

## **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/irj/portal> for the following e-Tenders :-

Srl. No.	E-tender	Bid Closing Date	Materials Description
1	SKI4326P15	12-09-2014	Silver Salver
2	SKI4327P15	12-09-2014	Electro Chlorination System
3	SKI4365P15	12-09-2014	Bitumen Felt

**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](http://www.oil-india.com).**



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

TELEPHONE NO. (033) 22301657

FAX NO: (033) 22302596

Email: [oilcalmn@dataone.in](mailto:oilcalmn@dataone.in); [oilcalmn@oilindia.in](mailto:oilcalmn@oilindia.in)

**FORWARDING LETTER**

Tender No & Date : **SKI 4326P15 DATE: 23.07.2014**

Tender Fee : **Rs 1,000.00**

Bid Security Amount : **Rs 80,000.00**

Bidding Type : **Single Stage Composite Bid**

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

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

Performance Guarantee : Applicable

Integrity Pact : Applicable

Delivery Required : **At DULIAJAN, ASSAM**

OIL invites Bids for **Supply of MEMENTO FOR RETIRING EMPLOYEES SILVER SALVER-6 inch** as per Annexure II through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No. MM/CALCUTTA/E-01/2010. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.

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

The tender is invited with firm price for the specified quantity. Further details of tender are given below:-

1. Details of Items with Quantity and Unit of measure are as under:

SLNO & MATERIAL CODE	MATERIAL DESCRIPTION.	QUANTITY	UNIT
01	<b><u>MEMENTO FOR RETIRING EMPLOYEES -SILVER SALVER</u></b>	<b><u>ANNEXURE II</u></b>	NO

**The tender will be governed by:**

- a) “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).
- b) Technical specifications with BEC/BRC 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.

**g) Integrity Pact :**

OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **Annexure V** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL’s competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e. who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder’s authorized signatory who sign the Bid

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 atleast **Rs 24.00 Lakhs** during last 3 years as on the Bid Closing Date.**
  - 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 80.00 Lakhs**.**
- 2.0 Application showing full address / e-mail address with Tender fee (non-refundable) of ₹ 1000.00 per tender (excepting PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. Application shall be accepted only upto one week prior to Bid Closing date. The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO **SKI4327P15** 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 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to **Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001** only on or before the Bid Closing Date and Time mentioned in the Tender.
- a) Original Bid Security
  - b) Detailed Catalogue (if any)
  - c) Any other document required to be submitted in original as per tender requirement
- All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate
- 4.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.

- 5.0 All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 6.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 7.0 Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.
- 8.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure-II. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/CALCUTTA/E-01/2010 for E procurement (LCB Tenders) to General Terms and Conditions for Indigenous E-Tender elsewhere, those in the BEC / BRC shall prevail.
- 9.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
10. Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

**NOTE:**

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

**2. PSUs and SSI units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of tender document mentioned in the tender.**

Yours Faithfully,

Sd-  
(Prayas Chakravorty)  
DMM(P)  
For Head-Calcutta Branch



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

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

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Email : [oilcalmn@oilindia.in](mailto:oilcalmn@oilindia.in)

[oilcalmn@dataone.in](mailto:oilcalmn@dataone.in)

**ANNEXURE-II**

Tender No& Date : SKI 4326P15 DATED 23.07.2014

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

**TECHNICAL SPECIFICATIONS WITH QUANTITY**

SLNO & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UNIT
10 ----- 99069175	<p><b><u>MEMENTO FOR RETIRING EMPLOYEES -SILVER SALVER</u></b></p> <p>Ornamental as per following specifications : Diameter - 6 inch diameter Purity - 90% to 92 % Weight - 205 gm Engraving: OIL Logo and Company's name (OIL INDIA LIMITED) in bold letters centrally engraved on top followed by calligraphic style inscription in italics (for Name &amp; Year) as generally used in certificates, as per sample attached herewith.</p> <p>Packing: Complete with Silk or Velvet padded jewellery type presentation box with fastening clips and names marked. Note:1. List of employees retiring during the year will be furnished at the time of placement of order. 2. Full size photo print of the salver complete with the sample engraving therein must accompany the offer; Otherwise the offer will be summarily rejected. 3. OIL reserves the right to review quantity on the basis of actual requirement at the time of placement of final order. 4. Unused salvers, if any, should be supplied with only Company Logo and name. The cost saved on engraving the contents thereon should be deducted from order value.</p>	532	NO.

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**SPECIAL TERMS AND CONDITIONS:**

1. List of retired / retiring executives will be provided at the time of placement of order.
2. Full size photo print of the Salver complete with the sample engraving therein must accompany the offer, otherwise the offer will be liable for rejection.
3. OIL reserves the right to review quantity on the basis of actual requirement at the time of placement of order.
4. In the event of an order, certificate of purity of the silver will be required to be submitted along with the bill.
5. In the event of order and supply, OIL reserves the right to check the weight of Silver Salver and the weight found on checking will be binding on the supplier for computing the cost.
6. Payment of silver will be on the basis of actual weight of each silver salver as per the rate at which silver has been purchased from the Bullion Market after placement of order and rate will be considered within the delivery schedule of the order. Documentary evidences in support of price of silver from Bullion Market must be *enclosed* along with the bill.
7. Silver Salvors are to be delivered well before the retirement date as per list provided, in the event of an order.
8. While quoting the bidder should give cost break up of (a) cost of silver (b) Making charges (c) Engraving charge (d) Cost of box etc.
9. PACKING: Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it.
10. Materials are to be delivered at Duliajan on FOR Duliajan basis. Supplier has to depute his representative to witness the weighment of supplied Silver Salvors at OIL's premises at Duliajan ,Assam in presence of OIL's representative.
11. Payment /terms: 100% of the payment will be released within 30 days of receipt and weighment of materials at Duliajan.
12. Unused Salvors, if any, should be supplied with only Company Logo and Name. The cost saved on engraving the contents thereon should be deducted from order value.

13. Materials are most urgently required by us; hence please quote your best delivery period.

**GENERAL NOTES:-**

MEMENTO FOR RETIRING EMPLOYEES  
SILVER SALVER , ornamental as per following specifications :

Diameter - 6inch diameter

Purity - 90% to 92 %

Weight - 205 gm

WITH STAND TO BE PRESENTED AND THE COMPANY'S LOGO  
CENTRALLY ENGRAVED WITH THE FOLLOWING INSCRIPTION

WITH FOND MEMORIES AND BEST WISHES

TO

SHRIMATI & SHRI .....

FOR

A VERY HAPPY RETIRED LIFE

FROM

ALL OIL INDIANS,

....., 2014/15

**Engraving:**

- OIL Logo and Company's name (OIL INDIA LIMITED) in bold letters , centrally engraved on top followed by calligraphic style inscription in italics (for Name & Year) as generally used in certificates, as per sample attached herewith.

**Packing:**

- Complete with Silk or Velvet padded jewellery type presentation box with fastening clips and names marked.

**BID EVALUATION CRITERIA/BID REJECTION CRITERIA**

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.

**BID REJECTION CRITERIA (BRC) :**

**A) TECHNICAL**

- i) The Bids must conform to the specification and terms & conditions given in the Bidding Documents. Bids shall be rejected in case the items offered do not conform to the required specifications stipulated in the technical specifications. Notwithstanding the general conformity to the bids to the stipulated specifications and terms and conditions, the following mandatory requirements shall have to be particularly met by the bidders without which the offer will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the bid.
- ii) Bidders shall have minimum 3(three) years experience from the date of bid opening in supplying of Silver works of such items like Silver Salver, shields, trophies etc. to Central Public Sector undertaking a State Govt. undertaking or large private sector undertaking. The Bidder must submit the necessary credentials to this effect, i.e. copy of purchase order with specifications of same and similar nature of value not less than Rs. 24,00,000.00 in a single purchase order, supply report, completion and satisfactory performance certificate from the clients along with the bid.

**iii) Bid Shall also be accompanied with the following documents:**

- (i) Full size photo print of the Salver complete with the sample engraving therein must accompany the offer, otherwise the offer will be summarily rejected.
- (ii) The bidders must submit expressed understanding that the supplied item(s) will conform to technical specifications as stipulated in the NIT in all respects.
- (iii) The bidder is categorically confirm for compliance of all the clause of the special terms and conditions of NIT.

**B:COMMERCIAL**

- i). **Bid security of Rs80,000.00** shall be submitted manually in sealed envelope superscribed with BID SECURITY AGAINST Tender no. **SKI4326P15 Head Calcutta Branch, Oil India Limited,4 , India Exchange Place , Kolkata-700001** only on or before the Bid Closing Date and Time mentioned in the Tender. **If bid security in ORIGINAL of above mentioned amount is not received within bid closing date , the bid submitted through electronic form will be rejected without any further consideration.** For exemption for submission of Bid Security, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders. **The Bid Security shall be valid for six month from the date of bid opening.**
- 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). Successful bidder will be required to furnish a **Performance Bank Guarantee @10%** of the order value. For exemption for submission of Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. **Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**
- The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.**
- iii). *The Bank Guarantee should be allowed to be encashed at all branches within India.*
- iv). 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.
- v). Validity of the bid shall be minimum 120 days from the Bid Closing Date. Bids with lesser validity will be rejected.
- vi). Bids containing incorrect statement will be rejected.
- vii). 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.

**viii).** Bidders must submit their offer as per price bid format - Annexure AA given in notes and attachments of the e-portal. Offer with any other format will be rejected.

**ix).** Bidders must enclosed a certificate or any other documents from Bullion Merchant , dealer or any other Agency dealing in Bullion in support of price of silver for the silver salver quoted against this tender. This supporting certificate/documents should not be older than one month from the schedule bid closing date. These documents must be uploaded in Technical RFx.

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

### **TECHNICAL/COMMERCIAL:**

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

- i) The Bids will be evaluated as per NIT specifications and as per Price Bid format –Annexure AA.
- ii) OIL Reserves the right to review quantity on the basis of actual requirement at the time of placement of the final order.
- iii) In the event of computational error between unit rate and total price, the unit rate as quoted by the bidder shall prevail.
- iv) Similarly in the event of discrepancy between words and quoted figure, words will prevail.
- v) 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.
- vi) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also

and such clarifications fulfilling the BRC clauses in to must be received on or before the dead line given by the company, failing which the offer will be summarily rejected.

**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.**

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