

OIL INDIA LIMITED
(A Govt. of India Enterprise)
4, India Exchange Place,
Kolkata – 700 001.

OIL INDIA LIMITED invites indigenous competitive bid through its e-procurement portal – [https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/) for the following e-Tenders :-

Srl. No.	E-tender	Bid Closing Date	Materials Description
1	SKI3804P15	25-07-2014	Manila Rope
2	SKI3805P15	25-07-2014	Clean Agent Fire Extinguishing System
3	SKI3806P15	25-07-2014	Pressure Controller
4	SKI3808P15	25-07-2014	Air Compressors
5	SKI3809P15	25-07-2014	Air Compressors
6	SKI3810P15	25-07-2014 (Technical Bids)	Overall / Boiler Suits (Single Stage – Two Bids System)

2.0 Application showing full address / e-mail address with Tender fee (non-refundable) of ₹ 1000.00 per tender (excepting for PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to **Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001** only. Application shall be accepted only upto one week prior to Bid Closing Date. The envelope containing the application for participation should clearly indicate **“REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E-TENDER NO.”** for easy identification and timely issue of authorisation. 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 also been 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. 91-33 22301657/59

FAX NO: 91 33 22302596

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

FORWARDING LETTER

Tender No. : SKI3810 P15/04 **Date** 04.06.2014

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs. 45,000.00

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : As mentioned in the e-portal

Performance Security : Applicable

Integrity Pact : Not Applicable

Delivery Required: **AT** DULIAJAN, ASSAM.

OIL invites Bids for **OVERALL / BOILER SUITS**. through its e-Procurement site under **SINGLE STAGE TWO BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/CALCUTTA/E-01/2010. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions.. The details of items tendered can be **found in the Item Data and details uploaded under Technical RFx**.

Note:-

The tender will be governed by:

- a) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders and Amendment No. 1 to General Terms and Conditions for Indigenous E-Tender.
- b) Technical specifications and Quantity as per **Annexure – II**

- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- d) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- e) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- f) Bidder are advised to fill up the Technical bid check list and Response sheet given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

Special Note:

1.0 General Qualification Criteria:

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

- a) Bidder should have experience of successfully executing similar order for at least **Rs. 13.47 lakhs** during last 3 years.
- b) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than **Rs. 44.89 lakhs**.

2.0 Application showing full address / e-mail address with Tender fee (non-refundable) of ₹ 1000.00 per tender (excepting PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. The envelope containing the application for participation should clearly indicate **“REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO SKI 3810 P15** for easy identification and timely issue of authorisation. On receipt of requisite tender fee and subject to fulfilment of eligibility criteria, **USER_ID** and initial **PASSWORD** will be communicated to the bidder (through-e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. No physical tender documents will be provided. **USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.**

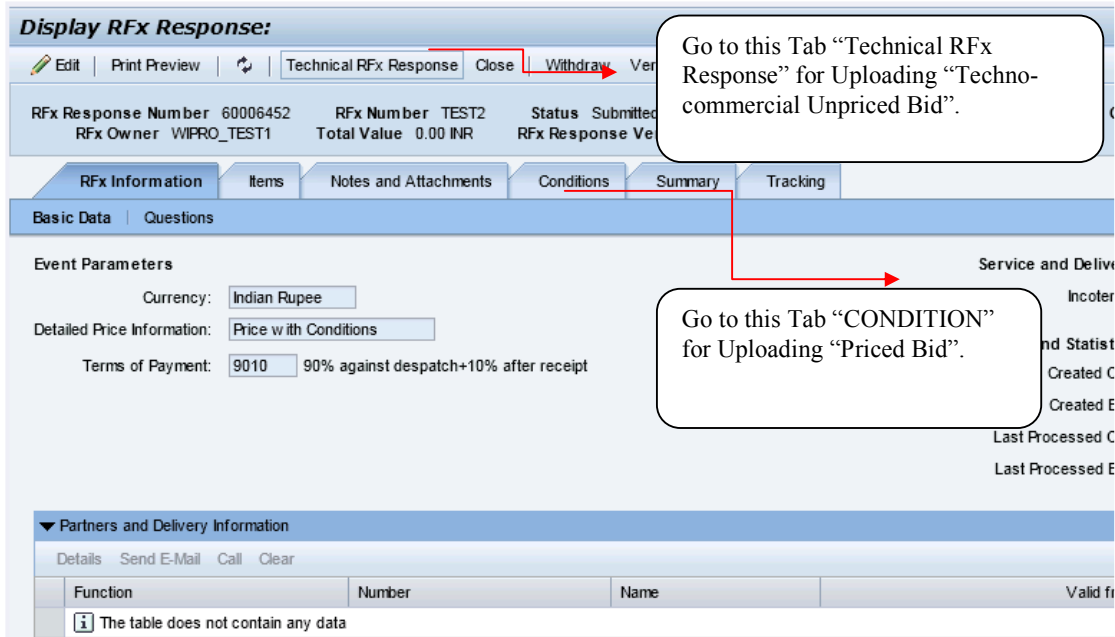
3.0 The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders are required to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

3.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User -> Technical Bid only. The **“TECHNO-COMMERCIAL UNPRICED BID”** shall contain all techno-commercial

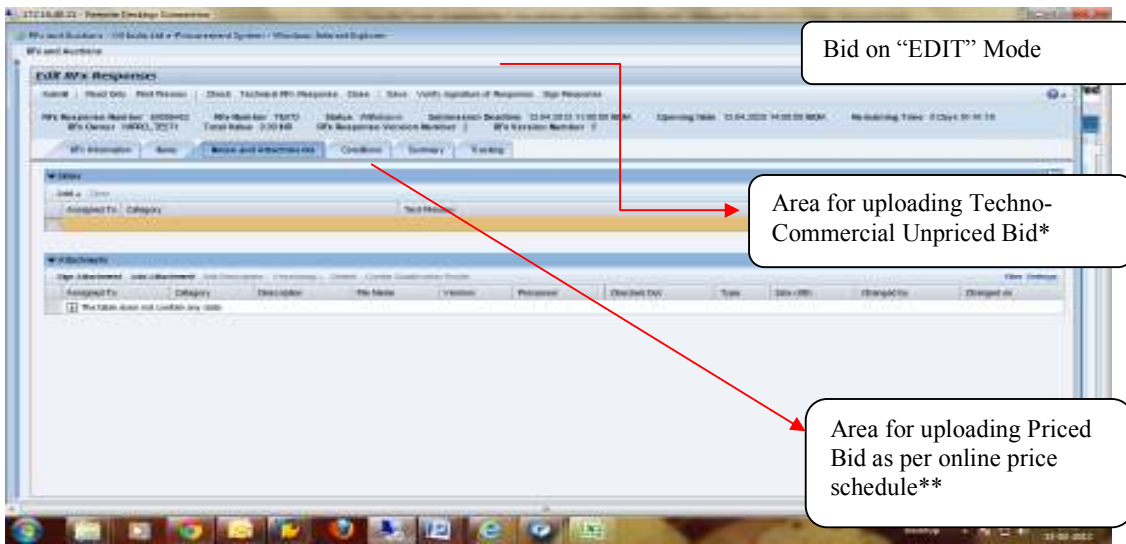
details **except the prices**. **Please note that no price details should be uploaded in Technical RFX Response.**

3.2 The **“PRICE BID”** must contain the price schedule and the bidder’s commercial terms and conditions. **The prices of the items should be quoted in “Conditions Tab”.**

3.3 A screen shot in this regard is given below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria .



On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:



Note :

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

** The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

4.0 Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001 only on or before the Bid Closing Date and Time mentioned in the Tender.

a) Original Bid Security

b) Detailed Catalogue (if any)

c) Any other document required to be submitted in original as per tender requirement

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate

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 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.

7.0 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.

8.0 Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.

9.0 **SINGLE STAGE TWO BID SYSTEM** shall be followed for this tender and only the PRICED-BIDS of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

10.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure-II. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/CALCUTTA/E-01/2010 for E procurement (LCB Tenders) to General Terms and Conditions for Indigenous E-Tender elsewhere, those in the BEC / BRC shall prevail.

11.0 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 to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

NOTE:

1. Bidders should submit their bids explicitly mentioning compliance / non compliance to all the NIT terms and conditions.

**Yours Faithfully
(D BHATTACHARJEE)
SENIOR MANAGER MATERIALS
FOR HEAD-CALCUTTA BRANCH
OIL INDIA LTD. KOLKATA**



OIL INDIA LIMITED
(A Government of India Enterprise)
4, India Exchange Place, 4th floor,
Kolkata 700001,
West Bengal (India)

TELEPHONE NO. (033) 2230 1657 / 58 / 59

FAX NO: (91-033) 2230 2596

Email : oilcalmn@oilindia.in

oilcalmn@dataone.in

ANNEXURE-II

Tender No& Date : SKI 3810 P15/04 DATED 04.06.2014
Tender Fee : 1000.00 INR

Bid Security Amount : 45,000.00 INR

Bidding Type : **SINGLE STAGE TWO BID SYSTEM**

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

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

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UNIT
10 ----- 85570415	<u>OVERALL/BOILER SUITS.</u> Full Sleeve Overall, Medium,Size:58" Details Specification is given below:-	490	NO.

20 ----- 85570426	Full Sleeve Overall, Large, Size : 60" Details Specification is given below:-	850	NO.
30 ----- 85570437	Full Sleeve Overall, XL, Size : 62" Details Specification is given below:-	2,510	NO.
40 ----- 85570448	Full Sleeve Overall, XXL, Size : 64" Details Specification is given below:-	750	NO.
50 ----- 85570459	Half Sleeve Overall, Medium, Length-58" Details Specification is given below:-	330	NO.
60 ----- 85570461	Half Sleeve Overall, Large, Length - 60" Details Specification is given below:-	580	NO.
70 ----- 85570472	Half Sleeve Overall, XL, Length - 62" Details Specification is given below:-	2,030	NO.

80 ----- 85570483	Half Sleeve Overall, XXL, Length - 64" Details Specification is given below:-	670	NO.
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DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 10):-

Full Sleeve

Medium Size -

- (a) Length : 58"
- (b) Chest : 48"
- (c) Sleeves : 22"
- (d) Cuff (length) : 9"
- (e) Waist (with elastic) : 34" (without expansion)
: 40" (with expansion)
- (f) Zipper length : 22"
- (g) Tolerance : +/- 2.5%

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 20):-

Full Sleeve

Large Size -

- (a) Length : 60"
- (b) Chest : 50"
- (c) Sleeves : 23"
- (d) Cuff (length) : 9.5"
- (e) Waist (with elastic) : 37" (without expansion)
: 43" (with expansion)
- (f) Zipper length : 24"
- (g) Tolerance : +/- 2.5%

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 30):-

Full Sleeve

Extra Large Size -

- (a) Length : 62"
- (b) Chest : 52"
- (c) Sleeves : 24"
- (d) Cuff (length) : 10"
- (e) Waist (with elastic) : 40" (without expansion)
: 46" (with expansion)
- (f) Zipper length : 26"
- (g) Tolerance : +/- 2.5%

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 40):-

Full Sleeve

Double Extra Large (XXL) Size -

- (a) Length - 64"
- (b) Chest - 54"
- (c) Sleeves - 25"
- (d) Cuff (length) - 10.5"
- (e) Waist (with elastic) - 43" (without expansion)
49" (with expansion)
- (f) Zipper length - 28"
- (g) Tolerance - +/- 2.5%

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 50):-

Half Sleeve

Medium Size :-

- (a) Length : 58"
- (b) Chest : 48"
- (c) Sleeves : 12.5"
- (d) Mohri of Sleeves : 8"

- (e) Waist - i) 34" (without expansion)
ii) 40" (with expansion)
- (f) Zipper Length : 22"

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 60):-

Half Sleeve

Large Size :

- (a) Length : 60"
- (b) Chest : 50"
- (c) Sleeve : 13"
- (d) Mohri of Sleeves : 8.5"
- (e) Waist i) 37" (without expansion)
ii) 43" (with expansion)
- (f) Zipper Length : 24"

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 70):-

Half Sleeve

Extra Large Size (XL) :

- (a) Length : 62"
- (b) Chest : 52"
- (c) Sleeve : 13.5"
- (d) Mohri of Sleeves : 9"
- (e) Waist i) 40" (without expansion)
ii) 46" (with expansion)
- (f) Zipper Length : 26"

DETAILS SPECIFICATION FOR OVERALL/BOILER SUITS (ITEM 80):-

Half Sleeve

Double Extra Large Size (XXL) :

- (a) Length : 64"
- (b) Chest : 54"
- (c) Sleeves : 14"
- (d) Mohri of Sleeves : 9.5"
- (e) Waist - i) 43" (without expansion)
ii) 49" (with expansion)
- (f) Zipper Length : 28"

Note : All items will be procured from same source.

1.0 PAYMENT:- 100% payment will be released after receipt and acceptance of material at site.

2.0 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/CALCUTTA/E-01/2010 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/CALCUTTA/E-01/2010 elsewhere, those in the BRC / BEC shall prevail.

A. BID REJECTION CRITERIA (BRC)

A:TECHNICAL

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.

2. Manufacturer's Experience :

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.

- 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)
- b) **Should have manufactured and supplied 25% of offered quantity of the item to various companies during the last 03 (three) years.**

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 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 others documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

2.1 In case the bidder is not a manufacturer, then the bidder is required to submit documentary evidence in respect of 2 (a) and 2 (b) of the concerned manufacturer (Having supplied such items either by manufacturer himself of his distributor) along with the bid.

B) COMMERCIAL:

i) Bids are invited under “**Single Stage Two 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/CALCUTTA/E-01/2010** for E-Procurement LCB Tenders. Any offer not complying with the above shall be rejected straightway.

ii) Bid security:

Bid security of **Rs. 45000.00 (Rupees Forty Five Thousand only)** shall be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to HEAD-CALCUTTA BRANCH, Oil India Limited, 4, India Exchange Place, Kolkata - 700001 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 relevant Clause of General Terms and Conditions vide **MM/CALCUTTA/E-01/2010** for E-Procurement LCB Tenders. **The Bid Security shall be valid for 10 months (date shall be put during tendering) from the date of bid opening.**

iii) Performance Security:

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

For exemption for submission of Performance Bank Guarantee, please refer relevant clause of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 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 consumables like chemicals, cement, tubular etc. the Performance Bank Guarantee shall be valid for 12 months from the date of despatch.

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

- v. Validity of the bid shall be minimum 120 days from the Bid Closing Date.

- vi. 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.

- vii. 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.

- viii. All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” digital certificate, will be rejected.

- ix. Technical RFX Response folder is meant for Technical bid only. Therefore, No price should be given in Technical RFX Response folder, otherwise the offer will be rejected. Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

3.0 BID EVALUATION CRITERIA (BEC)

A. TECHNICAL

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:

- i. To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

- ii. Priced bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before opening of the "priced bid".

B:COMMERCIAL

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

Standard Notes:

- A. **The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach us before bid closing date and time .Bid without original Bid Security will be rejected. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**
- B. **All the Bids must be Digitally Signed using "Class 3" digital certificate (*e-commerce application*) only as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than "Class 3" digital certificate, will be liable for rejection.**
- C. **"General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**
- D. **Offers should be valid for minimum 120 days from the date of Technical Bid closing Date, failing which offer shall be rejected.**
