

LIST OF VENDORS TO WHOM TENDER ENQUIRY FOR TENDER NO. DID0465L26/L6 DATED 17.10.2025 WAS SENT

Supplier	Vendor Name
200151	COMMERCIAL FRIENDS
200186	ASSOCIATED PRINTERS
200187	PAPER PRINTERS
200190	KHAITAN PRINTING PRESS
200191	DULIAJAN PRINTING WORKS
200192	DEEP PRINTERS
200398	AJONTA
201237	PROGOTI PRINTING PRESS
201239	SURYA PRINTERS
201243	SAIKIA PRINTERS
201394	BIJOY PRINTING PRESS
201864	EXCLUSIVE ADVERTISING PRIVATE LIMIT
202365	HEMA STORES
202400	T & T CONSTRUCTION & CO
203807	LETRO SIGN
207286	CREATIVE PRINTERS
212794	THE ASSAM COMPUTERS
218062	CHANDANIKA E SERVICES
218064	SHIVAM ENTERPRISE
218124	PRODO TECHNOLOGIES PVT. LTD.
411930	FAIRCROW ART HOUSE



INVITATION TO BID

Tender No. : DID0465L26/L6
Tender Date : 17.10.2025
Bid Closing On : 29.10.2025 at 13:00 hrs.(IST)
Bid Opening On : 29.10.2025 at 13:00 hrs.(IST)
Delivery Required : AT DULIAJAN
Bid Security Amount : Not Applicable
Performance : Not Applicable
Guarantee : Not Applicable
Integrity Pact : Not Applicable

Sirs,

We invite you to submit your firm quotation (in duplicate) for the materials as listed & specified in the enclosed Annexure-I, complete in all respect without keeping any ambiguity and conforming to the "General Terms & Conditions" (Document no. MM/TENDER/LP/01/06). It is also essential that your quotation must reach us on or before the bid closing date and time as indicated above. **For document no. MM/TENDER/LP/01/06, please visit OIL's website www.oil-india.com.** Your special attention is drawn to the following:

1.a) Rate should be quoted as per unit specified in the Annexure-I on F.O.R. Destination basis. Offer should be submitted as per format given in "General Terms & Conditions".

1.b) Your offer must include:

- | | |
|--|---|
| i) Tender No. | vii) Packaging charges, if any. |
| ii) Full description of the material offered. | viii) Applicable Taxes. |
| iii) Any Deviation in specification. | ix) Firm road freight for door delivery at above destination. |
| iv) Best possible delivery for each item. | x) Brand name, whenever specific. |
| v) Unit & total basic price for each item. | xi) Conformity to Monogram/Inspection requirements & charges, if any. |
| vi) Validity of minimum 90 days from the date of bid opening. | |

2. In the event of your inability to quote for the materials, please send your 'Regret advice' for our record, failure of which may lead to deletion of your name from the vendor list.

3. Incomplete quotation will be summarily rejected.

The sealed quotation should be sent to the following address:
Head-Materials, Materials Department, Oil India Limited, P.O. Duliajan-786602, ASSAM(INDIA).

Yours Faithfully,
OIL INDIA LIMITED

AAYUSH SOMANI
MANAGER MATERIALS (IP)
GENERAL MANAGER MATERIALS-HOD
RESIDENT CHIEF EXECUTIVE

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
E-mail:material@oilindia.in, **Fax No.**91-374-2800533

ANNEXURE-I**Tender No. : DID0465L26/L6****Tender Date : 17.10.2025**

Item No./ Mat. Code	Material Description	Quantity	UOM
10 99016062	NOTE BOOK, SPIRAL BOUND (GOOD QUALITY) SIZE : 9 INCH X 6.5 INCH	5000	NO

Note: Training Note Book Contd. 120 pages per book, Inside Page 75 GSM and Roll Cover Page Multicolour Printing or Lemileshan with 250 GSM Cover Page.

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(A) STANDARD NOTES:

(1) VALIDITY: Your offer must be valid for 90 days from the date of bid opening. Offer with inadequate validity will be rejected. This supersedes the validity period mentioned elsewhere in the tender.

(2) The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies.

(3) The offer should be submitted in Duplicate.

(4) In the event you authorize your dealer/stockist/channel partner to quote on your behalf, the dealer/stockist/channel partner while submitting bid should mention on the body of the envelope that they are submitting bid on your behalf.

In the event the dealer/stockist/channel partner do not mention the name of their OEM/principal on the body of the envelope, the offer shall be treated as unsolicited offer and will not be considered for opening.

The dealer/stockist/channel partner should take note of above while submitting bid on behalf of their OEM/principal.

(5) PAYMENT TERMS: OIL's standard payment terms are as listed under:

(i) Payment will generally be made against completed supply, including installation & commissioning (if included in Supplier's scope). Where phased delivery is indicated in the order, payment will be made against each lot as per phasing.

(ii) 100% payment will be released within 21 days of receipt and acceptance of supply at destination/site as per purchase order against undisputed invoice, subject to adjustment towards applicable Liquidated Damages.

In certain cases, OIL will consider release of payment to the extent of maximum 90% of the value of supply within 21 days of receipt of materials at destination/site as per purchase order against direct submission of undisputed invoice to OIL, and the remaining 10% shall be released upon acceptance of goods after due adjustment towards applicable Liquidated Damages.

(iii) Wherever installation and commissioning etc. are to the scope of Supplier, maximum 80% of the cost of materials shall be payable within 21 days of receipt of completeness of all the goods at destination/site as per purchase order against undisputed invoice and the remaining payment shall be released after successful commissioning.

The above payment terms supersede all the payment terms contained elsewhere in the tender document as well as "General Terms and Conditions" (Document No. MM/TENDER/LP/01/06). Bidders to note that no other payment terms, apart from the above listed payment terms, shall be accepted by OIL.

(6) To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer.

(7) Bidders should refer to enclosed Annexure-A under special notes for the Taxes and Duties clauses under GST regime.

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(8.a) Bidders should submit their bids incorporating the following details:

(i) GST Registration Details of Supplier:.....

(ii) Item-wise HSN Code:.....

(iii) Applicable Rate of GST:.....

(8.b) Bidders to note OIL-Duliajan's GSTIN as: 18AAACO2352C1ZW.

(9) Delivery/collection Instructions in cases where transportation is in OIL's scope:

(i) The suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.

(ii) Consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.

(iii) The names of OIL's current authorized transporter is:

a) M/s Western Carriers (India) Ltd.

Bidder's are requested to note the above delivery/collection instructions while submitting their offers.

(10) The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller along with applicable GST.

(11) MSE CLAUSE: Categorisation and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE. The existing enterprises registered under EM- Part-II or UAM till Jo" June'2020 shall continue to be valid only for a period up to the 31st day of December, 2021.

The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following document for availing the benefit applicable to MSEs:

(i) Udyam Registration Number with Udyam Registration Certificate.

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

(12) Financing of trade receivables of Micro and Small Enterprises (MSEs) through Trade Receivable Discounting System (TReDS) platform: Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on buyer's credit rating by discounting, OIL has registered itself on TReDS platform with M/s RXIL and m/s A TREDIS Ltd. (Invoice Mart). MSE vendors can avail this benefit by registering themselves with any of the exchanges providing e-discounting/electronic factoring services on TReDS platform and following the procedures defined therein, provided OIL is also participating in such TReDS platform as a Buyer.

(i) MSE Vendor should be aware that all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for

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financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE vendor.

(ii) MSE vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS platform or from the use of Services or from the Buyer's breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.

(iii) OIL shall not be liable for any special, indirect, punitive, incidental, or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor's) invoices.

(13) Bidders should fill-up and submit along with their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-K.

(14) RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA: It is for information of all Bidders that Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum No. F.7/10/2021?PPD (1) dated 23rd February,2023(order? Public Procurement no.4) has proclaimed Requirement of registration under Rule 144(xi) of the General Financial Rules (GFRs), 2017.Any bidder from a country which shares a land border with India will be eligible to bid in any procurement only if the bidder is registered with the Competent Authority. Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority to be eligible to bid in this tender. Therefore, all bidders are requested to be guided by the Clauses stipulated in the enclosed Annexure-N of this tender. In this respect, the format of Undertaking to be submitted by the bidders is given vide EXHIBIT-I , EXHIBIT-II & EXHIBIT-III of this tender.

(15) Request for placement of purchase order to an entity, other than the bidder, shall not be considered.

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

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

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

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

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

(17) The bids shall be evaluated on the basis of freight, insurance, taxes and other relevant costs as quoted by the bidders. Accordingly, purchase orders shall be awarded to bidders on all-inclusive FOR Destination basis (including cost of loading/unloading). Bidders to take note of the same and quote accordingly.

(18) APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED: Banning Policy revised on 17.03.2023 as uploaded in OIL's website and revised guidelines of banning/debarment vide OM no. F.1/20/2018-PPD dated 02.11.2021 issued by Department of Expenditure, Ministry of Finance, Govt of India will be applicable against the tender (and order in case of award) to deal with any agency (bidder/contractor/supplier/vendor/service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes.

Applicability of the policy shall include but not limited to the following in addition to other actions like invoking bid security/performance security/cancellation of order etc. as deemed fit and as mentioned elsewhere in the tender:

- a) Backing out by bidder within bid validity
- b) Backing out by successful bidder after issue of LOA / Order/ Contract
- c) Non/ Poor performance and order/ contract execution default

The bidders who are on Holiday/Banning/Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/award. If the bidding documents were issued inadvertently/downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening/evaluation/Award of Work. Bidders are required to submit duly filled up and sealed cum signed Annexure-U (format attached in the tender) to this effect.

(19) SET-OFF: Any sum of money due and payable to the Seller (including Security Deposit refundable to them) under any purchase order 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 a sum of money arising out of any other purchase order made by the Seller with Oil India Limited (or such other person or persons contracting through Oil India Limited).

(20) SETTLEMENT OF DISPUTES: For Settlement of Disputes clause bidders are requested to be guided by Annexure-II as attached herewith in tender document.

(21) Bidder must mention page no./nos. in every pages of their offer.

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

(23) Bidder should clearly mention their name and address on the outside of the envelope containing their offer.

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(24) FORCE MAJEURE CLAUSE: In the event of either party being rendered unable by Force Majeure to perform any obligations required to be performed by them under the purchase order the relative obligations of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared /undeclared); riot, revolts, pandemics, rebellion, terrorism, sabotage by persons other than the SELLER's Personnel; fires, explosions, ionizing radiation or contamination by radio-activity or noxious gas, if not caused by SELLER's fault; declared epidemic/pandemic or disaster; acts and regulations of respective Govt. of the two parties, namely the PURCHASER and the SELLER and civil commotions, lockout not attributable to the SELLER.

Upon occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party by a registered letter duly certified by the statutory authorities immediately but not later than seven (7) days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

Time for performance of the relative obligations suspended by the force majeure shall then be extended by the period for which such cause lasts. The extension of time shall be the sole remedy of the Seller for any delay under this clause and the Seller shall not be entitled in addition to or in lieu of such extension to claim any damages or compensation on any account whatsoever whether under the law governing contracts or any other law in force, and the Seller hereby waives and disclaims any and all contrary rights.

If the force majeure conditions persist for a period exceeding two (2) months, the Purchaser reserves the right to cancel the purchase order in full or in part.

(25) BID SECURITY / PERFORMANCE SECURITY: Earnest Money Deposit (EMD), also known as Bid Security (if applicable as per the tender conditions) will have to be submitted by the bidders except for the bidders who are exempted as per the General Terms & Conditions (GTC Booklet No. MM/TENDER/LP/01/06) associated with this tender.

However, Performance Security (also known as PBG) @5% shall be APPLICABLE only for order valuing INR 10.00 Lakh & above in the event of award of Order.

In case a bidder / supplier wishes to transfer EMD amount / PBG amount online directly, then OIL's bank details (where online transfer of EMD / PBG amount is to be done) are as below-

OIL's Bank Account Details:

- (i) Name:** Oil India Limited
- (ii) Bank:** State Bank of India
- (iii) Branch:** Duliajan
- (iv) Account Number:** 10494832599
- (v) Account Type:** Current
- (vi) IFSC Code:** SBIN0002053

Upon transferring EMD amount / PBG amount online to OIL, vendor shall provide the transaction details to the dealing officer (email ID: aayush_somani@oilindia.in) so that receipt of the same can be verified in OIL's bank account. Please note that if EMD is paid online, then the bidder needs to either upload the relevant transaction document / proof of online submission while submitting their bid or they can also email the transaction document to

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the email ID mentioned above. If none of the above is found after opening of the bids, then the bid will be rejected.

Bidders to note that if EMD is submitted in original Bank Guarantee Form, then the same needs to be received by OIL within the bid closing date and time, otherwise the bid will be rejected.

OIL's approved Bid Security Format (in the event EMD is desired to be furnished by Bank Guarantee Mode) is attached in the tender documents. Please note that EMD (if applicable) should be valid for 45 days beyond the bid validity period reckoned from the original Bid Closing Date.

In case PBG is desired to be submitted in original hard copy in the form of 'Bank Guarantee', then the same needs to be submitted as per the format approved by OIL and shall indicate the Purchase Order No. and item description.

Bidder / Supplier is to note that the Bank Guarantee (either EMD or PBG; whichever is applicable) issued by the Bank must be routed through SFMS platform as per following details:

- (i)** MT 760/MT 760 COV for issuance of bank guarantee.
- (ii)** MT 760/MT 767 COV for amendment of bank guarantee.

[Tender Number (in case of EMD) / Purchase Order Number (in case of PBG) should reflect in the SFMS text under MT 760/MT 760 COV]

The above message / intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank, Duliajan Branch, IFSC Code- ICIC0000213, Branch Address.: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam - 786602. The Bank details are as under:

Bank Details of Beneficiary:

A) Bank Name: ICICI BANK LTD.

B) Branch Name: DULIAJAN

C) Branch Address: KUNJA BHAVAN, DAILYBAZAAR, DULIAJAN, DIBRUGARH, ASSAM - 786602

D) IFSC Code: ICIC0000213

E) Unique Identifier Code (Field 7037): OIL503988890

F) Company Name: Oil India Limited

G) Swift Code: ICICINBBXXX

The vendor shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.

Additional Note: Submission of Performance Security in the form of Electronic Bank Guarantee (e-BG):

Oil India Ltd. has now adopted Electronic Bank Guarantee (e-BG) for Bid Security and Performance Security in addition to the existing provisions. Electronic Bank Guarantee (e-BG) is a digitally signed BG issued by banks which is transmitted directly from banks to beneficiaries in electronic form through a platform provided by National E-Governance Services Limited (NeSL).

Submission of Bid Security/Performance Security, as applicable, in the form of Electronic bank Guarantee (e-BG) is also acceptable. The list of the banks is furnished as under:

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- 1 AU Small Finance Bank
- 2 Axis Bank
- 3 Bank of Baroda
- 4 Bank of India
- 5 Bank of Maharashtra
- 6 Canara Bank
- 7 Central Bank of India
- 8 City Union Bank
- 9 DBS Bank
- 10 DCB Bank
- 11 Dhanlaxmi Bank
- 12 Federal Bank
- 13 HDFC Bank
- 14 HSBC Bank
- 15 ICICI Bank
- 16 IDBI Bank
- 17 IDFC First Bank
- 18 Indian Bank
- 19 Indian Overseas Bank
- 20 IndusInd Bank
- 21 Karnataka Bank
- 22 Karur Vysya Bank
- 23 Kotak Mahindra Bank
- 24 Punjab & Sind Bank
- 25 Punjab National Bank
- 26 RBL Bank
- 27 Standard Chartered
- 28 State Bank of India
- 29 South Indian Bank
- 30 Tamilnad Mercantile Bank Ltd
- 31 UCO Bank
- 32 Union Bank of India
- 33 Yes Bank

Beneficiary details for issue of e-BG are:

Sl. No.	Particulars	Details
1	Name	Oil India Limited
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	sanjibroy@oilindia.in
5	Mobile No.	+91-94353-92088
6	Local Address	Duliajan, Dibrugarh, Assam-786602
7	Registered Address	Duliajan, Dibrugarh, Assam-786602

Bidders are required to note that as per NeSL portal, "UIN" is PAN for Indian Legal Entity. As such, UIN for OIL is AAACO2352C.

The Performance Security can be in the form of Insurance Surety Bonds or account payee Bank Draft/Cashier's cheque/Banker's cheque/NEFT/RTGS/ Electronic fund transfer to designated account of OIL or Fixed Deposit Receipt (FDR) (account OIL INDIA LIMITED) or Bank Guarantee (including e-Bank Guarantee).

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(26) Queries Submission Timeline clause- All prospective bidders are hereby instructed to submit any queries or requests for clarification related to this tender within a period of five (5) calendar days from the date of publishing of this tender document. Any queries received after the stipulated deadline will not be entertained or responded to by OIL.

Queries must be submitted in writing via email to aayush_somani@oilindia.in. Please ensure that the subject line of your email clearly states 'Tender Query - [Tender No. & Name]'.

(27) Avoidance of Extension for Bid Submission clause- Bidders are earnestly advised to ensure that their bid submissions are prepared and submitted in accordance with the deadlines specified in this tender document. OIL has taken all necessary steps to establish reasonable timelines for the submission of bids to allow ample time for thorough preparation.

As a matter of policy, OIL will only consider granting an extension of the bid submission due date as a onetime exception in situations deemed unavoidable. Such extensions will be granted solely at the discretion of OIL and only in response to a written request from the bidder (mail to aayush_somani@oilindia.in), submitted in accordance with the procedures outlined in this tender document.

It is hereby emphasized that OIL will not entertain or consider any requests for an extension of the bid submission due date, except in cases where OIL deems such extension unavoidable and the bidder submits a formal written request, detailing the compelling circumstances necessitating the extension. Bidders are therefore strongly advised to refrain from seeking an extension of the bid submission due date unless absolutely necessary due to unforeseen and unavoidable circumstances.

By participating in this tender process, all bidders acknowledge and accept the terms and conditions outlined in this Avoidance of Bid Submission Due Date Extensions clause.

(28) Bidders are required to give an undertaking as per enclosed Annexure-MMM in their bid that they are not under liquidation, court receivership or similar proceedings and are not bankrupt.

(29) DELIVERY TIMING: Suppliers will be given necessary permission to enter into the Industrial Area or Company's other operating areas to deliver the material as per timings given below:

a) Monday to Friday: Slot-1: 08.00 AM to 10.00 AM

Slot-2: 12.30 PM to 02.00 PM

b) Saturday: 08.00 AM to 10.00 AM

Note: No delivery shall be made on Sunday / National Holidays.

(30) Fall Clause: Fall Clause shall be APPLICABLE as under:

(i) The price charged for the Goods supplied under the contract by the contractor shall in no event exceed the lowest price at which the contractor sells the Goods or offers to sell Goods of identical description, to any persons/organizations including the Procuring Entity or any Department or Undertaking of the Central Government, as the case may be during the currency of the contract. Contractor shall forthwith notify such reduction or sale or offer of sale to the Procuring Entity and the price payable under the contract for the Goods supplied after the date of coming into force or such reduction or sale or offer of sale shall stand correspondingly reduced.

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(ii) The above stipulation shall, however, not apply to:

(a) Exports by the contractor.

(b) Sale of Goods as original equipment at prices lower than the prices charged for normal replacement.

(c) Sale of perishable Goods having a limited shelf life, such as drugs that have expiry dates.

(iii) The Supplier / Contractor shall furnish the following certificate to the concerned Accounts Officer with each bill for payment of supplies made against the contract:

"We certify that there has been no reduction in the sale price of the Goods of description identical to the Goods supplied to the Procuring Entity under the contract herein, and such Goods have not been offered/ sold by me/ us to any person/ organization including any Ministry/Department/ Attached and Subordinate Office/ Public Sector Undertaking of Central or State Government(s) as the case may be upto the date of bill / the date of completion of Contract at a price lower than the price charged under this contract except for the quantity of Goods categories under (a), (b) and (c) of sub-clause (2) above, details of which are as follows:-"

Bidder should submit duly sealed & signed cum filled Annexure-AA (Undertaking for Fall Clause) along with their offer in this regard.

(31) Note regarding Purchase Preference for MSEs (L1 + 15% Band):

(a) Preference Sequence for Price Matching: In the event that the lowest (L1) bidder is a non-MSE, MSEs whose quoted price falls within 15% of the L1 price shall be invited to match the L1 price, in the following order of preference:

1. SC/ST Women-owned MSEs
2. SC/ST owned MSEs
3. Women-owned MSEs
4. Other MSEs

(b) Full Order Award to MSE L1 Bidder: If an MSE bidder, irrespective of social category or gender, qualifies as the L1 bidder, 100% of the order quantity shall be awarded to that MSE.

Note: The MSE Purchase Preference Policy will apply to the manufacturers of the offered items only. This policy shall not apply to entities participating as Traders, Distributors, Sole Agents, or Works Contractors.

(32) The bidder shall submit an undertaking / declaration as per the PROFORMA - H confirming that they have read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the bidder shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The bidder shall also disclose details of all such allied entities, if any, as required under the Banning Policy.

(33) Note for attention of vendors (to whom this Limited Flagged Tender Enquiry has not been addressed): Other than the vendors to whom the enquiry has been issued, interested vendors who wish to participate in the tender may apply with proper credentials (Relevant documents including company profile, financial status, product range, client list must be submitted along with the application) and should fulfil the below mentioned criteria-

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(i) Experience of successfully executing at least 1 (one) similar order for minimum 50% of the tendered qty. (rounded off to next high integer) in preceding 5 (five) years to be reckoned from the original stipulated bid closing date of the tender [Copies of Purchase Order(s) along with completion certificate towards successful execution of the order to be submitted].

"Similar Order" for this purpose means "Supply of Training Kit/Learning Kit".

(ii) Annual financial turnover of at least INR 4.07 Lakhs (being 50% of the tendered value) in any of preceding 3 (three) financial years.

(iii) The Net worth should be Positive for preceding financial / accounting year.

a. Annual Financial Turnover of the bidder from operations shall mean Aggregate value of the realisation of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (i.e., bidding entity, as the case may be) during a financial year as per the Companies Act, 2013 Section 2 (91).

b. Net worth shall mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

c. For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

- i) A certificate issued by a practicing Chartered / Cost Accountant (with Membership Number, UDIN and Firm Registration Number), certifying the Annual turnover & Net worth **OR**
- ii) Audited Balance Sheet along with Profit & Loss account.

Documentary evidence as stipulated above, should reach the office from where the tender is floated (email:- aayush_somani@oilindia.in) within 10 days of publication of the tender on OIL's website. Based on merit, OIL will allow the vendors to participate in the current tender or future tender for the item(s) at its sole discretion. Disclaimer: Authorization to participate in the tender does not guarantee placement of order. Requests received from interested vendors after 10 days of publication of tender shall be considered for future tenders only, subject to meeting the above evaluation criteria.

(B) SPECIAL NOTES:

(I) Special Conditions:

1. Bidder to quote on all-inclusive F.O.R Duliajan basis, with Freight & Transit Insurance in bidder's scope.
2. The successful bidder has to get a sample of item approved by CGM-HR Learning, Duliajan before bulk supply.
3. The successful bidder has to supply the materials as soon as possible in view of our urgent requirement. Maximum time of delivery should not exceed fifteen (15) days from the date of issuance of Purchase Order.
4. Replacement of defective or dissimilar items of the order will be under the scope of the supplier.

IMPORTANT POINTS AGAINST TENDER NO. DID0465L26/L6 DATED 17.10.2025

(II) ANNEXURE -A TAXES AND DUTIES CLAUSE - FOR VENDOR/SUPPLIER/CONTRACTOR (FOR SUPPLIES/ SERVICES DURING GST REGIME I.E., NEW TENDER) INDIRECT TAXES/ GST

1. For the purposes of levy and imposition of GST, the expressions shall have the following meanings:

(a) GST - means any tax imposed on the supply of goods and/or services under GST Law.

(b) Cess - means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.

(c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.

2. The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax Invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

3. Offers without giving any of the details of the taxes (Including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.

4. Bidders are required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.

5. When Input tax credit is available for Set Off.

Evaluation of L-1 prices shall be done based on Quoted price after deduction of Input Tax Credit (ITC) of GST, if available to OIL. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

When Input tax credit is NOT available for Set Off

Evaluation of L-1 prices shall be done based on Quoted price only. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders.

6. Bidders agree to do all things not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes

IMPORTANT POINTS AGAINST TENDER NO. DID0465L26/L6 DATED 17.10.2025

as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.

7. In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such disputed amount from the pending payments of the bidders.

8. GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

(III) While submitting the offer bidders should follow the ANNEXURE-BB (Price bid format and Bid Evaluation Criteria) as under:

Annexure-BB

Price Bid Format and Evaluation Criteria for Indigenous Tenders:

- 1. Total Basic Material Value, including TPI, if any (Note:** This value is calculated as per formula marked in * below)
2. Pre Despatch Inspection Charges, if any.
3. Packing & Forwarding Charges, if any.
- 4. Total Ex works Value (1+2+3).**
5. GST on Total Ex-works Value.
6. Compensatory Cess, If any.
- 7. Total F.O.R. Despatching Station Value (4+5+6).**
8. Freight Charges upto Destination inclusive of GST.
9. Insurance Charges in % of (7) inclusive of GST.
10. Training Charges, if any.
11. GST on Training Charges.
12. Installation & Commissioning Charges, if any.
13. GST on I&C Charges.
14. AMC Charges, if any.
15. GST on AMC Charges.
16. Any Other Charges, if any with GST.
17. Total Value (7+8+9+10+11+12+13+14+15+16)
18. Buy-Back Price, if any, with GST.
- 19. Total F.O.R. Duliajan Value (17-18).**
20. Approx. Gross Weight of the Consignment in KG.
21. Approx. Dimension of the Consignment in L (Metres) x B (Metres) x H (Metres)
22. Place of Despatch.

Comparison of Offers:

Comparison will be done on Total Value vide Sl. No. 19.

Note: Domestic bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-

IMPORTANT POINTS AGAINST TENDER NO. DID0465L26/L6 DATED 17.10.2025

rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.

* Suppose there is Item No. 10 having Unit Rate of INR X (say) and Qty. of M Nos. (say), Item No. 20 having Unit Rate of INR Y (say) and Qty. of N Nos. (say) and so on... then Total Basic Material Value shall be INR [(X x M) + (Y x N) + so on...]

**Format of undertaking by Bidders towards submission of authentic information/documents
(To be typed on the letter head of the bidder)**

Ref. No _____

Date _____

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No._____ **Dated _____**

To,
The HOD-Materials
Materials Deptt,
OIL, Duliajan

Sir,

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:

Subject to **Order No. F.7/10/2021-PPD (1) dated 23.02.2023** issued by Department of Expenditure, Ministry of Finance, Govt. of India, Bidders should take note of the following:

- 1.0 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)]. Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority to be eligible to bid in this tender.
- 2.0 "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- 3.0 "Bidder (or entity) from a country which shares a land border with India" for the purpose of this Order means:
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- 4.0 The beneficial owner for the purpose of para 3.0 above will be as under:
 - 4.1 In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company.
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
- 4.2 In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- 4.3 In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 4.4 Where no natural person is identified under (4.1) or (4.2) or (4.3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 4.5 In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- 5.0 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- 6.0 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
- 7.0 **Validity of Registration:** The registration should be valid at the time of submission of bid and at the time of acceptance of bid. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.
- 8.0 **Undertaking regarding compliance:** The bidders are required to provide undertakings as per **Exhibits - I, II** along with their bid towards compliance of the above guidelines for participation in this tender. If the undertakings given by a bidder whose bid is accepted is found to be false, this would be a ground for debarment/action as per OIL's Banning Policy and further legal action in accordance with law.

EXHIBIT-I

**UNDERTAKING TOWARDS COMPLIANCE OF PROVISIONS FOR RESTRICTIONS
ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES LAND
BORDER WITH INDIA**

We, M/s _____ , have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and are eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**ADDITIONAL UNDERTAKING BY BIDDER IN CASES OF SPECIFIED TRANSFER
OF TECHNOLOGY**

We, M/s _____ , have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. We certify that we do not have any ToT arrangement requiring registration with the competent authority.

OR

We, M/s _____ , have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. We certify that we have valid registration to participate in this procurement. *[Evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING

(To be typed on the letter head of the bidder)

Ref. No _____ Date: _____

Tender No. _____ Date: _____

**OIL INDIA LIMITED
MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA**

Dear Sirs,

We, M/s _____, have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such-countries, we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered. [wherever applicable, evidence of valid registration by the Competent Authority shall be attached]

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

ANNEXURE-II

Dispute Resolution-

SETTLEMENT OF DISPUTES:

1.1 If dispute of any kind whatsoever shall arise between the company and the contractor in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the facilities, whether during the progress of the facilities or after their completion and whether before or after the termination, abandonment or breach of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve any such dispute or difference by mutual consultation, then the dispute may be settled through Settlement Advisory Committee (SAC). In the event, a dispute remains unsettled then Arbitration/ other remedies available under the applicable laws may be availed by the Contractor.

1.2 Resolution of Dispute through SAC:

a) OIL has framed the Conciliation Rules 2020 in conformity with Part III of the Arbitration and Conciliation Act 1996 as amended from time to time for speedier, cost effective and amicable settlement of disputes through conciliation.

b) If the parties fail to resolve such a dispute or difference by mutual consultation as per clause no. S(i), the dispute, if the parties agree, may be referred to conciliation in accordance with OIL Conciliation Rules 2020 as amended from time to time. A copy of the said Rules has been made available on OIL's Website i.e. www.oil-india.com.

c) Where the invitation for conciliation has been accepted by the other party, the parties shall attempt to settle such dispute(s) amicably under OIL conciliation Rules 2020.

d) Parties shall invoke arbitration clauses only after exhausting the option of conciliation as an Alternative Dispute Resolution Mechanism. For the purpose of this clause, the option of conciliation shall be deemed to have been exhausted, even in case of rejection of conciliation by any of the parties.

1.3 Arbitration (Applicable for Suppliers/Contractors other than PSU and MSME):

1. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually through Conciliation/Mediation, the same shall be referred to Arbitration.

2. A party wishing to commence arbitration proceeding shall invoke an Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in

foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

3. The number of arbitrators and the appointing authority will be as under: Claim amount (excluding claim for interest and counter claim, if any)

Claim amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Up to Rs. 25.00 Lakh	Not applicable	Not applicable
Above Rs. 25.00 Lakh Up to Rs. 5 Crore	Sole Arbitrator from the panel of Arbitrators' List maintained by OIL	Mutually to be decided by the Parties.

4. The Parties agree that dispute involving claims below Rs. 25 lakhs and above Rs. 5 crores shall not be subject matter of Arbitration but subject to the exclusive jurisdiction of the Court(s) situated at New Delhi.

5. The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.

6. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

7. Parties agree and undertake that neither shall be entitled for any pre- reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void. Parties agree that a claim for any such interest shall not be considered and shall be void. The Arbitrator or Tribunal shall have no right to award pre-reference or pendent-lite interest in the matter.

8. The arbitral tribunal shall complete the proceedings, make and publish the award within time stipulated in the Arbitration and Conciliation Act, 1996(as amended from time to time)

9. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties. Where the proceedings are put in abeyance or terminated on account of mutual settlement of dispute by the parties, the fees payable to the arbitrators shall be determined as under:

- a) 20% of the fees if the claimant has not submitted a statement of claim.
- b) 40% of the fees if the pleadings are complete.
- c) 60% of the fees if the hearing has commenced.
- d) 80% of the fees if the hearing is concluded but the award is yet to be passed.

10. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator appointed by it. Claimant shall also be responsible for making arrangements for travel and stay of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties. In the case of sole arbitrator, both parties shall equally share all expenditures that may be required to be incurred.

11. The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in the Schedule of the Act and such expenses shall be equally borne by the parties.

12. The seat and venue of the arbitration proceeding shall be New Delhi.

1.4 Arbitration (applicable in case of Contract awarded on Public Sector Enterprise):

1. If the Parties fail to resolve such a dispute or differences by Mutual Consultation/Good Faith Discussions, such disputes or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE Office Memorandum No. 05/0003/2019-FTS-10937 dated 14.12.2022 issued by Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises, Government of India and its further clarifications, modifications and amendments, issued from time to time.

2. A party wishing to commence arbitration proceedings shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.

3. Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

1.5 Arbitration (Applicable to Micro, Small and Medium Enterprise)

In the event of any dispute or difference relating to, arising from, or connected with the Contract, efforts shall be made to resolve the dispute(s) amicably by mutual consultation and in case such dispute(s) cannot be resolved through mutual consultation, then same shall be resolved through the procedure as prescribed in Section-18 of the Micro, Small and Medium Enterprises Development Act, 2006.

1.6 Exclusions

Parties agree that following matters shall not be referred to conciliation or arbitration:

a) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning, or decision to suspend or to ban or to debar business dealings with the bidder/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.

b) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder/CONTRACTOR.

c) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.

-----XXX-----

ANNEXURE-AA

To
The General Manager - Materials (HoD)
Oil India Limited
Materials Department
P.O. DULIAJAN
Pin Code-786602
District: Dibrugarh
Assam, India

Sub: Tender No. _____ for procurement of _____

We _____ (name of the supplier) hereby confirm that rates quoted by us for the subject goods and services are the same and not higher than those quoted with other Government, public sector or private organizations. We further undertake that in case we quote a lower rate to other Governments, public sector or private organizations for the subject goods and services during currency of the contract; we shall reimburse the excess amount.

Authorised Person's Signature: _____
Name: _____

Yours faithfully,
Signature: _____
Name & Designation _____
For & on behalf of _____

NOTE: This undertaking shall be on printed letter head of the bidder and shall be signed by a person competent and having the power of attorney (Power of attorney shall be annexed) to bind such Bidder.

ANNEXURE-M

**UNDERTAKING BY VENDOR ON SUBMISSION OF PERFORMANCE
BANK GUARANTEE**

To,
The Oil India Limited
Materials/Contracts Department
Duliajan – 786 602
Assam

We M/s are submitting
the performance security in favour of Oil India Limited, Duliajan in the form of bank guarantee bearing reference
no. for an amount of INR/USD/EUR
valid up to as per terms and conditions of our Purchase Order/Contract No.
.....

PBG issuing bank details:-

Bank	
Branch	
IFS Code	
Contact Details E-mail Addresses	Mobile Telephone Fax
Correspondence Address H No/Street/City	State Country Pin Code

Declaration:-

We have arranged to send the confirmation of issuance of the performance bank guarantee via SFMS portal through our bank using the details mentioned in the contract/purchase order and hereby confirming the correctness of the details mentioned.

Authorised Signature _____
Name _____
Vendor Code _____
Email ID _____
Mobile No _____

Encl: Original performance bank guarantee

FORMAT FOR UNDERTAKING ON ACCEPTANCE OF OIL's 'Banning Policy'
(to be typed on the Letterhead of the Bidder)

I _____, age _____ years Son/ Daughter of _____, resident of _____ do solemnly affirm and state as under:

- 1.** That _____ (Name of the Bidder/Firm) is desirous of submitting its bid against tender no _____ dated _____ for _____ item / works (Name of tender).
- 2.** That I _____ is a Bidder/Authorized signatory of Bidder, and being duly authorized, I furnish this undertaking on behalf of Bidder.
- 3.** That (Name of the Bidder/Firm) has read, understood and accepts the OIL's Banning Policy as available at OIL's website <https://www.oil-india.com/banning-policy>.
- 4.** That (Name of the Bidder/Firm) hereby accepts the OIL's Banning Policy, without any demur, protest, reservations and agree to be bound by the said Policy.
- 5.** That (Name of the Bidder/Firm) hereby agrees that in the event of Bidder/Firm is banned under the OIL's Banning Policy then in such case the banning order shall also be applicable upon its allied concern(s), partner(s) or associate(s) or director(s) or proprietor(s) involved in any capacity.

(Bidder / Authorized signatory of Bidder)

Seal :

Date :

Place :

EXCEPTION / DEVIATION PROFORMA

(To be submitted in the letter head of the bidder)

OIL expects the bidders to fully accept the terms and conditions of the bidding documents. However, should the bidder experience some exception and deviations to the terms of the bidding documents, the same should be indicated here and put in unpriced bid. In order to be considered responsive, Bidder's offer must specifically include the following statement:

(a) We certify that the rate(s) quoted by bidder against the tender is/are the same and not higher than those quoted with other Government, public sector or private organisations (Fall Clause).

(b) We certify that our offer complies with all NIT requirements and specifications without any deviations.

Or

(c) We certify that our offer complies with all NIT requirements and specifications with the following deviations:

Clause No. of Biding Document	Full Compliance/ Not Agreed	Exceptions / Deviations taken by the Bidders	Remarks

Signature of Bidder

Name: _____

Designation: _____

For & on behalf of: _____

Seal of the company

PERFORMA OF BID SECURITY

Ref. No

Bank Guarantee No

Dated

TO,
OIL INDIA LIMITED
P. O. - DULIAJAN - 786 602
ASSAM, INDIA

Whereas (herein after called 'the Bidder') has submitted their Bid No.dated.....against OIL INDIA LIMITED, DULIAJAN, ASSAM, INDIA (hereinafter called the purchaser)'s tender No.for the supply of (hereinafter called 'the Bid') KNOW ALL MEN by these presents that we..... Of having our registered office at..... (hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the said Bank thisday of.....

THE CONDITIONS of this obligation are :

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder, or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period of bid validity :
 - a) fails or refuses to accept the order ; or
 - b) fails or refuses to furnish the performance security
3. If the Bidder furnished fraudulent document/information in their bid.

We undertake to pay to the Purchaser up to the above amount upon receipt of their first written demand (by way of letter /fax/cable) without the Purchaser having to substantiate their demand, provided that in their demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of **any** of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including _____ (Bidder to indicate specific date as mentioned in the tender), and any demand in respect thereof should reach the Bank not later than the above date.

The details of the issuing bank and controlling bank are as under:

A.Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B.Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

Signature & Seal of the Bank

FORMAT OF PERFORMANCE BANK GUARANTEE

(TO BE FURNISHED BY THE CONTRACTOR IN CASE OF SUBMITTING PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE AFTER ISSUE OF LOA)

To,
M/s. OIL INDIA LIMITED,
CONTRACTS/MATERIALS/PROJECTS DEPARTMENT
DULIAJAN, ASSAM, INDIA, PIN – 786602

WHEREAS _____ (Name and address of Contractor) (hereinafter called “Contractor”) had undertaken, in pursuance of Contact No. _____ to execute (Name of Contract and Brief Description of the Work) _____ (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor’s obligations in accordance with the Contract.

AND WHEREAS we (May incorporate the Bank Name) have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) _____ (in words _____), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or arguments, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the _____ day of _____

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:
BANK FAX NO:
BANK EMAIL ID:
BANK TELEPHONE NO:
IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contract Person at the Controlling Office with Mobile No. and e-mail address:

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall is restricted up to Rs.....
- b) This guarantee shall be valid till
- c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before(Date of Expiry of BG PLUS one year claim period).
- d) At the end of the claim period that is on or after (Date of expiry of the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by Bank.

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS _____
Designation _____
Name of the Bank _____
Address _____

UNDERTAKING BY VENDOR ON SUBMISSION OF BANK GUARANTEE

To,
Oil India Limited
Contracts/Materials/Projects Department
Duliajan, Assam - 786602

We, M/s..... are submitting the Bid Security/ Performance Security (strike out whichever not applicable) in favour of Oil India Limited, Duliajan in the form of bank guarantee bearing Reference No.for an amount of INR..... valid up to as per terms and conditions of Tender / Contract No.

BG issuing bank details:

Bank:	
Branch:	
IFS Code:	
Contact Details	
E-mail Addresses:	Mobile No.:
	Telephone No.:
	Fax No.:
Correspondence Address	
H No/Street/City:	State:
	Country:
	Pin Code:

Declaration:

We have arranged to send the confirmation of issuance of the bank guarantee via SFMS portal through our bank using the details mentioned in the tender and hereby confirming the correctness of the details mentioned.

Authorized Signature: _____

Name: _____

Vendor Code: _____

Email ID: _____

Mobile No.: _____

Enclosure: Original bank guarantee

PROFORMA-4

DECLARATION FOR BID SECURITY

To,
M/s. Oil India Limited
.....,
.....

Sub:

Dear Sir,

After examining / reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we M/s. (Name of Bidder) have submitted our offer / bid no..... We, M/s. (Name of Bidder) hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on watch list/holiday/banning list (as per policies of OIL INDIA in this regard), if we are in breach of our obligation(s) as per following:

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the OIL INDIA LIMITED during the period of bid validity:

(i) fail or refuse to execute the Contract, if required, or

(ii) fail or refuse to furnish the Contract Performance Security, in accordance provisions of tender document.

(iii) Fail or refuse to accept 'arithmetical corrections' as per provision of tender document.

(c) having indulged in corrupt/fraudulent/collusive/coercive practice as per procedure.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

PROFORMA-H

DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY LIST / DELISTED / BLACKLISTED / DEBARRED

**To,
M/s. OIL INDIA LIMITED**

TENDER NO. _____

Tender Description: _____

Sub: Undertaking/Declaration regarding Holiday List, debarment etc.

Ref: Tender No. _____

a) We, (Name of the bidder) solemnly affirm that we have read and understood OIL's Banning Policy as available at OIL's website <https://www.oilindia.com/banning-policy> and accept the Banning Policy in toto without any demur, protest, reservations and agree to be bound by the said Policy.

b) We, hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debaring us/them from carrying on business dealings with OIL.

c) We, also hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, have not been involved in any previous transgressions in the last 3 years with any other company in any country conforming to the TI (Transparency International) approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

d) We, disclose the following allied concerns, partners or associates or directors or proprietors involved in any capacity in terms of the definition of Allied firms given in the "Banning Policy" of Oil India Limited:

Sl. No.	Name	Address	PAN No.	GST No.	OIL Vendor Code

Place:

Date:

(Name & Signature of the authorised signatory of the bidder)

PROFORMA-MMM

DECLARATION REGARDING FINANCIAL STANDING

To,
M/s. Oil India Limited
.....,
.....

Sub:

Dear Sir,

After examining / reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we M/s. (Name of Bidder) have submitted our offer / bid no..... We, M/s. (Name of Bidder) hereby understand that, according to your conditions, we are submitting this Declaration that we are not under liquidation, court receivership or similar proceedings and are not bankrupt.

We confirm that this declaration is true to the best of our knowledge and belief and we also understand that we will be put on watch list/holiday/banning list (as per policies of OIL INDIA in this regard), if our afore-said declaration is found to be false.

Place:
[Signature of Authorized Signatory of Bidder]
Date:
Name:
Designation:
Seal: