

(A Govt. of India Enterprise)
4, India Exchange Place,
Kolkata – 700 001.
E-mail : oilcalmn@oilindia.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 :-

Tender No.	Bid Closing Date	ITEM
SKI 5525P18/01	13.10.2017	P.V.C. Pipe.
SKI 5526P18/01	13.10.2017	Asphalt Compactors (Road Rollers)
SKI 5516P18/06	13.10.2017	Insulating Oil
SKI 5711P18/06	13.10.2017	Tyre with Tube
SKI 4940P18/06	13.10.2017	Octyle Alcohol

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: kolpur2@oilindia.in

FORWARDING LETTER

Tender No : **SKI4940P18/06**
Tender Fee : **Rs 1,000.00**
Bid Security Amount : **Rs 70,100/-**
Bidding Type : **Single Stage Two 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 OCTYLE ALCOHOL** 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 evaluation sheet (annexure CCC and DDD), 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 documents to be uploaded in the Technical RFX Response.
- 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 To participate in OIL's E-procurement tender, bidders should have a legally valid Digital Signature Certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). The digital signature should be of Class 3 digital certificate alongwith encryption certificate for the designated individual with organization name. Please also refer "**Guideline to Bidder for participating in OIL**". All the Bids must be Digitally Signed.

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.

6.1 Please ensure that Techno-commercial Bid / all technical related documents related to the tender are uploaded in the Technical Attachment as shown in the screen shot below. 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 Attachment.

6.2 The "**PRICE BID**" must contain the price schedule and the bidder's commercial terms and conditions. **Details of prices as per Price Bid format/Priced bid can be uploaded as Attachment**

in the attachment option under “Notes & Attachments” tab as shown in the screen shot below.

A screen shot in this regard is shown below.

Upload Technical Bid / Price Bid.

1.

The screenshot displays the 'Display RFx Response' form in the SRM QAS Portal. The form includes fields for RFx Response Number (60065572), RFx Number, Status (Saved), Submission Deadline, Opening Date (11.04.2017 00.00.00), and Total Value (XXXXX INR). The 'Notes and Attachments' tab is selected, and the 'Technical Attachments' section is highlighted with a red box. Three callouts provide instructions on where to upload different types of bids:

- Area for uploading "Priced Bid" if the detailed price information is "No Price"** (points to the 'No Price' option under Detailed Price Information).
- Area for uploading "Priced Bid" if the detailed price information is "Price with Condition"** (points to the 'Price with Conditions' option under Detailed Price Information).
- Area for uploading "Techno-commercial Unpriced Bid"** (points to the 'Technical Attachments' section). Below this, a note states: Please do not upload price under "Technical Attachment".

The form also includes sections for Event Parameters (Currency: Indian Rupee, Detailed Price Information: Price with Conditions, Terms of Payment: OTH) and Service and Delivery (Incoterms: FOB, SINGAPORE). At the bottom, there is a table for Partners and Delivery Information, which currently contains no data.

2. 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:

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

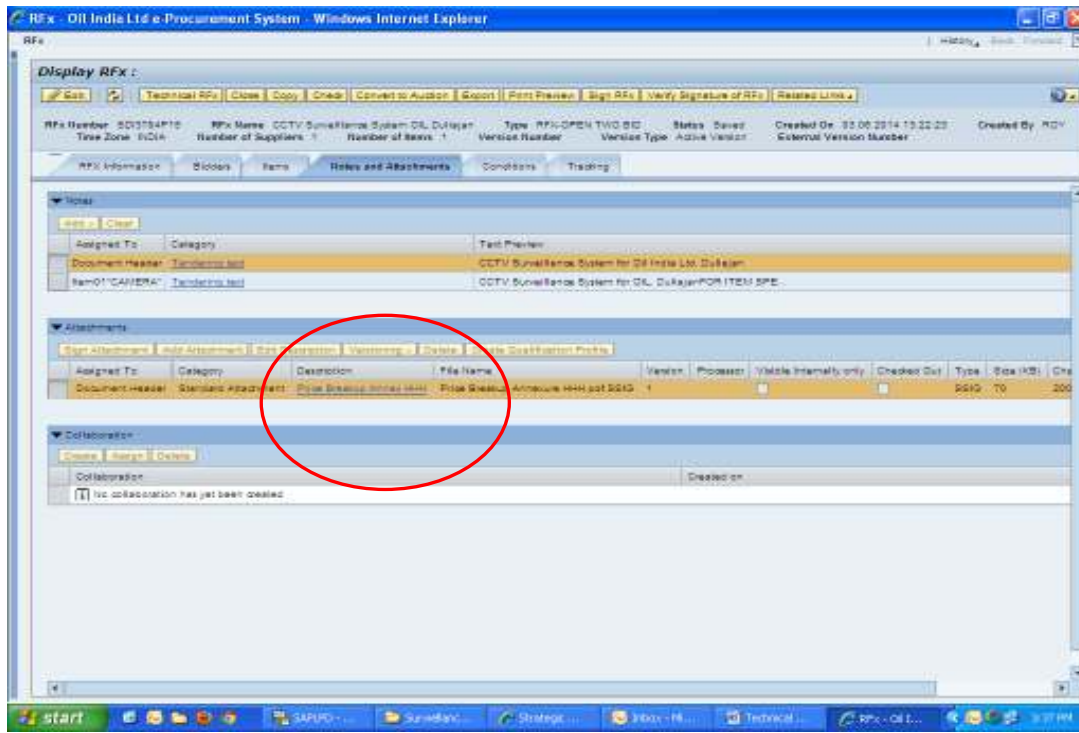
**** Please follow the instructions as per Vendor User Manual for Uploading Price under “Notes and Attachment” or “Condition”**

6.3 Any Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.

6.4 Only the price-bids of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

6.5 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/format 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.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

[Click here to View Compatibility Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for
the New
Manual &
Instruction

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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.

9.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

10.0 In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid Digital Certificate Class III [Organization] along with encryption certificate as per Indian IT act from the licensed certifying authorities(CA) operating under the root certifying Authority of India (RCAI), controller of certifying authorities (CCA) of India. Digital Signature Certificate comes in a pair of Signing/Verification and Encryption /decryption certificate. Bidder should have both the Signing/Verification and Encryption /decryption certificate for signing and Encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.

Encryption certificate is mandatorily required for submission of bid. In case bidder created response with one certificate (using encryption key) and bidder change his Digital Signature Certificate then old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of the response. Once decryption is done, bidder may use new DSC certificate for uploading and submission of their offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of the certificate, OIL INDIA LIMITED is not responsible.

11.0 **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).

12.0 CLAUSES RELATED TO GST

(A) Taxes:

- i. For the purposes of levy and imposition of GST, the expressions shall have the following meanings:
 - (a) GST - means any tax imposed on the supply of goods and/or services under GST Law.
 - (b) Cess - means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.
 - (c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.
- ii. The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties and levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/tax, if the finally assessed amount is on the higher side and OIL will have the right to recover the

difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

- iii. Offers without giving any of the details of the taxes (including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates and amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ contracts will be binding on the bidder.
- iv. Bidder is required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidder must confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and must also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidder to ensure that the intended benefits of GST have been passed on to OIL.
- v. Statutory variation (increase/decrease) of GST within the contractual delivery period will be to the account of OIL subject to documentary evidence. However, any increase in statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.
- vi. Bidder agrees to do all things but not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and also for claiming input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.
- vii. In case Input Tax Credit of GST is denied to OIL or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by Bidder/Supplier, including non-payment of GST charged and recovered, the Bidder/Supplier shall indemnify OIL in respect of all such claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such an amount demanded and recovered by the authorities/ state authorities from the pending payments of the Bidder/Supplier.
- viii. GST liability, if any on account of supply of free samples against any tender/purchase order (wherever applicable) shall be to bidder's/ supplier's account.

Yours Faithfully,

Sd-
(Aparajita Gogoi)
SPO (P)
For GM-Kolkata Office

ANNEXURE-AAA

Tender No : SKI 4940P18/06

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SI No./ MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTI TY	UNIT
10 ----- 85011287	Octyl Alcohol	27,000	KG

NOTES:

a) Bidders must submit 3 (three) tender samples of ½ kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation, failing which their offer(s) will be rejected.

b) Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

c) Payment Term: 100% payment will be released against receipt & acceptance of materials at Duliajan. Please confirm to this while quoting.

Annexure BBB

BID REJECTION & BID EVALUATION CRITERIA

I. BID REJECTION CRITERIA (BRC):

The following BRC/BEC will govern the evaluation of the bids received against this tender. The bid shall conform to the technical specifications and terms and conditions of NIT. Bids that do not comply with technical specifications, commercial terms and stipulated in tender in to will be treated as non-responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

A) TECHNICAL:

1. BIDDER’S ELIGIBILITY:

1.1 The bidder shall be an Original Product Manufacturer (Principal) of the tender item(s).

or

1.2 The bidder shall be an authorized dealer/authorized distributor /authorized supplier of an Original Product Manufacturer of the tender item(s)

2. IN CASE THE BIDDER IS AN ORIGINAL PRODUCT MANUFACTURER (PRINCIPAL) OF THE TENDERED ITEM(S): The bidder shall comply to the following clauses.

- 2.1** The Original Product Manufacturer shall have manufacturing experience in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.
- 2.2** In addition to above point, the bidder must have supply experiences towards execution of at least one order of minimum 50% of tendered quantity (rounded off to the next higher integer) against a single order in last 5 years to various E&P Companies or as a service provider to E& P companies preceding to the original bid closing date of the tender.

In this regard, the bidder shall submit **any one or in combination of the following set of documents** in their technical bid as per NIT requirement, wherever asked for.

- (i)** Copy of purchase order along with invoice copy
OR
- (ii)** Copy of Purchase order along with bill of lading/consignment note
OR
- (iii)** Copy of Purchase order along with satisfactory Completion certificate from client
OR
- (iv)** Copy of purchase order along with delivery challan along with Invoice Copy(ies)
OR
- (v)** Copy of purchase order along with any other documents which shall proof that the bidder has successfully executed such order(s)

3. IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER OF ORIGINAL CHEMICAL MANUFACTURER; the bidder shall fulfill the flowing clauses

- 3.1 The bidder's Original Product Manufacturer (Principal) shall have manufacturing experience in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.
- 3.2 Additionally, the bidder (authorised dealer/supplier/distributor) of the original product manufacture (Principal) shall fulfil the experience criteria of successful execution of minimum 50% of tendered quantity (to be rounded off to the next higher integer) against a single order in last FIVE (5) years preceding the original bid closing date of the tender.

In this regard, the bidder shall submit **any one or in combination of the following set of documents** in their technical bid as per NIT requirement, wherever asked for.

- (i) Copy of purchase order along with invoice copy
OR
- (ii) Copy of Purchase order along with bill of lading consignment note
OR
- (iii) Copy of Purchase order along with satisfactory Completion certificate from client
OR
- (iv) Copy of purchase order along with delivery challan along with invoice copy (copies)
OR
- (v) Copy of purchase order along with any other documents which shall prove that the bidder has successfully executed such purchase order(s).

- 3.3 The bidder shall submit valid **Authorization Certificate/Letter** issued by its Original Product Manufacturer (Principal), confirming the Bidder's status as their authorized supplier / dealer / distributor to sell their products with proper warranty and guarantee back -up. Such authorization certificate/ letter shall be valid for the entire period of execution of the order.

In case the bidder fails to provide the authorization letter /certificate from its product manufacturer, the bidder must submit **Quality Assurance Certificate** mentioning that the offered product will be of same or higher quality / standard of the tender sample submitted along with the bid in the event of bulk supply against order.

Failing to submit **Authorization certificate/letter or Quality assurance certificate** on the part of the bidder along with their bid, the offer of the bidder will be rejected straightway.

NOTES to BIDDER:

- a. Authorization certificate/letter issued by the Original product manufacturer (Principal) shall clearly mention whether the bidder is an "authorized dealer or authorized distributor or authorized supplier of the original Product Manufacturer (Principal)".
- b. Authorization letter without clearly mentioning 'authorized dealer' or 'authorized distributor' or 'authorized supplier' of Original Product Manufacturer will not be considered for bid evaluation and in that case the offer shall be rejected straightway.
- c. Authorization letter issued by the Original Product Manufacture in any other form such as Direct Chanel Partner /Indirect Chanel Partner/Chanel Partner/seller/Reseller/Sub Dealer / Sub Distributor/Sister Concern of the tendered item(s) shall not be considered for bid evaluation and the offer shall be rejected.

d. In case the bidder is a subsidiary company of the parent (Principal) company, the bidder shall also upload/submit the documents such as board resolution certificate / legal certificate along with their offer that would establish the relation between the parent company with the subsidiary company without which the bid will not be evaluated and will be rejected straightway.

4. Bidders whose products have been successfully field tried extensively in OIL's operational area are exempted from meeting the experience criteria mentioned in BRC clause 2.1, clause 2.2, clause 3.1 & clause 3.2 provided they offer the same brand of product from the same manufacturer. However, the party must categorically furnish the Purchase Orders of OIL against which they have successfully supplied the tendered item to OIL.

5. Supply experience executed by the bidder to its sister concern/ subsidiary shall not be considered as experience for the purpose of meeting experience criteria of BRC.

6. Authorization letter issued to the bidder by anybody except Original Product Manufacturer (Principal) shall not be considered as valid authorization letter and in such case the bid will be rejected.

7. The bidder shall submit tender samples of the product in triplicate (i.e 3 samples each of quantity ½ kg or ½ liter) along with the bid. Submission of three (3) nos. of tender samples is mandatory for each bidder including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

DD. SPECIAL NOTES:

1. In case the bidder is not a manufacturer, the bidder shall confirm the name of its manufacturer.
2. The material shall be supplied in the original packing of the manufacturer with markings as specified in the tender.
3. Bidder shall confirm shelf life as per NIT requirement, wherever asked for. Any supply without shelf life or shelf life less than the NIT requirement shall be rejected.
4. Considering the nature of the items, if the product offered by the lowest acceptable bidder is not field proven in Oil, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only for field trial and vendor development separately at their quoted rates and entire tendered quantity will be procured from other competitive bidders whose product has been field proven in OIL.

Hence all the bidders are to ensure strict compliance to the above or else the offer will be rejected straightway.

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 17,52,435/-**.

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 – 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:

Commercial Bid Rejection Criteria will be as per "General Terms & Conditions" for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 with following Special Bid Rejection Criteria.

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.

2.0 Bid security of Rs. 70,100/- 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 11.05.2018 (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 120 days from the Bid Closing Date. Bids with lesser validity will be rejected.

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 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.

9.0 The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following :

- i. Validity of bid shorter than validity indicated in the tender.
- ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.
- iii. 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.

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 :

PRICE SCHEDULE**Tender No.**

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

	Item No.		
	HSN Code		
	Basic material Value (Unit Rate)		
	Quantity		
		In Rupees	
A.	Total Basic Material Value (Unit rate x Quantity)		
B.	Pre-despatch /Third party Inspection charges, if any		
C.	Packing and forwarding charges, if any		
D.	Total Ex-works value (A+B+C)		
E.	GST on (D)		
F.	Compensatory Cess, if any		
G.	Total FOR Despatching Station Value (D+E+F)		
H.	Freight Charges upto destination		
I.	GST on freight charges		
J.	Insurance charges inclusive of GST		
K.	Training Charges, if any		
L.	GST on training charges		
M.	Installation & Commissioning Charges, if any		
N.	GST on I & C charges		
O.	AMC charges, if any		
P.	GST on AMC charges		
Q.	Total FOR Destination Value (G+H+I+J+K+L+M+N+O+P)		

Gross weight of the total consignment
 Gross volume of the total consignment
 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.

Name of the Bidder

Full Name :

Address :

Date :

Note:

1. Bidders must quote Freight Charges upto destination specified in tender. In case bidder fails to quote inland freight charges, highest freight quoted by the other bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.
2. Inspection Charges (Ref. B), Training Charges (Ref. K & L), I&C Charges (Ref M & N) and AMC Charges (Ref. O & P) are to be quoted wherever specifically asked for in the tender.
3. Other clauses on Goods & Service Tax shall be applicable as incorporated elsewhere in this tender.

II. BID EVALUATION CRITERIA (BEC)

Bids that do not comply with technical specifications, commercial terms and stipulated in tender and BRC clause in toto will be treated as non-responsive and in such case the bids will not be evaluated further. However, the bids complying to the technical specifications, terms and conditions and all the applicable clauses stipulated in the tender will be considered as responsive and such bids will be shortlisted for further evaluation as per the following Bid Evaluation Criteria:

A) TECHNICAL :

1. The tender sample will be tested in OIL's laboratory as per tender specification and the acceptance/ rejection of the tender sample will be decided on the basis of OIL's laboratory test report only.

Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with the bid else the offer will not be evaluated.

B) COMMERCIAL:

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 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

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.

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
1	Confirm that validity has been offered as per NIT.(120 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		
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 proof of annual turnover and net worth certified by a chartered accountant (with membership number and Firm registration number) .		
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. Act 2000.NIT.		
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.

Bidder's Response Sheet

Annexure-FFF

Tender No.	
Bidders	

Name

Sl	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	
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	Delivery Period in weeks from placement of order	
10	Complied to Payment terms of NIT (if applicable) otherwise to Standard	
11	If bidder is MSE whether you have quoted your own product	
12	If bidder is Small scale unit , whether you are owned by SC/ST	
13	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	
14	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the bidding document.	
15	Bid Security if Not submitted, reasons thereof	

NOTE: Please fill up the greyed cells only.

ANNEXURE - GGG

**(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

Counter Signed by Banker:

Signature of Vendor

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) GST Registration
- 6) Provident Registration Certificate
- 7) Cancelled cheque of the bank account mentioned above (in original).
- 8) Bank Statement not older than 15 days on the date of submission.

Technical Evaluation sheet

TECHNICAL EVALUATION MATRIX (TO BE FILLED IN BY BIDDER DULY SIGNED)			
TECHNICAL SPECIFICATIONS			
SI No./ MATERIAL CODE NO.	DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied / Deviation/ Not Applicable)	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number/Page number of bid for documentary evidence)
10 ----- 85011287	<p>Octyl Alcohol, Quantity: 27,000 Kg</p> <p><u>NOTES:</u></p> <p>a) Bidders must submit 3 (three) tender samples of ½ kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation, failing which their offer(s) will be rejected.</p> <p>b) Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.</p> <p>c) Payment Term: 100% payment will be released against receipt & acceptance of materials at Duliajan. Please confirm to this while quoting.</p>		

TECHNICAL EVALUATION MATRIX (TO BE FILLED IN BY BIDDER DULY SIGNED)			
BID EVALUATION CRITERIA			
Clause Number	DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable)	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)
	I) <u>BID REJECTION CRITERIA</u>		
1.0	I. BID REJECTION CRITERIA (BRC): The following BRC/BEC will govern the evaluation of the bids received against this tender. The bid shall conform to the technical specifications and terms and conditions of NIT. Bids that do not comply with technical specifications, commercial terms and stipulated in tender in to will be treated as non-responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.		

	<p>A) TECHNICAL:</p> <p>2. <u>BIDDER'S ELIGIBILITY:</u></p> <p>1.2 The bidder shall be an Original Product Manufacturer (Principal) of the tender item(s).</p> <p style="text-align: center;">or</p> <p>1.2 The bidder shall be an authorized dealer/authorized distributor /authorized supplier of an Original Product Manufacturer of the tender item(s)</p> <p><u>2. IN CASE THE BIDDER IS AN ORIGINAL PRODUCT MANUFACTURER (PRINCIPAL) OF THE TENDERED ITEM(s):</u> The bidder shall comply to the following clauses.</p> <p>2.3 The Original Product Manufacturer shall have manufacturing experience in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.</p> <p>2.4 In addition to above point, the bidder must have supply experiences towards execution of at least one order of minimum 50% of tendered quantity (rounded off to the next higher integer) against a single order in last 5 years to various E&P Companies or as a service provider to E&P companies preceding to the original bid closing date of the tender.</p> <p>In this regard, the bidder shall submit any one or in</p>		
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	<p>combination of the following set of documents in their technical bid as per NIT requirement, wherever asked for.</p> <p>(vi) Copy of purchase order along with invoice copy OR</p> <p>(vii) Copy of Purchase order along with bill of lading/consignment note OR</p> <p>(viii) Copy of Purchase order along with satisfactory Completion certificate from client OR</p> <p>(ix) Copy of purchase order along with delivery challan along with Invoice Copy(ies) OR</p> <p>(x) Copy of purchase order along with any other documents which shall proof that the bidder has successfully executed such order(s)</p> <p>3 <u>IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER OF ORIGINAL CHEMICAL MANUFACTURER;</u> the bidder shall fulfill the flowing clauses</p> <p>3.1 The bidder's Original Product Manufacturer (Principal) shall have manufacturing experience in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.</p>		
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	<p>3.2 Additionally, the bidder (authorised dealer/supplier/distributor) of the original product manufacture (Principal) shall fulfil the experience criteria of successful execution of minimum 50% of tendered quantity (to be rounded off to the next higher integer) against a single order in last FIVE (5) years preceding the original bid closing date of the tender.</p> <p>In this regard, the bidder shall submit any one or in combination of the following set of documents in their technical bid as per NIT requirement, wherever asked for.</p> <p>(vi) Copy of purchase order along with invoice copy OR</p> <p>(vii) Copy of Purchase order along with bill of lading consignment note OR</p> <p>(viii) Copy of Purchase order along with satisfactory Completion certificate from client OR</p> <p>(ix) Copy of purchase order along with delivery challan along with invoice copy (copies) OR</p> <p>(x) Copy of purchase order along with any other documents which shall prove that the bidder has successfully executed such purchase order(s).</p> <p>3.3 The bidder shall submit valid Authorization Certificate/Letter issued by its Original Product Manufacturer (Principal),</p>		
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	<p>confirming the Bidder's status as their authorized supplier / dealer / distributor to sell their products with proper warranty and guarantee back -up. Such authorization certificate/ letter shall be valid for the entire period of execution of the order.</p> <p>In case the bidder fails to provide the authorization letter /certificate from its product manufacturer, the bidder must submit Quality Assurance Certificate mentioning that the offered product will be of same or higher quality / standard of the tender sample submitted along with the bid in the event of bulk supply against order.</p> <p>Failing to submit Authorization certificate/letter or Quality assurance certificate on the part of the bidder along with their bid, the offer of the bidder will be rejected straightway.</p> <p><u>NOTES to BIDDER:</u></p> <p>e. Authorization certificate/letter issued by the Original product manufacturer (Principal) shall clearly mention whether the bidder is an “authorized dealer or authorized distributor or authorized supplier of the original Product Manufacturer (Principal)”.</p> <p>f. Authorization letter without clearly mentioning ‘authorized dealer’ or ‘authorized distributor’ or ‘authorized supplier’ of Original Product Manufacturer will not be considered for bid evaluation and in that case the offer shall be rejected straightway.</p> <p>g. Authorization letter issued by the Original Product</p>		
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	<p>Manufacture in any other form such as Direct Chanel Partner /Indirect Chanel Partner/Chanel Partner/seller/Reseller/Sub Dealer / Sub Distributor/Sister Concern of the tendered item(s) shall not be considered for bid evaluation and the offer shall be rejected.</p> <p>h. In case the bidder is a subsidiary company of the parent (Principal) company, the bidder shall also upload/submit the documents such as board resolution certificate / legal certificate along with their offer that would establish the relation between the parent company with the subsidiary company without which the bid will not be evaluated and will be rejected straightway.</p> <p>4 Bidders whose products have been successfully field tried extensively in OIL's operational area are exempted from meeting the experience criteria mentioned in BRC clause 2.1, clause 2.2 , clause 3.1& clause 3.2 provided they offer the same brand of product from the same manufacturer. However, the party must categorically furnish the Purchase Orders of OIL against which they have successfully supplied the tendered item to OIL.</p> <p>5 Supply experience executed by the bidder to its sister concern/ subsidiary shall not be considered as experience for the purpose of meeting experience criteria of BRC.</p> <p>6 Authorization letter issued to the bidder by anybody except Original Product Manufacturer (Principal) shall not be considered as</p>		
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	<p>valid authorization letter and in such case the bid will be rejected.</p> <p>7 The bidder shall submit tender samples of the product in triplicate (i.e 3 samples each of quantity ½ kg or ½ liter) along with the bid. . Submission of three (3) nos. of tender samples is mandatory for each bidder including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.</p> <p>DD. SPECIAL NOTES:</p> <ol style="list-style-type: none"> 1. In case the bidder is not a manufacturer, the bidder shall confirm the name of its manufacturer . 2. The material shall be supplied in the original packing of the manufacturer with markings as specified in the tender. 3. Bidder shall confirm shelf life as per NIT requirement, wherever asked for. Any supply without shelf life or shelf life less than the NIT requirement shall be rejected. 4. Considering the nature of the items, if the product offered by the lowest acceptable bidder is not field proven in Oil, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only for field trial and vendor development separately at their quoted rates and entire tendered quantity will be procured from other competitive bidders whose product has been field proven in OIL. 		
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	Hence all the bidders are to ensure strict compliance to the above or else the offer will be rejected straightway.		
2.0	<p>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 17,52,435/-.</p> <p>1.1 Net worth of bidder must be positive for preceding financial/ accounting year.</p> <p>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'.</p> <p>Note: (a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-</p> <p>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</p>		

	<p>prescribed in ANNEXURE – B .</p> <p style="text-align: center;">OR</p> <p>ii) Audited Balance Sheet along with Profit & Loss account.”</p> <p>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.</p>		
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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: