



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

TELEPHONE NO: (91-374) 2808735

FAX NO: (91-374) 2800533

Email: hari\_upadhaya@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No.** : SDI8302P19 DT: 13.06.2018

**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 **“Supply, Installation & Commissioning of Storage Shelving System” (Qty. - 02 Nos.)** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

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

**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](mailto: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 :**

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

- 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 – IA**.
- 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](http://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.**

**"Purchase preference policy-linked with Local Content (PP - LC) notified vide letter no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG shall be applicable in this tender. The detail of the said policy is furnished vide "General Terms & Conditions for Indigenous Tender (MM/TENDER/MM/LOCAL/E-01/2005)" of this tender.**

**Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified in the above Addendum and shall have to submit all undertakings / documents applicable for this policy”.**

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

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

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

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

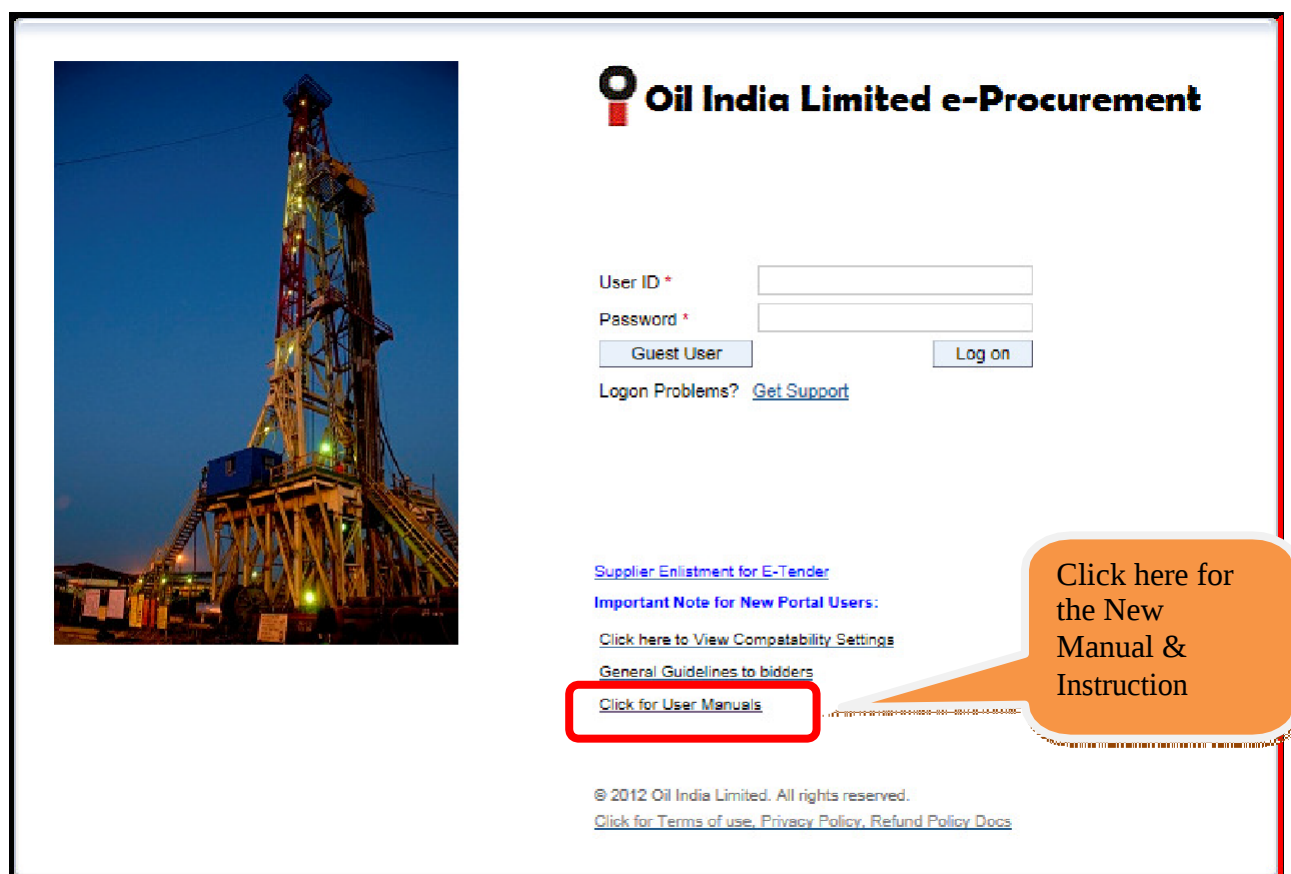
(iii) The names of OIL's current authorized transporters are:

- a) M/s Western Carriers (India) Ltd.
- b) M/s DARCL Logistics Limited

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

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

Please do refer “**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**” for the above two points and also please refer “ **New Vendor Manual (effective 12.04.2017)** ” available in the login Page of the OIL’s E-tender Portal.



**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-**

**(H UPADHAYA)  
SR. PURCHASE OFFICER (IP)  
FOR GM-MATERIALS (HoD)**

**Tender No & Date: SDI8302P19 dated 13.06.2018****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.

| <b><u>Criteria</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Complied / Not Complied. (Remarks if any)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <p><b>1.0 BID REJECTION CRITERIA (BRC):</b></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><b>A) TECHNICAL:</b></p> <p>Bidder should have the experience of successfully executing <b>at least 1(one) similar order</b> amounting to minimum of <b>Rs. 5.23 Lakhs</b> in preceding <b>5(five) years</b> as on the original Bid Closing Date.</p> <p><b>"Similar Order"</b> means <b>"Purchase order containing Supply , Installation &amp; Commissioning of any mobile shelving system for storage of items"</b>.</p> <p><b>Note:</b> Documentary evidence in respect of the above should be submitted <b>in the form of copies of relevant Purchase Order</b> <b>along with</b> copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as –</p> <ul style="list-style-type: none"> <li>(i) Satisfactory Inspection Report (OR)</li> <li>(ii) Satisfactory Supply Completion / Installation Report (OR)</li> <li>(iii) Consignee Receipted Delivery Challans (OR)</li> <li>(iv) Central Excise Gate Pass / Tax Invoices issued under relevant rules of Central Excise / VAT/GST (OR)</li> <li>(v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.</li> </ul> <p><b>B) FINANCIAL</b></p> <p>a) Annual Financial Turnover of the bidder during <b>any of preceding 03 (three) financial / accounting years from the original bid closing date</b> should be at</p> |                                                  |

least **Rs. 5.23 Lakhs.**

b) Net Worth of the firm should be **Positive** for preceding financial / Accounting year. (FY=2017-2018)

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

**Notes:**

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

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

**OR**

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

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

**C) COMMERCIAL:**

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

ii) **Bid security:**

The bid must be accompanied by Bid Security of **Rs. 21,000.00** 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 26.01.2019).**

**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.**

**x) Delivery: The items must be delivered within 24 weeks from the date of placement of Purchase Order.**

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

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

The bank guarantee 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)**

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| <p>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.</p> <p><b>A) TECHNICAL:</b></p> <p>i) The bid will be evaluated strictly as per NIT specification, terms &amp; conditions.</p> <p><b>B) COMMERCIAL:</b></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> |  |
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**NOTE:**

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

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## TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No &amp; Date: SDI8302P19 DT : 13.06.2018

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| <p><b><u>Item No. 10: Storage Shelving System (Qty: 02 Nos.)</u></b></p> <p>GENERAL:</p> <p>The Shelving System is proposed to be installed at the Store of Instrumentation Department consisting of two rooms, and is required for storage of all Instrumentation Spares and Consumables of the department. These items are of lighter loads and can be easily lifted by man and stored in Shelves. The Shelving System should be a space saving storage system so that existing unproductive aisles between storage racks may be eliminated.</p> <p>FEATURES OF SHELVING SYSTEM:</p> <ul style="list-style-type: none"> <li>• The storage system should be Space saving with storage units mounted on mobile trolleys for ease of movement with minimum effort from operator</li> <li>• Storage units should be accommodated on the same floor area</li> <li>• The design of the system should prevent unauthorized access of material from all sides and also pilferage</li> <li>• The design should prevent access by unauthorized people and should have a locking mechanism</li> <li>• There should be a provision for label holders for labelling the shelves to ensure easy tracking of material</li> <li>• Design should limit spread of dust</li> <li>• Design should ensure effortless movement through use of anti-friction bearings, efficient drive mechanism, etc. to provide easy and smooth movement</li> <li>• Shelving system should be Scratch resistant, uniform and have a lasting finish which is aesthetically pleasing</li> <li>• Design should ensure Easy Assembly through modular construction and should require minimum maintenance</li> <li>• Design should ensure rapid assembly and flexibility to adjust levels without any additional tools</li> <li>• Shelving system should have claddings in a suitable colour which lend an overall aesthetic appeal to the design and also prevent entry of dust and pilferage</li> </ul> <p>DESIGN SPECIFICATIONS:</p> <ul style="list-style-type: none"> <li>• Design of shelving system should confirm to the following standards:<br/>SEMA<br/>BS: 5950 (V): 1998<br/>FEM 10.2.06</li> <li>• Raw materials used for load bearing members and accessories should be made up of relevant high strength steel with minimum guaranteed yield strength of 210 MPa to 500 MPa depending upon component usage.</li> </ul> |                                                       |

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| <ul style="list-style-type: none"> <li>• Raw Materials should be adequately ductile to ensure toughness. Steel type to be used should be Galvanized/HR/CR/SG500 conforming to ASTM A 653M/ IS: 277 D/IS: 5986/ EN 10025: S 235/ IS 1865: 1991 or equivalent.</li> <li>• All components should be rust free and corrosion resistant</li> <li>• Each shelf level should be able to handle a weight of minimum 80 kgs and the total weight should not hinder the movement of the shelving system by operator</li> </ul> <p>ROOM DIMENSIONS:<br/> ROOM 1: 9m33cm(L) x 4m80cm(B) x 3m35cm(H)<br/> ROOM 2: 10m3cm(L) x 4m78cm(B) x 3m35cm(H)</p> <p>SHELVING SYSTEM DIMENSIONS:<br/> These dimensions are indicative for maximum allowable dimensions only:<br/> ROOM 1: Maximum 4m(L) x 3m(B) x 3m(H)<br/> ROOM 2: Maximum 4m(L) x 3m(B) x 3m(H)</p> <p>NO. OF LEVELS IN EACH SHELF:<br/> Vertically 5 nos. (min), Height 0.5 m (max)<br/> Horizontally 2 nos. (min), Length: 1.4 m (max)</p> <p>TOTAL NO. OF LEVELS: Minimum 60 nos.</p> |  |
| <b>INSTALLATION &amp; COMMISSIONING OF ITEM NO. 10 : 1 AU</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

### **Special Terms And Conditions :**

1. The warranty period of the item should be for a minimum of 18 months from the date of dispatch / shipment or 12 months from the date of receipt.
2. Responsibility for replacement of either defective or dissimilar materials of order is to be under the scope of OEM/Indian authorised agent of OEM. Bidder must confirm it.
3. Bidder must be OEM or OEM authorized dealer. Bidders other than OEM must provide the certificate of authorisation from OEM at the time of bid submission. Otherwise the offer will be rejected.
4. Bidders must quote separately against Material cost and Installation and Commissioning charges.
5. Bidders must submit fabrication details including materials specifications along with relevant drawings along with the offer without which the offer will be rejected.
6. Bidders must submit all relevant technical catalogues, literature & drawings of Shelving System and other accessories as mentioned in the technical specifications along with the offer without which the offer will be rejected.
7. Inspection to be carried out at vendor's works before final dispatching of the Shelving System materials to site. The bidder shall inform M/s OIL atleast 15 days before for physical inspection of the Shelving System at their works.

8. The bidder may visit the site, i.e. Instrumentation Store in the Instrumentation Department, Oil India Limited, to understand, verify and access the actual picture, functional and operational needs to meet the NIT specifications before submitting their bid. Any items/ services that will be required to execute the job will have to be considered by the bidder during submission of the bid. Any items/ services required during execution of the above jobs which are not quoted in the bid will have to be provided free of cost by the bidder to complete the Installation and Commissioning of the Shelving System of the Instrumentation Store.

9. Travel of service engineers and technicians and all personnel deputed by bidder for the Installation and Commissioning, to and from Duliajan, as well as food and lodging of these personnel at site during the Installation and Commissioning period shall be the responsibility of the bidder.

10. M/s Oil India Limited will nominate / authorize an official for co-ordination for any issues with the Bidder's service personnel during the entire Installation and Commissioning job.

11. Bidder should plan and start Installation and Commissioning of the Shelving System in a single Schedule within 30 days upon receiving confirmation from M/s OIL of receipt of materials at site.

12. Bidder's deputed personnel should follow the Company's regular working hours inside the Instrumentation Department Store. However, for the purpose of continuation and timely completion of the service execution, necessary arrangement may be done for the Engineers / Technicians to work beyond company's working hours. All entry/exit timings and permissions will be regulated by M/s OIL's CISF regulations and bidder has to make arrangements for adequate security clearance and permissions from M/s OIL's CISF for all of the Bidder's personnel to work on the premises of Instrumentation Department.

13. Bidder's representatives have to bring all the necessary tools and supporting equipments to execute the entire job effectively. M/s Oil India Limited will only provide the required utility power source with few meters extension at the Instrumentation Store for powering up the required tools & equipments.

14. The bidder shall ensure complete safety of the personnel engaged and of all the equipment they handle and must take full responsibility for their safety. M/s OIL shall not be responsible for any work accident of the service provider's personnel.

15. All the unused raw materials, packing materials, claddings, rails, steel decks, trays, covers, cut end & cables, plastic caps, battens, handles, nuts, bolts, damaged nails and screws, and any other waste materials shall be collected by the service provider's personnel from the work site and disposed in the appropriate locations.

17. **PAYMENT TERMS:**

(i) 70% payment of the material value will be made after receipt of materials.

(ii) Remaining 30% payment of material value along with Installation and Commissioning Charges will be made after successful Installation & Commissioning of materials at site to the satisfaction of M/s OIL.

**NOTE:**

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

**Technical Bid Checklist****Annexure-EEE**

| Tender No.      |                                                                                                                                                                      |                                                         |                                                              |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------|
| Bidder's Name : |                                                                                                                                                                      |                                                         |                                                              |
|                 |                                                                                                                                                                      | <b>Compliance by Bidder</b>                             |                                                              |
| 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**

|                     |
|---------------------|
| <b>Tender No.</b>   |
| <b>Bidders Name</b> |

**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.