



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

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FORWARDING LETTER

Tender No. : SDI3504P20/P6 DT: 06.01.2020

Tender Fee : NIL

Bid Security : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : 13.02.2020 (11.00 HRS IST)

Bid Opening on : 13.02.2020 (14.00 HRS IST)

Performance Security : Applicable

Integrity Pact : Not Applicable

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 <https://www.oil-india.com/>

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for **SUPPLY, INSTALLATION & COMMISSIONING OF JIB CRANE – 02 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 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**.

This Tender has been floated for participation of Indigenous bidders only. Hence, only Indigenous bidders are eligible to participate against this tender.

Consortiums/Joint venture entities are not eligible to participate against this tender.

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.

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 = **0374-2807178** , 0374-2807171 , 0374-2807192 , Email id = erp_mm@oilindia.in.

- b) OIL's office timings are as below:

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

Vendors should contact OIL officials at above timings only.

- c) OIL Bank Details :

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

- 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 Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

Special Notes:

1.0

- a) Bidders who do not have E-tender Login ID and Password should complete their online registration **at least seven (7) days prior to the scheduled bid closing date** and time of the tender. For online registration, Bidder may visit the OIL’s E-tender site <https://etender.srm.oilindia.in/irj/portal>
- b) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- c) **MSE Units** (Manufacturers/Service Providers only and not their dealers/distributors) who are already registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are **exempted from payment of Bid Security (EMD)** irrespective of their monetary limit, product category and capacity mentioned in their registration, **subject to submission of valid MSE registration certificate issued by appropriate authority.**
- d) For availing benefits under Public Procurement Policy (**Purchase preference**), the interested MSE Bidders must ensure that they are the **manufacturers of the tendered item(s) and registered with the appropriate authority for the said item(s).** Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Therefore, it is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of **OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender**, seeking clarification/confirmation as to whether their MSE certificate is eligible for EMD exemption or not. **Late communication in this regard and request for bid closing date extension on that plea shall not be entertained by Company.**

NOTE:

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

2.0 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.

2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> Technical Attachment only. **For details please refer "NEW INSTRUCTIONS" . Please refer Annex-BB for price schedule.**

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

4.0 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.

5.0 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.

6.0 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.

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

8.0 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.

9.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

11.0 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.

12.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.

13.0 Delivery/collection Instructions in cases where transportation is in OIL's scope:

(i) the suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.

(ii) consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.

(iii) the names of OIL's current authorized transporters are:

a) M/s Western Carriers (India) Ltd.

b) M/s DARCL Logistics Limited

Bidder's are requested to note the above delivery/collection instructions while submitting their offers.

14.0 While submitting the offers bidders are requested to refer to the enclosed **Annexure – BB (Price Bid Format and Evaluation Criteria).**

15.0 Bidders should fill-up and submit alongwith their bid an **UNDERTAKING** towards **authenticity of information/documents** furnished by them, as per enclosed **ANNEXURE-K.**

16.0 The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.

17.0 For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE Condition (i.e., Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of the tender.

18.0 DISCLAIMER: Rates/Costs shown above are as calculated/quoted by the respective Bidder. Company does not assume any responsibility and shall not be liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-se-ranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.

Please do refer “**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**” for the above two points and also please refer “ **New Vendor Manual (effective 01.03.2019)** ” available in the login Page of the OIL’s E-tender Portal.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

[Click here to View Competability Settings](#)

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NOTE:

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

Yours Faithfully

**Sd-
(M.K CHOWDHURY)
MM (IP)
FOR : CGM-MATERIALS (HOD)**

Tender No & Date: SDI3504P20 DT: 06.01.2020**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.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) TECHNICAL:</p> <p>1. A.1 TECHNICAL:</p> <p>1.0 BIDDER’S ELIGIBILITY:</p> <p>1.1 The bidder should be an Original Equipment Manufacturer (OEM) of the offered item.</p> <p>OR</p> <p>1.2 The bidder should be the authorized Dealer/Distributor/Stockist/Sole Selling Agent/Supply House of an Original Equipment Manufacturer (OEM) of the offered items.</p> <p>2.0 IN CASE THE BIDDER IS AN ORIGINAL EQUIPMENT MANUFACTURER (OEM):</p> <p>2.1 The bidder should have manufactured and executed a single order for at least 01 (one) no 05 MT capacity Jib Crane or above during the last 5 (five) years preceding the original bid closing date of the tender; in PSUs, State/ Central Govt. Undertakings, Public Limited Companies.</p>	

2.2 Documentary evidence in respect of manufacturing and supplying the item as mentioned above should be submitted with the technical bid in the form of copies of relevant Purchase Order along with copies of any of the following documents for satisfactory execution of that Purchase Order, failing which the bid shall be rejected:

I. Satisfactory Inspection Report (OR)

II. Satisfactory supply completion/Client certificate (OR)

III. Bill of Lading, Invoice etc. (OR)

IV. Consignee receipt delivery challan (OR)

V. Central Excise Gate Pass/Tax Invoices

VI. Commercial Invoice/Payment Invoice

Note

a) The Purchase Order date need not be within 05 (five) years preceding the original bid closing date of this tender. However, the execution of supply should be within 05 (five) years preceding the original bid closing date of this tender.

b) Satisfactory supply/completion/installation report should be issued on the company's letterhead with signature and stamp.

c) Bidder quoting as the manufacturer must guarantee an uninterrupted supply of spares and availability of service for at least 10 years with effect from delivery of the item/product for the item/product to be supplied under the Tender / Order if the order is awarded to them by OIL.

3.0 IN CASE THE BIDDER IS NOT A MANUFACTURER:

3.1 The bidder should have their own experience or the experience of the OEM on executing a single order for at least 01(one) no 05 MT capacity Jib Crane or above in the last 5 (five) years proceeding to the original bid closing date of the tender ; in PSUs, State/ Central Govt. Undertakings, Public Limited Companies.

3.2 Documentary evidence in respect of supply experience as per para

3.1 above must be submitted with the technical bid, in the form of copies of relevant Purchase Order along with copies of any of the following documents for satisfactory execution of that Purchase Order, failing which the bids shall be rejected:

I. Satisfactory Inspection Report (OR)

II. Satisfactory supply completion/Client certificate (OR)

III. Bill of Lading, Invoice etc. (OR)

IV. Consignee receipt delivery challan (OR)

V. Central Excise Gate Pass/Tax Invoices

VI. Commercial Invoice/ Payment Invoice

3.3 If the bidder is a sole selling agent/distributor/dealer/stockist/supply house of any manufacturer, then the bidder must furnish the following documents along with their technical bid, failing which the bid shall be rejected:

(a) Authorization Letter/Certificate from the manufacturer (in original on manufacturer's letterhead) should be submitted. This certificate should be valid at the time of bidding and should remain valid until the execution of the order if

placed.

(b) Undertaking from the manufacturer (in original on manufacturer's letterhead) guaranteeing the supply of offered items to the bidder in the event of an order on the bidder. This certificate should be valid at the time of bidding and should remain valid throughout the period of order execution if awarded.

(c) Warranty backup from the manufacturer in original on manufacturer's letterhead against the quality of the offered item(s) as specified in the tender.

4.0 The bidders must also submit undertaking in from the OEM for back up guarantee, after-sale services and uninterrupted supply of spares for at least 10 (ten) years with effect from delivery of the item / product for the item / product to be supplied under the Tender / Order, if order is awarded to them by OIL.

B) FINANCIAL

a) Annual Financial Turnover of the bidder during **any of preceding 03 (three) financial / accounting years from the original bid closing date** should be at least **Rs 18.71 lakhs.**

b) Net Worth of the firm should be Positive for preceding financial / Accounting year. (FY=2018-2019)

Note -For (a) & (b): 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 2018-19 (As the case may be) has actually not been audited so far'.

Notes:

a) 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.

b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their

certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

C) COMMERCIAL:

i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.

ii) Bid security:

The bid must be accompanied by Bid Security of **Rs. 74,900.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing 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. **The Bank Guarantee towards Bid Security shall be valid for 6 months from Bid closing date. (i.e. 31.08.2020)**

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

If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.

For exemption for submission of Bid Security, please refer Clause No. 8.16 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 the following form :

A Bank Guarantee in the prescribed OIL’s format valid for 90 days beyond delivery period and applicable warranty/guarantee period (if any).

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.

However, PBG will be applicable only if value of Purchase Order exceeds Rs 5(five) lakhs.

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: THE SUPPLIER SHOULD DELIVER THE MATERIALS AT OIL, DULIAJAN WITHIN 09(NINE) MONTHS AFTER RECEIPT OF PURCHASE ORDER.

NOTE: FOR CLAUSE NOS. C(ii) & C(iv) OF BID SECURITY/EMD AND PBG

The bidders/successful bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original bank guarantee in OIL's tender issuing office:

**“The Bank Guarantee issuing Bank branch must ensure the following:
The Bank Guarantee issued by the Bank must be routed through SFMS
platform as per following details:**

- (i) MT 760 / MT 760 COV for issuance of Bank Guarantee**
- (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee**

**The above message / intimation shall be sent through SFMS by the BG
issuing Bank branch to HDFC Bank, Duliajan Branch, IFS Code –
HDFC0002118; SWIFT Code - HDFCINBBCAL.**

**Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex,
BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.”**

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. **The original Bid Closing Date shall be considered by OIL for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.**

A) TECHNICAL:

- i) The bids will be evaluated strictly as per NIT specification, terms & conditions.

B) COMMERCIAL:

- i) To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer.
- ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.
- 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.

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: SDI3504P20 DT: 06.01.2020**

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>PROCUREMENT OF JIB CRANE OF 10 TON CAPACITY FOR CENTRAL WORKSHOP OF FIELD ENGINEERING DEPT- 02(TWO)NOS.</u></p> <p>Technical specifications of 10 MT capacity Jib Crane:</p> <p>General:- The scope of supply includes Design, Engineering, Manufacturing, shop fabrication, assembly, testing and inspection at the manufacturer's works, packaging dispatch, transportation delivery to site, receipt, required fabrication at site, installation testing and commissioning of Jib Crane, complete with electrical and standard accessories with attachments.</p> <p>The equipment shall be of reputed make and proven quality in performance.</p> <p>2) Technical Specification:</p> <p>i. Type of Crane: Self-supporting, Pillar Mounted Jib Crane. ii. Main Hoist Capacity: 10 MT. iii. Class of duty: Class II Medium Duty as per IS 15419, IS 3938 & IS 807. iv. Operation: From Floor - pendant push button suspended from an electric hoist. v. Location : Indoor vi. Arm Length: 5 meters to 7 meters. vii. Jib crane height: Minimum 5.5 meters. viii. Type: Pillar Mounted ix. Type of Electric Hoist: Open Winch type in Modular Construction Electric wire rope hoist with double (LH & RH) grooved rope drum for vertical lifting of load at all heights or similar system. x. Degree of swing: 180 ° - Motorized. xi. Hoist: 10 MT capacity electric wire rope hoist with an electric trolley. xii. Main Hoist Speed: 3 meters/min to 4 meters/min. xiii. Cross travel Speed : 10 meters/min to 12 meters/min xiv. Hook: Single shank "C" hook, forged as per IS:15560 /IS: 3815, Swiveling Type with safety latch. xv. Motor: As per suitability. Make:- Kirloskar, Bharat Bijlee, Crompton Greaves, Marathon, ABB or NGEF (Design as per the hoist and crane duty) complete with suitable motor starter/VVVF drive and protections as per standards.</p>	

<p>xvi. Brake: Electro-Magnetic brake.</p> <p>xvii. Limit switch: Rotary limit switch for hoist & lever type limit switch for Cross Travel.</p> <p>xviii. Wire Rope: Min. 14 mm diameter (approx.) as per IS: 2266.</p> <p>xix. Pulley as per standard.</p> <p>xx. Painting: 2 Coat of zinc chromate Primer and 2 Coats of synthetic as per standard.</p> <p>3. The jib crane after erection shall be tested as follow:- All the necessary tests like Insulation test, Deflection test, Speed test, Brake test etc. must be carried out by the bidder according to standards and the same should be confirmed by the bidder during the inspection.</p> <p>4 Civil works & foundation drawings: i) Details of all civil works required for installation of a Jib Crane to be provided along with the bid. ii) Civil foundation drawings to be submitted within 15(fifteen) days from the placement of order.</p> <p>5 SAFETY FEATURES OF THE EQUIPMENT. i) All safety devices must be incorporated into the machine as per the standards. ii) Emergency stop button for shut off machinery in an emergency to be provided. iii) All rotating parts, belts, chains, etc. to be covered with safety guards.</p> <p>6. Standard accessories: All necessary accessories for operation and maintenance of the machine to be provided.</p> <p>7. Spares: All necessary spares to be supplied for operation and maintenance of the machine for a minimum of 02(two) years. Spares list and its budgetary estimate to be provided. However, the same will not be considered for the evaluation of the bids.</p> <p>8. A toolbox for each crane containing all the tools required for the maintenance of the crane shall be supplied with the crane.</p> <p>9. Packing: i) The packing shall be roadworthy for transportation and robust to withstand rough handling. ii) Boxes/ packing cases containing electrical equipment shall be water & rodent proof. iii) All manuals, drawings, documents in hard copy and soft copy must be separately packed and contained in safe packing.</p> <p>10. Inspection & Testing: OIL as purchaser shall have the right to carry out stage inspection and visit the manufacturing site to review the progress. However, such inspection shall not relieve the bidder of his responsibility to ensure that the equipment supplied is free from all manufacturing and other defects and conform to the specifications. The bidder/manufacturer shall inform OIL in advance of four weeks for inspection at OEM/suppliers premises. However, the manufacturer should not hold any manufacturing activity for the witness of purchaser's stage inspection. OIL shall have the right to waive such inspection.</p> <p>A) PRE DELIVERY INSPECTION: i) A pre-delivery inspection shall be performed by OIL at manufacturers site/plant to ensure</p>	
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all components, controls, etc. are included as specified herein, free from any defects and equipment can fulfil all the requirements as specified before delivery and acceptance. The testing of the equipment shall necessarily be carried out at factory/ manufacturer premises/bidder's premises in the presence of representatives of OIL. The manufacturer or its representative shall give a notice in advance of a minimum of four weeks for carrying out pre-delivery inspection and shall arrange for consumables for testing at his cost. OIL shall witness such inspection & testing at a mutually agreed date and to bear the cost of its inspection visit to the factory.

ii) During testing all controls, operations, safety to be checked and a proper record to be maintained by the manufacturer's representative. Any defect/ abnormality noticed during testing shall be rectified. The testing will be declared successful only when no abnormality/ failure is noticed during the testing.

iii) The bidder shall correct any defects which become evident during the test at his own expense before shipment to OIL.

iv) The Brand new 10 MT Jib Crane to be cleared for dispatch to the site only when the testing is declared successful by OIL.

B) DISPATCH/SHIPMENT TO SITE: The items shall be dispatched only after OIL's satisfactory inspection and advice.

C) INSTALLATION AND COMMISSIONING AT SITE AND HANDING OVER TO OIL

i) Installation and Commissioning of the Brand new 10 MT Jib crane shall be carried out by the bidder in the presence of OIL representatives at sites of Duliajan, Assam (India).

ii) Installation and commissioning charges should be quoted separately which shall be considered for evaluation of the offers. These charges should include amongst others to and from fares, boarding/ lodging and other expenses of the service personnel during their stay at Duliajan, Assam (India).

iii) Bidder should be responsible for the safety of all personnel engaged by them and also the safety of the Company's personnel and property involved during erection, commissioning and testing.

iv) For installation and commissioning of the crane, OIL will provide a single-point power supply of suitable rating nearer to the point of installation of the crane. All the electrical works, wiring testing etc. as required for the successful operation of the crane down the line from the power supply point shall be in the Vendor's scope.

v) During the installation & commissioning job, the bidder shall strictly ensure that all the cut ends of cables, packing materials, leftover items are removed from the site after completion of work.

vi) The bidder has to follow strictly all the provisions under Oil Mines Regulation, 1984 and other safety-related to the execution of work.

vii) The bidder should ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear like helmets, hand gloves, safety belts, safety boots, welding mask & goggles, hand gloves for electrical jobs etc. following regulation 89 (a) & 89 (b) in Oil Mines Regulation 1984.

<p>viii) Security of the items during storage/commissioning etc. to be the sole responsibility of the supplier.</p> <p>ix) No environmental damage shall be done while carrying out the job.</p> <p>D). TRAINING TO OIL PERSONNEL: a) The bidder shall arrange for training in operation and maintenance of the machine for at least 4 nos. of OIL personnel at the site. Training duration should be 2-3 days; however, it may be extended until the satisfaction of the OIL personnel. An only experienced trainer should be engaged in conducting the training.</p> <p>E) SERVICE AND WARRANTY: i)The supplier shall ensure adequate and prompt after-sales service free of cost during the warranty period, and against payment after the warranty period is over.</p> <p>ii) The warranty period for the Brand new 10 MT Jib crane set with all accessories should be a minimum of 18 months from the date of dispatch/ shipment or 12 months from the date of commissioning of the equipment whichever is earlier.</p> <p>iii) The warranty coverage shall include required spare parts, labour, reasonable travel expense necessary for repairs at the job site, and expendables (consumables and other service items made unusable by the defect) used during the course of repair or any defects in the equipment during warranty period shall be replaced by the party at his own cost without any extra charge to OIL</p>	
<p><u>ITEM NO. 20</u></p> <p><u>Installation and commissioning – QTY = 01 AU</u></p> <p><u>01 AU MEANS INSTALLATION AND COMMISSIONING OF BOTH THE JIB CRANES.</u></p>	

SPECIAL TERMS AND CONDITIONS

- i) Accommodation & transportation for the supplier's personnel for installation & commissioning at Duliajan is to be arranged by the supplier.
- ii) The bidder must agree to train up the operation of the crane to OIL's personnel before formally handing over the JIB crane.
- iii) If felt necessary in future bidder may be required to enter maintenance contract for the crane.

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 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.