



OIL INDIA LIMITED
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FORWARDING LETTER

Tender No. : SKI 3434 P17/01 DTD 26.12.2016

Tender Fee : Rs 1,000.00

Bid Security : Applicable

Bid Security Amount : Rs. 33,700.00/-

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Tender Type : Open Tender

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 **TOOL BOX per Annexure A** 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.

- 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- COMPOSITE BID SYSTEM**. Bidders shall quote accordingly. 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.

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.

Yours Faithfully,
Sd-

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

ANNEXURE-A

Tender No& Date : SKI 3434 P17 DATED 26.12.2016

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
10 ----- OC000597	<p>TOOL BOX for NON SPARKING TOOLS - 1 no containing the following Tools as per indicated quantiyy -</p> <p>1. Socket Wrench (Box Type). Size in inch: 1/2", 3/4", 5/8", 7/8", 1", 1 1/8", 1 3/8", 1.7/8", 1 1/2", 1 3/4", 1 5/8", 2", 2 1/4", 2 1/2".- 01(One) no of each size NB: Above boxes to have 3/4" drive.</p> <p>2. Reversible Ratchet wrench with matching drive and extended handle for above. in item No 1.(preferably 3/4" drive) - 01(One) No.</p> <p>3. Single ended slogging wrench.(Heavy duty) Size in inch: 1/2", 3/4", 5/8", 7/8", 1", 1 1/8", 1.1/4", 1.1/2", 1.3/8", 1.5/8", 1.3/4", 1.7/8", 2", 2.1/4", 2.1/2", 2.3/4". 2.7/8", 3", 3.1/8"- 01(One) no of each size.</p> <p>4. Adjustable Pipe Wrench Size in inch - 14". 18". 24". 36" -- 01(One) no of each size</p> <p>5. Sledge Hammer - Weight 2kgs, 3kgs, 5kgs - 01(One) no of each size</p> <p>6. Adjustable Spanner Size in inch - 8", 10" & 12" - 01(One) no of each size.</p> <p>7. Screw Driver of Length Size in inch - 10", 12" - 01(One) no of each size</p> <p>8. Flat Chisel - Size in inch - 1/2"x 10" &</p>	1	NO

1" x 10" - 01(One) no of each size		
9. PLIER - Size in inch: 8" & 10" - 01(One) no of each size		
10. Wire Brush with following size & quantity 3x350mm 4 (four)Nos 4x350mm 3(Three) Nos 5x350mm 3(three) Nos		
11. Crow bar of length 4ft of (diameter 1" & 1-1/2"size) - 02(Two) nos. each		
12. Chain wrench: length: 900mm for pipe size:200mm diameter - 01(One) no.		

Special Terms & conditions:-

- (i) Bidder must submit valid authorisation certificate from the Original Equipment manufacturer.
- (ii) Detail catalogue of the tools must be submitted along with all the dimensional details of specification with the offer otherwise the offer will be straightway rejected.
- (iii) Materials must be brand new, unused.
- (iv) Bidder must have supplied at least one order of non sparking tools during the last 5 years as on bid closing date to any petroleum industry. Documentary evidence must be submitted otherwise offer will not be considered.
- (v) Bidder must submit back up guarantee from OEM along with the offer for replacement/repairing of the tool in case of failure in normal use without any extra charge.
- (vi) Apart from the non sparking the item must also be rust proof in water, saline water, corrosion resistant to most of the chemicals and to have very low magnetic attraction.
- (vii) Item must be from REPUTED BRAND .
- (viii) All the items must be packed in a portable handy good quality folding type tool box for storing as well for mobility .
- (ix) These tools will be used in hazardous area, hence quality will be the most important criteria. Inspection /testing /chemical composition report from the third party is to be furnished. Apart from it Material safety data sheet also to be submitted along with the offer, which must contain composition, toxicology information ,hazardous information etc.
- (X) Bidders must quote for (Beryllium free) Aluminium bronze(Al-Cu) non sparking tools.
- (xi) The Non-sparking tools must meet Bureau of Indian Standard (BIS) /Occupational Safety & Health Administration (OSHA) /Mine Safety & Health Administration (MSHA) or equivalent Certificate of compliance to this effect must be submitted along with the offer without which the offer will not be accepted.

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)

1.0 Bidder's Qualification :

1.1 The bidder shall be an original Equipment Manufacturer (OEM) having experience in manufacturing of non-sparking tools.

OR

1.2 The bidder shall be an Authorized Supply house or Authorized Dealer of OEM.

2.0 Bidder's Experience :

In case, the bidder is an Original Equipment Manufacturer (OEM) :

2.1.1 The bidder shall be a Manufacturer of non-sparking tools and shall be in the business of manufacturing the non-sparking tools for the last 5 (five) years reckoned from the original Bid closing Date of this tender.

2.1.2 The bidder shall have the credential of successful execution of at least 01 (one) order of non sparking tools during the last 5 (five) years preceding from the original bid closing date of this tender to any Oil and Gas Industry. The bidder shall submit details of the previous supply of such non sparking tools in detail, absence of which the bid will be summarily rejected as per the format given below. Documentary evidence shall be submitted along with the offer.

Name of Client/ Customer	Name & address of Client/ Customer	Order No. & date of order	Order Value	Technical Specification	Quantity supplied	Completion date	Supporting Document to be enclosed.

2.2 In case the Bidder is an Authorised supply house or Authorised Dealer of OEM, the following criteria shall be met by the Bidder :

2.2.1 The Bidder shall confirm supply of Non-Sparking Tools from Non Sparking Tools Manufacturer (OEM) who meets the qualification requirements stipulated under clauses 2.1.1 & 2.1.2 above and documentary evidence shall be submitted along with the offer. Copy of OEM's valid authorization certificate in this regard shall be submitted along with the bid.

2.2.2 The bidder shall have the credential of successful execution of at least 01 (one) order during the last 5 (Five) years preceding from the original bid closing date of this tender to any Oil and Gas Industry. The bidder shall submit details of the previous supply of non-sparing tools in a tabular format as shown below. Documentary evidence shall be submitted along with the offer.

Name of Client/ Customer	Name & address of Client/ Customer	Order No. & date of order	Order Value	Technical Specification	Quantity supplied	Completion date	Supporting Document to be enclosed.

Note : Bidders to submit documentary proof of successfully completed copy of Invoice with P.O. Completion certificate, PBG release document etc. to evaluate bidder's experience.

B) FINANCIAL:

1. Annual Turnover:

- i) The annual financial turnover of the bidder shall be atleast Rs. 8,42,000.00/- 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:

- 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 Composite Bid** System.

2.0 Bid security of Rs. 33,700.00 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.

2.1 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).

2.2 The Bank Guarantee towards Bid Security shall be valid **upto 31.07.2017**.

3.0 Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Bank Guarantee must be valid for a period of 18 months from the date of despatch or twelve(12) months from the date of successful installation & commissioning of the items at site, whichever is earlier. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.

4.0 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 successful installation & commissioning 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.

5.0 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.

6.0 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 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 Cost of tendered item	
(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 value, (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)	
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 11.0** 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 Cost of tendered item	
(B)	Packing and Forwarding Charges	
(C)	Total Ex-works value, (A+B)	
(D)	Excise Duty <u>including</u> Cess	
(E)	Applicable Sales Tax	
(F)	Total FOR Despatching station value, (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)	
Total value in words : Rupees		

4.0 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).

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:

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