



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

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FORWARDING LETTER

Tender No. : SDI3625P20 DT: 27.01.2020

Tender Fee : NIL

Bid Security : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : 14 .05. 2020 (11.00 HRS IST)

Bid Opening on : 14 .05. 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 AND INSTALLATION, COMMISSIONING OF 33/11 kV, 2MVA TRANSFORMER – QTY = 01 NO** through its 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

(I)

- 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.**

(II)

In case a Startup [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender

requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:

1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.
2. Certificate of incorporation.
3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation alongwith a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.

The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.

In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE

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 **CGM- 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 name of OIL's current authorized transporter is:
- a) M/s Western Carriers (India) Ltd.

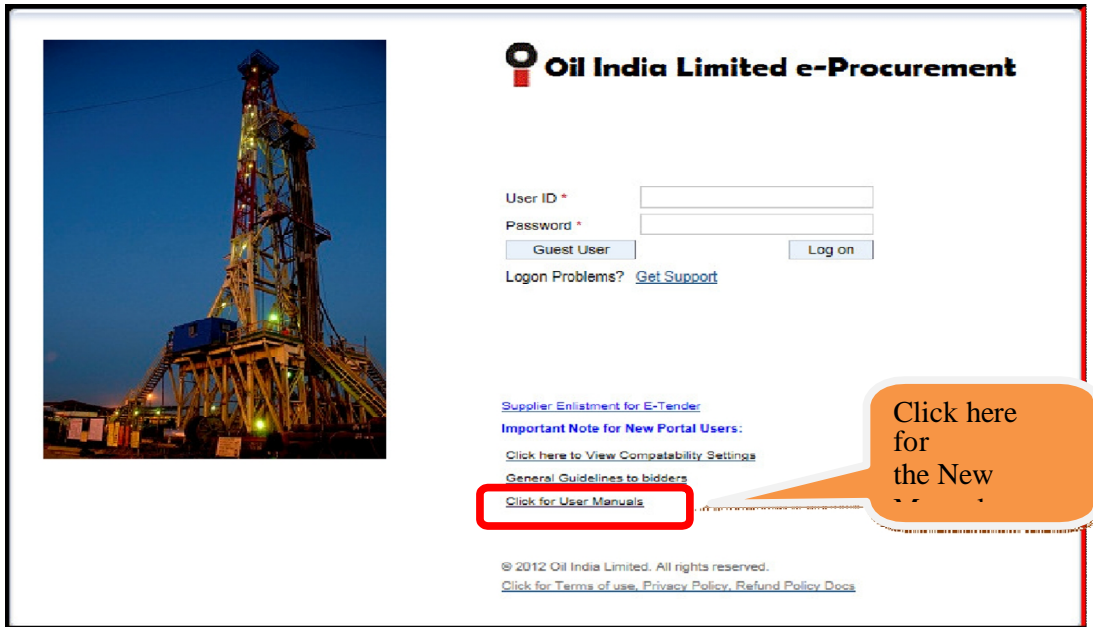
Bidder's are requested to note the above delivery/collection instructions while submitting their offers.

- 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.

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-tenderPortal.



Oil India Limited e-Procurement

User ID *

Password *

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[Click here to View Compatibility Settings](#)

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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.

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-

(B. BORAH)

SR. PURCHASE OFFICER (IP)

FOR : CGM-MATERIALS(HoD)

Tender No & Date: SDI3625P20 DT: 27.01.2020**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> <ol style="list-style-type: none"> 1. Offer shall be complete in all respect to meet the technical specifications and general notes of the NIT. 2. Bidder, offering as an authorised dealer/offering on behalf of OEM, shall submit copy of valid dealership certificate/authorisation letter from the OEM along with the offer. 3. The bidder should have successfully completed supply, installation and commissioning of 3.3/11/33 KV, 500KVA or higher rated transformer in any central Govt. /Govt. PSU/Public Limited Companies during the last 5 years. Performance certificates in this effect and the details of the job carried out shall be enclosed with the offer. 4. OEM of the Transformer shall have the testing facilities to carry out the routine tests of the transformer as per BIS in their manufacturing works and shall confirm the availability of the testing facility in the offer. Documentary evidence to this effect also shall be enclosed with the offer. 5. The copy of the type test certificates carried out on a 3.3/11/33 KV, 500KVA or higher oil type transformer should be furnished along with the offer. <p><u>Note:</u> Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Order along with copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders, such as –</p>	

- (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/GST (OR)
- (v) Any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

Note:

a) The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.

b) Satisfactory supply/completion/installation report (if submitted) should be issued on client's official letterhead with signature and stamp.

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 23.28 lakhs.**

b) Net Worth of the firm should be Positive for preceding financial / Accounting year. (FY=2019-2020)

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..... (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.93,200.00** 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. 30.11.2020)**

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.

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: SDI3625P20 DT: 27.01.2020**

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>SUPPLY AND INSTALLATION, COMMISSIONING OF 33/11 KV, 2MVA TRANSFORMER FOR OCS-2 SWITCHYARD – QTY = 01 NO.</u></p> <p>SCOPE</p> <p>1) This Specification covers the general requirements of the design, manufacture, testing, supply, delivery, installation & commissioning of 2MVA 33kV/11kV Power Transformers with Off Load Tap Changer complete with all materials and accessories.</p> <p>Note: During commissioning bidder has to perform the paralleling of the new transformer with the existing one (as per specifications mentioned below). Both the transformer has to run in parallel mode.</p> <p>TECHNICAL SPECIFICATIONS:</p> <p>2000KVA, 33KV/11KV, 3 phases, 50Hz, double winding, copper conductor, oil filled, natural cooled power transformer for outdoor use conforming to IS: 2026-1977 as per latest amendment and following specifications:</p> <p>TECHNICAL SPECIFICATIONS OF TRANSFORMER</p> <p>2000 KVA, 33Kv/11KV, 3 Phase, 50 Hz, double winding, copper conductor, Oil filled, natural cooled power transformer suitable for outdoor installation & as per following specifications:</p> <p>A. GENERAL:</p> <ol style="list-style-type: none"> 1. Applicable Indian Standard: IS: 2026-1977, 6600-1977 with latest amendments. 2. Service duty : Continuous. 3. Installation : Outdoor. 4. Auxiliary power supply : 110V AC \pm 10 % 5. Control Voltage : 110V AC \pm 10 % <p>B. SERVICE CONDITIONS:</p> <ol style="list-style-type: none"> 1. a) Maximum Ambient air temperature : 40°C b) Minimum Ambient air temperature : 6.0°C 2. Maximum humidity at site (at 40 ° C) : 98 % 3. Surrounding atmospheric condition : Humid 4. Site altitude : 120 mtrs. 5. Seismic design co-efficient : As per IS: 1893. 6. Rainfall : 200 cm (annually.) 	

C. RATING AND GENERAL DATA:

1. Rating : 2000 KVA
2. No. of phases : 3.
3. Frequency : $50 \pm 3 \%$
4. Type of Insulation: Class-F. Temp. rise- 115°C
5. Partial discharge: As per IS-2026, IS-6209.
6. Type of cooling : ONAN
7. Installation : Outdoor
8. Vector group : Dyn 11
9. Percentage impedance: 6.22%. Tolerance as per IS-2026.
10. Nominal system voltage: 33KV/ 11KV
11. Type of neutral earthing : Solidly grounded Neutral.
12. Symmetrical short circuit withstands capacity: As per IS-2026.
13. Rated short duration power frequency withstands voltage: As per IS 2026.
14. Rated lightning impulses withstand voltage: As per IS 2026. As Vacuum circuit breaker will be used as incomer to the transformer, BIL voltage shall be 95KV.
15. (a) Temperature rise in windings (measured by resistance method), temperature class of insulation F: 115°C when the oil circulation is natural.
(b) Temperature rise in top oil: 50°C
(c) Temperature rise of cores, metallic parts and adjacent materials: the temperature shall in no case reach a value that will damage the core itself, other parts or adjacent materials.

16. TAP CHANGER:

- Type : Off-load (manual)
Total tapping range : $\pm 7.5\%$
Tapping steps : In steps of 2.5% .
Markings shall be clear enough to indicate the tap position.

17. PARALLEL OPERATION:

The transformer shall be designed to make it parallel with the existing 2000 KVA transformer whose name plate details is as per following:

- i. Rating: 2 MVA
- ii. Volts at no Load: HV: 33 kV, LV: 11 kV
- iii. Amps – HV:35.0 Amps, LV: 105 Amps
- iv. Frequency: 50 Hz
- v. Phases – HV/LV: 3/3
- vi. Type of Cooling: ON
- vii. Vector diagram: DYn11
- viii. % impedance Volts at 75°C : 6.22
- ix. Max. Temp Rise in Oil: 40°C
- x. Oil Quantity: 2400 Ltrs

18. TERMINAL ARRAGEMENT:

- a) HV winding termination: Bushing made from non-hygroscopic epoxy resin cast material suitable for site condition mention in Para- B should be used to connect the primary windings of the transformer with the system phase. Bushing should be at the top cover of the transformer and vertically mounted. An aluminium hollow pipe of outer diameter 6 cm and inner diameter of 5.2 cm will be used for connecting the transformer with the system. Kindly go through the

attached photo to have clear idea of the existing system. (Transformer Bushing Connection – 1 and Transformer Bushing Connection – 2)

b) LV winding line end: Cable box

One neutral bushing outside the cable box shall be provided for grounding.

19. BUSHING:

Made from non-hygroscopic epoxy resin cast material suitable for site condition mention in Para- B & conforming to IS-2099=1073. The bushings will be used in outdoor operation of the transformer.

20. CABLE BOX:

a) LV cable box should have brought out electro-tinned copper bus bars of suitable rating & size for termination of 3 nos. of 3x 240 sq. mm Aluminium cable. The cable box should have detachable cable gland plate fitted with suitable heavy duty single compression cable glands for the cables mentioned above. Support bar in LV cable box should be made up of fibre glass. Cable Box standard should be as per IP-54.

b) One extra busing should be projected out from the LV cable box for solid earthing of the neutral.

c) Terminals should be marked as per IS: 2026 -1977.

21. TRANSFORMER CORE:

a) Material: The core shall be stack / wound type of high grade cold rolled grain oriented annealed steel lamination having low loss and good grain properties, coated with hot oil proof insulation, bolted together and to the frames firmly to prevent vibration or noise. The core shall be stress relieved by annealing under inert atmosphere if required. The complete design of core must ensure permanency of the core loss with continuous working of the transformers.

b) Structure : Grounded and sharp corners are to be avoided.

c) Lamination : Treated and coated with suitable insulations.

22. TRANSFORMER WINDING:

1) 33 kV and 11 kV windings shall be wound from Super Enamel covered / Double Paper covered copper conductor/foil winding.

2) 11 kV winding shall be such that neutral formation will be at top.

3) The winding construction of single 33 kV coil wound over 11 kV coil is preferable.

4) Inter layer insulation shall be Nomex /Epoxy dotted Kraft Paper.

5) Proper bonding of inter layer insulation with the conductor shall be ensured. Test for bonding strength shall be conducted.

6) Dimensions of winding coils are very critical. Dimensional tolerances for winding coils shall be within limits as per standard.

7) The core/coil assembly shall be securely held in position to avoid any movement under short circuit conditions.

8) Joints in the winding shall be avoided. However, if jointing is necessary the joints shall be properly brazed and the resistance of the joints shall be less than that of parent conductor. In case of foil windings, welding of leads to foil can be done within the winding.

23. TANK AND FITTING:

a) Tank Roof: Slopping type to prevent accumulation of water.

b) Tank Construction: Quality grade low speed carbon steel.

- C) Inspection hole should be provided.
- d) Cooling Tubes: Detachable type with ON/OFF regulating valve.
- e) Grounding Terminals: 2 No. grounding terminal for connecting earthing bar.

24. INSULATING OIL:

Mineral insulating oil as per IS 335-1963. The first filling should be done by the supplier. Use of recycled oil is not acceptable.

25. LIST OF FITTINGS AND ACCESSORIES:

- (i) Oil conservator with filler cap, drain plug and oil level gauge with minimum and maximum oil level marking.
- (ii) HV bushings- 3No.
- (iii) LV bushings: inside the cable box: 3No, Outside the cable box-1 no.
- (iv) Thermometer pocket-1 no.
- (vi) 4"/ 6" dial type thermometer with maximum temperature indicating pointer and alarm contact # 1 no. contact should be wired up to a TB inside the external marshalling Box.
- (vii) Air release plug-1 No
- (viii) Lifting hooks- Suitable Lifting hook shall be provided on the top of the transformer for transportation/installation of transformer.
- (ix) Top filter valve-1 No.
- (x) Drain valve-1 no.
- (xi) Bottom filters valve-1 no.
- (xii) Breather with silica gel- 1 no.
- (xiii) OFF circuit, 7 position tap changing switch with internal lever and locking device-1 no.
- (xiv) Earthing terminals-2 nos. (Earthing: Earthing shall be as per IS-3043).
- (xv) Explosion Vent-Pressure release device, explosion vent of double diaphragm type-1 no.
- (xvi) Double float Buchholz relay with gas release cock shut off valve and separate alarm and trip contacts- 1no. Relay contacts should be wired up to a TB inside the external marshalling Box.
- (xvii) Winding temperature indication with maximum temperature indicating pointer and wired up to a TB in local marshalling Box.
- (xx) Suitable size bi-directional flanged wheels & skids.

26. NAME PLATE

Transformer shall be furnished with a non-corrosive diagrammatic name plate permanently attached with non-corrosive hardware with following information:

- (i)KVA rating
- (ii)Primary and secondary voltage.
- (iii)Primary and secondary current.
- (iv)Frequency.
- (v)Nos. of phases.
- (vi)Percentage of impedance.
- (vii)Types of cooling.
- (viii)Connection & symbol.
- (ix)Tape configuration.
- (x)Insulation system and rated maximum temperature rise.
- (xi)Sound level.
- (xii) K- factor rating (if available)

- (xiii) Year of manufacture.
- (xiv) Design impedance.
- (xv) Manufacturer's name.
- (xvi) Net weight without oil
- (xvii) Net weight with oil.
- (xviii) Oil quantity
- (xvii) IS standard.
- (Xviii) PO Number.

27. LIST OF FITTINGS AND ACCESSORIES:

a) Digital Winding temperature scanner connected with three nos. RTDs, one each for each LV winding, should be provided in a metallic enclosure that is mounted on the main enclosure. The scanner should provide indication, alarm & trip contacts. Winding temperature indicator should show maximum temperature attained. The RTDs should be properly wired up to the scanner terminals.

b) Earthing terminals - 2 nos for body earthing.

28. Marshalling Box Wiring:

All internal wiring shall be done with 1.1kv grade fire retardant low smoke and halogen PVC insulated tinned copper multi stranded cable with proper lugs. Ring lugs shall be used at all connections such as CTs connection etc. All terminal strips shall have minimum 2 nos. spare terminals to accommodate any modification required during commissioning /operation. All terminals shall be accessible for testing and troubleshooting/ maintenance. All cable shall have ferrules.

29. INSPECTION:

- (i) All the routine tests and specified special tests –
 - 1) Temperature rise test &
 - 2) Full wave lightning impulse withstands test
 are to be carried out in presence of OIL's Engineer at manufacturer's works. The supplier will give intimation to OIL 15 days advance prior to commencement of tests so that OIL can depute representative for witnessing tests in time.
- (ii) The dispatch will be effected only if the test results comply with the specifications and testing results.
- (iii) Materials / equipment failed to conform to the specifications/during testing, OIL's representative shall have the right to reject the materials and in that case, the supplier will either replace the rejected materials or make alterations necessary to meet specifications requirements free of costs.

30. Installation & commissioning :

- 1) Installation of the equipment at the site has to be done by the party.
- 2) Foundation area will be provided by OIL.
- 3) All tests at site has to be done by the party with their own instrument.
- 4) All power cable connections has to be done by the party.
- 5) Party will connect the marshalling box & buchholz relay to the existing indication & tripping circuit.

ITEM NO. 20**INSTALLATION COMMISSIONING OF ITEM NO. 10 – QTY = 01 AU****SPECIAL TERMS & CONDITION:**

1. Party should furnish all relevant technical particulars as mentioned in Appendix #B of IS: 2026 #1977, Part-I along with the quotation.

2. Bidder must indicate the storage procedure for the transformer in case the transformer is left un-energized.

3. List of installation & commissioning checks required for the transformer must be enclosed with the offer.

5. Transformer winding shall be specially braced to withstand to thermal and mechanical stresses of harmony current and voltage.

6. Type test certificate on similar transformer should be furnished along with the quotation. These type test certificates should not be more than 5 (five) years old on the date of bid opening. Offers without these type certificates may not be considered for evaluation.

7. Manufacture's test certificates for all the components & assemblies as required by IS-11171 with latest amendments should be submitted to us along with dispatch of the materials.

8. The transformer should be offered for pre-dispatch inspection and all routine tests & Type test should be carried out in presence of OIL's engineer.

9. Party should get the detail transformer drawings approved from OIL prior to manufacturing of the transformer.

10. Bidder should submit with quotation the list of customers to whom the bidder has supplied transformers of similar rating & type (as per NIT) during last five years.

11. Bidder shall separately quote for installation, commissioning & paralleling of the transformer as per terms & conditions specified under Installation & commissioning.

12. SCHEDULE OF GUARANTEED TECHNICAL PARTICULARS

(To be filled by the Bidder)

1. Name of manufacturer & country of origin -

2. Applicable Standard -

3. Voltage rating kV -

4. Capacity kVA -

5. Vector group -

6. Impedance % -

7. Frequency Hz -

8. Cooling type -

9. Insulation temperature class -

10. Maximum winding temperature rise at Uninterrupted continuous operation, at rated power and at ambient temperature of 35°C -

11. Maximum oil temperature rise at Uninterrupted continuous operation, at rated power and at ambient temperature of 35°C -

12. Maximum top oil temperature rise °C -

13. Short circuit impedance voltage at 75°C pu -

14. Maximum noise level at 0.3m as per IEC 551, dB -

15. No load Loss at 75 °C, W -

16. Full load Loss at 75 °C, W -

17. Lightning impulse withstand voltage (peak)

(i) 33KV side kV -

(ii) 11Kv side kV -

18. Wet power frequency withstand voltage

- (i) 33KV side kV -
- (ii) 11Kv side kV -
- 19. Total creepage distance of
 - (i) 33kV bushings mm -
 - (ii) 11KV Bushings mm -
- 20. Tap changer steps %
- 21 Tap changer- number of steps + -
- CEB Standard 108-3:2005
- 14
- 22 Whether the offered transformers fully conform with
 - a) Transformer Construction Yes/No. -
 - b) Transformer Tank Yes/No. -
 - c) Transformer Sealing Yes/No. -
 - d) Internal & External Finish Yes/No. -
 - e) Rating Plate Yes/No. -
 - f) Bushings Yes/No. -
 - g) Terminal Leads Yes/No. -
 - h) Earthing Connections Yes/No. -
 - i) Off Load Tap Changer Yes/No. -
 - j) Arrester Mounting Bracket Yes/No. -
 - k) Oil Yes/No. -
 - l) Pressure Relief Valve Yes/No. -
 - m) Manufacturing Experience Yes/No. -
 - n) Terminal Marking Yes/No. -
 - o) Radio Interference Yes/No. -
- 23 Indicate the particulars of Spares to be supplied with each transformers -
- 24 Whether the complete Type Test Certificates
As per Clause 9.2 are furnished for the
36/12 KV class Transformers of the
 - i) same ratings Yes/No -
 - ii) higher ratings Yes/No.-
- 25 If the Type Test Certificates furnished are for the higher rating, whether the Type Tests as
per Clause 9.2 will be carried out, free of charge Yes/No. -
- 26 Whether the Acceptance /Sample Testsas per Clause 10.2 will be carried out Yes/No. -
- 27 Whether the certificate of ISO 9001quality Assurance furnished. Yes/No. -
- 28. Weight of Tank kg -
- 29. Insulating Oil Volume / Weight Liters/kg-
- 30. Total weight of Transformer kg -
- 31 Whether the Complete dimensional drawing Yes/No.
Furnished

I/We certify that the above data are true and correct.

SEAL AND SIGNATURE OF THE MANUFACTURER / DATE

- 13.The bidder shall offer for Supply, Installation & Commissioning of the transformer in the existing transformer rooms and make it ready for use.
- 14.Material shall be procured from the manufacturer or its authorised dealers only. In case of authorised dealer, valid dealership certificate shall be enclosed along with the offer.
- 15.Technical catalogues, dimensional drawing shall be submitted along with the offer.
- 16.Manufacturer's Test certificate of transformer accessories shall be submitted along with the supply of material.

17. Transformer shall be guaranteed for minimum one year period from the date of commissioning or 18 months from the date of supply. Duly stamped Guarantee certificate should be supplied along with the material. If transformer fails during this guarantee period, the supplier shall repair the same at his cost at the manufacturer's works.

18. Packing should be adequate to avoid transit damage and ingress of water.

19. In case of order, 3(Three) sets of maintenance and operating manual shall be supplied along with the material.

20. Spares list indicating the manufacturer's part no. & price of the material shall be supplied along with the material.

21. The guidelines, terms & conditions of the installation & commissioning works shall be as per the clauses mentioned under "INSTALLATION & COMMISSIONING".

NOTE:

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





2 MVA COMPLIANCE REPORT

Serial No.	Description	Bidders Remark (complied / Not Complied)	Bidders to indicate relevant page no./Document no. of their bid to support the remarks/Compliance
1	Name of manufacturer & country of origin		
2	Applicable Standard		
3	Voltage rating kV		
4	Capacity kVA		
5	Vector group		
6	Impedance %		
7	Frequency Hz		
8	Cooling type		
9	Insulation temperature class		
10	Maximum winding temperature rise at Uninterrupted continuous operation, at rated power and at ambient temperature of 35°C		
11	Maximum oil temperature rise at Uninterrupted continuous operation, at rated power and at ambient temperature of 35°C		
12	Maximum top oil temperature rise °C		
13	Short circuit impedance voltage at 75°C pu		
14	Maximum noise level at 0.3m as per IEC 551 dB		
15	No load Loss at 75 °C W		
16	Full load Loss at 75 °C W		
17	Lightning impulse withstand voltage (peak) (i) 33kV side kV - (ii) 11 kV side kV -		
18	Wet power frequency withstand voltage (i) 33KV side kV - (ii) 11Kv side kV -		
19	Total creepage distance of (i) 33kV bushings mm - (ii) 11KV Bushings mm -		
20	Tap changer steps %		
21	Tap changer- number of steps + - CEB Standard 108-3:2005		
22	Whether the offered transformers fully conform with a) Clause 6.1 - Transformer Construction Yes/No. - b) Clause 6.2 - Transformer Tank Yes/No. - c) Clause 6.3 - Transformer Sealing Yes/No. - d) Clause 6.4 # Internal & External Finish Yes/No. - e) Clause 6.5 # Rating Plate Yes/No. - f) Clause 6.6 # Bushings Yes/No. - g) Clause 6.7 # Terminal Leads Yes/No. - h) Clause 6.8 - Earthing Connections Yes/No. - i) Clause 6.9 # Off Load Tap Changer Yes/No. - j) Clause 6.11 - Arrester Mounting Bracket Yes/No. - k) Clause 6.12 #Oil Yes/No. - l) Clause 6.13 #Pressure Relief Valve Yes/No. - m) Clause 7.1 #Manufacturing Experience Yes/No. - n) Clause 7.2 #Terminal Marking Yes/No. - o) Clause 7.3 #Radio Interference Yes/No.		
23	Indicate the particulars of Spares to be supplied with each transformers -		
24	Whether the complete Type Test Certificates As per Clause 9.2 are furnished for the 36/12 KV class Transformers of the i) same ratings Yes/No - ii) higher ratings Yes/No. -		
25	If the Type Test Certificates furnished are for the higher rating, whether the Type Tests as per Clause 9.2 will be carried out, free of charge Yes/No.		
26	Whether the Acceptance / Sample Tests as per Clause 10.2 will be carried out Yes/No. -		
27	Whether the certificate of ISO 9001 quality Assurance furnished. Yes/No.		
28	Weight of Tank kg -		

TENDER NO. **SDI3625P20** DT: **27.01.2020**

29	Insulating Oil Volume / Weight Liters/kg		
	Total weight of Transformer kg		
30	Whether the Complete dimensional drawing Yes/No. furnished		

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

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

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.