



OIL INDIA LIMITED  
(A Government of India Enterprises)  
Pipeline Headquarter, Narengi, Assam (India)

Email: [mingku\\_narzari@oilindia.in](mailto:mingku_narzari@oilindia.in)  
[erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)

TENDER NO. SGI5068P24/4L

DATE: 29.11.2023

INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM

Dear Sirs,

The complete bid documents and details for purchasing bid documents, participation in tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website <https://www.oilindia.com/>

**NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only. Bidders should regularly visit above website and e-portal to keep themselves updated.**

OIL invites Bids for the supply of **CARTRIDGE under RATE CONTRACT** through its e-Procurement site under **Local Competitive Bidding (LCB) - Single Stage Two Bid System**. The bidding documents and other terms and conditions are available at Booklet No.MM/LOCAL/E-01/2005. The prescribed Bid Forms for submission of bids are available in the tender document folder.

The general details of tender can be viewed by opening the RfX [Tender no.] under RfX and Auctions page. The details of items tendered can be found under Item tab and details can be found under Technical RFX.

The tender is invited with firm price for the specified quantity. Further details of tender are given in Technical Attachments under Rfx Information tab.

**THE TENDER WILL BE GOVERNED BY:**

- a) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (Indigenous Tenders). Special attention to the bidders is drawn to Section – E of the document.
- b) Technical specifications, Quantity for **CARTRIDGE** as per **Annexure – I (A)**.
- c) The prescribed Bid Forms for submission of bids are available in the Technical Rfx -> External Area - > Tender Documents. Technical Checklist and Commercial Checklist must be filled-up and submitted along with the technical bid.
- d) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

- e) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- f) Bidder are advised to fill up the Technical bid check list (Annexure EEE) and Response sheet (Annexure FFF) given in MS excel format in Technical RFx -> External Area ->Tender Documents. The above filled up document to be uploaded in the Technical Attachment. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”
- g) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in “Annexure CA Certificate”. The same must be submitted along with the bid.

**SPECIAL NOTE:**

1.0 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 Office of Dy. General Manager - Materials (PL), Oil India Limited, Pipeline Headquarters, Narangi, P.O. Udayan Vihar, Dist. Kamrup(Metro), Assam, Pin-781171 on or before **13:00 Hrs (IST)** on the Bid Closing Date mentioned in the Tender.

- a) Detailed Catalogue.
- b) 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.

2.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidder’s risk and may result in rejection of its offer without seeking any clarifications.

3.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website [www.oil-india.com](http://www.oil-india.com). The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.

4.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder

may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.

- 5.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before 13:00 Hrs (IST) on the bid closing date failing which the offer shall be rejected.
- 6.0 **Two Bid System** shall be followed for this tender and only the price-bids of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.
- 7.0 Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details.
- 8.0 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical Attachments under Rfx Information tab only. The "TECHNO-COMMERCIAL UNPRICED BID" shall contain all techno-commercial details except the prices. **Please note that no price details should be uploaded in Technical RFX Response.**
- 9.0 The "PRICE BID" must contain the price schedule and the bidder's commercial terms and conditions. **The prices of the items should be quoted in "Notes and Attachments" tab as per the Price Bid Format uploaded.**
- 10.0 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure-CCC. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per Annexure-CCC) contradict the Clauses of the tender and/ or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.
- 11.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 12.0 Please refer BEC/BRC under "BEC-BRC" applicable against this tender. Please ensure compliance to BEC/BRC and submit requisite documentation, failing which offer may be liable for rejection.
- 13.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following document before uploading their bid. This document is also uploaded as part of NIT.
- 14.0 MII POLICY
  1. For this tender, only Class-I Local Suppliers and Class-II Local Suppliers as defined under clause 2.5 of PPLC Policy (Amended) issued by Ministry of Petroleum and Natural Gas ref. FP-20013/2/2017-FP-PNG dated 17.11.2020, are eligible to bid.
  2. The minimum local content in terms of items/services for this tender shall be 20%.
  3. Any Class-I local supplier can opt for benefit under either of MSE 2012 policy or PPLC policy. Their preference with respect to this shall be submitted in the relevant bidding form.

4. Bidders have to read Amended PPLC policy document and upload the declaration/certificate for percentage of local content in prescribed format given below along with duly signed calculations in the relevant appendix format as per policy for necessary qualification/purchase preference as applicable.
- 15.0 Bidders should fill-up and submit alongwith their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-A under Special Notes.
- 16.0 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.
- 17.0 For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE Condition (i.e., Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the interse-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of thee-tender.
- 17.0 DISCLAIMER: Rates/Costs shown above are as calculated/quoted by the respective Bidder. Company does not assume any responsibility and shall not be. liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-se ranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.

Yours faithfully,

OIL INDIA LIMITED

Sd/-

(MINGKU NARZARI)  
SR. MANAGER MATERIALS (PL)  
FOR DGM (MATERIALS) PL (i/c)  
FOR CHIEF MANAGER MATERIALS-PLS(I/C)

## ANNEXURE - I (A)

## ITEM DESCRIPTION &amp; STATION WISE TENTATIVE REQUIREMENT

Printer	Cartridge	Material Code	PS1	PS2	PS3	PS4	PS5	PS6	PS7	PS8	PS9	PS10	NT	PS11	RT	COEES	QTY
HP LaserJet 1160	49A/Q5949A	99045956						6	6								12
P1505	CB436A	99109835						6									6
Color Laserjet CP5225	HP 307A (CE741A) Cyan toner	99072607			12		6				6						24
	HP 307A (CE742A) Yellow Toner	99072608			12		6				6						24
	HP 307A (CE743A) Magenta Toner	99072609			12		6				6						24
	HP 307A (CE740A)Black toner	99072606			12		6				6						24
KYOCERA TASKALFA 2553Ci	Kyocera TK-8347K Black Toner	99104580							6		6						12
	Kyocera TK-8347C Cyan Toner	99104578							6		6						12
	Kyocera TK-8347M Magenta Toner	99104581							6		6						12
	Kyocera TK-8347Y Yellow Tone	99104582							6		6						12
IMAGECLASS MF3010/CANON LBP 6230DN	925	99079611			24		6		6	6						42	
Samsung Dial A Toner	MLT D116L	99081301					30										30
HP Laserjet P2035n	05A/CE505AC	99067016		18	18		108	6									150
HP Laserjet pro MFP M329dw	77A	99095839		24	78		12					6					120
canon Imageclass MF445dw	57	99095296			108		96			24	12		12				252
HP Laserjet 1536dnf MFP /HP laserjet P1606dn/ P1566	78A CE278A	99071656/ 99069752			24		24									45	93
canon imageclass LBP6230dn/F166500	326	99088751	12	18	36	12	30	6	6		6						126
Canon laserjet pro M477fdw MFP	410A CF410A Black	B-99085665					6										6
	410A CYAN	C-99085666					6										6
	410A MAGENTA	M-9085667					6										6
	410A YELLOW	Y-99085668					6										6
Laserjet Pro M203dn/MFPM227fdn	32A(CF232A) 30A	99089124 or 99089123					84										84
HP laserjet 1020 /1022	12A Q2612A	99046799					18						30				48
canon Imageclass MF445CX	054 BLACK	99095430					6						18				24
	054 CYAN	99095428					6						18				24
	054 YELLOW	99095426					6						18				24
	054 MAGENTA	99095427					6						18				24
canon imageclass MF756cx	Cartridge 069 starter BLACK						6										6
	Cartridge 069 starter CYAN						6										6
	Cartridge 069 starter YELLOW						6										6
	Cartridge 069 starter MAGENTA						6										6
canon image class MF269dw	51/ CE505AC	99097477	36		48	12	6			12	6		18			138	
Color Laserjet Pro MFP m479fdw	416 A BLACK	99093331					18										18
	416A CYAN	99104760					18										18
	416A YELLOW	99104758					18										18
	416A MAGENTA	99104759					18										18
HP Laserjet CP1525n colour	128A BLACK	99071488					6										6
	128A CYAN	99071489					6										6
	128 YELLOW	99071501					6										6
	128 MAGENTA	99071490					6										6
canon Mf746cx	55 BLACK	99098671		18			18					24					60
	55 CYAN	99098610		18			18					24					60
	55 YELLOW	99098608		18			18					24					60
	55 MAGENTA	99098609		18			18					24					60
HP Laserjet pro 500 color MFP M570dw	CZ272A BLACK CE400X	99109820					6										6
	CZ272A CYAN CE401A	99109821					6										6
	CZ272A (YELLOW CE402A)	99109822					6										6
	CZ272A (MAGENTA CE403A)	99109823					6										6
HP Laserjet pro 400 M401d	80A	99076875				12	6						6				24
canon Imagerunner Advance C3530 / CANNON IR - ADV C3520III	VICPRI NPG 67 Black Color	99087102			6		6										12
	VICPRI NPG 67 CYAN	99087103			6		6										12
	VICPRI NPG 67 YELLOW	99087105			6		6										12
	VICPRI NPG 67 MAGENTA	99087104			6		6										12
HP Color Laserjet Pro M254nw	202A BLACK	99094349					12										12
	202A CYAN	99094346					12										12
	202A YELLOW	99094350					12										12
	202A MAGENTA	99094361					12										12
canon Imagerunner 2006n	59 TONER	99097309					6										6
HP laserjet 108A	110A	99109824					18										18
HP color LASERJET MFP178nw	119A BLACK	99109825					6									10	16
	119A CYAN	99109826					6									10	16
	119 YELLOW	99109827					6									10	16
	119 MAGENTA	99109828					6									10	16
HP Deskjet 1050	HP 61 Black Original Ink Cartridge,	99109829					6										6
Canon LBP 6230dn/Canon image class 4450	328	99071672						6	6			12					24





**Annexure CCC**  
**BID REJECTION CRITERIA / BID EVALUATION CRITERIA**

The bids must conform to specifications, terms and conditions given in the tender document. Bids shall be rejected in case the items offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective national/international standards wherever stipulated. All the documents related to BRC clauses shall be submitted along with the techno-commercial Bid. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the offer/offers will be considered as not responsive and is/are liable to be rejected, if the following conditions are not fulfilled:

**BID REJECTION CRITERIA (BRC)****(A) TECHNICAL:****1.0 BIDDER'S ELIGIBILITY:**

- 1.1 The bidder shall be an Original Equipment Manufacturer (OEM) of the tendered item(s) or its authorised dealer having valid dealership certificate. Copy of valid dealership certificate from the OEM must be submitted along with the offer.
- 1.2 The bidder must have experience of successfully executing atleast 1(one) "similar order" for value not less than Rs. 53.20 Lakh in preceding 5(five) years from original bid closing date of the tender.

"Similar order" is defined as "Supply of Printer cartridge to Govt, Semi Government, PSU or any reputed private Organisation".

Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Order along with copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders, such as

- (i) Satisfactory Inspection Report (OR)
- (ii) Satisfactory Supply Completion / Installation Report (OR)
- (iii) Consignee Receipted Delivery Challans (OR)
- (iv) Central Excise Gate Pass / Tax Invoices issued under relevant rules of Central Excise/VAT/GST (OR)
- (v) Any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

Note:

- a) The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.
- b) Satisfactory supply/completion/installation report (if submitted) should be issued on client's official signature and stamp.

**(B) FINANCIAL:**

a) Annual Financial Turnover of the bidder during any of preceding 03 (three) financial/accounting years from the original bid closing date should be at least Rs. 53.20 Lakh.

b) Net Worth of the firm should be Positive for preceding financial /Accounting year.

Note -For (B)- (a) & (b): Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial /accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statements for the financial year ..... (As the case may be) has actually not been audited so far'.

Notes: a) For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid:

i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE-J. OR

ii) Audited Balance Sheet along with Profit & Loss account.

b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same."

<b>FORMAT OF ANNEXURE J</b>		
<b>CERTIFICATE OF ANNUAL TURNOVER &amp; NET WORTH</b>		
(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD)		
<b>TO WHOM IT MAY CONCERN</b>		
This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) for the last three (3) completed accounting years up to..... (As the case may be) are correct.		
YEAR	TURN OVER In INR (Rs.) Crores	NET WORTH In INR (Rs.) Crores
Place:		
Date:		
Seal:		
Membership No.:		
Registration Code:		
Signature:		

(C) **COMMERCIAL:**

1.0 Validity of the bid shall be minimum **120 days** from the date of Bid closing. Bids with lesser validity shall be rejected.

2.0 **Bid Security:** Bid Security is applicable against the tender.

Amount: **Rs. 4,25,587.50**

Bid Security may be paid online on or before the Bid Closing Date and Time mentioned in the Tender.

**OIL's Bank Account details are as under:**

Account Name	IFSC Code of the Bank	Branch	Name of the Bank	Account No. (9 digits or more)	Cash Credit/ Current
Oil India Ltd	UTIB0000140	G S ROAD	AXIS BANK	140010200027654	CURRENT

Or The bid must be accompanied by Bid Security of amount **Rs. 4,25,587.50** in OIL's prescribed format as Bank Guarantee in favour of OIL. The Original Bid Security to be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing date to **DGM(Materials)-Pipeline, Materials Department, Oil India Limited, Pipeline Headquarters, Guwahati-781171, Assam** on or before the Bid Closing Date and Time mentioned in the Tender. **The Bank Guarantee towards Bid Security should be valid for 90 days beyond the bid validity.**

If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted will be straightway rejected without any further consideration.

Other detailed clauses of BID SECURITY/ EARNEST MONEY DEPOSIT (EMD) are as per Annexure-C

3.0 **Performance Security:** The successful bidder shall submit Performance Security as given below:

The successful bidder shall submit Performance Security @ 5% of Contract/PO value within 30 days of receipt of the formal Contract/Purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in the following form:

A Bank Guarantee in the prescribed format valid for 90 days beyond delivery period and applicable warranty/guarantee period (if any).

The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

4.0 All the Bids must be Digitally Signed using "Class 3" digital certificate with Organisation's name (e-commerce application) as per Indian IT Act obtained

from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than "Class 3 with Organisation's Name" digital certificate, will be rejected.

- 5.0 Bids are invited under SINGLE STAGE-TWO BID SYSTEM. The bidder has to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. The "Techno-commercial Unpriced Bid" shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Price Schedule to be uploaded as attachment in the Attachment Tab "Notes and Attachments".
- 6.0 Bidders must confirm that Goods/materials to be supplied shall be brand new (of recent make) and of the best quality and workmanship and shall be guaranteed for a period of 12 months from the date of supply against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced by the supplier at the supplier's expenses without any extra cost to OIL.
- 7.0 The prices offered shall 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.
- 8.0 Bids received in physical form against online invitation through e-portal shall be rejected (except the documents specifically called for in hard copies, if any). Similarly, Bids received after the bid closing date and time shall be rejected. Also, modifications to bids received after the bid closing date & time shall not be considered.
- 9.0 Bids containing incorrect statement shall be rejected.
- 10.0 Evaluation of Bid shall be done on location wise total value basis as per the price bid format vide Annexure I (B). Therefore, the bidders must quote for all the items against one location. Bids without the offer of all the tendered items against a particular location will not be considered for evaluation for that location.
- 11.0 Delivery: Delivery is to be made on "as & when required" basis. Supply to be made as per Annexure II and within the time frame as mentioned below. Supplier should supply the items at various locations as per Annexure-II after receiving ordered from the respective location as follows-
  - A) At PHQ, COEES, PS3, PS4, NT and PS6, supplier should supply the item(s) within five (5) days.
  - B) At PS1, PS2, PS7, PS8, PS9, PS10, RT, PS11, supplier should supply the items within seven (7) days.Bidder to categorically confirm their acceptance to this clause, failing which their offer will be rejected.
- 12.0 **Integrity Pact:** Integrity Pact are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case the party refuses to sign Integrity Pact.

The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII 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. 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. The name of the OIL's Independent External Monitors at present are as under:

**Shri Ram Phal Pawar, IPS (Retd.),**

*Former Director, NCRB, MHA*

*Mobile No.: 8017017878*

*E-mail id : rpawar61[at]hotmail[dot]com*

*ramphal[dot]pawar[at]ips[dot]gov[dot]in*

**Shri Ajit Mohan Sharan, IAS (Retd.),**

*Former Secretary,*

*Ministry of Ayush,*

*Govt. of India*

*Mob No.: 9810701876*

*E-mail: ams057[at]gmail[dot]com*

**Dr. Tejendra Mohan Bhasin,**

*Former Vigilance Commissioner, CVC*

*E-mail: tmbhasin[at]gmail[dot]com*

**13.0 A bid shall be rejected straightway if it does not conform to any one of the following clauses:**

(a) Validity of bid shorter than the validity indicated in the Tender.

(b) Original Bid Security not received within the stipulated bid closing date & time mentioned in the Tender.

(c) Bid Security with (i) Validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.

(d) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.

(e) If a bidder refuses to submit Integrity Pact.

**14.0 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:**

- a) Liquidated Damages
- b) Guarantee of material
- c) Arbitration / Resolution of Dispute
- d) Force Majeure
- e) Applicable Laws
- f) Performance Security

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

The bids conforming to the terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below. The Original Bid Closing Date shall be considered by OIL for evaluation of BRC criteria even in case of any extension of the Original Bid Closing Date.

### **A) TECHNICAL:**

The bids will be evaluated strictly as per NIT specification, Terms & conditions.

### **B) COMMERCIAL:**

1. The evaluation of bids shall be done as per the Price Bid Format (Annexure I(B)) provided in the Tender / e-tender portal.
2. If there is any discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected accordingly. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
3. The tender is floated for delivery in 14 different locations. The bidders need to quote for all items against a particular location. To evaluate the inter-se-ranking of the offers, bids shall be evaluated on the basis of total FOR destination value for all items location-wise (row AAA of price bid format) and order shall be placed with the lowest evaluated bidder accordingly.
4. To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
5. Other terms and conditions of the enquiry shall be as per General Terms and Conditions for National Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) mentioned here contradict the Clauses in the General Terms & Conditions of National Tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.
6. PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA) ORDER (PPP-MII Order).

Public Procurement (Preference to Make in India), Order 2017 issued by Department for Promotion of Industry and Internal Trade (DPIIT), Government of India vide notification no. No. P-45021/2/2017-PP (BEII) dated 16.09.2020 and as amended time to time shall be applicable for procurement. Bidders are required to go through details of the Policy while submitting their bid.

7. PUBLIC PROCUREMENT POLICY AND PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES:

Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. Clause on

