

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 through its e-procurement portal – <https://etender.srm.oilindia.in/irj/portal> for the following items :-

E-Tender No.	Bid Closing Date	ITEM
SKI 4574P18/08	20.06.2017	Electronic Time Cycle Controller,
SKI 4575P18/01	20.06.2017	CGI Sheet.
SKI 4576P18/04	20.06.2017	Overall Boiler Suit.
CKI4772P18/06	27.06.2017	Hiring of light passenger vehicles
CKI4773P18/06	27.06.2017	Hiring of light passenger vehicles (Premium)

Tender fee (Non – refundable) amount: Period of sale of documents, Bid Closing / Opening date, the complete bid documents and details for purchasing bid documents, participation in e-tenders etc. are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website <http://www.oil-india.com/>. All addenda, corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal 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: kolpur1@oilindia.in

FORWARDING LETTER

Tender No & Date : **SKI4575P18/01 Date: 28.04.2017**

Tender Fee : **Rs 1, 000.00**

Bid Security Amount : **Rs 69, 300.00**

Bidding Type : **Single Stage Composite Bid**

Bid Closing on : As mentioned in the Basic Data of e-portal

Bid Opening on : As mentioned in the Basic Data of e-portal

Performance Guarantee : Applicable

Integrity Pact : Not Applicable

Delivery Required : **At DULIAJAN, ASSAM**

OIL invites Bids for **Supply of CGI Sheet** 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 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 Department at following: Tel. No.s = 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 Quantity and BEC/BRC and Price bid format as per **ANNEXURE AAA, ANNEXURE BBB and ANNEXURE HHH** respectively .
- 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 (Annexure EEE) , Response sheet (Annexure FFF) and Bank Details (Annexure GGG)** given in this bidding document uploaded in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical Attachment. For details please refer "Vendor User Manual" / "NEW INSTRUCTIONS"**
- 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 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.

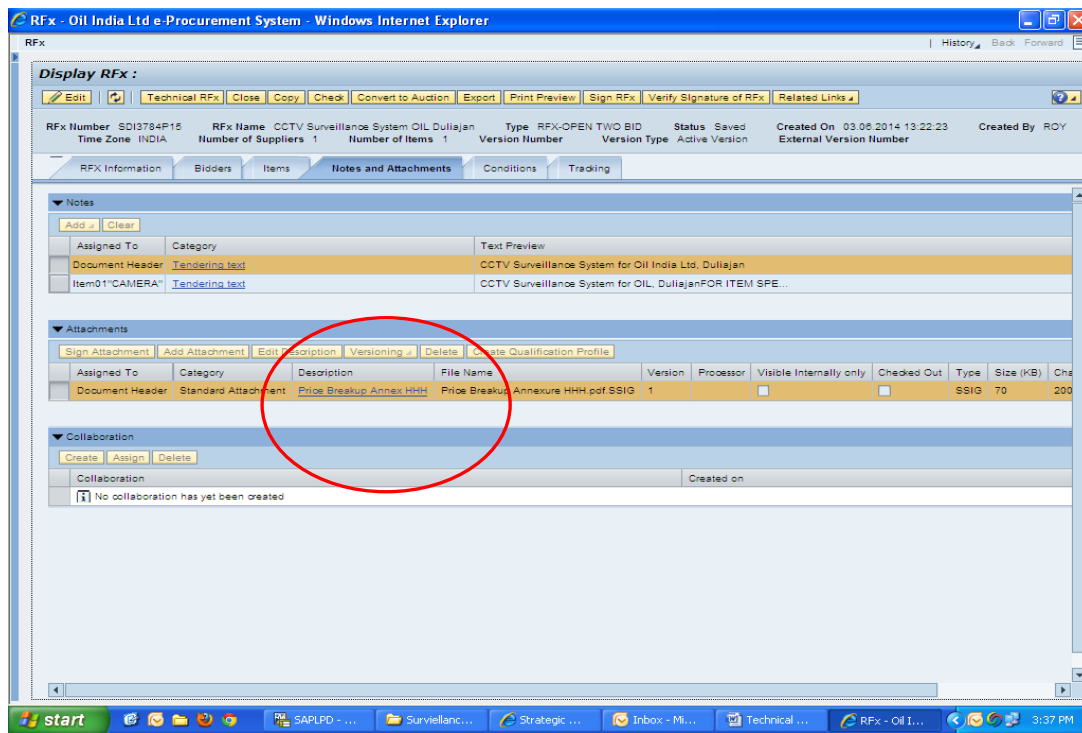
6.0 The tender is invited under **SINGLE STAGE-COMPOSITE BID SYSTEM**. Bidders shall quote accordingly under Single Stage Composite Bid System. The bidders are required to submit both the **"TECHNO-COMMERCIAL UNPRICED BID"** and **"PRICED BID"** through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

6.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the RFx Information > Technical Attachment only. The **"TECHNO-COMMERCIAL UNPRICED BID"** shall contain all techno-commercial details **except the prices**.

6.2 The **"PRICE BID"** must contain the price schedule and the bidder's commercial terms and conditions **For price upload area , please refer "NEW INSTRUCTIONS"**

6.3 Price Breakup/format:

Bidders should submit the price breakup/format of all the items as per "Annexure HHH" which has been uploaded under "Notes & Attachments" > "Attachments" as shown below. The price breakup/format "Annexure HHH" should be filled up, signed and uploaded under "Notes & Attachments" > "Attachments" only. **The filled up price breakup of all the items should not be uploaded in Technical Attachment.**



Please do refer “**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**” for the above two points and also please refer “**New Vendor Manual (effective 12.04.2017)**” available in the login Page of the OIL’s E-tender Portal.



NOTE:

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

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-BBB**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-BBB**) contradict

the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/CALCUTTA/E-01/2016 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.

9. 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).

Yours Faithfully,

Sd-
(Panchali Thakuria)
MM(P)
For GM-Kolkata Office

ANNEXURE-AAA

Tender No& Date : SKI4575P18/01 DATED 28.04.2017

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO& MATERIAL CODE .	MATERIAL DESCRIPTION.	QUANTITY	UNIT	Please confirm if clause by clause Complied/ Not Complied, reasons, if any.
10 ----- 83310323	<p>SHEET, CORRUGATED IRON, GALVANISED, TESTED QUALITY, TO IS: 277-2003, CLASS 4- 275 GSM OF ZINC (SPELTER) COATING PER SQUARE METER, BOTH SIDES INCLUSIVE.</p> <p>SIZE: 2500 mm (8 Ft.), Length, Nominal overall width of sheet measured between crowns of outside corr.- 900 mm (Before Corr.) & 800 mm (After Corr.), Thickness : 0.63 mm (24 G), No. of corr.- 10, Nom. Depth of corr.: 18 mm, Nom. Pitch of corr,: 75mm, Weight per sheet: 10.4 Kg to 12.15 Kg., No. of sheet/bundle:9, Weight per bundle: 93.6 Kg. to 109.4 Kg.</p> <p>Note:</p> <ol style="list-style-type: none">1. CGI Sheet should conform to IS 277: 20032. Manufacturer's name or trade-mark, grade of coating, length, width, thickness and number of corrugations, grade in case of corrugated sheets and material identification (grade, quality, etc.) shall legibly be marked on top of each sheet or shown on a tag attached to each bundle.	4,000	NO.	

Annexure BBB

BID REJECTION & BID EVALUATION CRITERIA

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. Bidder should have experience of successfully executing at least 01 (one) order of CGI SHEET for **Rs. 34, 62, 840.00** in preceding 05 (five) years from the bid closing date.

Note -For (i): 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 other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

B) FINANCIAL:

- 0.0 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.17, 31, 420.00**.

0.1 **Net worth** of bidder must be positive for preceding financial/ accounting year.

- 1.0 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-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. Bidders shall quote accordingly under Single Stage Composite Bid System. 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.

2.0 Bid security of Rs. 69, 300.00 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)). 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 17.12.2017 (i.e. 90 days from the Bid Validity)

3.0 Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. Validity of the performance security shall be valid for 90 days beyond contract period/duration and applicable warranty/guarantee/defect liability period (if any. 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 90 days from the Bid Closing Date. Bids with lesser validity will be rejected.

6.0 A bid shall be rejected straightway if it does not conform to any one of the following clauses:

- (a) Validity of bid shorter than the validity indicated in the Tender.**
- (b) Original Bid Security not received within the stipulated date & time mentioned in the Tender.**
- (c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.**
- (d) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.**

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 HHH** below :

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 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 FOR Destination basis, subject to corrections / adjustments given herein.

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.

PRICE SCHEDULE**Tender No.**

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

Tender Item No./Mat. code	Brief Description	Quantity (X)	Unit of measurement	Unit price (In figure) (Y)	Unit Price (In words)	Extended Price (Z) (X x Y = Z)
10/ 83310323	CGI Sheet, 2500mm , Class-4	4, 000	NO.			

Sl. No.	Item	Rupees
(A)	Total Ex-Works Value	
(B)	Packing and Forwarding Charges, if any	
(C)	Third Party Inspection charges (if applicable)	
(D)	Excise Duty <u>including</u> Cess	
(E)	Sales Tax, (Please indicate applicable rate of Tax)	
(F)	Other charges (Please specify)	
(G)	Total FOR Despatching station price, (A+B+C+D+E+F)	
(H)	Freight charges to Destination	
(I)	Insurance Charges	
(J)	Assam Entry Tax (wherever applicable)	
(K)	Total FOR Duliajan/Destination value, (G+H+I+J)	
Total value in words : Rupees		

Name of Despatching Station :

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 :

-----XXXX-----

COMMERCIAL CHECKLIST
(To be filled up and submitted along with the bid)

Tender no.	
Bidder's name	

SL. NO.	BEC / TENDER REQUIREMENTS	COMPLIANCE BY BIDDER	
		Indicate 'Confirmed'/'Not Confirmed' /Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Confirm that validity has been offered as per NIT.(90 days from BC date).		
2	Confirm that Bid Security / Earnest Money has been submitted as per NIT (Wherever Applicable)?		
3	Confirm that you shall submit Performance security (in the event of placement of order) (Wherever Applicable)?		
4	Confirm that duly signed Integrity Pact has been submitted as per NIT (Wherever Applicable)?		
5	Confirm that you have submitted documentary evidence as per BRC Technical		
6	Confirm that you have submitted Balance Sheet and Profit and Loss Account certified by a chartered accountant as mentioned in BRC Financial.		
7	Confirm that the offers and all attached documents are digitally signed using Class 3# digital certificate (e-commerce application) in Organization Name issued by an acceptable Certifying Authority (CA) as per Indian IT.		
8	Confirm that you have not taken any exception/deviations to the NIT.		
9.	Confirm that the product offered strictly conform to the technical specifications.		
10	Confirm that the prices offered are firm. (Conditional offer shall be liable for rejection.)		

NOTE: Please fill up the greyed cells only.

Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (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 other documentary evidence that can substantiate the satisfactory execution of the purchase order cited above.

Bidder's Response Sheet

Annexure-FFF

Tender No.	
Bidders Name	

Bidders Response Sheet

Sl No.	Description	Remarks
1	Place of Despatch	
2	Whether Freight charges have been included in your quoted prices	
3	Whether Transit Insurance charges have been included in your quoted prices	
4	Make of quoted Product	
5	Offered Validity of Bid as per NIT	
6	Bid Security Submitted (if applicable)	
6	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
7	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
8	Integrity Pact Submitted (if applicable)	
9	Whether you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)	
10	Whether you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.	
11	Delivery Period in weeks from placement of order	
12	Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.	
13	If bidder is MSE whether you have quoted your own product	
14	If bidder is Small scale unit , whether you are owned by SC/ST entrepreneur.	
15	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	
16	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the bidding document.	
17	Bid Security if Not submitted, reasons thereof	

NOTE: Please fill up the greyed cells only.

(*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (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 other documentary evidence that can substantiate the satisfactory

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