

OIL INDIA LIMITED

(A Government of India Enterprise)
P.O. Duliajan-786602, Assam, India
E-mail: material@oilindia.in

INVITATION FOR BID
NATIONAL COMPETITIVE BID

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

E-Tender No.	Bid Closing / Opening Date	Item
SSI5506P18	12.10.2017	PIPE WRENCH-690 Nos.
SSI5613P18	12.10.2017	CGI SHEET-5000 Nos.
SDI5636P18	12.10.2017	CALLER ID PHONE & PUSH BUTTON PHONE-978 Nos
SDI5634P18	12.10.2017	SUPPLY, INSTALLATION AND COMMISSIONING OF SPARES, CONSUMABLES AND INSULATION (OF EXISTING DUCTS SYSTEM) OF THREE (3) NUMBERS 2 X 11 TR CAPACITY PACKAGE OF BLUE STAR MAKE AIR CONDITIONERS.
SDI5648P18	12.10.2017	FORKLIFT TRUCK-3 Nos.
SSI5192P18	12.10.2017	SPOTTING FLUID-30,000L
SDI5361P18	12.10.2017	POLY ALUMINIUM CHLORIDE-30,000KG
SDI5646P18	12.10.2017	OFFICE FURNITURE- 324 Nos
SDI5644P18	12.10.2017	CABINET, RAKES, WORKSTATIONS- 43 Nos
SDI5654P18	12.10.2017	WOOLEN CLOTH AND KHAKI TERRICOTTON UNIFORM- 5149 mtrs
SDI5649P18	12.10.2017	HIGH MAST – 02 NOS
SDI5650P18	12.10.2017	WATER SEPERATOR – 10 NOS
SDI5651P18	12.10.2017	WATER SOFTENING PLANT – 04 NOS
SDI5652P18	26.10.2017	SKID MOUNTED TOOL ROOM – 04 NOS
SDI5653P18	26.10.2017	WATER TANK – 10 NOS
SDI5638P18	12.10.2017	VIDEO CONFERENCE SYSTEM- 1 No

SDI5639P18	12.10.2017	PRINTER-185 Nos.
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Tender fee (Non-refundable): Rs 1,000.00 (to **be paid online only**); Bid Closing/Opening Time: **(11 Hrs.) IST/(14 Hrs.) IST**; Period of sale of documents: **Till one week prior to bid closing date**. 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 www.oil-india.com.

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

Attention for Micro & Small Enterprises (MSEs):

Applications are invited from Micro & Small Enterprises (MSEs) to register/enrol their names for supply of listed items against OIL's future tenders. Details alongwith the list of those items are available on OIL's website <http://www.oil-india.com/> under "For Vendors>>National Tenders>>Attention for Micro and Small Enterprises (MSEs)" at link <http://oil-india.com/oilnew/nmse>

Last date of receipt of application is 31.10.2017.



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

TELEPHONE NO: (91-374) 2808735

FAX NO: (91-374) 2800533

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

FORWARDING LETTER

Tender No. : SDI5648P18 dated 05/09/2017

Tender Fee : Rs. 1,000.00

Bid Security Amount : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable

Integrity Pact : Not Applicable

OIL invites Bids for **Procurement of Forklift Truck (Quantity- 03 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.

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	STAE 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 Vendors having OIL's User ID & password to pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Vendors who do not have OIL's User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

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.

NOTE:

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

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"**

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 **DGM- Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) Original Bid Security**
- b) Detailed Catalogue (if any)**
- c) Any other document required to be submitted in original as per tender requirement**

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in Duplicate.

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. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.

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.

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer "**New Vendor Manual (effective 12.04.2017)**" 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 Comptability Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for
the New
Manual &
Instruction

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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)
PURCHASE OFFICER (IP)
FOR DGM-MATERIALS**

Tender No & Date: SDI5648P18 dated 05/09/2017

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)
1.0 BID REJECTION CRITERIA (BRC): 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. A) TECHNICAL: 1. Bidder should have the experience of successfully executing at least 1(one) similar order (including commission) for ₹ 12.30 Lakhs in preceding 5(five) years as on the original Bid Closing Date. The bidder shall submit copy of Purchase Order together with corresponding supporting document(s) viz. commissioning report from the client and/or any other documentary evidence which confirms that the bidder's past supply has been successfully executed. "Similar Order" shall mean supply and commissioning of Forklift Truck. 2. The offer shall be for brand new Forklift trucks. 3. Bidder must be a Forklift Truck manufacturer (OEM) 4. Offer other than diesel engine driven Forklift Trucks will be rejected. 5. Offer should be complete with supply, commissioning and training. Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR)	

- (iii) Consignee Receipted Delivery Challans (OR)
- (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR)
- (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

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 **₹ 12.30 Lakhs**.

b) Net Worth of the firm should be Positive for preceding financial / Accounting year. (FY=2016-2017)

Note -For (a) & (b): Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that ‘the balance sheet/Financial Statements for the financial year..... (As the case may be) has actually not been audited so far’.

Notes:

a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE-J.

OR

ii) Audited Balance Sheet along with Profit & Loss account.

b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

C) COMMERCIAL:

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

ii) Bid security:

The bid must be accompanied by Bid Security of ₹ **49,200.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to DGM-Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security shall be valid for 6 months from Bid closing date. (i.e. upto 12/04/2018).**

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) A Bank Guarantee in the prescribed OIL’s format valid for 3(three) months beyond the Warranty period indicated in the Purchase Order /contract agreement.

The Performance Security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning plus 3(three) months or 18 months from the date of shipment/despatch plus 3(three) months whichever concludes earlier. However, for consumables like chemicals, cement,

tubular etc. the Performance Security shall be valid for 12 months from the date of shipment/despatch plus 3(three) months.

The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

v) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

vi) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.

vii) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.

viii) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

ix) A bid shall be rejected straightway if it does not conform to any one of the following clauses:

(a) Validity of bid shorter than the validity indicated in the Tender.

(b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.

(c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.

(d) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.

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

To incorporate as a Note to the Clauses on 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 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 Axis Bank, Duliajan Branch, IFS Code - UTIB0001129, Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District - 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.

A) TECHNICAL:

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

B) COMMERCIAL:

i) To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

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

NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI5648P18 dated 05/09/2017

	Complied/Not Complied (Remarks if any)
<u>Item No. 10: 02 (two) nos.</u> <u>1.0 SPECIFICATIONS:</u> <u>(A) Brand new Hydraulic Forklift Truck (Dual Drive) having following specifications:</u> Make: Godrej/ Voltas/ Escort. (a) Capacity: 3000 Kg at approx.500 mm Load Centre with Clear View Mast. (b) Engine: Water-cooled 04 (four) cylinders diesel engine of adequate horse power. i. Make: Simpson (preferred) or equivalent. ii. Emission Norms: EURO-IV/ BS-IV. (c) Steering: Hydraulic Power Assisted Steering. (d) Turning Radius: As minimum as possible. Preferably not more than 3100 mm. (e) Transmission: Automatic Torque Converter Transmission. (Min. 2 forward & 2 reverse speed). Details are to be provided in the offer. (f) Travelling Speed: Not less than 15 Km/hr. (loaded) (g) Brake: Hydraulic power assisted Service Brake. Suitable Parking Brake. (h) No. of wheels: Front - 4 Nos. (2+2), Rear-2 Nos. (1+1), Spare Wheel - 2 Nos. (for front-1 & rear-1) (i) Tyres: Pneumatic tyre with tube: preferably of size 8.15x15x14PR (front) & 6.50x10x10PR (Rear). 2 Nos. Spare wheel assembly (one each for front & rear) should be provided. (j) Wheelbase: As maximum as possible, preferably not less as 1700 mm. (k) Unladen Weight: In the range of 4000 kg-5000 kg (l) Ground Clearance: As maximum as possible-preferably not less than 100 mm. (m) Over All Height Lowered (OAH): Not more than 2700 mm (n) Max. Fork Height (MFH): Not less than 3500 mm with rated load. (o) Over All Height Raised (OAH): Not less than 3500 mm. (p) Free Lift (FL): Not less than 105 mm (q) Fork: (i) Adjustable provision for changing gap between the two fork blades. (ii) Individual fork width approx. 100 mm (iii) Length as maximum as possible: not less than 1200 mm <u>(B) OTHER FITMENTS & ACCESSORIES:</u> a. All standard fuel meter, battery charge indicator, engine hour meter, engine water temperature meter, engine oil pressure meter, etc. b. Hydraulic Oil Level Gauge / Indicator, Filters, etc.	

- c. High Visibility Canopy with metal covered top and Vertical Exhaust.
- d. Head & Tail Lights, Traffic indicator lights, Reversing Spot Light, Electrical Horn, Reversing Buzzer, Rear View Mirror, Towing Pin & Maintenance Tool Kit.

(C) SPARES:

The following spares are to be supplied along with each unit:

- a. Hydraulic filter (return line): 4Nos.
- b. Master cylinder repair kit: 4 sets.
- c. Wheel cylinder: 4 sets for front & 2 sets for rear.
- d. Engine fuel filter: 4 Nos.
- e. Lub oil filter: 4 Nos.
- f. Wheel studs (Front): 2 sets (Front)
- g. Wheel Studs (Rear): 2 sets (Rear)
- h. Tyre and Tube (Front): 1 sets
- i. Tyre and Tube (Rear): 1 sets

(D) SAFETY & OPERATIONAL FEATURES:

- a. All Hydraulic actuators are to operate at fail-safe mode, actuator shall have Lock Valves.
- b. Mechanical locking device at mast raised and lowered position.
- c. Neutral start switch to start with direction control lever in neutral position only.
- d. High coolant temperature and low engine oil pressure indicator to be provided.
- e. Tilting of the mast is to be controlled by counter balance valve.
- f. Sturdy overhead guard protectors.
- g. Load backrest support to prevent accidental falling of load on the operator.

(E) PAINTING:

- a. **Body:** To provide the available colour shed.
- b. **Undercarriage:** Rust proof painting.

2.0 DOCUMENTATION:

(A) The following documents/ literatures are to be submitted along with the bid:

- a) Technical leaflet with dimensional drawing, to support the specifications provided in the bid. (All specifications, as desired, as well as MODEL NAME/CODE of the offered Forklift shall clearly be defined in the bid; submission of only Technical Leaflet is not sufficient). Make and Model of the Hydraulic Pump(s) and Motor(s) shall be indicated in the bid.
- b) A list of customers to whom the bidder has supplied the offered forklift truck during last 3(three) years.
- c) List of tools that shall be supplied under Maintenance Tool Kit.
- d) List of recommended spares with part number for two-year maintenance.
- e) Capacity curve i.e. Capacity vs. load centre, of the offered model.
- f) Checklist as per enclosed format shall be furnished along with the bid.

(B) The following documents/literatures are to be submitted along with the supply:

a. Insurance, as applicable and Sale Letter in Form 21 & 22/ 22(A) as per Indian MV Act. b. Test Certificate for the equipment. c. 2(two) sets of Spare Parts Catalogue, Workshop & Service Manual and 1(one) No. Operator's Manual. <u>3.0 GENERAL TERMS & CONDITIONS:</u> a. The Forklift trucks shall be inspected by OIL engineer at supplier's works/showroom prior to despatch. b. Supplier shall affect despatch of the Forklift to OIL, Duliajan only on receipt of OIL's acceptance / despatch advice. c. Delivery within 4(four) months from the date of placement of firm order. d. The Forklift Truck shall be commissioned by the supplier at site. e. The units shall be under guarantee/warranty by the supplier for a minimum period of 01 (one) year from the date of successful commissioning at site. 4.0 <u>CHECKLIST:</u> As per Attached –ANNEXURE-A	
<u>Item No. 20: 01 (one) no.</u> <u>1.0 SPECIFICATIONS:</u> <u>(A) Brand new Hydraulic Forklift Truck (Dual Drive) having following specifications:</u> Make: Godrej/ Voltas/ Escort. a. Capacity: 3000 Kg at approx.500 mm Load Centre with Clear View Mast. b. Engine: Water-cooled 04 (four) cylinders diesel engine of adequate horse power. i. Make: Simpson (preferred) or equivalent. ii. Emission Norms: EURO-IV/ BS-IV. c. Steering: Hydraulic Power Assisted Steering. d. Turning Radius: As minimum as possible. Preferably not more than 3100 mm. e. Transmission: Automatic Torque Converter Transmission. iii. (Min. 2 forward & 2 reverse speed). Details are to be provided in the offer. f. Travelling Speed: Not less than 15 Km/hr. (loaded) g. Brake: Hydraulic power assisted Service Brake. Suitable Parking Brake. h. No. of wheels: Front-4 Nos. (2+2), Rear-2 Nos. (1+1) , Spare Wheel - 2 Nos.(for front-1 & rear-1) i. Tyres: Pneumatic tyre with tube: preferably of size 8.15x15x14PR (front) & 6.50x10x10PR (Rear). 2 Nos. Spare wheel assembly (one each for front & rear) should be provided. j. Wheelbase: As maximum as possible, preferably not less as 1700 mm. k. Unladen Weight: In the range of 4000 kg-5000 kg l. Ground Clearance: As maximum as possible-preferably not less than 100 mm. m. Over All Height Lowered (OAH): Not more than 2700 mm n. Max. Fork Height (MFH): Not less than 3500 mm with rated load. o. Over All Height Raised (OAH): Not less than 3500 mm. p. Free Lift (FL): Not less than 105 mm	

q. Fork:

- i. Adjustable provision for changing gap between the two fork blades.
- ii. Individual fork width approx. 100 mm
- iii. Length as maximum as possible: not less than 1200 mm

(B) OTHER FITMENTS & ACCESSORIES:

- a. All standard fuel meter, battery charge indicator, engine hour meter, engine water temperature meter, engine oil pressure meter, etc.
- b. Hydraulic Oil Level Gauge / Indicator, Filters, etc.
- c. High Visibility Canopy with metal covered top and Vertical Exhaust.
- d. Head & Tail Lights, Traffic indicator lights, Reversing Spot Light, Electrical Horn, Reversing Buzzer, Rear View Mirror, Towing Pin & Maintenance Tool Kit.

(C) SPARES:

The following spares are to be supplied along with each unit:

- a. Hydraulic filter (return line): 4Nos.
- b. Master cylinder repair kit: 4 sets.
- c. Wheel cylinder: 4 sets for front & 2 sets for rear.
- d. Engine fuel filter: 4 Nos.
- e. Lub oil filter: 4 Nos.
- f. Wheel studs (Front): 2 sets (Front)
- g. Wheel Studs (Rear): 2 sets (Rear)
- h. Tyre and Tube (Front): 1 sets
- i. Tyre and Tube (Rear): 1 sets

(D) SAFETY & OPERATIONAL FEATURES:

- a. All Hydraulic actuators are to operate at fail-safe mode, actuator shall have Lock Valves.
- b. Mechanical locking device at mast raised and lowered position.
- c. Neutral start switch to start with direction control lever in neutral position only.
- d. High coolant temperature and low engine oil pressure indicator to be provided.
- e. Tilting of the mast is to be controlled by counter balance valve.
- f. Sturdy overhead guard protectors.
- g. Load backrest support to prevent accidental falling of load on the operator.

(E) PAINTING:

- a. **Body:** To provide the available colour shed.
- b. **Undercarriage:** Rust proof painting.

2.0 DOCUMENTATION:

(A) The following documents/ literatures are to be submitted along with the bid:

- a) Technical leaflet with dimensional drawing, to support the specifications provided in the bid. (All specifications, as desired, as well as MODEL NAME/CODE of the offered Forklift shall clearly be defined in the bid; submission of only Technical Leaflet is not sufficient). Make and Model of the Hydraulic Pump(s) and Motor(s)

shall be indicated in the bid. b) A list of customers to whom the bidder has supplied the offered forklift truck during last 3(three) years. c) List of tools that shall be supplied under Maintenance Tool Kit. d) List of recommended spares with part number for two-year maintenance. e) Capacity curve i.e. Capacity vs. load centre, of the offered model. f) Checklist as per enclosed format shall be furnished along with the bid. <u>(B) The following documents/literatures are to be submitted along with the supply:</u> a. Insurance, as applicable and Sale Letter in Form 21 & 22/ 22(A) as per Indian MV Act. b. Test Certificate for the equipment. c. 2(two) sets of Spare Parts Catalogue, Workshop & Service Manual and 1(one) No. Operator's Manual. <u>3.0 GENERAL TERMS & CONDITIONS:</u> a. The Forklift trucks shall be inspected by OIL engineer at supplier's works/showroom prior to despatch. b. Supplier shall affect despatch of the Forklift to OIL, Duliajan only on receipt of OIL's acceptance / despatch advice. c. Delivery within 4(four) months from the date of placement of firm order. d. The Forklift Truck shall be commissioned by the supplier at site. e. The units shall be under guarantee/warranty by the supplier for a minimum period of 01 (one) year from the date of successful commissioning at site. <u>4.0 CHECKLIST:</u> As per Attached –ANNEXURE-A	
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SPECIAL NOTE:

A. General Terms & Conditions:

1. The Bidder has to be OEM or their Authorized Dealer/Distributor of OEM. In case of authorized dealers/distributors, authorization from OEM is to be enclosed with the offer.
2. Item is to be delivered at Duliajan .

NOTE:

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

CHECKLIST: ANNEXURE-A**(i) PART-A- TECHNICAL:**

Srl. No.	Parameters / Requirements			Bidder's offer (to indicate details or yes or no, as applicable)	Remarks , if any
1.	Make & Model of Hydraulic Forklift Truck				
2.	Dual Drive				
3.	Capacity of Forklift Truck				
4.	Engine	a	Make & Model		
		b	Max. Output Power		
		c	Max. Output Torque		
		d	Water –cooled diesel Engine		
		e	Emission Norms-BS-IV		
5.	Steering-Hydraulic Power Assisted Steering				
6.	Make, Model & Type of Steering System				
7.	Turning Circle Radius				
8.	Transmission	a	Make & Model		
		b	No. of gears		
9.	Traveling Speed				
10.	Type of Wheel Brake & Parking Brake				
11.	No. of Wheels (Pneumatic tyre with tube)	a	Front		
		b	Rear		
12.	Type, Size of Wheel & Tyre	a	Front		
		b	Rear		
13.	No of Spare Wheel				
14.	Wheelbase				
15.	Unladen Weight				
16.	Ground Clearance				
17.	Overall height with retracted mast				
18.	Max. Fork Height				
19.	Overall height with max.fork lift				
20.	Adjustable Fork width				
21.	Individual fork width				
22.	Maximum length of Fork				
23.	Fuel Tank capacity				
24.	All standard fuel meter, battery charge indicator, engine				

	hour meter, engine water temperature meter, engine oil pressure meter, etc.		
25.	Hydraulic Oil Level Gauge / Indicator, Filters, etc.		
26.	High Visibility Canopy with metal covered top and Vertical Exhaust.		
27.	Head & Tail Lights, Traffic indicator lights, Reversing Spot Light, Electrical Horn, Reversing Buzzer, Rear View Mirror, Towing Pin & Maintenance Tool Kit.		
28.	Spares as per List provided		
29.	All Hydraulic actuators are to operate at fail-safe mode, actuator shall have Lock Valves.		
30.	Inching Control.		
31.	Mechanical locking device at mast raised and lowered position.		
32.	Painting		

(ii) PART-B- CHECK LIST -DOCUMENTATIONS:

The following documents shall be submitted along with the bid for bid evaluation:

Srl. No.	Descriptions	Document Enclosed (Yes or No)	Remarks , if any
1	Technical leaflet with dimensional drawing, to support the specifications provided in the bid. (All specifications, as desired, as well as MODEL NAME/CODE of the offered Forklift shall clearly be defined in the bid; submission of only Technical Leaflet is not sufficient). Make and Model of the Hydraulic Pump(s) and Motor(s) shall be indicated in the bid.		
2	A list of customers to whom the bidder has supplied the offered forklift truck during last 3(three) years.		
3	List of tools that shall be supplied under Maintenance Tool Kit.		
4	List of recommended spares with part number for two-year maintenance.		
5	Capacity curve i.e. Capacity vs. load centre, of the offered model.		
6	Checklist as per enclosed format.		

(iii) PART C: CHECKLIST -DOCUMENTATIONS

The following documents are to be submitted along with the supply/unit:

Srl. No.	Descriptions	Compliance(Yes/No)	Remarks, if any.
1	Insurance, as applicable and Sale Letter in Form 21 & 22/ 22(A) as per Indian MV Act.		
2	Test Certificate for the equipment.		
3	2(two) sets of Spare Parts Catalogue, Workshop & Service Manual and 1(one) No. Operator's Manual.		

NOTE: The Technical Checklist as per enclosed format shall be furnished along with the bid. In case of any contradicting specifications provided elsewhere in the bid, the specifications provided in the said checklist shall only be considered for bid evaluation. The bidder should take utmost care in filling up the said checklist.

Technical Bid Checklist**Annexure-EEE**

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

NOTE: Please fill up the greyed cells only.

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

Response Sheet**Annexure-FFF**

Tender No.
Bidders Name

Bidders Response Sheet

Sl No.	Description	Remarks
1	Place of Despatch	
2	Whether Freight charges have been included in your quoted prices	
3	Whether Insurance charges have been included in your quoted prices	
4	Make of quoted Product	
5	Offered Validity of Bid as per NIT	
6	Bid Security Submitted (if applicable)	
6	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
7	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
8	Integrity Pact Submitted (if applicable)	
9	Whether you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)	
10	Whether you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.	
11	Delivery Period in weeks from placement of order	
12	Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.	
13	If bidder is MSE whether you have quoted your own product	
14	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	

NOTE: Please fill up the greyed cells only.

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

**(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.