



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Oil India Limited
(A Government of India Enterprise)

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INVITATION TO e-BID UNDER SINGLE STAGE COMPOSITE BID SYSTEM

Tender No. & Date : SGI2959P20 dated 02.11.2019

Tender Fee : Not Applicable

Bid Security : INR 40,000.00

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : 05.12.2019 at 11.00 Hrs.

Bid Opening on : 05.12.2019 at 14.00 Hrs.

Bid Validity : Bid should be valid for 90 days from bid closing date.

Bid Bond Validity : Bid Bond should be valid upto 04.06.2020.
(Bid bond format has been changed. Please submit bid bond as per revised format)

Performance Guarantee : Applicable @ 10% of order value.

Integrity Pact : Not Applicable

OIL INDIA LIMITED invites electronic bids from Indigenous bidders under NATIONAL COMPETITIVE BIDDING on SINGLE STAGE COMPOSITE BID SYSTEM through its e-procurement site for the items detailed below –

Item No.	Item Description	Quantity	UoM
1	Video Conference Set (Technical Specification as per Annexure AA)	1	NO.
2	Installation & Commissioning (As per Annexure AA)	1	LSM
3	Training (As per Annexure AA)	1	LSM

Note: - The general details of tender can be viewed by opening the eRFx [Tender] under RFx and Auctions in the e-portal through Guest Login. The details of tendered items 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 National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders).

2.0 This Bidding document consists of:

- (i) Annexure AA : Technical Specification
- (ii) Annexure BB : Bid Rejection Criteria
- (iii) Annexure CC : Commercial Compliance Sheet
- (iv) Annexure DD : Price Schedule
- (v) Annexure EE : Annual Turn Over and Net Worth Certificate
- (vi) Annexure FF : Undertaking towards submission of authentic information/documents

“General Terms & Conditions for National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders).

3.0 Bidders without having E-tender Login ID and Password should complete their online registration at least 7(seven) 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>.

4.0 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.

5.0 Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro and Small Enterprises (MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005). Bidders are requested to take note of the same and to submit their offers accordingly.

5.1 For availing benefits of Purchase Preference under Public Procurement Policy, the interested MSE Bidders must ensure that they are the manufacturer of tendered item(s) and registered with the appropriate authority for the said item(s). The technical offer of such MSE Bidders must include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Purchase Preference of 15% (fifteen percent) shall be extended to the eligible MSE Bidder (i.e. Manufacturer of tendered goods for procurement) over non-MSE L1 Bidder and PO shall be awarded for full tender quantity on such MSE bidder, subject to matching their quoted rates/costs with non-MSE L1 Bidder.

5.2 **MSEs Units (manufacturers/Service Providers 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 their product category & capacity, subject to submission of valid MSME registration certificate issued by appropriate authority.**

5.3 Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority. 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. Late communication in this regard and request for bid closing date extension on that plea shall not be entertained by Company.

- 6.0 **Purchase Preference (Linked with Local Content) (PP-LC) is not applicable against this tender.**
- 7.0 Bidder seeking benefits of MSME and Purchase Preference Policy (Linked with Local Content) shall clearly indicate the same in the tender with proper documents as stipulated in the tender.
- 8.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. **All the Bids must be Digitally Signed using “Class III” digital certificate (e-commerce application) with ‘Certificate Type: Organisation Certificate’ 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.**
- 9.0 EMD must be paid either through online mode or submitted as Bank Guarantee/LC. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.
- 9.1 OIL has made arrangement for online confirmation of Bank Guarantee through SFMS Platform with Axis Bank, Guwahati. Therefore, bidders submitting Bid Security in the form of Bank Guarantee must route the BG through SFMS platform as per following details –
- a. (i) MT 760/MT 760 COV for issuance of bank guarantee
(ii) MT 767/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, Guwahati Branch, IFS Code – UTIB0000140, Branch Address – Axis Bank Ltd., Guwahati Branch, Chibber House, G.S. Road, Dispur, Assam, Pin – 781005.*
- b. The Bidder shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.*
- 9.2 **Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank in India shall not be acceptable.**
- 10.0 Bidders are requested to go through the **‘Vendor User Manual’, ‘Guidelines to Bidders for participating in OIL e-tenders’, ‘New Instruction to bidders for submission of bid’ and ‘Vendor User Manual for e-tendering’** available in the e-portal home page before submitting offer in system.
- 11.0 **Deemed export/Custom Duty benefits are not applicable against this tender and bidders should furnish prices without considering these benefits.**
- 12.0 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 **The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171 before 14.00 Hrs. IST on the Bid Closing Date** mentioned in the Tender.
- a) Bid Security(EMD) submitted in the form of Bank Guarantee.
- 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.

- 13.0 Bidders are requested to examine all instructions, forms, terms and specifications in the tender. Failure to furnish all information required as per the tender or submission of offers not substantially responsive to the

bid in every respect will be at the bidder's risk and may result in rejection of its offer without seeking any clarifications.

- 14.0 Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.
- 15.0 Original Bid Closing Date shall be considered by OIL for evaluation of BRC Criteria in case of any extension of the original bid closing date.
- 16.0 Along with the technical bid, bidders must submit duly filled undertaking as per format provided vide **Annexure-FF** as undertaking towards submission of authentic information/documents.
- 17.0 The tender is invited under **SINGLE STAGE-COMPOSITE BID SYSTEM**. The bidder has to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" 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" shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Price Schedule to be uploaded as attachment in the Attachment Tab "Notes and Attachments".

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

Notes and Attachments	→ Only price details should be uploaded
Technical attachments	→ All technical bid documents except price details

Bidders are requested to go through the 'New Vendor Manual', 'Guidelines to Bidders for participating in OIL e-tenders', 'New Instruction to bidders for submission of bid' and 'Vendor User Manual for e-tendering' available in the e-portal home page before submitting offer in system



- 18.0 For the convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price Bid is invited by Company through attachment form under "Notes & Attachments" (i.e.,

NO PRICE CONDITION), Bidder must upload their detailed Price-Bid as per the prescribed format under “Notes & Attachment”, in addition to filling up the “Total Bid Value” Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc.. Under NO PRICE Condition (i.e. Price Bid in attachment form), the “Total Bid Value” as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/omissions therein, if any. Notwithstanding to sharing the “Total Bid Value” or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the unloaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of the e-tender.

- 19.0 Bidders are requested to examine all instructions, forms, terms and specifications in the tender. Failure to furnish all information required as per the tender or submission of offers not substantially responsive to the bid in every respect will be at the bidder’s risk and may result in rejection of its offer without seeking any clarifications.
- 20.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that all documents which are to be submitted in a sealed envelope are also submitted at the address mentioned in note 12.0 above before **14:00 Hrs (IST)** on the bid closing date failing which the offer shall be rejected.
- 21.0 Other terms and conditions of the tender shall be as per “General Terms & Conditions for National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders). However, if any of the clause of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) contradicts the clauses in the General Terms & Conditions of the tender and/or elsewhere, those mentioned in the BEC/BRC shall prevail.
- 22.0 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 may be summarily rejected.
- 23.0 **No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL’s website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.**

Sd-
(M.B. SINGHA)
SR. MANAGER MATERIALS (PL)
FOR GENERAL MANAGER - MATERIALS (PL)
FOR: CHIEF GENERAL MANAGER (PLS)

TECHNICAL SPECIFICATION

Technical Specification for Video Conference(VC) Solution

- 1.0 Make and Model:** The bidder must specify the make, model and provide the OEM datasheet for the quoted Video Conference System.
- 2.0 General Description:**
The proposed system must support PAL with a PTZ camera. The codec must be based on ITU standards. The Video Conference End Point should be a codec based hardware. All components of the Video Conference system like Codec, Camera, Display, Trolley and Microphone must be from the same OEM. The offered solution unit must be integrated packaged solution with Dual 65-inch OEM integrated HD LED Display, microphones, integrated HD sound speakers, integrated Pedestal Mount and Video conferencing 1080p codec.
- 3.0 Video Standards and Resolutions:**
- 3.1 The proposed VC solution must support H.323, SIP standards for communications.
 - 3.2 The proposed VC solution must support H.261, H.263, H.264 AVC/ SVC, H.264 High Profile/H.265.
 - 3.3 The proposed VC solution must transmit both people and content both simultaneously to the far end location at minimum 1080p 30fps and 1080p 15fps respectively.
- 4.0 Content Standards and Resolutions:**
- 4.1 The proposed VC solution must support content sharing using standard based H.239 and BFCP over SIP. It should also support audio from PC used for content sharing.
 - 4.2 It must transmit visuals of both people and content both simultaneously to the far end location at 1080p 30fps.
- 5.0 Audio Standards and Features:**
- 5.1 The proposed VC solution must support G.711, G.728, G.729A, G.722, G.722.1, AAC-LD or better.
 - 5.2 It must support 20kHz or better bandwidth with crystal clear audio and stereo sound.
- 6.0 Video and Audio Inputs:**
- 6.1 Minimum 1 HD input for connecting HD cameras
 - 6.2 1 x HDMI input for connecting PC/Laptop to share HD content
 - 6.3 1 x Microphone Input
 - 6.4 1 x 3.5mm stereo line-in
- 7.0 Video and Audio Outputs:**
- 7.1 2 x HDMI output for connecting dual display monitor
 - 7.2 1 x 3.5 mm stereo line-out
- 8.0 Other Interface:**
- 8.1 1 x 100/1000 LAN port
 - 8.2 2 x USB 2.0/USB 3.0
- 9.0 HD Camera:**
- 9.1 The proposed VC solution must support 1080p 60fps with 10x optical zoom.
 - 9.2 It must be capable of enhancing video conferencing experience with advanced face, voice and movement recognition technology such that it automatically scans the room and seamlessly commands the main camera to appropriately frame the users during a call without any manual intervention.
 - 9.3 It must support PAN Range of +/-90°, and Tilt of +12/-14°
 - 9.4 Two cameras must be provided with VC set. One for overall view and one for speaker tracking (face-recognition).

10.0 Network Features:

- 10.1 H.323 and SIP bandwidth up to 6 Mbps
- 10.2 IPv4 and IPv6 support from day one

11.0 Multi-Site Features:

The VC system must be able to connect to at least 5 sites simultaneously at HD resolution from Day 1. Licenses (if any) must be factored & supplied.

12.0 Security:

Media Encryption (H.323, SIP): AES-128, AES-256.

13.0 Other Standards:

H224/H.281, H.323 Annex Q, H.225, H.245, H.241, H.239, H.243, H.460.

14.0 Other Features:

The proposed VC solution must be interoperable with all standards based video endpoints, gatekeepers, and multipoint conferencing platforms. OIL India has CISCO firewall traversal solution deployed already as part of core infrastructure. The solution should enable secure intra-office, inter-office, mobile video collaboration and communication to VC system of other organisations.

- 15.0 **Warranty:** 1(one) year on-site warranty must be provided. OEM part code (if any) for the same must be mentioned.

16.0 Installation & Commissioning:

- 16.1 Installation and commissioning of the Video Conference System and other equipment have to be carried out within 30 (thirty) days of receipt of material at OIL, CoEES office, Guwahati. **Bidder shall arrange for to & fro travel to the installation site, local conveyance and boarding & lodging during the installation. All charges shall be borne by the bidder and should be quoted separately which shall be exclusive of GST but inclusive of all other taxes including Income Tax/Corporate Tax/ Personal Tax to be deducted at source.**

- 16.2 The bidder has to ensure that the systems will work with our existing VC systems (CISCO M800, PolyCom Realpresence, HDX7000, HDX8000) installed at OIL Offices at Duliajan, Noida, Kolkata, Pipeline HQ at Guwahati, Jodhpur and Kakinada.

- 16.3 The System should be integrated with OIL's CISCO Recording and Streaming server (RSS) installed at OIL, Duliajan office.

- 16.4 Installation and commissioning will be considered complete only when it is duly certified by CoEES after successful completion of the above mentioned activities.

- 16.5 Warranty of the Video Conferencing system will start from the following day of issuance of installation & commissioning certificate by CoEES. OEM part code (if any) for the same must be mentioned.

- 16.6 The bidder has to quote separately for Installation and Commissioning charges.

17.0 Training:

- 17.1 The bidder has to organise an on-site training on configuration and operation of all the supplied equipment to four (4) personnel of Oil India Limited immediately after installation and commissioning. **Bidder shall arrange for to & fro travel to the Training site, local conveyance and boarding & lodging during the training period. All charges shall be borne by the bidder and should be quoted separately which shall be exclusive of GST but inclusive of all other taxes including Income Tax/Corporate Tax/ Personal Tax to be deducted at source.**

- 17.2 The training has to be provided in one session at CoEES office, Guwahati for a minimum of 1 (one) day.

17.3 The bidder has to quote separately for Training Charges.

18.0 Annual Maintenance Service:

- 18.1 The bidder must quote for on-site Annual Maintenance Service (AMS) for all supplied equipment on per year basis, for a period of 4(four) years to be effective after the expiry of 01(one) year warranty. **The cost of 4(four) years AMS charges thus quoted shall be considered for evaluating the offers made by potential supplier.** OIL reserves the right to enter into a separate service contract, after the expiry of warranty period for the AMS based on the AMS charges quoted.
- 18.2 AMS will start after successful completion of warranty period. Necessary part code for AMS must be mentioned.
- 18.3 AMS will include supply of all spares.
- 18.4 The bidder has to rectify any fault including replacement of spare parts within 120 hrs. of reporting the failure.
- 18.5 The bidder has to provide the contact address and phone numbers of person/ persons who will be responsible for coordinating the warranty and AMS activities at OIL, CoEES office, Guwahati as a single point contact for OIL.
- 18.6 The bidder must supply and install all upgrades/ new release of supplied software/ firmware/ drivers etc. during the AMS period.
- 18.7 The bidder's engineer has to visit once in a quarter onsite at CoEES to carry out a routine health checkup of the offered solution. The bidder has to rectify any observed deficient configurations/issues etc. during his inspection visit. The inspection report along with corrective measures taken has to be shared with respective officer at COEES.

BID REJECTION CRITERIA/BID EVALUATION CRITERIA**I. BID REJECTION CRITERIA (BRC):**

The bids must conform to the specifications, terms and conditions given in the tender document. Bids shall be rejected in case the items offered do not conform to the required minimum/ maximum parameters stipulated in the technical specifications and to the respective international /national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the offer/ offers will be considered as non-responsive and is/are liable to be rejected, if the following conditions are not fulfilled:

(A) TECHNICAL

1.0 The bidder should be an Original Equipment Manufacturer (OEM) of tender item.

OR

The bidder should be the authorized Dealer/Distributor/Sole Selling Agent/ Supply House of an Original Equipment Manufacturer (OEM).

2.0 IN CASE THE BIDDER IS AN ORIGINAL MANUFACTURER (OEM):

If the bidder is a manufacturer, then they must satisfy the following criteria and furnish the relevant documentary evidences as under along with the technical bid:

2.1 The bidder should have the credential of successfully supplying and commissioning of 1(one) Set of Video Conference System in a single order to any Organization/Company during last five (5) years preceding the original bid closing date of the tender either by themselves or through their authorized dealer/distributor/sole selling agent/supply house.

2.2 The following supporting documents with respect to bidder's past supply experience as above must be uploaded/submitted along with the technical bid, failing which the bid shall be considered as incomplete/non-responsive and rejected.

- (i) Copy (ies) of purchase Order(s)/Contract(s) placed on the bidder by client(s).
- (ii) In addition to copies of purchase orders/contracts, any of the following document or combination of documents that substantially confirm(s) successful execution of the order(s).

- Satisfactory completion certificate/performance report
- Tax Invoice etc.
- Consignee receipt delivery challan

Note: For the purpose of above clause, the date of those purchase order(s)/Contract(s) need not be within five (5) years preceding the bid closing date of the tender, but the date of execution must fall within the period of five (5) years prior to the original bid closing date of the tender.

3.0 IN CASE THE BIDDER IS NOT A MANUFACTURER:

If the bidder is a sole selling agent / distributor / dealer / supply house of any manufacturer (OEM), then the bidder must furnish the following documents along with their technical bid, failing which the bid shall be rejected:

3.1 Authorization Letter/Certificate from the Manufacturer (On manufacturer's letter head) should be submitted along with the technical bid. This certificate should be valid at the time of bidding and should remain valid throughout the duration of Purchase Order for execution, including extension, if any.

3.2 The bidder should have the credential of successfully supplying and commissioning of 1(one) Set of Video Conference System in a single order to any Organization/Company during last five (5) years preceding the original bid closing date of the tender.

- 3.3 Documentary evidences in respect of bidders' supply experience as per para 3.2 above must be submitted with the technical bid, in the form of copies of relevant Purchase Orders along with copies of any of the following documents for satisfactory execution of each of those Purchase Orders, failing which the bids shall be rejected:

- (i) Satisfactory Inspection Report
- (ii) Satisfactory supply completion/Client certificate
- (iii) Tax Invoice etc.
- (iv) Consignee receipt delivery challan

Note: For the purpose of above clause, the date of those purchase order(s)/Contract(s) need not be within five (5) years preceding the bid closing date of the tender, but the date of execution must fall within the period of five (5) years prior to the original bid closing date of the tender.

- 4.0 A job/supply executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting Bid Rejection Criteria/ Bid Evaluation Criteria.
- 5.0 **Delivery Period:** Delivery to be completed within 3(three) months from the date of issue of Purchase Order. Installation and commissioning of the Video Conference System and other equipment to be completed within 30 (thirty) days of receipt of material at OIL, CoEES office, Guwahati.

(B) FINANCIAL:

- 1.0 Annual Financial Turnover of the bidder during any of preceding three financial/accounting years from the original bid closing date should be at least INR 9,99,999.85.
- 2.0 **Net Worth** of the bidder should be positive for the financial/accounting year just preceding to the original Bid Closing Date of the Tender.
- 3.0 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 2019-20 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 EE**.
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.

(A) COMMERCIAL

- 1.0 Bids are invited under **SINGLE STAGE COMPOSITE BID SYSTEM**. Bidders shall quote accordingly.
- 2.0 **Bid security of INR 40,000.00 shall be furnished as a part of the bid.** Any bid not accompanied by a proper bid security in ORIGINAL will be rejected without any further consideration. For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms & Conditions for National Tenders (National Competitive Bidding), Booklet No. MM/LOCAL/E-01/2005 (For E-tenders). **The Bid Security shall be valid till 04.06.2020.**
- 3.0 Warranty shall be as per Clause no. 15 of under Annexure – AA (Technical Specification). Bidder to confirm the same in their Bid.
- 4.0 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.
- 5.0 **Validity of the bid shall be minimum 90 days from the final Bid Closing date. Bids with lesser validity will be rejected.**
- 6.0 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with **‘Certificate Type: Organisation Certificate’** 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.**
- 7.0 Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Security specified above must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement [*Please refer General Terms & Conditions for National Tenders (National Competitive Bidding), Booklet No. MM/LOCAL/E-01/2005 (For E-tenders)*]. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 8.0 MSME Bidders are exempted from payment of Bid Security (EMD) irrespective of their product category & capacity, subject to submission of valid MSME registration certificate issued by appropriate authority. Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority.
- 9.0 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.
- 10.0 Bids containing incorrect statement will be rejected.
- 11.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- 12.0 The following points are deemed as “non-negotiable” and offer shall be rejected straightaway without seeking clarification:
 - i. Validity of bid shorter than validity indicated in the tender.
 - ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.
 - iii. Bid security with (a) Validity shorter than the validity indicated in tender and/or (b) Bid security amount lesser than the amount indicated in the tender.
- 13.0 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
 - i. Liquidated Damages (*Note: In case of deduction of LD, LD amount will be deducted along with applicable rate of GST*)

- ii. Guarantee of material
- iii. Arbitration / Resolution of Dispute
- iv. Force Majeure
- v. Applicable Laws

14.0 **DELIVERY LOCATION:** The Video Conference system is to be delivered and installed/ commissioned at the following address-

**CENTRE OF EXCELLENCE FOR ENERGY STUDIES,
OIL INDIA LIMITED, RUKMINIGAON,
G. S. ROAD, GUWAHATI,
ASSAM, INDIA, PINCODE: 781022.**

15.0 **PRICE SCHEDULE:**

Bidder shall submit the Price Break up as per Annexure DD. Bidders should fill up the annexures, sign and upload under “Notes & Attachments” > “Attachments” only. Evaluation of offers shall be done on F.O.R. Destination basis.

15.1 The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. Basic Material Value including TPI, if any
2. Pre-despatch Inspection Charges, if any
3. Packing & Forwarding Charges, if any
4. **Total Ex-Works Value (1+2+3)**
5. GST on Total Ex-Works Value (4)
6. Compensatory Cess, if any
7. **Total FOR Despatching Station Value (4+5+6)**
8. Freight Charges upto destination
9. GST on Freight Charges (8)
10. Insurance Charges @0.5% of (7) inclusive of GST
11. Installation & Commissioning Charges
12. GST on Installation & Commissioning Charges
13. Training Charges
14. GST on Training Charges
15. AMS Charges (1st year, 2nd year, 3rd and 4th year to be shown separately)
16. GST on AMS Charges
17. **Total Value (7+8+9+10+11+12+13+14+15+16)**

15.2 **Comparison of offers shall be done on Total Value vide Srl. No. 17 (Total Value).**

15.3 Domestic bidders must quote inland freight charges upto Destination. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.

15.4 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

15.5 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

COMMERCIAL COMPLIANCE SHEET

The compliance sheet must be completed and submitted with the offer. Please ensure that all these points are covered in the offer. These will ensure that the offer is properly evaluated. Please mark 'Yes', 'No' or 'Not Applicable' or specify against the following questions, in the right hand column.

OFFER REF:			
NAME OF THE BIDDER:			
Srl. No.	Particulars	Yes/No/Not Applicable	Remarks
1	Whether bid submitted under Single Stage Composite Bid System?		
2	Whether ORIGINAL Bid Bond (not copy of Bid Bond) submitted exactly as per format? If YES, provide details -		
	(a) Amount		
	(b) Name of issuing Bank		
	(c) Validity of Bid Bond		
	(d) Whether Bid Bond is valid till		
3	Whether offered firm prices?		
4	Whether quoted offer validity of 90 days from the date of bid closing of the tender?		
5	Whether quoted delivery period as per tender?		
6	Whether quoted as per tender (without any deviations)?		
7	Whether quoted any deviation?		
8	Whether deviation separately highlighted?		
9	Whether agreed to the Warranty clause?		
10	Whether Price Bid submitted as per Price Schedule		
11	Whether quoted all the items/qty. of tender?		
12	Whether indicated the country of origin for the items quoted?		
13	Whether technical literature / catalogue enclosed?		
14	Whether confirmed acceptance of tender Payment Terms?		
15	Whether indicated the place from where the goods will be dispatched. To specify :		
16	Whether road transportation charges up to Destination quoted?		
17	Whether offered Ex-works price including packing/forwarding charges?		
18	Whether weight & volume of items offered indicated?		
19	If Pre-despatch/shipment inspection charges applicable, whether quoted separately?		
20	Whether confirmed to submit PBG as asked for in tender?		
21	Whether agreed to submit PBG within 30 days of placement of order?		
22	Whether indicated import content in the offer?		
23	Whether all applicable Taxes & Duties have been quoted?		
24	Whether all BRC/BEC clauses accepted?		
25	Whether MSME? If yes, whether documents enclosed as per tender.		
26	Whether all Financial Details as per BRC enclosed?		
27	Whether submitted Turn Over and Net Worth Certificate?		
28	Whether submitted affidavit/undertaking certifying that the balance sheet/Financial Statements for the financial year 2018-2019 has actually not been audited so far. (Annexure EE)		
29	Whether undertaking of Authenticity of Documents submitted, if applicable? (Annexure FF)		

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD		
<u>TO WHOM IT MAY CONCERN</u>		
<p>This is to certify that the following financial positions extracted from audited financial statements of M/s..... (Name of the bidder) for the last 3 (three) completed accounting years upto.....(as the case may be) are correct.</p>		
YEAR	TURNOVER In INR (Rs.) Crores/ USD Million*	NET WORTH In INR (Rs.) Crores / USD Million*
<p>*Rate of conversion (if used any): USD 1.00 = INR</p> <p>Place:</p> <p>Date:</p> <p>Seal:</p> <p>Membership No.:</p> <p>Registration Code:</p> <p>Signature:</p>		

****Applicable for Global Tenders.***

**FORMAT OF UNDERTAKING BY BIDDERS TOWARDS SUBMISSION
OF AUTHENTIC INFORMATION/DOCUMENTS**

(To be typed on the letter head of the bidder)

Ref. No _____

Date _____

To,

**The Dy. General Manager (Materials)PL
Oil India Limited, Pipeline Headquarters
Narangi, Guwahati**

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No. _____ Dated _____

Sir,

With reference to our quotation no. dated..... against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

BID SECURITY FORMAT

TO,

**OIL INDIA LIMITED
PIPELINE HEADQUARTERS
P. O. – UDAYAN VIHAR,
GUWAHATI - 781171
ASSAM, INDIA**

Whereas (herein after called 'the Bidder') has submitted their Bid No..... dated..... against OIL INDIA LIMITED, PIPELINE HEADQUARTERS, GUWAHATI, ASSAM, INDIA (hereinafter called the Purchaser) 's tender No..... for the supply of (hereinafter called 'the Bid') KNOW ALL MEN by these presents that we..... of having our registered office at (hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the said Bank thisday of

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder,
or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period of bid validity:
 - a) fails or refuses to accept the order; or
 - b) fails or refuses to furnish the performance security
 or
3. If the Bidder furnishes fraudulent document/information in their bid.

We undertake to pay to the Purchaser up to the above amount upon receipt of their first written demand (by way of letter /fax/cable) without the Purchaser having to substantiate their demand, provided that in their demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or all of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including _____ (Bidder to indicate specific date as mentioned in the tender), and any demand in respect thereof should reach the Bank not later than the above date.

The details of the issuing bank and controlling bank are as under:

A. Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B. Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

Signature & Seal of the Bank