



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

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FORWARDING LETTER

Tender No. : SDI8850P19 DT: 07.08.2018

Tender Fee : Rs. 1,000.00

Bid Security Amount : Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Period of sale of Bid Documents : From. 25.09.2018 TO 25.10.2018 (15:30 Hrs. IST)

Bid Closing on : **01.11.2018 (at 11:00 Hrs. IST)**

Bid Opening on : **01.11.2018 (at 14:00 Hrs. IST)**

Performance Security : Applicable

Integrity Pact : Not Applicable

"The items covered by this enquiry shall be used by Oil India Limited in the PEL/ML areas which are issued/renewed after 01/04/99 and hence Nil Customs Duty during import will be applicable. However, concessional rate of GST @5% against Essentiality Certificate for invoice value Rs 10 Lakhs and above will be applicable.

In the event of order, OIL will issue Essentiality Certificate (EC), where concessional rate of GST @5% will be applicable. Supplier shall affect dispatch only on receipt of these certificates from OIL, failing which all related liabilities shall be to Supplier's account".

OIL invites Bids for **SUPPLY OF SKID MOUNTED SECURITY HUTS – QTY = 15 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

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”**. 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 **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. Bidders who are allowed to participate against the tender as MSEs must quote their own products failing which their bids will be rejected.

- 5.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.
- 6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 7.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 8.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.
- 9.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 10.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.
- 11.0 If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.
- 12.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.

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

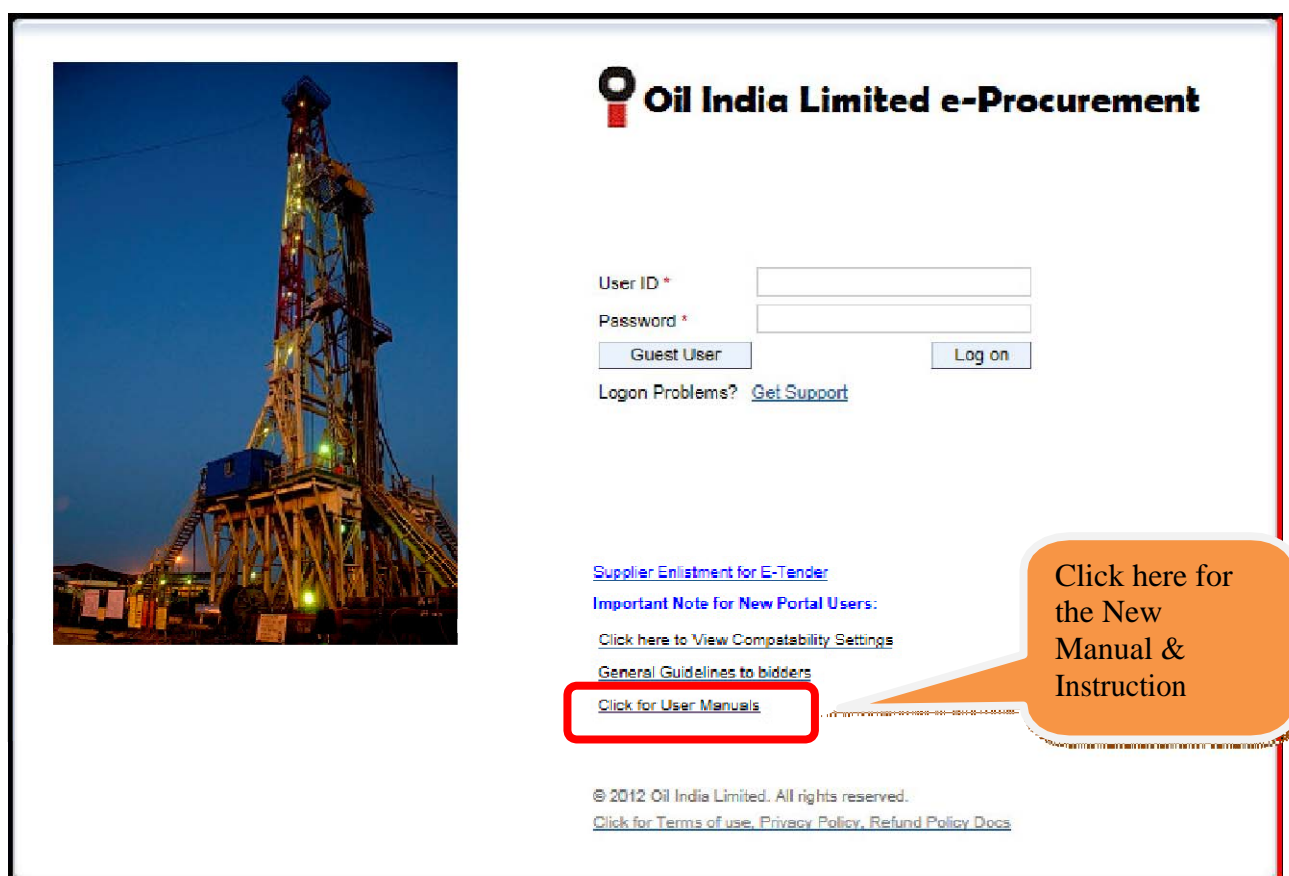
- (i) the suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.
- (ii) consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.
- (iii) the names of OIL's current authorized transporters are:
- a) M/s Western Carriers (India) Ltd.
 - b) M/s DARCL Logistics Limited

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.**

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 Compostability 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-

(A J SARMAH)
SR. MANAGER MATERIALS (IP)
FOR : GM-MATERIALS (HOD)

Tender No & Date: SDI8850P19 DT: 07.08.2018**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.

<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 Bidder’s Qualification:</p> <p>The bidder shall be an Original Equipment Manufacturer (OEM) of the tendered items.</p> <p>2.0 Bidders Experience:</p> <p>The bidder shall have the experience of successful execution of purchase order(s)/ contract(s) for supplying 8 nos. of similar items to any Oil and Gas Industry and/or E&P company in the last 05 (five) years preceding the original bid closing date of this tender.</p> <p>Note: The term “Similar items” means “Skid Mounted Steel Tool room/ Store room/ Crew huts/ cabins / bunk houses/Drilling Rig Power Control Room”.</p> <p>The supporting documents to be submitted with the technical bid as documentary evidence of successful execution of past supply/ contract are as follows:</p> <ul style="list-style-type: none">- Copy(ies) of Purchase Order(s) / Contract document(s), and	

Any of the following documents that confirms the successful execution of the order(s)/contract(s)-

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

Note:

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

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

3.0 Delivery Period:

Bidder should categorically confirm in the technical bid for delivery of the items within **9 months** after receipt of formal order, failing which the offer will be rejected.

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 19.91 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. 79,600.00** 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 15.05.2019)**

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 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.

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

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

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

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

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

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

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

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

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

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

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

The bank guarantee 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. The original Bid Closing Date shall be considered by OIL for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.

A) TECHNICAL:

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

B) COMMERCIAL:

- i) To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer.
- ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.
- iii) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI8850P19 DT: 07.08.2018

MATERIALS DESCRIPTION	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>DESIGN, FABRICATION & SUPPLY OF SKID MOUNTED SECURITY HUT FITTED WITH TWO WOODEN BENCHES & ONE DESK FOR RESTING OF SECURITY PERSONAL, ONE DOOR, WINDOWS ON THREE SIDES. { QTY = 15 NOS.}</u></p> <p><u>TECHNICAL SPECIFICATIONS:</u></p> <p><u>SECURITY HUT:</u></p> <p><u>Scope of Work:</u></p> <p>The scope of work covers design, fabrication and supply of skid mounted cabin for security personnel, having specified dimensions complete with insulation, panelling, electric fittings, furniture and other equipments to be provided as detailed below and as per sketch no. OIL/PSS/PND/035/A (enclosed with the Tender documents).</p> <p><u>1.0 General design & construction:</u></p> <p>The cabin shall be robust in structure & transportable so that it can be transferred from one location to other location depending on requirement.</p> <p><u>1.1 Layout of the cabin:</u></p> <p>The cabin shall be portable modular design, and shall be provided with suitable lifting and handling facilities for deploying at any place for field personnel. Throughout the front side of the cabin there shall be a foldable verandah/corridor/platform with foldable weather shed/canopy, both with locking arrangement in folded position for convenience in transportation. The fabrication of the cabin should be of integral and all welded type, comprising of the skid, base frame, main shell framework, external & internal cladding with insulation and other peripherals like sloping self draining roof, desired doors and windows, etc. The dimensions are indicated in the layout diagram.</p> <p><u>1.2 Main Shell framework:</u></p> <p>1.2.1 The main corner vertical posts shall be made of 91.0 mm x 91.0 mm x 5.0 mm HF SHS YST240. All the corner posts should be suitably extended at the top with hole which should be able to hold steel forged lifting hooks for loading & unloading.</p> <p>1.2.2 The top runner shall be made of 91.0 mm x 91.0 mm x 5.0 mm HF SHS YST240.</p> <p>1.2.3 The front / side / end wall frame shall be made of 60.0 mm x 60.0 mm x 4.0 mm HR SHS YST240.</p> <p>1.2.4. The roof frame (truss & purlin) shall be made of 49.5 mm x 49.5 mm x 3.6 mm HF SHS YST240.</p> <p>1.2.5 The top/ceiling frame shall be made of 38.0 mm x 38.0 mm x 3.2 mm HF SHS YST240,</p>	

and all cross joints should be supported by gusset plates.

1.3 Base / Bottom Frame:

The main base / bottom frame shall be fabricated and welded out of Hot Rolled Structural Steel Channels of specification ISMC 125 mm x 65 mm x 5.3 mm Grade E250 A and all the inter connecting cross members shall also be of same specification steel channels duly welded lengthwise & breadth wise maintaining conveniently equal distance.

1.4 Skid:

The base / bottom frame of the cabin is to be mounted on the skid consisting of 3 (three) nos. of Hot Rolled Structural Steel Beams of specification ISMB 200 mm x 100 mm Grade E250 A. The beams should be placed at equal distance and connected with same size beam at 1220 mm apart. Base frame and skid should be made in such a way that no foundation is needed for placement of the cabin. At both ends of the skid, steel pipe of size 125 mm (5") NB, Schedule 80 (141.3 mm OD X 9.53 mm thk) should be inserted & welded properly. Also, 200 mm dia x 10 mm thk MS plates should be welded properly at ends of the end pipes as stopper for sling used while loading / unloading.

1.5 Verandah/Corridor/Platform:

The Cabin shall have 900 mm wide Foldable Verandah / Corridor / Platform in the front throughout of the cabin length. The verandah frame shall be made of Hot Rolled Structural Steel channel of specification ISMC 100 mm x 50 mm x 5.0 mm Grade YST240. This foldable platform should have suitable locking arrangement in folding position, for convenience during transportation.

1.6 Flooring:

The entire flooring of cabin shall be of MS chequered plate 6 mm thick, welded lengthwise and breadth wise properly with the base frame of the Skid. Verandah/Corridor/Platform area flooring also shall be of MS chequered plate 6 mm thick.

1.7 Side and End Walls:

The exterior cladding of the cabin shell shall be of vertical corrugated mild steel sheet. The Corrugated steel sheet should be made of Hot Rolled Mild Steel Sheet 3 mm thick, and should be welded properly to the bottom frame, corner posts, top frame and roof frame. All gaps should be sealed at edges and at seams, bottom sills to prevent ingress of insects, moisture etc.

1.8 Roof:

The roof should be of sloping type from the centre towards the walls for efficient drain of rainwater. The roof should be made of Hot Rolled Mild Steel Sheet 3 mm thick

1.9 Insulation:

75 mm thick resin bonded mineral glass wool of 2 LBS / CFT density confirming to IS 8183 should be filled in voids within the external wall and inner walls, end walls, roof with special weather proof adhesives. This glass wool slab should help in reduction in heat transmission up to 64% and should be 100% inorganic asbestos free, non-toxic and non-flammable, non-hygroscopic & vermin proof.

1.10 Inner Paneling:

12 mm ply wood boards as per IS 5509 manufactured by reputed manufacturer namely Kitply, Greenply, ITC or equivalent, plus 1 mm decorative laminate (Pre laminated boards) should be screwed on the side wall on the main square hollow section frame. All vertical & horizontal

corners should be neatly finished with aluminum anodized heavy gauge aluminum angles & flats and the vertical joints of the panels should be fixed with decorative PVC bidding patties / aluminum patties to match with the colour of panels for better aesthetic appearance. The internal paneling of the roof should be of 6 mm pre laminated boards with aluminum anodized bidding patties. 100 mm x 75 mm timber framing shall be used for fixing of inner paneling on side walls & ceiling if required.

1.11 Doors:

The cabin shall have 1 no. door of size 1800 mm (H) x 900 mm (W). The door should be open to outside. The vertical door-frame should be made of Hot Formed Square Hollow Section of specification 60.0 mm x 60.0 mm x 4.0 mm HF SHS YST240 welded between the base frame and the roof structure. The main door panel shall be made of MS Angle of size 40.0 mm x 40.0 mm x 5.0 mm & flat bar of size 40 mm x 5.0 mm as cross members with MS sheet 3 mm thk. Doors should have the provision of handles & locking arrangement both externally & internally.

1.12 Windows:

The cabin shall have 3 nos. of 2 panel windows of size 1200 mm (H) X 1000 mm (W) with frame made out of MS Angle of size 25.0 mm x 25.0 mm x 5.0 mm and MS sheet 3 mm thk. Anti-pilferage MS decorative grills should be provided in all the windows.

1.13 Weather Sheds:

1.13.1 Foldable Weather Sheds of 750 mm width & 1200 mm length shall be provided for windows on sides and back. The weather sheds shall be made of structural frame of Cold Formed Square Hollow Section of specification 25.0 mm x 25.0 mm x 2.6 mm CF SHS and MS sheets 2 mm thick.

1.13.2 Foldable Weather Sheds of 1000 mm width & 2440 mm length shall be provided on front. The weather shed shall be made of structural frame of Hot Formed Square Hollow Section of specification 38.0 mm x 38.0 mm x 3.2 mm HF SHS YST240, with cross members Cold Formed Square Hollow Section of specification 25.0 mm x 25.0 mm x 2.6 mm CF SHS and MS sheets 2 mm thick.

1.13.3 All Weather sheds should have suitable hook and tie/stay rod to hold them in unfolded position properly, for conveniently opening the doors & windows and protection from rain.

2.0 Specifications of Steel:

(i) Side & End walls, Roof, Doors & Windows, and Sheds : IS 1079 (Hot Rolled Carbon Steel Sheet and Strip- Specification) (SAIL/TATA/ESSAR/JINDAL)

(ii) Floor : IS 3502 :2009 (Steel Chequered plate) (SAIL/TATA/ESSAR/JINDAL)

(iii) Beams / Channels : IS 2062:2011 (Hot Rolled Medium & High Tensile Structural Steel - Specification) & IS 808 :1989 (dimensions for hot rolled steel beam, column, channel and angle sections) (SAIL/TATA/ESSAR/JINDAL)

(iv) Structural Rectangular / Square Hollow sections: IS 4923:1997 (Hollow steel sections for structural use) (SAIL/TATA/ESSAR/JINDAL).

(v) Structural Tubes : IS 1161:2014 (Steel Tubes for Structural Purpose) (SAIL/TATA/ESSAR/JINDAL)

(vi) End Pipe for Skid : ASME/ANSI B36.10M (Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless)

Documentary evidence regarding the purchase of the above material is to be provided to OIL during the time of inspection.

3.0 Surface Preparation & Painting:

3.1 Surface preparation :- The surface preparation for all steel surfaces should be pre-treated by sand or shot blasting the surface for degreasing and de-rusting followed by painting as detailed below:

3.2 Under structure / base frame :- Zinc rich epoxy primer 25-30 microns DFT followed by bituminous coating minimum 200 DFT of reputed make

3.3 Interior :- Zinc rich epoxy primer 25-30 microns followed by High build epoxy polyamide coating 50 microns DFT

3.4 Exterior:- Zinc rich epoxy primer 25-30 microns DFT followed by High build cured epoxy resin coating 50 microns DFT followed by Acrylic aliphatic polyurethane coating 50 microns DFT .

3.5 The colour shades shall be grey.

4.0 Marking & Letter writing:

4.1 User Department's Name and OIL logo shall be painted on the front side of each cabin, details of which will be confirmed during inspection.

4.2 OIL's Purchase Order no., Manufacturer's name, serial no for identification and Approx Weight of Cabin should be weld written on each cabin.

5.0 Seating & Storage Arrangement:

5.1 The cabin shall have 1 no. of desk of size 600mm(L) x 600mm(B) x 750mm(H), 1 no. of bench of size 2200mm(L) x 500mm(B) x 450mm(H) & 1 no. of bench of size 1100mm(L) x 500mm(B) x 450mm(H). The desk frame should be made of 60.0 mm x 60.0 mm x 4.0 mm HR SHS YST240 and bench frame should be made of 49.5 mm x 49.5 mm x 3.6 mm HF SHS YST240. Desk and bench top should be made out of timber plank 35 mm Thk, smooth finished & without any gap in joint between, and fixed to the frames suitably for extreme rough conditions. The legs of desk and bench should be properly fitted/bolted on the floor.

5.2 The Cabin shall have 1 no. overhead shelf of 2400 mm(L) x 400 mm (B) on the back wall of the cabin.

5.3 The Cabin shall be provided with 4 nos. of hooks for crew members to hang their bags/ belongings

6.0 Welding:

The cabin shall be fabricated by Shielded Metal Arc Welding (SMAW).

7.0 Handling facility:

The cabin shall have arrangement for handling without any strain or damage under the following condition:

7.1 Lifting of the unit by crane using lifting slings; separate lifting provisions should be kept on both bottom and top of the unit so that the same can be lifted by using wire ropes slings from any one of the above provisions.

7.2 To avoid any outside surface damage caused by the wire rope slings while lifting, 50 mm angle should be welded all the four sides of the cabin 50 mm below the top.

8.0 Electrical System:

The following electrical items shall be provided in the Crew Room and Store Room:

a) One no. Main Switch: 16 Amp SPN Main Switch, metallic enclosure with side handle shall be mounted outside the cabin, provided with suitable shed for protection against rain. Make: Havells / GE / BCH.

b) One no. RCBO: One no. 16 Amp Double pole RCBO shall be provided inside the cabin (crew room) in a separate suitably sized metallic box. Input to this RCBO shall be from the 16 Amps switch located outside the cabin. Output of the RCBO shall directly go to switch board down the line. RCBO Make: Legrand / Merlin Gerin / Siemens / Schneider / ABB.

c) Two nos. LED Tube Light fittings completed with LED tube: Light colour 'Cool White'; Light source: SMD/COB LED; CCT: 6000 +/- 500 deg. K ANSI; Rated Lumens: 2200 (Minimum); Input voltage: 220-240 VAC, 50 Hz; Working voltage: 100-300 VAC, 50 Hz; Wattage: 22 W (minimum); Tube efficacy: Min. 100 lumen/watt; Diameter: 16 mm (T5); Length: 1200 mm (to fit existing T5 batten); Driver type: Constant current, integral; Driver efficiency: >85%; Driver life expectancy: 30,000 hrs. minimum; Power factor # 0.9; High surge protection: 2.5 kV along with Low Voltage / Over Voltage Protection; CRI: Ra # 80; Beam angle: > 120 deg.; THD: < 10%; Lamp shall conform to the following standards: LM 79- LED luminaire photometry measurement, LM 80- Lumen Maintenance, IEC: 61347-2-13- Lamp control gear: particular requirements for DC or AC supplied electronic control gear for LED modules, IS: 16102- Self-ballasted LED lamps for general lighting services- Performance requirement, IS: 16103 (Part 2) - LED Modules for General Lighting Performance Requirement, Make: PHILIPS/BAJAJ/HAVELLS/CROMPTON/SYSKA/OSRAM/SURYA

d) Two nos. wall mounted fan complete with speed regulator: single phase 220V to 240V AC, 50Hz, shall be provided in the cabin at appropriate places. The size of the fans shall be within a range of 400- 450 mm (16"-18") sweep.

e) One no. 5 Amps switch Socket: 5 Amps power socket complete with switch (for mobile charging etc.) should be provided in the switch board.

f) One no. Switch Board : One switch board to be provided complete with 5 nos. 5 Amps switches (2 nos. for two tube lights, 2 nos. for two fans, 1 no. spare) to be provided. Above mentioned 5 Amps switch socket to be accommodated in the switch board.

g) Earth Point : Two cabin earth points (on the skid or body, outside) shall be provided for final termination of earth wires.

9.0 Specifications of Materials (Electrical):

- a) Cabling Type: All wiring from Main Switch to RCBO, RCBO to switchboard, and switch board to appliances / points/ sockets etc. shall be concealed type inside the paneling, running through PVC conduit.
- b) Conduit: Medium grade, ISI approved, FR PVC conduits shall be used for wiring. Conduit size and no. of wires in conduit shall be as per IS. Corners shall be rounded elbow type for ease of insertion of wires. Make: PLAZA / Finolex/ HAVELLS.
- c) Cable: The wiring cable shall be PVC insulated, 1100 V grade, fire-retardant, multi-stranded flexible copper conductor and approved by ISI, Fire Insurance Authority & Tariff Advisory Committee. All wires shall be colour coded as Red for Phase, Black for neutral and Green for earth. All wire ends in DB, Main Switch and Socket outlets shall have copper lugs of Dowell's. Make: Finolex / Havells. 2.5 sq mm single core copper cable with 2.5 sq mm earth wire to be used for complete circuit wiring from Main Switch to switchboard and tube light, fan and 5 Amp sockets etc.
- d) Points: All points shall have individual switches and independent neutral wire. All light and fan points shall be suitably distributed in the switchboards with individual switches.
- e) Switch: All switches and switch-sockets shall be flush type, of Anchor make, Deluxe model.
- f) Switchboard: Switchboards shall be made of 1.6 mm thick MS boxes having 3.0 mm thick white coloured, ISI approved Hylam sheet.
- g) Mounting arrangement: Suitable mounting arrangement with MS frame/other provision shall be made so that the fans and light fittings are properly secured during operation and during transportation.
- h) Earthing: All light fittings and fans, switch board shall be earthed through the green earth core of the cable. All earth cores shall be looped and finally brought to the main switch. From the main switch, 2 nos. 8 or 10 SWG GI wire earth conductors shall be routed to the cabin skid earth points and fastened with GI fasteners.

10.0 Special Notes (Electrical):

- a) Bidder shall submit electrical schematic with indicative bill of materials along with quotation.
- b) On placement of PO, party has to submit detailed electrical drawings, bill of materials and specification of all materials, light fittings, fans etc. before start of work.
- c) The electrification job shall start only after approval of drawings and sample of material by OIL in writing.
- d) Entire electrical installation work has to be done by licensed electrician as per IE Rules and NEC codes.
- e) Party shall notify OIL for inspection of wiring work before fixing of panels, at least 15 (fifteen) days in advance.
- f) Test report of the entire electrical work as per IE Rules will have to be submitted to OIL after completion of the job.

- | | |
|---|--|
| g) The electrical work shall be treated as complete once installation, testing & commissioning of electrical works are accepted by OIL and submission of test report for electrical works.
h) <u>Guarantee Certificates of Cabin Fans and Exhaust Fans shall be provided along with supply of materials.</u> | |
|---|--|

Special Terms & Conditions:

1.0 The bidder shall confirm that the goods, materials to be supplied shall be new, of recent make, of the best quality & workmanship. **The bidder shall confirm that the materials shall be guaranteed for a period of 18 months from the date of dispatch or 12 months from the date of receipt at destination, whichever is earlier, against defects arising from faulty materials, workmanship or design.** Defective goods / materials or parts notified by OIL to the Seller shall be replaced immediately by the Seller on FOR destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.

2.0 Bidder shall forward, along with the quotation, **the detailed drawings & specifications of design including each and every part (main shell, base frame, skid, flooring, side & end wall, roof, weather shed/rain shed, insulation, inner paneling, doors, windows, shelves, desk & bench, electrical fitting/items, details of wiring etc.), prepared on the basis of drawing attached. A detailed list of materials to be used for fabrication of the cabin shall also be submitted along with technical bid.**

3.0 The bidder shall confirm to make final drawings of the cabin with constructional details to meet OIL's specifications / requirements and submit the same for OIL's approval on placement of firm order. Final drawings should also indicate the approx. weight of each Cabin. OIL will communicate the approval along with any changes/ modification, if required, and the Cabins shall be constructed as per approved drawing.

4.0 Third Party Inspection (TPI):

The bidder shall confirm that Third Party Inspection shall be carried out by Oil India Ltd.'s approved Third Party Inspection Agency (Viz. M/s Lloyds or M/s Bureau Veritas or M/s Rites or M/s DNV or M/s IRS or M/s Tuboscope Vetco only).

The scope of inspection will cover the following:

- a. General Design and dimensions,
- b. Raw Material,
- c. Welding,
- d. Quality Control,
- e. Painting,
- f. Equipment Marking,
- g. Electrical systems,
- h. Any other aspects found necessary by TPI Agency.

5.0 The bidder shall confirm that necessary test certificates for raw materials from reputed test house/ laboratory shall be submitted to the third party inspector for verification, and the verified test certificates shall be supplied to OIL in original along with supply.

6.0 The bidder shall confirm that the TPI report shall be submitted along with the material supply.

7.0 All these scope of inspection to be included in the QAP/ ITP (quality assurance plan or inspection test plan) which is to be submitted by the bidder along with technical bid, and to be approved by OIL prior to start of manufacturing, as well as by the concerned TPI agency in the event of placement of order..

8.0 Inspection by OIL: The bidder shall confirm that each crew cabin shall be offered for inspection to representative of OIL at the following stages:

- a) At any time during fabrication for raw material inspection and workmanship.
- b) Inspection of wiring work by Electrical dept. of OIL before fixing of panels.
- c) On completion of the jobs before dispatching the crew cabin.

9.0 The bidder shall confirm that intimation regarding each stage inspection should be given to OIL at least 15 (fifteen) days in advance. However, inspection by OIL's engineer will remain at its discretion.

10.0 The bidder shall confirm that all the electrical fittings shall be tested by competent persons holding valid electrical license. Test certificate and Wiring Drawings should be submitted along with the Cabin.

11.0 Check-Lists:

The bidders must **fill-in and submit** the enclosed **Compliance Check Lists ANNEXURE-A** and **ANNEXURE-B** alongwith their offer.

Note:

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

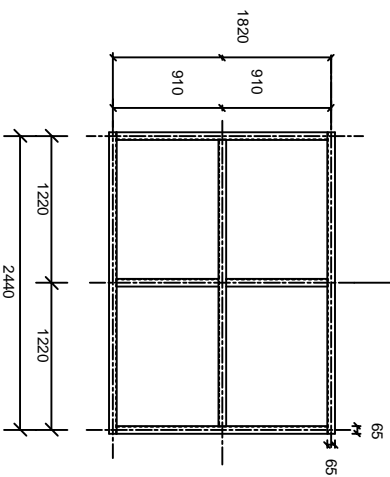
TECHNICAL COMPLIANCE CHECK-LIST**ANNEXURE-A**

NIT Requirement	Compliance		Vendors' Deviation/ Remarks
	Yes	No	
<p>Scope of work:</p> <p>Design, fabrication & supply of Skid mounted Security Hut fitted with two wooden benches & one desk for resting of security personal, one door, windows in three sides. The hut shall be robust in structure & transportable so that it can be transferred from one location to other location depending on requirement.</p>			
GENERAL DESIGN AND CONSTRUCTION:			
<p>1.1 Main Shell:</p> <p>The main fabrication of the structural framework should be of integral and all welded type to comprise of the bottom frame, overall framework, sloping self-draining roof and desired doors & windows etc. The main corner vertical support posts shall be of 2 inch tubing. All the corner posts shall be suitably welded at the top with a heavy gauge MS plate which should be able to hold steel forged lifting hooks.</p>			
<p>1.2 Skid:</p> <p>The under structure / base frame of the hut is to be mounted on the skid consisting of 02 (two) nos. of medium beam - ISMB 200 mm x 100 mm hot rolled 'I' section. At the end portion of the 'I' section structure on both the sides, Steel Pipe of size 142 mm NB X 9.5 mm W/Thickness should be inserted & welded properly. Base frame and skid should be made in such a way that no foundation is needed for placement of crew hut.</p>			
<p>1.3 Flooring:</p> <p>The entire flooring of the crew hut shall be of 6 mm thick MS plate, welded lengthwise and breadth wise properly with the base frame the Skid</p>			
<p>1.4 Side End Walls:</p> <p>The exterior cladding of the shell shall be of Vertical corrugated pressed steel as per IS. The Corrugated steel sheet shall be of 3 mm thick and shall be welded to the bottom MS channel frame, corner posts, top frame and roof frame. The corrugated version acts as stiffeners and increase strength to weight ratio and eliminates the use of any other vertical supports. All gaps should be sealed at edges and at seams, bottom sills to prevent ingress of insects, moisture etc.</p>			
<p>1.5 Roof:</p> <p>The roof shall be of sloping type from the centre towards the walls for efficient drain of rainwater. The roof shall be made of 3 mm thick plain MS steel sheets as per IS and is provided with adequately pressed reinforced sections from inside for additional strength. All the structural steel used shall be of standard quality as per IS specifications and all steel component / section, machine pressed for rigidity to optimize strength to weight ratio.</p>			
<p>1.6 Weather Shed:</p> <p>All doors & windows opening shall be provided with weather shed. The weather shed shall be made out of 2 mm thick MS sheets as per IS.</p>			

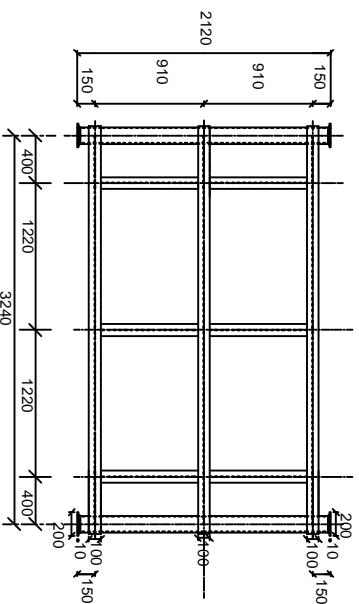
1.7 Door & Windows:			
1.7.1 Door: One (1) no. of Door in each hut of size 1800 mm (H) x 900 mm (W). The door shall be open from outside. Door shall have the provision of locking arrangement externally			
1.7.2 Windows: Three (3) nos. of Windows in each hut as per dimensions given in the tentative drawing.			
1.8 Insulation (Inner paneling): 6 mm Thick ply board shall be provided on all side walls, end walls, roof with special weather proof adhesives.			
1.9 Electrical fittings:			
i. One 5 Amp socket along with a switch and one point for bulb along with a switch shall be provided in each hut. Necessary electrical wirings for the same shall be provided.			
ii. Suitable connection for connecting external power source shall be provided at the exterior.			
iii. Two cabin earth points (on the skid or body, outside) shall be provided for final termination of earth wires.			
1.10 Pretreatment & Painting: The surface preparation for all steel surfaces shall be pre-treated by sand or shot blasting for degreasing and de-rusting followed by one coat of primer and followed by one coat of epoxy paint. The colour of the paint shall be grey.			
1.11 Suitable sitting arrangement: Bench & desk shall be provided inside the hut as per the drawing			

COMPLIANCE CHECK-LIST FOR SPECIAL TERMS & CONDITIONS**ANNEXURE-B**

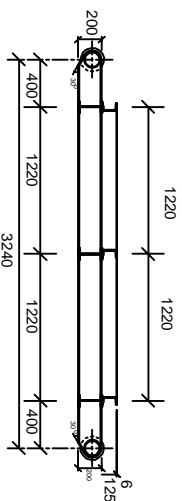
NIT Requirement	Compliance		Vendors' Deviation/ Remarks
	Yes	No	
1. Bidder to submit drawings with dimensions of the offered hut along with the bid for evaluation. Bid without drawings will be summarily rejected.			
2. Bidder shall furnish the details of the materials to be used for fabrication of the huts along with the bid.			
3. All the tubular members, angle irons, MS sheets etc. shall be painted with one coat of primer followed by two coats epoxy paints (Grey colour) for providing protection against the rust.			
4. P.O & Sl. Nos. of the huts are to be embossed and written by welding on a visible space with date such as on the top of the doors.			
5. In case of placement of order, the supplier shall prepare the detail engineering drawing, GAD, etc. of the hut. Drawings shall be sent to OIL for approval within 4 weeks from the receipt of Purchase Order and fabrication of huts shall be started after approval only.			
6. Each hut shall be offered for inspection by OIL Engineer on completion of inside lining, painting etc. i.e. before final dispatching.			



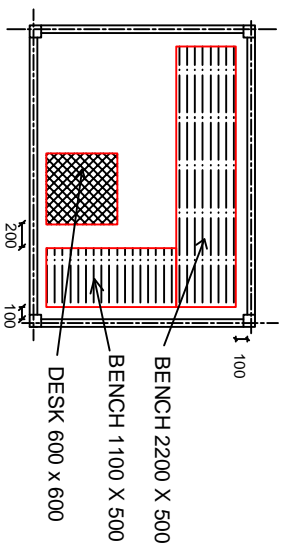
BASE FRAME - TOP VIEW



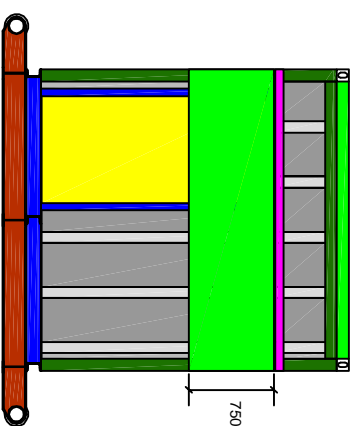
SKID - TOP VIEW



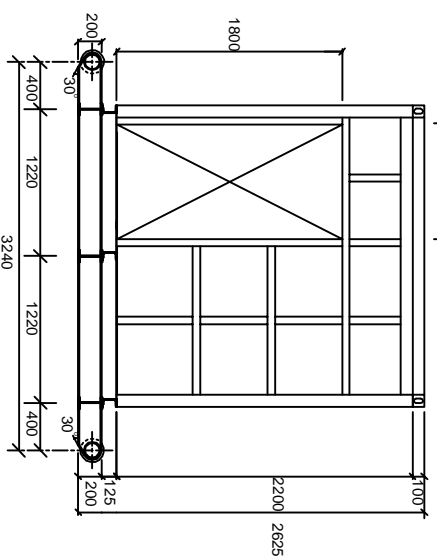
SKID WITH BASE FRAME
FRONT ELEVATION



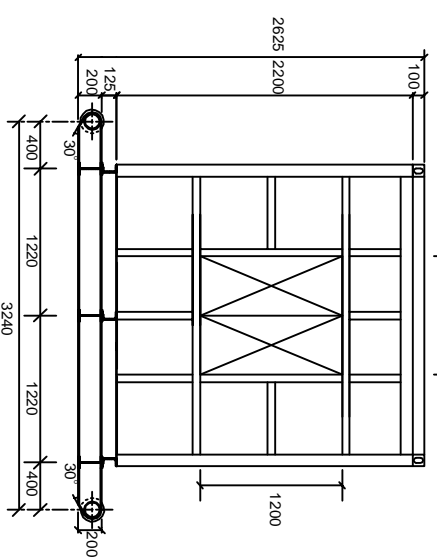
FURNITURE LAYOUT - TOP VIEW



FRONT ELEVATION



BACK ELEVATION



MAIN FRAME - FRONT ELEVATION MAIN FRAME - BACK ELEVATION

NOTES : 1) NOT TO SCALE
2) All dimensions are in MM

OIL INDIA LIMITED
PSS DEPTT.
DULAJAN 786602

SECURITY CABIN - PRODUCTION (OIL)

DR NO

OIL/PSS/PND035/A- Pg 1 of 2

Technical Bid Checklist**Annexure-EEE**

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

NOTE: Please fill up the greyed cells only.

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

Response Sheet**Annexure-FFF**

Tender No.
Bidders Name

Bidders Response Sheet

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

NOTE: Please fill up the greyed cells only.

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

ANNEXURE - GGG

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETTER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

Counter Signed by Banker:
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.