

# **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**

### **Annexure - I**

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

<b>E-Tender No. &amp; Closing/Opening Date</b>	<b>Item Description</b>
<b>SDI2579P17/P3 08.12.2016</b>	<b>SOURCE WATER MONITORING PANEL</b>
<b>SDI2842P17/P3 08.12.2016</b>	<b>HEAT SHRINKABLE TUBE/TAPE SYSTEM</b>
<b>SDI2848P17/P3 08.12.2016</b>	<b>SKID MOUNTED HOSE BIN BASKET</b>
<b>SSI2790P17/P5 08.12.2016</b>	<b>GALVD. BINDING WIRE, GUTTERING HALF ROUND &amp; CHICKEN WIRE NETTING .</b>
<b>SSI2791P17/P5 08.12.2016</b>	<b>SERRATED FLOORING</b>
<b>SDI2829P17/P5 08.12.2016</b>	<b>BUTTERFLY VALVES</b>
<b>SDI2784P17/P3 08.12.2016</b>	<b>PHOTO COPY MACHINE</b>

Tender fee (Non-refundable) amount; Period of sale of documents, Bid Closing/Opening date, the complete bid documents and details for purchasing bid documents, participation in e-tenders etc. are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website <http://www.oil-india.com/>

**All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal 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: ranjan\_barman@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No.** : SDI2579P17 Dt. 27.09.2016

**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 **Supply, Installation & Commissioning of Source Water Monitoring Panel (Qty. – 1 No.)** 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](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 – IA**.
- 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 Notes:**

### **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 / Not Complied.</b>
	<b>Documentary evidence submitted / not submitted</b>
a) Bidder should have experience of successfully executing at least 1 (one) similar order Rs. 8.23 Lakh in preceding 5 (five) years from original B.C. Date.  "Similar Order" implies purchase order requiring supply, installation and commissioning of any digital type raw water monitoring panel having simultaneous display of pH, Turbidity and conductivity using digital sensors to Govt., Public Sector Unit, Semi Govt. Public Limited Organisation...etc.	
b) Annual Financial Turnover of the bidder during <b>any of preceding 03 (three) financial / accounting years from the original bid closing date</b> should be at least <b>Rs. 8.23 Lakhs</b>	
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) & (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 2015/2016 has 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-II.**

**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 terms and conditions of NIT.**

**Yours Faithfully**

**Sd-**

**(R. BARMAN)  
SR. MANAGER MATERIALS (IP)  
FOR DGM-MATERIALS**

**Tender No & Date: SDI2579P17 Dt. 27.09.2016****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: The bid must be accompanied by Bid Security of <b>Rs 33,000</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 <b>08.06.2017</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</b></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. Maximum Delivery period of the Panel: 04 months from receipt of Formal Order from OIL.**

**ii. Maximum Delivery period for Installation & Commissioning: 02 months from receipt of site clearance from OIL.**

## **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 specifications.

### **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>	
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**NOTE:**

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

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**TECHNICAL SPECIFICATIONS WITH QUANTITY****Tender No & Date: SDI2579P17 Dt. 27.09.2016**

	<b>Complied / Not Complied. (Remarks if any)</b>
<p><b>ITEM NO. 10: PANEL, (QNTY. – 1 NO.)</b></p> <p>SOURCE WATER MONITORING PANEL ALONG WITH ACCESSORIES WITH FOLLOWING SPECIFICATIONS:</p> <p>1.0 THE PANEL SHOULD HAVE FOLLOWING PARTS:</p> <p>I. Universal controller with 4 (four) input for 4 (four) sensors having</p> <ol style="list-style-type: none"><li>Glass touch screen interface</li><li>Mounting facility</li><li>Input voltage, max 230 V</li></ol> <p>II. DIGITAL TYPE pH SENSOR COVERING THE RANGE OF 0-14 PH FOR WATER UPTO TEMPERATURE 100 DEG CELCIUS AND MAX. PRESSURE 6.5 KG/SQUARE CM WITH CABLE LENGTH MINIMUM 6.0 M.</p> <p>III.DIGITAL TYPE CONDUCTIVITY SENSOR COVERING THE RANGE OF 0-100 micro Second / cm TO WITHSTAND TEMPERATURE 100 DEG CELCIUS AND MAX. PRESSURE 6.5 KG/SQUARE CM AND WITH CABLE LENGTH MINIMUM 6.0 M.</p> <p>IV. TURBIDITY SENSOR COVERING THE RANGE 0.001 TO 4000 NTU</p> <p>V. MOUNTING PANEL FOR INSTALLING pH, CONDUCTIVTY &amp; TURBIDITY SENSORS AND CONTROLLER. THE MOUNTING PANEL SHALL BE MADE OF STAINLESS STEEL</p> <p>VI. PROPER LENGTH OF CABLES AND OTHER REQUIRED ACCESSORIES FOR SENSORS FOR TAKING INPUTS FROM FLOWING RAW WATER</p> <p>VII. FOLLWOING STANDARD SOLUTIONS FOR CALIBRATION PURPOSE</p> <ol style="list-style-type: none"><li>Buffers solutions of pH 4.01 , pH 7.00 &amp; pH 10.01</li><li>Conductivity standard solutions 100 micro second / cm NaCl pack in 100 ml bottle with certificate.</li><li>Turbidity standard solution, 4000 NTU pack of 500 ml bottle with certificate.</li></ol>	
<p><b>ITEM NO. 20, INSTALLATION &amp; COMMISSIONING OF ITEM NO. 10, (QNTY. – 1 AU)</b></p>	

## **SPECIAL TERMS AND CONDITIONS**

1.0 The bidder should be an OEM of the offered Source Water Monitoring Panel or an authorized dealer / distributor of OEM of the offered Monitoring Panel.

2.0 In case of authorized dealer / distributor, the bidder has to furnish valid authorization certificate from OEM of their offered Monitoring Panel along with the offer.

3.0 The bidder shall submit all technical details of controller, sensors, panel including type/size/make/model and other relevant information along with catalogue / brochure for the monitoring panel along with the offer.

4.0 The bidder should mention about their after sale service facility along with location of service centre in India preferably in Eastern part of India. Foreign bidders should confirm in writing about their agreement for establishing a service centre in India, in case an order is placed on them.

5.0 The bidder shall categorically mention about supply of required length of cables and other accessories, commissioning spares if any, for successful commissioning of the monitoring panel at 4 MGD water treatment plant, Tipling under Oil India Limited, Duliajan, Assam, in case an order is placed on them.

6.0 The bidder has to supply 2 (two) years recommended spares for smooth operation of the monitoring panel and should quote separately about the same in their offer. The same shall be considered during evaluation of the offer.

### **7.0 PRE-DESPATCH INSPECTION:**

i. OIL's Engineers/representatives will inspect the monitoring panel at manufacturer's workshop prior to dispatch for operational and performance testing. At the time of inspection supplier has to provide all test certificate and calibration certificates related to different sensors and electronic display meter of the panel. The supplier must extend all infrastructures/facilities for inspection. However, this inspection shall not relieve the supplier from the responsibilities of successful commissioning of the panel at site.

ii. OIL shall bear the cost of travel, boarding & lodging arrangements for the deputed OIL's representatives for the inspection purpose.

### **7.0 TRAINING:**

The supplier has to provide operation and maintenance training (including instrumentation and electrical) to OIL employees (minimum 6 nos.) on the panel for a period of minimum 2 days after commissioning of the same for which company shall not pay separately. Without such training upto the satisfaction of departmental engineers the item shall not be considered as commissioned.

### **8.0. Annual Maintenance Contract (AMC)**

i. After warranty period, OIL intent to enter into separate comprehensive Annual Maintenance Contract (AMC) with the supplier for a period of 03 (three) years. However, OIL reserves the right to enter in to the same at its sole discretion. Therefore, the bidder has to mandatorily quote the AMC charges separately including all spares and materials required for carrying out preventive maintenance of the panel. Comprehensive Annual Maintenance Contract (AMC) charges shall be considered for Bid evaluation.

ii.) Comprehensive Annual Maintenance Contract (AMC) shall include two types of jobs (a) Preventive maintenance jobs (b) Break down maintenance jobs. The Service /maintenance Engineer has to attend the panel for preventive maintenance as per OEM recommended schedule and also to attend the breakdown report, if any, within 48 hrs of call. No transport & accommodation will be provided by OIL.

iii. Service/maintenance Engineer shall maintain requisite stock of maintenance spares to rectify the fault within 48 hours.

iv. Payment against AMC:

Payment of AMC charges will be made after completion of every 6 months against invoice. Bidder to note that AMC will commence after the end of warranty period.

v. Penalty clause of AMC: Duration of breakdown

a) Up to 2 days (48 hours after reporting): Penalty = Nil

b) Greater than 2 days but less than 7 days: Penalty = 2% of AMC

c) Greater than 7 days but less than 15 days: Penalty = 5% of AMC

d) Beyond 15 days: Penalty :Total Cost of repair/replacement of the part or whole machine as required whichever is more shall be recovered from the supplier.

9.0 The supplier shall categorically confirm that they shall provide all relevant documents such as Operation & Maintenance Manual /parts catalogue (3 sets in hard copy and 1 set in CD format), test certificates, warranty certificate etc. along with the supply of the items. Until submission of all relevant documents, the item shall not be considered as suitable.

10.0 Bidders shall submit their offer and relevant documents in English Language only.

11.0 Lodging & fooding to be arranged by the supplier at the time of installation and commissioning of the monitoring panel.

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

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

Tender No.			
Bidder's Name :			
BEC / TENDER REQUIREMENTS		Compliance by Bidder	
SL. NO.		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**

SI 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



**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.