

## Annexure-I

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

**INVITATION FOR BID**  
**LOCAL COMPETITIVE BID**

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

| <b>Tender No</b>  | <b>Bid Closing/<br/>Opening Date</b> | <b>Item &amp; Qty</b>                             |
|---|--------------------------------------|---|
| <b>SSI2342P17/P1 DT:03.09.2016<br/>(Single Stage Composite Bid)</b> | <b>13.10.2016</b>                    | <b>Ethylene Glycol Monobutyl Ether<br/>(20MT)</b> |
| <b>SSI2381P17/P5 DT:07.09.2016<br/>(Single Stage Composite Bid)</b> | <b>13.10.2016</b>                    | <b>CGI Sheet (4000Nos.)</b>                       |
| <b>SSI2383P17/P5 DT:07.09.2016<br/>(Single Stage Composite Bid)</b> | <b>13.10.2016</b>                    | <b>CGI Sheet (8000Nos.)</b>                       |
| <b>SDI2365P17/P4 DT:06.09.2016<br/>(Single Stage Composite Bid)</b> | <b>13.10.2016</b>                    | <b>Industrial Split AC (04 Nos.)</b>              |
| <b>SDI2357P17/P4 DT:06.09.2016<br/>(Single Stage Composite Bid)</b> | <b>13.10.2016</b>                    | <b>Split AC (26 Nos.)</b>                         |
| <b>SSI2373P17/P1 DT:07.09.2016<br/>(Single Stage Composite Bid)</b> | <b>13.10.2016</b>                    | <b>Catfloc (96MT)</b>                             |
| <b>SDI2426P17 DT: 09.09.2016<br/>(Single Stage Composite Bid)</b>   | <b>20.10.2016</b>                    | <b>Forklift Truck (2 Nos.)</b>                    |
| <b>SDI2427P17 DT: 09.09.2016<br/>(Single Stage Composite Bid)</b>   | <b>20.10.2016</b>                    | <b>Conspicuity Sheet (300 Nos.)</b>               |

Tender fee (Non-refundable): Rs 1,000.00; Bid Closing/Opening Time: **(11 Hrs.) IST/(14 Hrs.) IST**; Period of sale of documents **till 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](http://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: Ankurjyoti\_sarmah@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No. : SDI2365P17 Dt. 06.09.2016**

**Tender Fee : Rs 1,000.00**

**Bid Security : Applicable**

**Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM**

**Tender Type : Open Tender**

**Bid Closing / Opening on : As mentioned in the e-portal**

**Performance Security : Applicable**

**Integrity Pact : Not Applicable**

OIL invites Bids for **Supply, Installation & Commissioning and AMC of INDUSTRIAL SPLIT AIRCONDITIONER (Qty. – 4 Nos.)** 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 of Indigenous 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](mailto: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) **OIL Bank Details :**

|          | <b>Bank Details of Beneficiary</b> |  |
|----------|------------------------------------|--|
| <b>a</b> | Bank Name                          | STAE BANK OF INDIA   |
| <b>b</b> | Branch Name                        | Duliajan   |
| <b>c</b> | Branch Address                     | Duliajan, Dist-Dibrugarh                                     |
| <b>d</b> | Banker Account No.                 | 10494832599  |
| <b>e</b> | Type of Account                    | Current Account  |
| <b>f</b> | IFSC Code                          | SBIN0002053  |
| <b>g</b> | MICR Code                          | 786002302  |
| <b>h</b> | SWIFT Code                         | SBININBB479  |
| <b>i</b> | Contact No.                        | 9435554859   |
| <b>j</b> | Contact Person Name                | Mr. K.L.K.Banik, AGM   |
| <b>k</b> | Fax No.                            | 0374-2802729   |
| <b>l</b> | Email Id                           | <a href="mailto:sbi.02053@sbi.co.in">sbi.02053@sbi.co.in</a> |

- d) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- e) Technical specifications and Quantity as per **Annexure – 1A**.
- f) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.
- g) 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.
- 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 Technical and Financial Criteria:**

In addition to the general BRC/BEC, following Technical and Financial criteria shall be considered as on the original Bid Closing Date. **(Documentary evidence to be provided along with the bid in Technical RFx -> External Area - > Tender Documents failing which the offer shall be rejected).**

| <b>Criteria</b>   | <b>Complied /<br/>Not Complied.</b><br><br><b>Documentary<br/>evidence submitted /<br/>not submitted</b> |
|---|--|
| a) Bidder should have experience of successfully executing atleast 1 (one) similar order for Rs. 9.76 Lakhs in preceding 5 (five) years.<br><br>“Similar Order” means “Order for Supply, successful Installation & Commissioning and maintenance of 3TR or higher capacity industrial type Air Conditioner in PSU or Central/State Govt. Industries”. |  |
| b) Annual financial turnover of the firm in any of the preceding 3 financial/accounting years should not be less than Rs. 9.76 Lakhs.   |  |
| c) Net Worth of the firm should be Positive for preceding financial / accounting year.  |  |

**Note –for (a):** Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

**Note –for (b) and (c):** Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that ‘the balance sheet/Financial Statements for the financial year 2015-16 have actually not been audited so far’.

**Note:** For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

- i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE-J.  
OR
- ii) Audited Balance Sheet along with Profit & Loss account.”

**2.0 Vendors having OIL's User ID & password may pay Tender Fee 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, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line 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 the form of crossed "Payee Account only "Bank Draft/Bankers' Cheque drawn by Bank and valid for 90 days from the date of issue of the same or in the form of Indian Postal Orders payable to the OIL is to be sent to **DGM-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](http://www.oil-india.com).

**NOTE:**

In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to DGM-Materials, Oil India Limited, P.O. Duliajan, Assam-786602 for waiver of Tender Fee upto one week prior to the Bid closing date (or as amended in e-portal).

3.0 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" through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

3.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User - > Technical Bid only.

4.0 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 **DGM- 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 MM/LOCAL/E-01/2005 for E-Procurement of Indigenous**

**Tenders 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 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 of Indigenous Tenders elsewhere, those in the **BEC / BRC** shall prevail.
- 10.0 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.
- 11.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.
- 12.0 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-**

**(AJ SARMAH)**

**MANAGER MATERIALS (IP)**

**FOR : DGM-MATERIALS**

**Tender No & Date: SDI2365P17 Dt. 06.09.2016****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 of 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/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

| <b><u>Criteria</u></b>   | <b>Complied / Not Complied. (Remarks if any)</b> |
|--|--|
| <p><b>1.0 BID REJECTION CRITERIA (BRC):</b></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><b>A) COMMERCIAL:</b></p> <p>i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.</p> <p>ii) Bid security:<br/>The bid must be accompanied by Bid Security of <b>Rs 39,000.00</b> in OIL's prescribed format as Bank Guarantee or a Cashier's cheque or Demand Draft 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. <b>The Bank Guarantee towards Bid Security shall be valid for 6 months from Bid closing date. (i.e. upto 13.04.2017).</b> Cashier's cheque or Demand Draft shall be valid for minimum 90 days or as per RBI's guidelines, drawn on “Oil India Limited” and payable at Duliajan, Assam</p> <p><b>Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.</b></p> <p><b><u>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.</u></b></p> |  |

For exemption for submission of Bid Security, please refer Clause No. 8.16 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous 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) Bids are invited under “Single Stage Composite Bid System”. Bidders have to submit both the “Techno-commercial Unpriced Bids” and “Priced Bids” through electronic form in the OIL’s e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.

iv) Performance Security:

The successful bidder shall submit Performance Security @ 10% of PO value within 30 days of receipt of the formal purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in any one of the following forms :

(a) A Bank Guarantee in the prescribed OIL’s format valid for 3(three) months beyond the Warranty period indicated in the Purchase Order /contract agreement.

(b) A Cashier's cheque or Demand Draft with validity of minimum 90 days or as per RBI’s guidelines, drawn on “Oil India Limited” and payable at Duliajan, Assam.

The Performance Security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning plus 3(three) months or 18 months from the date of shipment/despatch plus 3(three) months whichever concludes earlier. However, for consumables like chemicals, cement, tubular etc. the Performance Security shall be valid for 12 months from the date of shipment/despatch plus 3(three) months.

**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.**

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 submitted other than the “online price schedule” shall not be considered.

**ix). A bid shall be rejected straightway if it does not conform to any one of the following clauses:**

**(a) Validity of bid shorter than the validity indicated in the Tender.**

**(b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.**

**(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.**

**(d) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.**

**x) Delivery:**

**i) Materials should be delivered within 3 months from the date of receipt of Purchase Order.**

**ii) Installation & Commissioning should be carried out within 45 days from the date of receipt.**

## **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 bids will be evaluated as per NIT specification.

### **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.

|   |  |
|---|--|
| <p>ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.</p> <p>iii) 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> |  |
|---|--|

**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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**TECHNICAL SPECIFICATIONS WITH QUANTITY****Tender No & Date: SDI2365P17 Dt. 06.09.2016**

|   | <b>Complied /<br/>Not<br/>Complied.<br/>(Remarks if<br/>any)</b> |
|---|--|
| <p><b>ITEM NO. 10: INDUSTRIAL SPLIT AIRCONDITIONER, (QNTY. – 4 NOS.)</b></p> <p><b>1.1 GENERAL</b><br/>The Industrial Split environmental control system should be designed for convenience and dependability in unmanned and remote locations for Industrial and Equipment cooling Application. Industrial-split units shall be composed of an indoor evaporating unit and outdoor condensing unit.</p> <p><b>1.2 Self-Contained</b><br/><br/>The Industrial-split unit shall have two cabinets, namely evaporating unit and condensing unit.</p> <p><b>2.0 STANDARD FEATURES</b></p> <p><b>2.1 Compressor</b><br/><br/>The Compressor must be quiet, efficient, Hermetic Scroll compressor. The compressor has to operate at 2900 RPM @ 50 Hz and featuring a suction gas cooled motor, internal centrifugal oil pump, Vibration isolating mountings, internal thermal overloads, high &amp; low pressure switches.</p> <p>The cooling is to be provided by a high efficiency system consisting of a scroll compressor, thermostatic expansion valve, evaporator &amp; condenser coils. A scroll compressor is to be used for reliable, quiet &amp; smooth operation at a high EER value (Energy Efficiency Ratio).</p> <p>Green refrigerant, R407C shall be used in the 3 TR industrial units.</p> <p><b>2.2 Refrigeration System</b><br/><br/>The refrigeration circuit should include a liquid line, filter drier, an adjustable externally Equalized expansion valve, and high and low pressure switches.</p> <p><b>2.3 Evaporator Coil</b><br/><br/>The evaporator coil shall be constructed of mechanically expanded copper tubes in enhanced surface aluminium fins.</p> <p><b>2.4 Condenser Coil</b><br/><br/>The air-cooled condenser coil shall be constructed of mechanically expanded copper tubes in enhanced surface aluminium fin.</p> <p><b>2.5 Evaporator Blower</b></p> |  |

Evaporator air shall be supplied by a dual, direct drive blower package. The fans shall be centrifugal, double width, double inlet.

## 2.6 Filter

Replaceable evaporator air filter should be supplied with the unit. The filter shall be easily serviceable through the front. The filter shall be 2 inches deep, pleated, with a minimum efficiency rating of 80-85 % down to 20 microns (Based on ASHRAE standard 52-76) located within the cabinet.

## 2.7 Cabinet

The Exterior cabinet shall be constructed of CRCA and powder coated for weather resistance. Internal structural parts shall be of folded steel.

## 2.8 Microprocessor control

- " A microprocessor based control system shall be supplied with unit.
- " Controller should indicate actual Return Air temperature.
- " Desired temperature setting provision is to be inbuilt in the controller
- " Controller should show the status of the functional parts.
- " Controller should generate alarm in case of any malfunction (high temperature, high Pressure, low pressure etc.)

## 2.9 Noise level:

Maximum of 65db at 1 m distance (Indoor Unit) & 75db at 1 m distance (Outdoor Unit) shall be assured.

## 3.0 General Specification

- a)Unit capacity: 3 TR.
- b)Design condition:
  - i)Room Condition: 24 Degree C
  - ii)Standard Operating ambient: 35 Degree C
  - iii)Number of Compressor : 1
  - iv)Type of Compressor: Hermatic Scroll
  - v)Compressor operating voltage: 3 ph 415V AC  $\pm 10\%$  50Hz
  - vi)Refrigerant: R407C
- c)Evaporator Fan Section
  - i)Nominal air flow on filter: 1600CFM
  - ii)Number of fans/motor: 2nos/1no
- d)Evaporator Coil:
  - i)Face velocity: 492FPM
  - ii)Material of fins: Aluminium
  - iii)Thickness of fins: 0.12mm
  - iv) Type of fins: Super slit
  - v)Fins pitch: 12FPI
  - vi)Gauge of the tubes: 30

|   |  |
|---|--|
| <p>vii)Tube OD: 3/8 inch<br/>viii)Material of tube; Copper<br/>e)Air Cooled Condenser<br/>i)Face velocity: 492FPM<br/>ii)Material of fins: Aluminium<br/>iii)Material of tube ; Copper<br/>f) Filter<br/>Number of filter: 1<br/>POWER Supply : 3ph 415V AC <math>\pm</math>10% 50Hz</p> <p><b>General notes.</b></p> <p><b>Warranty:</b> Bidder must confirm that the units will be in warranty for 1 year after successful commissioning of all units.<br/>Bidder must attend any defect in the units during warranty period. Every unit must be made operational within 48 hrs. of intimation of fault by OIL. Bidder must confirm the same in their offer.</p> <p>Scope of work under warranty will be exactly same as that has been detailed in Item no 30 of the Tender (i.e. AMC for 5 years)</p>  |  |
| <p><b>ITEM NO. 20: INSTALLATION &amp; COMMISSIONING OF ITEM NO. 10 (QNTY. – 1 AU)</b></p> <p>Installation, testing and commissioning of 4 nos. 3 TR Industrial Split ACs in all respect including supply of MS support as per site requirement for Indoor unit &amp; outdoor unit with proper grouting and painting, providing condensate drain piping of high quality jacketed PVC flexible material as per site requirement , making of holes ( up to 10 inch wall) for suction and discharge piping (supply of pipe length as per site requirement) between indoor and outdoor unit, providing insulation &amp; fixing of pipes, providing canopies for all outdoor units, supply of required cables without joint up to the nearest power supply point with proper saddling in the wall, including all materials for outdoor unit, sealing of holes/ painting and cleaning of the site as per the satisfaction of the Engineer-in-Charge.</p> |  |
| <p><b>ITEM NO. 30: COMPREHENSIVE AMC FOR 5 YEARS (QNTY. – 1 AU )</b></p> <p><b>SCOPE AND DEFINITION OF THE CONTRACT:</b></p> <p>Annual maintenance of 4 nos. 3TR Industrial split air conditioner for a period of 5 years at Field communication dept.</p> <p>Annual Maintenance includes:</p> <ol style="list-style-type: none"> <li>1. Quarterly preventive maintenance including breakdown maintenance at any time within 48 hrs of reporting by OIL for split air conditioners.</li> <li>2. Supply and replacement of all defective / damaged parts / components, consumables including gas filling.</li> <li>3. Routine maintenance and annual overhauling of both indoor and outdoor unit including</li> </ol>  |  |

cleaning of condenser unit, air filter, tightening of all electrical connection, checking of electronic card, capacitors.

4. Deployment of competent personnel at site for maintenance of Industrial Split ACs and one copy of list of jobs carried out to be submitted after every maintenance job.

Each and every equipment mentioned above shall be serviced / maintained as per schedule given in the scope of work for good health and running condition of the equipment.

Minor Civil jobs if necessary for carrying out the maintenance job shall be in the scope of the contract.

#### DEFINITION:

For the purpose of the meaning for the terms used in the contract document, following definitions are given for exclusive use for the contract.

'company' : M/S OIL INDIA LIMITED

'contract' : Annual maintenance/servicing/repairing of packaged air conditioners, with supply of all spares / components and consumables.(Excluding Compressor)

'similar contract' : Similar nature of maintenance and servicing activities / procedures for upkeepment of 3 TR Industrial type ACs.

'site' refers to Field communication Department of OIL INDIA LIMITED.

Special terms & conditions:

#### A.PLANNED MAINTENANCE:

#### JOB DESCRIPTION:

##### 1.0 SCOPE OF WORK :

By using developed techniques and expertise, contractor will have 1. To examine, 2. Cleaning up of Unit and Air Filter 3. Cleaning of cooling coil & condenser coil. (If required with water) check parameters and record in a form, during testing. 4. Check settings and testing of operation of all safety controls and operating devices and carry out planned maintenance in systematic and controlled manner once in every three month. The Party will assign a representative to OIL account who will periodically visit and will be available for consultation in any matter relating to the maintenance and proper care of the Air conditioners.

1.2 The contractor will carry out repairing/rewinding/ reconditioning of the defective equipment: Motors, pumps, panels and air cool condenser units as and when required.

1.3 The following yearly maintenance is to be carried out by the contractor. Extra manpower required if any, shall be arranged by the contractor.

- i) Overhaul all the equipment of the ACs as and when advised based on need. ( once a year )
- ii) Check and tighten hold down bolts and anchorages.
- iii) Check for obstructions, loose boards, and fallen insulation of air ducts, Pipes and return air passages.

- iv) Check all wiring for loose contact and rectify.
- v) Painting of equipment when required. Paint shall be supplied by the contractor.
- vi) Checking of Earthing of panels, motors etc.
- vii) Cleaning of Electronic card, checking of all electrical connection.

1.5 If required any type of modification in the machine, the contractor shall have to inform to OIL Engineer before doing the above job.

2.5 OVERHAULING SCHEDULE: The schedule of overhauling of air conditioners shall be need-based and hence advised by OIL as and when deemed fit.

2.6 Contractor shall obtain OIL's approval for the personnel to be engaged before signing of the contract agreement. Bio-data of the personnel must be submitted.

2.7 Extra manpower if required, for overhauling /servicing purposes shall have to be engaged by the contractor with due permission from the Engr.-in-Charge.

2.8 Qualified air conditioning and refrigeration engineer for trouble shooting and system study shall have to be arranged by the contractor as and when required for smooth and uninterrupted service during the operation of the contract.

#### B. CALL BACK SERVICE:

Party will have to provide the call back service as and when required within 48 (Forty Eight) hours from the time of intimation.

#### C. EMERGENCY CALL:

In case of Emergency breakdown, if OIL desires to get the breakdown attended even before 24 hours, The contractor shall depute their service Engineer from their office before Twenty four hours to attend the breakdown. In such cases, to and fro Air fare shall be borne by OIL for single personnel, subject to satisfactory emergency service.

#### D. Competency Criteria for Contractor Manpower

Competency Criteria shall be formulated & documented, for all kinds of Contractor employees being engaged by the company as follows.

i) Qualification of Technician: The person shall possess ITI certificate passing from recognized institution in air conditioning and refrigeration trade with at least 1 year experience in a reputed organization.

ii) Qualification of Helper: The person shall be qualified enough to understand Electrical safety rules and Instruction that might be necessary to perform jobs smoothly.

iii) Reading/Writing Skills: The Technician should be able to read & write in English Language. However, the Helper should be also able to understand English.

#### E. PAYMENT TERMS:

Payment for Annual Maintenance contract charges along with applicable taxes shall be paid

100% in advance against bank guarantee of equivalent amount in OIL's format before the start of the maintenance job. (After completion of One (1) year guarantee period.

3.2 Payment to the contractor personnel will be the responsibility of the contractor. Any dispute regarding payment shall be resolved by the contractor with its employees. OIL will not be a party to any dispute of this type.

#### 4.0 TRANSPORTATION:

4.1 The contractor shall arrange his/her own arrangement for transportation of his/ her personnel and materials to plant site.

4.2 Loading and unloading of materials/ machines if any shall be the scope of the contractor.

#### 5.0 TOOLS AND TACKLES:

5.1 The contractor shall be ready with all tools & tackles required for proper maintenance of ACs.

#### 6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE):

6.1 Contractor shall provide all safety gadgets to his work-persons required for this job. The condition of all PPE and other safety gadgets provided by the contractor to his work persons shall be in proper/ good condition. List of PPE's are listed below.

6.2 Safe and proper working procedure shall be followed while carrying out jobs to ensure safety of equipment and personal.

6.3 Contractor shall ensure compliance of all safety and statutory rules regulations.

6.4 The contractor's personnel while on duty/ work must use the following personal protective equipment. Personnel without PPE will not be allowed to work and will be marked absent.

#### 7.0 SPARES AND COMPONENTS:

7.1 The contractor shall provide all spares and consumables required for maintenance and repairing of air conditioners.

7.2 The contractor shall maintain a list of critical spares and make stocks in sufficient quantity. Non availability of spares will not be entertained during the time of breakdown maintenance.

8. Contractor shall arrange boarding and lodging for his persons. All logistics arrangements shall be in the scope of the contractor.

#### 9.0 QUALITY OF WORK:

9.1 Contractor shall abide by all instructions of OIL engineer and carry out standard quality jobs/ works to satisfaction of OIL Engineer- in Charge

9.2 OIL shall reserve the right to ask the contractor to re-do poor quality job at no extra cost to OIL.



## 10.0 GUARANTEES OF WORKS & SERVICES:

The replacement/ repair of major equipment like compressor, condenser, condensing pump & motor unit coils etc. should be guaranteed for a period of one year from the date of replacement/ repair undertaken by the contractor. Failure of component during guarantee period shall be replaced by the contractor without any additional cost to OIL.

## 12.0 BREAKDOWN:

12.1 The contractor should ensure that the equipment included in the service contract are in satisfactory working condition at all times.

12.2 Attending to all reports & minor repairs should be carried out within 24 Hrs.

12.3 Major repairs relating to parts like, Condenser pump motor, Cooling fan motor and Gas charging the maximum permissible period will be 120 hours.

12.4 In case of delay in attending breakdown report or if the contractor fails to complete repair/ breakdown maintenance job within stipulated time period of 120 hours and put back equipment to working condition, Oil reserves the right to carry out the same using OIL' s resources and recover the expenses from the contractor's bill. In addition, an amount equal to as mentioned in 13.0 will be deducted from the bill.

## 13.0. LIQUIDATED DAMAGE:

In case of delay in attending the breakdown upon receipt of call beyond 48 hours, Liquidated Damage charge will attract at the rate of Rs. 500.00 (Rupees Five hundred) only per twenty four hours for the delayed period.

## 14.0 CONDITION OF THE ALL MACHINES AT THE BEGINNING AND AT THE END OF CONTRACT:

14.1 The party shall complete the installation and commissioning job of all Industrial split AC system to the satisfaction of OIL's representative and then only the contractor shall be allowed for comprehensive contract. i.e. all machines shall come under contract at for the same period of time.

14.2 At the end of the contract the contractor shall hand over all machines to OIL in serviced and good working condition.

14.3 At the end of the contract if any machines are found defective, the same must be repaired and its proper performance/functioning must be ensured by the contractor, otherwise final bill will not be processed.

## 15.0 DOCUMENTS TO BE SUBMITTED :

The bidder shall furnish the following documents before awarding of the contract.

1. List of manpower as per clause 3.0 above. Who attend by monthly maintenance schedule.
2. Self-attested/attested copies of documents pertaining to PAN, VAT REGD NO., SERVICE TAX REGD NO, Bank A/C No, P.F. Code, Vendor Code (for existing vendor).

**GENERAL HSE POINTS TO BE COMPLIED BY THE CONTRACTOR:**

**HSE Point:**

1. The contractor shall strictly comply with the applicable and prevailing provisions of the Mines Act 1952, OISD Guidelines, and 10th Conference Recommendations of Safety in Mines. A copy of provisions of 10th Conference Recommendations in the form of "General HSE Points" is available in the office which may be issued to successful bidders at the time of need.
2. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. . Ensure that all sub-contractors hired by him comply with the same requirement as the contractor himself and shall be liable for ensuring compliance all HSE laws by the sub or sub-sub contractors.
3. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
4. The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the contractor and how it is to be managed.
5. The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.
6. Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.
7. Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line.
8. All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT,IME & PME.
9. The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of

work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons

10. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.

11. It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager/Safety Officer/Engineer/Official/Supervisor/Junior Engineer for safe operation.

12. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

13. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

14. The contractor shall have to report all incidents including near miss to Installation Manager / departmental representative of the concerned department of OIL.

15. The contractor has to keep a register of the persons employed by him/her. The contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.

16. If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc) the contractor will not have any objection to any such training.

17. The health check-up of contractor's personnel is to be done by the contractor in authorized Health Centres as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.

18. To arrange daily tool box meeting and regular site safety meetings and maintain records.

19. Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor.

20. A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.

21. A contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

22. Contractor's arrangements for health and safety management shall be consistent with those

for the mine owner.

23. In case Contractor is found non-compliant of HSE laws as required company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts/Rules/Regulations.

24. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the contractor to cease work until the non-compliance is corrected.

25. The contractor should prevent the frequent change of his contractual employees as far as practicable.

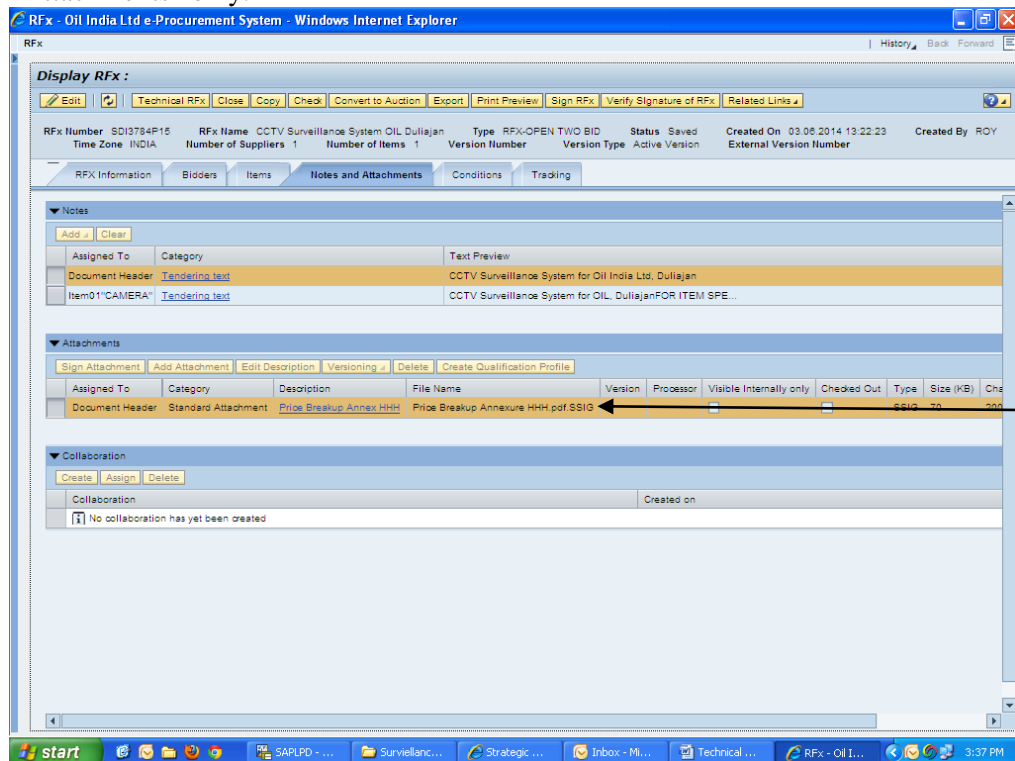
26. The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.

27. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.

28. Most of the above provisions are from the 10th conference Recommendation of safety in Mines.

## **PRICE BREAKUP:**

**Bidders should submit the price breakup only in “Annexure HHH (Part – A & B)” which has been uploaded under “Notes & Attachments” > “Attachments” as shown below.** The price breakup “Annexure HHH” should be filled up, signed and uploaded under “Notes & Attachments” > “Attachments” only.



Area for  
uploading  
price breakup

## **SPECIAL NOTES:**

1. The air-conditioners will be procured against buyback of old machines on “as is where is basis”. List of old ACs enclosed herewith under **Annexure-IB**.
2. Offer for new air conditioners without buyback offer of old machines will not be considered and will be rejected.
3. Items shall be procured from the manufacturers or their authorized dealers. Bidders other than manufacturers must submit valid dealership certificate along with the offer. Otherwise, offer shall be rejected.
4. Offer will be evaluated after deducting offered price of old machines from the price of new machines. The bidders should quote separately the cost of new machines and the cost of old machines which they have to buy back.
5. The newly supplied air conditioners shall be tested at designated site before giving suitability report. Old machines shall be handed over to the party after write-off of the same by user deptt.
6. The offered equipment shall be brand new with state of art technology and proven field track record. No prototype equipment shall be considered.
7. Bidders to note that the order for supply, installation & commissioning and AMC shall be placed on the same party. Hence, bidders should quote for all the items failing which their offer shall be rejected.
8. Notwithstanding the general conformity of the bids to the stipulated specifications, all the requirements of the Tender will have to be met by the Bidders without which the same will be considered as non-responsive and rejected.
9. Product Brochures: Original product brochure with technical details should be submitted along with the offer. This will be required to verify technical conformity as required.
10. Packing should be adequate to avoid transit damage and ingress of water.
11. Bidders have to fill up and submit along-with their offer the **Technical check-list** as per **Annexure-IC** enclosed herewith.
12. **Price Schedule**: The prices should be quoted in the relevant price-schedules only as detailed below:
  - (i) Price schedule for item nos. 10 to 30 is given in **Annexure HHH (Part A)**.
  - (ii) Price schedule for the buyback items is given in **Annexure HHH (Part B)**.

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

**ANNEXURE-IB**

T/No. &amp; Date: SDI2365P17 Dt. 06.09.2016

**LIST OF AIR CONDITIONERS FOR REPLACEMENT UNDER BUYBACK SCHEME**

| For Item No. 10 |        |            |               |                |                       |        |                           |
|-----------------|--------|------------|---------------|----------------|-----------------------|--------|---------------------------|
| SL. NO          | OIL NO | ASSET NO   | M/C SL NO     | YEAR OF PURCH. | ITEM DESCRIPTION      | MAKE   | LOCATION                  |
| 1               | 623    | 4090000309 | 240-021969    | 1978           | 1.5 TR Window Type AC | Voltas | Field Communication Deptt |
| 2               | 570    | 4090000288 | 215-021812    | 1978           | 1.5 TR Window Type AC | Voltas | Field Communication Deptt |
| 3               | 612    | 4090000316 | 240-022102    | 1978           | 1.5 TR Window Type AC | Voltas | Field Communication Deptt |
| 4               | 1644   | 4090002446 | 908NLSH000230 | 2009           | 1.5 TR Window Type AC | LG     | Field Communication Deptt |

**Annexure -IC**  
**(Technical Check List)**

**T/No. & Date: SDI2365P17 Dt. 06.09.2016**

| Sl. No | Documents/Information provided  | Please Mark Yes*/No** |
|--------|---|-----------------------|
| 1      | Whether the vendor is Original Equipment Manufacturer or their authorized dealers.  |                       |
| 2      | If the party is authorized dealer, valid dealership certificate has been submitted with the offer.  |                       |
| 3      | Whether the party quoted for Industrial Type high performance split AC which is capable for running continuously for 24x7x365 days.   |                       |
| 4      | Whether the Air conditioners quoted by the party comprises of hermetic Scroll Compressor with Environment friendly Green Gases.   |                       |
| 5      | Party has quoted for direct expansion type refrigerant circuit. The system shall be included High Pressure & Low Pressure switch in the electrical control circuit for equipment safety with filter drier and Thermostatic expansion valve. |                       |
| 6      | Party has quoted for 100% copper condenser and evaporator cooling coil  |                       |
| 7      | Whether the party has quoted for installation and commissioning of the offered item including supply of all required materials for the same ie, Inst.& Comm.  |                       |
| 8      | Whether the party has quoted for 5 years annual maintenance contract for the offered Air Conditioners after expiry of warranty (1 Year)   |                       |

**\*YES** : Complied with & supporting documents provided.

**\*\*No** : Not complied with & no documents in this regard attached.

I undertake to declare that the above information given by me is true to the best of my knowledge & belief.

Signature of the Bidder  
Date:

Seal of the Bidder

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

TO BE ISSUED BY PRACTISING **CHARTERED ACCOUNTANTS' FIRM** ON THEIR  
LETTER HEAD

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) for the last three (3) completed accounting years upto .....(as the case may be) are correct.

| <b>YEAR</b> | <b>TURN OVER</b><br>In INR (Rs.) Crores /<br>US \$ Million)* | <b>NET WORTH</b><br>In INR (Rs.) Crores /<br>US \$ Million)* |
|-------------|--|--|
|             |  |  |
|             |  |  |
|             |  |  |

\*Rate of Conversion (if used any): USD 1.00 = INR.....

Place:

Date:

Seal:

Membership No. :

Registration Code:

Signature

\* Applicable only for GLOBAL tenders.



**ANNEXURE-HHH**  
**(Part-A)**  
**PRICE SCHEDULE FOR ITEM NOS. 10 TO 30**

T/No. & Date : SDI2365P17 Dt. 06.09.2016

**(I) Price Schedule for Item No. 10**

| Item No.  | Description                            | Qty           | Basic Price/Unit (Rs) | Total Basic Price (Rs.) |
|-----------|--|---------------|-----------------------|-------------------------|
|           |  | <i>A</i>      | <i>B</i>              | <i>C=A*B</i>            |
| <b>10</b> | <b>Industrial Split AC</b>             | <b>4 nos.</b> |                       |                         |
|           | Packing and Forwarding Charges, if any |               |                       |                         |
|           | Excise Duty (if applicable) (%)        |               |                       |                         |
|           | CST /VAT (if applicable) (%)           |               |                       |                         |
|           | Freight Charges, if any                |               |                       |                         |
|           | Transit Insurance Charges, if any      |               |                       |                         |
|           | Any other Charges                      |               |                       |                         |

**(II) Price-schedule for Item Nos. 20 & 30**

| Item No.  | Description                         | Qty         | Basic Price/Unit (Rs.) | Total Basic Price (Rs.) | Applicable Taxes, if any (in % of C) | Any other Charges |
|-----------|-------------------------------------|-------------|------------------------|-------------------------|--------------------------------------|-------------------|
|           |                                     | <i>A</i>    | <i>B</i>               | <i>C=A*B</i>            | <i>D</i>                             | <i>E</i>          |
| <b>20</b> | <b>Inst. &amp; Comm. of Item 10</b> | <b>1 AU</b> |                        |                         |                                      |                   |
| <b>30</b> | <b>AMC for 5 years</b>              | <b>1 AU</b> |                        |                         |                                      |                   |

**NOTE:**

- a) Bidders should fill up, sign and upload the price breakup of all the items as per “Annexure HHH (Part A)” under “Notes & Attachments” > “Attachments” only. **The filled up price breakup should not be uploaded in Technical RFx Response folder.**
- b) Bidders may include additional rows and columns in this document to show the prices quoted by them.
- c) In the event of computational error between unit price and total price, unit price shall prevail.
- d) Taxes, Excise duty, if any, should be quoted separately. If taxes etc. are not shown separately the offer will be considered to be inclusive of all taxes, duties etc. and will be binding on the bidder.
- e) Prices should be quoted in INR only.
- f) AU = Activity unit. Bidders should quote total price of the items wherever unit is 1 AU.

**ANNEXURE-HHH**

**(Part-B)**

**PRICE SCHEDULE FOR BUYBACK ITEMS**

T/No. & Date: SDI2365P17 Dt. 06.09.2016

| A       | Against Item no 10  |                       |                      |
|---------|---------------------|-----------------------|----------------------|
| SL. NO. | OIL NO. / ASSET NO. | ITEM DESCRIPTION      | BUY BACK PRICE (Rs.) |
| 1       | 623/ 4090000309     | 1.5 TR Window Type AC |                      |
| 2       | 570/4090000288      | 1.5 TR Window Type AC |                      |
| 3       | 612/4090000316      | 1.5 TR Window Type AC |                      |
| 4       | 1644/4090002446     | 1.5 TR Window Type AC |                      |

**NOTE:**

a) Bidders should fill up, sign and upload the price breakup of all the items as per “Annexure HHH (Part B)” under “Notes & Attachments” > “Attachments” only. **The filled up price breakup should not be uploaded in Technical RFx Response folder.**

b) Bidders may include additional rows and columns in this document to show the prices quoted by them.

c) In the event of computational error between unit price and total price, unit price shall prevail.

d) Prices should be quoted in INR only.

**Technical Bid Checklist****Annexure-EEE**

| Tender No.      |  |   |  |
|-----------------|--|---|--|
| Bidder's Name : |  |   |  |
|                 |  | <b>Compliance by Bidder</b>                             |  |
| SL. NO.         | BEC / TENDER REQUIREMENTS  | Indicate 'Confirmed' / 'Not Confirmed' / Not applicable | Indicate Corresponding page ref. of unpriced bid or Comments |
| 1               | Confirm that validity has been offered as per NIT.   |   |  |
| 2               | Confirm that Bid Security / Earnest Money has been submitted as per NIT (Wherever Applicable) ?  |   |  |
| 3               | Confirm that you shall submit Performance security (in the event of placement of order) (Wherever Applicable) ?  |   |  |
| 4               | Confirm that duly signed Integrity Pact has been submitted as per NIT (Wherever Applicable) ?  |   |  |
| 5               | Confirm that you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*) |   |  |
| 6               | Confirm that you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.             |   |  |
| 7               | Confirm that the bid has been signed using Class 3 digital certificate with Organisation's Name as per NIT.  |   |  |
| 8               | Confirm that you have not taken any exception/deviations to the NIT .  |   |  |

NOTE: Please fill up the greyed cells only.

(\*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of the purchase order cited above.

**Response Sheet****Annexure-FFF**

|              |
|--------------|
| Tender No.   |
| Bidders Name |

**Bidders Response Sheet**

| Sl No. | Description   | Remarks |
|--------|---|---------|
| 1      | Place of Despatch   |         |
| 2      | Whether Freight charges have been included in your quoted prices  |         |
| 3      | Whether Insurance charges have been included in your quoted prices  |         |
| 4      | Make of quoted Product  |         |
| 5      | Offered Validity of Bid as per NIT  |         |
| 6      | Bid Security Submitted (if applicable)  |         |
| 6      | Details of Bid Security Submitted to OIL (if applicable)  |         |
|        | a) Bid Security Amount (In Rs):   |         |
|        | b) Bid Security Valid upto:   |         |
| 7      | Whether you shall submit Performance Security in the event of placement of order on you (if applicable)   |         |
| 8      | Integrity Pact Submitted (if applicable)  |         |
| 9      | Whether you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*) |         |
| 10     | Whether you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.             |         |
| 11     | Delivery Period in weeks from placement of order  |         |
| 12     | Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.   |         |
| 13     | If bidder is MSE whether you have quoted your own product   |         |
| 14     | If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager                  |         |

**NOTE: Please fill up the greyed cells only.**

(\*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory

**(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.