



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

Tender No & Date : **SKI3018P17** **Date: 18.11.2016**

Tender Fee : **Not Applicable**

Bid Security Amount : **NIL**

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 **Safety Rubber Canvas Boots – 465 Pair of various sizes as per Annexure II** through its E-Procurement site. 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 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
10 To 70	Safety Rubber Canvas Boots [Details are as per Annexure II]	465	PAA

The tender will be governed by:

- a) "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2016 for E-procurement (LCB Tenders).
- b) Technical specifications with BEC/BRC and Qty. as per **ANNEXURE II** .
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.
- d) 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).
- e) 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 Vendors having OIL's User ID & password may register the tender online in order to enable us to authorise for submitting the bid online one week prior to the Bid closing date (or as amended in e-portal).
- 2.0 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 register the tender online in order to enable us to authorise for submitting the bid online one week prior to the Bid closing date (or as amended in e-portal).

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.

- 3.0 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.
- 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 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.
- 6.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 7.0 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.
- 8.0 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
- 9.0 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. The tender is invited under SINGLE STAGE-COMPOSITE BID SYSTEM. Bidders shall quote accordingly under Single Stage Composite 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.

The prices of the items should be quoted as per the format and uploaded as Attachment under the attachment option under "Notes & Attachments".

Yours Faithfully,

Sd-
(G. C. Sarma)
CMM(P)
For DGM-Calcutta Branch



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ANNEXURE-II

Tender No& Date : SKI3018P17

Dated : 18.11.2016

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SAFETY RUBBER - CANVAS BOOTS			
Rubber-Canvas Boot, ankle high, (without steel toe cap), Ribbed Rubber Sole, Rubber at the toe end. Colour : Olive Green			
Sl No./ MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UNIT
10 85571112	Size : 4	15	PAA
20 85571134	Size : 5	20	PAA
30 85571156	Size : 6	30	PAA
40 85571178	Size : 7	180	PAA
50 85571191	Size : 8	170	PAA
60 85571214	Size : 9	40	PAA
70 85571236	Size : 10	10	PAA

Special Notes :

1. All the sizes of Safety Rubber Canvas Boots against the tender will be procured from the same source.

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:

1. Bid should be complete in all aspect covering the entire scope of supply and should conform to the technical specifications indicated in the bid documents duly supported with technical catalogues / literatures wherever required. Incomplete and non-conforming bids will be rejected outright.

2. Manufacturer's Experience :

In case the bidder is a manufacturer of the offered items, bidder should satisfy the following with documentary evidence, which should be enclosed along with the Bid.

- a) Minimum 5 (five) years experience in manufacturing and supply of the item :
(For this purpose the period reckoned shall be the period prior to the original stipulated bid closing date of the tender)
- b) Should have experience of successfully executing at least one (1) order for the item of value not less than Rs.0.69 lakhs in preceding 05 (five) years from the original stipulated 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.

- 2.1 In case the bidder is not a manufacturer, then the bidder is required to submit documentary evidence in respect of 2 (a) and 2 (b) of the concerned manufacturer along with the bid.

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 **Rs 0.69 lacs**.

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'.

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**.

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 **Compopsite Bid** System. Bidders shall quote accordingly under Composite Bid System.

2.0 Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of 18 months from the date of despatch or twelve(12) months from the date of receipt of the items at site, whichever is earlier against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.

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 90 days from the Bid Closing Date. Bids with lesser validity will be rejected.

7.0 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.

8.0 Bids containing incorrect statement will be rejected.

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

10.0 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.

11.0 Bidders are to quote for all the items or else their bid will be rejected.

12.0 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)	Total material cost including individual price	
(B)	Packing and Forwarding Charges	
(C)	Total Ex-works value, (A+B)	
(D)	Excise Duty <u>including</u> Cess	
(E)	Sales Tax, (Please indicate applicable rate of Tax)	
(F)	Total FOR Despatching station price, (C+D+E)	
(G)	Road Transportation charges to Duliajan	
(H)	Insurance Charges	
(I)	Assam Entry Tax (wherever applicable)	
(J)	Total FOR Duliajan value, (F+G+H+I)	
(H)	TOTAL VALUE (I+J)	

Total value in words : Rupees

II) BID EVALUATION CRITERIA

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 12.0** 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 TOTAL VALUE basis, subject to corrections / adjustments given herein.

Sl. No.	Item	Rupees
(A)	Total material cost including individual price	
(B)	Packing and Forwarding Charges	
(C)	Total Ex-works value, (A+B)	
(D)	Excise Duty <u>including</u> Cess	
(E)	Sales Tax, (Please indicate applicable rate of Tax)	
(F)	Total FOR Despatching station price, (C+D+E)	
(G)	Road Transportation charges to Duliajan	
(H)	Insurance Charges @0.5% of Total For Despatching Station Value (H) above	
(I)	Assam Entry Tax (wherever applicable)	
(J)	Total FOR Duliajan value, (F+G+H+I)	
(H)	TOTAL VALUE (I+J)	
Total value in words : Rupees		

4.0 All the items will be procured from the same source, hence, evaluation will be done accordingly.

5.0 Purchase Preference, if any will be as per Section B of “General Terms & Conditions” for e- Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 (LCB Tenders).

6.0 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.

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