



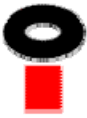
Annexure-I

OIL INDIA LIMITED
(A Government of India Enterprise)
P.O. Duliajan - 786602, Assam, India
FAX: 91-0374-2800533; E-mail : material@oilindia.in

A) OIL INDIA LIMITED invites Indigenous Competitive Bid (e-tenders) through its e-Procurement portal - <https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!> for following e-tender :

E-Tender No.	B.C Date	Material Description & Quantity
SDI3344P15 Dt: 23.04.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.06.2014	LED OUTDOOR DISPLAY BOARD - 02 NOS
SDI3359P15 Dt: 25.04.2014 (SINGLE STAGE TWO BID SYSTEM)	26.06.2014	30 KVA GENERATING SET – 04 NOS
SDI3367P15 Dt: 26.04.2014 (SINGLE STAGE TWO BID SYSTEM)	26.06.2014	TRUCK MOUNTED 250KVA DIESEL ENGINE DRIVEN GENERATING SET – 01 NO.

Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 (Excepting PSUs and SSI units registered with NSIC) in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602. Application shall be accepted 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 ...” for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, 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. Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL’s web site www.oil-india.com.



OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

TELEPHONE NO. (91-374) 2808719

FAX NO: (91-374) 2800533

Email: tuhin_roy@oilindia.in ; erp_mm@oilindia.in

FORWARDING LETTER

Tender No.	: SDI3344P15 Dt: 23.04.2014
Tender Fee	: Rs 1,000.00
Bid Security Amount	: Rs 30,000.00
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: As mentioned in the e-portal
Bid Opening on	: -do-
Performance Security	: Applicable
Integrity Pact	: Not Applicable

OIL invites Bids for **Supply of 2 Nos Outdoor LED Display Board** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. 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) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.
- b) Technical specifications and Quantity as per **Annexure – 1A**.
- 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 (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFX -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

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) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than **Rs 30.00 Lakhs**.

2.0 Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602. Application shall be accepted only **upto one week prior to Bid Closing date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ...” for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, 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. Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL’s web site www.oil-india.com.**

NOTE: 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.

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 Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** 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 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 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 7.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.
- 8.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

NOTE:

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

Yours Faithfully

Sd-

**(N PHUKAN)
MANAGER MATERIALS (ID)
FOR : HEAD-MATERIALS**

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full 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.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bids must conform to the specifications and terms & conditions given in the Bidding Documents. Bids shall be rejected in case the item(s) offered do not conform to the required parameters stipulated in the technical specifications and to the respective national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms & 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.</p> <p><u>Technical:</u></p> <p>1. Bid should be complete in all aspect covering the entire scope of supply and should conform to the technical specifications indicated in the bid documents duly supported with technical catalogues/ literatures wherever required. Incomplete and non-conforming bids will be rejected outright.</p> <p>2. <u>Manufacturer's Experience:</u></p> <p>2.1 In case the bidder is a manufacturer of the offered items bidder should satisfy the following with documentary evidence, which should be enclosed along with the bid.</p> <p>2.1.a Minimum 3 (Three) years experience in manufacturing & supply of the item: (For this purpose the period reckoned shall be the period prior to the date of opening of the bid).</p> <p>2.1.b Should have manufactured and supplied such items and single order value not less than Rs.9,00,000/- to various companies during the last 03 (three) years.</p> <p>2.2 Documentary evidence in respect of the above should be submitted in the form of copies of relevant purchase orders along with copies of any of the</p>	

documents in respect of satisfactory execution of each of those purchase orders, such as (i) Satisfactory inspection report (OR) (ii) Satisfactory supply completion/ installation report (OR) (iii) Consignee Received Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above

2.3 In case the bidder is not a manufacturer, then

2.3.a The bidder is required to submit documentary evidence in respect of (2.1.a) and (2.1.b) of the concerned manufacturer (having supplied such items either by manufacturer himself or his distributor) along with the bid.

2.3.b In case the bidder is a distributor/dealer, then the bidder is required to submit a certificate of authorization from the original manufacturer for participating in the said bid.

2.4 Bidder should preferably be a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorized dealer/ supplier of the product. The authorized dealer / supplier should produce authority letter from its manufacturer along with the bid with back up warranty and guarantee from the OEM. Such authority letter should be valid for the entire period of execution of the order. Bids submitted by dealer/supplier which are not accompanied by the authority letter from manufacturer will be rejected.

2.5 In case the bidder is not a manufacturer, then the bidder is required to submit documentary evidence of :

2.5.a Authorization certificate with back up warrantee and guarantee from the original manufacturer to quote against the tender and also execution of the tender.

2.5.b In respect of 2.1.a and 2.1.b of the concerned manufacturer (having supplied such items either by manufacturer himself or his distributor) along with the bid.

2.6 Material should be supplied in the original packing of the manufacturer with markings conforming to the tender specification.

2.7 The bid shall be rejected in case of any change of the proposed Original Manufacturer after the submission of bid document.

B) COMMERCIAL:

i). Bid security:

The bid must be accompanied by Bid Security of **Rs 30,00.00** in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security shall be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602,

Assam 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 and time , the bid submitted through electronic form will be rejected without any further consideration. For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. **The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e upto 26.04.2015).**

In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.

ii) Performance Bank Guarantee

Successful bidder will be required to furnish a Performance Security @10% of the order value.

For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The Performance Bank Guarantee for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning or 18 months from the date of despatch whichever concludes earlier. However, for consumable like chemicals, cement, tubular etc. the Performance Bank Guarantee shall be valid for 12 months from the date of dispatch.

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

iv) Validity of the bid shall be minimum 120 days from the Bid Closing Date.

v) 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.

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) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*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 with Organisation’s Name” digital certificate, will be rejected.

vii) Price should be maintained in the “online price schedule” only. The price

submitted other than the “online price schedule” shall not be considered.

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below.

A) TECHNICAL:

(i) The manufactured product should be strictly as per OIL’s tender specification.

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.

NOTE:

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

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ANNEXURE-IA
TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI3344P15 DT: 23.04.2014

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u> <u>LED OUTDOOR DISPLAY BOARD HAVING DISPLAY – QTY= 02 NOS</u></p> <p>LED Outdoor display board having Display Size 9 x 7 feet (Approx),that uses latest technology with facility of ultra wide viewing angles and great uniformity even at short viewing distances. The product should be easy to install, environmentally friendly, lightweight and exceptionally energy efficient. The product should have high brightness, high resolution, superior color depth and uniformity. The product should withstand the most severe weather conditions of North east (like high humidity, rain and storm) and the front & back outdoor should have protecting rating for water and dust conforming to IP code(Ingress Protection Rating)</p> <p>1. SCOPE OF WORK</p> <p>1.1 Supply & Installation of LED Outdoor display board, that uses latest technology with facility of ultra wide viewing angles and great uniformity even at short viewing distances along with accessories (As indicated in 2.1-I) so as to connect the device through wire connectivity or wireless from the computer installed in a base station at around one kilometer from both the site identified for installing the device and warranty period of one year(for the device).</p> <p>2. GENERAL:</p> <p>2.1. The model should not be a obsolete version of OEM.</p> <p>2.2. Degrees of Protection against Solid Objects and Water should be Conforming to not less than IP65 from front-side and IP54 rear-side respectively</p> <p>2.3. A test certificate from national/govt registered independent test house for IP conformity.</p> <p>2.4. In case where bidder is not a manufacturer, authorization by OEM will be required.</p> <p>2.5. Outdoor true colour day & night visible led display system.</p> <p>2.6. The package includes controller, hardware, software, middleware, accessories, remote data transfer accessories etc.</p> <p>2.1) SCOPE OF BIDDER</p> <p>I. Supply of display system with all its accessories (as given below)</p>	

a. The controller Rack (or as named by the bidder for the purpose) shall be one each for both the devices complete with all Accessories including the Controller for Showing Text, Graph, Animation and Video on the Display System having best quality in the market.

b. Provision to connect all external device including memory card, DVD,CD, Pen drive etc

c. Power Distribution Board with RCCB for each device conforming to relevant IS or higher.

d. Fibre Optic cables conforming to relevant IS or higher as required.

e. Communication Cable conforming to relevant IS or higher as required.

f. Power Cable conforming to relevant IS or higher as required.

II. Steel Structure (Bidder to submit Details specification along with drawing) and the design should be certified for ability to withstand extrem weather conditioned of North East India from a reputed Sructural Agency or Educational Institute having recognition or registration by/under Central Govt

III. Civil work (Bidder to submit Details specification along with drawing) the design should be certified for ability to withstand extrem weather conditioned of North East India from a reputed Sructural Agency or Educational Institute having recognition or registration by/under Central Govt.

IV. Installation and commissioning

V. Training of staff and Bidder to submit Details of training

VI. One year warranty of products

VII. Electrical work (Bidder to submit Details specification along with drawing)

VIII. Labour and worker support

IX. Other related works which are not mentioned above but essential for completion of installation and commissioning.

3. VIEWING ANGLE:

Horizontal Viewing Angle not less than 120°

Vertical Viewing Angle not less than 60°

4. ENVIRONMENTAL CONDITIONS:

Temperature Range Operating 0 to 50°C

Humidity Operating 10 -20 % for lower side to in range of 85 - 95% for higher side

5. Pitch: 12 to 16

6. Bit: 14 to 32 bit

7. Pixel constitution/ Configuration : 1R1G1B

8. Brightness: Minimum 9000 Cd/Sq Mtr(NIT) or more than it

9. Minimum module : 2 x 3

10. Colour Quantity : Not less than 280 million

11. Refresh rate : Not less than 3500 hz

13. Above Specification is indicative only. Exhaustive Specification shall be such that the standard and quality of features, equipments, software, hardware, middleware and technology conform to IS or EN standards as applicable.

12 GUARANTEE:

Finished product shall withstand normal vertical stationary exterior exposure condition and shall have an effective performance life of at least 1 year. A guarantee to this effects shall be furnished by the manufacturer and any defective part of the entire unit shall be replaced free of cost by the supplier

13. Operating system should be compatible to latest windows version.

14. Documentary evidence on Energy efficiency certification of BEE to be provided at the time of supply.

15. No Material can be used, which is prohibited by any existing Act in India and by WHO

16. INSPECTION :

If felt Company may inspect end product at factory premises and Production Facility of Manufacturer or Assembly house.

17.0 OFFICER-IN-CHARGE [OIC]

17.1 "GM [HSE]", OIL India Limited shall nominate the "Officer-in-Charge [OIC]" for the work under this Contract.

17.2 The "OIC" shall look after general supervision and directions of the work. He will be authorized to stop the work, whenever such stoppage may be necessary to ensure proper execution of the Contract. He shall also have authority to reject all works, which do not conform to the specifications.

17.2 The "OIC" reserves the right to suspend the work or part thereof at any time and no claim whatsoever on this account shall be entertained. In case of any dispute, the Contractor may appeal to the "OIC" whose decision shall be final.

17.3 The decision of "OIC" for determining the category of work with reference to material of an item not mentioned in the "Scope of Work & Technical Specifications" and/or "SOR"

shall be final and binding on the Contractor.

18.0 CONTRACTOR'S REPRESENTATIVE

18.1 Contractor shall nominate a qualified and experienced person as its Representative who will be the contact person between OIL and Contractor for the performance of the Contract. This nomination shall be done within ten (10) days after the coming into force of the Contract. Contractor shall notify OIL in writing prior to the appointment of a new representative. Contractor's Representative may be replaced only with OIL's consent after getting approved his CV's from OIL. OIL shall be at liberty to object to any nomination and to require Contractor to remove Contractor's representative for good causes. Contractor shall replace immediately such person by competent substitute at no extra cost to OIL.

18.2 Contractor's Representative shall be entitled to act on behalf of Contractor with respect to any decisions to be made under the Contract.

19.0 MODIFICATION/ CHANGE REQUEST

If it is felt that a modification is required in contract other than price which is essential for successful completion of contract, OIL reserve right to place a change request after approval of competent authority of OIL. However any modification of or addition to the contract shall not be binding unless made in writing and agreed by both the parties.

20.0 SUB-LETTING AND ASSIGNMENT

The bidder shall not without previous consent in writing of the OIL, sublet, transfer or assign the contract or any part thereof or interest therein benefit or advantages thereof in any manner whatsoever to any other bidder. Any such assignment/subletting shall not absolve the bidder from all or any of this obligation duties and responsibilities, under the contract. In case of subletting without permission, the contract can be terminated forthwith.

21.0 INSURANCE

The bidder shall provide insurance to cover his men, material, machinery and equipments. The OIL shall not be liable to any claim for accident/loss / theft during execution of work or during the transportation / stay.

22.0 COMMENCEMENT OF WORK

22.1. The bidder shall discuss with EIC, with detailed plan and methodology of work, before commencement of job for different Installation under OIL.

22.2. The bidder shall provide after consultation with a tentative time schedule for the job so that respective installation can be prepared well advance.

23.0 HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS

SCOPE

These specifications establish the 'Health, Safety and Environment [HSE] Management' requirement to be complied with by the Contractors during executing their Job. Requirements stipulated in these specifications shall supplement the requirements of 'HSE Management' given in relevant act(s) / legislation(s).

23.1 PPE (Personnel Protective Equipment)

The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the

Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. . However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

23.2 All personnel deployed by the contractor for working on the device should be off sound health condition

23.3 Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

23.4 Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

23.5 If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc) the contractor will not have any objection to any such training.

23.6 The supplier/contractor shall abide by the safety provisions mentioned in relevant Acts, Rules, Regulation and Circulars as applicable in the area of operation.

23.7 The contractor shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and then immediately take the first emergency control steps conforming to good operation practice and safety regulation.

23.8 OIL India Limited will not be responsible for any accident/mishap with the Contractor's employees. The Contractor shall take necessary action for his employees in case of any incidents.

23.9 OIL India Limited shall not provide any medical assistance and shall have no other liability whatsoever except as expressly provided under the Contract.

23.10 It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating.

23.11 For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.

23.12 WASTE DISPOSAL

Any waste (hazardous and Electronic) shall be disposed as per prevailing Acts, Rules, regulation applicable to the area of operation and Company policy.

23.13 WORK PERMIT

All jobs executed under the contract shall be covered by work permit system as per company's policy

24.0 PROTECTION OF PROPERTY & EXISTING FACILITIES

24.1 The contractor shall perform each work in such a manner as will prevent damage to the company's property and shall carry on the works in such a manner as to conform to, and consistent with, and not to interfere in any way with continuous and safe operation of the device. Any permanent damage/loss to the company's installation, assets and equipment due to the operation envisaged under this contract shall have to remedied by the contractor entirely at its own cost, which to be included and not be limited to actual replacement of such damaged assets and equipment, or payment of actual replacement cost in relation thereto as may incurred by the company.

ITEM NO. 20

Annual Maintenance Contract: QTY= 1AU

1.0 INTRODUCTION

1.1 The supplier/Contractor should also quote the rate for maintenance of the device for the post warranty period on a yearly basis for a maximum of 3 years. All details regarding maintenance charge, all spare parts cost, etc may be also indicated.

This Section establishes the scope and schedule for the work to be performed by the supplier/contractor and describes reference to the specification, instruction, standard and other documents including the specification for any materials, tools or equipment which the party shall satisfy or adhere to in the performance of the work.

2.0 SCOPE OF WORK

2.1 The Supplier/Contractor shall provide his own equipment along with qualified experienced personnel for execution of following jobs:

2.2 The job will involve carrying out preventive as well as corrective maintenance of the device including the Software, Hardware, Electronic, electrical and any other equipment and accessories. OIL will have the right to bring additional systems under the purview of the contract as and when necessary.

2.3 The contractor should keep sufficient spares to minimize downtime of the device.

2.4 The device should be attended for routine preventive maintenance once in a quarter

which will include cleaning of the external parts and enclosure of the device.

2.5 In addition to the routine preventive maintenance visits, any number of emergency visits to be provided by the Supplier/Contractor at no additional charges to attend and rectify any number of break-down or malfunctioning of the device after receipt of intimation from OIL. In this purpose a list of names of concerned engineer/technician/officials with contact details (Phone Nos, Email, fax etc) to be provided/submitted to OIL at the time of supply.

3.0 TIME FRAME

3.1 The contract will start after expiry of warranty period and will be valid for a period of Three years.

4.0 SCOPE OF EQUIPMENT SUPPLY

4.1 All equipment and machinery necessary to carry out the maintenance job will be contractor's responsibility.

5.0 PERFORMANCE OF WORK

5.1 Contractor shall submit performance report of the device every quarterly. The periodicity of such report may be changed by the company at its option.

5.2. In case of maintainace job, Contractor shall submit progress report about various aspects of the job to company as per the scope of work every quarterly. The periodicity of such report may be changed by the company at its option all the materials, equipment, spares etc. be provided by the supplier/contractor and the manner and speed of execution and maintenance of operations are to be conducted in a manner to the satisfaction of the company's representative. Should the rate of progress of the job be at any time too slow in the opinion of the company's representative, to ensure the completion of the operations by the prescribed time for completion, company's representative may so notify the supplier/contractor in writing. The supplier/contractor shall reply to the written notice giving details of the measures the proposes to take to expedite operations in time. If no satisfactory reply to company's notice is received within a period of seven days, the company shall be free to terminate the contract.

5.3 If the contractor needs to send any part of the device out of the premises of OIL for repair purpose, the same shall be permitted after taking due written permission from Head - (S&E). The cost of transport for such equipments has to be borne by the supplier/contractor. Any damage/loss of such equipments during transit will be the responsibility of the supplier/contractor.

6.0 HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS

SCOPE

These specifications establish the 'Health, Safety and Environment [HSE] Management' requirement to be complied with by the Contractors during executing their Job. Requirements stipulated in these specifications shall supplement the requirements of 'HSE Management' given in relevant act(s) / legislation(s).

6.1 PPE (Personnel Protective Equipment)

The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the

Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. . However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

6.2 All personnel deployed by the contractor for working on the device should be off sound health condition

6.3 Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

6.4 Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

6.5 If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc) the contractor will not have any objection to any such training.

6.6 The supplier/contractor shall abide by the safety provisions mentioned in the Mines Acts 1952, OMR-1984 or any prevailing Acts, Rules, Regulation and Circulars as applicable in the area of operation.

6.7 The contractor shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and then immediately take the first emergency control steps conforming to good operation practice and safety regulation.

6.8 OIL India Limited will not be responsible for any accident/mishap with the Contractor's employees. The Contractor shall take necessary action for his employees in case of any incidents.

6.9 OIL India Limited shall not provide any medical assistance and shall have no other liability whatsoever except as expressly provided under the Contract.

6.10 It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating.

6.11 For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.

6.12 WASTE DISPOSAL

Any waste (hazardous and Electronic) shall be disposed as per prevailing Acts, Rules, regulation applicable to the area of operation and Company policy.

6.13 WORK PERMIT

All jobs executed under the contract shall be covered by work permit system as per company's policy

7.0 PROTECTION OF PROPERTY & EXISTING FACILITIES

7.1 The contractor shall perform each work in such a manner as will prevent damage to the company's property and shall carry on the works in such a manner as to conform to, and consistent with, and not to interfere in any way with continuous and safe operation of the device. Any permanent damage/loss to the company's installation, assets and equipment due to the operation of the services envisaged under this contract shall have to be remedied by the contractor entirely at its own cost, which to be included and not be limited to actual replacement of such damaged assets and equipment, or payment of actual replacement cost in relation thereto as may be incurred by the company.

7.2 CRITICAL SPARE

A list of critical items required as spares for continuous running of the equipment should be submitted to OIL at the time of supply.

8.0 EXTENSION

8.1 Payment will be made as per the actual no. of items maintained by the contractor during the bill period.

9.0 PENALTY

9.1 In case the contractor fails to repair any equipment which will be essential to keep the device in working condition within 48 hours from the time of reporting the breakdown a penalty of Rs. 1000/- per day will be levied subject to a maximum amount of 15% of the contract value.

9.2 In addition to above If for any reason, the contractor fails to repair the equipment within seven successive days from the date of reporting, the contract will be extended by the said period at no extra cost in addition to the above penalty.

9.3 Contractor has to report to Officer in charge within 12 from the time of call with such intention received from OIL

10.0 OBLIGATIONS OF THE CONTRACTOR

10.1 Contractor at his own cost shall arrange the clearance of the spare parts, equipment etc. from customs and port authorities in India and shall pay all requisite duties including customs duty, demurrages, if any, clearance fees, charges, post fees, clearing and forwarding agent fees/charges, inland transport charges etc. Company will provide all reasonable assistance but the responsibility for clearance will rest on the contractor.

10.2 Contractor will have to arrange Telephone / Mobile facilities at the Residence and office of the Engineer to facilitate immediate contact from OIL's S&E Department. The Contractor will be informed over phone / email / fax to attend the calls and accordingly he

should arrange to attend and close the calls within 48 hours of reporting.

10.3 Contractor will have to arrange its own transport facility for the maintenance engineer to attend to the maintenance calls, and for movement of spare parts within Duliajan where the device will be installed.

10.4 No cannibalization of the equipment will be permitted to carry out the maintenance services.

10.5 Contractor will provide software upgrades if any as and when upgrades take place.

10.6 Contractor will have to follow the preventive maintenance schedule given, strictly throughout the period of contract. The schedule will be finalized in consultation with OIL after the contract is awarded.

10.7 Contractor will have to arrange its own accommodation for its engineers at Duliajan during their visits for preventive maintenance and for any emergency calls.

10.8 The Contractor will be responsible for any property of OIL sent by the contractor to outside OIL premises for repair. Any loss or damage to such property has to be borne by the contractor.

10.9 Contractor will have to submit the call reports for the calls attended in standard format. The call reports have to be duly signed by the representative of S&E department. However representative of S&E department shall have right to verify or checked the report by domain expert of Oil India Ltd.

10.10 The quality of the replacement parts of the device that may be replaced during the course of AMC has to be better than or equal to the replaced unit.

11.0 OBLIGATIONS OF COMPANY

11.1 The Company shall provide the contractor access to the device under contract for the purpose of maintenance.

12.0 THE COMPANY'S/REPRESENTATIVE SHALL HAVE POWER TO

12.1 Reduce the rates at which payments shall be made if the quality of work although acceptable is not upto the required standard set forth in the OIL standard specifications which have been perused and fully understood by the contractor.

12.2 Order the contractor to remove any inferior material from the site and to demolish or rectify any work or inferior workmanship, failing which the company's representative may arrange for any such work to be demolished or rectified by any other means at the contractor's expenses.

12.3 Order the contractor to remove or replace any workman who he (The officer/Representative) considers incompetent or unsuitable; the officer/Representative's opinion as to the competence and suitability of any workman engaged by the contractor shall be final and binding on the contractor

12.4 The contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy failing which the company's representative may arrange for any such work to be demolished or rectified by any other means at the contractor's expenses.

13.0 EMPLOYMENT

13.1 The contractor should prevent the frequent change of his contractual employees as far as practicable.

13.2 Contractor shall give sufficient effort to train and develop local persons for employment under the contract.

13.0 PAYMENT TERMS

13.1 Payment for services rendered shall be made on half yearly basis against submission of bill and based on satisfactory service.

14.0 Experience

14.1 Bidder should have experience of doing similar nature of job, i.e. Supply, commissioning and AMC in last three years.

15.0 MODIFICATION/ CHANGE REQUEST

If it is felt that a modification is required in contract other than price which is essential for successful completion of contract, OIL reserve right to place a change request after approval of competent authority of OIL. However any modification of or addition to the contract shall not be binding unless made in writing and agreed by both the parties.

16.0 SUB-LETTING AND ASSIGNMENT

The bidder shall not without previous consent in writing of the OIL, sublet, transfer or assign the contract or any part thereof or interest therein benefit or advantages thereof in any manner whatsoever to any other bidder. Any such assignment/subletting shall not absolve the bidder from all or any of this obligation duties and responsibilities, under the contract. In case of subletting without permission, the contract can be terminated forthwith.

17.0 INSURANCE

The bidder shall provide insurance to cover his men, material, machinery and equipment's. The OIL shall not be liable to any claim for accident/loss / theft during execution of work or during the transportation / stay.

NOTE:

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

Bidders Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Sl No.	Description	Remarks
1	Name of Bidder	
2	Whether tender document purchased from OIL's offices.	
3	Place of Despatch	
4	Whether Freight charges have been included in your quoted prices	
5	Whether Insurance charges have been included in your quoted prices	
6	Make of quoted Product	
7	Offered Validity of Bid as per NIT	
8	Delivery Period in weeks from placement of order	
9	Complied to Standard Payment Terms of OIL or not.	
10	Bid Security Submitted (if applicable)	
11	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
	c) Name and Full Address of Issuing Bank:	
12	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the tender.	
13	Bid Security if Not submitted reasons thereof	
14	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
15	Integrity Pact Submitted (if applicable)	
16	Confirm that the Integrity Pact submitted is in toto as per format provided in the tender.	
17	Whether submitted documents in support of General Qualification criteria of NIT	
18	If bidder is Small scale unit whether you have quoted your own product	
19	If bidder is Small scale unit whether you are eligible for purchase preference (as per Govt guideliness)	
20	Whether filled up the bank details for online payment as per Annexure GGG	

NOTE: Please fill up the greyed cells only.

Technical Bid Checklist

Annexure-EEE

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
SL. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Bidder to confirm that he has not taken any exception/deviations to the bid document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond / Bank Guarantee / Earnest Money along with the offer (Wherever Applicable) ?		
4	Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any qualifications?		
6	Confirm that all relevant fields in the on-line bidding format been filled in by the bidders for the items quoted by them.		
7	Confirm that the the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU HAVE SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		

NOTE: Please fill up the greyed cells only.

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

**Counter Signed by Banker:
Seal of Bank:**

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.