



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

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**FORWARDING LETTER**

**Tender No & Date : SGI9917P16 dated 19.01.2016**

**Tender Fee : Rs 1,000.00**

**Bid Security Amount : **Rs. 10,000.00****

**Bidding Type : **SINGLE STAGE COMPOSITE BID SYSTEM****

**Bid Closing on : As mentioned in the Basic Data of e-portal**

**Bid Opening on : -do-**

**Performance Guarantee : Applicable**

**Integrity Pact : Not Applicable**

OIL invites Bids for Supply & fixing, installation & commissioning of synthetic flooring for Narengi club & Luitpar Club in Table Tennis Hall through its e- Procurement site under SINGLE STAGE COMPOSITE BID SYSTEM. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents .

The general details of tender can be viewed by opening the RFx [ Tender] under RFx and Auctions.. The details of items tendered can be found in the Item Data and details uploaded under Technical RFx.

The tender will be governed by:

a)“General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E- 01/2005 for E-Procurement LCB Tenders.

b)Technical specifications and Quantity as per Annexure – 1A.

c)The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.

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

e) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL’s website ([www.oil-india.com](http://www.oil-india.com)) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued

f) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

g) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area - >Tender Documents. The above filled up document to be uploaded in the Technical RFX Response.

**Special Note:**

**1.0 General Qualification Criteria:**

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

Date:

Criteria	Complied / Not Complied.
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	<b>Documentary evidence submitted / not submitted</b>
<b>a) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs 10 Lakhs</b>	

Note: For Annual financial turnover enclose the audited Annual Reports or balance sheet certified by a chartered accountant.

**2.0 Application showing full address/email address with Tender Fee (Non-refundable) of Rs.1,000.00 in favour of Chief Material Manager , Oil India Limited (Pipeline Headquarter ), P.O. Udayan Vihar, Guwahati -781171(ASSAM). Application shall be accepted only upto one week prior to Bid Closing date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO SGI9917P16 dated 19.01.2016” for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, USER\_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL’s e- Procurement portal. No physical tender documents will be provided. Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL’s web site [www.oil-india.com](http://www.oil-india.com).**

**NOTE:**

**a) Tender Fee may also be paid online upto one week prior to the bid closing date (or as amended in e-portal).**

**b) 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.**

**3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to Chief Material Manager , Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171(ASSAM), on or before the Bid Closing Date and Time mentioned in the Tender.**

**a) Original Bid Security**

**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 authorized signatory of the bidder and to be submitted in triplicate.

**4.0 Benefits to Micro & Small Enterprises (MSEs) as per prevailing Govt guidelines as applicable on B.C date shall be given. MSEs who are interested in availing the benefits will upload with their offer proof of their being MSE registered for the item tendered. The MSE are also required to upload scanned copies of relevant documents indicating details of registration alongwith validity, name of the registering organization and details of the item, ownership etc., failing which, their offer may not be liable for consideration of benefits to MSEs.**

5.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT 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.

6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.

7.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.

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

9.0 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 to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

**NOTE:**

**Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the NIT terms and conditions of NIT.**

**Yours Faithfully**

**Sd-  
( BIMAL BORA)  
DEPUTY MANAGER MATERIALS  
FOR CHIEF MANAGER MATERIALS (PL)  
FOR : GROUPGENERAL MANAGER (PLS)**

## Annexure – CCC

### **BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

CRITERIA	Complied / Not Complied. (Remarks if any)
<b>1.0 BID REJECTION CRITERIA (BRC):</b> <b>B) COMMERCIAL:</b> <b>i).</b> Validity of the bid shall be minimum 120 days from the Bid Closing Date. <b>ii).</b> Bid security: The bid must be accompanied by Bid Security of <b>Rs 10,000.00</b> in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may be submitted manually in sealed envelope super scribed with Tender no. and Bid Closing date to <b><u>Chief Material Manager , Oil India Limited (Pipeline Headquarter ), P.O. Udayan Vihar, Guwahati -781171(ASSAM)</u></b> on or before the Bid Closing Date and Time mentioned in the Tender. <b>The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date(i.e. up to 17.1.2017)</b> <b>Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.</b>	

**If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.**

For exemption for submission of Bid Security, please refer Clause No.8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

**The format of Bank Guarantee towards Bid Security (Annexure -VII) has been amended to Annexure – VII (Revised) and bidders should submit Bank Guarantee towards Bid Security as per Annexure – VII (Revised) only.**

**In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.**

**iii). Performance Security:**

**Successful bidder will be required to furnish a Performance Security @10% of the order value.** For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

**The Performance Security must be valid for 12 months from the date of commissioning or 18 months from the date of dispatch whichever concludes earlier. Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected. The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.**

For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

**iv). The Bank Guarantee should be allowed to be encashed at all branches within India.**

**v). 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.

**vi).** 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.

**vii).** All the Bids must be Digitally Signed using “Class 3” digital certificate with Organization’s name (*e-commerce application*) 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 Organization’s Name” digital certificate, will be rejected.

**viii).** Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

## **2.0 BID EVALUATION CRITERIA (BEC)**

The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below.

### **A) TECHNICAL:**

1. The manufactured product should be strictly as per OIL’s tender specification.

### **B) COMMERCIAL:**

i). To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

ii). 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 to to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

**Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the NIT terms and conditions of NIT.**





## **ANNEXURE IA**

**Tender No. SGI9917P16 Dated: 19.01.2015**

### **TECHNICAL SPECIFICATIONS**

#### **Item no. 10**

Supply & fixing, installation & commissioning of synthetic flooring for Narengi club table tennis hall of approx. Floor size 15m x 9m. Flooring should meet the following specifications at the minimum.

1. Thickness, minimum 4.5mm suitable for playing table tennis.
2. Suitable for fixing over the existing cement floor of approx area 15 m x 9 m.
3. IITF approved. Approval copy is to be submitted along with the bid.
4. Color : available color with price variation, if any should be mentioned. Oil will specify the color while placing order.

#### **Special condition:**

The existing cement floor of the hall should be inspected and assessed by the bidder for suitability. In case any modification of the floor is required, same should be properly stated and explained to oil giving suitable time for effecting the modifications. Area of the floor is approx. 15m x 9m.

#### **Item no. 20.**

Supply fixing, installation & commissioning of synthetic flooring for Luitpar club table tennis hall of approx. Floor size 15m x 9m. Flooring should meet the following specifications at the minimum.

1. Thickness, minimum 4.5mm suitable for playing table tennis.
2. Suitable for fixing over the existing cement floor of approx area 15 m x 9 m.
3. IITF approved. Approval copy is to be submitted along with the bid.
4. Color : available color with price variation, if any should be mentioned. Oil will specify the color while placing order.

#### **Special condition:**

The existing cement floor of the hall should be inspected and assessed by the bidder for suitability. In case any modification of the floor is required, same should be properly stated and explained to oil giving suitable time for effecting the modifications. Area of the floor is approx. 15m x 9m.

### **Special Terms and Conditions**

The bidder must be OEM or authorized distributor/dealer . In case of Non OEM ,authorized distributorship /dealership certificate to be attached along with bid.

## **Appendix-I**

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

### **Priced Bid Format ( SUMMARY ):**

Item Srl No	Item Description	Qty Required	UOM	Unit Price	Total Price
10	Material Description as per item no 10	1	No		
20	Fixing ,Installation and Commissioning	1	No		
30	Material Description as per item no 10	1	No		
40	Fixing ,Installation and Commissioning	1	No		

- (A) Total material value of Item no 10,20,30 ,40.(Quote item price separately .)
- (B) Packing and Forwarding Charges
- (C) Total Ex-works value ( A+B)
- (D) Excise Duty including Cess, (Please indicate applicable rate of Duty)
- (E) Total Ex-works value including Excise Duty & Cess (C+D)
- (F) Sales Tax, (Please indicate applicable rate of Tax)
- (G) Total FOR Despatching station value ( E+F)
- (H) Transportation charges to Guwahati
- (I) Insurance Charges
- (J) Assam Entry tax
- (K) Total FOR Guwahati value (G+H+I+J)
- (L) Total value in words :
- (M) Gross Weight :
- (N) Gross Volume :
- (O) Payment Terms:

Note: Packing & forwarding Charges, Excise duty, Sales Tax if not shown separately will be considered as inclusive while evaluating the offers.

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<b>Tender No.</b>	SGI9917P16 19.1.2016	dated	<b><u>Annexure</u> <u>EEE</u></b>
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**Matrix for Technical & Commercial Evaluation**

**Note :- Only Grey coloured boxes are to be filled by the bidder**

**Name of Bidder :**

		<b>Compliance by Bidder</b>	
<b>SL. NO.</b>	<b>BEC / TENDER REQUIREMENTS</b>	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of bid
<b>1</b>	<b>Bidder to confirm that they have not taken any exception/deviations to the bidding document .</b>		
<b>2</b>	<b>Confirm that the product offered strictly conform to the technical specifications.</b>		
<b>3</b>	<b>Confirm that the Offer has been made with Bid Security along with the offer ?</b>		
<b>4</b>	<b>Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.</b>		
<b>5</b>	<b>Confirm that the prices offered are firm. Conditional offer will be liable for rejection?</b>		
<b>6</b>	<b>Confirm that all relevant fields in the on-line bidding format been filled in by the bidders for the items</b>		

	quoted by them.		
7	Confirm that the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER bidding document IN THE EVENT OF PLACEMENT OF ORDER ON YOU		
11	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		
13	Confirm that you have submitted Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager where Bid security has been submitted as Bank Guarantee.		

**Annexure FFF****Bidders Response Sheet**

<b>Sl No.</b>	<b>Description</b>	<b>Remarks</b>
1	Name of Bidder	
2.	Whether tender document purchased from OIL,s office	
3	Place of Despatch (Ex- Works)	
4	Whether Freight charges have been included in your quoted prices	
5	Whether Transit Insurance charges have been included in your quoted prices	
6	Make of quoted Product	
7	Offered Validity of Bid as per NIT	
8	Delivery Period in days/weeks/months from placement of order	
9	Complied to Standard Payment Terms of OIL or not.	
10	Bid Security Submitted (if applicable)	
11	Bid Security Submitted (if applicable) Details of Bid Security Submitted to OIL (if applicable) a) Bid Security Amount (In Rs): b) Bid Security Valid upto: c) Name and Full Address of Issuing Bank including telephone ,Fax nos and E-mail ID of Branch Manager	
12	Confirm that the Bid Security submitted (In case of Bank Guarantee) is as per format provided in the bidding document.	
13	Bid Security if Not submitted, reasons thereof	
14	Whether you shall submit Performance Security in the event of placement of order on you.	
15	Whether submitted documents in support of General qualification criteria of bidding document.	
16	Integrity Pact is applicable or not ?	
17	If bidder is Small scale unit whether you have quoted your own product.	

18	If bidder is Small scale unit , whether you are eligible for purchase preference (As per Govt. Guidelines)	
19	Whether filled up the Bank details for online payment as per Annexure GGG	

**ANNEXURE - GGG**

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

**(ALL FIELDS ARE MANDATORY)**

**Tender No. :.....**

**Name of Beneficiary**

**:M/s.....**

**Vendor Code :.....**

**Address :.....**

**.....**

**Phone No. (Land Line)**

**:.....**

**Mobile No. :.....**

**E-mail address :.....**

**Bank Account No. (Minimum**

**Eleven Digit No.) :.....**

**Bank Name :.....**

**Branch :.....**

**Complete Address of your**

**:.....**

**Bank :.....**

**IFSC Code of your Bank**

**a) RTGS :.....**

**b) NEFT :.....**

**PAN :.....**

**VAT Registration No.**

**:.....**

**CST Registration No.**

**:.....**

**Service Tax Registration No.**

**:.....**

**Provident Fund Registration**

**:.....**

**I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to**

**our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished**

**by us.**

**.....**

**Office Seal Signature of Vendor**



**Counter Signed by Banker:**

**Seal of Bank:**

**Enclosure: Self attested photocopies of the following documents-**

- 1) PAN Card**
- 2) VAT Registration Certificate**
- 3) Service Tax Registration**
- 4) CST Registration**
- 5) Provident Registration Certificate**
- 6) Cancelled cheque of the bank account mentioned above (in original).**
- 7) Bank Statement not older than 15 days on the date of submission.**