



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

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FORWARDING LETTER

Tender No. : SDI3779P20 DT: 10.02.2020

Tender Fee : NIL

Bid Security : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : 12.03.2020 (11.00 HRS IST)

Bid Opening on : 12.03.2020 (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 **PROCUREMENT OF PRE-FABRICATED WELLSITE LABORATORY - QTY = 01 NO.** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

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

This Tender has been floated for participation of Indigenous bidders only. Hence, only Indigenous bidders are 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, esupport@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.

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-tender Portal.



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-

**(NAYAN MONI KAKATY)
SR. MANAGER MATERIALS (IP)
FOR CGM-MATERIALS**

Tender No & Date: SDI3779P20 DT: 10.02.2020**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><u>1.0 BIDDER’S ELIGIBILITY:</u></p> <p>1.1 The bidder should be an Original Equipment Manufacturer (OEM) of the tendered item (s).</p> <p>OR</p> <p>1.2 The bidder should be an authorized dealer/authorized distributor /authorized supplier/wholly owned subsidiary of an Original equipment manufacturer (OEM) of the tendered item(s).</p> <p>IN CASE THE BIDDER IS AN ORIGINAL EQUIPMENT MANUFACTURER (OEM):</p> <p>The bidder must comply to the following:</p> <p>2.1 The bidder (OEM) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment preceding to the original Bid Closing date of the tender.</p> <p>2.2 In addition to above, the bidder (OEM) should have supply experience of</p>	

successfully executed at least one order of minimum 01 nos of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), either directly by them or through their authorized dealers/distributor/supplier/subsidiaries, during last 5 (five) years preceding to the original bid closing date of the tender.

2.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any one of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply / completion / installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt / delivery receipt (OR)
- (iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat/ GST Invoice.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: 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.

3.0 IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER / WHOLLY OWNED SUBSIDIARY OF OEM:

The bidder must fulfill the following requirements:

3.1 The bidder's OEM (the Principal) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment preceding to the original Bid Closing date of the tender.

3.2 Additionally, the bidder himself/themselves should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), during last 5 (five) years preceding to the original bid closing date of the tender.

3.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply / completion / installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt/ delivery receipt (OR)
- (iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat/ GST Invoice.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: 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.

3.4 The bidder shall submit valid Authorization Certificate/Letter issued by its Original Equipment Manufacturer (OEM), confirming the Bidder's status as their authorized supplier / dealer / distributor/wholly owned subsidiary (as the case may be) to sell their products with proper warranty and guarantee back -up. Such authorization certificate/ letter shall be valid for the entire period of execution of the order. Offers shall be rejected straightway, if such authority letter is not submitted along with the technical bid.

NOTES TO BIDDER:

a. Authorization letter must be issued on the official letter head of the OEM clearly mentioning the status of Bidder i.e., whether 'authorized dealer' or 'authorized distributor' or 'authorized supplier' or wholly owned subsidiary of Original Equipment Manufacturer (OEM), failing which the bid shall not be considered for evaluation and in that case the offer shall be rejected straightway.

b. Authorization letter issued by the OEM in any other form such as Direct Chanel Partner /Indirect Chanel Partner/Chanel Partner/ seller/ Reseller/Sub Dealer / Sub Distributor/Sister Concern shall not be considered for bid evaluation and the offer shall be rejected.

c. In case the bidder is a wholly owned subsidiary company of the parent company (OEM), in addition to the authorization letter including warranty/guarantee back-up, the bidder shall also upload/submit the documents such as board resolution / certificate of incorporation / any other legal certificate along with their offer that would establish the relation between the parent company with the subsidiary company without which the bid will not be evaluated and will be rejected straightway.

4.0 Bidders showing supply experience towards supply to its sister concern/ subsidiaries shall not be considered as experience for the purpose of meeting BRC.

5.0 Authorization letter and warranty/guarantee back-up as aforesaid must be issued to the bidder by the Original Equipment Manufacturer (OEM) in their official letter head only. Such certificates/authority letter issued by a party other than the OEM shall not be considered as valid authorization letter and in such case the bid shall be rejected without any further reference.

6.0 Unsolicited bids shall be straightway rejected.

7.0 Bidder/OEM must submit an undertaking along with the Technical Bid that their offered equipment is not going to become obsolete during the next 5 (five) years from the date of successful installation & Commissioning, if order is awarded on them by OIL and must guarantee uninterrupted supply of spares and availability of services for at least for ten (10) years with effect from the successful installation & Commissioning of the equipment, without which offer

will not be considered for evaluation/placement of order.

8.0 Delivery required within Four (4) months from the date of receipt of order. Consignment Note date shall be considered as delivery date. Bidder must comply the above schedule and confirm in their Techno-Commercial bid. Bids not meeting time schedule as mentioned above shall be summarily rejected.

Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant **Purchase Order / Contract along with** copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders, such as –

- (i) Satisfactory Inspection Report (OR)
- (ii) Satisfactory Supply Completion / Installation Report (OR)
- (iii) Consignee Receipted Delivery Challans (OR)
- (iv) Central Excise Gate Pass / Tax Invoices issued under relevant rules of Central Excise/VAT/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 07.83 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 2018-2019 (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.31,400.00** 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. 30.09.2020)**

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 successful bidder shall deliver the item within four (04) months from the date of placement of firm 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.

<p>ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.</p> <p>iii) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.</p>	
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NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI3779P20 DT: 10.02.2020

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>PROCUREMENT OF PRE-FABRICATED WELLSITE LABORATORY</u></p> <p><u>– 01 NO</u></p> <p><u>TECHNICAL SPECIFICATION FOR PREFABRICATED WELLSITE LABORATORY</u></p> <p>1.1 The Prefabricated Laboratory should conform to specifications and dimensions as shown in Drawing No. OIL/9009/B.</p> <p><u>1.2 GENERAL DESIGN AND CONSTRUCTION</u></p> <p>The design of the bunkhouse shall be such that complete unit can be transported in by truck trailer in all weather conditions. The prefabricated laboratory shall be capable of having self-stability and withstand storm conditions. Also it must be protected /pre treated with quality and specified paints for non-corrosion.</p> <p><u>1.3 SHELL</u></p> <p>The bunk house shall be fabricated of tested quality rolled sections MS pressed steel sections and components and fully welded to form an integrated rigid structural frame comprising off the base skid, bottom/under frame peripheral structure including side and end external walls, panels, vertical corner posts, special designed high grade corner castings as per IS standard which shall facilitate easy transportation, lifting, placing and self draining roof with internal pressed steel roof sections and as per detailed specifications.</p> <p><u>1.4 BASE FRAME</u></p> <p>The main bottom base frame shall be fabricated and welded out of tested quality MS pressed steel channel sections/ rolled steel channel sections. These shall be of ISMC 100mm x 50mm and all the interconnecting cross members also are of ISMC 100mm x 50mm duly welded length wise and breadth wise and conveniently equi-spaced and covered with 1.5mm MS plate continuously welded.</p>	

1.5 FLOORING

19mm BWR marine Plywood board confirming to IS 710 manufactured by Kitply /Greenply / Swastik / Sudarshan /ITC / equivalent shall be fixed with self tapping screws/Pop Rivet to the base of 1.5mm M. S. Plate which is continuously welded on the base frame. The bottom is scaled with caulking compound and painted with bituminous paint. The top inside layer of the plywood is covered with 2mm Tk. PVC marble tile of reputed make Vinyl as per specification.

1.6 MAIN BOTTOM SKID

This shall be fabricated out of hot rolled 2 nos I beam of ISMB 200mm x 100mm placed at 2200mm part. One I beam will be welded and joined at the centre to form a central base support 3 no of cross members of ISMB 150 will be placed equidistant connecting all the three main I beams to provide additional strength to the skid. The end of the I beam shall be interconnected by means of 4"dia (115mm) MS pipe of schedule 40 / equivalent and this will be passed through the I beam to give additional strength.

The entire shell module with base frame shall be mounted and welded on the skid. The height of the skid eliminates any site foundation and can be used immediately after unloading and suitable placement.

1.7 SIDE AND END WALLS

The side and end frame shall be made of Mild steel Pressed Z section /vertically rectangular squares tubes of 75mmX 40mm X 3.2 mm spaced at intervals and connected together by horizontal pressed steel C section to serve as cross members to ensure complete rigidity to the entire structure. The outer skin panels shall be of 1.6mm tested quality steel sheets corrugated as per desired patterns continuously welded to the top and bottom frame. This further offers a better strength to weight ratio.

All gaps shall be duly sealed at edges and bottom to prevent the entering of rats, mosquito and unwanted guests.

1.8 INSULATION

Insulation of 75mm thick mineral glass wool/ fibreglass resin bonded wool confirming to IS 8183 of 1976 is to be provided. Insulation shall be provided on all sidewalls, end walls, roof and flooring. This insulation shall be rat proof, fire retarded, non hygroscopic and floorings and vermin proof beside excellent thermal efficiency and acoustic performance.

1.9 INNER PANELLING

Inner panelling shall be on 1.6 mm thick decorative laminated sheets/ pre laminated of approved colour and design from the concerned department of

Decolan/ Meghna/ Super Décor/ equivalent make shall be phenol bonded, hot pressed to 9mm BWR Marine plywood as per IS specification of approved make these shall be screwed on the side walls on the internal Z sections/ vertical rectangular tubes. All vertical and horizontal corners shall be neatly finished with aluminium anodized heavy gauge aluminium angles and flat and the vertical joints of the panels shall be fixed with decorative PVC bidding patties to match with the colour of panels to suit the aesthetic appearance. The inner panelling of the roof shall be 1.5mm decorative laminated sheets hot pressed phenol bonded.

2.0 DOORS AND WINDOWS

Doors shall be flash mounted double skin construction of 1989mm x 800mm. The door shall open from outside. The main door shall be made from high grade 3.2mm thick steel frame work and shall be insulated with glass wool of 40mm thickness for eliminating heat transmission and shock. This external side shall be caddle with 1.6mm steel sheet with 2 vertical corrugations and the interval shall be with BWR grade 9mm marine plywood hot pressed and phenol with decorative laminated sheets similar to interior finish. The door shall be provided with heavy gauge brass / steel container type piano hinges or bush and bearing arrangements with superior quality catches, aldrops, padlocks, tower bolts and handle grips. Manually operating type locking arrangements from both internal and external sides of Godrej/ Chandan or equivalent make 7 lever shall be provided. Rubber gasket packing shall be provided around doorframe for complete weatherproof ness. Heavy-duty stopper for door shall be provided so that it does not get closed with blowing wind. The hinged shall be strong enough that it does not get closed with blowing wind; the hinges shall be strong enough to with stand the load of door during its operation in high wind / stormy conditions.

Windows shall be made from high quality aluminium anodized extruded section of size 800mm x 600mm and shall be of sliding type fitted with 5/6 mm shutter proof safety clear glasses.

Mosquito nets shall be provided on suitable frame work inside/ outside with stainless steel fly proof mesh. Curtains of best quality handloom with gray lining shall be provided on all windows which shall be laminated from outside to match inner panelling and polish/ painted from inside with suitable curtain rods. All windows shall be provided with steel/ aluminium collapsible weather sheets which when folded shall completely close the window. All windows and doors shall have rubber sealing to ensure complete insulation/ leakage. Iron grills of 2.0mm MS pate will be provided in the windows from outside for safety purpose.

2.1 PARTITION WALL WITH SLIDING DOOR

Internal partition wall with a sliding type door of 750mm wide and 1981 mm height and 25mm thickness will be provided in the desired place as shown in the sketch. This will have external finish on both sides similar to the internal panelling of the bunk house. The sliding door will have independent locking arrangements from both the sides, which be suitable for handling.

2.2 WOOD

Laboratory working platforms, wooden closets with sliding shutters and wooden working table will be required as per specifications drawn in drawing No. OIL/9009/B. All wooden materials shall be of white ant proof and will be able to withstand climatic condition.

2.3 COMPUTER AND PRINTER

One Laptop branded Computer along with an All-in-One Colour Printer in each prefabricated laboratory must be equipped with the following specifications:

Sl. Items Detailed Specifications
No.

1. Make: (Dell/HP/IBM/Lenovo/Asus or equivalent)
2. Processor: Intel® Core i7-5500U Processor with Intel HD Graphics 5500 (2.4 GHz, 4MB cache, 2 cores) Minimum
3. OS: Windows 10.0 with latest service pack and recovery CDs.
4. Memory: 8 GB DDR3 (Minimum)
5. HDD: 1000 GB (Minimum)
6. Weight: Not more than 2.5 KG (including battery)
7. Display: 15.6"(Minimum) XGA
8. Optical: 8x DVD RW Drive
9. Keyboard: Standard keyboard with touch pad/pointing stick.
10. Mouse: Wireless Mouse.
11. Connectivity: a. Minimum 3 USB ports
b. Integrated 10/100/1000 Mbps Ethernet
c. 56 Kbps V.92 inbuilt modem

12. Wireless: Intel Pro/Wireless.
13. Audio: Stereo sound with internal speakers, Integrated Microphone.
14. Battery: 6 cell Li-Ion Battery (Minimum) with minimum 3Hrs Battery Backup under standard working Conditions.
15. Adapter: External AC adapter (230v, 50 Hz ac input) with Power Cord.
16. Webcam: Integrated Web Cam with Digital Microphone, Camera Software.
17. Ports: 1 x VGA, Headphones-out & Microphone-in jack, 1 x RJ11, 1 x RJ45.
18. Others:
 - a. System should be Energy star 5.0
 - b. All Drivers on CD Media
 - c. OEM's carrying case
 - d. User Manual
19. Complete with an All-in-One Colour Printer.

2.4 ELECTRICALS

Electrical scope of supply shall include the following:

I. Main Switch & Plug-Socket: One 63 Amp SPN Main Switch, metallic enclosure with side handle shall be mounted outside the cabin. Additionally, one pair of weatherproof 64 amp, 5-pin plug & socket shall be provided for connection and disconnection of incomer cable. The Plug & Socket shall be suitably fixed outside the cabin house at a height of approx. 2.9m and easily accessible from the ladder attached with the body. Make of switch socket # BCH, type DS. Suitably designed metallic canopy/rain-guard shall be provided above the plug & socket and Main Switch for protection against rain & mechanical damage.

II Distribution Box:

1) Inside the cabin, the incoming power shall be through a 12-way metallic body MCB distribution Box. Distribution Box shall have metallic body with 32 Amp Double Pole, 100 mA ELCB as incomer. 4 nos. 10 Amps MCB and 4 nos. 20 Amps MCB shall be provided as outgoing. All MCBs shall be 10 kA, C curve and double pole type. DB shall be complete with 32 Amps bus bars and shall be as per IP-21. All circuits shall be marked on DB with paint or metallic marker.

2) Inside the cabin, the distribution circuits for lighting, fans, AC etc. shall have individual suitably rated MCB. All these components shall be fitted inside a well-designed sheet metal distribution box.

III. Wiring:

- 1) All wiring from MCB DB to switchboards / points / sockets etc. shall be running through concealed type, BIS approved (ISI marked) PVC conduits.
- 2) Conduit size and no. of wires in conduit shall be as per IS. Corners shall be rounded elbow type for ease of insertion of wires. (make: AKG / PLAZA / Finolex or equivalent)
- 3) The wiring cable shall be PVC insulated, 1100V grade, FRLS, multi-stranded flexible copper conductor and approved by BIS, Fire Insurance Authority & Tariff Advisory Committee.
- 4) Appropriate colour codes shall be maintained for wiring purpose (Red for phase, Black for neutral and Green for earth. All wire ends in DB, Main Switch and Socket outlets shall have copper lugs.
- 5) All lights, fans and socket points shall be suitably wired with individual switches. Switchboards shall be made of concealed type metal boxes of standard quality with modular top plates and support plates, BIS approved. In addition, each switchboard shall be provided with one no. 6 Amps switch-socket. For ease of operation, Switchboards shall be made of 1.6 mm thick MS boxes having 3.0 mm thick white coloured, ISI approved Hylam sheet.
- 6) Earth points for socket outlets, fans etc. shall be individually wired with insulated wires to switchboards and then to MCBDB earth bus. MCBDB earth bus shall be connected to two earth points (welded studs) on the Cabin skid/metallic outside shell. No earth connection shall be made directly to any point of the metallic shell of the cabin.
- 7) All switches and switch-sockets shall be flush/ modular type, BIS approved.

IV. Cable Sizes:

All cables shall be Fire-retardant, Low Smoke (FRLS), and of multi-stranded copper conductor, color-coded (Red for phase, black for neutral, green for earth).

- a) 1.5 sq mm copper cable with insulated earth wire of 1.5 sq mm for point wiring.
- b) 2.5 sq.mm. Copper cable with 2.5 sq.mm. Earth wire for circuit wiring from DB to switchboard and 5 Amp sockets.
- c) 4.0 sq.mm. Cable with 4.0 sq.mm. Diameter bare copper earth wire for power sockets.
- d) The main switch outgoing shall be wired to the DB with 10 sq mm (for phase, neutral and earth)

V. Following Electrical fittings/ equipment to be provided(fixed):

1. Light Fitting:

a) Energy efficient LED down lighter (14 Watt each), surface mounted- 4 (four) nos.

b) Study light (10W, LED) – 02 nos.

c) Bed side reading lamp – 01 no.

d) Lights(external): External light, bulkhead type fitting, with metal grid protection – 1 no. This fitting should be fitted in a recess space (preferably flush finish) in the external wall above the entrance door.

2. Wall Mounted Fan of 300 mm Sweep: 2 nos (located at suitable position inside the cabin)

3. Wall Sockets (Metal Clad): A separate metal-clad plug-socket DB along with 20A MCB (10kA, C-curve) shall be provided for Air Conditioner.

4. Wall Sockets (Bakelite): One switch board for lights and fans etc should be provided. Additionally, 3(three) nos. 5 amps switch-socket and 2(two) nos. 5/15 amps (combo) switch-socket shall be provided.

5. Air Conditioner Unit:One 1.5 Ton split Air Conditioner unit shall be provided with necessary arrangement for placing and bolting the system along with suitable casing to avoid transit damage and rain protection. Air-conditioner shall be suitably mounted on the narrower sidewalls of the rectangular cabin. Design of the mounting shall be such that the air-conditioner does not fall-off during transportation from one location to another.

The Air Conditioner shall be supplied with suitable voltage stabilizer.The AC power cord shall be fitted with a suitably rated metal clad plug for drawing power from the metal-clad plug-socket DB.

Following points are to be considered for the AC unit

a) Compressor shall be of rotary type.

b) Make: Voltas / Samsung/ LG / Carrier/ Blue Star / Lloyd / Godrej/ Hitachi.

c) BEE rating: Minimum 3 star rated.

d) The machine shall be warranted for 1 year and compressor shall be guaranteed for 5 years. Duly signed warrantee / Guarantee certificate shall be submitted along with the supply.

e) Control: Both remote & manual

6. Refrigerator:One frost-free Refrigerator of 90Ltrs. Capacity shall be provided with side bolts and hook-chain arrangement to withstand the rigors of transportation of the bunkhouse. Instead of legs, the refrigerator shall be

mounted on suitable square type stand. (make: Godrej/ Samsung or equivalent)

Following points are to be considered for the Refrigerator unit

- a) Compressor shall be standard normal compressor.
- b) Make: Godrej/ Samsung or equivalent.
- c) BEE rating: Minimum 3 star rated.
- d) The machine shall be warranted for 1 year and compressor shall be guaranteed for 5 years. Duly signed warrantee / Guarantee certificate shall be submitted along with the supply.

VI. Special note for Electricals of the house:

a) All electrical schematics, electrical drawings, make and model of electrical fittings have to be approved by Oil India Limited before assembly and manufacture of the house.

b) Indicative makes of Electrical Items: The electrical items used should have a proven track record of good performance. The indicative makes of electrical items are as follows:

- a) Main Switch: Havells/ C&S Electric or equivalent.
- b) MCB DB: Legrand/ Havells/ Schneider/ C&S Electric or equivalent.
- c) Lights: Philips/ Havells or equivalent.
- d) LED Lights: Philips/ Havells or equivalent.
- e) Metal Clad Wall Plug & socket: Legrand / Havells/ C&S Electric/ Schneider or equivalent.
- f) Wall switches & socket (Bakelite): Anchor/ Havells/ Phillips or equivalent. (BIS marked)
- g) Ceiling/Wall mounted/Exhaust fan: Usha/ Havells or equivalent.
- h) Wires & cables: Finolex / Havells or equivalent.

VII. Following shall comprise the electrical scope of work:

a) The cabin shall be provided with minimum two nos. of Bolts/studs on the skid for making double and distinct earthing connections of the cabin. The bolts/studs shall be fixed on the skid at the diagonally opposite direction.

b) Bidder shall submit electrical schematic with indicative bill of materials (BOM) along with quotation.

c) In case of order, the successful party has to submit detailed electrical drawings, bill of materials and specification of all electrical items/materials, light fittings, fans etc. before start of work. OIL shall make modifications/corrections (if any) in the drawings/BOM as deemed necessary. All modifications in the drawings, work plan and item description as required by OIL shall have to be agreed by the party. After making necessary amendment/corrections in the drawings/BOM as required by OIL, party shall re-submit the drawings for OIL's approval.

d) The electrification job shall start only after approval of drawings and samples of materials by OIL.

- e) Entire electrical installation work has to be done by licensed electrician as per CEA Regulations and NEC codes.
- f) Inspection: OIL shall conduct inspections at various stages of work progress i.e. Inspection of wiring work before fixing of panels / inner walls, Final pre-dispatch inspection etc. If any other inspection is deemed necessary by either party, it shall be mutually agreed beforehand. Party shall notify OIL at least 15 (fifteen) days in advance before each inspection.
- g) Test report of the entire electrical work as per CEA Regulations will have to be submitted to OIL after completion of the job.
- h) Guarantee Certificates for Air Conditioner, Cabin Fans etc. shall be provided along with supply of materials.

2.5 PRE TREATMENT & PAINTING

The surface preparation for all steel surfaces shall be shot/ sand blasted or pre treated with anti corrosive chemicals including degreasing, de-rusting and phosphating and these shall be additionally coated with red oxide, zinc chromate primer, conforming to IS 2074. The external surface of the bunk house shall be finally painted with two coats of corrosion resistant synthetic enamel paint, rubber chlorinated paint or poly urethane based paints of reputed make and quality as per international standards and desired thickness.

The under frame and skid shall be painted with bituminous paint of reputed make. The colour shades and grade shall be decided by authorized official of the company, which shall be got approved. Necessary marking / logo shall be provided as per company's requirements.

2.6 WELDING

The skid mounted bunk house shall be of all welded steel construction using latest method of welding wherever applicable.

2.7 TECHNICAL SPECIFICATION FOR OUT FITTINGS

1. All the chairs and sofas shall be cushioned with upholster. Leather touch single tone leather cloth shall be used for upholstering. Mattress for berths would be 100mm thick.
2. Steel steps shall be provided to enter bunk house.
3. Type, model, and make of each and every equipment shall be pre tested by company prior to purchase and fitment.
4. One CO2 fire extinguisher of 1kg capacity shall be provided in suitable accessible location in the bunk house for safety precaution against fire.
5. Our company's motif plate of the size 200 X 500mm shall be fixed on the exterior of the bunk house at a suitable location. Motif plate shall be made of aluminium sheets on which company's emblem shall be screen engraved. Also department's name shall be painted at a suitable place in the front side in the exterior side of the bunk house.

SPECIAL TERMS AND CONDITIONS

1. Item should be constructed as per drawing (OIL/9009/B) enclosed herewith.
2. All other details are given in Annexure-1.
3. Terms and condition as per Annexure-1 and enclosed drawing.
4. The bidder should indicate their delivery schedule.
5. Each Bunk house should be offered for inspection to representative of CGM-Chemical at the following stages of fabrication
 - On completion of fabrication job before applying primer coating.
 - On completion of the jobs before dispatching the complete bunk house.
 - At any time during fabrication.
6. Purchase order no. and WBS no. should be weld written on each bunk house.
7. Chemical Department's name and OIL logo should be written on the bunk house which will be confirmed during inspection.
8. Minor changes in the specification may be done during the course of fabrication of bunk house. In this case the party will be advised in writing by the representative authorised by CGM-Chemical.
9. Bidder shall submit electrical schematic with earthing scheme & indicative bill of materials along with quotation. In case of order, the successful party has to submit detailed electrical drawings, bill of materials and specification of all materials, including light fittings, fans etc. at least 30 (thirty) days prior to start of work. All modifications in the work plan and item description as required by OIL shall have to be agreed by the party.
10. Entire electrical installation work has to be done by licensed electrician as per CEA (Measures relating to safety and electric supply) Regulations,2010.Test report of the entire electrical work as per CEA (Measures relating to safety and electric supply) Regulations,2010 will have to be submitted to OIL.
11. All furniture should be of executive class. Bidder should forward catalogue, drawing (with specification) of all items along with the quotation.
12. Bidder must confirm/clarify all the clauses of Annexure-1 point by point and the offer should be forwarded along with price break up of each and every item. Offer without these will be treated as cancelled.
13. Warranty/Guarantee: The laboratories, including all the bought out items should have minimum onsite warranty of one year from the date of installation. Warranty/Guarantee for the painting and coating should be for two years against any failure, rusting etc.

Note:

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

Technical Bid Checklist**Annexure-EEE**

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

NOTE: Please fill up the greyed cells only.

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

Response Sheet**Annexure-FFF**

Tender No.
Bidders Name

Bidders Response Sheet

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.