



OIL INDIA LIMITED
(A Government of India Enterprises)
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FORWARDING LETTER

Tender No. : SKI 3011 P17/02 DTD 18.11.2016

Tender Fee : Rs 1,000.00

Bid Security : Applicable

Bid Security Amount : Rs. 1,91,100.00/-

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Tender Type : Open Tender

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

Performance Security : Applicable

Integrity Pact : Applicable

Delivery Required : At Duliajan, Assam.

OIL invites Bids for ELECTRONIC TIME CYCLE CONTROLLER SYSTEM (ETCC) **as per Annexure A** 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/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.

- a) 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).
- b) 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 The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. Bidders shall quote accordingly under Single Stage Two Bid System. The bidder has to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" bid through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

1.1 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 , techno- commercial details including quantity offered except prices which shall be kept blank 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. The prices of the items should be quoted as per the format and uploaded as Attachment under the attachment option under "Notes & Attachments". Priced bids of only those bidders will be opened whose offers are found to be techno-commercially acceptable.

2.0 Vendors having OIL's User ID & password may pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Vendors who do not have OIL's User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Alternatively application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in the form of crossed "Payee Account only" Bank Draft/Bankers' Cheque drawn by Bank and valid for 90 days from the date of issue of the same or in the form of Indian Postal Orders payable to the OIL is to be sent to DGM-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. Application shall be accepted only upto one week prior to the 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" 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.

For exemption for tender fee, please refer Clause No. 3.3 (Section A) of “General Terms & Conditions” for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 for E-procurement (LCB Tenders).

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** 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-A.
- 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.

2.0. **Integrity Pact :**

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 V 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. In the event bidder declines to submit the integrity pact, their offer shall be rejected straightaway. 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 is at present:

- i) Shri Rajiv Mathur, IPS (Retd.)
- ii) Shri Satyananda Mishra, IAS(Retd.)

E-mail ids are available in OIL's website www.oil-india.com .

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: (91-033) 2230 2596

Email : kolpur2@oilindia.in

ANNEXURE-A

Tender No& Date : SKI 3011 P17 DATED 18.11.2016

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTIT Y	UOM
10 ----- 99074426	ELECTRONIC TIME CYCLE CONTROLLER SYSTEM (ETCC) ELECTRONIC TIME CYCLE CONTROLLER Programmable Electronic Time Cycle Controller, designed to control diaphragm operated motor valves in the gas line. The controller is intrinsically safe, suitable for use in Zone 1 & Zone 2 hazardous area. • Display: LCD display in hours, minutes, & seconds. • ON time: Adjustable between 1 second to 99 hours, 59 minutes, 59 seconds. • OFF time: Adjustable between 1 second to 99 hours, 59 minutes, 59 seconds. • The PCB is epoxy coated and usable in high humidity & corrosive environment. • Pneumatic supply pressure to actuate the motor valve is 15-50 psig. • Keys: ON TIME, OFF TIME, OPEN VALVE, CLOSE VALVE. • Supply Input-Output piping: 1/4 inch NPT • Power supply: 6V rechargeable battery, 12 AH • Low battery indication shall be provided.	80	NO

	<ul style="list-style-type: none"> • Enclosure: The controller shall be intrinsically safe and housed in a metal enclosure which shall be wheather proof to IP65 • Supply and output pressure gauges shall be provided. • The controller is not bleed type: the supply pressure will not bleed off continuously in the controller when the motor valve is in closed position. • Door safety lock for enclosure. • Battery charger: 220VAC, 50Hz for 6V rechargeable battery. <p>DRIP CHAMBERS</p> <p>Suitable size to arrest moisture and condensate from supply gas with 1500 psi working pressure, complete with inlet, outlet and drain connections, valves and requisite tubing 1/4 inch NPT connections.</p> <p>The pressure regulation has to be done into two (2) stages:</p> <p>HIGH PRESSURE REGULATOR</p> <p>The high Pressure regulator (Make: FISHER/SWAGELOK/PARKER/KIMRAY only) is required to reduce the high line pressure to 100 psig as stated below with requisite pressure gauge, drain connection, tubing and fittings up to low pressure regulator.</p> <p>Maximum Inlet Pressure: 3000 PSIG Working Inlet Pressure: 1500 PSIG Outlet Pressure: 100 PSIG Inlet & Outlet connections: 1/4 inch NPT</p> <p>LOW PRESSURE REGULATOR</p> <p>The low Pressure regulator as stated below with requisite pressure gauge, drain connection, tubing and fittings up to Motor Valve.</p> <p>Maximum Inlet Pressure: 150 PSIG</p>		
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	<p>Working Inlet Pressure: 100 PSIG Outlet Pressure: 15-40 PSIG Inlet & Outlet connections: 1/4 inch NPT</p> <p>MOTOR VALVE</p> <p>Diaphragm operated, to suit above items complete with 1/4 inch NPT threaded needle valve, 1500 psi working pressure. Size: 2 inch nominal Body: Straight End connection: 2 inch API LP (F) Working pressure: 2000 psi Trim: 19 mm at SS Actuating pressure: 30 psi (minimum) Connection for diaphragm pressure: 1/4 inch NPT (F) from ETCC Type: Normally closed (Pressure to open)</p> <p>All the interconnection tubing, fitting, isolation and drain valves should be associated with one ETCC.</p>		
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Special Terms & conditions:-

1. Supplier other than OEM must provide letter of authorisation from OEM along with the bid.
2. The bidder should submit valid DGMS approval for the offered electronic time cycle controller (ETCC) along with the supply. The DGMS approval should clearly indicate that the
ETCC is intrinsically safe for use in zone 1 & zone 2 hazardous areas.
3. If the bidder has not obtained the DGMS approval, valid Field trial approval letter/ certificate from DGMS for electronic time cycle controller (ETCC) which is to be used as an intrinsically safe instrument in zone 1 & zone 2 hazardous areas should be submitted along with the supply.
4. The party has to give a written assurance along with the bid that either point no. 2 or 3 mentioned above will be complied with.
5. However, in the event of an order, clearance for despatch of material will be given only on submission of valid DGMS approval or field trial approval letter from DGMS.
6. All field trial approvals submitted should be supported with test certificate from CIMFR/ERTL or any other test laboratory recognised by DGMS, Dhanbad.

7. The CIMFR certificate no. and DGMS approval no. shall be affixed or embossed on each piece of equipment.

8. Payment terms :

i. Payment of DGMS approved equipment will be as per normal terms and condition of the order.

ii. Payment for equipment supplied with DGMS field trial permission shall be to the extent of 50 % of the cost of the equipment against dispatch documents. The balance 50 % shall be made on submission of DGMS approval only, as per payment terms & conditions of the order.

9. The item may be inspected by OIL's deputed engineers at manufacturers factory prior to dispatch. However, such inspection will not relieve the supplier of his responsibility to ensure that the equipment supplied conforms to the correct specifications and is free from manufacturing and all other defects.

10. The warranty period of the item should be for a minimum of 18 months from the date of dispatch / shipment or 12 months from the date of receipt.

11. Responsibility for replacement of either defective or dissimilar materials of order is to be under the scope of OEM/Indian authorised agent of OEM. Bidder must confirm it.

12. Delivery time of the order will be 16 weeks from the date of receipt of the purchase order.

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

1. BID REJECTION CRITERIA – TECHNICAL

The bids shall broadly conform to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required 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 will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

A) TECHNICAL :

1.0 BRC / BEC (Technical) – Qualification.

1.1 The bidder shall be an Original Equipment Manufacturer (OEM) of the tendered item (s).

OR

- 1.2 An authorized agent / dealer / distributor / supply house of an OEM of the tendered item(s) having valid authorization letter / dealership certificate with warranty / guarantee back up from the principal (OEM). Copy of authorization letter / dealership certificate with / warranty guarantee back up from the principal (OEM) shall be submitted along with the technical bid.

2.0 BRC / BEC (Technical) – Experience

2.1 The bidder shall have experience of successful execution of past supply for minimum 40 nos. of tender item of same or higher specification as specified in the tender in last 5 years preceding the original bid closing date of the tender, to any Oil & Gas Industry or service provider to an E & P company.

2.2 The bidder shall submit documents in support of his previous supply experience as applicable under clause 2.1 as follows :

- i) Copy (ies) of Purchase Order(s) / contract document(s),
AND
- ii) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s)/ contract(s)
 - Completion report / performance certificate from the clients,
 - Consignment note.
 - Delivery challan / invoice etc.
 - Any other documentary evidence that can substantiate the successful execution of each of the Purchase Orders(s) / contract(s) cited above.

3.0 The bidder should categorically confirm in the technical bid that the tendered items will be supplied within the delivery period i.e. 16 weeks from the date of receipt of the purchase order , without which the bid will be rejected.

B) Financial Criteria :

1. Annual Turnover:

- i) The annual financial turnover of the bidder shall be atleast **Rs. 47,76,522.80** /- 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:

- 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- B.
 - 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.

C) COMMERCIAL:

1.0 Bids are invited under **Single Stage Two Bid** System. Bidders shall quote accordingly under Single Stage Two Bid System. **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.

1.0 **Bid security of Rs.1,91,100.00/-** shall be furnished as a part of the TECHNICAL BID (refer Clause No. 8.0 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 for E-procurement (LCB Tenders)). **A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.**

1.1 For exemption for submission of Bid Security, please refer Clause No. 8.16 (Section A) of "General Terms & Conditions" for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 for E-procurement (LCB Tenders).

1.2 The Bank Guarantee towards Bid Security shall be valid **upto 22.07.2017.**

2.0 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.

3.0 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.

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

5.0 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.

6.0 Bids containing incorrect statement will be rejected.

7.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.

8.0 OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **Annexure V** 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. In the event bidder declines to submit the integrity pact, their offer shall be rejected straightaway. 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

9.0 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.

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

Sl. No.	Item	Rupees
(A)	Cost of 1 no. tendered item [Insert unit price against each]	
(B)	Total Material Value (80 nos. X unit price)	
(C)	Packing and Forwarding Charges	
(D)	Total Ex-works value, (B + C)	

(E)	Excise Duty <u>including</u> Cess	
(F)	Sales Tax, (Please indicate applicable rate of Tax)	
(G)	Total FOR Despatching station price, (D+E+F)	
(H)	Road Transportation charges to Duliajan	
(I)	Insurance Charges	
(J)	Assam Entry Tax (wherever applicable)	
(K)	Total FOR Duliajan value, (G+H+I+J)	
Total value in words : Rupees		

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 The evaluation of bids will be done as per the Price Schedule (SUMMARY) detailed vide Para 10.0 of Bid Rejection Criteria.

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 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.

5.0 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:

---**XXXX**----