



**INVITATION TO e-BID UNDER SINGLE STAGE COMPOSITE BID SYSTEM**

Tender No. & Date	: SGI3628P17 dated 23.01.2017
Tender Fee	: INR 1,000.00
Bid Security	: INR 28,900.00
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: 14.02.2017 at 11.00 Hrs.
Bid Opening on	: 14.02.2017 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 15.08.2017. (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 LOCAL COMPETITIVE BIDDING (LCB) on SINGLE STAGE COMPOSITE BID SYSTEM through its e-procurement site for the items detailed below –**

Item No.	Item Description	Quantity	UoM
10	Supply of Primavera P6 Enterprise Project Portfolio Management (EPPM) Software for Project Management at Pipeline Project Section, PHQ, Guwahati. <b>License shall be for 4 (four) users including Annual Technical Support (Software update and Product support) for 1(one) year.</b>	1	NO.
20	Supply of hardware of following configuration for P6 application server: CPU: 64 Bit, 2 Core @ 2.90 GHz, Intel Xeon E5 2690 (HTT) or equivalent Memory: 16 GB Storage: 250 GB Operating system: Oracle Enterprise Linux (OEL) 6.7 64-bit or Windows Server 64-Bit R2 or equivalent.	1	NO.
30	Training (Fundamental + Advance) <b>Training duration will be of 5 days each at Guwahati and NOIDA office (total 10 days) - 8 hrs/day</b>	1	LS
40	Annual Technical Support Services for 3(three) years	1	LS
50	Installation, Configuration & Commissioning of Primavera P6 software at OIL Corporate Office, NOIDA and OIL, Pipeline Headquarters, Guwahati	1	LS
60	Installation & Commissioning of Hardware for Primavera P6 software at OIL Pipeline Headquarters, Guwahati	1	LS

**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 e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders).
- 2.0 This Bidding document consists of :
- (i) Annexure AA : Special Terms & Conditions.
  - (ii) Annexure BB : Bid Rejection Criteria/Bid Evaluation Criteria
  - (iii) Annexure CC : Commercial Check List
  - (iv) Annexure DD : Bank Details
  - (v) Annexure EE : Certificate of Annual Turnover & Network

**LCB Doc. Booklet (No. MM/LOCAL/E-01/2005)** and **General Guideline for e-procurement** have been uploaded separately in the Technical RFx -> External Area -> Tender Documents.

- 3.0 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 (PL), Oil India Limited (Pipeline Headquarters), P.O. Udayan Vihar, Guwahati -781171. **Application shall be accepted only upto one week prior to the bid closing date (or as amended in e-portal)**. 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 (***For bidders having existing user id and password issued by OIL, same may be used for submission of bid after payment of tender fee***). 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 the tender 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 tender 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 tender document mentioned in the tender.

- 4.0 **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.
- 5.0 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 Chief Materials Manager (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) Original Bid Security.
  - b) 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.

- 6.0 **Bidders are requested to quote non Deemed Export prices.**
- 7.0 Please do refer the User Manual provided on the e-portal webpage on the procedure ‘How to create Response’ for submitting offer.
- 8.0 Bidders shall prepare the “Techno-commercial Unpriced Bid” and “Priced Bid” separately and shall upload 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 Un-priced 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”. **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.

**Display RFX Response:**

Go to this Tab “Technical RFX Response” for Uploading “Techno-commercial Bid”.

Go to this Tab “Notes and Attachments” for Uploading “Priced Bid” files.

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

**Edit RFX Response:**

Bid on “EDIT” Mode

Area for uploading Techno-Commercial Bid\*

Area for uploading Priced Bid\*\*

- 9.0 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 bidders risk and may result in rejection of its offer without seeking any clarifications.
- 10.0 All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) with organisation 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.

- 11.0 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 5.0 above before **14:00 Hrs (IST)** on the bid closing date failing which the offer shall be rejected.
- 12.0 Other terms and conditions of the tender shall be as per General Terms & Conditions” in Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB 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.
- 13.0 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.
- 14.0 **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)  
MANAGER MATERIALS (PL)  
FOR CHIEF MANAGER MATERIALS (PL)  
OR: GENERAL MANAGER (PLS)

**ANNEXURE- AA**

**1.0 SPECIAL TERMS & CONDITIONS**

1.1 License shall be for 4(four) users including Annual Technical Support (Software update and Product support) for 1(one) year.

**1.2 License must be issued by Oracle India Pvt. Ltd. in the name of "OIL INDIA LIMITED".**

1.3 Package should include setting up of an Application Server with license for 4(four) users.

1.4 The Primavera EPPM Software should be of Latest version as on the date of supply.

1.5 Bidder should ensure fine tuning of the setup as required during Onsite Installation & Implementation for Application server.

1.6 The software is to be installed at OIL Corporate Office NOIDA and OIL, Pipeline Headquarters, Guwahati.

1.7 **Additional Licence:** Bidder should also quote separately for cost of additional license. If OIL desires to procure additional license, bidder should agree to provide the same as per the quoted price for additional license. The validity of the quoted price for such additional licence shall be atleast upto 1(one) year from the B.C. date. However, same shall be not taken into consideration during evaluation against this tender.

1.8 Training (Fundamental + Advance) shall be provided at the following locations -

- 1) Oil India Limited, Pipeline Headquarters, Narangi, Guwahati
- 2) Oil India Limited, Corporate Office, NOIDA

1.1 Training scope by Oracle Certified Primavera trainer shall include but not limited to the following:

1. Understanding P6 data
2. Creating a project
3. Creating a work breakdown structure
4. Adding activities
5. Using activity views
6. Creating relationships
7. Scheduling a project
8. Assigning constraints
9. Assigning roles and resources
10. Calendars, baselining the project plan
11. Executing the project plan
12. Analyzing the updated project
13. High level resource planning
14. Managing allocation
15. Advance scheduling

**Training duration will be for 5 days each at Guwahati and NOIDA office (total 10 days) - 8 hrs/day.**

1.2 Bidder should quote for Annual Technical Support Services for 3(Three) years which shall start after expiry of 1<sup>st</sup> year of Annual Technical Service. **Same shall be considered for evaluation.**

1.10 **Payment Terms:** Payment shall be released as under -

- a) 50% against supply of Software.
- b) 30% against supply of hardware, installation and commissioning of the whole system.
- c) 10% against submission of hard copy of the license for operating the software.

**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 must be an authorized licence holder of M/s Oracle India for Primavera software. Documentary evidence for the same must be submitted along with the bid.

1.1 The bidder should have a minimum experience of supplying and installing atleast 1(one) user of Primavera software in any firm or organization in last five (05) years.

Copy of work order/completion certificate issued by the organization should be submitted as documentary evidence along with the bid.

**2.0 COMPLETION TIME:****Delivery of software and hardware:**

The software and the hardware must be delivered within 20 days from the date of issue of P.O. **Bidder quoting delivery time more than the above shall be rejected.** However, bidder to quote their best delivery period.

**Installation, configuration and commissioning for software and hardware:**

Installation, configuration and commissioning for both software and hardware shall be completed within 20 days of intimation by OIL.

**(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 7,22,500.00.

1.1 **Net worth** of bidder must be positive for preceding financial/ accounting year.

2.0 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 ..... (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 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.

**(C) COMMERCIAL**

- 1.0 Bids are invited under **SINGLE STAGE COMPOSITE BID SYSTEM**. Bidders shall quote accordingly.
- 2.0 **Bid security of INR 28,900.00 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 and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. **The Bid Security shall be valid till 15.08.2017.**
- 3.0 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.
- 4.0 **Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.**
- 5.0 All the Bids must be Digitally Signed using #Class 3# digital certificate (e-commerce application) with organisation 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.**
- 6.0 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.
- 7.0 Bids containing incorrect statement will be rejected.
- 8.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- 9.0 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.

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

**PRICE BID FORMAT:**

Item No.	Item Description	Qty.	UoM	Unit Price (INR)	Total Price (INR)
10	Supply of Primavera P6 Enterprise Project Portfolio Management (EPPM) Software for Project Management at Pipeline Project Section, PHQ, Narangi, Guwahati. <b><i>License shall be for 4 (four) users including Annual Technical Support (Software update and Product support) for 1(one) year.</i></b>	1	No.		
20	Supply of hardware of following configuration for P6 application server: CPU: 64 Bit, 2 Core @ 2.90 GHz, Intel Xeon E5 2690 (HTT) or equivalent Memory: 16 GB Storage: 250 GB Operating system: Oracle Enterprise Linux (OEL) 6.7 64-bit or Windows Server 64-Bit R2 or equivalent.	1	No.		
30	Training (Fundamental + Advance) <b><i>Training duration will be for 5 days each at Guwahati and NOIDA office (total 10 days) - 8 hrs/day</i></b>	1	LS		
40	Annual Technical Support Services for 3 years	1	LS		
50	Installation, Configuration & Commissioning of Primavera P6 software at OIL Corporate Office, NOIDA and OIL, Pipeline Headquarters, Guwahati	1	LS		
60	Installation & Commissioning of Hardware for Primavera P6 software at OIL Pipeline Headquarters, Guwahati	1	LS		

- (A) Total Materials Cost of **Item nos. 10 and 20**  
 (B) Packing and Forwarding Charges, if any  
 (C) Total Ex-works value (A+B)  
 (D) Excise Duty including Cess (*Please indicate applicable rate of Duty*)  
 (E) Total Ex-works value including Excise Duty & Cess (C+D)  
 (F) Sales Tax (*Please indicate applicable rate of Tax*)  
 (G) Total FOR Despatching station value (E+F)  
 (H) Transportation charges to Guwahati  
 (I) Insurance Charges  
 (J) Total FOR Guwahati Value (G+H+I)  
 (K) Training Charges **(Item no. 30)**  
 (L) Service tax on Training charges (Item no. 30) (*Please indicate the rate of Tax*)  
 (M) Annual Technical Support Services for 3 years **(Item no. 40)**  
 (N) Service tax on Annual Technical Support Services for 3 years (Item no. 40) (*Please indicate the rate of Tax*)  
 (O) Installation, Configuration & Commissioning charges **(Item no. 50)**  
 (P) Service Tax on Installation, Configuration Commissioning charges (Item no. 50) (*Please indicate the rate of Tax*)  
 (Q) Installation & Commissioning charges **(Item no. 60)**  
 (R) Service Tax on Installation & Commissioning charges (Item no. 60), (*Please indicate the rate of Tax*)  
 (S) Total Value, (J+K+L+M+N+O+P+Q+R) above  
 (T) Total value in words :  
 (U) Gross Weight :  
 (V) Gross Volume :



**NOTE:**

- i. Training charges should be inclusive of all charges. OIL may provide accommodation, if required, on chargeable basis, depending upon availability. All other charges including stay, travel etc. should be in the scope of the supplier. Service tax for the training charges to be shown separately.
- ii. Bidder to provide the Total Volume and Gross Weight of the consignment for transportation.
- iii. 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.

**3.0 BID EVALUATION CRITERIA (BEC) :**

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:

- 1.0 The evaluation of bids will be done as per the Price Bid Format (SUMMARY) detailed vide Para (C) 10.0 of BRC.
- 2.0 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.
- 3.0 Evaluation will be done on "Total Value" basis to ascertain the lowest bid. (Clause (C) 10.0 of the BRC)
- 4.0 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.

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