



**OIL INDIA LIMITED**  
**(A Government of India Enterprises)**  
**PO : Udayan Vihar – 781171**  
**Assam (India)**

**TELEPHONE NO. (91-361)2643685/688**  
**FAX NO: (91-361) 2643686**  
**Email: [panchali@oilindia.in](mailto:panchali@oilindia.in) ; [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)**

OIL INDIA LIMITED invites 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 following e-tender :

e-Tender No.	Type of Bidding	Item no./Material Code/ Materials Description	Quantity	Bid Closing Date	Tender Fee
SGI3921P15 Dated 17.06.2014	Indigenous Competitive Bid	10/ 85100764/ Servo Pride 40 or Equivalent	55860 L	14.08.2014	Rs. 1000.00
		20/85100764/ Servo Pride 40 or Equivalent	3150 L		

Application showing full address/email address with tender fee (Non-refundable) of value as mentioned above (excepting PSU's and SSI units registered with NSIC ) by D/Draft in favour of M/s. Oil India Limited and payable at Guwahati to be sent to : Chief Materials Manager, Oil India Limited, P.O. Udayan Vihar, Assam – 781171 only. The envelope containing the application for participation should clearly indicate "Request for participation" for easy identification and timely issue of authorization. No physical tender documents will be provided. 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. Bidders who are already having vendor code/ user id are advised to log in using user id and password and register against the respective e-tender and indicate the same while making application along with tender fee for participation. Details of tender can be viewed using Guest Login" provided in the e-Procurement portal. The link to OIL's e-Procurement portal has also been provided through OIL's web site [www.oil-india.com](http://www.oil-india.com).

USER-ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.

## FORWARDING LETTER

**Tender No & Date** : SGI3921P15 dated 17.06.2014

**Tender Fee** : Rs 1,000.00

**Bid Security Amount** : **Rs. 53, 540.00**

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

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

**Bid Opening on** : -do-

**Performance Guarantee** : **Applicable**

**Integrity Pact** : **Not Applicable**

OIL invites Bids for **supply of Lube Oil** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**.

The general details of tender can be viewed by opening the eRFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX. The bidding document is available in the Technical RFx -> External Area - > Tender Documents

### Standard Notes:

1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

2.0 This Bidding document consists of :  
Technical specifications and Quantity as per **Annexure – AAA**,  
Bid Rejection & Bid Rejection Criteria as per **Annexure-CCC**,  
Technical bid check list as per **Annexure –EEE** ,  
Response sheet as per **Annexure -FFF** and  
Bank Details as per **Annexure-GGG**.

**Integrity Pact as per Annexure-DDD, Vendor User Manual and LCB Doc Booklet (revised)** have been uploaded separately in the Technical RFx -> External Area - > Tender Documents

3.0 The tender shall also 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.

4.0 Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) , Response sheet

(**Annexure FFF**) and Bank Details (**Annexure GGG**) given in the bidding document uploaded in Technical RFX -> External Area -> Tender Documents. The above filled up document to be uploaded in the Technical RFX Response.

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

## 6.0 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:

- i). **Successful execution of a single order of value not less than Rs.16.06 Lakhs for supply of similar items during last 3 years .**
- ii). **Annual turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs. 53.54 Lakhs.**

7.0 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 Guwahati is to be sent to Chief Material Manager , Oil India Limited (Pipeline Headquarter ) , P.O. Udayan Vihar, Guwahati -781171. 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 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](http://www.oil-india.com).

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

8.0 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 **Chief Material Manager , Oil India Limited (Pipeline Headquarter ) , P.O. Udayan Vihar, Guwahati -781171** 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.

9.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid.

Failure to furnish all information required as per the bidding document or submission of offers not substantially responsive to the bidding document in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.

10.0 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.

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

12.0 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).

13.0 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.

Yours Faithfully

Sd-  
(P.THAKURIA)  
DEPUTY MANAGER MATERIALS (PL)  
FOR CHIEF MANAGER MATERIALS

(PL)

FOR : GENERAL MANAGER (PLS) \_\_\_\_\_

**ANNEXURE- AAA**

**Tender No & Date: SGI3921P15 dated 17.06.2014**

**TECHNICAL SPECIFICATIONS WITH QUANTITY :**



- **For Item No. 20**

Supplier shall have to deliver the material to CEPL(O),PS 8.

The detail address is :

Chief Engineer,PL(OPS)PS8

Oil India Limited

Pump Station No.8,Sonapur

P.O.Haptiagach (via Islampur)

Dist.Uttar Dinajpur,west Bengal,Pin-733202

Ph No.- 0353-2691563( O & R)

03526-268190(O)

Bidders shall have to quote accordingly.

**ANNEXURE CCC**

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

## **1.0 BID REJECTION CRITERIA (BRC)**

The bid shall conform generally to the specifications and terms and conditions given in this bidding document. Bids shall be rejected in case the goods/materials offered do not conform to required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be uploaded alongwith the Bid.

### **(A) Technical**

The bid shall conform generally to the specifications and terms and conditions given in this bidding document

### **(B) COMMERCIAL :**

i) The Bidder shall furnish requisite Bid Security by way of a Bank Guarantee/Bank Draft in the manner and as specified in Section 'Bid Security' which shall be furnished alongwith the Bid'. Any bid not accompanied by a proper bid security will be rejected.

ii) Validity of the bid shall be minimum 120 days from the Bid Closing Date, otherwise the bid shall be rejected.

iii) 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.

iv) Bids received after the bid closing date and time will be rejected.

v) 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.

vi) The User ID & Password are not transferable. Bids submitted by parties to whom the User ID & Password was not issued by the Company will be rejected.

vii) Conditional offers will be rejected.

viii) Bids received in any form or media other than through OIL's e-Procurement portal will not be accepted.

ix) Bid documents uploaded in the e-Procurement Portal shall be typed/written and scanned clearly and contain no inter lineation, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections must be initialed by the person(s) signing the bid. Any bid not meeting this requirement shall be rejected.

x) Bidder must accept and comply with the following clauses as given in the Bidding document in toto, failing which offer will be rejected:

- a. Performance Bank Guarantee clause
- b. Force Majeure Clause
- c. Tax Liabilities clause
- d. Arbitration clause
- e. Liquidated damage clause

xi). Integrity Pact:

OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure DDD 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.

C. GENERAL:

- i) In case bidder takes exception to any clause of Bidding Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- ii) In case any of the clauses in the BRC contradict with other clauses of Bidding Document elsewhere, then the clauses in the BRC will prevail.
- iii) Any exceptions/deviations to the Bidding Document and applicable statutory duties and levies must be spelt out by bidder in their 'Technical' bid only. Any additional information/terms/conditions furnished in sealed 'Price Bid' will not be considered by OIL for evaluation/award of contract.
- iv) The originals of such documents (furnished by bidder(s)) shall have to be produced by bidder(s) to OIL as and when asked for.

2.0 BID EVALUATION CRITERIA (BEC):

- i) The bids confirming to the technical specifications, term and conditions stipulated in the bidding documents and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria.
- ii) 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.
- iii) 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 Bidding document or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.
- iv) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as per price format given in Appendix-I.

**Appendix-I**

Bidders are required to submit the summary of the prices in their commercial bids as per bid format

(Summary), given below :

**Priced Bid Format ( SUMMARY ):**

Item Srl No	Item Description/material code	UOM	Qty Required	Unit Price	Total Price
10	Servo Pride 40 or equivalent (material code: 85100764)	L	55860		
20	Servo Pride 40 or equivalent (material code: 85100764)	L	3150		

- (A) Total material value of Item no 10 to 20  
(B) Packing and Forwarding Charges  
(C) **Total Ex-works value** ( A+B)  
(D) Excise Duty including Cess, (Please indicate applicable rate of Duty)  
(E) **Total Ex-works value including Excise Duty & Cess** (C+D)  
(F) Sales Tax, (Please indicate applicable rate of Tax) for item no. 10  
(G) Sales Tax, (Please indicate applicable rate of Tax) for item no. 20  
(H) **Total FOR Despatching station value** ( E+F+G)  
(I) Road Transportation charges to Guwahati (for item no. 10)  
(J) Road Transportation charges to Guwahati (for item no. 20)  
(K) Insurance Charges (for item no. 10)  
(L) Insurance Charges (for item no. 20)  
(M) Assam Entry tax (for item no. 10)  
(N) West Bengal Entry tax (for item no 20)  
(O) **Total FOR value** (H+I+J+K+L+M+N+O)

**Please note that separate orders may be placed for item 10 and 20.  
Hence, to quote accordingly.**

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Tender No.

SGI3921P15 dated 17.06.2014

Annexure EEE

**Matrix for Technical & Commercial  
Evaluation**

**Note :- Only Grey coloured boxes are to be filled by the bidder**

**Name of Bidder :**

		<b>Compliance by Bidder</b>	
<b>SL. NO.</b>	<b>BEC / TENDER REQUIREMENTS</b>	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid
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 ?		
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. Conditional offer will be liable for rejection ?		
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 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 SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU		

Annexure-FFF

**Bidders Response Sheet**

<b>SI No.</b>	<b>Description</b>	<b>Remarks</b>
1	Name of Bidder	
2	Place of Despatch (Ex- Works)	
3	Make of quoted Product	
4	Validity of Bid from Bid Closing Date	
5	Delivery Period in weeks from placement of order	
6	Payment Terms	
7	Bid Bond Submitted	
8	Bid Bond if Not submitted reasons thereof	
9	Whether you shall submit PBG in the event of placement of order on you	
10	Integrity Pact submitted	

**ANNEXURE - GGG**

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

**Tender No.** :.....  
**Name of Beneficiary** :M/s.....

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

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

.....

**Office Seal**

**Signature of Vendor**

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

**Enclosure: Self attested photocopies of the following documents-**

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