



**OIL INDIA LIMITED**  
(A Government of India Enterprises)  
4, India Exchange Place  
Kolkata -1

TELEPHONE NO. (033) 22301657  
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**FORWARDING LETTER**

Tender No & Date : **SKI9723P16**      **Date: 22.12.2015**

Tender Fee : **Rs 1,000.00**

Bid Security Amount : **Rs 16,000.00**

Bidding Type : **Single Stage Composite Bid**

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

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

Performance Guarantee : Applicable

Integrity Pact : Not Applicable

Delivery Required : **At DULIAJAN, ASSAM**

OIL invites Bids for **300 nos. CO2 Fire Extinguisher** as per **Annexure II** through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No. MM/CALCUTTA/E-01/2010. 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 is invited with firm price for the specified quantity. Further details of tender are given below:-

1. Gist of Item with Quantity and Unit of measure are as under:

SL.NO.	MATERIAL DESCRIPTION.	QTY	UNIT
10(99026123)	<b>CO2 Fire Extinguisher, 6.5 Kg Capacity</b>	<b>250</b>	<b>NOS.</b>
20(99062463)	<b>CO2 Fire Extinguisher, 4.5 Kg Capacity</b> [Details are as per Annexure II]	<b>50</b>	<b>NOS.</b>

**The tender will be governed by:**

- a) "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).
- b) Technical specifications with BEC/BRC and Qty. as per **ANNEXURE II** .
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.
- d) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- e) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- f) Bidder are advised to fill up the Technical bid **CHECK LIST** and **RESPONSE SHEET** given in MS excel format in Technical RFx -> External Area - > Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

**Special Note:**

**1.0 General Qualification Criteria:**

In addition to the general BRC/BEC, following criteria on Bidders' Experience and their financial capabilities shall be considered (documentary evidence to be provided along with the bid in Technical RFx -> External Area - > Tender Documents as on the Bid Closing Date:

**a) Bidder should have experience of successful execution of at least 75 nos. of CO2 Fire Extinguisher (6.5 Kg capacity) & at least 15 nos. of CO2 Fire Extinguisher (4.5 Kg capacity) during last 3 (three) years as on bid closing date to companies under the Government, Semi Government, Public sector undertakings or Public Limited Companies.**

**b) Average Annual financial turnover during the last three years, ending 31<sup>st</sup> March of the previous financial year should not be less than **Rs 15.90 Lakhs**.**

- 2.0 Application showing full address / e-mail address with Tender fee (non-refundable) of ` 1000.00 per tender (excepting PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. Application shall be accepted only upto one week prior to Bid Closing date. The envelope containing the application for participation should clearly indicate ““REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO **SKI9723P16** dated **22.12.2015** for easy identification and timely issue of authorisation. On receipt of requisite tender fee and subject to fulfilment of eligibility criteria, USER\_ID and initial PASSWORD will be communicated to the bidder (through-e-mail) and will be allowed to participate in the tender through OIL’s e-Procurement portal. No physical tender documents will be provided. USER\_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.
- Alternatively, applicants already having User ID & Password for OIL’s e-portal can pay the requisite tender fee and bid security against this tender through the online payment gateway.
- On receipt of request from applicants who do not have USER\_ID and initial PASSWORD, it will be communicated to the bidder (through-e-mail) and will be allowed to participate in the tender through OIL’s e-Procurement portal on payment of requisite tender fees. No physical tender documents will be provided. USER\_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.
- PSU’s and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days prior to bid closing date for participation in the tender
- 3.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to **Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001** only on or before the Bid Closing Date and Time mentioned in the Tender.
- a) Original Bid Security
  - b) Detailed Catalogue (if any)
  - c) Any other document required to be submitted in original as per tender requirement
- All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate
- 4.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.
- 5.0 All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a

sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.

- 7.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 8.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure-II. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/CALCUTTA/E-01/2010 for E procurement (LCB Tenders) to General Terms and Conditions for Indigenous E-Tender elsewhere, those in the BEC / BRC shall prevail.
- 9.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
10. Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

**NOTE:**

- 1. Bidders should submit their bids explicitly mentioning compliance / non compliance to all the NIT terms and conditions.**
- 2. PSUs and SSI units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of tender document mentioned in the tender. SSI unit to submit valid NSIC certificate specifying the tendered item or its equivalent in their manufacturing range.**
- 3. Bids are invited under Single Stage Composite Bid System. Bidders shall quote accordingly under Single Stage Composite Bid System.**

Yours Faithfully,

Sd-

(G. C. Sarma)

SMM(P)

For Head-Calcutta Branch



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(A Government of India Enterprise)  
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West Bengal (India)

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**ANNEXURE-II**

**Tender No& Date : SKI9723P16**

**Dated : 22.12.2015**

**OIL INDIA LIMITED invites Indigenous tenders for items detailed below:**

**TECHNICAL SPECIFICATIONS WITH QUANTITY**

<b>Sl No. &amp; MATERIAL CODE NO.</b>	<b>MATERIAL DESCRIPTION.</b>	<b>QUANTITY</b>	<b>UOM</b>
10 ----- 99026123	Trolley Mounted Carbon Dioxide Fire Extinguisher, 6.5 Kg Capacity	<b>250</b>	<b>NOS.</b>
20 ----- 99062463	Portable Carbon Dioxide Fire Extinguisher, 4.5 Kg Capacity	<b>50</b>	<b>NOS.</b>

**Detail Specifications :**

**Item 10** : Specification / Data Sheet for 6.5 Kg Capacity Trolley Mounted Carbon Dioxide Fire Extinguisher

SNo. ITEM REQUIREMENT

1.00 General

1.01 Standard Code Conforming to IS 2878 : 2007-08  
(latest revisions as on bid due date)

1.02 Marking IS : 2878

1.03 Type Portable High Pressure Type

1.04 Classification Class B & Class C

2.00 Material of Construction

2.01 Body Seamless Manganese Steel ISI Marked conforming to IS:7285 (latest revision as on bid due date)

2.02 Discharge Valve

Conforming to IS:3224 (Latest revision as on bid due date)

2.03 Discharge Horn

Polyethylene flat/ Round horn with diffuser (non-conductor of electricity)

2.04 Discharge Hose: Wire braided Rubber (1 metre length)

2.05 Trolley Mounted Trolley shall be 132 mm x 28 mm x 20 mm Mild Steel (Powder coated)

2.06 Safety Pin SS-316

3.00 Extinguishing Media

3.01 Carbon Dioxide - Co<sub>2</sub> gas with 99.5% purity as per IS: 15222 (latest revision as on bid due date)

4.00 General Operating

4.01 Operating Temperature -30 deg C to +55 deg C

5.00 Painting/Marking

5.01 Painting - Epoxy polyester powder coating of minimum 50 micron thickness to all metallic external parts.

5.02 A small band of black colour of 5% of surface area shall be painted for CO<sub>2</sub> type extinguishers.

5.03 Marking - Coloured Oil India Limited Logo along-with Name of the Company (Minimum 40 mm size) shall be printed on the extinguisher body. All other markings as per IS:2878

5.04 Finish Post Office red as per Shade 538 of IS:5

6.0 PESO Approval

6.01 PESO approval for cylinder & Valve.

Vendor shall submit copies of PESO approvals for cylinder & Valve along-with the supply.

7.00 Drawing & Quality Assurance Plan(QAP)

7.01 Drawing Vendor shall submit detailed drawing along with material of construction & obtain approval of OIL before start of fabrication.

7.02 QAP Vendor shall submit detailed Quality Assurance Plan & obtain approval of OIL before start of fabrication.

Note :

1) Extinguisher shall be confirming to IS : 2878 latest revisions as on bid due date.

2) Data Sheet contains only specific requirements for the items mentioned in data sheet.

3) IS codes mentioned above shall be latest revision as on bid due date.

**Item 20** : Specification / Data Sheet for 4.5 Kg Capacity Portable Carbon Dioxide Fire Extinguisher

Sr. No. ITEM REQUIREMENT

1.00 General

1.01 Standard Code Conforming to IS 15683 : 2006  
( latest revisions as on bid due date)

1.02 Marking IS : 15683

1.03 Type Portable High pressure type

1.04 Fire Rating 21B

1.05 Classification Class B & Class C

2.00 Material of Construction

2.01 Body Seamless Manganese Steel ISI Marked conforming to IS:7285 (latest revision as on bid due date)

2.02 Discharge Valve  
Conforming to IS:3224 (Latest revision as on bid due date)

2.03 Discharge Horn  
Polyethylene flat/ round horn with diffuser (non-conductor of electricity)

2.04 Discharge Hose  
4.5 Kg Capacity : Wire braided rubber (1 metre length)  
2.07 Wall Mounting Bracket Mild Steel (Powder coated)

2.08 Safety Pin SS-316

3.00 Extinguishing Media

3.01 Carbon Dioxide  
Co2 gas with 99.5%purity as per IS: 15222 (latest revision as on bid due date)

4.00 General Operating

4.01 Operating Temperature 0 deg C to +55 deg C

5.00 Painting/Marking

5.01 Painting - Epoxy polyester powder coating of minimum 50 micron thickness to all metallic external parts.

5.02 A small band of black colour of 5% of surface area shall be painted for CO2 type extinguishers.

5.03 Marking - Coloured Oil India Limited Logo along-with Name of the Company (Minimum 40 mm size) shall be printed on the extinguisher body. All other markings as per IS:15683

5.04 Finish Post Office red as per Shade 538 of IS:5

## 6.0 PESO Approval

6.01 PESO approval for cylinder & Valve.

Vendor shall submit copies of PESO approvals for cylinder & Valve along-with the supply.

## 7.00 Drawing & Quality Assurance Plan(QAP)

7.01 Drawing Vendor shall submit detailed drawing along with material of construction & obtain approval of OIL before start of fabrication.

7.02 QAP Vendor shall submit detailed Quality Assurance Plan & obtain approval of OIL before start of fabrication.

Note :

- 1) Extinguisher shall be confirming to IS: 15683 latest revisions as on bid due date.
- 2) Data Sheet contains only specific requirements for the items mentioned in data sheet.
- 3) IS codes mentioned above shall be latest revision as on bid due date.

## **For Items No. 10 to 20:**

1. Bidder's response to all NIT stipulations should clearly be defined. Bidder shall furnish specific details/specifications of all major components.
2. WARRANTY: The bidders shall provide warranty for minimum 12 Months from the Date of Commissioning or 18 Months from the Date of Despatch / Supply.

## **BID REJECTION CRITERIA (BRC):**

The bids shall conform generally to the specifications and terms as well as conditions laid out in the tender. Bids will be rejected in case the items offered do not conform to the required 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 will have to be met by the bids, without which, the same shall be considered as non-responsive and stand rejected.



## **A – TECHNICAL**

### **1.0 BIDDER'S QUALIFICATION**

1.1 The Bidder shall be Original Equipment Manufacturer (OEM) of CO2 type Fire Extinguishers.

In support of above, the bidder shall submit the copy of "Certificate of Incorporation / NSIC Certificate" of the firm along with the offer/ bid.

OR

1.2 The bidder shall be an authorized dealer/distributor of "Original Equipment Manufacturer (OEM)" of CO2 type Fire Extinguishers.

In support of above, the bidder shall submit following documents along with the offer/ bid:-

a) Copy of "Certificate of Incorporation" / "NSIC" certificate of "Original Equipment Manufacturer (OEM)"

b) Certificate in original in support of authorization for dealership / distributorship with back up Warranty & Guarantee from the "Original Equipment Manufacturer (OEM)".

### **2.0 BIDDER'S EXPERIENCE**

2.1 In case, the bidder is a "Original Equipment Manufacturer (OEM)", the following criteria shall be met by the Bidder:-

a) The bidder should have the experience of successful execution of supply of at least 75 Nos. of CO2 type Fire Extinguishers (6.5 Kg Capacity) & at least 15 Nos. of CO2 type Fire Extinguishers (4.5 Kg Capacity) in the last 03 (Three) years preceding to the Bid Closing date of this Tender.

Necessary document i.e. Copy of purchase Orders and proof of delivery / Performance certificate shall be submitted along with bid.

2.2 In case the Bidder is an authorized dealer/distributor of "Original Equipment Manufacturer (OEM)" the following criteria shall be met by the Bidder:-

Either,

a) The Bidder shall confirm experience criteria of "Original Equipment Manufacturer (OEM)" as mentioned in clause No. 2.1.a) above.

Necessary documents as mentioned in clause 2.1.a) shall be submitted along with bid.

Or,

b) The bidder shall have the experience of successful execution of supply of at least 75 Nos. of CO2 type Fire Extinguishers (6.5 Kg Capacity) & 15 Nos. of CO2 type Fire Extinguishers (4.5 kg Capacity) as described under clause 2.1.a) in the last 03 (Three) years preceding the bid closing date of this tender.

**2.0** The bid shall be rejected in case of any change of the proposed "Original Equipment Manufacturer (OEM)" after submission of the bid (except merger, takeover of the "Original Equipment Manufacturer (OEM)" Company etc.) by authorized dealer/distributor of the "Original Equipment Manufacturer (OEM)"

### **3.0 FINANCIAL:**

3.1 The Annual financial turnover of the firm in any of the last 03 financial years or current financial year should not be less than **Rs 15.90 lacs**. In support of annual financial turnover, any one of the following documents/photocopies (self attested/attested) must be submitted along with the bid:

- ▶ A certificate issued by a practicing chartered/cost accountants firm with membership no. certifying the annual turnover and nature of business.
- ▶ Audited balance sheet and profit & loss account.

### **B: COMMERCIAL**

- i) Bids are invited under **Single Stage Composite Bid System**. Bidders shall quote accordingly under Single Stage Composite Bid System.
- ii) **Bid security in the form of Demand Draft / Bank Guarantee as per format given in the LCB booklet MM/CALCUTTA/E-01/2010 of Rs 16,000.00** shall be submitted manually in sealed envelope superscribed with BID SECURITY AGAINST Tender no. **SKI9723P16 dated 22.12.2015** to **Head Calcutta Branch, Oil India Limited, 4 India Exchange Place, Kolkata - 700001** only on or before the Bid Closing Date and Time mentioned in the Tender. **If bid security in ORIGINAL of above mentioned amount is not received within bid closing date, the bid submitted through electronic form will be rejected without any further consideration.**  
In lieu, Bid Security of **Rs. 16,000.00** can also be paid online through our e-procurement portal as per procedure given in user manual in OIL's e-procurement portal.  
For exemption for submission of Bid Security, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders.  
**The Bid Security shall be valid for 180 days more than the Bid validity, i.e., for 300 days from the date of bid opening.**
- iii) Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of twelve months from the date of successful commissioning against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses and no extra cost to OIL.
- iv) 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.

- v) Successful bidder will be required to furnish a **Performance Bank Guarantee @10%** of the order value. For exemption for submission of Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM / CALCUTTA / E-01 / 2010 for E – Procurement LCB Tenders. The

Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. Bidder must confirm the same in their bid.

**Offers not complying with this clause will be rejected.**

**The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.**

**The Bank Guarantee should be allowed to be encashed at all branches within India.**

- vi). Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
- vii). **Validity of the bid shall be minimum 120 days from the Bid Closing Date. Bids with lesser validity will be rejected.**
- viii). Bids containing incorrect statement will be rejected.
- ix). All the Bids must be Digitally Signed using “Class 3” digital certificate (*e-commerce application*) 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, will be rejected.

#### **C. GENERAL:**

- i) The Compliance statement must be filled up by bidders and to be submitted/uploaded along with their bids. In case bidder takes exception to any clause of the bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by Company. The loading so done by the company will be final and binding on the bidders.
- ii) If any of the clauses in the BRC contradicts with other clauses of bidding document elsewhere, then the clauses in the BRC shall prevail.

#### **BID EVALUATION CRITERIA (BEC):**

##### **A. TECHNICAL:**

The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria (BRC) will be considered for further evaluation as per the Bid Evaluation Criteria given below.

- i) In the event of computational error between unit rate and total price, the unit rate as quoted by the bidder shall prevail.
- ii) Similarly in the event of discrepancy between words and quoted figure, words will prevail.
- iii) Evaluation will be done on 'total contract cost' basis to ascertain the lowest bid.

## **B. COMMERCIAL:**

- i) To evaluate the inter-se-ranking of the offers, Assam entry tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date.  
Bidders may check this with the appropriate authority while submitting their offer.
- ii) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in to must be received on or before the dead line given by the company, failing which the offer will be summarily rejected.
- iii) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein:
  - (A) Total material cost of Main Equipment:
  - (B) Total cost of tools/tackles/accessories/mandatory spares/ repair kit for commissioning
  - (C) Total Material Cost,( A+B )
  - (D) Packing and Forwarding Charges
  - (E) Total Ex-works value, ( C+D ) above :
  - (F) Excise Duty including Cess
  - (G) Sales Tax, (Please indicate applicable rate of Tax)
  - (H) Total FOR Despatching station price, ( E+F+G ) above
  - (I) Road Transportation charges to Duliajan
  - (J) Insurance Charges @0.5% of Total For Despatching Station Value (H) above
  - (K) Assam Entry Tax
  - (L) Total FOR Duliajan value, ( H+I+J+K ) above
  - (M) Installation/Commissioning Charges including Service Tax, if any :
  - (N) Training Charges including Service Tax, if any :
  - (O) Grand Total value, (L+M+N)

## **Standard Notes:**

- A. The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach us before bid closing date and time. Bid without original Bid Security will be rejected (except for the bidders who has paid the same online). The bidders who are exempted from**

submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).

- B. "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).

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