



OIL INDIA LIMITED
(A Government of India Enterprises)
4, India Exchange Place
Kolkata -1

TELEPHONE NO. (033) 22301657

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FORWARDING LETTER

Tender No & Date : SKI 0607 P16 Date: 16.03.2016

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs. 23,300.00

Bidding Type : Single Stage Composite Bid

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

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Performance Guarantee : Applicable

Integrity Pact : Not Applicable

Delivery Required : At DULIAJAN, ASSAM

OIL invites Bids for **18,000 KG OCTYL ALCOHOL as per Annexure- IA** through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No. MM/CALCUTTA/E-01/2010. 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 is invited with firm price for the specified quantity. Further details of tender are given below:-

1. Details of Items with Quantity and Unit of measure are as under:

SL.NO.	MATERIAL DESCRIPTION.	QUANTITY	UNIT OF MEASUREMENT
10	OCTYL ALCOHOL (Details as per Annexure-IA)	18,000	KG

The tender will be governed by:

- a) "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).
- b) Technical specifications with BEC/BRC and Qty. as per **ANNEXURE IA**.
- 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) 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).
- f) Bidder are advised to fill up the Technical bid **CHECK LIST** and **RESPONSE SHEET** 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:
 - a) **Bidder should have experience of successful execution of at least one order for Octyl Alcohol amounting Rs. 6,96,330.00 during last 3 (three) years as on bid closing date to companies under the Government/ Semi Government/ Public sector undertakings or Public Limited Companies.**
 - b) **Annual financial turnover of the firm in any of the last 3 (three) financial years or current financial year should not be less than Rs 23,21,100.00.**
- 2.0 Application showing full address / e-mail address with Tender fee (non-refundable) of ₹ 1000.00 per tender (excepting PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. Application shall be accepted only upto one week prior to Bid Closing date. The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO SKI 0607 P16 dated 16.03.2016 for easy identification and timely issue of authorisation. On receipt of requisite tender fee and subject to fulfilment of eligibility criteria, 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. USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.

Alternatively, applicants already having User ID & Password for OIL's e-portal can pay the requisite tender fee and bid security against this tender through the online payment gateway.

On receipt of request from applicants who do not have USER_ID and initial PASSWORD, it will be communicated to the bidder (through-e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal on payment of requisite tender fees. No physical tender documents will be provided. USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.

PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days prior to bid closing date for participation 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 **Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001** only 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 authorised signatory of the bidder and to be submitted in triplicate
- 4.0 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.
- 5.0 All the Bids must be Digitally Signed using "Class 3" digital certificate (e-commerce application) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 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-II. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/CALCUTTA/E-01/2010 for E procurement (LCB Tenders) to General Terms and Conditions for Indigenous E-Tender 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 toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
10. Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

NOTE:

- 1. Bidders should submit their bids explicitly mentioning compliance / non compliance to all the NIT terms and conditions.**
- 2. 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. SSI unit to submit valid NSIC certificate specifying the tendered item or its equivalent in their manufacturing range.**

Yours Faithfully,

Sd-

(A.GOGOI)
SPO
For Head-Calcutta Branch



OIL INDIA LIMITED
(A Government of India Enterprise)
4, India Exchange Place, 4th floor,
Kolkata 700001,
West Bengal (India)

TELEPHONE NO. (033) 2230 1657 / 58 / 59
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ANNEXURE-IA

Tender No& Date : SKI 0607 P16

Dated : 16.03.2016

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

Sl No. & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
	CHEMICALS - INDUSTRIAL PROCESS		
10 ----- 85011287	Octyl Alcohol	18,000	KG

Notes :

a) Bidders must submit 3 (three) tender samples of ½ kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation, failing which their offer(s) will be rejected.

b) Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

c) Payment Term: 100% payment will be released against receipt & acceptance of materials at Duliajan. Please confirm to this while quoting.

BID REJECTION CRITERIA/BID EVALUATION CRITERIA

A- BID REJECTION CRITERIA (TECHNICAL):

The bid must conform to the specifications and terms and conditions given in the enquiry. Bids shall be rejected, in case the item(s) offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective 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.

B - BID REJECTION CRITERIA COMMERCIAL:

- i). **Bid security amounting to Rs. 23,300.00 can be paid in three modes, viz., Bank Guarantee/ DD/ Online. Bid security in the form of Bank Guarantee as per format given in the LCB booklet MM/CALCUTTA/E-01/2010 of Rs 23,300.00 shall be submitted manually in sealed envelope superscribed with BID SECURITY AGAINST Tender no. SKI 0607P16 dated 16.03.2016 to Head Calcutta Branch, Oil India Limited, 4 India Exchange Place, Kolkata-700001 only on or before the Bid Closing Date and Time mentioned in the Tender. If bid security in ORIGINAL of above mentioned amount is not received within bid closing date , the bid submitted through electronic form will be rejected without any further consideration. In lieu, Bid Security of Rs. 23,300.00 can also be paid online through our e-procurement portal as per procedure given in user manual in OIL's e-procurement portal. For exemption for submission of Bid Security, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders. **The Bid Security if submitted in the form of Bank Guarantee shall be valid for 180 days more than the Bid validity, i.e., for 300 days from the date of bid opening.****
- ii). 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.
- iii) **Annual financial turnover of the firm in any of the last 3 (three) financial years or current financial year should not be less than Rs 23,21,100.00.**

Note : For proof of Annual Turnover, any one of the following documents /photocopies (self attested/attested) must be submitted along with the bid :-

(a) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. and Firm's registration no certifying the Average Annual Turnover and nature of business.

or

(b) Audited balance sheet and profit & loss account

iv). Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. For exemption for submission of Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is 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.

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

vi) Bids received after the bid closing date and time will be rejected.

vii) Validity of the bid shall be **minimum 120 days from the Bid Closing Date.** Bids with lesser validity will be rejected.

viii) Bids containing incorrect statement will be rejected.

ix) All the Bids must be Digitally Signed using “Class 3” digital certificate (*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” digital certificate, will be rejected.

x) 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):

A. TECHNICAL:

The bids conforming to the specifications, terms and conditions stipulated in the NIT and considered to be responsive after subjecting to Bid Rejection criteria will be considered for further evaluation.

B. COMMERCIAL:

a. 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.

b) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein:

- (A) Total Material Cost
- (B) Packing and Forwarding Charges
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty including Cess
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total For Despatching Station Value (F) above
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, (F+G+H+I) above

c. In the event of computational error between the unit price and total price, unit price shall prevail for evaluation.

d. Similarly in the event of discrepancy between the words and figure, words shall prevail and adopted for evaluation.

e. 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 will be summarily rejected.

C) GENERAL:

i) The Compliance statement must be filled up by bidders and to be submitted/uploaded along with their bids. In case bidder takes exception to any clause of the bidding 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 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 BRC.

- ii) If any of the clauses in the BRC contradicts with other clauses of bidding document elsewhere, then the clauses in the BRC shall prevail.
- iii) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.
- iv) **A bid shall be rejected straightway if it does not conform to any one of the following clauses:**
 - (a) Validity of bid shorter than the validity indicated in the Tender.**
 - (b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.**
 - (c) Bid Security with**
 - (i) validity shorter than the validity indicated in Tender and/or**
 - (ii) Bid Security amount lesser than the amount indicated in the Tender.**
 - (d) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.**

Standard Notes:

- A. The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL’s e-portal) should reach us before bid closing date and time .Bid without original Bid Security will be rejected. In lieu, bidders can also pay the Bid Security amount online through e-procurement portal. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**
- B.All the Bids must be Digitally Signed using “Class 3” digital certificate (*e-commerce application*) only 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 liable for rejection.**
- C. “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**

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