



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

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FORWARDING LETTER

Tender No. : SDI9336P22/P6 DTD. 08.01.2022
Tender Fee : NIL
Bid Security : Not Applicable

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on : 16.02.2022 (at 11:00 Hrs. IST)
Bid Opening on : 16.02.2022 (at 14:00 Hrs. IST)
Tender Type : Open Tender
Performance Security : Applicable @ 3% of Order Value.
Integrity Pact : Not Applicable
PP-LC Policy : Not Applicable
Document Verification Clause : Not Applicable

The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com.

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.

OIL invites Bids for **procurement of 01 No. of Brand New Toyota Yaris G (Optional) or Maruti Suzuki Ciaz, Alpha or Hyundai Verna SX; Petrol, Manual transmission Vehicle with all fittings, accessories, tools etc. and meeting the specifications of the tender. (Qty.: 01 No.)** 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 of Indigenous 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.

This Tender has been floated for participation of Indigenous bidders only. Hence, only Indigenous bidders are eligible to participate against this tender.

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 Deptt at following: Tel Nos. = **0374-2807178/ 2807171/ 2807192/2804903**. Email id = erp_mm@oilindia.in; esupport@oilindia.in

- b) OIL's office timings are as below:

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

OIL Bank Details :

	Bank Details of Beneficiary	
a	Bank Name	STATE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Banker Account No.	10494832599
e	Type of Account	Current Account
f	IFSC Code	SBIN0002053
g	MICR Code	786002302
h	SWIFT Code	SBININBB479
i	Contact No.	9435554859
j	Contact Person Name	Mr. K.L.K.Banik, AGM
k	Fax No.	0374-2802729
l	Email Id	sbi.02053@sbi.co.in

- c) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- d) Technical specifications and Quantity as per **Annexure – I**.
- e) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.
- f) 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. Prospective bidders are requested to visit website regularly to keep themselves updated.
- g) 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).

- h) 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 Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

Special Notes:

1.0 (I) Please note the following important points as under:

- a) Bidders who do not have E-tender Login ID and Password should complete their online registration **at least seven (7) days prior to the scheduled bid closing date** and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <https://etender.srm.oilindia.in/irj/portal>
- b) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- c) Categorisation and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 DATED 16TH June'2021 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. The existing enterprises registered under EM- Part-II or UAM till June' 2020 shall continue to be valid only for a period up to the 31st day of December, 2021.

The bidder claiming as MSE status (MSE-General, MSE-SCIST, MSE -Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:

i. Udyam Registration Number with Udyam Registration Certificate.

ii. Proof of registration with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Aadhar registration or registration with any other body specified by Ministry of MSME.

Note: In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or Woman Entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed.

- d) MSE Units (Manufacturers/Service Providers only and not their dealers/distributors) registered with District Industry Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified**

by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/Woman Entrepreneurs should also be enclosed.

The turnover related figures of the bidders claiming as MSE bidders as mentioned above shall be considered based on Bidders self-declarations to be submitted with their bid as per new gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020. However, in case of any intentional misrepresentations or attempts to suppress facts in the self-declaration, the bidder shall be liable to penalty as specified under section 27 of the Act.

- e) For availing benefits under Public Procurement Policy (Purchase preference), the interested MSE Bidders must ensure that they are the manufacturers of the tendered item(s) and registered with the appropriate authority for the said item(s).
- (II) In case a Startup [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:
1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.
 2. Certificate of incorporation.
 3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation along with a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.
- The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.
- In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE.
- 2.0 The tender is invited under SINGLE STAGE-COMPOSITE BID SYSTEM. The bidders are required to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic format in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

- 2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the RFX Information > Technical Attachment only. The “**TECHNO-COMMERCIAL UNPRICED BID**” shall contain all techno-commercial details except the prices. Please note that no price details should be uploaded in Technical RFX Response.
- 2.2 The “**PRICE BID**” must contain the price schedule and the bidder’s commercial terms and conditions. **For price upload area, please refer “NEW INSTRUCTIONS”**
- 2.3 Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in **Annexure-CCC**.
- 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 the **GM-Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.
- a) Detailed Catalogue (if any)
- b) 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 Duplicate.
- 4.0 **Benefits to Micro & Small Enterprises (MSEs) as per OIL’s Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details.**
- 5.0 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.
- 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-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 of Indigenous Tenders 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.

- 10.0 Please do refer the User Manual provided on the portal on the procedure “How to create Response” for submitting offer.
- 11.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.
- 12.0 While submitting the offers bidders are requested to refer to the enclosed **Annexure – BB (Price Bid Format and Evaluation Criteria)**.
- 13.0 **The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.**
- 14.0 **Bidders should fill-up and submit along with their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-K.**
- 15.0 **ONLINE VIEWING OF PRICE BY BIDERS:** For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE Condition (i.e., Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of the tender.
- 16.0 **DISCLAIMER:** Rates/Costs shown above are as calculated/quoted by the respective Bidder. Company does not assume any responsibility and shall not be liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-se-ranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.
- 17.0 **PBG UNDERTAKING FORM:**
- In the event of award of purchase order against this tender, the successful bidder must comply with the stipulations of the enclosed “PBG UNDERTAKING FORM - ANNEXURE-M” and submit it duly filled-in along-with their PBG (Performance Bank Guarantee).**
- 18.0 **RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA:** It is for information of all

Bidders that Office Memorandum No. F.No.6/18/2019-PPD dated 23.07.2020 issued by Public Procurement Division under Department of Expenditure of Ministry of Finance will also be applicable against the tender. Therefore, all bidders are requested to be guided by the **Clauses** stipulated in the enclosed **Annexure-N** of this tender. In this respect, the format of **Undertaking** to be submitted by the bidders is given vide **Annexure-XX** of this tender.

- 19.0 Bidders to note the following **Addendum dated 04.12.2020 to the General Terms & Conditions** of the tender pertaining to **TAX COLLECTED AT SOURCE (TCS)** and be guided accordingly while submitting the offers:

Addendum dated 04.12.2020 to the General Terms & Conditions of tender:

New Provisions –

Tax Collectible at Source (TCS) applicable under the Income-tax Law and charged by the SUPPLIER shall also be payable by OIL along with consideration for procurement of goods/materials/equipment. If TCS is collected by the SUPPLIER., a TCS certificate in prescribed Form shall be issued by the SUPPLIER to OIL within the statutory time limit.

Payment towards applicable TCS u/s 206C (1H) of Income Tax Act.1961 will be made to the supplier provided they are claiming it in their invoice and on submission of following undertaking along with the invoice slating that:

- a. TCS is applicable on supply of goods invoiced to OIL as turnover of the supplier in previous year was more than Rs. 10 Cr. And
- b. Total supply of goods to OIL in FY ... exceeds Rs. 50 Lakh and
- c. TCS as charged in the invoice has already been deposited (duly indicating the details such as challan No. and date) or would be deposited with Exchequer on or before the due date and
- d. TCS certificate as provided in the Income Tax Act will be issued to OIL in time.

However, Performance Security deposit will be released only after the TCS certificate for the amount of tax collected, is provided to OIL. Supplier will extend the performance bank guarantee (PBG), wherever required, till the receipt of TCS certificate or else the same will be forfeited to the extent of amount of TCS. if all other conditions of Purchase order are fulfilled.

The above payment condition is applicable only for release of TCS amount charged by supplier u/s 206C (1H) of Income tax Act, 1961.

20.0 **Price Breakup:**

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

- 21.0 No Bid Security /Earnest Money Deposit (EMD) is required to be submitted against this tender. Instead of EMD/Bid Security, all the bidders shall be required to sign a “Bid securing declaration” accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or

to submit a performance security before the deadline defined in the NIT/Purchase order, they shall be suspended for the period of two (2) years. This suspension of two years shall be automatic without conducting any enquiry. Bidders shall submit "Bid Securing Declaration" as per enclosed PROFORMA-4 along with their Technical bids.

- 22.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:** Banning Policy dated 6th January, 2017 as uploaded in OIL's website will be applicable against the tender (and order in case of award) to deal with any agency (bidder/ contractor/ supplier/ vendor/ service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes. Applicability of the policy shall include but not limited to the following in addition to other actions like invoking bid security/performance security/cancellation of order etc. as deemed fit and as mentioned elsewhere in the tender:
- a) Backing out by bidder within bid validity
 - b) Backing out by successful bidder after issue of LOA/ Order/ Contract
 - c) Non/ Poor performance and order/ contract execution default

The bidders who are on Holiday/ Banning/ Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/ award. If the bidding documents were issued inadvertently/ downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening/ evaluation/ Award of Work.

- 23.0** Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.

24.0 Registration of suppliers on Government e-Market place (GeM) under rule 150 of General Financial Rule (GFR 2017):

a) In line with O.M. 6/9/2020-PPD dated 24.08.2020 issued by Department of Expenditure, Ministry of Finance, Government of India, it shall be mandatory for sellers providing Goods and Services to Oil India Limited to be registered on GeM and obtain a unique seller ID, at the time of placement of order/acceptance of contract. This ID shall invariably be incorporated in every supply order/contract/agreement/ purchase order while awarding any contract / order for procurement by Oil India Limited governed by the GFRs 2017. In this regard, the bidder/seller providing goods and services to Oil India Limited has to mandatorily register on Government E-Marketplace (GeM) [Website: www.gem.gov.in] and obtain a unique GeM seller ID.

b) Kindly indicate the GeM seller ID in their offer/bid/proposal to facilitate to comply with the aforementioned Office Memorandum.

- 25.0** Oil India Limited (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following documents available on the login Page of the OIL's E-tender Portal before uploading their bid.

- a) Guidelines to Bidders for participating in OIL.
- b) New Vendor Manual

- 26.0** Oil India Limited (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th

April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website www.oilindia.com. The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.

27.0 Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/ specifications of all major components, systems with Make & Model; etc. Generalised response like - 'As per NIT Specifications/ Technical Leaflet', 'Noted', 'and Accepted' or in any similar fashion is not acceptable.

28.0 Performance Security: Successful bidder shall be required to furnish a Performance Security equivalent to 3 (three) percent (3%) of total Order Value within 30 days of receipt of LOI/notification of award. The performance security must be in the form of Bank Guarantee (format as prescribed by OIL) or in the form of a Bank Draft/Cashier's cheque/Banker's cheque to designated account of OIL or Fixed Deposit Receipt (account OIL INDIA LIMITED) or irrevocable Bank Guarantee or irrevocable Letter of Credit (LC) from:

A) Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic bidder/service provider, or

i) In case of foreign CONTRACTOR/service provider, the bank guarantee can be accepted from any scheduled bank in India or from International bank who has its branch in India registered with Reserve Bank of India. Any foreign Bank which is not a Scheduled Bank in India, provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India. Bank Guarantee issued by a Scheduled Bank of India at the request of some other Non-Schedule Bank of India shall not be acceptable

ii) The domestic CONTRACTOR/service provider(s) will have to submit the Bank Guarantee from any of the scheduled banks and on non-judicial stamp paper of requisite value as per the Indian Stamp Act, purchased in the name of the issuing banker.

iii) The foreign CONTRACTOR/service provider(s) will submit the Bank Guarantee from Banks of Indian origin situated in their country. In case no such bank of Indian origin is situated in their country, the Bank Guarantee may be submitted from the bankers as specified above.

B) The Performance Security shall be denominated in the currency of the contract.

C) The Performance Security specified above must be valid for minimum of 03 (three) months beyond the Warranty Period. The Performance Security will be discharged by COMPANY not later than 30 days following its expiry of claim period. In the event of any extension of the Contract period, Bank Guarantee should be extended by CONTRACTOR by the period equivalent to the extended period.

D) The Performance Security shall be encashed by COMPANY on account of CONTRACTOR's failure to fulfil its obligations under the Contract and/or non-performance /unsatisfactory of the Contractor. Company shall not be required to proof any loss or damage on account of Contractor's non-performance/unsatisfactory performance.

E) The Performance Security will not accrue any interest during its period of validity or extended validity.

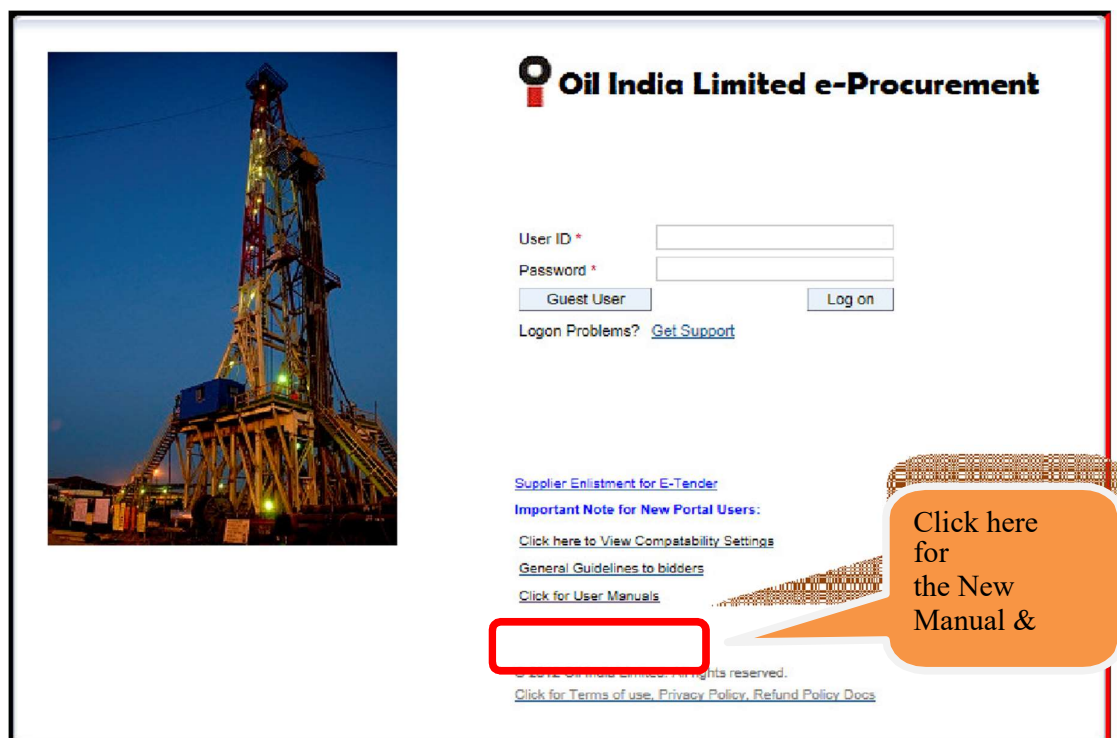
F) Bank charges, if any for submission of performance security shall be on supplier's account.

G) The validity of Bank Draft/Cashier's cheque/Banker's cheque should not be less than 3 months at the submission to OIL.

H) Non-submission of Performance Security as above by the successful Bidder shall lead to cancellation/termination of award including forfeiture of their Bid Security, besides other penal actions as per OIL's Banning Policy. Bidders should undertake in their bids to submit Performance Security as stated above.

I) In case Annual Maintenance Contract (AMC) is required and OIL intends to enter into a separate contract with the successful bidder for AMC, the Successful bidder must undertake to submit separate Performance Security against the AMC at the applicable rate & validity to be stipulated in the contract.

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer "**New Vendor Manual (effective 01.03.2019)**" 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 terms and conditions of the NIT.

Yours Faithfully

Sd-

(AAYUSH SOMANI)

MANAGER MATERIALS (IP)

FOR GM-MATERIALS (HoD)

FOR RESIDENT CHIEF EXECUTIVE

TECHNICAL SPECIFICATIONS
TENDER NO.: SDI9336P22/P6

MATERIALS DESCRIPTION:

ITEM NO. 10: SUPPLY OF ONE (01) NO. OF BRAND-NEW TOYOTA YARIS G (OPTIONAL) OR MARUTI SUZUKI CIAZ, ALPHA OR HYUNDAI VERNA SX; PETROL, MANUAL TRANSMISSION VEHICLE WITH ALL FITTINGS, ACCESSORIES, TOOLS ETC. AND MEETING THE SPECIFICATIONS OF THE TENDER.

1.0 Requirement & Specifications:	
The bid/offer shall meet the requirement and specifications as under:	
a. Make & Model	Supply of 01 No. of brand new Toyota Yaris G (Optional) or Maruti Suzuki Ciaz, Alpha or Hyundai Verna SX; Petrol, Manual Transmission vehicle with all fittings, accessories, tools etc. and meeting the specifications of the tender.
	Bidder shall clearly mention the Make & Model of offered vehicle in the technical bid.
	Bidder shall submit the technical leaflet of the offered Make & Model vehicle with detailed specifications along with the technical bid.
b. Quantity	01 (one) Number.
c. Engine	Number of cylinder- Not less than 4.
	Displacement- Not less than 1450CC.
	Maximum Power – Not less than 75 Kw (101 PS) at the rated rpm.
	Maximum Torque – Not less than 135 Nm at the rated rpm.
d. Fuel Type	Petrol.

TECHNICAL SPECIFICATIONS
TENDER NO.: SDI9336P22/P6

e. Colour	White.
f. Emission Norms Compliance	BS-VI (Bharat Stage-VI).
g. Seating capacity including Driver.	05 (Five) Numbers.
h. Gearbox	Manual Transmission.
i. Steering	Power assisted Steering System.
j. Seat belts	Shall have Seat Belts for Driver & Passengers.
k. Windows	Shall have all power operated Windows from Driver and individual passengers seats.
l. Air conditioning	Shall have Automatic Temperature Control Air Conditioning.
m. Defogger	Shall have Front & Rear Defogger.
n. Dimensions	Wheelbase: Not less than 2550 mm. Overall length: Not less than 4425 mm. Overall width: Not less than 1725 mm. Overall height: Not less than 1465 mm.
o. Boot Space	Not less than 450 liters.
p. Category	Sedan.
q. Wheels	Alloy Wheels.

TECHNICAL SPECIFICATIONS
TENDER NO.: SDI9336P22/P6

r. Brake, Suspension, Electrical, Lamps, Exterior, Interior, Airbag & Others	As per vehicle manufacturer's standard specifications for the specified Make & Model vehicle.
s. Vehicle Type Approval Certification	The vehicle shall have whole vehicle Type Approval Certification as per The Central Motor Vehicles Rules, 1989 & Motor Vehicle Act, 1988 of India.
t. Note	In case of any contradiction of specifications mentioned elsewhere in the tender with the vehicle manufacturer's specifications due to facelift/upgradation etc. of the specified Make & Model vehicle, the specifications of the vehicle manufacturer shall prevail at sole discretion of Oil India Limited.
u. Note	No preference shall be provided amongst the vehicles make & model mentioned in the tender on account of more features, higher specification etc.
2.0 Fittings, accessories & tools:	
Amongst other standard fittings, accessories & tools as per vehicle manufacturer's standard for the specified Make & Model vehicle, the following fittings, accessories & tools shall be specifically supplied along with each vehicle:	
a. Music System.	
b. Spare Wheel- 01 No.	
c. Wheel Wrench with Handle- 01 Set.	
d. Jack with Lever- 01 Set.	
e. Floor Mats- 01 Set.	

TECHNICAL SPECIFICATIONS

TENDER NO.: SDI9336P22/P6

f. In case any of fittings, accessories, tools etc. as mentioned in the tender does not come along with the vehicle as standard fittings, accessories, tools from the vehicle manufacturer, the supplier shall procure the same and fit/supply the same prior to delivery of the vehicle. Cost in this regard shall be loaded in the bid price and shall be borne by the bidder/supplier.

IMPORTANT NOTES TO TECH SPECS W.R.T. TENDER NO. SDI9336P22/P6

1.0 Documents/literatures to be submitted along with the supply:
Following documents (Sl. No. from a to d) etc. shall be submitted along with the supply of the vehicle in original for onward permanent registration of the vehicle <u>in the name of Oil India Limited, Duliajan, Assam-786602 (India)</u> with local District Transport Office in the state of Assam (India):
a. Sale Certificate, Emission Norms Certificate, Pollution & Roadworthy Certificate etc. in Form 21, 22.
b. Invoices.
c. Temporary Registration Certificate, if applicable. <ul style="list-style-type: none">• The place, code of the permanent registration shall be intimated in the nearer time in the event of the order.
d. Any other document(s) required for registration of the vehicle during the period of delivery of the vehicle.
e. Duly filled, signed & sealed Operator's Service Book, if supplied by the vehicle manufacturer.
f. Cost in this regard shall be loaded in the bid price and shall be borne by the bidder/supplier.
2.0 Inspection: <p>Oil India Limited shall inspect the vehicle prior to delivery preferably at dealer's point. The inspection shall be carried out entirely at the supplier's risk. The inspection process will include physical verification etc. of all items, fittings, accessories, tools, documents as per the purchase order. The prospective supplier will facilitate the inspection and Driver, all consumables etc. required during inspection shall have to be arranged & provided by the supplier at their cost. To & fro fares and boarding/lodging expenses etc. of OIL's inspection Engineer/representative will be borne by OIL. However, supplier's expenses, if any, in this regard, shall be borne by the supplier.</p>
3.0 Delivery: <p>Notwithstanding any clause(s) on delivery mentioned elsewhere in this tender document, the vehicle is to be delivered in Oil India Limited's premises at Duliajan, Assam-786602 (India) within 03 (three) months from the date of placement of order by Oil India Limited (OIL). Transit insurance / motor vehicle insurance, FAS Tag, Toll Fees of the vehicle till delivery of the vehicle, if required, shall be arranged by the bidder/supplier at their cost.</p>
4.0 Guarantee / Warranty:

Notwithstanding any Guarantee/Warranty clause(s) mentioned elsewhere in this tender document, the vehicle shall be under guarantee/warranty by the supplier as per policy of the vehicle manufacturer.

5.0 Permanent Registration & High Security Registration Plate (HSRP) Kit:

The bidder/supplier shall ensure that, the vehicle manufacturer shall enter the vehicle details in the portal “VAHAN” of Ministry of Road Transport & Highways (MoRTH), Government of India in accordance with Form-20, Form-22, Form-22(A) etc. of Motor Vehicle Act, 1988 & Central Motors Vehicles Rules, 1989 of India prior to delivery of the vehicle. On receipt of the vehicle as per the purchase order and documents required for permanent registration, Oil India Limited shall apply for permanent registration of the vehicle at the office of the local government District Transport Office (DTO). On receipt of the government registration numbers, Oil India Limited shall inform the government registration number to the bidder/supplier. The supplier shall supply the High Security Registration Plate (HSRP) Kit for the vehicle. Cost in this regard shall be loaded in the bid price and shall be borne by the bidder/supplier.

6.0 Price Schedule:

All-inclusive firm price shall be quoted by the bidder including the following:

- a. All applicable taxes, GST, TCS, Cess and duties etc.
- b. Cost of complete brand new vehicle with cost of all standard fittings, accessories.
- c. Cost of all fittings, accessories & tools (Ref. Para-2.0).
- d. Cost of documentations/literatures (Ref. Para-3.0).
- e. Cost of High Security Registration Plate (HSRP) Kit (Ref. Para-7.0).
- f. Delivery location: Oil India Limited, Duliajan, Assam-786602 (India).
- g. Any other cost / charges as envisaged by the bidder.

7.0 Payment Terms:

100% payment will be released within 30 days after receipt and acceptance of the vehicle by Oil India Limited (OIL) adjusting Liquidated Damages (if any).

8.0 Technical documents, information to be submitted along with the technical bid:

- a. Technical leaflet of the offered Make & Model vehicle with detailed specifications.

IMPORTANT NOTES TO TECH SPECS W.R.T. TENDER NO. SDI9336P22/P6

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| b. Documents in support of Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) i.e Annexure-CCC. |
| c. Technical Evaluation Matrix (Annexure-IA) duly filled up as applicable. |

Tender No & Date: SDI9336P22/P6 DTD. 08.01.2022

<u>BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)</u>	
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 of Indigenous 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.	
Criteria	Bidder's response (To be filled by the bidder) (Complied / Not Complied / Deviation / Not Applicable / Bidder's comment etc.) (Reference of Document Name / Serial Number / page Number of bid for documentary evidences, if any)
1.0 BID REJECTION CRITERIA (BRC):	
<u>A. TECHNICAL:</u>	
1.0.1 The bidder must be the vehicle manufacturer of the offered vehicle or the dealer/distributor/ supply house authorised by the vehicle manufacturer of the offered vehicle. Bidder shall mention their status in the technical bid whether they are the: (i) Vehicle manufacturer of the offered vehicle. or (ii) Bidding as dealer / distributor / supply house authorised by the vehicle manufacturer of the offered vehicle.	
1.0.2 In case the bidder is dealer / distributor / supply house authorised by the vehicle manufacturer of the offered vehicle, the bidder must submit the following along with the technical bid: Certificate issued by the vehicle manufacturer of the offered vehicle certifying bidder's dealership/ distributorship/ supply house.	
<u>B) FINANCIAL:</u>	

<p>a) Annual Financial Turnover of the bidder during any of preceding 03 (three) financial / accounting years from the original bid closing date should be at least INR 5.38 Lakhs.</p>	
<p>b) Net Worth of the firm should be Positive for preceding Financial / Accounting year.</p>	
<p>Note -For (a) & (b): Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that ‘As on the original Bid Closing Date, the balance sheet/Financial Statements for the financial year (As the case may be) has not been audited’.</p> <p>Notes: a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-</p> <p>i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number & UDIN No.), certifying the Annual turnover & Net worth as per format prescribed in <u>ANNEXURE-J</u>. OR</p> <p>ii) Audited Balance Sheet along with Profit & Loss account.”</p> <p>b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.</p>	
<p>C) COMMERCIAL:</p>	
<p>i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.</p>	
<p>ii) Bid security: <u>NOT APPLICABLE</u></p>	

iii) Bids are invited under “Single Stage Composite Bid System”. Bidders have to submit both the “Techno-commercial Unpriced Bids” and “Priced Bids” through electronic form in the OIL’s e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway.

iv) Performance Security:

The successful bidder shall submit Performance Security as given below:

The successful bidder shall submit Performance Security @ 3% of PO/Contract Order value within 30 days of receipt of the formal purchase order/contract order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in the following form:

A Bank Guarantee in the prescribed OIL’s format valid for 90 days beyond delivery period and applicable warranty/guarantee period (if any).

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

However, PBG will be applicable only if value of Purchase Order exceeds INR 5(five) Lakhs.

NOTE: FOR CLAUSE NOS. C(ii) & C(iv) OF BID SECURITY/EMD AND PBG

The bidders/successful bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original bank guarantee in OIL’s tender issuing office:

“The Bank Guarantee issuing Bank branch must ensure the following:

The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

<p>(i) MT 760 / MT 760 COV for issuance of Bank Guarantee</p> <p>(ii) MT 760 / MT 767 COV for amendment of Bank Guarantee</p> <p>The above message / intimation shall be sent through SFMS by the BG issuing Bank branch to HDFC Bank, Duliajan Branch, IFS Code – HDFC0002118; SWIFT Code - HDFCINBBCAL.</p> <p>Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.”</p>	
<p>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.</p>	
<p>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.</p>	
<p>vii) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (<i>e-commerce application</i>) 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.</p>	
<p>viii) Technical RFx Response folder is meant for Technical bid only. Therefore, no price should be given in Technical RFx Response folder.</p>	
<p>ix) Price should be maintained in the “online price schedule” only.</p>	
<p>x) A bid shall be rejected straightway if it does not conform to any one of the following clauses:</p> <p>(a) Validity of bid shorter than the validity indicated in the Tender.</p> <p>(b) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.</p>	
<p><u>XI) DELIVERY:</u></p> <p>Notwithstanding any clause(s) on delivery mentioned elsewhere in this tender document, the vehicles are to be delivered in Oil India Limited's premises at Duliajan, Assam-786602 (India) by the supplier through their own arrangement within 03 (three) months from the date of placement of purchase order by Oil India Limited (OIL).</p>	
<p>2.0 <u>BID EVALUATION CRITERIA (BEC)</u></p>	

<p>The bids conforming to the 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. 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.</p>	
A) TECHNICAL:	
<p>The bids will be evaluated strictly as per NIT specification, terms & conditions.</p>	
B) COMMERCIAL:	
<p>i) To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer.</p>	
<p>ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.</p>	
<p>iii) 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.</p>	
<p>NOTE: <u>Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the terms and conditions of the NIT.</u></p>	