

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

Annexure-I

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

E-Tender No.	B.C Date	Material Description & Quantity
SSI5840P15 DT: 03.01.2015 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.02.2015	RESIDUAL CURRENT OPERATED CIRCUIT BREAKERS
SSI5882P15 DT: 06.01.2015 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.02.2015	CABLE'S & CONDUCTOR'S
SDI5883P15 DT: 06.01.2015 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.02.2015	MONOCHROME LASER PRINTER – 367 NOS
SDI5872P15 DT: 06.01.2015 (SINGLE STAGE TWO BID SYSTEM)	26.02.2015	MPLS VPN NETWORK
SSI5893P15 DT: 07.01.2015 (SINGLE STAGE COMPOSITE BID SYSTEM)	26.02.2015	LUBRICANTS

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

NOTE:

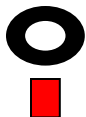
(Tender Fee may also be paid online upto one week prior to the bid closing date (or as amended in e-portal)).

B) CORRIGENDUM

The Bid Closing Date and last date for issue of user id and Password / Tender Documents of the below mentioned Press Tenders has been extended as below:-

Tender No.	Description	Amended Bid Closing Date	Amended Date for Issue of user id and password / Tender Documents
SDI5263P15 DT: 04.11.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	PRESSURE CALIBRATOR	22.01.2015	16.01.2015
SDI5363P15 DT: 12.11.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	TRANSFORMER – 3 NOS	22.01.2015	16.01.2015

Note : All other terms and conditions of the press E- tender shall remain unchanged.



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

Annexure-II

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

E-Tender No.	B.C Date	Material Description & Quantity
SSI5826P15 DT: 30.12.2014 (SINGLE STAGE TWO BID SYSTEM)	26.02.2015	LUBRICANTS

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

NOTE:

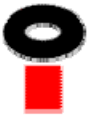
(Tender Fee may also be paid online upto one week prior to the bid closing date (or as amended in e-portal).

B) CORRIGENDUM

The Bid Closing Date and last date for issue of user id and Password / Tender Documents of the below mentioned Press Tenders has been extended as below:-

Tender No.	Description	Amended Bid Closing Date	Amended Date for Issue of user id and password / Tender Documents
SDI5356P15 DT:12.11.2014 (SINGLE STAGE TWO BID SYSTEM)	NETWORK ACCESS CONTROL SOLUTION	22.01.2015	16.01.2015

Note : All other terms and conditions of the press E- tender shall remain unchanged.



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

TELEPHONE NO: (91-374) 2808719

FAX NO: (91-374) 2800533

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

FORWARDING LETTER

Tender No. : SSI5882P15 dated 06.01.15

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs 35,000.00

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable

Integrity Pact : Not Applicable

OIL invites Bids for **Supply of Cables & Conductors** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

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

The tender will be governed by:

- a) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.
- b) Technical specifications and Quantity as per **Annexure – 1A**.
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.
- d) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- e) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this

contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

- f) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RfX -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

Special Note:

1.0 General Qualification Criteria:

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

Criteria	Complied / Not Complied. Documentary evidence submitted / not submitted
a) Bidder should have experience of successfully executing atleast one order for cables or conductors of Rs 10.38 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 34.62 Lakhs.	

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

NOTE:

a) TENDER FEE MAY ALSO BE PAID ONLINE UPTO ONE WEEK PRIOR TO THE BID CLOSING DATE (OR AS AMENDED IN E-PORTAL).

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

3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with **Tender no.** and **Due date** to **Head Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) Original Bid Security
- b) Detailed Catalogue (if any)
- c) Any other document required to be submitted in original as per tender requirement

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

- 4.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.
- 5.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 6.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 7.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-CCC**. However, if any of the **Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per Annexure-CCC)** contradict the **Clauses of the tender and / or "General Terms & Conditions"** as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the **BEC / BRC** shall prevail.
- 8.0 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.
- 9.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

NOTE:

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

Yours Faithfully

Sd-

(T. ROY)

**DEPUTY MANAGER MATERIALS (IP)
FOR HEAD-MATERIALS**

Tender No & Date: SSI5882P15 dated 06.01.15**BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

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

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
1.0 BID REJECTION CRITERIA (BRC): A) TECHNICAL: The bid shall conform generally to the terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. B) COMMERCIAL: i). Validity of the bid shall be minimum 120 days from the Bid Closing Date. ii). Bid security: The bid must be accompanied by Bid Security of Rs 35,000.00 in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before the Bid Closing Date and Time mentioned in the Tender. The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e. upto 26.12.15). Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender. <u>If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected</u>	

without any further consideration.

For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

The format of Bank Guarantee towards Bid Security (Annexure – VII) has been amended to Annexure – VII (Revised) and bidders should submit Bank Guarantee towards Bid Security as per Annexure – VII (Revised) only.

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

iii). Performance Security:

The successful Bidder will have to provide Performance Security @ 10% of Purchase order value. The Performance Security must be valid for 12 months from the date of despatch.

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.

For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

- iv).** *The Bank Guarantee should be allowed to be encashed at all branches within India.*
- v).** The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- vi).** Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
- vii).** All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.

viii). Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered. ix). A bid shall be rejected straightway if it does not conform to any one of the following clauses: (a) Validity of bid shorter than the validity indicated in the Tender. (b) Original Bid Security not received within the stipulated date & time mentioned in the Tender. (c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender. (d) Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender. 2.0 <u>BID EVALUATION CRITERIA (BEC)</u> 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. COMMERCIAL: i). To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer. ii). To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.	
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NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SSI5882P15 dated 06.01.15

	Complied / Not Complied. (Remarks if any)
<u>Item 10. Mat code 81022459. Qty = 3000 Metres</u> Cable, with stranded aluminium conductor, 3.1/2 x 240 Sq.mm, 1100 volts, PVC insulated with inner sheath of either extruded regenerated rubber or plastic tapes, galvanised steel tape/wire armoured with PVC outer sheath overall, conforming to IS: 1554-1976 (Part-I), in single length of 500 Mtrs. in wooden drum. The cable must bear voltage grade,size, manufacture name & IS marking/monogram embossed on the outer surface.	
<u>Item 20. Mat code 81022720. Qty = 5000 Metres</u> Single core, aluminium earthing cable, as per the following specifications: Core size 1x 120mm², PVC insulated and PVC sheathed (black colour), 1100 V grade with stranded compact circular aluminiumconductor, to be used as earthing cable with the main power cables. I) Marking:a) Manufacture's name, voltage grade, size of cable, year of manufacture and the letters 'Earthing' shall be embossed/ imprinted on the sheath of the cable at regular intervals throughout the length of the cable. b) Cable drum shall be marked with manufacture's name, voltage grade, size of cable, cable code, year of manufacturing, length of cable, gross weight, ISI mark & OIL's purchase order number with suitable paint in permanent manner. c) Cable length shall be painted in permanent manner with suitable paint at one metre interval. II) Construction: Cable shall be so constructed that its outer side is completely round in shape. Make of Cable:Nicco/ Asian/ Crystal/ Universal/ CCI/ RPG(KEC)/ Incab/ Polycab/ Ankur/ NECAB/ Finolex/ Delton/ Elkay Telelinks/ Satellite/ Paramount/ Prestige/ Central Cables/ IMT/ Havells/ KEI/Radiant-RSCC, amongst others.	
<u>Item 30. Mat code 81082503. Qty = 5000 Metres</u> Hard drawn aluminium conductor "RABBIT" with steel reinforced (ACSR) Size : 61.70 sq.mm. stranding & wire diameter 6/3.35 mm aluminium, 1/3.35 mm galvd steel wire conforming to IS : 398 (Part III)-1916 with latest amendment and in standard length not less than 1 Km. duly packed in wooden drum.	
<u>Item 40. Mat code 81082616. Qty = 10000 Metres</u> Hard drawn aluminium conductor, `DOG' with steel reinforced (ACSR) Size : 118.5 Sq.mm stranding and 7/1.57 mm galvanized steel wire conforming to IS:398 (Part - III) - 1976 with latest amendment and standard length not less than 1 km. duly packed in wooden drum.	
<u>Item 50. Mat code 81023863. Qty = 500 Metres</u> Cable, PVC insulated with inner sheath of extruded regenerated rubber galvanised steel tape/wire armoured PVC overall sheathed, with stranded aluminium conductor and having the following specification : Size : 2c x 4 Sq.mm, Grade : 1100 V. The cable should conform to IS:1554/1976 with latest amendments and should be supplied in singlelength of 500 Mtrs. packed in strong wooden drum. The cable must bear voltage grade, size, manufacture name &	

IS marking/monogram embossed on the outer surface.	
<u>Special Note:</u> 1. Bidder must submit with quotation the details confirming compliance of the wire to details mentioned. 2. Materials must be offered for pre-despatch inspection. 3. In case bidder is not an OEM, then the bids should be accompanied by valid dealership certificate of the offered items from OEM. 4. The bidders should clearly mention the make of the offered items. All the bids should also be accompanied by technical literature / catalogue of the offered items.	

NOTE:

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

Bidders Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

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

NOTE: Please fill up the greyed cells only.

Technical Bid Checklist**Annexure-EEE**

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

NOTE: Please fill up the greyed cells only.

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

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....

IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

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

Office Seal

.....
Signature of Vendor

Counter Signed by Banker:
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

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