INDIA LIMITED**

(A Govt. of India Enterprise) Fax No. 91-0374-2800533  
P.O. Duliajan-786602, Assam E-mail:material@oilindia.in

**Tender No. & Date : DIS3365P15/P4 26.04.2014**

Tender Fee : INR 1,000.00  
Bid Security Amount : INR 45,000.00

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

Bid Closing On : 26.06.2014 at 13:00 hrs. (IST)  
Bid Opening On : 26.06.2014 at 13:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Press tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 85160065	LUBRICANTS FOR USE AS CONSUMABLES IN ENGINES, COMPRESSORS, PUMPS, WORKSHOP EQUIPMENT AND OTHER EQUIPMENT ENGAGED IN <u>DRILLING, PRODUCTION, TRANSPORT AND EXPLORATION OF HYDROCARBON.</u> BRAND : I.O.C. - Servo System 46 Gulf - Harmony AW 46 Elf - Acantis HM 46 Bharat Shell - Hydraulic Oil 46 Castrol - Hyspin EP 46 MAK Hydrol AW-46 OR EQUIVALENT Level as per viscosity grade : Level 1 ( 210 Ltrs./Cask )	42000	L
<b>30</b> 85190137	BRAND : I.O.C. - Servo Gear HP 140 Gulf - EP Gear Oil 140 Elf - Gear Elf 4 140EP Bharat Shell - Spirax EP140 Castrol - Hipress 140 EP Balmerol - PROTOMAC HP 140 Volvoline - Gear Gard EP 140 OR EQUIVALENT ( 210 Ltrs./Cask )	8400	L

**Standard Notes: 1. DELIVERY REQUIRED OF THE ITEMS IN SEPTEMBER' 2014 Kindly confirm your acceptance to supply accordingly.**

**2. (Bid document has also been displayed in OIL's Website (www.oil-india.com) to understand the requirement only.) This is a Press tender and Parties interested to participate against this tender shall have to purchase the tender documents from any of OIL's designated offices mentioned in the tender notification.**

**Tender No. & Date : DIS3365P15/P4**

**26.04.2014**

PSUs and SSI units are provided tender document free of cost, however they have to apply to OIL's designated office to purchase the tender documents before the last date of sale of tender document mentioned in the tender. On fulfillment of eligibility criteria the tender documents are provided free of cost to PSUs and SSI units.

Proof of purchase of tender document must be submitted along with the offer, failing which offers will be treated as unsolicited.

**3. 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) as on Bid Closing Date:

Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 44.16 Lakhs.

4. Rate quoted must be firm for delivery. Offer with condition of price variation on any score whatsoever would be summarily rejected without any further reference.

5. 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.

6. If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

7. Offers must be valid for acceptance for the minimum period of 120 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be rejected. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

**8. THE OFFER SHOULD BE SUBMITTED IN DUPLICATE.**

9. To evaluate the inter-se ranking of the offers. Assam Entry Tax on purchase value will be loaded as per prevailing Government of Assam Guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their bids.

10. In the event of receipt of only a single offer against the tender within B.C. Date, OIL reserves the right to extend the B.C. Date as Deemed fit by the company. During the extended period, the bidders who have already submitted the Bids On or Before the original B.C. Date, shall not be permitted to revise their quotation.

11. 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 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).

**Tender No. & Date : DIS3365P15/P4**

**26.04.2014**

12. For order with F.O.R. Duliajan term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms in ANNEXURE - MM/TENDER/LP/01/06.

13. The tender will be governed by General Terms and Conditions for Indigenous tender vide MM/TENDER/LP/06.

14. Bidders should submit their bids with page no's mentioned on all the pages of the bids.

15. Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the NIT terms and conditions of NIT

**Special Notes : BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

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 for Indigenous tender vide MM/TENDER/LP/06. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/TENDER/LP/01/06 elsewhere, those in the BRC / BEC shall prevail.

#### **1.0 BID REJECTION CRITERIA (BRC)**

##### **(A) TECHNICAL:**

The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

##### **(B) COMMERCIAL :**

i). Bid security of Rs 45000.00 shall be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. If bid security in ORIGINAL of above mentioned amount is not received within bid closing date , the bid submitted through electronic form will be rejected without any further consideration. For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions Indigenous Tender vide MM/TENDER/LP/01/06. The Bid Security shall be valid for 10 months from Bid closing date. i.e. up to 26.04.2015.

In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.

ii). 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 Clause No. 9.12 of General Terms and Conditions vide MM/Tender/LP/01/06 . The

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**Performance Bank Guarantee must be valid for 12 months from the date of despatch. Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**

- iii). The Bank Guarantee should be allowed to be encashed at all branches within India.**
- iv). The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.**
- v). 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.**
- vi). Validity of the bid shall be minimum 120 days from the Bid Closing Date. Bids with lesser validity will be rejected.**
- vii). Bids containing incorrect statement will be rejected.**

## **2.0 BID EVALUATION CRITERIA (BEC)**

**The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below:**

### **(A) TECHNICAL :**

- i) Prior to the detailed evaluation, OIL shall determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation.**
- ii) The bids conforming to the technical specifications and considered to be responsive will be further evaluated as per the Bid evaluation criteria after subjecting to the Bid rejection criteria given above.**
- iii) The bidder should preferably be a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorized dealer / supplier of the product. The authorized dealer / supplier should produce authority letter in original from its manufacturer along with the bid. Such authority letter should be valid for the entire period of execution of the order.**
- iv) The manufacturer should have at least 5 years of manufacturing experience with bulk supply records to PSUs/Central Govt. Undertakings/Public Limited Companies as on bid closing date. Documentary evidences in support of the order executed with quantity should be submitted to OIL. OIL reserves the rights to verify the same.**
- v) The manufactured product should be strictly as per OIL's specification provided along with the bid.**
- vi) The material should be supplied in the original packing of the manufacturer with markings conforming to the tender specification.**
- vii) Bidder (in case of manufacturer) should have executed single order of value not less than Rs 10.58 Lakhs for supply of similar item during last 3 years as on bid closing date. However, in case of authorized dealer / supplier, documentary evidence towards**

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execution of order by manufacturer will be acceptable.

**(B) COMMERCIAL :**

**i) 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.**

**ii) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.**