Annexure -I

OIL INDIA LIMITED
(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 :-

E-Tender No.	Bid Closing Date	ITEM
SKI6199P18/04	15.12.2017	RAIN SUIT- various sizes
SKI6200P18/04	08.12.2017	TRAILER FIRE PUMP
SKI6201P18/08	15.12.2017	FORMATION WATER DISPOSAL CENTRIFUGAL PUMP
SKI6204P18/05	12.12.2017	WELDING MACHINE
SKI6214P18/08	22.12.2017	PRESSURE TRANSMITTER
SKI6179P18/01	12.12.2017	Manila Rope
SKI6180P18/01	12.12.2017	Expanded Metal sheet
SKI6181P18/03	12.12.2017	Bitumen Felt
SKI6203P18/07	22.12.2017	Overhead line Materials
SKI6202P18/07	22.12.2017	Switch Fuses and call bells
SKI6229P18/01	12.12.2017	Road Roller

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 only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

(**Note**: For SKI6201P18 a pre-bid meeting will be held at Kolkata on 21st and 22nd November,2017. Please see tender document in website for further details. For SKI6203P18/07 and SKI6202P18/07, aapplications are invited from Micro & Small Enterprises (MSEs) to register/enrol their names for supply of items. Last date of receipt of application is one week prior to bid closing/opening date.

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	:	**SKI6204P18/05**
Tender Fee	:	**Rs 1,000.00**
Bid Security Amount	:	**Rs. 45, 600/-**
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 Welding Machine** 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 CCC** 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 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.

1.3 A) Bidders submitting bank guarantee as **Bid Security** should note that the bank guarantee issued by the bank must be routed through SFMS platform as per following details:

(i) MT 760 / MT 760 COV for issuance of bank guarantee

(ii) MT 767 / MT 767 COV for amendment of bank guarantee

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Corporate Banking Branch, IFSC Code - UTIB0001164. Branch Address - AXIS Bank Ltd, Corporate Banking Branch, 3rd Floor, AC Market, 1, Shakespeare Sarani, Kolkata 700071."

B) The Bidder shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.

Note : In the event of an order, similar process will be required to be followed by the bidder in case of submission of Performance Security in the form of Bank guarantee.

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 **CGM-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.**

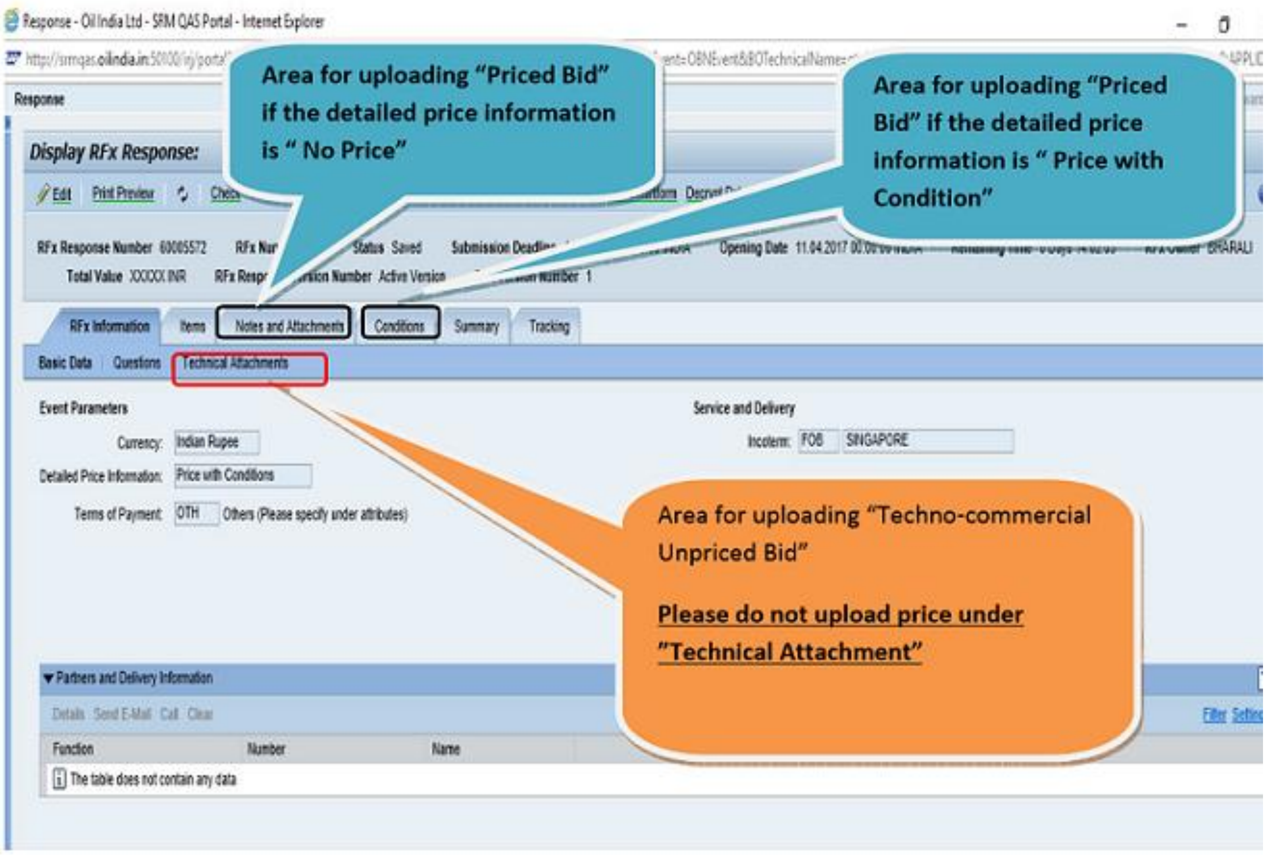
6.1 Please ensure that Techno-commercial Bid / all technical related documents related to the tender are uploaded in the Technical Attachment as shown in the screen shot below. The "**TECHNO-COMMERCIAL UNPRICED BID**" shall contain all techno-commercial details **except the prices**. **Please note that 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.**

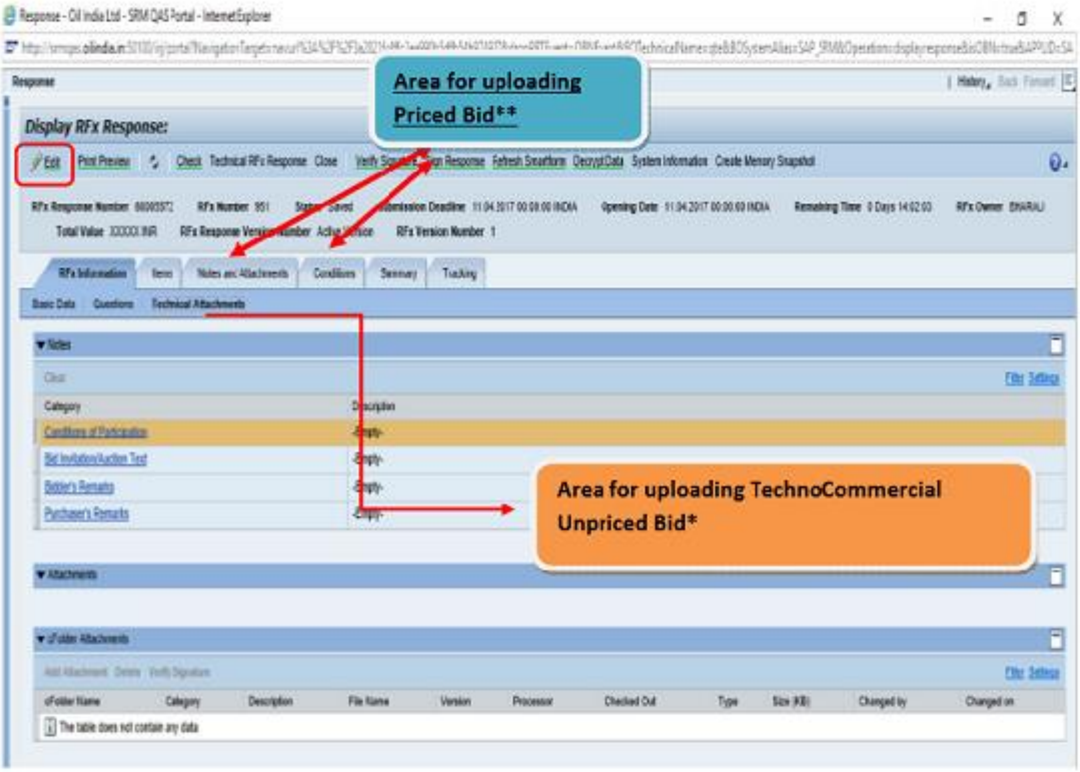
A screen shot in this regard is shown below.

Upload Technical Bid / Price Bid.

1.



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.**

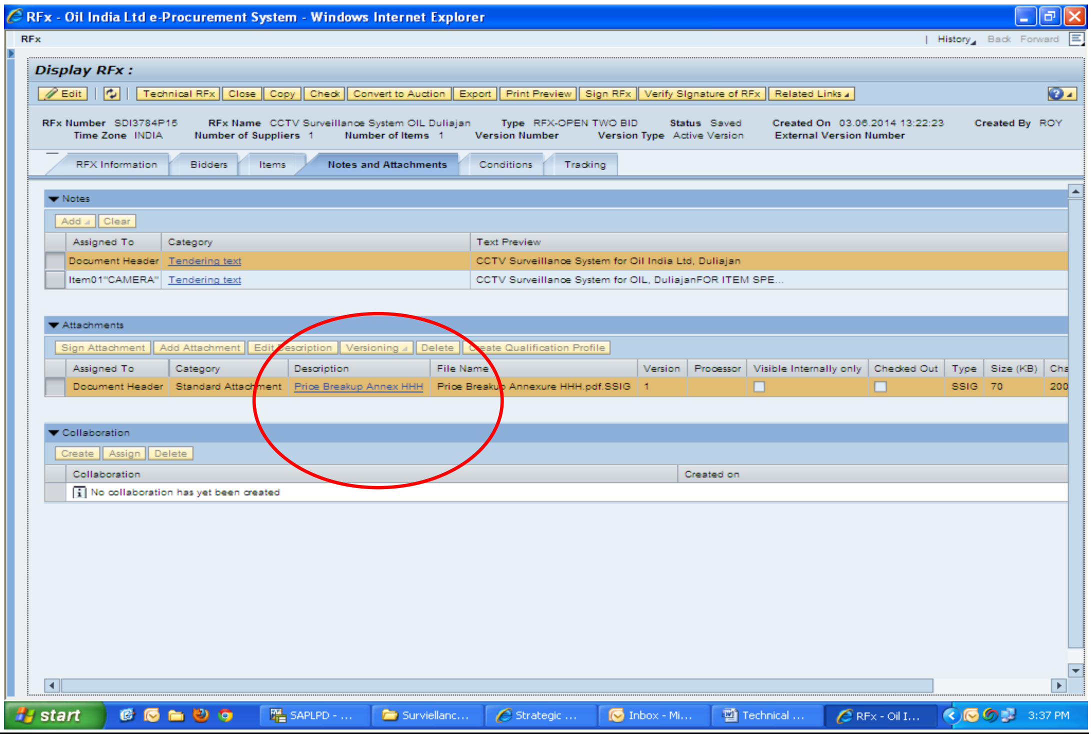
**** Please follow the instructions as per Vendor User Manual for Uploading Price under "Notes and Attachment" or "Condition"**

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

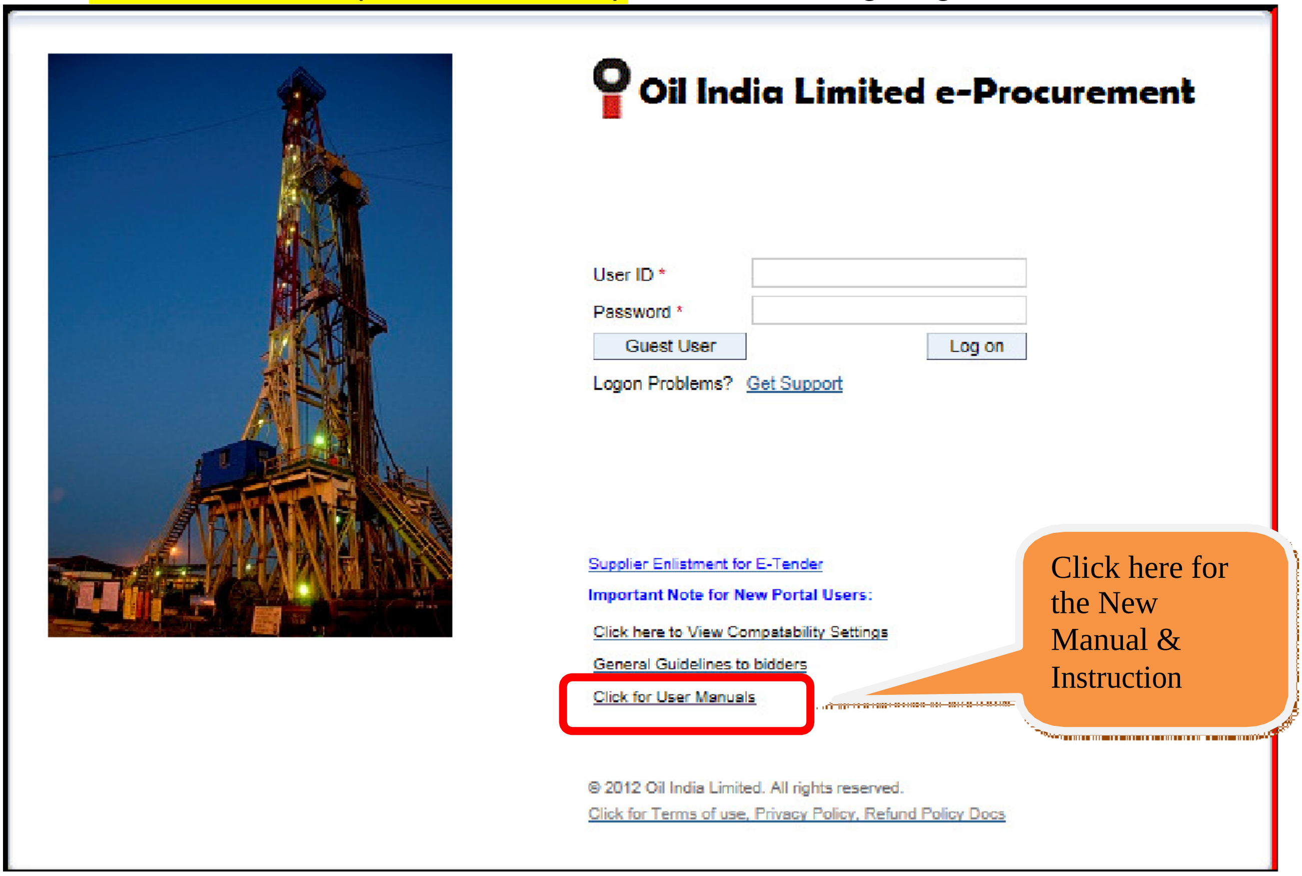
6.4 Only the price-bids of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

<u>6.5 Price Breakup/format:</u>

Bidders should submit the price breakup/format of all the items as per "Annexure CCC" which has been uploaded under "Notes & Attachments" > "Attachments" as shown below. The price breakup/format "Annexure CCC" should be filled up, signed and uploaded under "Notes & Attachments" > "Attachments" only. **The filled up price breakup/format of all the items should <u>not</u> 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. 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, 2017and SGST Act, 2017and 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 complaint 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-
(Panchali Thakuria)
Senior Manager Materials (P)
For CGM-Kolkata Office

Annexure - AAA

TECHNICAL SPECIFICATIONS WITH QUANTITY

Sl No.& MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UNIT

10 ------------ **0C000661**	Diesel Engine Driven Mobile Welding (mono block design) Set with Acoustic Enclosure (CPCB II compliance for Exhaust emission and noise within 75 dba at 1 mtr) and Accessories.	3	NOS.

Details Specification for Item 10:-

1.0 GENERATOR:

Direct current electric welding generator brushless type designed for constant current with associated reactors, regulators, control and indicating devices required to produce Direct current, suitable for arc welding. The rotor construction should be winding less, commutator less, magnet less, slipring less and rotating diode less. The generator should comply with the current requirements of IS:2635 having following specifications -

1.1 Welding current range 50 Amps to 400 Amps.

1.2 Maximum continuous hand welding current 400 amperes at 60% duty cycle.

1.3 Maximum intermittent hand welding current 310 amperes at 100% duty cycle.

1.4 Open circuit voltage: 45/100 volts (min/max).

1.5 Class of insulation: Class H

1.6 Suitable for electrodes of size: 2mm to 6.3 mm.

1.7 Welding Characteristic: Constant Current.

1.8 Mechanical protection Type IP 23.

1.9 Generator Control: The welding current should be adjustable smoothly and steplessly, open circuit voltage should be adjustable by means of a shunt field rheostat, which also enables the welding current to be set at the desired value. Three output terminals are to be provided, out of which one is common and between these terminals the full range of welding current should be obtained.

1.10 Auxiliary Power Source (Built-in):

Generator should have auxiliary power source (Built in) with the following ratings:

Ratings(KW/KVA):	10KVA	3KVA (Min.)
Voltage(Volts):	415V AC	240 or 230 V AC
Phase(No):	3 phase	1 phase
MCCB rating (Amp):	16 Amps.	16 Amps.

Note: Weather proof industrial output socket 1 each for 3 phase (415V) and 1 phase (230V or 240V) should be provided.

2.0 PRIME MOVER:

Water cooled, vertical, inline, four stroke cycle diesel oil engine capable of developing sufficient power to drive to the generator at the maximum hand welding current and corresponding load voltage as laid down in IS:2635. The engine should conform to specification IS: 10002/81 and rated for continuous running. While quoting the bidder should quote full details of the engine and accessories. The offered engine should be CPCB-II compliant

2.1 The engine should be comprised of:

a) 12 volts electric starting equipment fitted to the engine and comprising of starter, charging alternator, starter ring gear fitted to the flywheel, instrument panel, wiring, mounting brackets, cables and battery (dry and charged).

b) Lubricating oil pressure gauge.

c) Fuel tank 70lts (min) capacity.

d) Exhaust silencer and spark arrestor.

e) Coolant temperature gauge.

f) Battery charge ammeter and warning lamp

g) Hour-meter.

h) Fuel level indicator.

i) Auto shut off for low lub.oil pressure and high coolant temperature.

j) Push button start.

k) On/Off switch.

2.2 Quick and easy maintenance of engine: with single-side access to oil level check, oil-fill, oil filter, fuel filter, air cleaner and access for oil to be drained without getting under the engine to reduce the chance of oil spillage.

3.0 ACOUSTIC CANOPY:

It should be of pressed steel weather proof construction with side panes having clear access to the engine and generator and a panel opening to expose complete panel covering all controls for the engines and generators. The acoustic canopy should meet the latest CPCB norms.Insulating material shall be high quality noise absorbent and fire retardant complying

IS:8183 specification for better sound attenuation. The enclosure shall be powder coated.It should be Internally reinforced by 16 gauge pre-galvanized perforated sheet having round perforations and diagonally centered.

4.0 NOISE AND EMISSION LIMITS:

4.1 The bidder must provide valid Certificates of approval and also valid certificates of Conformity of Production for the product offered (manufactured after 1st January, 2005) with the latest noise limit specified under Environment (Protection) Act, 1986 from authorized agencies of certification(authorized by Central Pollution Control Board) for acoustic enclosure (The maximum permissible sound pressure level for the engine driven welding generator shall be 75 dB(A) at 1 metre from the enclosure surface).

4.2 The emission limits of the engine should conform the current rules of Environment (Protection) Act,1986 i.e. Environment (Protection) (Third Amendment) Rules, 2013(Environment (Protection) Act,1986).

5.0 LIFTING HOOK:

There should be provision for lifting hook so that entire unit can be easily lifted with one hook of a crank and is properly balanced when it is raised.

6.0 UNDERCARRIAGE:

Engine coupled to the generator should be mounted directly on the undercarriage constructed of sturdy steel, complete with tow bar and should be fitted pneumatic wheel (Tyre size 600x16) and parking breaks. All wheels should be independently sprung and the spring should be of heavy duty type and mounted directly on the frame of the under carriage. The under carriage should be strong enough for being towed on cross country roads at maximum speed of 45 K.M./Hours.

7.0 SERVICE CONDITION:

The welding machine should be suitable for operation under the following service condition:

7.1 Maximum ambient temperature: 42 ºC.

7.2 Minimum ambient temperature: 7 ºC.

7.3 Relative humidity: 100% (max) & 70% (min).

8.0 ACCESSORIES:

Bidder to supply the following accessories with each welding set:-

8.1 A remote hand controller with 10 meters length of proper rated cable should be provided with the welding generator for remote adjustment of current.

8.2 A proper rated electrode holder and work clamp with cables of 30 meters length each.

8.3 Current regulator port 1 no .

8.4 Diesel Filter 2 Nos

8.5 Luboil filter 1 No

8.6 Air Filter 1 No

<u>Note:-</u>

1)CERTIFICATE OF SALE

Certificate of sale in respect of the supplied welding sets have to be provided which are required for registration of the welding set under M.V. Act.

2) QUOTATION:

Quotation in English should be supported by technical details and illustrated brochures of DC Generator, engine and undercarriage and drawings wherever required should be submitted along with the offer.

<u>Annexure BBB</u>

<u>BID REJECTION & BID EVALUATION CRITERIA</u>

I. BID REJECTION CRITERIA (BRC):

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 be an OEM (Original Equipment Manufacturer) /OEM authorised dealer. In case bidder is an authorized dealer, they have to provide documentary evidence of authorization from OEM.
2. Bidder should have the experience of supplying at least 2(Two) numbers of the offered item as mentioned in this tender, in the last five years from the date of bid closing . If the bidder is an authorised dealer, then the bidder has to provide documentary evidence in support of the same ,along with documentary evidence of having supplied the two No of the offered item of the same make as offered by the bidder against this tender.

Note: The original Bid Closing date shall be considered by OIL for evaluation of BRC Criteria even in case of any extension of the original Bid closing date. Bidders to quote accordingly.

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 11, 40, 000/-**.

1.1Net worth of bidder must be positive for preceding financial/ accounting year.

2.0Considering 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.

Note: The original Bid Closing date shall be considered by OIL for evaluation of BRC Criteria even in case of any extension of the original Bid closing date. Bidders to quote accordingly.

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. 45, 600/- 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, 4^{TH} 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 10.07.2018(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 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 CCC** below :

ANNEXURE –CCC

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) (In INR)	
	Quantity	
A.	Total Basic Material Value (Unit rate x Quantity)	
B.	Packing and forwarding charges, if any	
C.	Total Ex-works value (A+B)	
D.	GST on (C)	
E.	Compensatory Cess, if any	
F.	Total FOR Despatching Station Value (C+D+E)	
G.	Freight Charges upto destination	
H.	GST on freight charges	
I.	Insurance charges inclusive of GST	
J.	Total FOR Destination Value (F+G+H+I)	

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. Other clauses on Goods & Service Tax shall be applicable as incorporated elsewhere in this tender.

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 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.

2.0 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.

ANNEXURE - EEE

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.(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 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

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) **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.**