



INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM

OIL INDIA LIMITED invites electronic bids from Indian bidders under SINGLE STAGE TWO BID SYSTEM through its e-procurement site . Few salient points of the Tender (covered in detail in the Bid Document) are highlighted below:

(i)	E-Tender No.	:	SGI5628P21
(ii)	Description	:	Inline Auto-Sampler system set.
(iii)	Type of Bidding	:	Online-Single Stage-Two Bid System
(iv)	Tender Fee	:	Not Applicable
(v)	Bid Closing Date & Time	:	As mentioned in Online E-tender portal
(vi)	Technical Bid Opening Date & Time	:	As mentioned in Online E-tender portal
(vii)	Price Bid Opening Date & Time	:	Will be intimated only to the eligible/qualified Bidders nearer the time.
(viii)	Bid Submission Mode	:	Bids must be uploaded online in OIL's E-procurement portal
(ix)	Bid Opening Place	:	Office of Office of The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati - 781171
(x)	Bid Validity	:	120 days from date of Bid Closing
(xi)	Bid Security Amount	:	INR 7,85,000.00
(xii)	Bid Security Validity	:	Upto 30.08.2021 (Bid bond format has been changed. Please submit bid bond as per revised format)
(xiii)	Original Bid Security to be submitted	:	Office of Office of The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati - 781171
(xiv)	Amount of Performance Security	:	10% of Total Order Value
(xv)	Validity of Performance Security	:	10% of Total Order Value. The original Performance Security of order will be returned only after submission and verification of AMC Performance Security for 10% of total AMC value valid up to AMC period plus 3

			months (if there is no other claim). (Undertaking of acceptance to be uploaded with bid).
(xvi)	Quantum of Liquidated Damage for Default in Delivery	:	Refer clause No. 31 of MM/LOCAL/E-01/2005
(xvii)	Integrity Pact	:	Must be digitally signed & uploaded along with the Techno-commercial Bid. Must be digitally signed & uploaded along with the Technical Bid. ANNEXURE- XII to be submitted along with technical Bid under "Technical Attachment" Tab in the E-tender Portal
(xviii)	Bids to be addressed to	:	Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171.

The item details against the above tender are given below:

Sl.No	Item	Quantity	UOM
10	Inline Auto-Sampler system set.	3	NO
20	Laboratory Mixer with accessories.	3	NO
30	Onsite Commissioning of Item 10 & 20 for three site	1	AU

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.

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 <https://www.oil-india.com/>

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for **Instrument Cable & Control Cable** through its e-Procurement site under **SINGLE STAGE TWO BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. The prescribed Bid Forms for submission of bids and details of the tender documents are available in the Technical RFx -> External Area -> Tender Documents

STANDARD NOTES

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.**

b) **OIL's office timings are as below:**

	Time (in IST)
Monday – Friday	07.00 AM to 11.30 AM; 01.00 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

The tender will be governed by:

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 and Terms & Conditions
- (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
- (vii) Annexure XII : Integrity Pact
- (viii) Annexure GG : Clause for Startup and MSE bidders.

“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 **Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed. The turnover related figures of the bidders claiming as MSE bidders as mentioned above shall be considered based on Bidders self-declarations to be submitted with their bid as per new gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020. However, in case of any intentional misrepresents or attempts to suppress facts in the self-declaration, the bidder shall be liable to penalty as specified under section 27 of the Act.**
- 5.4 Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority.
- 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. DD/Cheques/Cashier Cheque or any other mode will not 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-TWO 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.
- 18.0 In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that “TECHNO-COMMERCIAL UNPRICED BID” should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical Rfx Response-> User -> Technical Bid. No price should be given in above Technical Rfx otherwise the offer will be rejected. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical Rfx Response-> User -> Technical Bid only. The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. Details of prices as per Price Schedule can be uploaded as Attachment under the attachment option under “Notes & Attachments”.

Notes and Attachments

→ Only price details should be uploaded

Technical attachments

→ All technical bid documents except price details

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

Go to this Tab “**Technical Attachments**” for Uploading “Technical Bid” files.

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.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)
[Important Note for New Portal Users:](#)
[Click here to View Compostability Settings](#)
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- 19.0 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.

The screenshot shows the 'Create RFX Response' interface. At the top, there are tabs: **Submit**, **Read Only**, **Print Preview**, **Check**, **Technical RFX Response**, and **Close**. Below these, the form displays: **RFX Response Number** 60038748, **RFX Number**, **RFX Owner** BHARALI, and **Total Value** 0.00 INR. A callout points to the **Total Value** field, stating: "Bidder to select the currency of the Response".

The form has several sections: **RFX Information**, **Items**, **Notes and Attachments**, **Basic Data**, **Questions**, and **Technical Attachments**. Under **Event Parameters**, there are three main fields highlighted with red boxes and callouts:

- Currency:** A dropdown menu currently showing 'Indian Rupee'. A callout points to it: "Bidder to select the currency of the Response".
- Detailed Price Information:** A dropdown menu currently showing 'No Price'. A callout points to it: "'Total Bid Value' is mandatory in 'No Price' RFX".
- Total Bid Value:** A text input field. A callout points to it: "'Total Bid Value' considering all the taxes & duties."

Other visible fields include **Terms of Payment** with a checkbox and a **Total Bid Value** field at the bottom.

- 20.0 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.
- 21.0 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.
- 22.0 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.
- 23.0 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.
- 24.0 Arbitration clause for Settlement of commercial disputes between Central Public Sector Enterprises (CPSEs) inter se and CPSE(s) and Government Department(s)/Organizations(s) - Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD).

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in OPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

- 25.0 **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-
(B Bharali)
CHIEF MANAGER MATERIALS (PL)
FOR GENERAL MANAGER - MATERIALS (PL)
FOR: EXECUTIVE DIRECTOR (PLS)**

ANNEXURE – BB

BID REJECTION CRITERIA/BID EVALUTION CRITERIA

Bid Rejection Criteria & Bid Evaluation Criteria.

(I) BID REJECTION CRITERIA (BRC)

The bid must conform to the specifications and terms and conditions given in the enquiry. Bid will be rejected in case the items offered do not conform to all the required technical 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 following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected.

A. Technical

- 1.1.1 The Bidder shall be an Original Equipment Manufacturer (OEM) having expertise in manufacturing complete Auto Sampler System.

Or

The Bidder shall be an authorized representative of Original Equipment Manufacturer (OEM). In case the bidder is an authorized representative of OEM, the following criteria shall be met by the bidder:

1.1.1.1 The bidder shall supply Auto Sampler System manufactured by an established Auto Sampler System manufacturer who meets the qualification stipulated in 1.1.2 below.

1.1.1.2 The bidder shall furnish an Authority Certificate from the OEM confirming the bidder's status as their authorized supplier. The bidder shall enclose an Authorization Certificate with backup Warranty & Guarantee from the OEM to quote against this tender.

1.1.1.3 One supplier can quote based on an authority letter from one OEM only.

1.1.1.4. The bid shall be rejected in case of any change of the OEM for the aforesaid auto sampler after submission of the bid.

- 1.1.2 The OEM shall be a regular manufacturer of Auto Sampler Systems of same type and shall have the experience of manufacturing automatic sampling systems which comply with ISO 3171 , API 8.2 and IP 6.2 for the last 5 (five) years preceding from the Bid Closing Date of this tender.

1.1.3 Bidder's Experience

In case, the bidder is an Original Equipment Manufacturer (OEM) the following criteria shall be met by the Bidder:

"The Bidder shall have the experience of successful completion of order to any Petroleum company in India for at least one (1) crude oil Auto Sampling System in last seven (7) years preceding to Bid Closing date of this Tender and have at least 1(one) crude oil Auto Sampling System installed in India."

The bidder shall submit details of previous supply of such equipment in a tabular format as shown below:

Sl. No.	Client / Customer Name & Address with Contact –E-Mail	Order No. / Contract No.	Date of Order	Spec. Make, Model and Type of sampling system & Qty. Supplied	Completion Date	Supporting Documents Enclosed
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In case the bidder is an authorized representative of OEM of Auto sampler,
The following criteria shall be met by the Bidder:

"The Bidder shall have the experience of successful completion of order to any Petroleum company in

India for at least one (1) crude oil Auto Sampling System in last seven (7) years preceding to Bid Closing date of this Tender and have at least 1(one) crude oil Auto Sampling System installed in India.”

The bidder shall submit details of the previous supply of such equipment in a tabular format as shown below:

Sl. No.	Client / Customer Name & Address with Contact –E-Mail	Order No. / Contract No.	Date of Order	Spec. Make, Model and Type of sampling system & Qty. Supplied	Completion Date	Supporting Documents Enclosed
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Note:

Supporting Documents:

All the documents mentioned below shall be in the name of the bidder.

- a) In support of experience as noted above the bidder shall submit the following document,
 - i) Copy of the Purchase Order showing equipment details, Date of order, Delivery Date etc.
 - ii) Commissioning report from the clients showing order number and equipment details.
 - iii) Performance report from the clients.
- b) Possession of an order without complete execution or partially completed order will not be considered as previous experience of the bidder with respect to the Bidder's Experience criteria.
- c) Authorization certificate (in original) from the OEM valid for entire period of the contract shall be enclosed **in case bidder is not an OEM.**

Note:

a) The Purchase Order date need not be within 7 (seven) years preceding original bid closing date of this tender. However, the execution of supply should be within 7 (seven) years preceding original bid closing date of this tender.

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

1.1.4 Bidder shall provide evidence that they have a track record of proving the performance of the above system in accordance with the ISO3171/API 8.2 standards. Bidder shall submit copies of field proving certificates for the system design offered, in accordance with the referenced standards, demonstrating that the type of sampler offered meets with the accuracy stated in the technical specification.

1.1.5 Maintenance:

Both preventive and breakdown maintenance of the equipment may be executed by OEM and the bidder may engage service provider. Bidder shall submit Memorandum of Understanding (MOU) between OEM and service provider conforming back up by OEM for all technical supports like servicing, supply of spare for 10 years beyond warranty period.

1.1.6 Bidder shall submit an undertaking (from OEM in case the bidder is a supplier) that the equipment to be supplied are not going to be obsolete for the next 10 years from the date of BCD and provisioning of spares will be continued.

1.1.7 Bidder shall have authorized service centre(s) of the equipment in India. Service centre(s) to have properly trained service engineer(s) by OEM of the equipment. Documentary evidence to be submitted by the bidder in this regard and credential of the service engineer(s) to be furnished.

1.1.8 Bidder must provide all the documents as mentioned above and mentioned in the specifications.

Requisite explosion proof and IP certificate for placing the sampler in Zone-I region of hazardous field areas shall be provided from an authorized agency like CMRI/CCE of India.

However, in case bidder fails to obtain requisite certificates/documents from CCE of India at the time bid submission, bidder shall submit an undertaking to submit the same before dispatch.

2.0 DELIVERY PERIOD: Delivery and Installation & Commissioning shall be completed within **12(twelve) months** from the date of receipt of firm Purchase Order. Bidder to confirm the same in their bid. The bidder should categorically confirm in their technical bid that the tendered items will be supplied within the delivery period, without which the bid will be rejected.

3.0 GENERAL:

3.1 In case Bidder takes exception to any clause of Tender 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 BEC/BRC.

3.2 Any exceptions/deviations to tender must be spelt out/discussed by Bidder in the Pre Bid Meeting which will be organized at Pipeline Head Quarter, Guwahati. Any additional information/terms/conditions furnished in 'Price Bid' will not be considered by Company for evaluation/award of contract.

(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 1,96,20,000.00**

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 previous financial year 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 TWO BID SYSTEM**. Bidders shall quote accordingly. **Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid.** The “Unpriced Bid” shall contain all techno-commercial details except the prices, which shall be kept blank. The “Price Bid” must contain the price schedule and the bidder’s commercial terms and conditions. Bidder not complying with above submission procedure will be rejected. Bids shall be submitted under single stage Two Bid System i.e. Technical Bid and Priced Bid separately in the OIL’s e-Tender portal. The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in “Technical Attachments” Tab and Priced Bid uploaded in the “Notes & Attachments” Tab. Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this two-bid system shall be rejected outright.

2.0 Bid security of **INR 7,85,000.00** 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 30.08.2020

3.0 Warranty shall be as per point no. 4.8 of Annexure-AA. Bidder to confirm acceptance of the same in their bid.

4.0 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.

5.0 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.

6.0 **Validity of the bid shall be minimum 120 days from the final Bid Closing date. Bids with lesser validity will be rejected.**

7.0 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with ‘Certificate Type: **Organization Certificate**’ as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (CAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” and “Organization” digital certificate, will be rejected.

8.0 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.

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.
- iv. In case the party refuses to sign Integrity Pact.

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. Performance Security Clause
- (i) Liquidated Damages (Note: In case of deduction of LD, LD amount will be deducted along with applicable rate of GST) Refer to “General Terms & Conditions” for e-Procurement as per Booklet No. . MM/LOCAL/E-01/2005 for E-procurement
- ii. Guarantee of material
- iii. Arbitration / Resolution of Dispute
- iv. Force Majeure
- v. Applicable Laws

14.0 DELIVERY AND INSTALLATION LOCATION:

(i) Oil India Ltd, Numaligarh Terminal (inside Numaligarh Refinery Limited), PO: NR Project. Dist: Golaghat, Assam, India. PIN: 785699. (Quantity: 01 No.)

(ii) Oil India Ltd, Pump Station no. 3, P. O. Chengeligaon, Dist: Jorhat, State: Assam, Pin: 785010, India(Quantity: 01 No.)

(iii) Oil India Limited, Pump Station no. 2, Moran, Dist: Sivsagar, Pin: 785669, State: Assam, India. (Quantity: 01 No.)

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 (*Guwahati, Assam*)
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. AMC Charges (1st year, 2nd year and 3rd year to be shown separately)
- 14. Total GST on AMC Charges**
- 15. Total Value (7+8+9+10+11+12+13+14)**

15.2 Comparison of offers shall be done on Total Value vide Srl. No. 15 . Evaluation will be done on total cost basis for both the item as per Price Schedule (Annexure-DD)

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 Price bids of only those bidders will be opened whose offers are found to be techno-commercially acceptable.

16. The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. The name of the OIL's Independent External Monitors at present are as under:

a. Shri Sutanu Behuria, IAS (Retd.),
E-mail: sutanu2911@gmail.com

b. Shri Satyananda Mishra, IAS(Retd.),
Former Chief Information Commissioner of India & Ex- Secretary, DOPT,
Govt. of India E-mail: satyanandamishra@hotmail.com

c. Shri Om Prakash Singh, IPS (Retd.),
Former DGP, Uttar Pradesh
E-mail: Ops2020@rediffmail.com

17. 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.

18. 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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(Technical Specification as per Annexure – AA)

TECHNICAL SPECIFICATION:

Design, Manufacture, Supply, Installation, Commissioning and Testing of In-line Sampling System type of Auto Sampler System for collection of representative sample of crude oil for custody transfer

The system shall be installed in Hazardous Zone-1 , Gas Group I/IIA.IIB area and approved by CCE, India.

Sl.No	Item	Quantity	UOM
10	Inline Auto-Sampler system set.	3	NO
20	Laboratory Mixer with accessories.	3	NO
30	Onsite Commissioning of Item 10 & 20 for three site	1	AU

Item 10 : Inline Auto-Sampler system set.

Quantity: 03 Nos.

1.0 In-line Sampling System:-

Design, Manufacture, Supply, Installation, Commissioning and testing of In-line Sampling System type of Auto Sampler system for collection of representative sample of crude oil for custody transfer as per technical specification mentioned below. The system shall be installed in Hazardous Zone-I, Gas Group I/IIA/IIB area and approved by CCE, India.

In-line Sampling System shall conform to the following:

- 1.1 ISO 3171 'Petroleum Liquids - Automatic Pipeline Sampling. (1988 or latest edition).
- 1.2 API Manual of Petroleum Management Standards Chapter 8 Sampling—Section 2- 'Automatic Sampling of Petroleum and Petroleum Products'.
- 1.3 IP Petroleum Measurement Manual Part VI Sampling - Section 2 - 'Automatic Sampling of Liquids from Pipelines'. (1986 or latest edition).
- 1.4 ASTM D 4177-95 (latest edition), Standard practice for Automatic Sampling of Petroleum and Petroleum Product

2.0 General:

- 2.1 The In-line Sampling System shall be installed directly on the crude oil carrier pipeline.
- 2.2 Sampler shall have both the flow proportionate and time proportionate sample collection facility.
- 2.3 The system shall have arrangement for easy isolation of critical items, for easy maintenance without affecting the main pipeline network.
- 2.4 Probe inlet shall be designed with a droplet size/inlet ratio in accordance with **ISO 3171**.
- 2.5 The sample probe shall be used to extract 1cc “grabs” on every actuation and must have a repeatability of +/-2% regardless of variations in viscosity or process conditions.
- 2.6 The system shall have a flow indicator with Explosion proof (FLP) switch to provide remote indication of no- flow.

- 2.7 Sample receivers shall be housed in an enclosure with door. The receiver cabinet shall be designed to house the receivers and change over valves.
- 2.8 All Electrical components shall be enclosed in a flame proof enclosure. Necessary clearance certificate shall be obtained from **CCE /PESO** of India to install the system in **Hazardous Zone 1 area**.

3.0 **Inline Sampling Systems:**

The In-line Sampling System shall consist of hydraulically actuated in-line sample extractor, fixed volume sample receiver with automatic changeover facility and control unit.

3.1 **Sample Extractor:**

Weather proof withdrawal type & to be operated in carrier pipeline as per the rheology of crude oil mentioned in pipeline/fluid parameter vide para. Sl. no-3.6 along with ancillaries. The probe head shall be located as per ASTM D4177-95 of the crude oil carrier pipeline. The sample extractor shall have the following specification:

- Fluid sample : Crude oil.
- Viscosity Range : As specified in para no-3.6 below.
- Configuration : In-line withdrawal type.
- Pipeline Size : 100 mm -200 mm NB.
- Mounting Flange : ANSI # 300 class, 50mm (2") RF-Flange.
- Grab size : 0.2 cc to 2.0 cc,
- Grab rate : 10-30 grab per minute.
- Uncertainty : (-) 0.1 %.
- Actuator : Hydraulic.

3.2 **Hydraulic Actuator unit:**

The unit shall consist of hydraulic pump directly driven by FLP electrical motor connected to a hydraulic oil tank. The tank shall have the minimum features like oil filter unit with filter blockage indication, oil level indicator with a LI transmitter, drain plug, temperature indicator etc.

3-Phase, 400 VAC \pm 10%, 50 Hz Power supply shall be available at MCB.

- Tank capacity : As per design.
- Pump capacity : As per design.
- Pump pressure : As per design.
- Approval : CCE, India / PESO/ whichever applicable.
Classification Zone 1 IIB T4.

3.3 **Controller unit (hazardous version):**

A stand-alone dedicated safe-area sampler controller (FLP) shall be provided to control the sampling process. The controller shall have LCD display window of size 177.8 mm (7 inch) minimum. The sample controller shall be a proven one. Controller shall have the following specifications along with others:

- The Controller shall work based on both flow and time proportional sampling and selection of operational mode shall be done through selector switch.
- The vendor must clearly mention the make, model number and other details of the quoted controller which includes I/O counts, no of ports for hardwired connection.
- **Enclosure:** The controller enclosure must be Flame Proof with display window and shall conform to IP 67 or above. All required provision to be provided for operating in local mode e.g. local switch, mode selection switch indicating lamps etc.
- **Working Temperature:** The controller must be designed for operation in 0-65 degree centigrade and Relative Humidity of 95%.
- **Power Supply:** 230 VAC \pm 10%, 50 Hz.
OIL shall provide UPS supply for controller and other electronic parts only. Laying of power cable from control room to site of auto sampler skid shall be done by OIL. The controller shall have provision for accommodating UPS supply for controller & other electronic circuits inside the enclosure. Vendor must specify UPS power requirement for the controller.
- **Protection:** The system shall have protection against lightning strike and charge transient.

➤ **Controller display:**

(a) **Local Display:** Following parameters shall be displayed on the LCD window:

- Grabs collected (in 'numbers')
- Collected sample volume in each receiver (in Liter)
- Grab rate (number/minute)
- Mode of operation, (Flow proportionate or Time proportionate)
- Carrier pipe flow rate. (cubic meter per hour or Kilo Liter per hour)
- Receiver Full Alarm.
- Alarm on receiver auto change over and indication.
- START/STOP. (START /STOP refers to staring /stopping operation of complete Auto Sampler system)

(b) **Remote display at control room:** Potential free contact corresponding to following shall be extended to control room through instrument cable for interfacing with SCADA system for display at control room.

- ON/ OFF status of Auto sampler.
- Mode selection
- Common alarm generated by Auto sampler system.

The controller shall drive relays to give potential free contacts to SCADA system for above. Necessary Instrument cable shall be laid by OIL.

➤ **Hardwire Signals from SCADA to controller for control operation:**

Following signals shall be provided from SCADA to controller of Auto sampler skid for control operation.

- 1) 4-20 mA (Analog Input) corresponding to flow-rate for flow proportionate sampling
- 2) ESD (Digital Input) for emergency shutdown.
- 3) "Stop" & "Start" command from SCADA system to controller

Necessary Instrumentation cable required in this regard shall be supplied and laid by OIL

➤ **Modbus communication:**

The controller shall have provision for data transfer with SCADA system with Modbus TCP/IP protocol. Details regarding configuring IP address as per OIL's requirement and preparation of Modbus mapping shall be provided to OIL for future application.

➤ **OTHERS :**

1. The controller shall be suitable to configure
 - a) for use with single or dual receiver systems operating in single, duty/standby or infinite (continuous) modes.
 - b) for Automatic sample receiver change-over facility.
 - c) with Grab rate (min): 10-30 grab per minute with adjustable grab rate facility.
 - d) With built-in emergency stop when receivers are full and "no start" in the event of no/full receivers.
2. Controller shall have
 - a) Provision for remote start / stop option from OIL's Master Control Room & auto start and auto stop at the end of batch.
 - b) Self-diagnostics facilities.
 - c) Feature of access security with password protection

➤ **Software and Back-up program:**

The bidder must provide the entire Program Back-up file along with diagnostic tools with necessary Application Software and Operating system. This diagnostic tool shall be used for operation and maintenance of the controller and the overall system.

3.4 Sample Receiver:

- The system shall have provisions for multiple Sample Receivers.
- Shall come complete with pressure indicator, pressure relief valve / vacuum breaker.
- Sample Receivers shall have a large opening to allow easy access for cleaning.
- Shall be manufactured from hygienic stainless steel.

- Shall have stainless steel quick connect fittings to attach to laboratory mixing skid.
- Shall be light for easy handling and shall have smooth internal surface for minimal clinging.
- Each Sample Receiver shall be provided with a facility for customs seal and connections for external mixer loop, for connection to a Laboratory Mixer.
- Receiver shall have requisite certificate from appropriate authority for storing and carrying petroleum samples from and to the sampling system site.
- System should have provision for online measurement of the sample mass in the sample receiver.
- Sample receiver shall be pressure tested to minimum 6 bar (min).
- Capacity- 10 liters (min) to 20 liters (max).
- Sample receiver shall weigh under the HSE limits of 25kg, when full.
- Number of sample receiver per sampler- One in-line, one Stand by. Two spares to be provided in case of any repair/ maintenance work to be performed.

3.5 Pipeline/ Fluid Parameter:

- Pipeline Fluid : Crude Oil
- Line Size : 200 mm (8") NB dia pipeline for Numaligarh Terminal
150 mm (6") NB dia for PS3, Jorhat (F/L)
100 mm (4") NB dia. for PS2, Moran (F/L)
- Wall Thickness (mm) : 7.92 mm -9.525 mm
- Pipe Orientation : Horizontal
- Flow rate Range (m³/hr) : 70-600
- Density (kg/m³) : 875 to 890
- Viscosity (cP) : 15 @ 24°C & 32.5 @ 18°C
- Line Temperature (°C) : 8 to 50
- Operating Pressure (kg/cm²) : 1 to 12.5
- Water Content (% v/v) : 0.1 / 3.0
- Wax Content : Up to 15 % of volume
- Acceptable Pressure Drop : 0.1 kg/cm²
- Flange Class/Rating : ANSI # 150.
- Material Requirement : Carbon Steel
- Pour point : 23 °C

Item 20 : Laboratory Mixer with accessories.

Quantity: 03 Nos.

3.6 Laboratory Mixture set-ups:

The laboratory mixture consists of a loop, drawing fluid from the lowest point of the sample receiver, pumping it through a static mixture and returning it to the receiver. The return fluid comprises of spray jets that sweep the wall and base to induce swirl action for the sample become homogeneous

- Driver unit : Flameproof/explosion proof single phase electrical motor.
- Pump type : Direct coupled with integral relief.
- Pump capacity : As per design.
- Pump pressure : As per design.
- Connections and hoses : As applicable
- Accessories : Any accessories and fittings required will be in the scope of the supplier.

4.0 Special Conditions for the Auto-sampler system:

- 4.1 Bidder shall quote for two years Operation & Maintenance (O&M) spares for all the set with the list of spares indicating item description, manufacturer's part number, HSN code quantity and price. The quoted price should not change for next 2 years from the date of quotation. However the cost of these spares will not be considered for bid evaluation purpose.
- 4.2 Bidder shall provide Annual Maintenance Service for 3(three) years for all units supplied through this tender ,after the expiry of warranty/guarantee period as per terms and conditions enclosed in **Annexure- IIIA** and the same shall remain valid for 3 years from the date of expiry of warranty/guarantee period. The cost of the AMC for a period of 3 years shall be considered for bid evaluation purpose. OIL at its option shall issue separate contract for Annual Maintenance.
- 4.3 Two set of (hard copies) installation, operation and maintenance manual with details/guide of every individual item/ accessories and all circuit diagrams shall be supplied with every set of Sampling System. Bidder to confirm compliance of the same while quoting.
- 4.4 OEM shall carry out Operational Performance Check of Sampling Systems before despatch.
- 4.5 Power Supply: 3-Phase $400 \pm 10\%$ volts A.C. (50 Hz) at MCB. Necessary cabling work for extending the same to the controller and sampling system (about 50 metres from MCB) shall be carried out by the selected vendor which shall include all consumables, fitting etc.
- 4.6 Laying of cable for remote indication (about 50 metres) shall be the responsibility of bidder which shall include all consumables, fitting etc.
- 4.7 Bidder shall install and commission (with commissioning spare) the sets at the locations mentioned in para 5.0 below. Any piping modification at site (if required) shall be in bidder's scope including supply of materials & accessories as per specification. Necessary heating arrangement with insulation for the piping shall be made to keep flow in the pipeline of the system even in winter, when temperature falls up to 8 °C.
- 4.8 The systems, sub systems and accessories shall be under warranty period of 12 months from the date of Final acceptance of the system or 18 months from last material dispatch whichever is earlier. The warranty shall ensure that the vendor carries out all required jobs to ensure trouble free operation .
- 4.9 Bidder shall have maintenance base at India or shall have authorized maintenance agent with maintenance personnel trained by OEM.
- 4.10 Bidder shall submit product catalogue along with the bid.
- 4.11 Warranty and certificate of compliance shall be provided against every Sampling System.
- 4.12 Association of OIL's Personnel:
Company's engineers will be associated with the work throughout the installation and commissioning and the Bidder shall be responsible for installation and commissioning pertaining to the work at work sites which shall include all the related cost.
 - 4.12.1 Company's personnel will Inspect the Infrastructure facility, assist during designing and Simulation-Run of the Auto sampler Systems at OEM's premises to evaluate operational safety

aspects and to study the requirements with regard to Company's custody transfer system and suggest modifications if any. Bidder / Supplier shall provide necessary assistance and facilities at OEM's Manufacturing Unit / Design Centres for Two (2) Company's personnel to inspect the manufacturing facilities, during Designing and Simulation-Run of the Auto sampler Systems at OEM's premises.

4.12.2 Company's personnel will be associated during Operational Performance Check of the Auto Sampling Systems to be carried out by OEM. The Bidder / Supplier shall provide necessary assistance and facilities at OEM's Manufacturing Unit / Test Centres for Two (2) Company's personnel during Operational Performance Check, Inspection, and Lab-Testing.

4.12.3 All the expenses to be incurred for the above programme of Company's personnel at the OEM's premises/Test Centre shall be borne by the OIL.

4.12.4 Bidder / Supplier shall intimate to the operating department (Oil India Ltd, Guwahati-781171, Assam, and India) 30 days in advance about readiness for Operational Performance Check. Bidder / Supplier shall not charge OIL for Inspection, Testing etc. during OIL personnel visit.

4.13 Successful bidder or his representative shall visit each location where auto samplers are to be installed prior to material despatch for assessing site requirements.

4.14 Bidder (if not an OEM) shall possess a valid authorization certificate in their name issued by OEM during entire period of the contract and AMC thereafter (if any).

4.15 During installation and commissioning job at OIL's premises OIL's safety standard shall be followed.

4.16 Successful bidder shall supply, install, commission and test auto samplers as per this tender specification at locations mentioned in para 5.0.

4.17 Bidders are advised to visit sites prior to bidding and get themselves thoroughly acquainted with site conditions.

5.0 Summery Table of Quantity of Sampler with Delivery Locations

In-line Sampling System, one (1) set each as per specification para 3.6, at,

- (i) Oil India Ltd, Numaligarh Terminal (inside Numaligarh Refinery), PO: NR Project. Dist: Golaghat, Assam, India. PIN: 785699.
- (ii) Oil India Ltd, Pump Station no. 3, P. O. Chengeligaon, Dist: Jorhat, State: Assam, Pin: 785010, India
- (iii) Oil India Limited, Pump Station no. 2, Moran, Dist: Sivsagar, Pin: 785669, State: Assam, India.

ANNEXURE-III

ANNUAL MAINTENANCE SERVICE

- 1.0 **Scope** of this document is to specify the requirement of Annual Maintenance Services for maintaining Auto sampler system. The AMC support is also inclusive of spares planning, supply & all other associated services required for scheduled as well as breakdown maintenance during the contract period.
- 2.0 The duration of the service offered through this proposal will be for a minimum period of 3 years after successful completion of warrantee period of the respective auto sampler packages including laboratory mixer system as being procured through this enquiry.
However, the AMC can further be extended on mutually agreed terms & conditions between owner and vendor or their authorized service agency. Owner would avail such facility at their sole discretion.
- 3.0 **Bidder's Responsibility**
 - 3.1 The services envisaged from bidder through this AMC envisages scheduled and on demand visit of service engineer/ skilled technician. Maintenance personnel shall carry all required diagnosis tools/ instruments and carryout periodic recoding of performance data of each package for predictive maintenance requirement.
 - 3.2 While on site, maintenance personnel shall carry out fault identification of the problem, rectification of fault, repair/ replacement of faulty parts etc., analysing the cause of problem and suggesting appropriate measures, for avoiding recurrence of such problems in future. Once suggested measures are approved by the owner, implement the same.
 - 3.3 All such events shall be logged properly and records maintained in log register as back up to the computerized historical data. Equipment wise chronological maintenance record shall be maintained.
 - 3.4 Bidder shall do the assessment of spare parts and consumable requirements, a year in advance, for all types of maintenance need of the package. List so generated by the bidder shall timely be handed over to the Owner.
 - 3.5 The AMC services provided by the bidder shall be through maintenance engineers supported by skilled technicians & helpers. All the deployed contractor personnel shall be always in identifiable prescribed uniform and necessary safety equipment.
 - 3.6 The scope includes the following but not limited to:
 - 3.6.1 Predictive, preventive, scheduled and major maintenance
 - 3.6.2 Unplanned Breakdown Maintenance
 - 3.6.3 Year to year assessment of spares/ consumable requirement
 - 3.6.4 Preparing and submitting the detail report after each maintenance
 - 3.7 The bidder will coordinate with all the OEMs of the installed systems/ subsystems of auto sampler packages for resolving any technical issues and also to ensure uninterrupted supply of spare/services etc.
 - 3.8 Bidder will have to arrange specialised maintenance tools for the use by his maintenance personnel. These tools shall be carried by the bidder personnel while reporting for maintenance.
 - 3.9 Bidder shall perform the work in accordance with good and safe practices prevailing in the industry taking precautions necessary to protect the equipment, contractor's personnel, Owner and their employees and any third party at the site, and shall comply with all safety requirements as notified to bidder by Owner in writing.

4.0 Owner's Responsibility:

Owner's responsibility shall include the following:

- 4.1.1 Permit use of workshop facility at plant site

- 4.1.2 Permit use of cranes and other lifting equipment at plant site subject to standard procedures of Owner
- 4.1.3 Statutory inspections, if any, of relevant equipment
- 4.1.4 Office facility at site for planned/ unplanned maintenance covered under AMC
- 4.1.5 Fire fighting facility
- 4.1.6 Site security
- 4.1.7 Operate the auto sampler packages according to OEM operating instructions/ prudent industry practices and in accordance with the O&M manuals.
- 4.1.8 Provide contractor access to the plant and the covered equipment to perform outage work
- 4.1.9 Supply required utilities and services for use of contractor
- 4.1.10 Grant all necessary work permits
- 4.1.11 Make available special tools supplied along with auto sampler packages
- 4.1.12 Provide a representative with authority to speak on behalf of the owner

5.0 Items covered under AMC

The scope of annual maintenance of the bidder includes the three (3) set of auto sampler systems supplied. Each set of auto sampler system comprises of an In-line auto sampler with hydraulic power pack, controller unit, sample receiver and a laboratory mixer.

6.0 Schedule of visits for maintenance

Bidder shall provide planned preventive and major maintenance visits as per the schedule provided by them in their offer for AMC.

7.0 Deployment of manpower at site for unplanned breakdown maintenance

In addition to above scheduled visits, the bidder shall deploy adequate number of trained and skilled manpower on per diem rate basis to carry out the breakdown maintenance as and when required. The bidder shall ensure that the above manpower is mobilized to site immediately upon receipt of such call from OIL. Bidder shall ensure that adequately qualified and relevantly trained manpower having experience for all the items of the auto sampler packages shall be deployed on the site.

8.0 Maintenance Procedure/ Requirements

The maintenance engineer will carry out preventive maintenance, as per OEM recommendation and also based on bidder's past experience, with required man- power & tools. The standard preventive maintenance schedule for the above shall be submitted by the bidder and approved by OIL before the commencement of the contract.

The bidder shall carry out unlimited emergency breakdown services as demanded by OIL. There shall be no restriction on number of breakdown maintenance per month/ year.

After all planned preventive/ major maintenance and breakdown maintenance of auto sampler packages, the service engineer of the bidder shall submit the detailed report on the repair carried out on the system/ equipment. The engineer shall give details of the repaired/ replaced equipment along with fault analysis for making the history sheets of faults/ problems of each equipment. OIL would also like to know the reasons of failure and remedial actions taken by the bidder to avoid such problem in future.

9.0 Spares & consumables

Bidder shall regularly provide their recommendation for the spares and the consumables required, to meet day to day, planned, preventive and major and any unforeseen breakdown maintenance. The recommendation on spares shall include all required mechanical, Electrical & instrumentation spares, interconnecting cables, Software CD etc. at site. Bidder shall be responsible for strategy to meet the requirement of spares & to ensure timely availability of spares for maintenance before taking over the system for maintenance. Bidder shall submit a list of recommended spares along with price which shall

be valid for entire duration of the AMC.

10.0 Coordinator

The bidder shall designate an AMC coordinator who shall be a single point of contact for total services envisaged under this document. The details including contact information of the coordinator shall be informed to OIL well in advance and time to time, if there is any change. The AMC coordinator shall report to designated representatives of OIL for further directions.

11.0 Performance Security @10 % of the order value. The original Performance Security of order will be returned only after submission and verification of AMC Performance Security for 10% of total AMC value valid up to AMC period plus 3 months (if there is no other claim). (Undertaking of acceptance to be uploaded with bid).

12.0 Schedule of prices

Bidder to quote price for the AMC as per below mentioned table against Line item 1 ,2 and 3 respectively. The quoted price shall be valid for 3 years after expiry of successful warranty/ guarantee period as per the table below.

Sl. No.	Description	Unit	Quantity.	Rate (in Rupee)	Total (in Rupee)
1	Scheduled Annual Maintenance service of auto sampler. (Total 3 numbers of auto sampler X 3 years = 9 no, rate is per auto sampler per year)	No.	9		
2	Fixed charges for emergency visit(s)	No.	6		
3	Additional man day service charge if work goes beyond 3 working days.	Man day	12		
Grand total=					

Please Submit the Price Bid Format Annexure DD & Annexure DD1 in “Notes & Attachment” of the E-tender portal.

<p>ANNEXURE – CC</p> <p>COMMERCIAL COMPLIANCE SHEET</p>

COMMERCIAL COMPLIANCE SHEET

The check list 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 Two Bid System? i.e. Whether Price are uploaded in "Notes & Attachment" and technical unpriced bid submitted under "Technical Attachment"?			
2	Whether ORIGINAL Bid Bond (not copy of Bid Bond) submitted exactly as per format? If YES, provide details -			
	(a) EMD Type (Online/BG)			
	(b) Amount			
	(c) Name of issuing Bank			
	(d) Validity of Bid Bond			
3	(e) Whether Bid Bond is valid till			
	Whether ORIGINAL Bid Bond (not copy of Bid Bond) submitted exactly as per format? If NO, Provide the details in "Remarks Column". In case of MSE unit, MSE certificate to be uploaded under "Technical Attachment" as a part of technical bid.			
	4	Whether offered firm prices?		
	5	Whether quoted offer validity of 120 days from the date of final bid closing of the tender?		
	6	Whether quoted firm delivery period?		
7	Whether quoted delivery as per BRC Criteria?			
8	Whether quoted as per tender (without any deviations)?			
9	Whether quoted any deviation?			
10	Whether deviation separately highlighted?			
11	Whether agreed to the Warranty clause?			
12	Whether Price Bid submitted as per Price Schedule			
13	Whether quoted all the items/qty. of tender?			
14	Whether indicated the country of origin for the items quoted?			
15	Whether technical literature / catalogue enclosed?			
16	Whether confirmed acceptance of tender Payment Terms?			
17	Whether indicated the place from where the goods will be dispatched. To specify:			
18	Whether road transportation charges up to Destination quoted?			
19	Whether offered Ex-works price including packing/forwarding charges?			
20	Whether weight & volume of items offered indicated?			

21	If Pre-despatch/shipment inspection charges applicable, whether quoted separately?		
22	Whether confirmed to submit PBG as asked for in tender?		
23	Whether agreed to submit PBG within 30 days of placement of order?		
24	Whether indicated import content in the offer?		
25	Whether all applicable Taxes & Duties have been quoted?		
26	Whether all BRC/BEC clauses accepted?		
27	Whether MSME? If yes, whether documents enclosed as per tender.		
28	Whether Annexure EE - Annual turnover & Net worth Certificate submitted?		
29	Whether affidavit/undertaking submitted certifying that the balance sheet/Financial Statements for the financial year 2019-20 has actually not been audited so far, if applicable?		
30	Whether Annexure – FF - Undertaking towards submission of authentic information/documents submitted.		
31	Whether the Digital signature used is Class III digital certificate (e-commerce application) with 'Certificate Type: Organization Certificate '		
32	Whether Submit Annexure XII of Integrity Pact		
33	Whether comply all terms & condition of GTC (General Terms & Contion)		

ANNEXURE – EE

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD

TO WHOM IT MAY CONCERN

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.

YEAR	TURNOVER In INR (Rs.) Crores/ USD Million*	NET WORTH In INR (Rs.) Crores / USD Million*

*Rate of conversion (if used any): USD 1.00 = INR

Place:

Date:

Seal:

Membership No.:

Registration Code:

UDIN No.:

Signature:

***Applicable for Global Tenders.**

ANNEXURE – FF

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

**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***

ANNEXURE - GG

STARTUP AND MSE VENDORS

In case a Startup *[defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]*/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:

1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.
2. Certificate of incorporation.
3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation along with a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.

The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.

In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE.