

OIL INDIA LIMITED  
( A Government of India Enterprise )  
P.O. Udayan Vihar -781171  
Guwahati, Assam(India)

OIL INDIA LIMITED invites Bids for the following items through its e-Procurement portal  
<https://etender.srm.oilindia.in/irj/portal> :

e-Tender no.	Material Description	Tender Type	Tender Fee	BC date
SGG0542P16	API 6D Slab Type Gate Valves	ICB (International Competitive Bidding)	Rs. 6000 or USD 100	11.05.2016
SGI0480P16	Cement	LCB (Local Competitive Bidding)	Rs. 1000	28.04.2016

Tender fee (Non-refundable) : **as mentioned above**; Bid Closing/Opening Time: (11:00Hrs)IST/(14:00Hrs)IST; Period of sale of documents till one week prior to bid closing date. The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website [www.oil-india.com](http://www.oil-india.com).

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



**OIL INDIA LIMITED**  
(A Government of India Enterprises)  
PO : Udayan Vihar – 781171  
Guwahati, Assam (India)

TELEPHONE NO. (91-361)2643685/688  
FAX NO: (91-361) 2643686  
Email: [panchali@oilindia.in](mailto:panchali@oilindia.in) ; [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)

### **FORWARDING LETTER**

**Tender No & Date** : SGI0480P16 dated 07.03.2016  
**Tender Fee** : Rs 1,000.00  
**Bid Security Amount** : **Rs. 23, 350.00**  
**Bidding Type** : **SINGLE STAGE COMPOSITE BID SYSTEM**  
**Bid Closing on** : 28.04.2016 at 11:00 hrs  
**Bid Opening on** : 28.04.2016 at 14:00 hrs  
**Performance Guarantee** : Applicable  
**Integrity Pact** : Not Applicable

OIL invites Bids for Procurement of O. P. Cement through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**.

The general details of tender can be viewed by opening the eRFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX. The bidding document is available in the Technical RFx -> External Area -> Tender Documents.

#### **Standard Notes:**

1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

2.0 This Bidding document consists of :  
Technical specifications and Quantity as per **Annexure – AAA**,  
Bid Rejection & Bid Rejection Criteria as per **Annexure-BBB**  
Technical bid check list as per **Annexure –EEE** ,  
Response sheet as per **Annexure -FFF** and  
Bank Details as per **Annexure-GGG**.

**Vendor User Manual and LCB Doc Booklet (revised)** has been uploaded separately in the Technical RFx -> External Area -> Tender Documents

3.0 The tender shall also be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-BBB**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-BBB**) contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.

4.0 Bidder are advised to fill up the Technical bid check list ([Annexure EEE](#)) , Response sheet ([Annexure FFF](#)) and Bank Details ([Annexure GGG](#)) given in the bidding document uploaded in Technical RFx -> External Area -> Tender Documents. The above filled up documents to be uploaded in the Technical RFx Response.

5.0 Please do refer the User Manual provided on the portal on the procedure ‘How to create Response’ for submitting offer.

6.0 The “Techno-commercial Unpriced Bid” shall contain all technical and commercial details **except the prices which shall be kept blank**. Details of prices as per Bid format / Commercial bid to be uploaded as attachment in the Attachment Tab **“Notes and Attachments”**.

6.1 A screen shot in this regard is given below.

Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.

**On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:**

**Note :**

\*

The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except the prices**.

\*\* The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the file. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

## 7.0 General Qualification Criteria:

In addition to the General BRC/BEC, following criteria on Bidders' Experience and their financial capabilities shall be considered (**documentary evidence to be provided along with the bid in Technical RFx -> External Area - > Tender Documents**) as on the Bid Closing Date:

Sl. No.	General Qualification Criteria	Please mention whether Complied/Not Complied/ Remarks if any.
i).	<b>Successful execution of a single order of value not less than Rs. 7.005 Lakhs for supply of similar items during last 3 years .</b>	
ii).	<b>Annual turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs. 23.35 Lakhs.</b>	

**Note:** Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. For Annual financial turnover enclose the audited Annual Reports or balance sheet certified by a chartered accountant.

8.0 Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited and payable at Guwahati is to be sent to Chief Material Manager , Oil India Limited (Pipeline Headquarter ) , P.O. Udayan Vihar, Guwahati -781171. Application shall be accepted only upto one week prior to Bid Closing date. The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ...” for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, USER ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL’s e- Procurement portal. **No physical tender documents will be provided.** Details of bidding document can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL’s web site [www.oil-india.com](http://www.oil-india.com).

**NOTE:** PSUs and SSI units are provided bidding documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of bidding document mentioned in the tender. **Benefits to Micro & Small Enterprises (MSEs) as per prevailing Govt guidelines as applicable on B.C date shall be given. MSEs who are interested in availing the benefits will upload with their offer proof of their being MSE registered for the item tendered. The MSE are also required to upload scanned copies of relevant documents indicating details of registration alongwith validity, name of the registering organization and details of the item, ownership etc., failing which, their offer may not be liable for consideration of benefits to MSEs.**

If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard. The documents submitted by the bidder shall be duly certified by the Statutory Auditor of

the bidder or a practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law.

9.0 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 Chief Material Manager , Oil India Limited (Pipeline Headquarter ) , P.O. Udayan Vihar, Guwahati -781171** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) **Original Bid Security (if not paid online)**
- 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 triplicate.

9.1 Tender Fee and Bid Security can also be paid through payment gateway in the e-tender portal. Please refer to Vendor User Manual updated in the e-tender portal as well for further details.

10.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bidding document or submission of offers not substantially responsive to the bidding document in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.

11.0 Bidders must ensure that their bid is uploaded in the system before the Bid 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.

12.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected. All the Bids must be Digitally Signed using "**Class 3**" **digital certificate (e-commerce application) in Organization Name** " 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" digital certificate in Organization Name, will be rejected.

13.0 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).

14.0 In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date shall not be permitted to revise their quotation.

15.0 No press advt. will be published regarding amendment to Bidding Document or extension of BC Date. The same will be uploaded in OIL website and informed to all prospective bidders who have been allowed to participate against the particular e-tender.

Yours Faithfully

Sd-

(P.THAKURIA)  
DEPUTY MANAGER MATERIALS (PL)  
FOR CHIEF MANAGER MATERIALS (PL)  
FOR : GROUP GENERAL MANAGER (PLS)

**Tender No. SGI0480 P16 dated 07.03.2016**

Item srl no	Detailed Material Description/ Material Code	Quantity	UOM	Please confirm if clause by clause Complied/ Not Complied, reasons, if any.
10	<p>(Material Code: 84060053)</p> <p>Cement, Ordinary Portland, 43 grade conforming to IS:8112 - 1989 (Reaffirmed 2005) packed in 50 kg. HDPE Bag conforming to IS 11652:1986.</p> <p>Note :</p> <p>1. Manufacturer's Test Certificate (As per Clause 8, of IS:8112 - 1989) should be furnished along with the despatch document.</p>	8000	Bags	

Note:

Item srl no	Detailed Material Description/ Material Code	Please confirm if clause by clause Complied/ Not Complied, reasons, if any.
1	Rates to be valid for a Period of One (1) Year from the Date of Order	
2	Successful Bidder on whom Order is placed, to deliver the materials on 'As and when required basis' as notified by Deputy Manager Depot, OIL, PHQ.	

**Bid Rejection Criteria (BRC) & Bid Evaluation Criteria (BEC)****1.0 BID REJECTION CRITERIA (BRC)**

The bid shall conform generally to the specifications and terms and conditions given in this bidding document. Bids shall be rejected in case the goods/materials offered do not conform to required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be uploaded alongwith the Technical Bid.

**(A) TECHNICAL**

		<b>Please mention whether Complied/Not Complied/ Remarks if any.</b>
	The bid shall conform generally to the specifications and terms and conditions given in this bidding document	

**(B) COMMERCIAL :**

	<b>Please mention whether Complied/Not Complied/ Remarks if any.</b>
<p>i) The bid must be accompanied by Bid Security of <b>Rs 23, 350.00</b> in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Chief Manager Materials, Materials Department, Oil India Limited, Guwahati- 781171, Assam on or before the Bid Closing Date and Time mentioned. <b>The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e. upto 28.02.2017)</b></p> <p><b>Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.</b></p> <p><b>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.</b></p> <p>For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.</p> <p><b>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.</b></p> <p><b>In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.</b></p> <p>ii) Validity of the bid shall be minimum 120 days from the Bid Closing Date, otherwise the bid shall be rejected.</p> <p>iii) 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.</p>	

<p>iv) Bids received after the bid closing date and time will be rejected.</p> <p>v) All the Bids must be Digitally Signed using #Class 3# digital certificate (e-commerce application) in Organization Name 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# digital certificate, will be rejected.</p> <p>vi) The User ID &amp; Password are not transferable. Bids submitted by parties to whom the User ID &amp; Password was not issued by the Company will be rejected.</p> <p>vii) Conditional offers will be rejected.</p> <p>viii) Bids received in any form or media other than through OIL's e-Procurement portal will not be accepted.</p> <p>ix) Bid documents uploaded in the e-Procurement Portal shall be typed/written and scanned clearly and contain no inter lineation, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections must be initialed by the person(s) signing the bid. Any bid not meeting this requirement shall be rejected.</p> <p>x) Bidder must accept and comply with the following clauses as given in the Bidding document in toto, failing which offer will be rejected:</p> <ul style="list-style-type: none"> <li>a. Performance Bank Guarantee clause</li> <li>b. Force Majeure Clause</li> <li>c. Tax Liabilities clause</li> <li>d. Arbitration clause</li> <li>e. Liquidated damage clause</li> </ul> <p><b>xi) A bid shall be rejected straightway if it does not conform to any one of the following clauses:</b></p> <p><b>(a) Validity of bid shorter than the validity indicated in the Bidding document.</b></p> <p><b>(b) Original Bid Security not received within the stipulated date &amp; time mentioned in the Bidding document.</b></p> <p><b>(c) Bid Security with (i) Validity shorter than the validity indicated in Bidding document and/or (ii) Bid Security amount lesser than the amount indicated in the Bidding document.</b></p> <p><b>(d) Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the bidding document.</b></p>	
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**C. GENERAL:**

	<b>Please mention whether Complied/Not Complied/ Remarks if any.</b>
<p>i) In case bidder takes exception to any clause of Bidding Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.</p> <p>ii) In case any of the clauses in the BRC contradict with other clauses of Bidding Document elsewhere, then the clauses in the BRC will prevail.</p> <p>iii) Any exceptions/deviations to the Bidding Document and applicable statutory duties and levies must be spelt out by bidder in their bid only.</p>	



iv) The originals of such documents (furnished by bidder(s)) shall have to be produced by bidder(s) to OIL as and when asked for.	
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**2.0 BID EVALUATION CRITERIA (BEC):**

	<b>Please mention whether Complied/Not Complied/ Remarks if any.</b>
<p>i) The bids confirming to the technical specifications, term and conditions stipulated in the bidding documents and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria.</p> <p>ii) To evaluate the inter-se-ranking of the offers, Assam entry tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.</p> <p>iii) Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the Bidding document or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.</p> <p>iv) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as per price format given in Appendix-I.</p>	

Bidders are required to submit the summary of the prices in their commercial bids as per bid format (Summary), given below :

**Priced Bid Format ( SUMMARY ):**

Item Srl No	Item Description	UOM	Qty Required	Unit Price	Total Price
10	O.P. Cement	BAG	8000		

- (A) Total material value of Item no 10
- (B) Packing and Forwarding Charges
- (C) Total Ex-works value ( A+B+C)
- (D) Excise Duty including Cess, (Please indicate applicable rate of Duty)
- (E) Total Ex-works value including Excise Duty & Cess (D+E)
- (F) Sales Tax, (Please indicate applicable rate of Tax,
- (G) Total FOR Despatching station value ( F+G)
- (H) Freight charges to Guwahati, Assam (Lumpsum)
- (I) Transit Insurance Charges
- (J) State Entry tax
- (K) Total FOR Destination value (G+H+I+J)
- (L) Total value in words :
- (M) Gross Weight :
- (N) Gross Volume :

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<b>Tender No.</b>	SGI0480 P16 dated 07.03.2016		<b>Annexure</b> <b>EEE</b>
	<b>Note :- Only Grey coloured boxes are to be filled by the bidder</b>		
<b>Name of Bidder :</b>			
	<b>Compliance by Bidder</b>		
<b>SL. NO.</b>	<b>BEC / TENDER REQUIREMENTS</b>	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of bid
1	Bidder to confirm that they have not taken any exception/deviations to the bidding document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond/ Bank Guarantee/ earnest Money along with the offer ?		
4	Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm. Conditional offer will be liable for rejection?		
6	Confirm that all relevant fields in the on-line bidding format been filled in by the bidders for the items quoted by them.		
7	Confirm that the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using Class 3# digital certificate (e-commerce application) in Organization Name issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10.	CONFIRM THAT YOU SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER bidding document IN THE EVENT OF PLACEMENT OF ORDER ON YOU		
11.	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT (wherever applicable)		
12.	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		
13.	Confirm that you have submitted Name and full address of issuing bank including Telephone, Fax Nos. and Email Id of Branch Manager where Bid security has been submitted as Bank Guarantee.		

**Bidders Response Sheet**

<b>Sl No.</b>	<b>Description</b>	<b>Remarks</b>
1	Name of Bidder	
2	Place of Despatch (Ex- Works)	
3	Whether Freight charges have been included in your quoted prices	
4	Whether Transit Insurance charges have been included in your quoted prices	
5	Make of quoted Product	
6	Offered Validity of Bid from Bid Closing Date	
7	Delivery Period in days/weeks/months from placement of order	
8	Complied to Standard Payment Terms of OIL or not. (Please refer to clause 23.2 of LCB Doc Booklet)	
9	Bid Security Submitted (if applicable) Details of Bid Security Submitted to OIL (if applicable) a) Bid Security Amount (In Rs): b) Bid Security Valid upto: c) Name and Full Address of Issuing Bank:	
10	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the bidding document.	
11	Bid Security if Not submitted, reasons thereof	
12	Whether you shall submit Performance Security in the event of placement of order on you.	
13	Whether submitted documents in support of General qualification criteria of bidding document.	
14	If bidder is Small scale unit whether you have quoted your own product.	
15	If bidder is Small scale unit , whether you are owned by SC/ST entrepreneur.	
16	Integrity Pact submitted (if applicable)	
17	Whether submitted documents in support of General Qualification criteria of bidding document	
18.	Whether fills up the bank details for online epayment as per Annexure GGG	

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETER 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.