



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

TELEPHONE NO: (91-374) 2808735

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**FORWARDING LETTER**

**Tender No.** : SDI9300P19 DT: 26.09.2018

**Tender Fee** : NIL

**Bid Security Amount** : Applicable

**Bidding Type** : SINGLE STAGE COMPOSITE BID SYSTEM

**Bid Closing on** : As mentioned in the e-portal

**Bid Opening on** : -do-

**Performance Security** : Applicable

**Integrity Pact** : Not Applicable

OIL invites Bids for **PROCUREMENT OF BRAND NEW FORKLIFT TRUCK, QTY: 03 NOS** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

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

**The tender will be governed by:**

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

	Bank Details of Beneficiary	
<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 – 1A**.
- f) The prescribed Bid Forms for submission of bids are available in the Technical RFx-> External Area - > Tender Documents.
- g) Amendments to the NIT after its issue will be published on OIL’s website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.
- h) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area - > Tender Documents. The above filled up document to be uploaded in the **Technical Attachment. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”**

### **Special Notes:**

#### **1.0**

- a) Bidders who do not have E-tender Login ID and Password should complete their online registration **at least seven (7) days prior to the scheduled bid closing date** and time of the tender. For online registration, Bidder may visit the OIL’s E-tender site <https://etender.srm.oilindia.in/irj/portal>

- b) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- c) MSEs Units (manufacturers only and not their dealers/distributors) who are already registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration, provided they are registered for the item they intend to quote/participate.
- d) For availing benefits under Public Procurement Policy (Purchase preference & EMD exemption), the interested MSE Bidders must ensure that they are the manufacturer/ service provider of tendered item(s) and registered with the appropriate authority for the said item(s). Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Therefore, it is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of **OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender**, seeking clarification/confirmation as to whether their registered item is eligible for EMD exemption or not. **Late communication in this regard and request for bid closing date extension on that plea shall not be entertained by Company.**

**NOTE:**

**In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they must apply to concerned tender handling officer, Materials Department, Oil India Limited, P.O. Duliajan, Assam-786602 for waiver of EMD upto one week prior to the Bid closing date (or as amended in e-portal).**

2.0 The tender is invited under SINGLE STAGE- COMPOSITE BID SYSTEM. The bidders are required to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic format in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> Technical Attachment only. **For details please refer “NEW INSTRUCTIONS” . Please refer Annex-BB for price schedule.**

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to **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 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:

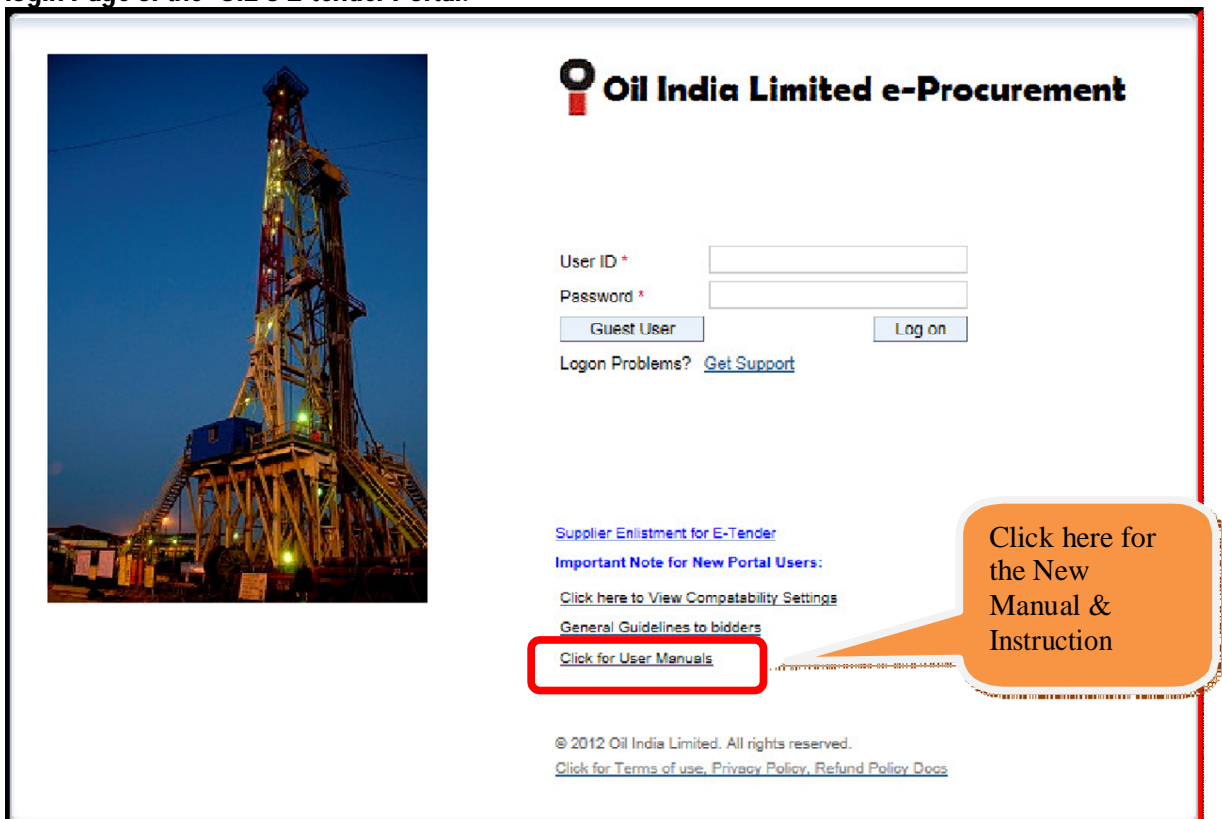
- a) M/s Western Carriers (India) Ltd.
- b) M/s DARCL Logistics Limited

**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.



**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-**

**(MANISH KUMAR CHOWDHURY)  
SPO (IP)  
FOR : GM-MATERIALS**

**Tender No & Date: SDI9300P19 DT: 26.09.2018****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 at least 1(one) similar order (including commission) for ₹12.30 Lakhs in preceding 5(five) years as on the original Bid Closing Date. The bidder shall submit copy of Purchase Order together with corresponding supporting document(s) viz. commissioning report from the client and/or any other documentary evidence which confirms that the bidder’s past supply has been successfully executed.</p> <p><b>"Similar Order"</b> shall mean supply and commissioning of <b>Forklift Truck</b>.</p> <ol style="list-style-type: none"> <li>The offer shall be for brand new Forklift trucks.</li> <li>Bidder must be a Forklift Truck manufacturer (OEM)</li> <li>Offer other than diesel engine driven Forklift Trucks will be rejected.</li> <li>Offer should be complete with supply, commissioning and training.</li> </ol> <p><b>Note:</b> Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as –</p> <ol style="list-style-type: none"> <li>Satisfactory Inspection Report (OR)</li> <li>Satisfactory Supply Completion / Installation Report (OR)</li> <li>Consignee Receipted Delivery Challans (OR)</li> </ol>	

- (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.

## **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 12.30 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 2017-2018 (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. 49,200.00** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be



submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to GM-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 any one of the following forms :

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

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



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

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

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

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

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

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

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

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

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

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

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

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

The bank guarantee issued by the bank must be routed through SFMS platform as per following details:

(i) "MT 760 / MT 760 COV for issuance of bank guarantee.

(ii) "MT 760 / MT 767 COV for amendment of bank guarantee

The above message/intimation shall be sent through SFMS by the BG issuing

bank branch to Axis Bank, Duliajan Branch, IFS Code - UTIB0001129, Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District - Dibrugarh, PIN- 786602

## **2.0 BID EVALUATION CRITERIA (BEC)**

The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below.

### **A) TECHNICAL:**

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

### **B) COMMERCIAL:**

i) To evaluate the inter-se-ranking of the offers, 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 &amp; Date: SDI9300P19 DT: 26.09.2018

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

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

(C) SPARES: The following spares are to be supplied along with each unit:

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

(D) SAFETY & OPERATIONAL FEATURES:

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

(E) PAINTING:

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

## 2.0 DOCUMENTATION:

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

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

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

- a. Invoice, Insurance, as applicable and Sale Letter in Form 21 & 22/ 22(A) as per Indian

**MV Act. For onward Registration of the Units.**

**b. Test Certificate for the equipment.**

**c. 2(two) sets of Spare Parts Catalogue, Workshop & Service Manual and 1(one) No. Operator's Manual.**

**3.0 GENERAL TERMS & CONDITIONS:**

**a. The Forklift trucks shall be inspected by OIL engineer at supplier's works/showroom prior to despatch.**

**b. Supplier shall affect despatch of the Forklift to OIL, Duliajan only on receipt of OIL's acceptance / despatch advice.**

**c. Delivery within 4(four) months from the date of placement of firm order.**

**d. The Forklift Truck shall be commissioned by the supplier at site.**

**e. The units shall be under guarantee/warranty by the supplier for a minimum period of 01 (one) year from the date of successful commissioning at site.**

**4.0 CHECKLIST: The Technical Checklist (Annexure-I, II & III) as per enclosed format shall be furnished along with the bid.**

**ITEM NO. 20**

**FORKLIFT TRUCK, QTY. 01 NOS.**

**1.0 SPECIFICATIONS:**

**(A) Brand new Hydraulic Forklift Truck (Dual Drive) having following specifications:**

**Make: Godrej/ Voltas/ Escort.**

**a. Capacity - 3000 Kg at approx.500 mm Load Centre with Clear View Mast.**

**b. Engine - Water-cooled 04 (four) cylinders diesel engine of adequate horse power.**

**i. Make - Simpson (preferred) or equivalent.**

**ii. Emission Norms: As applicable for onward Registration of the unit in the state of Assam, in India.**

**c. Steering - Hydraulic Power Assisted Steering.**

**d. Turning Radius - As minimum as possible. Preferably not more than 3100 mm.**

**e. Transmission - Automatic Torque Converter Transmission.**

**(Min. 2 forward & 2 reverse speed). Details are to be provided in the offer.**

**f. Travelling Speed - Not less than 15 Km/hr. (loaded)**

**g. Brake - Hydraulic power assisted Service Brake. Suitable Parking Brake.**

**h. No. of wheels- Front-4 Nos. (2+2), Rear-2 Nos. (1+1) , Spare Wheel - 2 Nos.( for front-1 & rear-1)**

**i. Tyres - Pneumatic tyre with tube: preferably of size 8.15x15x14PR (front) & 6.50x10x10PR (Rear). 2 Nos. Spare wheel assembly (one each for front & rear) should be provided.**

**j. Wheelbase - As maximum as possible, preferably not less as 1700 mm.**

**k. Unladen Weight - In the range of 4000 kg-5000 kg**

**l. Ground Clearance – As maximum as possible-preferably not less than 100 mm.**

**m. Over All Height Lowered (OAHL)– Not more than 2700 mm**

**n. Max. Fork Height (MFH) - Not less than 3500 mm with rated load.**

**o. Over All Height Raised (OAHR) – Not less than 3500 mm .**

**p. Free Lift (FL)- Not less than 105 mm**

**p. Fork:**

- a. Adjustable provision for changing gap between the two fork blades.**
- b. Individual fork width approx. 100 mm**
- c. Length as maximum as possible: not less than 1200 mm**

**(B) OTHER FITMENTS & ACCESSORIES:**

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

**(C) SPARES: The following spares are to be supplied along with each unit:**

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

**(D) SAFETY & OPERATIONAL FEATURES:**

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

**(E) PAINTING:**

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

**2.0 DOCUMENTATION:**

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

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

- b) A list of customers to whom the bidder has supplied the offered forklift truck during last 3(three) years.
- c) List of tools that shall be supplied under Maintenance Tool Kit.
- d) List of recommended spares with part number for two-year maintenance.
- e) Capacity curve i.e. Capacity vs. load centre, of the offered model.
- f) Checklist as per enclosed format shall be furnished along with the bid.

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

- a. Invoice, Insurance, as applicable and Sale Letter in Form 21 & 22/ 22(A) as per Indian MV Act. For onward Registration of the Units.
- b. Test Certificate for the equipment.
- c. 2(two) sets of Spare Parts Catalogue, Workshop & Service Manual and 1(one) No. Operator's Manual.

### **3.0 GENERAL TERMS & CONDITIONS:**

- a. The Forklift trucks shall be inspected by OIL engineer at supplier's works/showroom prior to despatch.
- b. Supplier shall affect despatch of the Forklift to OIL, Duliajan only on receipt of OIL's acceptance / despatch advice.
- c. Delivery within 4(four) months from the date of placement of firm order.
- d. The Forklift Truck shall be commissioned by the supplier at site.
- e. The units shall be under guarantee/warranty by the supplier for a minimum period of 01 (one) year from the date of successful commissioning at site.

**4.0 CHECKLIST:** The Technical Checklist (Annexure-I, II & III) as per enclosed format shall be furnished along with the bid.

Item is to be procured from OEM or their authorized dealer/distributor. In case of dealer/distributor, authorization from OEM is to be enclosed with the offer. (For both the item.)

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**

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.

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

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

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

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

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

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

**(iii) PART C: CHECKLIST -DOCUMENTATIONS**

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

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

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

**ANNEXURE - II**

<b>TECHNICAL EVALUATION MATRIX (TO BE FILLED IN BY BIDDER DULY SIGNED)</b>			
<b>BID REJECTION CRITERIA (BRC) &amp; BID EVALUATION CRITERIA (BEC)</b>			
<b>Clause Number</b>	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable)</b>	<b>TO BE FILLED BY THE BIDDER  Relevant Location of their Bid to support the remarks / compliance  (Reference of Document name / Serial number / Page number of bid for documentary evidence)</b>
1	The offer shall be for brand new Forklift trucks		
2	Bidder must be a Forklift Truck manufacturer (OEM)		
3	The Bidder must have the experience of successful completion (including commissioning) of minimum 01 (one) No. of the offered model Forklift Truck during the last 05 (five) years preceding from the original bid closing date of this tender. The bidder shall submit copy of Purchase Order together with corresponding supporting document(s) viz. commissioning report from the client and/or any other documentary evidence which confirms that the bidder's past supply has been successfully executed		
4	Offer other than diesel engine driven Forklift Trucks will be rejected.		
5	Offer should be complete with supply, commissioning and training.		



## ANNEXURE-III

<b>TECHNICAL EVALUATION MATRIX</b> <b>(TO BE FILLED IN BY BIDDER DULY SIGNED)</b>			
TECHNICAL SPECIFICATIONS			
Clause No.	DESCRIPTION	<b>BIDDER'S RESPONSE</b>  (Complied / Not Complied / Deviation / Not Applicable)	<b>TO BE FILLED BY THE BIDDER</b>  Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)
<b>1.0</b>	<b><u>SPECIFICATIONS:</u></b>		
<b>A</b>	Brand new Hydraulic Forklift Truck (Dual Drive) having following specifications: <b>Make: Godrej/ Voltas/ Escort.</b>		
a	Capacity - 3000 Kg at approx.500 mm Load Centre with Clear View Mast.		
b	Engine - Water-cooled 04 (four) cylinders diesel engine of adequate horse power. i. Make - Simpson (preferred) or equivalent. ii. Emission Norms: As applicable for onward Registration of the unit in the state of Assam, in India.		
c	Steering - Hydraulic Power Assisted Steering.		
d	Turning Radius - As minimum as possible. Preferably not more than 3100 mm.		
e	Transmission - Automatic Torque Converter Transmission. (Min. 2 forward & 2 reverse speed). Details are to be provided in the offer.		
f	Travelling Speed - Not less than 15 Km/hr. (loaded)		
g	Brake - Hydraulic power assisted Service Brake. Suitable Parking Brake.		
h	No. of wheels- Front-4 Nos. (2+2), Rear-2 Nos. (1+1) , Spare Wheel - 2 Nos.( for front-1 & rear-1)		
i	Tyres - Pneumatic tyre with tube: preferably of		

	size 8.15x15x14PR (front) & 6.50x10x10PR (Rear). 2 Nos. Spare wheel assembly (one each for front & rear) should be provided.		
j	Wheelbase - As maximum as possible, preferably not less as 1700 mm.		
k	Unladen Weight - In the range of 4000 kg-5000 kg		
l	Ground Clearance – As maximum as possible- preferably not less than 100 mm.		
m	Over All Height Lowered (OAHL)– Not more than 2700 mm		
n	Max. Fork Height (MFH) - Not less than 3500 mm with rated load.		
o	Over All Height Raised (OAHR) – Not less than 3500 mm .		
p	Free Lift (FL)- Not less than 105 mm		
q	<b>Fork:</b>		
a	Adjustable provision for changing gap between the two fork blades.		
b	Individual fork width approx. 100 mm		
c	Length as maximum as possible: not less than 1200 mm		
<b>B</b>	<b><u>OTHER FITMENTS &amp; ACCESSORIES:</u></b>		
a	All standard fuel meter, battery charge indicator, engine hour meter, engine water temperature meter, engine oil pressure meter, etc.		
b	Hydraulic Oil Level Gauge / Indicator, Filters, etc.		
c	High Visibility Canopy with metal covered top and Vertical Exhaust.		
d	Head & Tail Lights, Traffic indicator lights, Reversing Spot Light, Electrical Horn, Reversing Buzzer, Rear View Mirror, Towing Pin & Maintenance Tool Kit.		
	<b><u>(C) SPARES: As mentioned elsewhere in the Tender are to be supplied along with each unit.</u></b>		
<b>D</b>	<b><u>SAFETY &amp; OPERATIONAL FEATURES:</u></b>		
a	All Hydraulic actuators are to operate at fail-safe mode, actuator shall have Lock Valves.		
b	Mechanical locking device at mast raised and lowered position.		
c	Neutral start switch to start with direction		

	control lever in neutral position only.		
d	High coolant temperature and low engine oil pressure indicator to be provided.		
e	Tilting of the mast is to be controlled by counter balance valve.		
f	Sturdy overhead guard protectors.		
g	Load backrest support to prevent accidental falling of load on the operator		
<b>E</b>	<b><u>PAINTING:</u></b>		
a	Body - To provide the available colour shed.		
b	Undercarriage - Rust proof painting		
<b>2.0</b>	<b><u>DOCUMENTATION:</u></b>		
<b>A</b>	<b><u>The following documents/ literatures are to be submitted along with the bid:</u></b>		
a	Technical leaflet with dimensional drawing, to support the specifications provided in the bid. (All specifications, as desired, as well as MODEL NAME/CODE of the offered Forklift shall clearly be defined in the bid; submission of only Technical Leaflet is not sufficient). Make and Model of the Hydraulic Pump(s) and Motor(s) shall be indicated in the bid.		
b	A list of customers to whom the bidder has supplied the offered forklift truck during last 3(three) years.		
c	List of tools that shall be supplied under Maintenance Tool Kit.		
d	List of recommended spares with part number for two-year maintenance		
e	Capacity curve i.e. Capacity vs. load centre, of the offered model		
f	Checklist as per enclosed format shall be furnished along with the bid		
<b>B</b>	<b><u>The following documents/literatures are to be submitted along with the supply:</u></b>		
a	Invoice, Insurance, as applicable and Sale Letter in Form 21 & 22/ 22(A) as per Indian MV Act for onward Registration of the units.		
b	Test Certificate for the equipment.		
c	2(two) sets of Spare Parts Catalogue, Workshop & Service Manual and 1(one) No. Operator's Manual.		

3.0	<b><u>GENERAL TERMS &amp; CONDITIONS:</u></b>		
a	The Forklift trucks shall be inspected by OIL engineer at supplier's works/showroom prior to despatch.		
b	Supplier shall affect despatch of the Forklift to OIL, Duliajan only on receipt of OIL's acceptance / despatch advice.		
c	Delivery within 4(four) months from the date of placement of firm order.		
d	The Forklift Truck shall be commissioned by the supplier at site.		
e	The units shall be under guarantee/warranty by the supplier for a minimum period of 01 (one) year from the date of successful commissioning at site.		
4.0	<b><u>CHECKLIST: The Technical Checklist as per enclosed format shall be furnished along with the bid.</u></b>		