



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

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INVITATION TO e-BID UNDER SINGLE STAGE COMPOSITE BID SYSTEM

Tender No. & Date	: SGI7386P18 dated 12.03.2018
Tender Fee	: INR 1,000.00
Last Date of Sale of Tender Document	: 05.04.2018 upto 15.30 Hrs.
Bid Security	: INR 46,600.00
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: 12.04.2018 at 11:00 (IST)
Bid Opening on	: 12.04.2018 at 14:00 (IST)
Bid Validity	: Bid should be valid for 90 days from bid closing date.
Bid Bond Validity	: Bid Bond should be valid upto 09.10.2018. (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 SINGLE STAGE COMPOSITE BID SYSTEM through its e-procurement site for the item detailed below –

ITEM NO. MATERIAL CODE	MATERIALS DESCRIPTION	QTY	UNIT
10 84060053	<p>Cement, Ordinary Portland, Grade 43 conforming to IS 269:2015 <u>packed in 50 kg.</u> HDPE Bag conforming to IS 11652:1986</p> <p>Note:</p> <p>(i) Rates shall be valid for a period of one (1) Year from the date of order.</p> <p>(ii) Manufacturer's Test Certificate (As per Clause 9, of IS 269:2015) should be furnished along with the despatch document.</p>	9000	Bag

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

STANDARD NOTES:

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

2.0 This Bidding document consists of:

- | | | |
|-------|-------------|--|
| (i) | Annexure AA | : Bid Rejection Criteria / Bid Evaluation Criteria |
| (ii) | Annexure BB | : Commercial Check List |
| (iii) | Annexure CC | : Price Schedule |
| (iv) | Annexure DD | : Annual Turn Over and Net Worth Certificate |
| (v) | Annexure EE | : Addendum to Bid Security and Performance Security Clause |
| (vi) | Annexure FF | : Techno-Commercial Evaluation Matrix |

“General Terms & Conditions for National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders) have been uploaded separately in the Technical RFx -> External Area -> Tender Documents.

3.0 For obtaining User ID and Password for accessing the tender document and for submission of bids, interested bidders are requested to go for Online Registration. Please visit the url: <https://etender.srm.oilindia.in/iri/portal> and click on the link ‘Supplier Enlistment for E-Tender’ for online registration and generation of user id and password. Bidders are advised to apply for user ID and password at least 7(seven) days prior to the last date of tender fee payment for their own interests. User ID’s shall be processed within 4(four) days subject to submission of complete information by the bidder. Once the registration is completed user id and password will be assigned to the bidder. The same user id and password may be used for participating in OIL’s future tender also.

3.1 After completion of the Online Registration process and receipt of user id and password, bidder may submit the tender fee online. Tender fee must be paid online through OIL’s payment gateway only and no other instrument (Cash/DD/Cheques/Cashier Cheque, etc) will be acceptable. Please refer the New Vendor Manual uploaded alongwith the tender and also available in the e-portal page for procedure for submission of tender fee and EMD online. *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, bidder will be allowed to participate in the tender through OIL’s e- Procurement portal. No physical tender documents shall be submitted.

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 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. **Bidders seeking Purchase preference (linked with Local Content) (PP-LC) shall be required to meet/exceed the target of Local Content (LC) of 22 %.**

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 Annexure – I, Amendment to General Terms & Conditions for National Tender (National Competitive Bidding)” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005(For e-tenders). Bidders are requested to take note of the same and to submit their offers accordingly.

6.0 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.**

- 7.0 EMD must be paid either through online mode or submitted as Bank Guarantee/LC.
- 8.0 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 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.

- 9.0 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.**

- 10.0 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.
- 11.0 **Deemed export/Custom Duty benefits are not applicable against this tender and bidders should furnish prices without considering these benefits.**
- 12.0 The tender is invited under **SINGLE STAGE-COMPOSITE BID SYSTEM**. The bidder has to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. The "Techno-commercial Unpriced Bid" shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Price Schedule to be uploaded as attachment in the Attachment Tab "Notes and Attachments".

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


Notes and Attachments

➔ **Only price details should be uploaded**

Technical attachments

➔ **All technical bid documents except price details**

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



Oil India Limited e-Procurement

User ID *

Password *

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[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

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Click here for the New Manual & Instruction

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- 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 bidders risk and may result in rejection of its offer without seeking any clarifications.
- 14.0 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 8.0 above before **14:00 Hrs (IST)** on the bid closing date failing which the offer shall be rejected.
- 15.0 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.
- 16.0 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.
- 17.0 **No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL's website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.**

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

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 Bidder should preferably be a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorized dealer/supplier of the product. The authorized dealer/supplier should produce authority letter from its manufacturer along with the bid. Such authority letter should be valid for the entire period of execution of the order. Bids submitted by dealer/supplier which are not accompanied by the authority letter from their manufacturer will be rejected.
- 2.0 The bidder should have at least 5 years (as on Bid closing date) of manufacturing and/or supply experience of the required product with bulk supply records to various companies/organizations. Documentary evidences in support of the order executed with quantity should be submitted along with the Bid. OIL reserves the right to verify the same.
- 3.0 The bidder should have experience of supplying at least 1(one) order of Ordinary Portland Cement, Grade 43, conforming to IS 269:2015, of value not less than Rs. 11,62,935.00 in preceding 5(five) years.
- 4.0 Material should be supplied in the original packing of the manufacturer with marking confirming to the tender specification. Bidder to confirm the same.
- 5.0 The Bidder shall furnish documentary evidences in support of 2.0 and 3.0 above.
- 6.0 **DELIVERY: Delivery shall be on as and when required basis (lotwise). Rates shall be valid for a period of 1 (one) year from the date of Purchase Order.**

(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 11,62,935.00**.
- 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 DD.
- OR
- ii) Audited Balance Sheet along with Profit & Loss account. In case of foreign bidders, self-attested /digitally signed printed published accounts are also acceptable.
- 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.
- 3.0 In case the Audited Balance sheet and Profit Loss Account submitted along with the bid are in currencies other than INR or USD, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date on which the Audited Balance Sheet and Profit & Loss Account is signed. A CA Certificate is to be submitted by the bidder regarding converted figures in equivalent INR or USD.

(C) COMMERCIAL

- 1.0 Bids are invited under **SINGLE STAGE COMPOSITE BID SYSTEM**. Bidders shall quote accordingly.
- 2.0 **Bid security of INR 46,600.00 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 09.10.2018.**
- 3.0 Bidders must confirm that materials to be supplied shall be new of recent make and of the best quality and shall be guaranteed for a period of 18(Eighteen) months from the date of despatch or 12(Twelve) months from the date of receipt at site. Defective goods/materials rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.
- 4.0 The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected. **Rates offered shall be valid for a period of 1 (one) year from the date of order. Bidder to confirm the same in their offer.**
- 5.0 **Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.**
- 6.0 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with '**Certificate Type: Organisation Certificate**' as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. **The bid signed using other than "Class 3" digital certificate, will be rejected.**
- 7.0 Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Security specified above must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement [*Please refer General Terms & Conditions for National Tenders (National Competitive Bidding), Booklet No. MM/LOCAL/E-01/2005 (For E-tenders)*]. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 8.0 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.
- 9.0 Bids containing incorrect statement will be rejected.
- 10.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.

- 11.0 The following points are deemed as “non-negotiable” and offer shall be rejected straightaway without seeking clarification:
- Validity of bid shorter than validity indicated in the tender.
 - Original Bid Security not received within the stipulated date and time mentioned in the tender.
 - 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.
- 12.0 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
- Liquidated Damages
 - Guarantee of material
 - Arbitration / Resolution of Dispute
 - Force Majeure
 - Applicable Laws
- 13.0 **DELIVERY ADDRESS:** Delivery to be done at – **OFFICE OF GENERAL MANAGER (MATERIALS)PL
OIL INDIA LIMITED, PIPELINE HEADQUARTER,
P.O. UDAYAN VIHAR, NARANGI,
GUWAHATI - 781171**
- 14.0 **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, Guwahati basis.**
- 14.1 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:
- Basic Material Value
 - Packing & Forwarding Charges, if any
 - Total Ex-Works Value (1+2)**
 - GST on Total Ex-Works Value
 - Compensatory Cess, if any
 - Total FOR Despatching Station Value (3+4+5)**
 - Freight Charges upto destination
 - GST on Freight Charges
 - Insurance Charges @0.5% of (7) inclusive of GST
 - Total FOR Destination, Site Value (6+7+8+9)**
- 14.2 **Comparison of offers shall be done on Total Value vide Srl. No. 10 (Total FOR Destination Value).**
- 14.3 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.
- 14.4 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.
- 14.5 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.