

Annexure-I

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

INVITATION FOR BID
LOCAL COMPETITIVE BID

OIL INDIA LIMITED invites Local Competitive Bids (LCB) through its e-procurement portal <https://etender.srm.oilindia.in/irj/portal> for the following items:

Tender No	Bid Closing/ Opening Date	Item & Qty
SSI0137P16 DT: 03.02.2016 (SINGLE STAGE COMPOSITE BID SYSTEM)	07.04.2016	Silica Fume
SDI0303P16 DT: 20.02.2016 (SINGLE STAGE COMPOSITE BID SYSTEM)	07.04.2016	Digital Photocopier
SDI0196P16 DT: 09.02.2016 (SINGLE STAGE COMPOSITE BID SYSTEM)	07.04.2016	Renovation of Foreign Purchase section of Materials Department
SSI0222P16 DT: 15.02.2016 (SINGLE STAGE COMPOSITE BID SYSTEM)	07.04.2016	TARPAULINE-550 Nos. Exclusively to be procured from MSE manufacturers

Tender fee (Non-refundable): Rs 1,000.00 (except for tender no. **SSI0222P16**); Bid Closing/Opening Time: **(11.00 Hrs.) IST/(14.00 Hrs.) IST**; Last date for submission of tender fee **one week prior to bid closing date**. The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com. **NOTE:** All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.



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

TELEPHONE NO: (91-374) 2808719

FAX NO: (91-374) 2800533

Email: tushar_dutta@oilindia.in; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI0196P16 DT: 09.02.2016

Tender Fee : Rs 1,000.00

Bid Security Amount : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable

Integrity Pact : Not Applicable

OIL invites Bids for **Renovation of Foreign Purchase Section of Materials Department** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions.. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX.

The tender will be governed by:

- a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = 0374-2807171 , 0374-2807192. Email id = erp_mm@oilindia.in.

- b) 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.

- c) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

- d) Technical specifications and Quantity as per **Annexure – 1A**.
- e) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- f) 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.
- g) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website (www.oil-india.com) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.
- h) 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).
- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

Special Note:

1.0 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 in Technical RFx -> External Area -> Tender Documents**) as on the Bid Closing Date:

Criteria	Complied / Not Complied.
	Documentary evidence submitted / not submitted
a) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 41.29 Lakhs.	

Note:.. For Annual financial turnover enclose the audited Annual Reports or balance sheet certified by a chartered accountant.

2.0 Vendors having OIL's User ID & password shall purchase bid documents on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Vendors who do not have OIL's User ID & password shall obtain User ID & password through online vendor registration system in e-portal and can subsequently purchase bid documents through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Alternatively application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602. Application shall be accepted only upto one week prior to the Bid closing date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate "REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ..." for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e- Procurement portal. No physical tender documents will be provided. Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oil-india.com.

NOTE:

PSUs and MSE units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents one week prior to the Bid closing date (or as amended in e-portal).

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Due 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.

- a) Original Bid Security
- b) Detailed Catalogue (if any)
- c) Any other document required to be submitted in original as per tender requirement

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in duplicate.

5.0 Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of General Terms and Conditions for E- PROCUREMENT LCB TENDERS (MM/LOCAL/E-01/2005) for more details. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.

6.0 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.

7.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.

8.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.

9.0 The name of the OIL's Independent External Monitors at present are as under:

**SHRI RAJIV MATHUR, IPS (Retd.)
Former Director, IB, Govt. of India,
e-Mail ID : rajivmathur23@gmail.com**

10.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.

11.0 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.

12.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

13.0 If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.

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-

**(T. R. DUTTA)
SPO (IP)**

FOR HEAD-MATERIALS

Tender No & Date: SDI0196P16 dated 09.02.16**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/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 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) TECHNICAL:</p> <p>1. Bidders should have experience of executing similar orders of Renovation/Decoration of office job in last three years from the date of tender opening and at least one order should be valuing Rs 12.38 Lakhs or more . Copy of orders and order completion certificate or receipt of payment proof to be submitted.</p> <p>2. Bidder to quote for all items. Part items will not be accepted.</p> <p>B) COMMERCIAL:</p> <p>i) Validity of the bid shall be minimum 120 days from the Bid Closing Date.</p> <p>ii) Bid security: The bid must be accompanied by Bid Security of Rs 41,300.00 in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may 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. The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e. upto 07.02.2017).</p>	

Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.

If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, 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 vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

The format of Bank Guarantee towards Bid Security (Annexure – VII) has been amended to Annexure – VII (Revised) and bidders should submit Bank Guarantee towards Bid Security as per Annexure – VII (Revised) only.

iii) Performance Security:

Successful bidder will be required to furnish a Performance Security @10% of the order value. The Performance Security must be valid for 12 months from the date of commissioning or 18 months from the date of despatch whichever concludes earlier. Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.

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

iv) *The Bank Guarantee should be allowed to be encashed at all branches within India.*

v) 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.

vi) 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.

vii) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s 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. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.

viii) Price should be maintained in the “online price schedule” only. The price

<p>submitted other than the “online price schedule” shall not be considered.</p> <p>ix). A bid shall be rejected straightway if it does not conform to any one of the following clauses:</p> <p>(a) Validity of bid shorter than the validity indicated in the Tender.</p> <p>(b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.</p> <p>(c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.</p> <p>(d) Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender.</p> <p>2.0 <u>BID EVALUATION CRITERIA (BEC)</u></p> <p>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.</p> <p>A) TECHNICAL:</p> <p>1. The manufactured product should be strictly as per OIL’s tender specification.</p> <p>B) COMMERCIAL:</p> <p>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.</p> <p>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.</p>	
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NOTE:

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

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OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
Fax No. 91-374-2800533, E-mail:material@oilindia.in

Tender No. & Date : SDI0196P16 09.02.2016

Tender Fee : INR 1,000.00
Bid Security Amount : INR 41,300.00

Bidding Type : Single Bid (Composite Bid)

Bid Closing On : 07.04.2016 at 13:00 hrs. (IST)
Bid Opening On : 07.04.2016 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
10 0C000219	<p>L Shaped Work station (comprising of 14 seater cluster # 1 no., 4 seater cluster # 1 no. & 2 seater cluster # 1 no.)</p> <p>Size : 1500(L) x 600 (B)x 1050 (H) mm with 70 mm tile partition and gable end support . Table top will be of 25 mm thick Pre Laminated particle Board(PLB) with 2 mm edge banding with following :</p> <p>(i) mobile pedestal (2 drawer + 1 filing) (ii) Keyboard tray with mouse pad (iii) CPU trolley. (iv) Provision for data , telephone and electric cables . It should include sockets, switches, data and telephone jacks with wires .</p> <p>Make : Godrej /Featherlite/Methodex/Durian</p>	20	NO
20 0C000219	<p>Linear Workstation(comprising of 1 set of 3 seater workstation)</p> <p>Size : 1500(L) x 600 (B)x 1050 (H) mm with 70 mm tile partition and gable end support . Table top will be of 25 mm thick Pre Laminated particle Board(PLB) with 2 mm edge banding with following :</p> <p>(i) mobile pedestal (2 drawer + 1 filing) (ii) Keyboard tray with mouse pad (iii) CPU trolley. (iv) Provision for data , telephone and electric cables . It should include sockets, switches, data and telephone jacks with wires .</p> <p>Make : Godrej /Featherlite/Methodex/Durian</p>	3	NO
30 0C000186	<p>Sliding Storage</p> <p>Size - 750 x 450D x 750 mm height , Storage top with straight edges, shutters and shelves with edge</p>	8	NO

Tender No. & Date : SDI0196P16

09.02.2016

Item No./ Mat. Code	Material Description	Quantity	UOM
	band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.		
40 OC000186	Sliding Storage Size - 900W x 450D x 750 mm height , Storage top with straight edges, shutters and shelves with edge band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.	8	NO
50 OC000186	Sliding Storage Size - 750W x 450D x 900 mm height , Storage top with straight edges, shutters and shelves with edge band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.	8	NO
60 OC000186	Sliding Storage Size - 1200W x 450D x 900 mm height , Storage top with straight edges, shutters and shelves with edge band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.	4	NO
70 OC000219	Cubicle (comprising of 1 set of 2 seater cubicle and 1 set of 1 seater cubicle Size: 1500/2250W x 1050HT Main Table: 1500W x 750D x 750HT Side Table: 1500W x 500D x 750HT Partition : Main Partitions should be made of 70mm Slide Based partitions with fabric above and laminate tiles below the table top. Table top should be made of 25mm Per laminated boards with 2mm PVC edge banding, supported on MS powdercoated legs, PLB modesty panels, MS square post and necessary brackets. Raceways : 2 level raceways to be provided on inside frame of each workstation. Raceways BTT and Skirting for power and data cable management.The rest frames should be with single raceways. MOBILE PEDESTAL - 2D+1F SIZE : 400W X 467D X 705HT Pedestal should be made of 18mm PLB with two drawer units and one filing unit. The drawer units to be made mobile.The drawer units to be provided with suitable locks. Provision for data , telephone and electric cables . It	3	NO

Tender No. & Date : SDI0196P16

09.02.2016

Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>should include sockets, switches, data and telephone jacks with wires .</p> <p>Make : Godrej /Featherlite/Methodex/Durian</p>		
80 0C000219	<p>Cubicle (comprising of 2 sets of 2 seater cubicle Size: 1650/1800W x 1050HT Main Table: 1500W x 750D x 750HT Side Table: 1050W x 500D x 750HT</p> <p>Partition : Main Partitions should be made of 70mm Slide Based partitions with fabric above and laminate tiles below the table top. Table top should be made of 25mm Per laminated boards with 2mm PVC edge banding, supported on MS powdercoated legs, PLB modesty panels, MS square post and necessary brackets. Raceways : 2 level raceways to be provided on inside frame of each workstation. Raceways BTT and Skirting for power and data cable management. The rest frames should be with single raceways.</p> <p>MOBILE PEDESTAL - 2D+1F SIZE : 400W X 467D X 705HT Pedestal should be made of 18mm PLB with two drawer units and one filing unit. The drawer units should be made mobile. The drawer units should be provided with suitable locks. Provision for data , telephone and electric cables . It should include sockets, switches, data and telephone jacks with wires .</p> <p>Make : Godrej /Featherlite/Methodex/Durian</p>	4	NO
90 0C000219	<p>Sr. Manager Table</p> <p>"Main Table size: 1800 Wide x 900 Depth x 750Ht" "Storage Assembly: 1200 W x 400 D x 660Ht" "Pre Lam Modesty Panel # 1200 x 450ht"</p> <p>Table top - Made of 25mm thick OSL particle board with matching PVC edge banding Back Storage Screen 1 - 1800 W x 900 Ht x 40 mm thick - 2nos Storage:750 W x 400 D x 900 ht mm - 2nos Storage:750 W x 400 D x 400 ht mm - 2nos</p> <p>Make : Godrej/Featherlite/Methodex/Durian</p>	3	NO
100 0C000219	<p>Overhead storage size: 900 x 450 x 750 mm ht Storage : The storage should be made of 18mm PLB with 25mm thick top, quipped with central locking, shutters with autoclosing hinges and recessed handles.</p>	80	NO

Tender No. & Date : SDI0196P16

09.02.2016

Item No./ Mat. Code	Material Description	Quantity	UOM
	Make : Godrej /Featherlite/Methodex/Durian		
110 0C000083	High Back Chair comprising of the following: <ul style="list-style-type: none"> * High back chair * Synchro Mechanism, * Two Way Adjustable Arms * Chrome Base * Leatherite upholstery Make : Godrej/Featherlite/Methodex/Durian	3	NO
120 0C000083	Workstation Chair comprising of the following: <ul style="list-style-type: none"> * Telemate Medium Back * Synchro Mechanism * Seat depth adjustment * Multi locking * Two Way Adjustable Arms * Nylon Base Make : Godrej/Featherlite/Methodex/Durian	23	NO
130 0C000083	Chair comprising of the following: <ul style="list-style-type: none"> * Ergon High Back * Mesh Chair * Kneetilt - Multilock Mechanism * Adjustable Arms * Fine Tunning Adjustable Lumbar Support * Headrest * Nylon Base Make : Godrej/Featherlite/Methodex/Durian	7	NO
140 0C000083	Chair comprising of the following: <ul style="list-style-type: none"> * Mesh Back * Visitors chair * Sledge Base * Fixed Arms Make : Godrej/Featherlite/Methodex/Durian	14	NO
150 0C000083	Chair comprising of the following: <ul style="list-style-type: none"> * Low Back chair * powdercoated Sledge Base * Fixed Arms * Leatherite upholstery 	9	NO

Tender No. & Date : SDI0196P16**09.02.2016**

Item No./ Mat. Code	Material Description	Quantity	UOM
	Make : Godrej/Featherlite/Methodex/Durian		
160 0C000083	Window curtain for Hall with standard fabric of choice complete with lining and stitching charges, curtain rod of best quality and all accessories. Unit of measurement should be read as M(Metre)	32	NO
170 0C000083	Vinyl flooring 2 mm thickness, 1.5 mtr wide roll Robust high quality calendered, laminated, solid, resilient, unbreakable and flexible pvc vinyl flooring manufactured with multilayered technology to withstand high traffic and abrasion. Make: Make: Wonderfloor/Polyfloor or equivalent. Bidder should quote inclusive of laying and pasting charges with Fevicol SR(505) adhesive. Unit of measurement should be read as M2(Metre square)	450	NO
180 0C000083	Vertical Blinds-Supply and installation of Vista Vertical Blind with top aluminium head-rail in natural anodized finish, with a fabric strip on the headrail. The fabric louver should be provided with a width of 100mm and bottom weight in ABS plastic finish. Make Vista Levelor or equivalent, Unit of measurement to be read as M2(metre square).	85	NO
190 0C000186	Sliding Storage Size - 900W x 450D x 900 mm height , Storage top with straight edges, shutters and shelves with edge band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.	8	NO
200 0C000186	Sliding Storage Size - 750W x 450D x 2100 mm height , Storage top with straight edges, shutters and shelves with edge band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.	6	NO
210 0C000186	Sliding Storage Size - 900W x 450D x 2100 mm height , Storage top with straight	11	NO

Tender No. & Date : SDI0196P16**09.02.2016**

Item No./ Mat. Code	Material Description	Quantity	UOM
	edges, shutters and shelves with edge band finish, with adjustable shelves, sliding doors and front locking. Make : Godrej /Featherlite/Methodex/Durian.		
220 0C000083	Self supporting Ladder of 7 feet height with wide steps, hinged support, a platform at the top and non-skid rubber shoes suitable for independent working.	2	NO

Special Notes : Special Note :

1. Bidder will be responsible for design , supply , removal of existing set up and installation of the Supplied items (Layout diagram is enclosed as Annexure-A). Bidder's quoted price for the above items will include all charges.
2. All catalogues/literature (coloured only) of all the quoted items to be submitted alongwith the bid clearly indicating the quoted items . Make of the items quoted should be clearly indicated in the bid. Sample wherever required may also be sought by the buyer before finalization of the tender.
3. Colours to be decided by the buyer before supply. Layout design will be approved by buyer .
4. Item wise rate should be quoted. Bidder should also quote for all the items.
5. All the items will be procured from the same source. Evaluation of the tender will be done accordingly.
6. Existing modular workstation will be offered on Trade-off basis. Bidders quoted rate for workstation will include buy back rates . Successful bidder will arrange to lift them at their own cost.
7. Supplier to provide warranty for a period of one year from the date of supply for all the products.
8. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from Manufacturer on the same and specific to the tender should be enclosed.
9. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

Technical Bid Checklist**Annexure-EEE**

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
SL. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Bidder to confirm that he has not taken any exception/deviations to the bid document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond / Bank Guarantee / Earnest Money along with the offer (Wherever Applicable) ?		
4	Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any qualifications?		
6	Confirm that all relevant fields in the on-line bidding format have been filled in by the bidder for the items quoted by them.		
7	Confirm that the the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		
13	Confirm that you have submitted Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager where Bid security has been submitted as Bank Guarantee.		

NOTE: Please fill up the greyed cells only.

Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Bidders Response Sheet

Sl No.	Description	Remarks
1	Name of Bidder	
2	Whether tender document purchased from OIL's offices.	
3	Place of Despatch	
4	Whether Freight charges have been included in your quoted prices	
5	Whether Insurance charges have been included in your quoted prices	
6	Make of quoted Product	
7	Offered Validity of Bid as per NIT	
8	Delivery Period in weeks from placement of order	
9	Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.	
10	Bid Security Submitted (if applicable)	
11	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
12	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	
13	Bid Security if Not submitted reasons thereof	
14	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
15	Integrity Pact Submitted (if applicable)	
16	Whether submitted documents in support of General Qualification criteria of NIT	
17	If bidder is Small scale unit whether you have quoted your own product	
18	If bidder is Small scale unit whether you are eligible for purchase preference (as per Govt guidelines)	
19	Whether filled up the bank details for online payment as per Annexure GGG	

NOTE: Please fill up the greyed cells only.

ANNEXURE - GGG

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETTER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

Counter Signed by Banker:
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.