



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

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Email: manish_chowdhury@oilindia.in; erp_mm@oilindia.in

FORWARDING LETTER

Tender No. : SDI4287P21/P6 DT: 13.05.2020

Tender Fee : NIL

Bid Security : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : 18.06.2020 (11.00 HRS IST)

Bid Opening on : 18.06.2020 (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 OF DUAL CAB PICK UP VEHICLE– 04 NOS** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

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

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

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

No physical tender documents will be provided. Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oil-india.com.

The tender will be governed by:

- a) For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = **0374-2807178** , 0374-2807171 , 0374-2807192 , Email id = erp_mm@oilindia.in.

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

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

Vendors should contact OIL officials at above timings only.

- c) OIL Bank Details :

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

- d) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- e) Technical specifications and Quantity as per **Annexure – 1A**.
- f) The prescribed Bid Forms for submission of bids are available in the Technical RFx-> External Area -> Tender Documents.
- g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

- h) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

Special Notes:

1.0

(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 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 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.

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

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

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



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

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

[Click here to View Compatibility Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

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NOTE:

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

Yours Faithfully

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

Tender No & Date: SDI4287P21/P6 DT: 13.05.2020**BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

| <u>Criteria</u> | Complied / Not Complied. (Remarks if any) |
|--|--|
| <p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) TECHNICAL:</p> <p>1.0.1 The bidder must be the original equipment manufacturer (OEM) of the offered vehicle or the dealer/distributor/ supply house authorised by the OEM of the offered vehicle.</p> <p>Bidder shall mention their status in the technical bid whether they are the OEM of the offered vehicle or bidding as dealer / distributor / supply house authorised by the OEM of the offered vehicle.</p> <p>1.0.2 In case the bidder is dealer / distributor / supply house authorised by the OEM of the offered vehicle, the bidder must meet the following:</p> <p>a) The bidder must submit a valid certificate provided by the OEM of the offered vehicle certifying bidder’s dealership /distributorship / supply house along with the technical bid.</p> <p>b) The bidder must have the experience of successful execution of supply of minimum 02 (two) Nos. of similar item in a single purchase order during the last 05 (five) years from the original bid closing date of this tender.</p> <p>The bidder should submit copy of relevant Purchase Order(s) 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 order cited above.

"Similar item" in above means- Vehicle of the OEM of the offered vehicle.

1.0.3 In case the bidder is the OEM of the offered vehicle, the bidder must meet the following:

The bidder must have the experience of successful execution of supply of minimum 02 (two) Nos. of similar item in a single purchase order during the last 05 (five) years from the original bid closing date of this tender either by the OEM or through their dealer/ distributor / supply house.

The bidder should submit copy of relevant Purchase Order(s) 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 order cited above.

"Similar item" in above means- Vehicle of the OEM of the offered vehicle.

Note:

a) The Purchase Order(s) 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) etc. should be with signature of the client, the address etc. of the client to whom the above supply was made.

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 15.64 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 2019-20 (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. 62,600.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to DGM-Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 6 months from Bid closing date. (i.e. 31.12.2020)**

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: Notwithstanding any clause(s) on delivery mentioned elsewhere in this tender document, the vehicles are to be delivered in Oil India Limited's premises at Duliajan, Assam-786602 (India) within 03 (three) months from the date of placement of order by Oil India Limited (OIL).

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.**

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

NOTE:

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

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ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|-------------------------------|---|---|--|
| 1.0 Requirement | Supply of 04 (four) numbers of brand new Pick-up vehicle with driver-cum-crew cab, seating capacity not less than 05 (five) Nos. including the driver & half deck load body and with all standard fittings, accessories etc. fully built by the original equipment manufacturer(OEM) of the offered vehicle and meeting the specifications of the tender. | | |
| 2.0 Specifications | | | |
| a) Make & Model | Mahindra Bolero Camper or Tata Xenon or Tata Yodha or equivalent, seating capacity not less than 05 (five) Nos. including the driver & half deck load body. | | |
| b) Gross Vehicle Weight (GVW) | In the range of 2650 Kg to 3000 Kg. | | |
| c) Wheelbase | In the range of 2950 mm to 3200 mm. | | |
| d) Engine | Water-cooled diesel Engine of adequate HP at rated rpm. | | |
| e) Emission Norm | BS-VI (Bharat Stage-VI). | | |
| f) Gearbox | Minimum 5 forward speed & 1 reverse speed. | | |

ANNEXURE-IA**TECHNICAL EVALUATION MATRIX****TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]****(TO BE FILLED UP BY THE BIDDER)**

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|------------------------|--|---|--|
| g) Steering | Power assisted steering system.Right Hand Steering system (i.e Steering wheel shall be on the right hand side inside the Driver's cabin when viewed from the rear of the vehicle). | | |
| h) Drive | 4x2 Drive. | | |
| i) Wheels | Total – 04 Nos. and one (01) number of spare wheel shall be supplied along with each vehicle. | | |
| j) Brake | Suitable service brake and suitable Parking Brake as per OEM of the vehicle. | | |
| k) Suspension | Suitable suspension system to be provided as per OEM of the vehicle. | | |
| l) Electrical | Suitable electrical system to be provided as per OEM of the offered vehicle. | | |
| m) Driver-cum-crew cab | Fully built by the OEM of the offered vehicle with all gauges, fittings & accessories. Seating capacity shall not be less than 05 (five) numbers including the driver. The seats shall have seat belts as per applicable motor vehicle rules of India. | | |
| n) Load body | Half deck load body, length not less than 4.5 feet,fully built by the OEM of the offered vehicle. | | |

ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|---|--|---|--|
| o) Additional/other fitments & accessories | i) Battery, head lamps, parking lamps, indicator lamps, hazard warning lamps, stop lamps, horn, windscreen wiper, rear view mirrors at both sides, reflectors, fuel tank, reversing alarm/buzzer, first aid box etc. including all standard fittings, accessories, standard gauges and meters shall be fitted as per Indian Motor Vehicle Act / Rules in each vehicle. Footsteps, rubber floor mats, seat covers (made of suitable cloth) shall be fitted in each vehicle. | | |
| | ii) 02 Nos. of fog lamps shall be fitted in each vehicle. | | |
| | iii) Bumpers are to be fitted in each vehicle. | | |
| | iv) Painting & colour shall be as per OEM of the offered vehicle as per Indian Motor Vehicle Act / Rules. However, colour those belonging to the Defence Department shall not be acceptable. | | |
| | v) Speed Limiting Device (SLD) shall be provided in each vehicle with valid certification as per Indian Motor Vehicle Rules as applicable in the state of Assam (India). | | |

ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|-------------------|---|---|--|
| | vi) Vehicle Tracking System shall be provided in each vehicle with valid certification as per Indian Motor Vehicle Rules as applicable in the state of Assam (India). | | |
| | vii) 01 set of Jack with Handle, 01 set of Wheel Wrench with Lever, 01 number of Fire Extinguisher shall be supplied along with each vehicle. | | |
| | viii) In case any of spares, items, fittings & accessories as mentioned in the tender does not come along with the vehicle as standard spares, fittings & accessories from the OEM of the offered vehicle, the supplier shall procure the same and fit the same prior to delivery of the vehicle without any extra cost to Oil India Limited (OIL). | | |
| | ix) Technical leaflet of offered the vehicle to support the specifications of Engine, Gearbox, Steering, Suspension, Wheels, Brake, Driver-cum-crew cab, Load Body etc. of the offered vehicle shall be submitted along with the technical bid. | | |

ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|--|--|--|---|
| 3.0 Documents/literature s to be submitted along with the supply: | a) Sale Certificate, Emission Norms Certificate, Pollution & Roadworthy Certificate etc. in Form 21, 22 / 22(A), Invoice, valid Temporary Registration Certificate, valid Insurance Certificate, valid certification against SLD, valid certification against Vehicle Tracking System and any other documents required as per Indian Motor Vehicle Act, 1988 and Central Motor Vehicle Rules, 1989 as applicable in the state of Assam shall be submitted against each vehicle in original along with the supply for onward registration of the vehicles in the name of M/s. Oil India Limited, Duliajan, Assam-786602 (India) with local District Transport Office in the state of Assam (India). | | |
| | b) 01 set of Spare Parts Catalogue (soft copy) for all the vehicles shall be supplied. | | |
| | c) Operator's Service Book Manual for each vehicle shall be supplied. | | |
| | d) Cost in this regard, if any, shall be borne by the supplier. | | |

ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|-------------------------------------|---|---|--|
| 4.0 Inspection | The prospective supplier will facilitate inspection of all the vehicles to OIL's Engineers/ representative prior to delivery. Driver, all consumables etc. for the purpose of inspection shall have to be arranged & provided by the supplier at their cost. To & fro fares and boarding/lodging expenses etc. of OIL's inspection Engineer will be borne by OIL. However, supplier's expenses, if any, in this regard, shall be borne by the supplier. | | |
| 5.0 Delivery | Notwithstanding any clause(s) on delivery mentioned elsewhere in this tender document, the vehicles are to be delivered in Oil India Limited's premises at Duliajan, Assam-786602 (India) within 03 (three) months from the date of placement of order by Oil India Limited (OIL). | | |
| 6.0 Guarantee / Warranty | Notwithstanding any Guarantee/Warranty clause(s) mentioned elsewhere in this tender document, each vehicle shall be under guarantee/warranty by the supplier as per policy of OEM of the offered vehicle. | | |
| 7.0 Price Schedule | All-inclusive firm price including all applicable taxes and duties etc. as applicable with delivery at Oil India Limited, Duliajan, Assam-786602 (India) should be quoted by the bidder(s) for the complete brand vehicle. | | |

ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Clause No. | Description | Bidder's response (Complied / Not Complied / Deviation / Not Applicable/Bidder shall also mention applicable data) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence etc.) |
|---|--|--|---|
| 8.0 Payment terms | As mentioned elsewhere in the tender. | | |
| 9.0 Technical documents, information to be submitted along with the technical bid: | a) Technical leaflet of offered the vehicle to support the specifications of Engine, Gearbox, Steering, Suspension, Wheels, Brake, Driver-cum-crew cab, Load Body etc. of the offered vehicle. | | |
| | b) Duly filled up Technical checklist as per Para- 10.0. | | |
| | c) Status of the bidder whether they are the OEM of the offered vehicle or bidding as a dealer / distributor / supply house authorised by the OEM of the offered vehicle. | | |
| | d) Valid certificate provided by the OEM of the offered vehicle certifying bidder's dealership /distributorship / supply house. (Applicable in case the bidder is bidding as a dealer / distributor / supply house authorised by the OEM of the offered vehicle). | | |
| | e) Documents in support of experience of successful execution of supply as per BRC/BEC. | | |
| | f) Any other documents as per BRC/BEC etc. | | |

ANNEXURE-IA

TECHNICAL EVALUATION MATRIX

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| 10.0 Technical check list: | | | |
|-----------------------------------|---|--|------------------------|
| Sl. No. | Item | Bidder's Offer (To provide details as applicable) | Remarks, If any |
| a) | Name of Bidder | | |
| b) | Status of Bidder [OEM of the offered vehicle or the dealer/distributor/ supply house authorised by the OEM of the offered vehicle] | | |
| c) | Make & Model of offered vehicle | | |
| d) | Wheelbase | | |
| e) | Gross Vehicle Weight (GVW) | | |
| f) | Emission Norm | | |
| g) | Total number of wheels at Front Axle | | |
| h) | Total number of wheels at Rear Axle | | |
| i) | Seating capacity inside Driver-cum-crew cab including Driver | | |
| j) | Load body length | | |

ANNEXURE-CCC (I)

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Criteria | Bidder's response (Complied / Not Complied / Deviation / Not Applicable) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence) |
|---|---|---|
| 1.0 Bid Rejection Criteria (BRC): | | |
| A) Technical: | | |
| 1.0.1 The bidder must be the original equipment manufacturer (OEM) of the offered vehicle or the dealer/distributor/ supply house authorised by the OEM of the offered vehicle. Bidder shall mention their status in the technical bid whether they are the OEM of the offered vehicle or bidding as dealer / distributor / supply house authorised by the OEM of the offered vehicle. | | |
| 1.0.2 In case the bidder is dealer / distributor / supply house authorised by the OEM of the offered vehicle, the bidder must meet the following: | | |
| a) The bidder must submit a valid certificate provided by the OEM of the offered vehicle certifying bidder's dealership /distributorship / supply house along with the technical bid. | | |
| b) The bidder must have the experience of successful execution of supply of minimum 02 (two) Nos. of similar item in a single purchase order during the last 05 (five) years from the original bid closing date of this tender. | | |

ANNEXURE-CCC (I)

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Criteria | Bidder's response (Complied / Not Complied / Deviation / Not Applicable) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence) |
|--|---|---|
| <p>The bidder should submit copy of relevant Purchase Order(s) with copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders, such as –</p> <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 order cited above.</p> <p>"Similar item" in above means- Vehicle of the OEM of the offered vehicle.</p> | | |
| <p>1.0.3 In case the bidder is the OEM of the offered vehicle, the bidder must meet the following:</p> | | |
| <p>The bidder must have the experience of successful execution of supply of minimum 02 (two) Nos. of similar item in a single purchase order during the last 05 (five) years from the original bid closing date of this tender either by the OEM or through their dealer/ distributor / supply house.</p> | | |

ANNEXURE-CCC (I)

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

TENDER NO. SDI4287P21/P6 DT: 13.05.2020 [SUPPLY OF BRAND NEW PICK-UP VEHICLE WITH DRIVER-CUM-CREW CAB]

(TO BE FILLED UP BY THE BIDDER)

| Criteria | Bidder's response (Complied / Not Complied / Deviation / Not Applicable) | To be filled by the bidder Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence) |
|---|---|---|
| The bidder should submit copy of relevant Purchase Order(s) 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 order cited above. "Similar item" in above means- Vehicle of the OEM of the offered vehicle. | | |
| Note: a) The Purchase Order(s) 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. | | |
| Note: b) Satisfactory supply/completion/installation report (if submitted) etc. should be with signature of the client, the address etc. of the client to whom the above supply was made. | | |

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.