

### **INVITATION FOR BIDS**

OIL INDIA LIMITED invites competitive bids for sale of following old vehicles lying at OIL House, Plot No.19,Sector-16A, Noida :

Lot No.	Lot description	Make & Model	Quantity
1	Car no. DL 3C BV 4428	Renault Fluence -2011	1 No.
2	Car no. DL 7CF 4165	Honda Civic 1.8	1 No.
3	Car no. DL 2CM 8065	Honda City - 2003	1 No.

Tender No. OIL/62/7/ ENQ- 080 Dated : 09/03/2017. Tender Fee : Rs. 1000.00

Bid Closing Date/ Time : 24/03/2017( upto 2.30 PM ).

Bid Opening date/ Time : 24/03/2017 (At 3.00PM ).

Last date of purchase of tender document : 23/03/2017 ( upto 5.00 PM )

Interested bidders may obtain tender document from the office of **General Manager (C&P), Oil India Limited, Plot No. 19, Sector 16A, Noida-201301** by paying tender fee of Rs. 1000.00 (Non-refundable) by Demand Draft /Banker's Cheque only ( in favour of M/s. Oil India Limited and payable at Noida & Delhi). Complete tender document is available at OIL's website:

[www.oil-india.com](http://www.oil-india.com).

Note: All corrigenda, addenda, time extension etc. to the tender will be hosted on above website only and no separate notification shall be issued in the press. Bidders are requested to regularly visit above website to keep themselves updated.



**Oil India Limited**  
(A Govt. of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.  
Phone: 0120 – 2419000.  
Fax: 0120 - 2488310  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)  
Web Site: [www.oil-india.com](http://www.oil-india.com)

( FORWARDING LETTER )

Name of Bidder: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Sirs,

Tender No.	<b>OIL/62/7/ENQ-080</b>
Date	<b>09.03.2017</b>
Bid Closing Date	<b>24.03.2017</b>
Bid Closing Time	<b>14 : 30 Hrs.(IST)</b>
Bid Opening Date	<b>24.03.2017</b>
Bid Opening Time	<b>14 : 45 Hrs. (IST)</b>
Bid Security	<b>Rs. 9,000.00</b>
Tender Fee	<b>Rs. 1,000.00</b>
Performance Security	<b>10% of total sale value.</b>

**1.0** Oil India Limited (OIL), a Govt. of India Enterprise intends to sale 4 (Four) nos. of old vehicles at OIL House, Oil India Limited , Plot no.19,Sector-16A,Noida. Details of items available for sale with quantity is enclosed vide Annexure-I to the tender. Sealed quotations are invited from the interested bidders for purchase of the vehicles enlisted in Annexure-I.

**2.0** The items available for sale may be inspected by the interested parties at site with prior permission from authorized representative of OIL during working hours (excluding holidays) before submission of their offer. Time for inspection & name of contact person are as under:

- i) Date & Time for inspection : On 15.03.2017 to 17.03.2017  
(From 11.00 AM to 4.00PM)
- ii) Administration Deptt.,Oil India Limited, Plot no.19,Sector-16A,Noida.
- iii) Contact person : Mr. S.K.Singh, DGM (Admin).

**3.0** Bidders are requested to submit their most competitive offer against the tender. Bidders should quoted rates for each item in the Bidding Format (PART-I) enclosed with the tender document. Bidders to forward their offer along with a covering letter with tender no. ,bid closing date & along with the Bid Security & duly filled Bidding Format(PART-I).

**3.1** Offer must be enclosed in a sealed envelope super scribing the following details on the envelop :

OIL Tender No. \_\_\_\_\_  
Bid Closing date \_\_\_\_\_  
Brief description : \_\_\_\_\_  
Bidder Name \_\_\_\_\_

**4.0 Offers must be addressed to:**

**General Manager (C&P)  
Oil India Limited  
Plot No. 19, Sector-16A,  
NOIDA-201 301**

**4.1** The sealed envelope containing the offer must be delivered at the Office of General Manager (C&P) at the above address latest by 2.00 PM (IST) on the Bid Closing Date.

**4.2** Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of General Manager (C&P) at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.

**5.0** In the event of receipt of a single offer against the tender on the Bid Closing date, OIL reserves the right to extend the Bid closing date as deemed fit by the company. During the extended period, the bidders who have already submitted their bids on or before the original Bid Closing date shall not be permitted to revise their bids.

**6.0 Your offer must include :**

- i)** Tender No. & Date
- ii)** Offer letter.
- iii)** Bidding Format for Rates (PART-I) duly filled.

**6.1** All entries in the offer must be made in English. The offered rate must be firm and shall be both in figures and words. Deviations/conditions, if any, should be high-lighted. Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all taxes, duties and other charges / expenses in all respect.

**7.0 Terms & Conditions:**

Terms and conditions of the tender is enclosed vide Annexure-II. Offers must conform in all respects to the terms & conditions of the tender. Deviations, if any, must be clearly and specifically stated.

**8.0 Validity:**

Offers must be valid for a period of 60 (sixty ) days from the Bid Closing date. Bidder must indicate validity of the offer in the offer failing which it will be construed that offer is valid for 60 (sixty) days from the bid closing date.

**9.0 Bid Security** : Bids must be accompanied by Bid Security of Rs.9,000.00 .

#### **10.0 Bid Rejection Criteria :**

- 10.1 Bids with inadequate validity will be rejected.
- 10.2 Bids received after Bid Closing date and time will be rejected.
- 10.3 Bids received from unsolicited bidder will be rejected.
- 10.4 Bids containing incorrect statement and / or incomplete information will be rejected.
- 10.5 Bidders shall have to quote a lump-sum amount against each item as specified in the bidding format( PART-I). Offers received in any other format will be considered as non- responsive and will be rejected.
- 10.6 Bids received without Bid Security will be rejected straightway.

#### **11.0 Bid Evaluation Criteria :**

- 11.1 Item wise comparison of bids will be done on the basis of %Total Value+ evaluated against each item separately.
- 11.2 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 11.3 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

#### **12.0 Payment Terms:**

Successful bidder shall have to make full payment in advance in the form of Demand Draft in favour of Oil India Limited, payable at Noida/Delhi, before lifting the items from site.

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

(Ms. A. Doley)  
Chief Manager Materials.  
For General Manager (C&P)

**ANNEXURE-I**

Lot No.	Lot description	Make & Model	Quantity
1	Car no. DL 3C BV 4428	Renault Fluence -2011	1 No.
2	Car no. DL 7CF 4165	Honda Civic 1.8	1 No.
3	Car no. DL 2CM 8065	Honda City - 2003	1 No.

( End of Annexure-I)

## **ANNEXURE-II**

### **Terms and Conditions of Tender no.OIL/62/7/ENQ-080**

#### **1.0 Bid Security :**

- i) All the bids must be accompanied by Bid Security for an amount of Rs.9000.00 and shall be in one of the following forms:
    - ii) A Bank Guarantee from any scheduled Indian Bank. The Bank Guarantee shall be valid for 2(Two) months from the bid closing date and shall be enforceable at NOIDA/Delhi.
    - iii) Bank draft in favour of OIL INDIA LIMITED and payable at NOIDA/DELHI.
- 1.1 In case of 1.0 (ii) above, the bidders will have to submit the Bank Guarantee from any of the scheduled Indian banks and on non - judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.
- 1.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank :
  - (a) Full Address
  - (b) Branch Code
  - (c) Code Nos. of the authorized signatory with full name and designation
  - (d) Phone Nos./Fax Nos./E-mail address
- 1.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.
- 1.4 Any bid not accompanied by a proper Bid Security (in Original) will be rejected outright without any further reference.
- 1.5 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format (Annexure - VI) against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will however, ensure that the validity of the Bid Security till such time the Performance Security in conformity with Clauses 18.0 below as the case may be, is furnished.
- 1.6 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.

1.7 Bid Security will not accrue any interest during its period of validity or extended validity.

1.8 The Bid Security will be forfeited:

a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,

OR

b) If the successful Bidder do not accept the Letter of Award of order.

**2.0 Validity of offer:** Offers must be valid for a period of 60 (sixty ) days from the Bid Closing date. Bidder must indicate validity of the offer in their offer, failing which it will be construed that offer is valid for 60 (sixty) days from the bid closing date.

**3.0 Payment Terms:** The successful bidder shall have to make full payment in advance in the form of Demand Draft or RTGS in favour of Oil India Limited, payable at Noida/Delhi, on issue of Letter of Award.

4.0 Bidders to quote a lump sum amount for each lot as per the list enclosed vide Annexure- I. Any rate for items in part and in any manner other than for the whole lot of the items shall not be acceptable and such tenders shall be summarily rejected.

5.0 No complaint about the quantity, quality or conditions of the items will be entertained after opening of the bids. The items would be handed over to the highest bidder on OAs as where is basis. OIL will not be responsible for the usefulness or quality of the items disposed.

6.0 OIL do not give any warrantee or guarantee for the quantity of the lots or about end use or fitness for a particular purpose.

**7.0 Lifting of items:** Successful bidder will be required to take delivery of the vehicles from OIL's disposal site to his premises within 15 days after payment of full amount to OIL. Transportation , labour etc. are to be arranged and paid by the successful bidder. On failure to do so, OIL shall have the right to forfeit the entire amount of Performance Security and make alternate arrangement to dispose the items.

8.0 Offers or modifications to offers received after the Bid Closing Date/Time will not be considered.

9.0 Bid document must be sign by the bidder.

( End of Annexure-II)

## **FORM OF BID SECURITY (BANK GUARANTEE)**

To :

General Manager (C & P)

**OIL INDIA LIMITED**

Plot No. 19

Sector-16 A, NOIDA-201 301

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain oilfield services (hereinafter called "the Bid") against OIL INDIA LIMITED, Noida, India (hereinafter called the Company)'s tender No. : \_\_\_\_\_. KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of ( \* ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_.

THE CONDITIONS of this obligations are :

- (1) If the Bidder withdraws/modifies their Bid during the period of Bid validity specified by the Bidder; or
- (2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:
  - (a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter / fax/cable), without Company having to substantiate its demand provided that in its demand Company will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including the date ( \*\* ) and any demand in respect thereof should reach the Bank not later than the above date.



SIGNATURE AND SEAL OF THE GUARANTORS : \_\_\_\_\_

Name of Bank & Address : \_\_\_\_\_

Witness: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

(Signature, Name and Address)

Date : \_\_\_\_\_ Place : \_\_\_\_\_

\* The Bidder should insert the amount of the guarantee in words and figures.

\*\* Date of expiry of Bank Guarantee should be minimum 60 days from the date of Bid Closing.

**FORM OF PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE**

Oil India Limited,  
Plot No. 19, Sector 16A  
NOIDA-201301  
Attn: Senior Adviser (Contracts & Purchase)

WHEREAS \_\_\_\_\_ (Name and address of Contractor) (hereinafter called "Contractor") had undertaken, in pursuance of Contract No. \_\_\_\_\_ to execute (Name of Contract and Brief Description of the Work) \_\_\_\_\_ (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) \_\_\_\_\_ (in words) \_\_\_\_\_, such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date \_\_\_\_\_ (calculated at 3 months after Contract completion date).

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_

\*\*\*\*\*

## **PART-I**

### **BIDDING FORMAT FOR RATES**

**DETAILED DESCRIPTION OF WORKS , UNITS AND QUANTITY ARE AS UNDER:**

Sl. No.	Description of Item	Quantity	Rates to be quoted by the bidder (Rs.)	Any other charges	Total Price (4+5)
1	2	3	4	5	6
1	Car No. DL 3C BV 4428. Make & Model : Renault Fluence-2011.	1 No.			
2	Car No. DL 7CF 4165 Make & Model : Honda Civic 1.8	1 No.			
3	Car No. DL 2CM 8065  Make & Model: Honda City-2003.	1 No.			

**Note : 1) Bidders should quote their rates in column 4 , 5 (If any) & 6 provided in the above bidding format.**

( End of PART-I)

