



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

TELEPHONE NO. (033) 22301657
FAX NO: (033) 22302596
Email: oilcalmn@oilindia.in

FORWARDING LETTER

Tender No. : SKI 1956P17 dtd 1.08.2016

Tender Fee : Not Applicable

Bid Security : Not Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing / Opening on : As mentioned in the e-portal

Performance Security : Applicable

Integrity Pact : Not Applicable

Delivery Required : At DULIAJAN, ASSAM

OIL invites Bids for **supply of Expanded Metal Sheet as per Annexure- A from MSE vendors** 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/CALCUTTA/E-01/2016. 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) 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) "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2016 for E-procurement (LCB Tenders).
- c) Technical specifications with BEC/BRC and Qty. as per **ANNEXURE A**.
- d) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- 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.
- g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

Special Note:

1.0 MSE units shall submit their application (showing full postal address with email address) alongwith proof of being MSE vendor to DGM-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. Application shall be accepted only upto one week prior to B.C date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ...” for easy identification and timely issue of user ID and password. On receipt of above, 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.

2.0 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User - > Technical Bid only.

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 **DGM-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001** 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 Duplicate.

- 4.0 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.
- 5.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure-A.

- 6.0 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.
- 7.0 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.
- 8.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 9.0 Please do refer the User Manual provided on the portal on the procedure how to create Response for submitting offer.

NOTE:

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

Yours Faithfully,

Sd-

(A.GOGOI)
SR. PURCHASE OFFICER
For DGM -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

FAX NO: (033) 2230 2596

Email : oilcalmn@oilindia.in

ANNEXURE-A

Tender No& Date : SKI 1956P17

Dated :01.08.2016

OIL INDIA LIMITED invites Indigenous tenders from MSE vendors for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

Sl No. & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
10 ----- 83500091	<u>EXPANDED METAL SHEET.</u> Mild Steel For general purposes. Conforming to I.S. 412-1962. ISI Ref. No. : 7, Size : Short way of mesh - 40mm.& Long way of mesh - 115 mm., Dimension of Strands- 6.15 mm Width and 3.15 mm Thickness, Size of sheet : 2500 mm. * 3750 mm. (Normally Stocked).	300	NOS.
20 83500114	ISI Ref. No. : 4, Size : 75 mm Short way of mesh & 200 mm. Long way of mesh, Dimension of Strands : 6.50 mm Width & 3.15mm. Thickness, Size of Sheet : 2500 mm * 3750 mm. (Normally stoked)	450	NOS.

NOTE : The items of the tender belong to the reserved item list to be exclusively procured from Micro & Small Enterprises; therefore only quotations from Micro & Small Enterprises shall be considered for evaluation against this tender.

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

I. BID REJECTION CRITERIA

The bids must conform to the specifications, terms, and conditions given in the NIT. 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 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

- i) Manufacturer should have experience and supply of same or higher size of the item in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.
- ii) Manufacturer should have experience of successfully executing at least 1(one) order of each type of the tendered item of same or higher size for 50% quantity (to be rounded to next higher whole figure) in 5 (five) years period preceding the original bid closing date of the tender.

Documentary evidence in respect of the above should be submitted in the form of copies of relevant purchase orders along with copies of any of the documents in respect of satisfactory execution of each of those purchase orders, such as (i) Satisfactory inspection report (OR)(ii) Satisfactory supply completion / installation report (OR) (iii) Consignee Receipted Delivery Challans (OR) (IV) Central Excise Gate Pass / Tax Invoices issued under relevant rules of Central Excise/VAT (OR) (V) any others documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.”

B. FINANCIAL CRITERIA:

1. Annual Turnover:

- i) The annual financial turnover of the bidder shall be atleast **Rs. 11, 81,295.00 /-** in any of the 3 preceding financial years reckoned from the original bid closing date .
- ii) **Net worth** of bidder must be positive for preceding financial/ accounting year.
- iii) 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’.

Note: 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- B.**

OR

- ii) Audited Balance Sheet along with Profit & Loss account.”

C - COMMERCIAL

- i. Bids are invited under “Single Stage Composite Bid System”. Bidders have to submit both the “Techno-commercial Unpriced Bids” and “Priced Bids” 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 is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2016 for E-Procurement of LCB Tenders.
- ii. **Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value.** Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- iii. 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.
- iv. Validity of the bid shall be minimum **90 days from the Bid Closing Date.** Bids with lesser validity will be rejected.
- v. 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.
- vi. Bids containing incorrect statement will be rejected.
- vii. No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- viii. All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) with Bidder’s organization name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” digital certificate with Bidder’s organization name, will be rejected.
- ix. Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

II. BID EVALUATION CRITERIA (BEC):

The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria mentioned below:

1.0 Bidders are required to submit the summary of the prices in their Commercial (Priced) bids as per bid format (Summary), given in Annexure- C. The evaluation of bids will be done as per the Price Schedule (SUMMARY) .

2.0 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation. Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

3.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be done on F.O.R. Duliajan value basis.

4.0 In case 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 the Tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

ANNEXURE-B

CERTIFICATE OF ANNUAL TURNOVER & NET WORTH

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

TO WHOME IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statements of **M/s.....**(Name of the Bidder)for the last three (3) completed accounting years upto.....(as the case may be) are correct.

YEAR	TURN OVER In INR (Rs)	NET WORTH In INR (Rs)

Place:

Date:

Seal:

Membership No..

Registration Code:

Signature:

ANNEXURE –C

PRICE SCHEDULE

Tender No.

With reference to your above tender we quote our best prices as under:

Tender Item No.	Brief Description	Quantity (A)	Unit of measurement	Unit price (In figure) (B)	Unit Price (In words)	Extended Price (C) (A x B = C)

Total Ex-works Price :
Packing & Forwarding charges, if any :
Third Party Inspection charges (if any) :
Excise Duty including cess :
Sales Tax (please indicate applicable rate of tax) :
Other charges (Please specify) :
Total F.O.R. Despatching Station :
Name of Despatching Station :
Erection and Commissioning Charges (if any) :
Firm freight upto Duliajan by Road / Rail /Air /Courier :
Transit Insurance if any :
F.O.R. Duliajan value :
Delivery Period :
Validity :
Payment terms :
Name of original manufacturer :
Other terms if any :

We agree to all the terms and conditions given in the Tender Document. We confirm that material will conform to OIL's specification.

Signature of Witness

Full Name :

Address :

Date :

Signature & Seal of Bidder

Full Name :

Address :

Date :

-----XXXX-----

Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Bidders Response Sheet

Sl No.	Description	Remarks
1	Name of Bidder	
2	Whether all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.	
3	Place of Despatch	
4	Whether Freight charges have been included in your quoted prices	
5	Whether 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 weeks from placement of order	
9	Complied to Standard Payment Terms of OIL or not.	
10	Original Bid Security Submitted (if applicable)	
11	Whether ORIGINAL Bid Bond as per NITformat (not copy of Bid Bond) Sent separately? If YES, provide details	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
	c) Name and Full Address of Issuing Bank:	
12	Bid Security if Not submitted reasons thereof	
13	Whether you shall submit Performance Security in the event of placement of order on you	
14	Integrity Pact Submitted (if applicable)	
15	If bidder is Small scale unit whether you have quoted your own product	
16	If bidder is Small scale unit whether you are eligible for purchase preference (as per Govt guideliness)	
17	Whether filled up the bank details for online payment as per Annexure GGG	

NOTE: Please fill up the greyed cells only.

Technical Bid Checklist**Annexure-EEE**

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
SL. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Bidder to confirm that he has not taken any exception/deviations to the bid document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond / Bank Guarantee / Earnest Money along with the offer. (if applicable)		
4	Confirm unconditional validity of the bid for 90 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any qualifications?		
6	Confirm that all relevant fields in the on-line bidding format been filled in by the bidders for the items quoted by them.		
7	Confirm that the 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 HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU HAVE SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU		

NOTE: Please fill up the greyed cells only.

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETTER 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.