

OIL INDIA LIMITED

(A Government of India Enterprise)
P.O. Duliajan-786602, Assam, India
E-mail: material@oilindia.in

INVITATION FOR BID
NATIONAL COMPETITIVE BID

OIL INDIA LIMITED invites National Competitive Bid (NCB) in physical form for the following item:

Press Tender No.	Bid Closing / Opening Date	Item
DID4410P18	11.05.2017	Certificate(Chartered Engineer) : 700 Nos.

Note : Tender no. DID4410P18 has been floated in physical form under Open Composite Bid system. Offers from registered Chartered Engineers residing in Tinsukia and Dibrugarh Districts only shall be considered against the tender. Interested bidders shall download the tender document from national tenders section of OIL's website www.oil-india.com, free of cost and submit their offer along with the tender document copy. No Tender fee is applicable for this tender.



OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

TELEPHONE NO: (91-374) 2808735

FAX NO: (91-374) 2800533

Email: sristi_jallan@oilindia.in

FORWARDING LETTER

Sub : Selection and Appointment of Chartered Engineer for Issuance of Certificate to avail Excise Duty Exemption in terms of Govt. Notification no. 12/2012-CE dated 17.03.2012, Notification no. 12/2015-CE dated 01.03.2015 and subsequent amendments thereto.

1. OIL INDIA LIMITED (OIL) has been availing Excise Duty exemption for items procured from indigenous sources through various purchase orders/contracts for use in eligible areas as per Notification No. 12/2012-CE dated 17.03.2012, Notification no. 12/2015-CE dated 01.03.2015 and amended from time to time. For this purpose, necessary certificate is obtained from the Directorate General of Hydrocarbons (DGH) against each such order/contract. To obtain this DGH Certificate, a duly filled up chartered Engineer's Certificate in the format prescribed by DGH is required to be submitted. A sample copy of the Format is enclosed for reference, which primarily contains the informations as included in OIL's Purchase Order/contract.

View above, OIL intends to hire the Services of a registered Chartered Engineer holding valid registration number for issuing Certificate to OIL in the prescribed format of DGH for **a period of two years with a provision for extension for another one year.**

The certificates are required to be issued to OIL and OIL shall submit the original certificate to Directorate General of Hydrocarbons (DGH) for issuance of exemption certificate under Deemed Export Benefit Scheme in line with Govt. Notification.

2. **This tender has been floated in physical form under Open Composite Bid system. Offers from registered Chartered Engineers residing in Tinsukia and Dibrugarh Districts only shall be considered against the tender. Interested bidders shall download the tender document from the national tenders section under OIL's website www.oil-india.com free of cost and submit their offer along with the tender document copy.**

3. **Tender Details :**

Tender No.	: DID4410P18 dtd. 10.04.2017
Tender Fee	: Not Applicable
Bid Security Amount	: Not Applicable
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: 11.05.2017 at 13:00 hrs. (IST)
Bid Opening on	: -do-
Performance Security	: Not Applicable
Integrity Pact	: Not Applicable

4. **OIL's office timings are as below:**

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

5. Bidder must submit firm quotation for the items listed & specified in the enclosed Annexure-I complete in all respect without keeping any ambiguity and confirming to the “General Terms & Conditions” as per Booklet No. MM/TENDER/LP/01/06. Please visit OIL’s website www.oil-india.com for this document.
6. Amendments to the NIT after its issue will be published on OIL’s website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.
7. 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).
8. The tender is invited under SINGLE STAGE- COMPOSITE BID SYSTEM. The bidders are required to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” in sealed envelopes clearly mentioning their name and address on the outside of the envelope containing their offer within the Bid Closing Date and Time .
9. The sealed quotations should be sent to the following address :

**DGM- Materials,
Materials Department,
Oil India Ltd.
P.O. Duliajan-786602
Assam (INDIA)**
10. Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.
- 9.0 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 toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

NOTE:

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

Yours Faithfully

Sd-

**(SRISTI JALLAN)
SR. PURCHASE OFFICER (IP)
FOR DGM-MATERIALS**

Tender No & Date: DID4410P18 dtd. 10.04.2017**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 vide **MM/TENDER/LP/01/06** for Indigenous 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/TENDER/LP/01/06** elsewhere, those in the BRC / BEC shall prevail.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the specifications, 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.</p> <p>A) COMMERCIAL:</p> <p>i) Validity of the bid shall be minimum 90 days from the Bid Closing Date. Offers with lesser validity shall be rejected straightway.</p> <p>ii) Bids are invited under “Single Stage Composite Bid System”. Bidders have to submit both the “Techno-commercial Unpriced Bids” and “Priced Bids” in sealed envelopes within the bid Closing date and time stipulated in the tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender.</p> <p>vi) 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.</p> <p>vii) 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.</p>	

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the 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) The bid will be evaluated as per NIT specification.**
- ii) The participant/bidder should be a practicing Chartered Engineer registered with the Institute of Engineers (India) having valid registration number as on the original stipulated bid closing date of the tender.**
- iii) Participant/Bidder should submit a self-certified copy of the requisite documents from Institute of Engineers (India) certifying him/her as a Chartered Engineer.**
- iv).The participant/bidder should not be on payroll of OIL.**

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) 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 toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.**

NOTE:

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

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OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam

E-mail: material@oilindia.in, Fax No.91-374-2800533

Tender No. & Date : DID4410P18/P6 10.04.2017

Tender Fee : INR 0.00
Bid Security Amount : INR 0.00

Bidding Type : Single Bid (Composite Bid)

Bid Closing On : 11.05.2017 at 13:00 hrs. (IST)
Bid Opening On : 11.05.2017 at 13:00 hrs. (IST)

Performance Guarantee : Not Applicable

OIL INDIA LIMITED invites Press tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
10 99007209	CERTIFICATE (AS PER SAMPLE) PROOF TO BE APPROVED	700	NO

Standard Notes: 1. OIL INDIA LIMITED (OIL) has been availing Excise Duty exemption for items procured from indigenous sources through various purchase orders/contracts for use in eligible areas as per Notification No. 12/2012-CE dated 17.03.2012, Notification no. 12/2015-CE dated 01.03.2015 and amended from time to time. For this purpose, necessary certificate is obtained from the Directorate General of Hydrocarbons (DGH) against each such order/contract. To obtain this DGH Certificate, a duly filled up chartered Engineer's Certificate in the format prescribed by DGH is required to be submitted. A sample copy of the Format is enclosed for reference, which primarily contains the informations as included in OIL's Purchase Order/contract.

2. View above, OIL intends to hire the Services of a registered Chartered Engineer holding valid registration number for issuing Certificate to OIL in the prescribed format of DGH for a **period of two years with a provision for extension for another one year.**

3. The certificates are required to be issued to OIL and OIL shall submit the original certificate to Directorate General of Hydrocarbons (DGH) for issuance of exemption certificate under Deemed Export Benefit Scheme in line with Govt. Notification.

4. Tender has been floated in physical form under Open Composite Bid system. Offers from registered Chartered Engineers residing in Tinsukia and Dibrugarh Districts only shall be considered against the tender. Interested bidders shall download the tender document from OIL's website free of cost and submit their offer along with the tender document copy.

5. The Chartered Engineer shall visit OIL's Materials Department at Duliajan during office hours once every week and issue the requisite Chartered Engineer's certificate. OIL will not provide any conveyance for such visits. Therefore, the bidder/Chartered Engineer must include all associated charges in this regard in their offered rates/fees.

Tender No. & Date : DID4410P18/P6

10.04.2017

6. In view of involvement of frequent visit to OIL and verification of sensitive documents, the Chartered Engineers (from the districts of Tinsukia & Dibrugarh only) located/ stationed within commutable distance from OIL's Field Headquarters at Duliajan shall be considered.

7. The certificate shall be issued purely based on the documents (Purchase Orders and Project Authority Certificate) furnished by OIL. Site visit to supplier's location or inspection of material by the Chartered Engineer are neither envisaged nor shall be entertained.

8. Interested Chartered Engineer/Bidder shall submit their detailed offer duly highlighting their all-inclusive lumpsum fee/remuneration on per Certificate basis. A self-certified copy of their registration Certificate may also be submitted. OIL shall select/short-list and empanel on the basis of commercially lowest acceptable bid. OIL reserves the right to select/empanel more than one Chartered Engineer at its option for operational convenience, to which the bidders/participants shall have no objection.

9. Bids should be valid for at least **90 days** from the date of bid opening. Offers with lesser bid validity shall be rejected straightaway.

10. OIL shall make payment to the selected/sort-listed/ empanelled Chartered Engineer against their monthly invoice/bill for the actual number of certificates issued by them to OIL during the month. OIL shall not bear the liability of any service tax/income tax or any other taxes (except for TDS) against the services rendered by the Chartered Engineer. OIL shall not bear any cost other than the lumpsum all-inclusive fee per certificate issued.

11. 100% payment shall be made after the receipt of original Chartered Engineer certificates and receipt of invoice from the Chartered Engineer in this regard. No other payment term shall be acceptable to OIL.

12. The tendered quantity of certificates shall be split between L1 and L2 bidder/participant in a ratio of 60:40 subject to the L2 bidder agrees to match the L1 price. In case the L2 bidder does not agree to match the L1 price, the L3 bidder shall be given an opportunity to match the L1 price and so on.

13. However, in case of multiple bidders in L1 position, the entire tendered quantity shall be split equally amongst all L1 bidders. The L2, L3# bidders shall not be asked for price matching under such situation.

14. Bidder/participant to categorically quote their firm unit rate (fee/remuneration) per certificate inclusive of applicable taxes, duties, any other charges and liabilities etc. including conveyance. Expenses/ Liabilities not categorically mentioned or quoted in the bid in intangible terms shall not be considered for evaluation.

15. Conditional offers shall not be considered for evaluation and shall be rejected straightaway.

16. Bidder to provide an undertaking (on a letterhead) as per Annexure-A along with the bid certifying that the bidder is legally authorized to provide the certificate.

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ANNEXURE-A

DECLARATION BY BIDDER

TO WHOM IT MAY CONCERN

This is to certify that, I, _____ (*Full Name*) _____ am legally authorized and certified to issue Chartered Engineer Certificate to M/s. Oil India Limited as per their tender requirement. I have hereby attached a copy of Certificate of Chartered Engineer issued by The Institution of Engineers (India).

I also, hereby, certify that I shall intimate M/s. Oil India Limited regarding occurrence of any instance vide which I am no longer legally authorized to issue Chartered Engineer Certificate to M/s. Oil India Limited during the currency of the tender or Contract and shall not have any claim on M/s. Oil India Limited with respect to the tender or Contract thereafter.

Date :

Signature & Seal