

OIL INDIA LIMITED
(A Govt. of India Enterprise)
4, India Exchange Place,
Kolkata – 700 001.
E-mail : oilcalmn@oilindia.in/ oilcalmn@dataone.in
INVITATION FOR BID
NATIONAL COMPETITIVE BID

OIL INDIA LIMITED invites National Competitive Bid (NCB) through its e-procurement portal – <https://etender.srm.oilindia.in/irj/portal> for the following items :-

E-Tender No.	Bid Closing Date	ITEM
CKI 4331P17/09	05.05.2017	Hiring of Services for Explosives Transportation
SKI 4318P17/03	05.05.2017	Bitumen Felt
SKI 4328P17/01	05.05.2017	Manila Rope
SKI 4288P17/05	05.05.2017	Flange
SKI 4344P18/03	05.05.2017	Bitumen Hard

Tender fee (Non – Refundable) :Rs.1,000.00 (to be paid online only : Bid Closing / Opening Time : **(11 Hrs.)IST/(14 Hrs.) IST**; Period of sale of documents: **Till one week prior to bid closing date**. The complete bid documents and details for purchasing bid documents, participation in E-Tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com.

Note : All addenda, corrigenda,time extension etc. to the tenders will be hosted on above website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

* * *



OIL INDIA LIMITED
(A Government of India Enterprises)
4, India Exchange Place
Kolkata -700001

TELEPHONE NO. (033) 22301657
FAX NO: (033) 22302596
Email:oilcalmn@oilindia.in
:kolpur2@oilindia.in

FORWARDING LETTER

Tender No. : SKI4318 P17/03
Tender Fee : Rs 1,000.00
Bid Security : Applicable
Bid Security Amount : **Rs. 1,92,500.00/-**
Bidding Type : SINGLE STAGE TWO BID SYSTEM
Bid Closing / Opening on : As mentioned in the e-portal
Performance Security : Applicable
Integrity Pact : Applicable
Delivery Required : **At DULIAJAN, ASSAM**

(Requirement is very urgent, thus quote best delivery period)

OIL invites Bids for **6000 RL of Bitumen Felt 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.
- 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 A**.
- 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 (**Annexure EEE**) and Response sheet (**Annexure FFF**) 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.
- f) 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 Bidders to take special note of the following conditions:

1.1 Against Tender Fee – Payment should be made only through online mode and no other instrument (Cash/DD/Cheques/Cashier Cheque, etc) will be acceptable.

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).

1.2 Against Bid Security/EMD/Performance Bank Guarantee – Only payments through online mode or Submission of Bank Guarantee will be acceptable. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.

2.0 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 **GM-Kolkata 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.

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 The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. Bidders shall quote accordingly under Single Stage Two Bid System. **The bidders are required to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. Only the price-bids of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.**

6.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User -> Technical Bid only. The **"TECHNO-COMMERCIAL UNPRICED BID"** shall contain all techno-commercial details **except the prices. Please note that no price details should be uploaded in** Technical RFx Response.

6.2 The “**PRICE BID**” must contain the price schedule and the bidder’s commercial terms and conditions. **The prices of the items should be quoted in “Conditions Tab”. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under “Notes & Attachments”.**

6.3 A screen shot in this regard is given below. Offer not complying with above submission procedure will be rejected.

On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:

Note :

* The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except the prices**.

** The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and clock on OK to save the File.

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

2. 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. **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 XII 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. 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.

Yours Faithfully,

Sd-

(A.GOGOI)
Sr. Purchase Officer
For GM-Kolkata Office

ANNEXURE-A

Tender No& Date : SKI 4318 P17

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
	<u>ROOFING MATERIALS</u>		
10 ----- 84012205	Bitumen Felt, Hessian Base, Type 3, Self finished felt, Grade I for Water Proofing and Damp-Proofing as per IS : 1322 (the Latest version / revision will be considered), Bearing ISI Mark; Width : 1.0 metre, Length : 20 metres, Minimum Weight of Finished Bitmen Felt in Dry condition, 46 Kg per roll of 20 mtrs.	6,000	RL

COMMON NOTES:-

(a) **Products offered must bear ISI marking and offers must be accompanied with valid authorization of Bureau of Indian Standard for use of ISI marking for the offered product, failing which offer will be rejected.**

(b) **PAYMENT TERM : Payment shall be released after acceptance of supply.**

SPECIAL NOTE:

Requirement is very urgent, thus quote best delivery period.

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 the tendered 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 the tendered item for **50 % quantity** 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. 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. 48,10,920.00 /- .**
- 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.

B - 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. **Technical Rfx Response folder is meant for Technical bid only. Therefore, No price should be given in Technical Rfx Response folder, otherwise the offer will be rejected.**

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 and the bidder's commercial terms and conditions. **The prices of the items should be quoted in "Conditions Tab". Details of prices as per Bid format / Commercial bid can be 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 **Bid security of Rs. 1,92,500.00/-** shall be furnished as a part of the TECHNICAL BID in OIL's prescribed format as Bank Guarantee in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to GM-KOLKATA OFFICE, OIL INDIA LIMITED, 4 INDIA EXCHANGE PLACE, ICC BUILDING, 4TH FLOOR, KOLKATA – 700001, INDIA on or before the Bid Closing Date and Time mentioned in the Tender.

Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.

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 30.11.2017**.

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 receipt 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 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.

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

6.0 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.

7.0 Bids containing incorrect statement will be rejected.

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

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.

10.0 Bidders are required to submit the summary of the prices in their Commercial (Priced) bids as per bid format (Summary), given in Annexure- C.

11. **INTEGRITY PACT:**

OIL shall be entering into an Integrity Pact with the bidders as per format enclosed with 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. 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. **Offer shall be rejected straightaway in case the party refuses to sign Integrity Pact.**

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. Destination value basis.

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:

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 applicable) :
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 & Seal of Bidder
Full Name :
Address :

Date :

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