

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-09-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-09-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Petroleum And Natural Gas
विभाग का नाम/Department Name	Oil India Limited
संगठन का नाम/Organisation Name	Oil India Limited
कार्यालय का नाम/Office Name	Oil India Limited
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :buyer23.oil.up@gembuyer.in Buyer Email id: sujit_bora@oilindia.in
कुल मात्रा/Total Quantity	25
वस्तु श्रेणी /Item Category	Up-gradation of Pneumatic based Local Control Panel
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Pneumatic based Local Control Panel
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Control Valve Pneumatic, Power Control Center (PCC) Panel for Power Distribution, Industrial Panel PC, Submersible Pump Starters (Motor starter controls), LED Based Indicating Lamp for Panel Cut Outs, Modular Work Stations (V3), Software Based Video Conferencing Multipoint Control Unit (MCU), Hardware Based Video Conferencing Multipoint Control Unit (MCU), Star Delta Motor Starter for Three Phase Induction Motors (V2), Universal Power Flow Controller
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	- Control Valve Pneumatic - Slamps (Algorithm based Street Light Automatic Switch)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Payment Timelines	Payments shall be made to the Seller within 21 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
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ईएमडी राशि/EMD Amount	3030264
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	27

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

GMFA

Oil India Limited, Duliajan, Assam 786602. Email : sujit_bora@oilindia.in; Details of Beneficiary : OIL INDIA, Bank Name : ICICI BANK LTD, Branch Name :Duliajan, IFSC Code ICIC0000213, Unique identifier code (Field 7037) : OIL503988890, Company name : Oil India Limited Type of Account :Current (Gmfa)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50

सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the

manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Up-gradation Of Pneumatic Based Local Control Panel (25 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download
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उपरोक्त मद के लिए इंस्टॉलेशन कमीशनिंग एंड टेस्टिंग (आईसीटी) का विवरण / Installation Commissioning and Testing (ICT) details for the above item:

% of Product Cost Payable on Product Delivery	80%
Min Cost Allocation for ICT as a % of product cost	1%
Number of days allowed for ICT after site readiness communication to seller	90 Days

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Chandana Phukan	786602,Oil India Limited, Duliajan, Assam	25	270

Buyer added Bid Specific Additional Scope of Work

क्र.सं./S.No.	Document Title	Description	रिवर्स प्रभार के अनुसार जीएसटी/Applicable i.r.o. Items
1	Up-gradation of Pneumatic based Local Control Panel View	Technical Specification	Up-gradation Of Pneumatic Based Local Control Panel(25)

The uploaded document only contains Buyer specific Additional Scope of Work and / or Drawings for the bid items added with due approval of Buyer's competent authority. Buyer has certified that these additional scope and drawings are generalized and would not lead to any restrictive bidding.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.

9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, 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. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

FORWARDING LETTER & INSTRUCTION TO BIDDERS

OIL INDIA LIMITED (OIL) is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Maharatna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), with its Headquarters at Duliajan, Assam. Duliajan is connected by Air with nearest Airport at Dibrugarh, 45 km away.

In connection to its operations, OIL invites **DOMESTIC COMPETITIVE BIDS** from competent and experienced bidders through GEM portal for the items mentioned below. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through GEM portal. For your ready reference, few salient points of the Tender are highlighted below.

TENDER INFORMATION SUMMARY

1A	Bid Security	:	Applicable Bid Security if submitted in the form of BG/e-PBG must be valid at least for a period of 6 months from the date of original bid closing date of the tender. NOTE: Original Bank Guarantee will have to be submitted directly to OIL on or before the Bid closing date and time, failing which the bid may be rejected.
1B	Bid Security Declaration	:	Not Applicable
2	Performance Guarantee	:	Applicable @ 5 % of Order value
3	Integrity Pact	:	Applicable
4	MSE Purchase Preference	:	Applicable
5	PPP-MII Purchase Preference	:	Applicable
6	Preference to domestically manufactured Iron and Steel product (DMI&SP Policy)	:	Not Applicable
7	Document Verification by independent third party inspection agencies	:	Applicable
8	Restrictions on procurement from a bidder of a country which shares a land border with India	:	Applicable
9	Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy	:	Not Applicable
10	OIL's Banning policy	:	Applicable
11	Pre - despatch inspection	:	Not Applicable
12	Third party inspection (TPI)	:	Not Applicable
13	Installation & Commissioning	:	Applicable

14	Training	:	Applicable
15	Annual Maintenance Contract	:	Not Applicable
16	OIL's PR No.	:	1430083 FP-08 <i>Quote this reference number for all correspondence with OIL.</i>

LIST OF ANNEXURES/PROFORMAS

ANNEXURES		
Annexure - I	:	Technical Specifications, Scope of Work, Special terms & Conditions etc.
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ANNEXURE – I

TECHNICAL SPECIFICATION/SCOPE OF WORK/SPECIAL TERMS & CONDITIONS

Item No	Item Description	Total Qty
1	Up-gradation of Pneumatic based Local Control Panel and associated pneumatic field instruments to Programmable/configurable electronic logic controller based local control Panel and associated electronic field instruments for Gas Lifter, Gas Injection, Gas Storage and Gas Booster compressor packages.	25 Nos.
2	Installation & Commissioning	25 AU

AA) TECHNICAL SPECIFICATIONS

Clause	Description	BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable) TO BE FILLED BY THE BIDDER (Relevant Location of their Bid to support the remarks / compliance)
1.0	Preamble: This document together with the attachments and annexures defines and covers the guidelines for Design, Engineering, selection of equipment, equipment specification, scope of work, Inspection & Testing, Installation and commissioning requirements complete with all accessories and materials for “Up-gradation of Pneumatic based Local Control Panel and associated pneumatic field instruments to Programmable/configurable electronic logic controller based local control Panel and associated electronic field instruments for Gas Lifter, Gas Injection, Gas Storage and Gas Booster compressor packages.”	
2.0	Location Details: All the locations are within 60 kms radius of Duliajan. The stations are approachable via motor-able roads.	
3.0	ENVIRONMENTAL CONDITIONS The general climatic conditions are as stated below: • Maximum Ambient Temperature 40 °C • Minimum Ambient Temperature 7 °C • Relative Humidity	

	• At 21 °C : 100 % • At 32 °C : 95% • At 41 °C : 70% • Elevation Above Mean Sea Level: 170 metres • Seismic Zone: V • Yearly Average Rainfall: 300 cm	
4.0	DETAILS OF COMPRESSOR UNITS The operating philosophy of the compressor will be as per attached Annexure-1 for only reference purpose. Final operating philosophy will be fixed during detailed engineering.	
5.0	SCOPE OF OIL INDIA LIMITED SUPPLY OIL shall provide the following: Electrical Power Supply: • For Control Panel: Rated voltage : 230 V-AC ($\pm 10\%$), single (1) phase, Rated frequency : 50 Hz (± 5 Hz) will be available. • Work site illumination and any other utility power. • Bidder shall lay power cable from the existing UPS in SCADA RTU to Control Panel. Instrument Air: • Operating Pressure : 6 - 9 kg/cm²(g), Temperature : 65°C Maximum • Air supply is available near the existing panel. If any regulator, air header, isolation valves or tubing and fittings are required, then the bidder shall provide the same.	
6.0	SCOPE OF SUPPLY AND SERVICES	
6.1	Job envisaged is the replacement of the existing pneumatic control panel for natural gas compressor and associated pneumatic field instruments with electronic control panel for natural gas compressor and associated field instruments.	
6.2	Bidder shall be responsible for all types of erection, electrical, instrumentation work including, but not limited to the following: Complete design, detailed engineering, preparation of drawings / documents, sizing, selection, procurement, installation and commissioning of the panel with its accessories, field instruments and controls etc., tubing, dressing , supports, cabling, testing, calibration, loop checking, arranging all the various types of equipment required for testing and calibration.	
6.3	All equipment supplied shall be from reputed manufacturers and be field proven, both with respect to design and materials.	
6.4	Bidder shall provide document and clearly specify the provisions and schemes which they are proposing for control panels, power supply, HMI/ Display facility and UPS (Uninterrupted power supply) distribution scheme etc. Bidder shall take approval during detailed engineering from OIL for the documents and schemes provided and only after the receipt of approval shall proceed further.	
6.5	Bidder shall be responsible for co-ordination with other agencies like OEMs for various instrument/Equipment /devices etc. which are under their scope of supply.	
6.6	Proper selection of various component /instruments/item should be carried out for IEC Zone-2 Gr. IIA/IIB T3	

6.7	Uniformity in selection should be maintained for makes of similar Instrument and their accessories for operational convenience, ease of maintenance and spare parts inventory point of view.	
6.8	If there is any conflict in respect of specification, data sheets, related standards, code etc., bidder shall refer the matter to OIL for clarification and only after obtaining the same they should proceed further.	
6.9	The system designed shall be complete in every aspect and sufficient for the safe, efficient and easy operation, start up and shut down of the Gas Compressor unit.	
6.10	All standards, code of practices to be followed up shall be of the latest edition.	
6.11	Materials of construction of item to be supplied shall be consistent with temperature, pressure, corrosion conditions and other process requirement.	
6.12	The Bidder shall conduct a detailed site survey within two (2) weeks from the date of placement of the Purchase Order to verify and confirm all instrument process connections, insertion lengths and any other site-specific installation requirements before submission of datasheets for approval. Approval of the datasheets shall not relieve the Bidder of its responsibility to ensure that the supplied equipment is fully suitable, compatible and fit for the intended service and site conditions. The Bidder shall remain solely responsible for the correctness of the design, selection, dimensions and performance of the equipment supplied.	
7.0	CONTROL PANEL PHILOSOPHY	
7.1	The design of the control panel shall be of Programmable/configurable electronic logic controller (Microprocessor based) based, designed for Engine Driven Reciprocating Gas Compressor packages.	
7.2	The control panel shall be suitable for use in IEC Zone-2 Gr. IIA/IIB T3	
7.3	Inside the control panel, the use of FLP junction box is not acceptable.	
7.4	Purged and pressurized control panel is not acceptable.	
7.5	The panel shall be so designed that minimum time is taken for the maintenance crew to open the panel door without having to remove any nuts and bolts.	
7.6	The control panel shall be equipped with a Human Machine Interface (HMI) unit which shall be easily accessible by the operator. The fault functions shall be both visually (in the control panel HMI/ Display facility) and audibly indicated and shall remain 'ON' until manual reset. All the process parameters shall be displayed on an HMI/ Display facility on the panel. The HMI shall be accessible to the user without opening the control panel.	
7.7	It shall have sequence starting system to ensure that all functions associated with starting operation are performed in correct sequence such as pre lube, warmup, loading, post lube etc. The start up and shutdown shall be by means of hardwired switch on the control panel. Soft button for startup and shutdown of the compressor shall also be provided on the HMI in addition to the hardwired switch. Hardwired Emergency Shutdown Switch shall be provided for Emergency Shutdown of the Compressor Unit.	
7.8	Bidder shall be required to supply all relevant hardware, controller programming along with software for modification,	

	upload & download of the control program with licenses as required. The required licenses shall be with lifetime validity. Panels to be supplied with Controller hardware installed and pre-wired within control panel.	
7.9	It will be in the scope of the Bidder to design, develop and configure the Controller programming and upload the same in proposed Controller to incorporate all safety interlock for the process, start-up and shutdown sequences for compressors including the erection and commissioning of the new control panels (which will be located at the place of existing pneumatic control panel on the compressor skid).	
7.10	The panel will have the provision to terminate the field cables from field instruments/equipment through double compression FLP cable gland and cabling & termination job will be in bidder's scope.	
7.11	After erection of the panel (in place of existing panel) no welding /cutting job will be allowed near the compressor skid under the compressor shed. Bidder shall complete all such required job beforehand.	
7.12	Bidders shall be required to consider all Input devices and output devices for the configuration of Controller hardware to meet control requirements in line with existing control philosophy of the unit. In case any extra input or output devices are felt necessary to be included and configured within the system for the safe and reliable operation of the natural gas compressor, the same shall be categorically mentioned in the bid document and the cost shall be included in the bid. Bidder may do a site visit to confirm the same before submitting their bid.	
7.13	Trip signals shall be wired in normally closed. Compressor shall shutdown safely.	
7.14	Distribution of power supply for the supplied field instruments and existing engine control panel (Engine Control Panel Make: Altronic CPU-95 Part Number 791950- shall be from the control panel itself. Bidder to consider the same during the design of the panel. Power supply system shall have adequate capacity to accommodate additional input/output (I/O) signals to load up to 100% of I/O capacity.	
7.15	The Bidder shall provide a minimum of twenty percent (20%) spare I/O channels for each type of I/O (AI, AO, DI, DO and other applicable I/O categories). All spare I/O channels shall be fully wired up to the respective terminal blocks and shall be ready for future use without requiring any additional panel modifications. In addition to the above spare I/O provision, the Bidder shall provide dedicated and fully wired I/O channels for the future installation of twenty (20) vibration sensors. These I/O channels shall be separate from the 20% spare I/O requirement and shall be complete with all necessary wiring, terminations, and associated hardware to facilitate future integration.	
7.16	All field instruments shall be connected to the control panel through suitable signal isolators and or intrinsic safety barriers, wherever applicable and as required by the instrument type, signal characteristics, hazardous area classification and system design.	
7.17	Normal operation of the natural gas compressor shall be through the HMI on the control panel.	

7.18	Audio visual alarms shall be provided. Audible alarm shall be through a suitably loud hooter. And visual alarm shall be through a flasher.	
7.19	Facility shall be provided for viewing historical trends of all measured values and events shall be logged so that the same can be viewed later. The trends and events shall be stored for a minimum of 90 days.	
7.20	Control panel software shall have protection against unauthorized access. There shall be atleast two types of access levels – Operator Access and Engineering Access protected by user configurable password. Under operator access only viewing and operating privilege shall be granted. Under engineering access all the facility granted under normal access and additionally the permission to change parameters and set points, alarms limits shall be granted. Additionally, under engineering access the permission for enabling and disabling alarms shall be provided.	
7.21	Selection for auto and manual operation of bypass/ recycle control PID loop shall be provided. Also, there shall be bump less transfer from auto to manual mode and vice versa.	
7.22	There shall be a provision for timer-based operation of the 1st stage and 2nd stage scrubber dump valves through an arrangement of timer for each stage implemented in the controller and solenoid valves. This is in addition to the liquid level controller arrangement.	
7.23	Facility shall be provided for auto and manual selection of speed control PID loop from the control panel.	
7.24	There shall be facility for manual pneumatic engine speed control through a precision pressure regulator and with a panel mounted dial gauge. There shall be a selector switch to choose between pneumatic engine speed control and electronic speed control.	
7.25	Alarm set point, trip set point, timer set time etc. shall be user configurable through HMI.	
7.26	Compressor speed shall be measured and displayed on the HMI in rpm.	
7.27	Provision of 5Vdc supply to be kept in the panel. Power supply size would be 10A.	
7.28	A dedicated Switch Mode Power Supply (SMPS) of minimum 40 A capacity shall be provided exclusively for the engine ignition control system. This SMPS shall be separate from and independent of the SMPS provided for the control panel and associated instrumentation.	
8.0	FIELD INSTRUMENTS PHILOSOPHY	
8.1	All electronic field instruments shall operate on 24 volts DC preferably.	
8.2	All electronic instruments shall be immune to Radio frequency interference	
8.3	Pressure reading shall be routed through transmitter to the control panel. All transmitters shall be arranged near the control panel to save space.	
8.4	Bidder shall provide thermocouple/ RTD for temperature measurement.	
8.5	Gauges for important parameters shall be provided and the same shall be arranged such that operator can look at all the readings	

	at one place. The gauges shall be arranged such that the gauges are placed in the same area, facing the same direction for the ease of operator.	
8.6	RPM sensor for speed measurement shall be provided which shall be of non-contact type for displaying the speed in RPM.	
8.7	An additional I/P converter shall be provided for operation of the bypass/recycle control valve in the event of failure of the Digital Valve Controller (DVC).	
8.8	I/P convertor shall be provided for automatic speed control.	
8.9	Air filter regulators shall be provided wherever necessary to control the pressure of instrument air for control purposes.	
8.10	Level switches shall be provided in the scrubber vessel of each stage of the gas compressor.	
8.11	Level Maintainers of preferably Murphy Make LM301-EX or equivalent model from Kenco make shall be provided for compressor oil level and engine oil level application. This device shall automatically add oil to the crankcase as needed to keep the lube oil level normal. The device shall also shut down the gas compressor unit on low lube oil level of compressor and engine.	
8.12	Vibration transmitter shall be used to measure the vibration and the same shall be installed using glue pad if no other viable method for installation is found. Glue 3M Scotch-Weld DP810 or similar may be used. The glue used shall be suitable for use in oily metal surfaces.	
8.13	Solenoid operated valves shall be provided to start engine pre-lube pump, compressor pre-lube pump, air starter, fuel shut off valve, scrubber dump valves. Additionally, solenoid operated valves shall be provided to cut off air supply to the I/P converters. High flow solenoid valves shall be provided for applications that require the same.	
8.14	SS tubing and SS fittings shall be used of Swagelok, Parker or Sandvik (Alleima) make	
8.15	Bidder shall supply recycle control valve with all accessories including digital valve positioner. Control valve shall be of Fisher, Flowserve, Norriseal or Masoneilan make. Digital valve controller shall be linkage less and contact less.	
9.0	CABLING PHILOSOPHY	
9.1	Signal /multi core cables shall be armoured and stranded copper conductor of minimum 1.0 Sq.mm or higher.	
9.2	Power cables shall be three core armoured cables. It will be of stranded copper conductor of minimum 1.5 Sq.mm or higher according to power loading calculations.	
9.3	Control cables for Solenoid Operated Valve shall be three core armoured cables. It will be of stranded copper conductor of minimum 1.5 Sq.mm or higher.	
9.4	All the above ground cables shall be laid in galvanized metallic cable trays. Underground cables shall be laid with proper sand and brick back filling with cable markers.	
9.5	Entry of the cables to the SCADA RTU room where the UPS is installed should be neat and exposed portion should be routed through cable tray mounted on wall.	
9.6	All cables shall have tags plates at source and destination ends identifying the cable.	
9.7	All cable terminations shall have ferrules. All ferrules shall follow cross ferruling identification philosophy in which Source	

	termination point and Destination termination point shall be shown.	
9.8	Power cables shall be laid such that there shall not be any electromagnetic interference with signal cables.	
10.0	JUNCTION BOX	
10.1	Junction boxes shall be weather-proof to IP65. Relevant certificate shall be furnished by the bidder.	
10.2	The junction boxes shall be provided with sufficient number of terminals to terminate all the pairs of multi-cable (including spare pairs) and shields of individual pairs as applicable.	
10.3	Junction boxes shall have separate external terminal for accommodating earthing wires up to 10sqmm.	
10.4	Unused cable gland entries should be properly sealed with suitable SS blind plugs as per safety standards for Hazardous area applications.	
10.5	Junction boxes shall have unique tag number and the same shall be affixed on the junction box with a tag plate.	
11.0	CABLE GLANDS	
11.1	All cable glands shall be double compression type, nickel-plated and weather proof and flameproof suitable for installation in an area classification of IEC Zone II Gas Group IIA/IIB T3.	
11.2	The cable glands shall be provided with PVC hood.	
11.3	Cable glands shall be suitable for cable dimensions with +/- 2mm tolerance.	
11.4	The plugs and adaptors shall also be weather proof and flameproof suitable for installation in an area classification of IEC Zone II Gas Group IIA/IIB T3	
12.0	EARTHING SYSTEM	
12.1	Installation & commissioning of the necessary earthing system for control panel and other instruments shall be under scope of bidders. The earthing system shall be of readymade maintenance free CPRI approved chemical earthing system with 50 mm diameter 3.00 Metres length corrosion free G.I. pipe Electrode complete with backfill compound Minerals 50 Kg and Earth pit cover including excavation of earth pit and construction brick earth chamber including plastering both inner & outer surface of brick wall as specified and directed by Engineer in charge. Size of brick chamber shall be 2 feet x 2 feet.	
12.2	All signal circuits shall be grounded as per the instrument manufacturer's recommendations and good practices.	
12.3	All circuits must be grounded at one point only.	
12.4	All instrument cases and housing capable of carrying current shall be grounded to the panel structure. The panel structure will in turn be grounded to main ground.	
13.0	COMMUNICATION PHILOSOPHY	
13.1	Bidder shall supply three laptops with the entire lot of 25 control panels. The supplied laptops suitable for use in IEC Zone-2 Gr. IIA/IIB T3 for local configuration of the controller and HMI along with necessary cables and peripherals as needed for communicating the laptop with HMI and controller.	
13.2	Bidder shall supply lifetime valid software's required for configuration of the controller including editing control logic, configuration of the HMI including editing the supplied graphics and configuration of any other component of the supplied control system that requires configuration.	

13.3	Bidder shall provide Modbus RS-485 communication between the local control panels and the existing SCADA system. During commissioning, the bidder shall demonstrate communication and data exchange using Modscan or equivalent software. The supplied control system shall be used for Modbus communication. Any additional hardware required for Modbus communication shall be of the same make as the controller.	
13.4	Bidder shall lay armoured RS485 cable from the Control Panel to the SCADA RTU for MODBUS communication. Distance from the control panel to SCADA RTU is as per annexure-2	
14.0	UPS AND POWER PHILOSOPHY	
14.1	Bidder will lay armoured power cable from existing UPS at SCADA RTU room to the control panel. Distance from the control panel to SCADA RTU is as per annexure-2	
14.2	Powering the control panel will be through the UPS only.	
14.3	Bidder shall supply necessary power distribution board to split the power from existing UPS.	
15.0	PROGRAMMABLE CONTROLLER INPUTS/ OUTPUTS: The following minimum input and outputs shall be provided, however, if any additional inputs are necessary for safe and reliable operation of the gas compressor package, the bidder shall include the same in their offer. Detailed list with process details is given in annexure-3 A. Analog Inputs: 1. Engine Fuel Gas Inlet Pressure- 1 no. 2. 1st Stage Suction Pressure- 2 nos. 3. 1st Stage Discharge Pressure- 2 nos. 4. 2nd Stage Suction Pressure- 2 nos. 5. 2nd Stage Discharge Pressure- 2 nos. 6. 3rd Stage Suction Pressure (Applicability based on type of Compressor, details mentioned in annexure-3) – 2nos. 7. 3rd Stage Discharge Pressure (Applicability based on type of Compressor, details mentioned in annexure-3) – 2nos. 8. 4th Stage Suction Pressure (Applicability based on type of Compressor, details mentioned in annexure-3)-2 nos. 9. 4th Stage Discharge Pressure (Applicability based on type of Compressor, details mentioned in annexure-3) -2nos. 10. Compressor Oil Pressure- 1no. 11. Engine Oil Pressure- 1no. 12. Instrument Air Pressure- 1no. 13. Cranking Air Pressure- 1no. 14. Engine intake manifold pressure left bank – 1no. 15. Engine intake manifold pressure right bank -1no. 16. Compressor Vibration (accelerometer) – 4nos/ 6nos/ 8 nos. (Applicability based on type of Compressor, details mentioned in annexure-3) 17. Engine Vibration (Velometer) – 2 nos. 18. Cooler Vibration (accelerometer) – 2 nos. 19. Jacket water DP Transmitter – 2nos. 20. 1st Stage Suction Temperature -1 no	

	21. 1st Stage Discharge Temperature-1 no/ 2 nos (Applicability based on type of Compressor, details mentioned in annexure-3) 22. 2nd Stage Suction Temperature -1no 23. 2nd Stage Discharge Temperature -1 no/ 2 nos (Applicability based on type of Compressor, details mentioned in annexure-3) 24. 3rd Stage Suction Temperature (Applicability based on type of Compressor, details mentioned in annexure-3) – 1no 25. 3rd Stage Discharge Temperature (Applicability based on type of Compressor, details mentioned in annexure-3) -1no 26. 4th Stage Suction Discharge Temperature (Applicability based on type of Compressor, details mentioned in annexure-3) – 1 no 27. 4th Stage Discharge Temperature (Applicability based on type of Compressor, details mentioned in annexure-3) – 1no 28. Compressor Oil Temperature- 1no 29. Engine Oil Temperature- 1no 30. Compressor Jacket Water Temperature -1no 31. Engine Jacket Water Temperature- 1no 32. Engine Exhaust Temperature -1no B. Analog Output: 1, Bypass Controller/ Recycle Controller(I/P Convertor) – 1no 2. Speed Controller (I/P Convertor) – 1no 3, Bypass Controller/ Recycle Controller (DVC) -1no C. Digital Input: 1. Emergency Stop – 1no 2. 1st Stage Suction Scrubber Liquid Level High High -1no 3. 2nd Stage Suction Scrubber Liquid Level High High -1 no 4. 3rd Stage Suction Scrubber Liquid Level High High (Applicability based on type of Compressor, details mentioned in annexure-3) -1 no 5. 4th Stage Suction Scrubber Liquid Level High High(Applicability based on type of Compressor, details mentioned in annexure-3) - 1no 6. Compressor Lube Oil No Flow Switch – 1no 7. Compressor Lube Oil Level Low Low – 1no 8. Engine Lube Oil Level Low Low – 1no D. Digital Output: 1. Compressor Prelube SOV- 1no 2. Engine Prelube SOV- 1no 3. Crank SOV -1no 4. Ignition -1no 5. Fuel ON SOV- 1no 6. Alarm Horn -1no 7. Unit Run Status Relay – 1no 8. 1st Stage Scrubber Dump Valve SOV -1no 9. 2nd Stage Scrubber Dump Valve SOV -1no 10. 3rd Stage Scrubber Dump Valve SOV- 1no (Applicability based on type of Compressor, details mentioned in annexure-3) 11. 4th Stage Scrubber Dump Valve SOV- 1no (Applicability based on type of Compressor, details mentioned in annexure-3)	
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	E. Frequency Input: 1. Engine RPM -1no	
16.0	LIST OF MANUAL GAUGES: Analog gauge shall be provided to monitor process parameters of compressor and Engine as given below: - Gas suction and discharge pressure for each stage. - Gas suction and discharge temperature for each stage - Compressor lube oil header pressure - Engine oil header pressure - Engine cooling water temperature - Compressor cooling water temperature The analog gauge board shall be placed on the side of the control panel.	
17.0	TECHNICAL SPECIFICATIONS	
17.1	Control Panel: The minimum specifications for control panel are as follows: - Type : Enclosed self-supporting, rigid assembly & lockable type - Material : Metal body - Panel shall be provided with lifting lugs for lifting of the panels - Ambient Temperature : Maximum 50 deg C - Cable connection : Double compression FLP Cable gland - Cable entry : Bottom - Terminal type : Spring loaded - I/O Card mounting rack: As per manufacturer's standard - Wired Spare Terminals : 20% of each type of I/O after complete wiring - Audio-Visual Alarm: Audio alarm through a hooter on/near the panel and visual alarm on HMI/ Display facility and flasher. - Ingress Protection: Ingress Protection: IP 65 or equivalent - Approximate dimension of the panel including floor support shall be Width=4 feet, Depth= 1 feet 4 inches as this is the space that is available for placement of the panel. However, the control panel shall also be sufficiently sized for ease of maintenance and hence supply of significantly small sized panels shall be not acceptable. Bidder is strongly advised to visit sites as per annexure-2 to finalise the size of the control panel which best suitable for installation.	
17.1.1	Control Panel Piping And Tubing: - Any pneumatic supply should be from an air header. The instrument air header shall be suitably sized, with isolation valves and shall be complete with suitable filter-cum-air regulators. 10% spare tapping points shall be provided. Unused tapping points shall be plugged. - All Instrumentation tube, tube fittings, valve, plugs etc. shall be of SS-316 (NPT), suitably protected against corrosion.	
18.0	Control Panel Wiring: Open terminals shall generally be avoided.	

	b. Multi stranded PVC insulated copper conductor shall be used in general with printed ferruling (ferruling is to be done in cross way like DEST/SOURCE). c. Wire carrying measurement signals associated with pressure transmitters, thermocouple and other low voltage level signals shall be routed in separate wire channels and not along-with power cables. (color identification of signal cables may also be followed up as far as possible)	
18.0	CONTROL PANEL WIRING	
18.1	Microprocessor based Programmable/configurable electronic logic controller: The specification given below is the minimum requirement and not restricted to the following: Model : Latest model of Programmable/configurable electronic logic controller. Bidder to specify	
18.1.1	Hardware & Software: a) Processor: Processor shall be capable of handling all the parameters and all control loops, indications, annunciators etc. It shall have sufficient memory capacity with minimum of 20% extra memory as spare. b) Rack: As per Manufacturer's standard. c) I/O Card : Shall support the following i. Analog Input ii. Analog Output iii. Digital Input iv. Digital Output v. Thermocouple input d) Software: Latest Windows based application software for developing logic etc. on Windows operating system based device. e) Communication Ports: As per manufacturer to meet the philosophy mentioned in this document.	
19.0	Other functional specification for Programmable/configurable electronic logic controller:	
	i) Controller Scan Time: The scan time of the PLC should be 250 msec or less. Scan time of Controller is defined as the cycle time taken by the system to read input, process input executing logic, and update control output for all the logics configured within the system. Other activities like diagnostic routines, output/dump of data to peripherals, or any other activity that consume processor time shall also be accounted while computing scan time.	
	ii) System Hardware Requirements: 1. Each I/O channel should be isolated from each other. 2. Each I/O shall be protected against the reversal of polarity of the power voltage to I/O. 3. All the inputs shall be double ended i.e. two wires per input and not with common return for all inputs.	
	iii) Processor System:	

	1. The size of RAM shall be minimum 32MB. 2. Memory shall be non-volatile. However, in case volatile memory is provided, battery back-up shall be provided with a minimum of 12 months lifetime to keep the program storage intact. A battery life indication should be provided. 3. The system shall indicate the first out alarm contact in case of any tripping.	
	iv) System/ Application Software Requirements: 1. The system software shall include all programs for the Controller and HMI/ Display facility which are required to perform all functions. 2. All operating and application software shall be the latest revision. 3. Software shall have the facility for generation of various displays of process alarms, system alarms, events etc. Two sets of backup copies of the software shall be provided in CD. 4. All details and description shall be provided for the software package 5. It shall be possible to download changes in software. 6. The central processing unit shall, under normal working conditions, be less than 70% loaded. This loading shall be demonstrated during FAT.	
19.1	Human Machine Interface (HMI)/ Display facility: The control panel will be equipped with a minimum 15-inch HMI/ Display facility with touch screen facility • for display of critical engine and compressor process data. • to facilitate troubleshooting • to display SOE (Sequence of Events) • To display the alarm & trip status • To change the trip, alarm and timer set point, PID tuning parameters • To display historical trends The HMI/ Display facility shall be easily accessible and easily configurable. The HMI/Display shall be of Emerson, Yokogawa, GE, Siemens, Rockwell, Altronic, Honeywell, Red Lion make. The HMI shall be at eye level for the operator after placement of the panel on the gas compressor skid.	
19.2	Cable & JB specification: All cables shall be provided with marking including manufacturer's name, insulation material, conductor size, no. of pairs, voltage rating, type of cable etc., progressive sequential marking of the length at every one meter. All cables shall be PVC insulated. All cables shall be armoured. Cable Gland for armoured cable should be FLP Double Compression Gland of SS316.	

	a) The cable shall be new and in good condition and shall be suitable for layering and bunching in ladders, trays and ducts. b) All power and control cables shall be flame retardant, low smoke type with sunlight and oil resistant outer sheath, suitable for installation on onshore oil and gas processing facilities. c) Cables shall be flexible; suitable for easy termination.	
19.2.1	Signal Cable Specification (for analog signals) a. Type of cable: PVC Insulated (Fire Retardant Low Smoke) copper cable, single triad, shielded copper cable b. Construction: Multi strand/ solid annealed electrolytic copper c. Conductor: 1 sq. mm d. Primary Insulation: Extruded PVC e. Voltage rating: 500 volts f. Shield: Each triad shall be shielded with aluminum backed mylar g. Armour: Armour shall be of Galvanised steel wire h. Drain wire material : Annealed Tin Copper	
19.2.2	Control Cable Specification (for digital input and digital output) a. Type of cable: PVC Insulated (Fire Redundant Low Smoke) armoured copper cable, 3 core b. Construction: 1.5 sq. mm size, solid bright annealed electrolytic copper conductor, insulated and sheathed. c. Voltage Rating: 500 volts d. Primary Insulation: Extruded PVC e. Armour: Armour shall be of Galvanised steel wire	
19.2.3	Power Cable Specification a. Type of cable: PVC Insulated (Fire Redundant Low Smoke) armoured copper cable b. Construction: Size as per design requirement, copper conductor c. Voltage Rating: Up to and including 1100 volts d. Primary Insulation: Extruded PVC e. Armour: Armour shall be of Galvanised steel wire f. Core Identification: Red, Black and Green	
19.2.4	Thermocouple Cable Specification a. Type of cable: Thermocouple Extension Cable, K type (Chromel-Alumel) b. Quantity Tolerance: +/- 5 % c. Conductor Size: 16 AWG d. Armour: Armour shall be of Galvanised steel wire e. Voltage Grade(V): 500 f. No. of pairs: 2 g. No. of strands: 1 h. Primary Insulation: Extruded PVC i. Shield: Aluminium backed mylar tape j. Drain wire material : Annealed Tin Copper k. Overall Drain wire Size (sqmm): 0.5 approx.	

19.2.5	Junction Box Specifications - Thread type: Suitable for NPT (M) cable gland. - Electrical area classification: IEC Zone-2 Gr. IIA/IIB T3 - Weatherproofing: Conforming to IP65 or equivalent - Operating area classification & Temperature category to be embossed on the body of the junction box. - Earthing Points: 1 No.inside, 2 Nos.outside - Spare Entry points: There should be 2 numbers which shall be plugged with SS plugs. - Size: Should be sufficiently designed such that there is minimum 4 inches clearance for cable termination - Mounting inside JB: DIN rail type.	
19.2.6	RS 485 Cable Specification - Type of cable: 2 Pair Twisted Pair - Construction: Multi strand/ solid annealed electrolytic copper - Conductor: 1 sq. mm - Primary Insulation: Extruded PVC - Voltage rating: 500 volts - Shield: Each triad shall be shielded with aluminum backed mylar - Armour: Armour shall be of Galvanised steel wire - Drain wire material : Annealed Tin Copper - Low capacitance : ≤ 100 nf/km core to core & ≤ 250 nf/km core to shield	
19.3	Pressure Transducer/ Transmitter: - Operating Voltage: 24Vdc - Electrical area classification: IEC Zone-2 Gr. IIA/IIB T3 - Output: 4-20ma - Type: Without display - Housing: Stainless-steel - Accuracy: Shall not exceed $\pm 0.25\%$ of span - Stability: Shall not exceed $\pm 0.25\%$ span over 1 year - Ingress Protection: IP66	
19.4	Pressure Gauge: - Type: Direct Reading, Glycerin Filled - Mounting: Local - Accuracy: $\pm 1.0\%$ of Span - Dial size: minimum 100 mm - Dial colour: White black lettering - Case material: SS - Enclosure: IP 66 - Lens: Laminated safety glass lens - Pressure element: Bourdon tube - Element Material: SS - Socket material: SS - Connection: 1/4 inch NPT(M) - Over range protection: 130 % of full scale Units: Kg/cm²	
19.5	Temperature Gauge: - Type: Direct Reading, Glycerin Filled - Mounting: Local - Accuracy: $\pm 2.0\%$ of Span	

	d. Dial size: minimum 100 mm e. Dial colour: White black lettering f. Case material: SS g. Enclosure: IP 65 Lens: Laminated safety glass lens h. Capillary: SS with armour i. Units: Deg C	
19.6	Pressure Switch: a. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3 b. Supply Voltage: 24Vdc c. Ingress Protection: IP65. d. Enclosure Material-Metallic e. Element Type: Diaphragm or other suitable element f. Element Material-SS316 g. Process connection Size: 1/2" NPTF h. Electrical connection-1/2 inch NPTF i. Total nos. of cable entry required-single. j. Type-Snap Action Micro Switch k. Contact Arrangement-SPDT l. Repeatability: Less than +- 1% of span	
19.7	Scrubber Level Switch: a. Pressure rating: 120 bar minimum b. Supply voltage: 24Vdc c. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3 d. Process Connection: 2" NPTM e. Float Material: SS or similar f. Body Material: Metallic g. Switch type: Snap Action Micro Switch h. Contact Arrangement: SPDT	
19.8	Electronic Hooter: a. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3 b. Operating Voltage: 24Vdc or 230Vac c. Sound Output: Minimum 120 dB d. Ingress Protection: Minimum IP65	
19.9	Electronic Flasher: a. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3 b. Operating Voltage: 24Vdc c. Effective Intensity: Minimum 100 Cd d. Ingress Protection: Minimum IP65	
19.10	Vibration Measurement(Compressor & Cooler): a. Sensitivity: 100mV/g b. Measurement Range: 80 g peak c. Frequency Range: 0.4 Hz to 14,000 Hz d. Supply Voltage: 24Vdc e. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3	
19.11	Vibration Measurement (Engine): Sensitivity: 100mV/in/sec Frequency Range: 10 Hz to 1000 Hz	

	Supply Voltage: 24Vdc Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3	
19.12	I/P Convertor a. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3 b. Input signal: 4-20ma c. Output signal: 3-15psi d. Supply pressure: 20 psi e. Output air capacity: Minimum 6 Nm3/hr f. Accuracy: At least +- 0.5% of span g. Repeatability: At least +- 0.3% of span h. Body material: Metal i. Adjustment: Zero and span adjustment shall be possible j. Process connections: ½” NPTF k. Electrical connections: 1/2” NPTF. l. Ingress Protection: atleast IP66	
19.13	Solenoid Valve a. Electrical Area Classification-IEC Zone-2 Gr. IIA/IIB T3 b. Type: Direct acting c. Body material: Metal d. Ingress Protection: atleast IP66 e. Operating Voltage: 24Vdc f. Electrical connection: ½” NPTF g. Flow and Port Size: Based on Application	
19.14	Laptop a. Processor: Intel Core i7 b. Operating System: Latest Microsoft Windows Professional c. Graphics: Intel HD graphics or better d. Display: Minimum 13” e. RAM: Minimum 16GB f. Storage: Minimum 512GB SSD g. Keyboard: Inbuilt h. Touchpad: Inbuilt i. Optical Drive: DVD read/write capable j. LAN Port(RJ45): Minimum 01 numbers. k. Serial Port (9 pin; D-Sub): Minimum 01 numbers l. USB port: Minimum 03 numbers m. Communications: 10/100/1000 base T- ethernet; Intel dual band wireless; Bluetooth n. Pre-installed software: Lifetime Licensed versions of Microsoft Excel, Microsoft Word and lifetime licensed versions of any other software required for configuring the supplied controller, HMI and any other component of the supplied control system that requires configuration. o. Hazardous Area Certification: IEC Zone-2 Gr. IIA/IIB T3 or equivalent ANSI 12.12.01 compliant. p. Battery: Minimum 4 hours of backup q. Accessories: Carrying Case.	
19.15	Recycle Control Valve with Pneumatic Actuator: a. Process Fluid: Natural Gas b. Process Details: As per annexure-3 c. Fail action: Air fail to open d. Bidder shall provide all necessary counter flanges, studs/ bolts and pipe segments necessary for installation of the recycle control valve.	

20	BILL OF MATERIALS BILL OF MATERIALS (BOM): Tentative BOM based on the above specifications and scope of work should be submitted by the bidder along with their technical bid. However any additional requirement, if found necessary to make the system functional and fulfil its purpose, bidder needs to supply the same without any extra cost to OIL. Bill of materials for reference purpose has been attached as Annexure-4.	
21	CHECKLISTS Duly Filled Technical specification check sheet, BEC BRC check sheet and Bill of Materials shall be supplied by the bidder.	
22	INSTALLATION AND COMMISSIONING	
22.1	Removal of the existing pneumatic control panel, pneumatic instruments and tubing.	
22.2	Grouting work: Grouting of the panel in place of existing pneumatic panel on the compressor package skid.	
22.3	Electrical work: a) Laying and termination of Power cables and commissioning of the UPS and Power up the control panel through the UPS. Also bidder shall lay the power cable from electrical feeder present in the installation to the UPS. b) Construction of required earth pits and termination to earth pit at panel side shall be in bidder's scope. Bidder shall test the earth pit and demonstrate to the satisfaction of OIL that the resistance is under acceptable limits. c) Laying of earth strips will be in the bidder's scope.	
22.4	Instrumentation work: a) Installation & Commissioning of Control panel b) Installation of field devices c) Laying cable, Termination/hookup of Field devices d) Laying & termination of all types of control cables and signal cables and associated jobs required for commissioning of the panel e) Calibration & loop checking of field / Panel instruments. f) Checking/verifying of the control panel as per Control scheme through Programmable/configurable electronic logic controller g) Testing & acceptance for performance run at site for after complete configuration and hook up h) Performance runs of the entire control panel system including UPS system for 72 hours.	
22.5	The system to be under observation for minimum 72 hours for satisfactory commissioning performance.	
22.6	Installation and Commissioning charges must be quoted separately (should not be clubbed together with main equipment) on lump sum basis which shall be considered for evaluation of the offers.	
22.7	While quoting Installation/Commissioning charges above, bidder should consider all charges including to and fro fares,	

	boarding/lodging, local transport at Duliajan, Assam, and other expenses of supplier's personnel during their stay at Duliajan.	
22.8	Bidder shall ensure that installation and commissioning of the control panel is completed at the shortest time possible as un-availability of the compressor unit adversely affects production. Additionally, the bidder shall prepare an installation and commissioning plan and get the same approved by OIL before the start of installation and commissioning.	
22.9	The bidder shall deploy a minimum of three installation and commissioning teams to undertake activities simultaneously at three different locations, ensuring completion of the installation and commissioning within the stipulated timeframe.	
22.10	The bidder shall submit a detailed Installation and Commissioning schedule in the form of Gantt charts, indicating shutdown requirements, and shall prepare the plan considering OIL's normal working hours of 07:00 Hrs to 15:30 Hrs.	
23.0	NOTES TO INSTALLATION AND COMMISSIONING AND SAFETY MEASURES	
23.1	Work will be done normally during OIL's working hours. However, in case of emergency, work may have to be done beyond normal working hours and on holiday's with prior permission from Installation Managers/user department/CISF.	
23.2	The successful bidder must obtain "Entry Permit" from CISF Commandant/ Head-Security of OIL for all his workers to enable them to work inside the installations.	
23.3	NUISANCE: - The successful bidder or his representative shall not at any time cause any nuisance on the site or do anything which shall cause un-necessary disturbance in the installation. OIL reserves the right to reject any one or all the personnel deployed by the successful bidder on the basis of their performance, conduct and discipline. If any replacement is sought by Engineer-in-Charge, the same shall have to be arranged by the successful bidder within 24 Hours or as per instruction of Engineer-in-Charge. In case of any dispute the decision of Engineering-Charge shall be final and binding	
23.4	CARE OF WORKS: - From the commencement to completion of work, the successful bidder shall take full responsibility for the care of all equipments and pipelines including all temporary works and in case any damage, loss or injury shall happen to the equipment/work/person or to a part thereof due to negligence of the successful bidder, the same shall be rectified/compensated by the successful bidder without any extra claim.	
23.5	The successful bidder shall abide by all safety and security rules and regulations existing in the OIL's Installations. The successful bidder shall observe the safety measures required to be undertaken for safety of persons, labour, public and properties at work site/ plant premises/ residential premises/ public places etc. The successful bidder shall be required to take work permit from respective shift in charges for each day and each shift for all kind of jobs. There can be instances of not getting permits, withdrawing of permits already issued at any stage of work due some operational safety and security reasons. For any stoppage of work for such reasons no claim whatsoever will not be considered	

23.6	Any compensation arising out of the job carried out by the successful bidder whether related to pollution, Safety or Health will be paid by the successful bidder only.	
23.7	Any compensation arising due to accident of the successful bidder's personnel while carrying out the job, will be payable by the successful bidder.	
23.8	The successful bidder shall have to report all incidents including near miss to Installation Manager/ departmental representative of the concerned department of OIL	
23.9	In case the successful bidder is found non-compliant of HSE laws as required, the company will have the right for directing the successful bidder to take action to comply with the requirements, and for further non-compliance, the successful bidder will be penalized as per prevailing relevant Acts/ Rules/ Regulations	
23.10	When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE measures, Company will have the right to direct the successful bidder to cease work until the non-compliance is corrected.	
23.11	All safety gears like safety boots, helmets, safety belts, hand gloves, safety goggles, gas masks etc. required for carrying the job in a safe manner shall be arranged by the successful bidder	
23.12	CLEARANCE OF SITE: - As a part of the job, the successful bidder shall completely remove all the temporary/ disposable materials if needed while execution of work or after completion of work at his own cost and dispose off the same as directed by Engineer-in-Charge.	
23.13	The successful bidder shall maintain first aid facilities for its employees. All critical industrial injuries shall be reported promptly to Oil India Limited, and a copy of the successful bidder's report covering each personal injury requiring the attention of a physician shall be furnished to the Oil India Limited	
23.14	If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc.) the contractor will not have any objection to any such training	
23.15	The contractor/supervisor shall arrange daily tool box meetings and maintain records accordingly	
	The Contractor shall prepare written Safe Operating Procedures (SOP) for the works to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOPs should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the contractor and how it is to be managed. Before adoption, same to be approved by OIL	
23.16	The contractor shall keep the SOP up to date and shall provide a copy of the set of SOP to OIL for record	
24.0	INSPECTION AND TESTING	
24.1	OIL reserves the right to involve and satisfy itself at each and every stage of testing.	
24.2	Comprehensive hardware tests shall be carried out as part of bidder's QA/QC procedure. The test reports shall be forwarded to OIL.	
24.3	Before the system is delivered to the site, satisfactory performance of the entire system shall be demonstrated. OIL shall depute	

	minimum two persons for witnessing the FAT. The system shall simulate the final onsite configuration as closely as possible	
24.4	The successful bidder shall intimate OIL atleast 60 days prior to FAT for deputing OIL's personnel, cost of travel, accommodation and other expenses of OIL's inspection team will be borne by OIL.	
24.5	The tests undertaken shall demonstrate that each of the following requirement has been fulfilled: • The system is tested as an integrated system as far as possible. • The hardware and software requirements are fulfilled • All tests are documented in a checklist fashion • The system is fully proven and ready for service.	
24.6	Detailed test schedules, including at least the tests listed below, shall be submitted for the Company's approval one month before the testing. The Bidder shall have a technician and test equipment available full time during testing.	
24.7	The following minimum activities shall be part of the Factory Acceptance Test in addition to any tests recommended by the bidder: • Inspection of equipment and BOM verification • Checking the equipment against GA drawing. • Checking of panel wiring including ferrules. • Functional tests, including but not limited to: 1) Control panel functions 2) Loop test 3) Operation of power supplies 4) Diagnostic test, including self-test facilities 5) System and process alarms • Application logic test along with HMI/Display facility functionality test • System responsiveness (e.g.: scan time, alarm discrimination, logging and screen updates) • Spare capacity verification • Modbus communication shall be demonstrated using mod scan.	
25.0	SITE ACCEPTANCE TEST (SAT)	
25.1	SAT shall be started only after satisfactory performance of loop checking and verification of records and closing of FAT punch-points.	
25.2	Site acceptance tests shall be carried out in presence of OIL's representative	
25.3	Bidder shall carry out following tests as minimum as part of SAT: • Hardware verification as per final Bill of material. • Visual & Mechanical inspection for proper workmanship, identification, ferruling, name plates etc. • System configuration as per approved configuration diagram / scheme. • Demonstration of all system diagnostics. • Testing of all operational functionalities including alarm and trip logic function. • System performance test.	

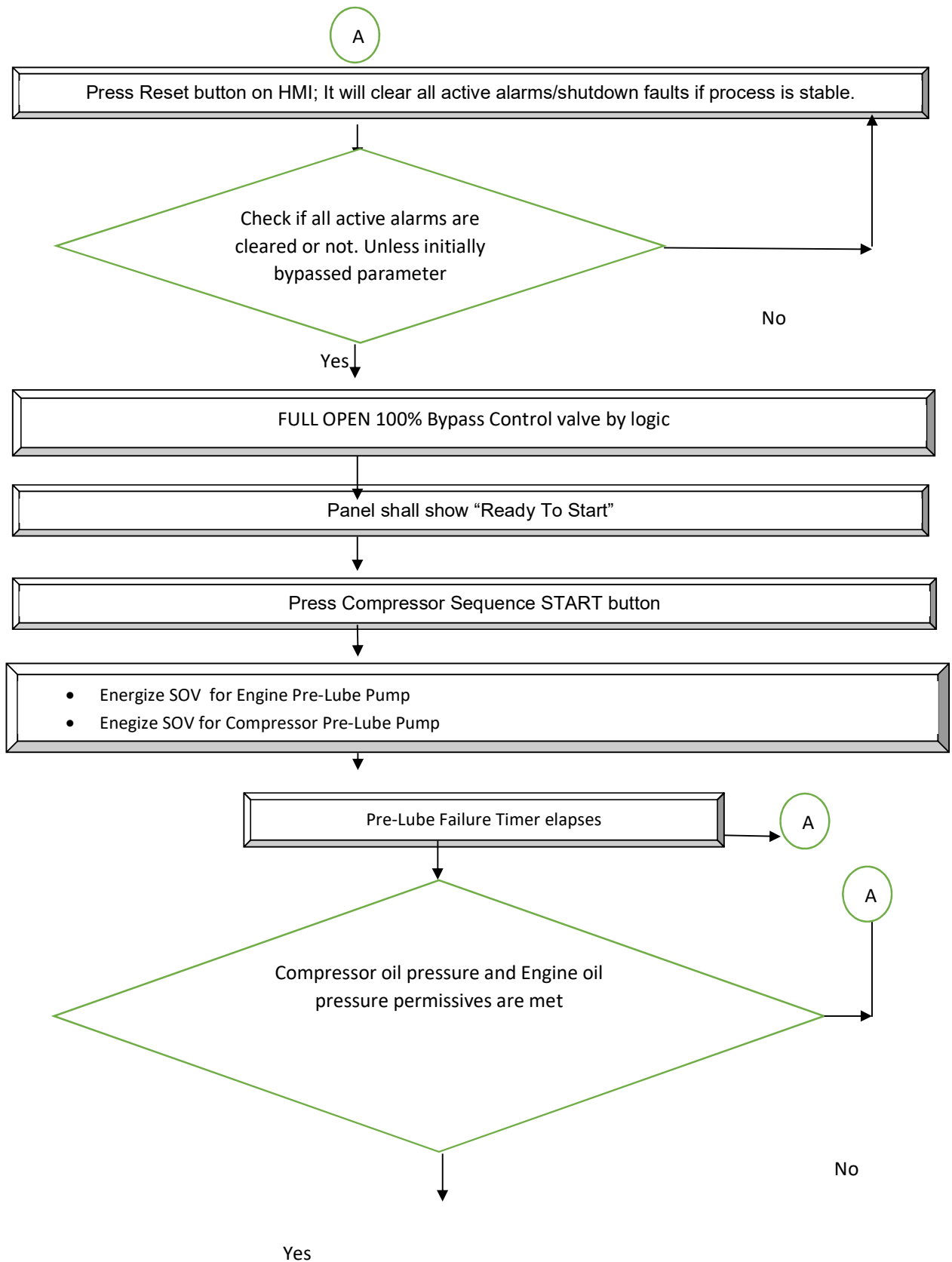
	Communications check of the all the supplied items including controllers and remote access facility.	
25.4	OIL will finally witness successful uninterrupted operation of the integrated system for the duration of minimum 72 hours for each panel for the operation of respective gas compressor units. Bidder's personnel shall be present during the test. Any malfunctioning of the system components (supplied under this contract) shall be rectified free of cost. Once the failure in the control panel is detected, the test shall start all over again from the beginning. OIL shall take over the system for regular operation once the Site Acceptance Test is completed successfully.	
26.0	TRAINING	
26.1	Following free of cost training program shall be organized by Bidder at a location with training kits for hands on training: - Training shall be imparted for minimum 04 Engineers. - Training duration shall be of minimum 05 days. - Hands on training on simulator systems to maintenance engineer to enable them to operate the units in safe and efficient manner. - Hands on training on the software features of the Programmable/configurable electronic logic controller for ease of maintenance troubleshooting and seamless operation. - Hands on training on programming/configuration of Programmable/configurable electronic logic controller for the ease of maintenance. - Training on the hardware features of the supplied control system. - The successful bidder shall intimate OIL atleast 60 days prior to start of training for deputing OIL's personnel, cost of travel, accommodation and other expenses of OIL's team will be borne by OIL. - Training manuals shall be provided to each participant in hard copy and soft copy.	
26.2	The successful bidder shall provide on-site free of cost training of 2 days on the operation of the units to operation and maintenance engineers after successful commissioning of the units.	
27.0	Documents to be submitted by bidder for Review/ approval /information to OIL:	
27.1	The review/approval by OIL does not signify compliance with the purchase order. Review/approval by OIL is for quality assurance purpose only.	
27.2	It is bidder's sole responsibility to comply with the requirement of this tender and applicable codes etc.	
27.3	Documents to be submitted during detailed Engineering for OIL approval: - General arrangement drawing of the panel which includes panel dimensions. - Interface drawing for third party connections. - Cable schedule. - Instrument hook up drawing. - Instrument data-sheet. - Electrical wiring drawing. - Load calculation for the complete system. - Instrumentation Loop diagram.	

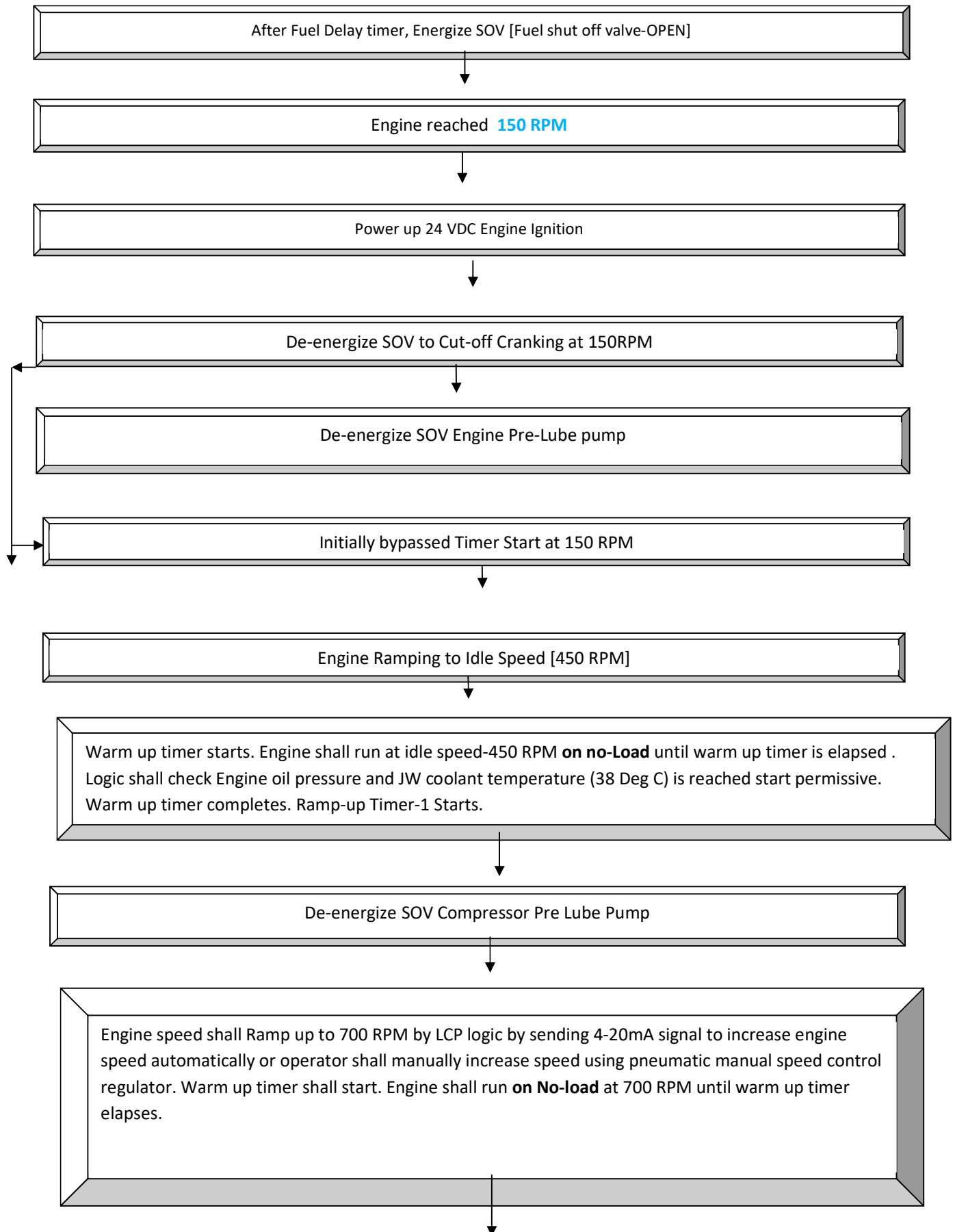
	i) Operation & Control philosophy and Logic details of start-up, sequence, interlock, safety shutdown, alarm, control & monitoring. j) Cause and effect matrix. k) Instrument index. l) Earth pit drawing m) I/O configuration details n) FAT & SAT procedure o) Alarm and trip schedules.	
27.4	The following documents shall be submitted after successful commissioning as as-built documents. These documents shall incorporate all the changes made during commissioning. 01 (one) set of hard copy and 01(one) set of softcopy shall be provided for each control panel. a) General arrangement drawing. b) Interface drawing for third party connections. c) Cable schedule. d) Instrument hookup drawing. e) Instrument data-sheet. f) Electrical wiring drawing. g) Instrumentation Loop diagram. h) Operation & Control philosophy and Logic details of start-up, sequence, interlock, safety shutdown, alarm, control & monitoring. i) Cause and effect matrix. j) Instrument index. k) Earth pit drawing l) Certification for hazardous area usage compliance as per section 19. m) Data sheets for all instruments. n) Operation and Maintenance Manual. o) Alarms and trip schedules.	
28.0	STATUTORY REQUIREMENT All electronic/electrical instruments and equipment to be used in hazardous area shall fulfil the following: a. Item shall be of a type and specification conforming to the relevant standards as specified in the Regulation 107(2) of Oil Mines Regulation-2017 and complying the provisions therein. b. Bidder shall provide documents specifying the type, details of specification, reference of the particular standard, test criteria as per the standards and status of testing, place of testing, copies of test reports from Indian Government Laboratory or NABL accredited laboratory or IECEx accredited laboratory or ATEX notified body which is not a part of manufacture's facilities along with their offer against this tender. c. In this regard, Bidder may refer OMR2017, Notification dated 18th October 2017, published in the Gazette of India, under Ministry of Labour and Employment, Directorate General of Mines Safety, published on 2nd November 2017. Copy of the gazette notification has been attached for reference as annexure-5.	
29.0	PROJECT SCHEDULE The entire supply and installation commissioning shall be completed within a period of nine (09) months from the date of placement of PO.	

30.0	<u>DELIVERY TIMELINE</u> 1. Staggered delivery of control panel along with field instruments and other associated hardware is allowed. However, each staggered lot shall have 5 control panels and necessary instruments etc suitable for complete installation and commissioning in 5 different gas compressors. 2. Installation and commissioning of each delivered lot of control panels, field instruments, and associated hardware shall be completed within three (3) months from the date of delivery of that lot.	
31.0	<u>WARRANTY</u> The equipment/ materials will be guaranteed for a period of 18 (eighteen) months from the date of receipt of the material at OIL's depot or 12(twelve) months from the date of commissioning whichever is earlier. The supplier shall repair or replace any item or equipment found defective in materials or workmanship or performance within the above period at no additional cost to OIL. The warranty is applicable to bought out items and system software also. Any system/ software fault during warranty period, supplier must attend after receiving of calls from M/s OIL at no additional cost.	

Annexure- 1 Operating Philosophy

START UP SEQUENCE





LCP logic shall close Bypass control valve gradually. Thereafter Bypass Control valve shall function automatically based on PID Controller set point set by operator on LCP.



Bypass & Engine Speed in AUTO Mode

Bypass & Engine Speed in MANUAL Mode



If Upset in compressor suction pressure then LCP logic shall start opening/closing Compressor bypass control valve thru PID control loop based on signal received from pressure transmitter

If Upset in compressor suction pressure then Operator shall start opening/closing Compressor bypass control valve thru Manual Recycle Regulator mounted on LCP.



Suction Pressure Still low?

Suction Pressure Still low?

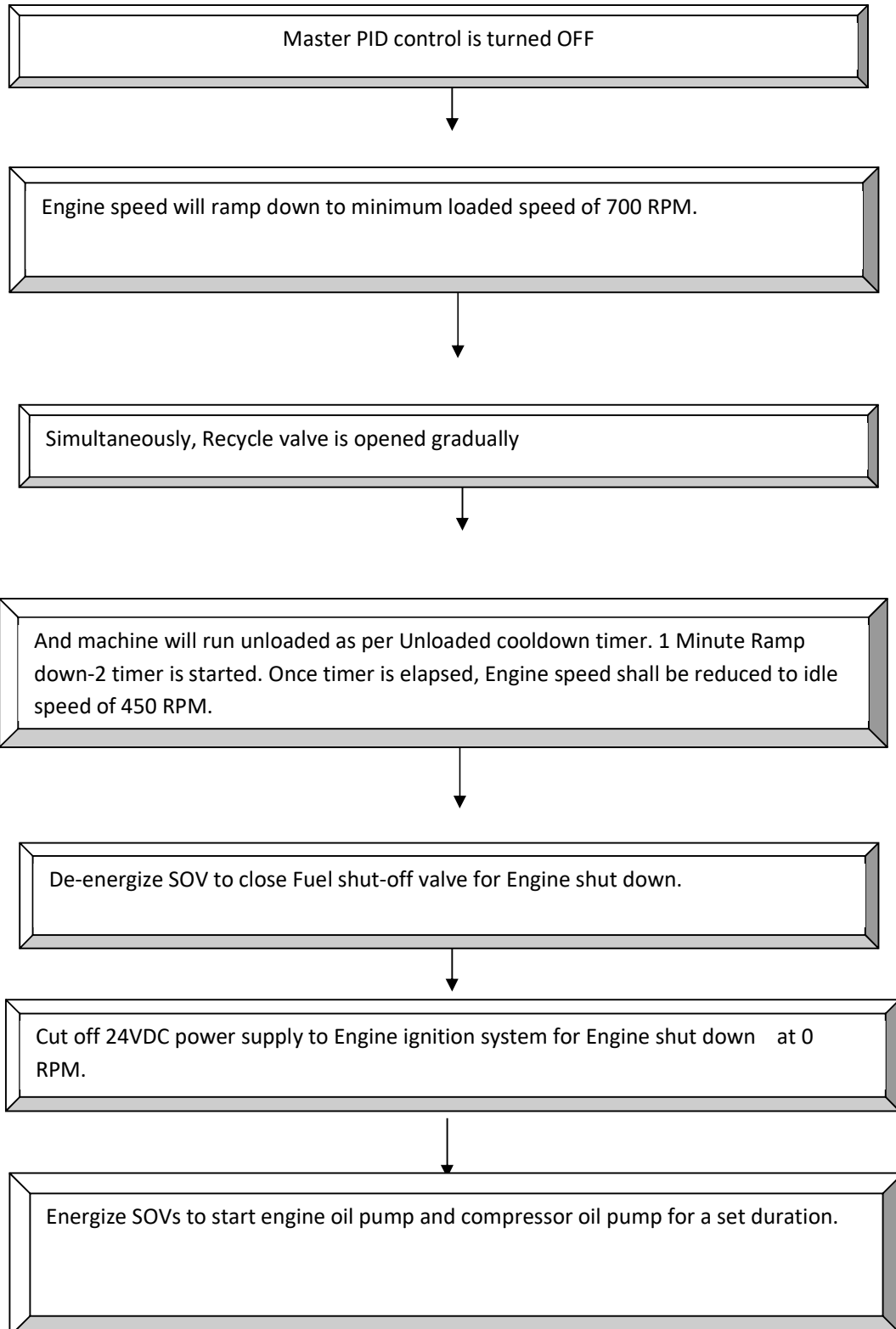


Engine speed shall be regulated between 700 and 900 RPM to achieve desired suction pressure by Logic in LCP.

Engine speed shall be regulated between 700 and 900 RPM to achieve desired suction pressure by Operator thru Engine Speed Regulator mounted on LCP.

AUTO COOLDOWN SEQUENCE

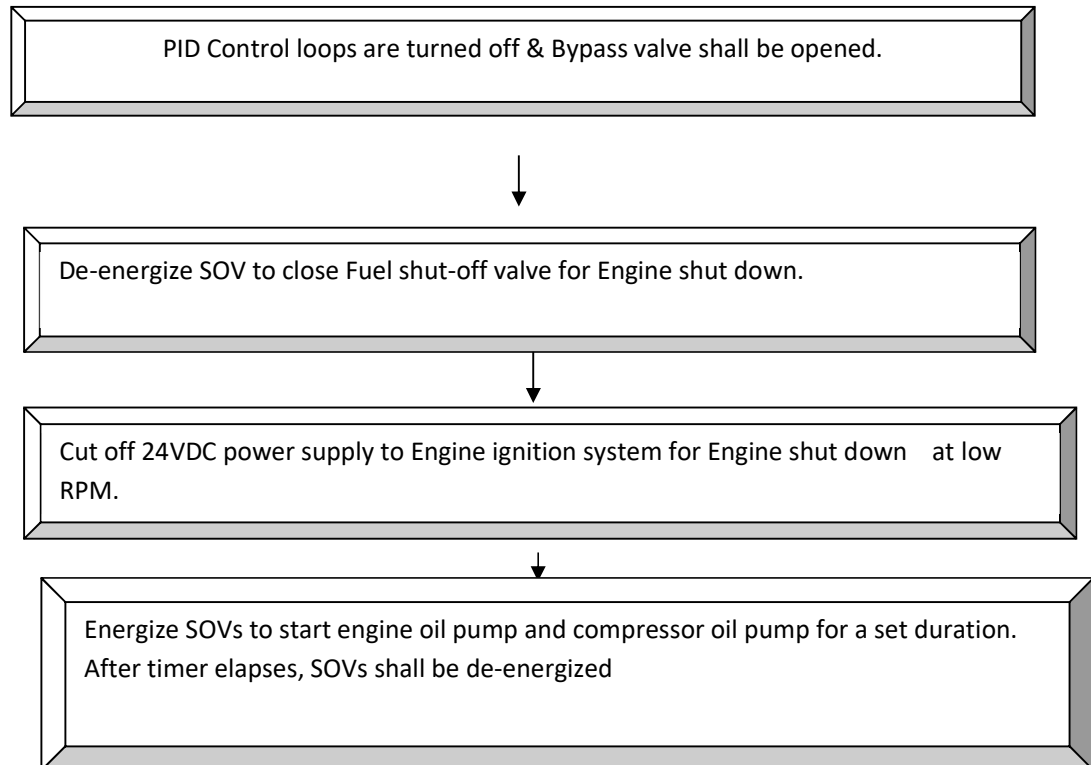
The Auto Cooldown sequence is used to gradually unload the compressor package and let it run unloaded for several minutes prior to shutting down the package. It is initiated by pushing the Cooldown Stop button.



SHUTDOWN/ STOP SEQUENCE/ TRIP

- Compressor can be stopped by pressing Normal stop - “Engine stop” soft button on LCP.
- Compressor shall be tripped by Process trip - Due to any process parameter upset indicated in P & ID (HH/LL trips).

LCP logic shall perform following activities in case of any compressor stop/trip



In any of emergency stop, LCP shall generate Closing command to Fuel shut-off valve SOV & Cut off 24VDC power supply ignition system at same time.

AB	GENERAL TERMS AND CONDITIONS.	
1.	The items shall be brand new, unused & of prime quality. Also, the party has to confirm to provide warranty that the product supplied will be free from all defects & fault in material, workmanship & manufacturing and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of shipment or 12 months from date of receipt/commissioning. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. The bidder must confirm the same while quoting.	
2	Make & Model to be quoted compulsorily for the items. Bidder should forward relevant Catalogue, Drawing, and Literature (in printed form only) indicating the quoted items along with the technical bid.	
3.	The Bidder shall submit their bid in tabular form as per Annexure – I: Technical Specification & Annexure – III: Bid Rejection Criteria above.	
4.	PAYMENT TERMS – (i) Payments shall be made to the seller within 21 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills. OR (ii) Payment terms where installation and commissioning & Training is involved: Wherever installation and commissioning is involved, 80% payment shall be made against supply of materials and balance 20% after satisfactory commissioning at site along with the installation & commissioning charges. Payment towards training shall be released after successful completion of training.	
5.	Bidder to sign and submit completely filled up Technical Evaluation Matrix for Bid evaluation criteria and Technical specification.	
6.	Bidder should categorically confirm in the technical bid to deliver the items as per delivery schedule mentioned in the tender.	
7	In case the bidder has satisfactorily executed development order (i.e. including satisfactory inspection and Field Trial Testing) for each of similar tendered item of same or higher capacity in the past in OIL/ONGCL, then the bidder does not have to satisfy past supply experience criteria of BEC in OIL provided the specification of items matches to that of OIL.	
8	Delivery: Materials must be delivered within delivery date mentioned in the tender. Unloading at Oil India Limited, Duliajan, Assam: All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. HOWEVER, OIL SHALL PROVIDE	

	CRANE FOR UNLOADING OF ITEMS ONLY. Supplier shall depute adequate crew, who has experience of unloading of items at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point. The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling the items.	
9	The bidder should indicate the name of the manufacturer, the country of origin and port of dispatch of the materials.	
10	Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.	
11	Any statutory variation (increase/decrease) in the rate of Excise duty/Sales tax/ GST / Customs Duty or any statutory levy and Exchange rate after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence. However, any increase in Excise duty/Sales tax/ GST / Customs Duty or any statutory levy and Exchange rate after the expiry of the scheduled date of delivery shall be to the supplier's account. Any decrease in Excise duty/Sales tax/ GST / Customs Duty or any statutory levy and Exchange rate shall be passed on to OIL.	
12	Order of Precedence- In the event of any conflict between the clauses of documents of the tender, following order of precedence shall apply: 1. BEC / BRC. 2. Technical specifications. 3. Special terms and conditions. 4. General terms and conditions. 5. Special conditions of contract (SCC). 6. GeM General terms and conditions (GCC).	
13	As per MoPNG notification no. FP-20013/2/2017-FP-PNG-Part (4) (E- 41432) dated 26.03.2024, Local value addition through services such as transportation, insurance, installation, commissioning, training and after sales services support like AMC/ CMC etc. shall not be considered in local content calculation for the tendered item. Bidders to take note of the same while calculating Local content for the tendered item.	
14	Clarification of Bids / Shortfall Documents. During evaluation and comparison of bids, OIL may, at its discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by email/registered/speed post, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his bid will be evaluated based on the submission. Depending on the outcome, such bids are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. (Example:	

	if the Permanent Account Number, registration with GST has been asked to be submitted and the tenderer has not provided them, these documents may be asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder.	
15.	Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy. Consequent to the implementation of Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy in OIL, effective from 28.08.2024. For purchase orders value INR 20 Crores and above the successful bidder shall be required to submit a duly filled ESG Questionnaire in the prescribed format within fifteen (15) calendar days from the date of issue of purchase order. Failure to submit the completed ESG Questionnaire within the stipulated timeline may be treated as non-compliance with contractual obligations and dealt with accordingly. The ESG Questionnaire, along with an Explanatory Note for guidance, is provided as Proforma - R of the tender document.	

BB: PRE-BID CONFERENCE: Not applicable

ANNEXURE-II

PRICE BREAK UP

A) PRICE BREAK UP OF ITEMS WHOSE COST IS TO BE INCLUDED IN “GEM PRICE SCHEDULE”

Item no.	Item Description	Qty	Unit Price including GST (In Rs)	Applicable GST rate

B) PRICE BREAK UP OF ITEMS WHOSE COST IS NOT TO BE INCLUDED IN “GEM PRICE SCHEDULE”

Item no.	Item Description	Qty	Unit Price including GST (In Rs)	Applicable GST rate

Notes:

- 1. Price break-up to be provided as above, if asked for in the tender.*
- 2. Bidders should fill up, sign and upload this price break up under “Financial documents” of GEM Priced bid only. The price breakup should not be uploaded under GEM Technical bid as it shall lead to rejection of the bid.*

ANNEXURE - III

BID EVALUATION CRITERIA (BEC)

The bids shall in general conform to the specifications and terms and conditions given in the tender. Bids shall be rejected in case the goods offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective international / national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the bids, without which the same will be considered as non-responsive and be rejected.

Clause No	DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable) TO BE FILLED BY THE BIDDER
A	BRC-TECHNICAL:	
1.0	BIDDERS' QUALIFYING CRITERIA: 1.1 The bidder shall be an Original Equipment Manufacturer (OEM) of the offered Microprocessor based Programmable/configurable electronic logic controller specified in the technical specification. OR The bidder shall be authorized agent / dealer / distributor / supply house / authorized system house of an OEM of the Microprocessor based Programmable/configurable electronic logic controller specified in the technical specification. Note: a) Bidder(s) other than OEM must submit a valid Authorization letter and back-up warranty from the manufacturer. The Authorization and back-up warranty letter duly sealed & signed by the Manufacturer on their official letterhead must be submitted along with the technical bid. b) The Sole Selling Agent/Dealer/Distributor/Supply House / authorized system house shall categorically confirm in their technical bid that there will be no change of the proposed OEM after submission of the bid.	

2.1	IN CASE THE BIDDER IS A MANUFACTURER (OEM): 2.1.1 OEM proposing for supply and services by themselves: The bidder must have experience of successfully executing (either by themselves or through any sole selling agent/ dealer/ distributor/ supply house/authorized system house) A) order(s) for supply of minimum nine (09) nos. of Control Panels for Reciprocating Natural Gas Compressor / Turbo Compressor Package during last ten (10) years preceding to the original bid closing date of the tender. AND B) The bidder must have experience of successfully executing one (1) order/contract for Installation & Commissioning of Control Panels for Reciprocating Natural Gas Compressor / Turbo compressor Package during last ten (10) years preceding to the original bid closing date of the tender. Documentary evidences in this regard(A,B) must be submitted along with the technical bid as per Para 2.3, OR Bidder must have the experience executing single contract by themselves or by joint venture for supply and installation & commissioning of Controls Panels /PLC for Turbo Compressor Package during last ten (10) years preceding to the original bid closing date of the tender. In case bidder submitted credentials for the experience criteria based on joint venture/Consortium, contract agreement submitted by the bidder must clearly indicating their roles under the scope of work which must be in line with the current tender. 2.1.2 OEM proposing for supply by themselves and services by their authorized service provider/ distributor/ sole selling agent/ supply house/authorized system house: A) The bidder must have experience of successfully executing (either by themselves or through any sole selling agent/ dealer/ distributor/ supply house/ authorized system house) order(s) for “Supply” of minimum nine (09) nos. of Control Panels for Reciprocating Natural Gas Compressor / Turbo compressor Package during last ten (10) years preceding to the original bid closing date of the tender. AND B) The bidder’s authorized service provider/ distributor / sole selling agent/ supply house/ authorized system house must have experience of successfully executing one (1) order/contract for Installation & Commissioning of Control Panels for Reciprocating Natural Gas Compressor / Turbo compressor Package during last ten (10) years preceding to the original bid closing date of the tender. Documentary evidences in this regard(A,B) must be submitted along with the technical bid as per Para 2.3.	
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	OR Bidder must have the experience executing single contract by themselves or by joint venture for supply and installation & commissioning of Controls Panels /PLC for Turbo Compressor Package during last ten (10) years preceding to the original bid closing date of the tender. In case bidder submitted credentials for the experience criteria based on joint venture/Consortium, contract agreement submitted by the bidder must clearly indicating their roles under the scope of work which must be in line with the current tender.	
2.2	IN CASE THE BIDDER is a Sole Selling Agent/Dealer/Distributor/Supply House/Authorized system house of the Original Equipment Manufacturer (OEM): The following criteria shall be met by the Bidder and the OEM: A) Their proposed OEM must have experience of successfully executing (either by themselves or through any sole selling agent/ dealer/ distributor/ supply house/ authorized system house) Single or multiple order(s) for “Supply” of minimum nine (09) nos. of Control Panels for Reciprocating Natural Gas Compressor / Turbo compressor Package during last ten (10) years preceding to the original bid closing date of the tender. AND B) The bidder as a sole selling agent/ dealer/ distributor/ supply house/ authorized system house must have experience of successfully executing one (1) order/ contract for “Installation & Commissioning” of Control Panels for Reciprocating Natural Gas Compressor / Turbo compressor Package during last ten (10) years preceding to the original bid closing date of the tender. Documentary evidences in this regard(A,B) must be submitted along with the technical bid as per Para 2.3	
2.3	NOTES TO BIDDER REGARDING EXPERIENCE CRITERIA: 2.3.1 The following documentary evidences to substantiate above experience records (2.1 and 2.2, as applicable) of the Bidder must be submitted along with the technical bid, failing which the Bid shall be treated as incomplete and rejected: (a) Copy of Purchase order/contract awarded by Client (b) Any one or combination of the following documents that confirms the successful execution of the purchase order / contract- True copies of Original Signed and sealed Completion report/performance certificate from the clients (on Client's/User's official letter head with signature & stamp) duly notarized by Government Notary. OR Any one or combination of the following documents that confirms the successful execution of the purchase order / contract – - Completion report / performance certificate from the clients,	

	- Any other documentary evidence that can substantiate the successful execution of the Purchase Order / contract cited above. 2.3.2 The date of purchase order/contract need not be within ten (10) years preceding the original bid closing date of the Tender, but execution/ supply of required quantity must be within ten (10) years preceding the original bid closing date of this tender. 2.3.3 In case of extension to the scheduled Bid Closing date of this tender, if any, the Original scheduled Bid closing Date shall be considered for evaluation of Bids. 2.3.4 Against all supporting documents submitted by the bidder along with the technical bid, originals must be kept ready and to be produced for verification of OIL, if called for. 2.3.5 The purchase order/ contract must bear the purchase order number/ contract number which clearly indicate the scope of work and technical specifications of the item. 2.3.6 The experience of the bidder's sister concern/ subsidiary shall not be considered for evaluation.	
B	BEC FINANCIAL:	
	1.0 The bidder shall have an annual financial turnover from Operations of minimum INR 7.58 Crores during any of the preceding 3 (Three) financial/accounting years reckoned from the original bid closing date of the tender. {Annual Financial Turnover of the bidder from operations shall mean-"Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (bidder) during a financial year" as per the Companies Act, 2013 Section 2 (91).} 2.0 "Net Worth" of the bidder must be positive for the financial/accounting year just preceding to the original Bid Closing Date of the Tender (i.e., Year 2025-26). {Net worth shall mean: "Share capital + Reserves created out of profits and securities Premium - Aggregate value of accumulated losses (excluding revaluation reserves) - deferred expenditure - Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation".} 3.0 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 (PROFORMA - A) certifying that 'the balance sheet/Financial Statements for the financial year (i.e., Year 2025-26) has actually not been audited so far'. Note: a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the technical 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 (PROFORMA – B) OR ii) Financial Statements (Audited Balance Sheet & Profit & Loss account along with all the schedules/notes forming part of the Balance sheet & Profit and Loss Account) audited by the auditors appointed under the statute like Companies Act etc. wherever applicable. In cases where the bidding/supporting company (as applicable) are not required to prepare Audited Financial Statements as per the Law of the Land of the country of the bidding/supporting company as applicable, the bidder shall provide documentary evidence for the same along with a certificate from a practicing Chartered Accountant or equivalent to this effect. The bidder must also submit the financial statement as per the accounting standards of the country of the bidding/supporting company as the case may be, duly certified by the practicing-chartered accountant or equivalent. 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. 4.0 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date on which the Audited Balance Sheet and Profit & Loss Account is signed. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$. 4.1 Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.	
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	5.0 In case the Bidder is subsidiary company (should be a wholly owned subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits its bid based on the strength of parent/ultimate parent/holding company, then following documents need to be submitted: (i) Turnover of the parent/ultimate parent/holding company (supporting company) should be in line with Para A.2 (1.0) above. (ii) Net Worth of the parent/ultimate parent/holding company (supporting company) should be positive in line with Para A.2 (2.0) above (iii) Corporate Guarantee (PROFORMA - C) on parent/ultimate parent/holding company's (supporting company) letter head signed by an authorized official undertaking that they would financially support their wholly owned subsidiary company for executing the project/job in case the same is awarded to them. (iv) A certificate from the Statutory Auditor of the bidding company to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificate should be duly concurred/endorsed by the Company Secretary or one of the Directors of the company concerned. The above certificate should not be more than 30 days old as on the original bid closing date.	
C	BEC COMMERCIAL:	
	Commercial Bid Evaluation Criteria will be as per Section D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria. 1.0 Bids are invited online under SINGLE STAGE TWO BID SYSTEM. Bidders must prepare the Techno- Commercial Bid (Unpriced) as well as the Priced Bid separately and upload both these bids in OIL's e- procurement portal at the designated fields separately assigned. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The "Unpriced Bid" shall contain all techno-commercial details except the prices/costs. The rate and amount columns in the unpriced technical bid must be kept blank. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. Bidder not complying with above submission procedure will be rejected. 2.0 The prices/rates offered against the tender must remain firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price condition shall be treated as non- responsive and rejected. No	

	discount whatsoever should be quoted separately. Rates/prices quoted must be net of all discount. 3.0 Bids received in physical form against online invitation shall be rejected (except the documents specifically called for in hard copies, if any). Also, modifications to bids received after the bid closing date & time shall not be entertained. 4.0 Bids containing incorrect/false/misleading statement(s) shall be rejected. 5.0 Validity of the bid shall be minimum 120 days from the date of actual Bid Closing Date. Bids with lesser validity shall be straightway rejected. 6.0 Bid Security in ORIGINAL amounting to INR 30.30 Lakhs valid upto _____ (6 months from the original Bid closing date) shall be submitted by the Bidder as a part of their Technical Bid. The amount of Bid Security & its validity shall be specified in the covering letter of this bid document. Any bid not accompanied by a proper bid security in ORIGINAL shall be rejected without any further consideration. A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender. The Bid Security shall be valid for six (6) months from the original Bid closing date. 6.1 For exemption for submission of Bid Security please refer Clause No. 9.8 (Section A) of “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). 7.0 Successful bidder will be required to furnish Performance Security @ 5 % of cost for Materials during warranty period to be submitted within 30 days of receipt of LOA/notification of award. The 1st Performance Security must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order. The Performance Security must be valid for a period as called for in the tender document. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS). Non-submission of Performance Security as above by the successful Bidder shall lead to cancellation/termination of award including forfeiture of their Bid Security, besides other penal actions as per OIL’s Banning Policy. 8.0 Online Bid must be uploaded together with the duly signed Integrity Pact. If any bidder refuses to submit Integrity Pact with the offer, their bid shall be rejected straightway.	
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	9.0 Bidders are to quote for the items as indicated in the NIT. Bids shall be typed or written in indelible ink. The Bids and all uploaded documents must be digitally signed using “Class 3” digital certificate [e-commerce application (Certificate with personal verification and Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India[except copies of the documents required in physical form] should invariably be submitted in OIL’s e-tender portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the bidder. 10.0 Bidders shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection: i)Liquidated Damages ii)Warranty/Guarantee of material iii)Arbitration / Resolution of Dispute iv)Force Majeure v)Applicable Laws. 11.0 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) In case the party refuses to sign Integrity Pact. c) Original Bid Security not received within the stipulated date & time mentioned in the Tender. d) 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. 12.0 Price Schedule: Bidder shall submit the Price Break up as per Price Bid Format (ANNEXURE - D). Bidders should fill up the annexure(s), sign and upload under “Notes & Attachments” > “Attachments” only. 13.0 Document Verification: Oil India Limited (OIL) has engaged Independent Inspection Agencies to verify and certify of various documents required against BEC/BRC of the tender: (Details already provided in Part B of Tender, Clause 47.0) 13.1 The bidders have to get various documents required against BEC of the tender verified and certified (signed & stamped on each page) by anyone of the above Independent Inspection Agencies and submit the duly certified documents	
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	alongwith the Inspection Certificate issued by the Inspection Agencies as part of their Technical Bids. It may be noted that the scope of inspections primarily to verify the authenticity of the documents being submitted as part of the bid. All Charges of the Third Party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and Payments on account of above inspection, verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third Party Inspection Agencies. 13.2 As mentioned above, Bidder(s) have to submit the verified documents and the duly certified Inspection Certificate by the Inspection Agencies along with Technical Bids. Bid submitted with unverified supporting documents shall not be normally considered. However, in case a bidder submits its bid alongwith all relevant supporting documents against BEC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered provided it is accompanied by an Undertaking by the Bidder on their official letterhead to submit the duly verified copies/verification certificate within seven (7) days of actual bid opening. Company will neither send any reminder nor seek any clarification in the regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within seven (7) days of actual bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission if third party certification within 7 days from date of Bid Closing date but certified document reaches us within cut-off date of above seven (7) days, then such bids shall be considered. 13.3 An undertaking from Independent Inspection Agencies for Document Verification as per (Proforma-17) should be submitted alongwith technical bid. 14.0 The bidder shall submit an undertaking/declaration as per Proforma- 16A 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. D PRICE EVALUATION CRITERIA: 1.0 The items are not splittable, hence PO for entire quantity	
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	shall be placed on L1 bidder. 1.1 Bidders must submit prices as indicated in the Price Bid Format (Annexure CCC). In case, any charges (except basic material value) are not indicated item wise specifically, the charges quoted would be pro- rata calculated and the same will be binding on the bidder. Hence, bidders are requested to quote accordingly. 2.0 The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below: (i) Price Bid Format (SUMMARY) for Foreign Bidders: (1) Basic Material Value including cost of all accessories, commissioning spares & mandatory spares (to indicate HSN code): (2) Pre-despatch Inspection Charges, if any (3) Packing & FOB charges (4) FOB Value (1+2+3) (5) Ocean Freight Charges upto Kolkata, India (6) Insurance, @0.5% of Total FOB Value (4) (7) Banking Charges @1 % of Total FOB Value (4) above in case of payment through Letter of Credit. If confirmed L/C at buyer's account is required, 1.5% of Total FOB Value (4) will be loaded) (8) CIF Landed Value (4+5+6+7) (9) Basic Custom Duty (including cess, if any) on (8) (10) CIF Landed Value + CD (8+9) (11) IGST (including cess, if any) on (10) (12) Compensatory Cess on (11), if any (13) CIF+CD+GST Landed Value, (10+11+12) (14) Training Charges including GST (15) Installation & Commissioning Charges including GST (16) Grand Total Value (13+14+15) (ii) Price Bid Format (SUMMARY) for Indigenous Bidders:	
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	(1) Basic Material Value including cost of all accessories, commissioning spares & mandatory spares (to indicate HSN code). (2) Pre-despatch Inspection Charges, if any inclusive of GST (3) Packing & Forwarding charges, if any (4) Total Ex-Works Value (1+2+3) (5) GST on Ex-Works Value (4) (6) Compensatory Cess, if any (7) Total FOR Despatching Station Value (4+5+6) (8) Inland Freight Charges upto Duliajan, Assam including GST (9) Transit Insurance Charges, including GST (10) Training Charges including GST (11) Installation & Commissioning Charges including GST (12) Grand Total Value (7+8+9+10+11) 3.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections/adjustments given herein. (I) When only foreign bidders are involved: Comparison will be done on Total value vide SI. No 16. (II) When both foreign & Domestic bidders are involved: Comparison will be done on Grand total value vide SI no 16 of Foreign bidder and Grand total value vide SI. no 12 (excluding SI no 8, 9) of domestic bidder. (III) When only domestic bidders are involved: Comparison will be done on Total value vide SI no 12 of Domestic bidder. 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-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose. 4.0 Customs Duty:	
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	The items covered under this enquiry shall be used by OIL in the PEL/ML areas issued/renewed after 01/04/99. In terms of Customs Notification No. 45/2025- Customs dated 24.10.2025 (including amendments thereof), imports of the items specified in List 16 of the Notification are subject to levy of concessional rate of customs duty subject to conditions specified therein. Similarly, the domestic supply of such goods would attract GST @ 18% as per Gazette Notification No. No. 3/2017-Central Tax (Rate) dated 28.06.2017 (and as amended from time to time). Bidders shall take note of the prevailing customs notifications including the latest amendment vide gazette Notification No. 45/2025- Customs dated 24.10.2025 while quoting their prices. Bidder should consider concessional Customs Duty only for those items appearing in List-16 therein. Items of their import other than those appearing in List-16 of the said gazette notification shall be considered as duty payable on merit basis in their respective bid. OIL shall issue the requisite undertaking/certificate on request from Contractor for availing concessional rate of customs duty only against the items explicitly covered under List-16 of Customs Notification No. 45/2025- Customs dated 24.10.2025 or against any other item(s) subsequently declared by the competent authority during the tenure of the contract to be duty exempted/concessional. However, in the event of refusal/denial by Customs Authority to accord exemption/concession of Customs Duty against import of items which are explicitly covered under List-16 of Notification No. 45/2025- Customs dated 24.10.2025, such applicable customs duty shall be reimbursed at actual by OIL to the Contractor on submission of documentary evidence. Similarly, the items other than those appearing in List-16 of the said gazette notification, if to be imported by the Contractor for the purpose of execution of contract against this tender, the same shall be considered as duty payable on merit basis and the applicable customs duty thereof must be included by the bidder in their respective bid value. OIL will not issue any Undertaking/Certificate towards customs duty concession/exemption for those items (not included in List-16 of Notification) and the duty payable on merit shall be borne by the Contractor. However, any other item if subsequently notified by the competent authority to be Duty free/concessional during the tenure of the contract, OIL will issue requisite Certificate/Undertaking for Contractor to avail the Customs Duty benefit and the duty benefit must be passed on to OIL. Additionally, for all those items against which the bidder considers the Customs Duty on merit, the list specifying the Customs Duty Rate (percentage) may be furnished, so that subsequent increase/decrease in Customs Duty, if any shall be reimbursed/recovered by OIL as the case may be on documentary evidence.	
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	Bidders should submit the list of items which are to be imported for execution of the contract against this tender prudently along with their bid. Undertaking/Certificate for availing concessional rate of Customs Duty shall be issued by OIL only for the eligible items, provide the same are included in the list of items which are to be imported for execution of the contract against this tender submitted by the bidder. Notes: a. The above stipulations shall prevail over other clauses if stipulated otherwise elsewhere in the original tender document/previous amendments. However, the aforementioned notifications are subject to change as per Government guidelines and the provisions ruling at the time of Bid Closing will be applicable. 5.0 Purchase Preference Clause: Purchase Preference to Micro and Small Enterprises (MSE) falling within the price band of L1+15% and Purchase Preference Policy Linked with Local Content (PP-LC) falling within the price band of L1+20% shall be applicable to this tender. 5.1 Purchase Preference to MSE Bidders: Purchase Preference to Micro and Small Enterprises is applicable to this tender. Bidders seeking benefits, under Purchase Preference Policy (MSE) shall have to be registered for that item under the NIC group code under Udyam Registration or UAM. (i) In case participating MSE Quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE. (ii) In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference. <u>Documentation required to be submitted by MSEs:</u> Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 dated 16.06.2021 and No. CG-DL-E-19012022-232763 dated 19.01.2022 and CG-DL-E-06052022-235600 dated 06.05.2022 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, and any amendment thereof. The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit Udyam Registration Number with Udyam Registration	
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Certificate along with the technical bid for availing the benefits applicable to MSEs.

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

5.2 Purchase Preference Policy (PPP-MII):

Purchase preference under Public Procurement (Preference to Make in India) Order, 2017 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India and as amended time to time with modifications as notified vide **MoPNG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022** (including subsequent amendments thereof, if any) shall be applicable for this Tender. Bidders are advised to check the provisions of the said notifications for their eligibility to bid and seek benefits for Purchase preference, accordingly. The margin of purchase preference shall be 20%.

5.3 Concurrent Application of Purchase Preference Policies:

The quantities under this tender are Not splittable and Public Procurement Policy for MSE Order 2012 and PP(MII) Order 2017 as per Order No. F.1/4/2021-PPD dated 18.05.2023 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India and any subsequent amendment thereto shall be applicable. Bidders are advised to refer to the said Order for further detail. In case of concurrence application of Purchase Preference Policies, the preference order shall be as mentioned below:

Preference Order	Category of Bidder
1st Preference	MSE Class-I Local Supplier
2 nd Preference	MSE but Non- Class-I Local Supplier
3 rd Preference	Non-MSE but Class-I Local Supplier
4 th Preference	Non-MSE Non- Class-I Local Supplier

Note: Further if multiple bidders are falling under a 'category of bidder', the purchase preference for price matching shall be given to MSEs falling within the price band of L1+15%. Purchase preference shall be given in the following order of preference:

1. SC/ST Women-owned MSEs
2. SC/ST owned MSEs

	3. Women-owned MSEs 4. Other MSEs All other guidelines issued in respect of benefits to MSEs shall prevail. Bidder claiming above relaxation/ exemption need to submit necessary documentary proof of their eligibility along with their techno-commercial bid. The certificate must be valid on the bid closing date. 6.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation. 7.0 While evaluating the bids, the closing rate (B.C. Selling Rate) of exchange declared by State Bank of India on the day prior to price bid opening will be taken into account for conversion of foreign currency into Indian Rupees. 8.0 Submission of Forged Documents: Bidders should note that Company (OIL) may verify authenticity of all the documents /certificates / information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel / terminate the contract besides taking action as per OIL's Banning Policy dated 6th January 2017, available in the OIL's website. Accordingly, service provider/vendor to submit the Undertaking of authenticity of information/documents. 9.0 Land Border Sharing: Bidders should submit an Undertaking that, their bid is compliant to Order No. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from a bidder of a country which shares land border with India. 10.0 Compliance of The Competition Act, 2002: The bidder shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation of the provisions of the Act shall attract penal action under the Act. 11.0 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global Tender. However, if any of the Clauses of the Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses in the General Terms & Conditions of Global Tender of the tender and/or elsewhere, those mentioned in this BEC shall prevail.	
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APPENDIX-B1

Format of Authorization & Backup Warranty by Manufacturers to Sole Selling Agent/Dealer / Distributer

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

Ref. No _____ Date _____

Sub: Authorization & Backup Warranty

Ref: Your tender No. _____ Dated _____

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

Sir,

We, M/s..... (Name & address of the Manufacturer) hereby authorize M/s..... (Name & address of the Bidder) to submit their Bid against Tender No..... floated by OIL INDIA LIMITED (OIL) for supply tendered goods, which will be manufactured by us. As we do not participate directly against such tendering process, we authorize M/s. (name of the Bidder) to participate as our only Sole Selling Agent/Dealer/Distributer (strike out whichever is not applicable) against the tender.

We hereby guarantee the supply through M/s..... (name of the Bidder) in the event of placement of purchase order by OIL and shall provide all back-up supports as may be necessary including for the quality & workmanship of supplied materials.

This authorization and back-up warrantee/guaranty shall remain valid throughout the execution by M/s. (Name of the Bidder) including the defect liability and AMC period (if any), in the event of an order by OIL on them.

Yours faithfully,
For (Name of the manufacture)

Name & Signature of Authorized signatory:
Designation :
Phone No.
Place :
Date :
Seal of the Manufacturer:

**PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT
VERIFICATION INSPECTION AGENCY**

(To be submitted on official letter head)

TO,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Sir,

Sub : OIL's tender No.

M/s_____having registered office at _____intend to
participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulated that the bidder shall submit documents pertaining
to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and
certified by designated independent Third Party Document Verification Inspection
Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid
Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the
bidder. M/s _____have been verified and certified by us with
originals and found to be genuine and authentic. We have signed and stamped on
the copies of all the verified and certified documents having_____nos. pages.

Note: In the event of any requirement, OIL reserves the right to ask the inspection
agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

Authorised Person's Signature:_____

Name:_____

ANNEXURE-IV**TECHNICAL & COMMERCIAL CHECKLIST****A. COMMERCIAL CHECKLIST:**

Sl. No.	Requirement	Bidder's Response
1	Whether quoted as manufacturer?	
2	Whether quoted as OEM Dealer/Supply House?	
3	If quoted as OEM Dealer/Supply House -	
	a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer/supply House for the product offered?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
4	Whether agreed to the tender warranty clause of the tender?	
5	Whether submitted EMD/Bid Security / Bid Security Declaration as per tender requirement?	
5.1	EMD/Bid Security (Amount & Validity)	
6	EMD/Bid Security exemption certificate with Validity	
7	Whether quoted a firm delivery period as per the tender requirement?	
8	Whether confirmed to submit PBG as asked for in tender?	
9	Whether confirmed Bid Validity as per the tender requirement?	
10	Whether confirmed Payment Terms as per the tender?	
11	Whether quoted as MSE unit? If yes, whether necessary document submitted?	
12	Whether submitted Integrity Pact duly signed and sealed as per PROFORMA – D? (If applicable as per the tender)	
13	Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the office memorandum and submit their offers accordingly, wherever applicable. In this regard, bidders must submit duly sealed & signed undertaking as per format provided vide, PROFORMA – E(I), E(II) & E(III) along with the technical bid. Whether uploaded along with the bid?	
14	Whether indicated the country of origin for the items quoted? Please mention the "Country of origin" under Remarks here.	
15	Whether submitted format of undertaking by bidders towards submission of authentic information/ documents as per PROFORMA – H	
16	Whether indicated 'Local Content' required as per PPP-MII Policy?	
	Local content amount and percentage. Details of locations at which the local value addition is made.	

17	Whether indicated the import content in Price Bid?	
18	Whether submitted past supply experience purchase order copy and proof of successful execution required for fulfilling Experience criteria clause of BEC-Technical.	
19	Whether submitted bidders past supplies proforma for similar items. PO No. which has been submitted for fulfilling Experience criteria clause of BEC-Technical.	
20	Whether submitted the profile and other documents of the company for verification (viz. Annual reports, Memorandum of Association, Article of Association etc.)	
21	Name of Manufacturer	
22	Place of Despatch	
23	Name, Address, Phone No & E-mail id of Bidder	
24	Bank details of Bidder	
25	Whether submitted Proforma – J - Format for Exception / Deviation	
26	Whether submitted Proforma – K - Format for Undertaking For Local Content	
27	Whether submitted Proforma – L - Format for Power of Attorney / Authorization letter (Regarding authority for submission of bid)	
28	Whether submitted Proforma – M - Format for Bidders financial standing	
29	Whether submitted Proforma – N1 Format for declaration that bidder is not under holiday list/delisted/blacklisted/debarred Proforma N2 - Format for declaration of NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation	
30	Whether submitted Proforma – R Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy	
31	Whether submitted declaration for Document Verification by independent third party inspection agencies (PROFORMA – S)	

BIDDERS PAST SUPPLIES PROFORMA FOR SIMILAR ITEMS.

Sl No.	PO No and date	Name & Address of Client	Description in Details	Documentary Evidence of successful completion	Date of completion	Remarks

ANNEXURE – V

General Conditions of Contract (GCC) & Special Conditions of Contract (SCC) for procurement of Goods

GENERAL CONDITIONS OF CONTRACT (GCC) FOR PROCUREMENT OF GOODS

- 1.0 The bid is governed by GeM General terms & conditions (GeM GTC) prevalent on the bid closing date of tender.

SPECIAL CONDITIONS OF CONTRACT (SCC) FOR PROCUREMENT OF GOODS

The SPECIAL CONDITIONS OF CONTRACT (SCC) shall supersede the GeM General terms & conditions (GeM GTC).

- 1.0 Bidders shall submit their offer mentioning pointwise compliance/noncompliance to all the terms & conditions, BEC/BRC, Specifications etc. Any deviation(s) from the tender terms & conditions, BEC/BRC, Specifications etc. should be clearly highlighted specifying justification in support of deviation.
- 2.0 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 OIL, failing which the offer will be summarily rejected. However, bidder(s) must note that there should not be any additional financial involvement arising out of such post tender clarifications.
- 3.0 The Bidder to submit following Technical Evaluation Sheet along with technical bid -

Annexure – VI: Bid Evaluation Matrix (Technical Specification)

Annexure – VII: Bid Evaluation Matrix (Bid Rejection Criteria)

4.0 INTEGRITY PACT

OIL shall be entering into an Integrity Pact, **if applicable** with the bidders as per format enclosed vide **PROFORMA - D** 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 have been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.

OIL's Independent External Monitors at present are as under:

SHRI RAM PHAL PAWAR, IPS (Retd.),
Former Director, NCRB, MHA
E-mail: rpawar61@hotmail.com
ramphal.pawar@ips.gov.in

Shri Ajit Mohan Sharan, IAS (Retd.)
Former Secretary, Ministry of Ayush, Govt. of India
E-mail: ams057@gmail.com

Dr. Ved Prakash, ITS (Retd.)
Flat No. 902, Plot No. GH-26,
Rainbow Apartments, Sector-43,
Gurgaon-122009
Mob No.9810546996
E-mail: ved60prakash@gmail.com

- 4.1 In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact.
- 4.2 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organisation may take further action as per the terms and conditions of the contract.

5.0 MICRO AND SMALL ENTERPRISES (MSE)

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 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 dated 16th June, 2021 , CG-DL-E-21032025-261838 elated 21.03.2025 issued by Ministry of Micro, Small and Medium Enterprises.

The bidder claiming as MSE status (MSE-General, MSE-SCIST, MSE -Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:

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.*

- 5.1 For availing benefits of Purchase Preference under Public Procurement Policy, the interested MSE Bidders must ensure that they are the manufacturer of tendered item(s) and registered with the appropriate authority for the said item(s). The technical offer of such MSE Bidders must include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Purchase Preference of 15% (fifteen percent) shall be extended to the eligible MSE Bidder (i.e. Manufacturer of tendered goods for procurement) over non-MSE L1 Bidder and PO shall be awarded for full tender quantity on such MSE bidder, subject to matching their quoted rates/costs with non-MSE L1 Bidder.

6.0 PREFERENCE TO MAKE IN INDIA (MII)

Department for Promotion of Industry and Internal Trade (DPIIT), has issued the revised 'Public Procurement (Preference to Make in India), Order 2017" vide Order no. No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. Bidders are

requested to go through the policy and its subsequent amendments, if any, and take note of the same while submitting their offer.

7.0 DOMESTICALLY MANUFACTURED IRON & STEEL PRODUCTS (DMI & SP):

Steel Policy notified vide Notification No. CG-DL-E-01042025-262208 dated 01.04.2025 and as amended from time to time by Ministry of Steel, Government of India is applicable against this tender. The detailed policy may be referred in Ministry's website. Also, refer **ANNEXURE – VIII** to this tender in this regard.

8.0 RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY SHARING LAND BORDER WITH INDIA:

Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 and amended vide O.M. No. F.7/10/2021-PPD (1) dated 23.02.2023 (order public procurement no. 4) from Procurement Policy Division, Department of Expenditure, Ministry of Finance forwarded by Department of Public Enterprises vide O.M. No. F. No. DPE/7 (4)/2017-Fin dated 24.02.2023 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the following clauses and submit their offers accordingly wherever applicable.

- (1) 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) "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) "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) The beneficial owner for the purpose of para (3) above will be as under:

- (i) 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.
- (ii) 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;
 - (iii) 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;
 - (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 - (v) 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) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- (6) 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) **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) **Undertaking regarding compliance:** The bidders are required to provide undertakings as per **PROFORMA – E(I), PROFORMA – E(II) & PROFORMA – E(III)** 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.

9.0 SETTLEMENT OF DISPUTES AND ARBITRATION:

9.1. ARBITRATION (APPLICABLE FOR SUPPLIER/CONTRACTOR OTHER THAN PSU/GOVT. DEPARTMENTS AND MSMEs):

9.1.1. Except as otherwise provided elsewhere in the purchase order, if any dispute, difference, question or disagreement arises between the parties or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the consequent purchase order/contract or breach thereof which parties are unable to settle mutually or through mutually appointed Outside Expert Committee (OEC), the same shall be referred to Arbitration as provided hereunder:

9.1.2. A party wishing to commence arbitration proceeding shall invoke 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.

9.1.3. The number of arbitrators and the appointing authority shall be as under:

Claim Amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Upto Rs.5.00 Crore	Not Applicable	Not Applicable
Above Rs.5.00 Crore and Upto Rs. 25 Crore	Sole Arbitrator	OIL
Above Rs. 25 Crore	Three Arbitrators	One Arbitrator by each party and the 3 rd Arbitrator, who shall be the Presiding Arbitrator, by the two Arbitrators.

9.1.4. 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.

9.1.5. 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 precede de novo.

9.1.6. Parties agree that neither shall be entitled for any pre-reference or pendent-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.

9.1.7. 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.

- 9.1.8. Each party shall be responsible to decide for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for planning for travel/ stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.
- 9.1.9. In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.
- 9.1.10. The Arbitration shall be held at the place from where the contract /purchase order has been awarded. However, parties to the contract / purchase order can agree for Venue of Arbitration, different from the place of arbitration within India for the convenience of all concerned.
- 9.1.11. The fees to arbitrator(s) shall be governed by the Fourth Schedule of the Arbitration and Conciliation Act, 1996. The fees to the arbitrator(s) and secretarial expenses shall be paid in following manner:
- (i) 20% of the fees on submission of Statement of Claim and Counter Claim by the Claimant and Respondent respectively
 - (ii) 20% of the fees on completion of pleadings
 - (iii) 20% of the fees on commencement of the hearing
 - (iv) 40% of the Fees on conclusion of hearing and before passing of final award.

However, subject to agreement by the Parties, the arbitrator(s) may determine a lump sum amount to be paid towards arbitrator's fees and secretarial expenses by the parties on commencement of the proceedings, which is to be adjusted against first instalment of payment, as prescribed in sl.(ii) above.

- 9.1.12. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
- 9.1.13. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.
- 9.1.14. It is agreed and undertaken by the Parties that irrespective of country of origin of the SELLER, the arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and under no circumstances, the proceedings shall be construed as International Arbitration.

9.2. ARBITRATION (APPLICABLE IN CASE OF PURCHASE ORDER AWARDED ON CPSE AND GOVT. DEPARTMENTS/ORGANIZATIONS):

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

The Committee of Secretaries at the First level (tier) shall finalise its decision within 3(three) months after having received the reference/notice in writing regarding the dispute from the concerned aggrieved party.

Any party aggrieved with the decision of the Committee at the First level (tier) may prefer an appeal before the Cabinet Secretary at the Second level (tier) within 15 days from the date of receipt of decision of the Committee at First level, through its administrative Ministry/Department, whose decision will be final and binding on all concerned.

The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause.

- 9.3. **ARBITRATION (APPLICABLE TO MICRO, SMALL AND MEDIUM ENTERPRISE)**
In the event of any dispute or difference relating to, arising from or connected with the Purchase Order, 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
- 10.0 **RESOLUTION OF DISPUTES THROUGH CONCILIATION BY OUTSIDE EXPERT COMMITTEE (OEC):**
(Not applicable in cases valuing less than Rs 25 lakhs)
- 10.1. 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 purchase order/contract or breach thereof which parties are unable to settle mutually, subject to consent of the Seller, the Purchaser at its discretion may first refer to conciliation through Outside Expert Committee (OEC) to be constituted by CMD, OIL as provided hereunder.
- 10.2. The party desirous of resorting to conciliation shall send a notice of 30 (thirty) days to the other party of its intention of referring the dispute for resolution through OEC. The notice invoking conciliation shall specify all the points of disputes with details of the amount claimed to be referred to OEC and the party concerned shall not raise any new issue thereafter.
- 10.3. CMD, OIL shall nominate three outside Experts, one each from Financial/commercial, Technical and Legal fields from the Panel of Outside Experts maintained by OIL who shall together be referred to as OEC (Outside Experts Committee).
- 10.4. Parties shall not claim any interest on claims/counterclaims from the date of notice invoking conciliation till execution of settlement agreement, if so arrived at. In case, parties are unable to reach a settlement, no interest shall be claimed by either party for the period from the date of notice invoking conciliation till the date of OEC recommendations in any further proceeding.
- 10.5. The Proceedings of the OEC shall be broadly governed by Part III of the Arbitration and Conciliation Act, 1996 including any modifications thereof.
- 10.6. The parties shall be represented by their in-house employees/executives. No party shall bring any advocate or outside consultant/advisor/agent. Ex-officers of OIL who have handled the matter in any capacity directly or

indirectly shall not be allowed to attend and present the case before OEC on behalf of Contractor. However, ex- employees of parties may represent their respective organizations.

- 10.7. OEC shall hear both the parties and recommend possible terms of settlement between the parties. The recommendations of OEC shall be non-binding and the parties may decide to accept or not to accept the same or may accept part of the recommendation. Parties shall be at liberty to accept the OEC recommendation with any modification they may deem fit.
- 10.8. Where recommendations are acceptable to both the parties, a settlement agreement will be drawn up in terms of the OEC recommendations or with such modifications as may be agreed upon by the parties. The settlement agreement shall be signed by both the parties. This settlement agreement shall have the same legal status and effect as that of an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under Section 30 of the Arbitration and Conciliation Act, 1996.
- 10.9. OIL will share all other guidelines regarding reconciliation through OEC with the supplier when it resorts to settlement through OEC. Both parties agree to adhere to these guidelines.
- 10.10. All the expenditure incurred in the OEC proceedings shall be shared by the parties in equal proportion. The parties shall maintain account of expenditure and present to the other for the purpose of sharing on conclusion of the OEC proceedings.

If the parties are not able to resolve the dispute through OEC or do not opt for conciliation through OEC, the party may invoke arbitration clause as provided in the contract / purchase order.

It is expected to conclude a case by OEC within 8-10 weeks. The place of conciliation shall be Guwahati for all purchase orders issued from the Field HQ, Duliajan and Pipeline HQ, Guwahati, whereas, New Delhi shall be the Place of Conciliation for all other Purchase Orders issued by other spheres of OIL.

Solicitation or any attempt to bring influence of any kind on either OEC Members or PURCHASER is completely prohibited in conciliation proceedings and PURCHASER reserves the absolute right to close the conciliation proceedings at its sole discretion if it apprehends any kind of such attempt made by the SELLER or its representatives.

11.0 EXCLUSIONS

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

- i) 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 / Seller and/or with any other person involved or connected or dealing with bid / contract / bidder / Supplier.
- ii) 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 / Supplier.

- iii) 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.

12.0 TAX COLLECTIBLE 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 (IH) 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 (As applicable) 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.

However, Performance Security deposit 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 (I H) of Income tax Act, 1961.

13.0 GST:

Bidders are requested to quote the actual rate of applicable GST.

The items covered in this Tender shall be used by Oil India Limited in the Petroleum Exploration License (PEL) and Mining Lease (ML) areas and hence **GST @18%** will be applicable as per Govt. Policy in vogue.

Note: ~~Successful bidder shall arrange to provide all necessary documents (invoice etc.) to OIL for applying Essentiality Certificate on receipt of request from OIL or at least **30 days** prior to their readiness for despatch, whichever is earlier. Further, successful bidder shall affect dispatch only on receipt of relevant certificates/shipment clearance from OIL, failing which all related liabilities shall be to supplier's account.~~

14.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:

OIL's Banning Policy, 2023 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.

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.

- 14.1 The bidder shall fill up and submit proforma of declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ COURT RECEIVERSHIP/ LIQUIDATION (as per Proforma – N) along with the technical bid).

15.0 PERFORMANCE SECURITY

Successful bidder will be required to furnish a Performance Bank Guarantee @5% of the order value with validity as mentioned in the tender document. The Performance Security shall be in the form of, Insurance Surety Bonds, 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) or irrevocable Letter of Credit (LC). The Performance Security must be submitted exactly as per **PROFORMA – F**. Bidder must confirm the same in their Technical Bid.

The Bank Guarantee issued by the bank must be routed through SFMS platform as per the following details:

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

[Order Number 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	
Bank Name	ICICI BANK LTD.
Branch Name	DULIAJAN
Branch Address	KUNJA BHAVAN, DAILY BAZAAR, DULIAJAN, DIBRUGARH, ASSAM - 786602
IFSC Code	ICIC0000213
Unique identifier code (Field 7037)	OIL503988890
Company name	Oil India Limited

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.

- 15.1 Performance Security shall be issued from any scheduled Indian Bank or any branch of an International Bank situated in India and registered with the Reserve Bank of India as scheduled foreign Bank in case of domestic suppliers.

- 15.2 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Frinking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.
- 15.3 Bank Guarantee with condition other than those mentioned in OIL's prescribed format shall not be accepted.
- 15.4 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address, Code Nos. of the authorized signatory with full name and designation and Branch Code.
- 15.5 The Performance Security shall be payable to Purchaser as compensation for any breach or loss resulting from Supplier's failure to fulfil its obligations under the Purchase Order/Contract. In the event of such default on the part of Seller, the Performance Security shall be encashed unconditionally, and the proceeds thereof shall be forfeited without any further reference to the Seller. In such an eventuality, the Seller shall be liable to face penal actions including debarment as per OIL's Banning Policy, 2023.
- 15.6 The Performance Security shall be discharged by Purchaser not later than 30 days following its expiry after completion of obligations under the order/contract. In the event of any extension to the contractual validity or delay in supply/ execution or extension of Warranty Period of the Purchase Order/Contract, validity of the Performance Security shall be extended by the Seller/Contractor by the equivalent period.
- 15.7 The Performance Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Performance Security.
- 15.8 Failure of the successful Bidder to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of the award and forfeiture of their Bid Security or Performance Security. The defaulting party shall also be debarred from business as per OIL's Banning Policy, 2023.
- 15.9 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the Purchase Order placed on the bidder shall be treated as cancelled forthwith and the bidder shall be banned from participating in future tenders in accordance with the provisions of Company's Banning Policy, 2023. Further, the Bid Security submitted by such bidder shall be invoked without any further reference, besides other penal action, as the Company may think appropriate.
- 15.10 In case Annual Maintenance Contract (AMC) is required and OIL intends to enter into a separate contract with the successful bidder for AMC, the Successful bidder must undertake to submit separate Performance Security against the AMC at the applicable rate & validity to be stipulated in the contract. (5% of annualized contract value valid for three months beyond entire execution period).
- 15.11 INSTRUCTIONS FOR FURNISHING "PERFORMANCE SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Contractor shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Contractor /Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Contractor must indicate the full postal address of the Insurer along with the Insurer 's
E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Contractor must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom /where the Surety Bond can be got confirmed by the Company.

16.0 BID SECURITY:

If Bid Security /Earnest Money Deposit (EMD) is applicable. Bids must be accompanied by Bid Security for the amount as mentioned in the tender *or an equivalent amount in freely convertible currency and shall be in the form of Insurance Surety Bonds/DD/FDR (account OIL INDIA LIMITED)/NEFT/RTGS/Electronic fund transfer to designated account of OIL/online payment through OIL's e-portal/Bank Guarantee (BG) (including e-Bank Guarantee) in OIL's prescribed format (PROFORMA – GA) or as an irrevocable Letter of Credit (L/C) from any of the following Banks (Refer GeM GTC for details).*

In case of the Bid Security is submitted in the form of Bank Guarantee, scanned copy of Bank Guarantee shall be uploaded by the bidder in the online bid and **Original Bank Guarantee will have to be submitted directly to OIL on or before the Bid closing date and time, failing which the bid may be treated as incomplete and may lead to rejection of the bid by OIL without making any reference to the bidder.**

The Original Bid Security shall be submitted manually in sealed envelope **superscribed** with tender no., tendered item detail and due date to: **CGM-MATERIALS, MATERIALS DEPARTMENT, KIND ATTENTION – SUJIT BORA, CHIEF MANAGER, OIL INDIA LIMITED, DULIAJAN- 786602, ASSAM.**

In case of Online payment of Bid Security, bidder shall provide the Online transaction details in their online bid as proof of submission of Bid Security to OIL. The online payment of Bid Security amount should be received in OIL's bank account on or before the Bid closing date and time failing which the offer will be rejected outright without any further reference.

OIL's Bank account Details for Online submission of Bid Security	
Name	Oil India Limited
Bank	State Bank of India
Branch	Duliajan
Account Number	10494832599
Account Type	Current
IFSC Code	SBIN0002053

- 16.1 Bid Security shall be issued from any scheduled Indian Bank or any branch of an International Bank situated in India and registered with the Reserve Bank of India as scheduled foreign Bank in case of domestic suppliers.
- 16.2 Bank Guarantee issued by a scheduled Bank in India at the request of some other non-scheduled Bank in India shall not be accepted.
- 16.3 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Frinking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.
- 16.4 Bank Guarantee with condition other than those mentioned in OIL's prescribed format/GeM Bank Guarantee format shall not be accepted.
- 16.5 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address, Code Nos. of the authorized signatory with full name and designation and Branch Code.
- 16.6 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 16.7 The Bid Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.
- 16.8 In case, the Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the bid submitted by the concerned bidder shall be rejected and the bidder shall be banned from participating in future tenders in accordance with the provisions of OIL's Banning Policy. Further, the Bid Security submitted by such bidder shall be invoked without any further reference, besides other penal action, as OIL may think appropriate.
- 16.9 In case of Bank Guarantee, the Bank Guarantee issuing bank branch must ensure the following:

The Bank Guarantee issued by the bank must be routed through SFMS platform as per the 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 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	
Bank Name	ICICI BANK LTD.
Branch Name	DULIAJAN
Branch Address	KUNJA BHAVAN, DAILY BAZAAR, DULIAJAN, DIBRUGARH, ASSAM – 786602
IFSC Code	ICIC0000213
Unique identifier code (Field 7037)	OIL503988890
Company name	Oil India Limited

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

16.10 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will, however, extend validity of the Bid Security till such time the Performance Security is furnished.

16.11 For timely return of Bid Security, bidders shall submit following details alongwith their technical bid.

- For Bank Guarantee((BG): Name, Email id, Phone number and Address where the Bid Security is to be returned by Courier.
- Online payment: Name, Email id, Phone number and Bank details (Bank Name, Branch Name, Branch Address, IFSC Code, Unique identifier code, Company name) where the Bid Security amount shall be returned by Online transfer.

In case of non-submission of above details, return of Bid Security may be delayed.

16.12 If Bid Security /Earnest Money Deposit (EMD) is not applicable. Instead of EMD /Bid Security, all the bidders shall be required to sign a "Bid Security Declaration" accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the NIT/ Purchase order, they shall be suspended for the period of 2 (two) years. This suspension of two years shall be automatic without conducting any enquiry. Bidders shall submit "Bid Securing Declaration" as per enclosed PROFORMA - GB along with their Technical bids.

16.13 INSTRUCTIONS FOR FURNISHING "BID SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by bidders will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Bidder must indicate the full postal address of the Insurer along with the Insurer 's E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Bidder must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom /where the Surety Bond can be got confirmed by the Company.

16.14 Submission of Bid Security and 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:

Sl. No.	Bank Name	Sl. No.	Bank Name
1	AU Small Finance Bank	18	Indian Bank
2	Axis bank	19	Indian Overseas Bank
3	Bank of Baroda	20	IndusInd Bank
4	Bank of India	21	Karnataka Bank
5	Bank of Maharashtra	22	Karur Vysya Bank
6	Canara Bank	23	Kotak Mahindra Bank

7	Central Bank of India	24	Punjab and Sind bank
8	City Union Bank	25	Punjab National Bank
9	DBS Bank	26	RBL Bank
10	DCB Bank	27	Standard Chartered
11	Dhanlaxmi Bank	28	State Bank of India
12	Federal bank	29	South Indian Bank
13	HDFC Bank	30	Tamilnad Mercantile Bank Ltd
14	HSBC Bank	31	UCO Bank
15	ICICI Bank	32	Union Bank of India
16	IDBI Bank	33	Yes Bank
17	IDFC First 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	sujit_bora@oilindia.in
5	Mobile No.	9954487595
6	Local Address	Materials Department, Oil India Limited, Duliajan, Assam-786602
7	Registered Address	Duliajan, Dibrugarh, Assam-786602

17 FINANCING OF TRADE RECEIVABLES OF MICRO AND SMALL ENTERPRISES (MSEs) THROUGH TRADE RECEIVABLES DISCOUNTING SYSTEM (TREDS) PLATFORM.

Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on Buyers credit rating by discounting, OIL has registered itself on TReDS platform with M/s RXIL , M/s A TREDS Ltd. (Invoice Mart), M/s Mynd Solutions Private Limited, M/s C2FO Factoring Solutions Private Limited, M/s. KredX Platform Private Limited. The list of approved/authorized entities is as under:

Sl. No	Name of the Approved/ Authorised Entity	TReDS Payment System Approved/ Authorised
1	M/s Receivables Exchange of India Limited (RXIL)	RXIL
2	M/s A TREDS Ltd	INVOICE MART
3	M/s Mynd Solutions Private Limited,	Mlxchange
4	M/s C2FO Factoring Solutions Private Limited,	C2treds
5	M/s. KredX Platform Private Limited	DTX

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 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.

Note:

- (i) Buyer means OIL who has placed Purchase Order/ Contract on a MSE Vendor (Seller).
- (ii) Seller means a MSE vendor, who has been awarded Purchase Order/ Contract by OIL (Buyer).

18 UNLOADING FOR BULKY/HEAVY ITEMS:

All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. **HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF BULKY/HEAVY ITEMS ONLY.** Supplier shall depute adequate crew, who has experience of unloading of such items at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling the items.

18.14 OIL reserves the right to divert any truck / trailer originally booked for a particular destination to nearby areas within a distance of 50 km from Duliajan.

19 UNLOADING OF TUBULARS:

All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. **HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF TUBULARS ONLY.** Supplier shall depute adequate crew, who has experience of unloading of tubulars, at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point. **THE ONLY RESPONSIBILITY OF THE CREW TO BE DEPUTED BY THE SUPPLIER IS TO FASTEN/FIX CRANE'S HOOK SLING TO BUNDLES ON THE LOADED VEHICLE.** Once the hook sling is securely fastened complying to the safety instructions, OIL's Crane shall lift and unload tubulars from the vehicle. Following points are to be noted and complied in this connection:

- (a) Supplier to ensure that height of the loaded tubular is below the cabin height of the vehicle for safe off-loading.
- (b) Supplier to ensure that tubular bundles are securely fastened by very strong material to withstand the rigors of road transportation and capable of lifting by Crane. In the case tubular bundles are found loosened and/or tubulars found completely resting on the side support/bales of vehicle in way that it may free fall upon unshackling, OIL will not unload such vehicle due to safety reasons.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling tubulars.

19.14 OIL reserves the right to divert any truck / trailer originally booked for a particular destination to nearby areas within a distance of 50 km from Duliajan.

20 UNLOADING OF CONSIGNMENT RECEIVED THROUGH RAIL:

Unloading of consignment from Railway Wagons at Destination (**Duliajan**) shall be completely in OIL's scope.

21 QUANTITY TOLERANCE FOR TUBULARS:

Bidders should note that, in the event of order, quantity tolerance of +0%/-2% of order quantity will be applicable.

22 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).

23 FURNISHING FRAUDULENT INFORMATION/ DOCUMENT:

If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and necessary action as per OIL's Banning Policy, 2023 shall be taken, besides the legal action. In this regard, bidders are requested to submit an Undertaking as per **PROFORMA - H** along with their offer failing which their offer shall be liable for rejection.

24 GENERAL CONDITIONS OF CONTRACT FOR SERVICES (ANNEXURE - IX)

General Conditions of Contract FOR SERVICES (GCC - SERVICES) shall be applicable for all services to be rendered including AMC (as and when entered into).

25 MODIFICATION/AMENDMENT OF TENDER DOCUMENT: At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender Documents through issuance of Corrigendum(s)/Addendum(s). Bidders are expected to take the Corrigendum(s)/ Addendum(s) into account in preparation and submission of their bid. No separate intimation for Corrigendum(s)/Addendum(s) published by OIL shall be sent to the Bidders.

26 THIRD PARTY INSPECTION (TPI) (if to be arranged by OIL).

- a) OIL shall arrange for inspection (TPI) of the materials through OIL's nominated Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by OIL. **BIDDER SHALL NOT QUOTE/INCLUDE THE COST OF THIRD PARTY INSPECTION IN THEIR OFFER.** However, Bidder shall extend all necessary facility to the satisfaction of Third Party Inspection Agency for smooth conduct of the inspection.
- b) Bidder shall clearly indicate in the technical bid the place/plant where Third Party Inspection of the materials shall be conducted, in the event of an order.
- c) Supplier shall convey to OIL the production schedule within 02(two) weeks from the date of Letter of Award (LOA)/Purchase order so that OIL can deploy the TPI agency to carry out inspection at bidder's/manufacturer's premises accordingly. Additionally, Supplier shall send a notice in writing/e-mail to the OIL at least 15 days in advance specifying the exact schedule and place of inspection (TPI) as per the Purchase Order and OIL upon receipt of such notice shall notify to the supplier the date and time when the materials would be inspected by OIL nominated TPI Agency. **Manufacturer QAP for Third Party Inspection must be submitted by the bidder after placement of order.**
- d) The supplier shall provide, without any extra charge to OIL, all materials, tools, labour and assistance of every kind which the OIL nominated TPI Agency may demand for any test or examination required at supplier's premises. The supplier shall also provide and deliver sample from the material under inspection, free of charge, at any such place other than their premises as the TPI Agency may specify for acceptance tests for which the supplier does not have the facilities for such tests at their premises. In the event of testing outside owing to lack of test facility at supplier's premises, the supplier shall bear cost of such test, if any.
- e) The supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the OIL nominated TPI Agency.

- f) Unless otherwise provided for in the Purchase Order, the quantity of materials expended in test will be borne by supplier.
- g) The decision of the Third Party Inspection Agency nominated by OIL regarding acceptance/rejection of material shall be final and binding on the supplier.
- h) Upon successful completion of the TPI and acceptance of the TPI reports by OIL, Bidder/Supplier shall be intimated by OIL for dispatch of the materials. The materials should be despatched only after receipt of dispatch clearance from OIL.
- i) Acceptance of the TPI reports and receipt of dispatch intimation from OIL do not absolve the bidder from any warranty obligations or waive the bidder from OIL's right for rejection of the materials after receipt at site.
- j) Notwithstanding clauses contained herein above, in the event the materials under inspection fails to conform to purchase order specification and are rejected by OIL nominated Third Party Inspection agency, OIL may recover all cost incurred for re-inspection of the materials from the supplier.

26.1 THIRD PARTY INSPECTION (TPI) (if to be arranged by Supplier).

Supplier shall arrange for inspection (TPI) of the materials through OIL's empaneled Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by Supplier. At present, there are six OIL's empaneled Third Party Inspection Agency as under:

- (i)M/s.Lloyds
- (ii)M/s.BureauVeritas
- (iii)M/s.RITES
- (iv)M/s IR CLASS System and Solutions Private Limited
- (v)M/s.Tuboscope Vetco
- (vi)M/s. DNV MES India Private Limited

27 DOCUMENTATION (FOR DOMESTIC/INDIGENOUS SUPPLIERS):

27.1 Preparation and submission of proper documents by Seller is one of the very important requirements. The Seller must strictly follow the instructions.

27.2 Seller shall ensure that all the documents have clear reference of OIL's Purchase Order number.

27.3 Seller shall forward the documents, as mentioned below, by courier service immediately after the dispatch is made:

- (I) **WHERE PAYMENT AGAINST DIRECT SUBMISSION OF DESPATCH DOCUMENTS TO COMPANY:**

A)	General Manager (A/P), Finance & Accounts Department Oil India Limited, Duliajan, PIN - 786602	i) Bill in original + one copy. ii) Copy of the C-Note/RR. iii) Copy of Mill Inspection Certificate, if any. iv) Copy of Third-Party Inspection Certificate, if any. v) Copy of Delivery Challan. vi) Copy of TPI Declaration vii) Copy of Tax Invoice. viii) Copy of packing list. ix) Documentary evidence of payment of Customs Duty, if any.
B)	DGM - Materials (Receiving), Materials Department Oil India Limited, Duliajan, PIN - 786602	i) Clear Consignee copy of RR/C-Note - Original + 1 copy. ii) Copy of Tax Invoice. iii) Delivery Challan (Original). iv) Packing list (Original). v) Mill inspection certificate, if any (Original). vi) Copy of Third-Party Inspection certificate, if any. vii) Copy of TPI Declaration viii) Warranty Certificate (Original)
C)	Chief Manager Materials (FP) Materials Department Oil India Limited, Duliajan, PIN - 786602	One set consisting copies of all the documents as mentioned in (B) above.

Note: Where payment term is after receipt and acceptance of materials, the complete set of documents meant for General Manager (A/P) as indicated in (A) above should be submitted to Dy. General Manager Materials (Receiving).

28.0 FORCE MAJEURE:

- 28.1 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.
- 28.2. 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, 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.
- 28.3. 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 7(seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

- 28.4. 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.
- 28.5. 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.

29.0 SIGNING OF BIDS:

Bids are to be submitted online in GeM portal. The bid including all uploaded documents shall be signed by duly authorized representative of the bidder holding a Power of Attorney to bind the Bidder to the contract. The letter of authorisation (as per Proforma-L) shall be indicated by written Power of Attorney accompanying the Bid.

30.0 BIDDERS FINANCIAL STANDING:

The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking (as per Proforma-M) to this effect with bid.

31.0 CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD-PARTY INSPECTION AGENCIES (TPIA):

- 31.1 Oil India Limited (OIL) has engaged the following 17 (Seventeen) Independent Inspection Agencies for a period of 04 (Four) years up to 06.06.2028 to verify and certify various documents submitted by the bidders required against BEC/BRC of the tender:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. Alfred H Knight India Private Limited	a. rkjain@ahkgroup.com; b. pradeep.mathur@ahkgroup.com ; c. info@ ahkgroup.com
ii.	M/s. TUV India Private Limited	a. noida@tuv-nord.com b. mumbai@tuv-nord.com c. salim@tuv-nord.com
iii.	M/s Conformity India International Private Limited	a. mktg@ciindia.in
iv.	M/s Ravi Energic Private Limited	a. baroda@ravienergic.com b. tpia@ravienergic.com
v.	M/s SGS India Private Limited	a. dhaval.vora@sgs.com b. sgs.india@sgs.com

vi.	M/s Assure Quality Management Certification Services Private Limited	a. aqmcs@aqmcs.com
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. industrial_services@irclass.org b. Bhavesh.satam@irclass.org
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. Shailesh.deotale@ind.tuv.com b. Kaushal.gohil@ind.tuv.com c. info@ind.tuv.com d. ravi.kumar@ind.tuv.com
ix.	M/s Gulf Lloyds (India) Ltd.	a. contact@gulflloyds.com b. inspection@gulflloyds.com
x.	M/s Baltic Testing India Pvt. Ltd.	a. office@balticcontrolindia.com
xi.	M/s Sanmarg Engineering Validation & Assessment	a. Amitra@sanmargeva.com
xii.	M/s Meenar Global Consultants LLP	a. sales@mgellp.in
xiii.	M/s Rites Limited	a. nrinspn@rites.com b. info@rites.com c. sbu.ninsp@rites.com
xiv.	M/s Bureau Veritas (India) Private Limited	a. bvindia.corporate@bureauveritas.com
xv.	M/s TUV SUD South Asia Private Limited	a. Hemant.chavan@tuvsud.com b. Jayashree.rane@tuvsud.com
xvi.	M/s Adornment Engineers India Private Limited	a. jks@adornmentengineers.com
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. admin@tereinspections.com b. ashismallick@teregroup.com c. tenders@teregroup.com

31.2 Bidders are required to have their documents, as mandated under the Bid Evaluation Criteria (BEC) / Bid Rejection Criteria (BRC) of the tender, verified and certified by any one of the empanelled Independent Third-Party Inspection Agencies listed above. The Inspection Certificate, duly issued by the selected agency, must be submitted along with the Technical Bid. All costs related to verification and certification by the Third-Party Inspection Agencies shall be borne solely by the respective bidders. Payments in this regard shall be made directly by the bidders to the Inspection Agencies. OIL shall not be held responsible for any payment-related dispute between the bidders and the inspection agencies.

31.3 The verified and certified documents must be submitted along with the Technical Bid. Any bid submitted with un-verified supporting documents shall not be considered. However, in case a bidder submits its bid along with all relevant supporting documents as per BEC/BRC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered, provided it is accompanied by an **Undertaking**

by the Bidder on their official letterhead towards submission of the duly verified and certified copies/ Inspection Certificate within 07 (Seven) days from the actual date of bid opening to be sent to address **Office of CGM-MATERIALS, Materials Department, Oil India Limited, Duliajan - 786602, Assam, India and copy of the verified documents to email id : sujit_bora@oilindia.in**. No reminders or clarifications will be issued by the Company in this regard, and failure to submit the verified/ certified documents within the stipulated time shall result in outright rejection of the bid, at the sole risk and responsibility of the bidder. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.

31.4 The methodology of verification/certification of documents followed by the agencies is broadly as under, but not limited to:

- (a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC/BRC. The bidders must present all relevant documents to any of the empanelled third-party certifying agencies for verification/certification. Neither OIL nor the Inspection Agencies shall be responsible for the selection or appropriateness of the documents submitted for verification. It is entirely the bidder's responsibility to ensure that the appropriate documents are verified/certified in support of BEC/BRC compliance.
- (b) The concerned Independent Third-Party Inspection Agencies shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL. Verification/Certification of documents by OIL's empanelled third-party inspection agencies shall not automatically make the bidder techno-commercially-acceptable or eligible for award of contract.
- (c) Verification/Certification of documents are normally categorized as under:

i General Requirement:

- Check Bidder's PAN Card
- Check Bidder's GST Certificate
- Check Bidder's Certificate of Incorporation
- Power of Attorney

ii Additional Documents : (If applicable against the tender)

- Bidders general structure and organization
- Joint Ventures Agreements – To cross-check with JV Partners
- Consortium Agreements – To cross-check with Consortium Partners

- Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company – To check the Share Holding pattern, Corporate Guarantee etc.

iii Technical Criteria

- To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC/BRC of the Tender.
- Health, Safety and Environmental Management Policy

iv Financial Criteria

- Line of credit, if incorporated in the tender.

Notes:

- (i) Bidder's self-declared undertakings, Audited Balance Sheet & Profit-loss statement and/or CA certificate having UDIN are not required to be verified by the TPI agency. If any documents, LOI/LOA/Contracts, etc., submitted towards BEC/BRC experience criteria are issued by Oil India Limited, such documents need not be verified by TPI agency.
- (ii) Undertaking from TPI Agency as per format (**Proforma-0**) enclosed should be submitted along with the Bid.
- (iii) **In case of clarifications sought by OIL against BEC/BRC, supporting documents (historical in nature) to those submitted in the original bid will also have to be verified from the same TPI agency which has originally verified their bid documents. OIL shall categorically mention the documents that are to be submitted with TPI verification in the clarification sought. In case the bidder fails to submit the TPI verified documents, as sought by OIL, as part of their clarification, their offer will be liable for rejection.**

32.0 Clarification of Bids / Shortfall Documents.

During evaluation and comparison of bids, OIL may, at its discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by email/registered/speed post, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his bid will be evaluated based on the submission. Depending on the outcome, such bids are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. (Example: if the Permanent Account Number, registration with GST has been asked to be submitted and the tenderer has not provided them, these documents may be asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the

tender, only related shortfall documents should be asked for and considered. For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder.

PROFORMA – A

FORMAT FOR CERTIFICATE OF COMPLIANCE OF FINANCIAL CRITERIA
(ON THE OFFICIAL PAD OF THE BIDDER TO BE EXECUTED BY THE
AUTHORIZED SIGNATORY OF THE BIDDER)

Ref: Clause No. A.2 (3.0) - Financial Criteria of the BEC
Tender No.: _____

I the authorized signatory(s)
of.....(Company or firm name of address) do hereby affirm
and declare as under:-

The balance sheet/Financial Statements for the financial year _____ (as
the case may be) has actually not been audited as on the Original Bid closing Date.

Place :.....

Date :.....

authorized signatory

Signature of the

Note: *This certificate are to be issued only considering the time required for
preparation of Financial Statements i.e. if the last date of preceding
financial / accounting year falls within the preceding six months
reckoned from the original bid closing date.*

PROFORMA – B

CERTIFICATE OF ANNUAL TURNOVER & NET WORTH

TO BE ISSUED BY PRACTISING **CHARTERED ACCOUNTANTS' FIRM** ON THEIR LETTER HEAD

TO WHOM IT MAY CONCERN

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

Annual Financial Turnover of the bidder from operations shall mean: "Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (bidder) during a financial year" as per the Companies Act, 2013 Section 2 (91).

Net worth shall mean: "Share capital + Reserves created out of profits and securities Premium – Aggregate value of accumulated losses (excluding revaluation reserves) – deferred expenditure – Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation"

Place:

Date:

UDIN:

Seal:

Membership Code & Registration No.:

Signature

NOTE: As per the guidelines of ICAI, every practicing CA is required to mention Unique Document Identification Number (UDIN) against each certification work done by them. Documents certified by CA without UDIN shall not be acceptable.

PROFORMA – C

**PARENT/ ULTIMATE PARENT/ HOLDING COMPANY'S CORPORATE
GUARANTEE TOWARDS FINANCIAL STANDING (Delete whichever not
applicable)
(TO BE EXECUTED ON COMPANY'S LETTER HEAD)**

DEED OF GUARANTEE

THIS DEED OF GUARANTEE executed at this day of by M/s(mention complete name) a company duly organized and existing under the laws of (insert jurisdiction/country), having its Registered Office at.....herein after called "the Guarantor" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No..... for.....and M/s.....(Bidder) intends to bid against the said tender and desires to have Financial support of M/s..... [Parent / Ultimate Parent/Holding Company(Delete whichever not applicable)] and whereas Parent/Ultimate Parent/Holding Company(Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the Financial support as required by the bidder for qualifying and successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed by the Guarantor to give this Guarantee and undertakes as follows:

1. The Guarantor confirms that the Bidder is a 100% subsidiary of the Guarantor.
2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
3. The Guarantor have an annual financial turnover of minimum INR..... Cr or USD during any of the preceding 03(three) financial/ accounting years reckoned from the original bid closing date.
4. Net worth of the Guarantor is positive for preceding financial/ accounting year.
5. The Guarantor undertakes to provide financial support to the Bidder for executing the project/job, in case the same is awarded to the Bidder.
6. The Guarantor represents that:
 - (a) this Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.
 - (b) the liability of the Guarantor, under the Guarantee, is limited to the 100% of the order value between the Bidder and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.

- (c) this Guarantee has been issued after due observance of the appropriate laws in force in India.
- (d) this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of New Delhi, India.
- (e) this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
- (f) the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

for and on behalf of (Parent/Ultimate Parent/ Holding Company) (Delete whichever not applicable)	for and on behalf of (Bidder)
<u>Witness:</u> 1. 2.	<u>Witness:</u> 1. 2.

INTEGRITY PACT

Between

Oil India Limited (OIL) hereinafter referred to as "The Principal"

And

(Name of the bidder).....hereinafter referred to as
"The Bidder"

Preamble:

The Principal intends to award, under laid down organizational procedures, contract/s for -----. The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organization "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process for compliance with the principles mentioned above.

Section: 1 -Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- (i) No employee of the Principal, personally or through family members, will in connection with the tender for, or during execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
- (ii) The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process.
- (iii) The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officers and in addition can initiate disciplinary actions.

Section: 2 -Commitments of the Bidder/~~Contractor~~

(1) The Bidder commits itself to take all measures necessary to prevent corruption. During his participation in the tender process, the Bidder commits himself to observe the following principles:

- (i) The Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during subsequent contract execution, if awarded.
- (ii) The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- (iii) The Bidder(s) will not commit any offence under the relevant Anticorruption Laws of India, further, the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (iv) The Bidder will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (v) Bidders to disclose any transgressions with any other public/government organization that may impinge on the anti-corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgressions (s) is/are to be reported by the bidders shall be the last **three years** to be reckoned from date of bid submission. The transgression (s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.

- (vi) The Bidder(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.
 - (vii) Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- (2) The Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3) The Bidder signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

Section 3 -Disqualification from tender process and exclusion from future Contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or risibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process, for such reason.

1. If the Bidder has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 2 years.
2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
3. If the Bidder can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
4. A transgression is considered to have occurred if in light of available evidence, no reasonable doubt is possible.
5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties or as mentioned in Section 9 - Pact Duration whichever is later. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

Section 4 -Compensation for Damages

(1) If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.

(2) The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder can prove and establish that the exclusion of the Bidder from the tender process has caused no damage or less damage than the amount or the liquidated damages, the Bidder shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 -Previous transgression

(1) The Bidder declares that no previous transgression occurred in the last 3 years with any other company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process for such reason.

Section: 6 -Equal treatment of all Bidders/Contractor/Subcontractors

(1) The Principal will enter into Pacts on identical terms with all bidders.

(2) The Bidder undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section: 7 -Criminal charges against violating Bidders/Contractors/Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section: 8 -External Independent Monitor/Monitors

(1) The Principal appoints competent and credible Independent External Monitor (IEM) for this Pact.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

(3) The Bidder accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to

treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Bidder. The parties offer the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder to present its case before making its recommendations to the Principal.

(6) The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

(7) If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

(8) The word 'Monitor' would include both singular and plural.

(9) In case of any complaints referred under IP Program, the role of IEMs is advisory and the advice of IEM is non-binding on the Organization. However, as IEMs are invariably persons with rich experience who have retired as senior functionaries of the government, their advice would help in proper implementation of the IP.

Section:9 -Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

Section:10 -Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the principal contractor shall be solely responsible for the adherence to the provisions of IP by the sub-contractor(s).

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

SUJIT BORA For the Principal Date : Place :	 For the Bidder/Contractor Witness 1: Witness 2:
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.....

PROFORMA – E(I)

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

(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; 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)

PROFORMA – E(II)

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)

PROFORMA – E(III)

ADDITIONAL UNDERTAKING BY BIDDER IN CASES OF SPECIFIED TRANSFER OF TECHNOLOGY

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

Ref. No _____

Date: _____

Tender No. _____ Date: _____

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

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)

PROFORMA – F

FORMAT FOR PERFORMANCE BANK GUARANTEE

To,
GENERAL MANAGER – MATERIALS (HOD)
OIL INDIA LIMITED, MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA, PIN – 786602

WHEREAS.....
.....(Name and address of Contractor) (hereinafter called “Contractor”) had undertaken, in pursuance of Contract 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 theday 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 be 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,
Materials 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:

Enclosure: Original bank guarantee

PROFORMA – G (A)

BID SECURITY FORM

To:
M/s. OIL INDIA LIMITED,
MATERIALS DEPARTMENT

Whereas.....(hereinafter 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 ofhaving 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 securityor
3. If the Bidder furnishes 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/Email) 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:

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

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall be 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 Bank: _____
Address: _____

Date: _____

Place: _____

PROFORMA – G (B)

BID SECURITY DECLARATION

To,

M/s. Oil India Limited

.....,
.....

Sub:

.....

...

Tender

No:.....

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 INDIALIMITED 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:
Bidder]
Date:

[Signature of Authorized Signatory of
Name:

Designation:
Seal:

PROFORMA - H

**FORMAT OF UNDERTAKING BY BIDDERS TOWARDS SUBMISSION
OF AUTHENTIC INFORMATION/DOCUMENTS**

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

Ref. No _____

Date _____

To,

**General Manager (Materials)
Materials Department
Oil India Limited, Duliajan**

Sub: Undertaking of authenticity of information/documents submitted
Ref: Your tender No. _____ Dated _____

Sir,

With reference to our quotation no. dated..... 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)

ANNEXURE – VI

BID EVALUATION MATRIX (TECHNICAL) (TO BE FILLED IN BY BIDDER DULY SIGNED)
TECHNICAL SPECIFICATIONS

ANNEXURE – VII

BID EVALUATION MATRIX (BID REJECTION CRITERIA) (TO BE FILLED IN BY BIDDER DULY SIGNED)			
BID EVALUATION CRITERIA			
Claus e Num ber	DESCRIPTION	BIDDER'S RESPONS E (Complied / Not Complied /Deviation /Not Applicable)	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)
A.1	BRC - TECHNICAL		

PROFORMA - I

PROFORMA OF AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

Ref No.

Date

TO,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

For _____ Mr _____ has been authorized to be present at
the time of opening of above tender due on _____ at _____ on my/our behalf.

Yours faithfully

Signature of Bidder

Name: _____ Designation : _____

For & on behalf of :

Copy to: Mr _____ for information and for production before the
(MM) at the opening of bids.

PROFORMA – J

EXCEPTION / DEVIATION PROFORMA

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 our offer complies with all NIT requirements and specifications without any deviations.

Or

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

Clause No. of Bidding Document	Full compliance/ not agreed	Exception/ deviations taken by the Bidders	Remarks

Signature of the Bidder

Name :

Seal of the company

PROFORMA – K

UNDERTAKING FOR LOCAL CONTENT

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

Tender No. _____

We, _____ (Name of the bidder) have submitted Bid against Tender No. _____-dated _____ for _____.

We hereby undertake that we meet the mandatory minimum local content requirement as per the provision of Public Procurement (Preference to Make in India) Order, 2017 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India as revised vide Order No. P45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoP&NG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any). The percentage of Local Content is _____%.

We further declare that the percentage of Local content for the tendered Goods/Services has been calculated in conjunction with the directive issued by Ministry of Petroleum and Natural Gas vide notification no. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26.03.2024.

For and on behalf of _____
Authorized signatory _____
Name _____
Designation _____
Contact No. _____

PROFORMA - L

LETTER OF AUTHORITY

TO,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

We _____ of _____ confirm that Mr. _____
(Name and address) is authorised to represent us to Bid, negotiate and conclude the
agreement on our behalf with you against OIL's Tender No. _____ for any
commercial /Legal purpose etc.

We confirm that we shall be bound by all and whatsoever our said representative shall
commit.

Authorised Person's Signature: _____

Name: _____

Designation: _____

Yours faithfully,

Signature:

Name & Designation _____

For & on behalf of _____

Note: This letter of authority 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.

Proforma – M
UNDERTAKING FOR BIDDERS FINANCIAL STANDING

TO,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

We, _____ (Name of the bidder) have submitted Bid against Tender No. _____ dated _____. We hereby undertake that we are not under liquidation, court receivership or similar proceedings, we are not bankrupt.

For and on behalf of _____
Authorized signatory _____
Name _____
Designation _____
Contact No. _____

Proforma – N1

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

To,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

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.oil-india.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 authorized
signatory of the bidder)

Proforma – N2

PROFORMA OF DECLARATION OF NCLT / NCLAT / DRT / DRAT / COURT RECEIVERSHIP / LIQUIDATION

TO,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

We hereby declare that we are not undergoing insolvency resolution process or liquidation or bankruptcy proceeding as on date. In respect of corrupt or fraudulent practice (s), except as indicated below:-

(Here give particulars of blacklisting or holiday listing and /or inquiry and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, Oil India Limited shall have the right to reject my / our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (include blacklisting or holiday listing) available to Oil India Limited.

For and on behalf of _____
Authorized signatory _____
Name _____
Designation _____
Contact No. _____

Proforma - O
PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT VERIFICATION
INSPECTION AGENCY
(To be submitted on official letter head)

TO,
CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Sir

SUB : OIL's tender No.

M/s_____having registered office at _____intend to participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulated that the bidder shall submit documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and certified by designated independent Third Party Document Verification Inspection Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the bidder. M/s _____have been verified and certified by us with originals and found to be genuine and authentic. We have signed and stamped on the copies of all the verified and certified documents having_____nos. pages.

Note: In the event of any requirement, OIL reserves the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

Authorized Person's Signature:_____

Name:_____

Proforma – P

FORMAT FOR BANK GUARANTEE LINKED WITH ADVANCE PAYMENT

TO,
OIL INDIA LIMITED, DULIAJAN - 786 602 ASSAM, INDIA

WHEREAS.....(Name of the Seller)
(herein after called 'the Seller') has undertaken, in pursuance of Order
No.....dated...../...../..... to
supply..... (description of
Goods and Services) hereinafter called 'the Contract'.

AND WHEREAS it has been stipulated by you in the said Contract that the Seller shall
furnish you with a Bank Guarantee from a recognized Bank for the sum specified therein as
security for advance payment in accordance with the Contract.

AND WHEREAS we have agreed to give the Seller a Guarantee:

THEREFORE, we hereby affirm that we are Guarantors responsible to you, on behalf of the
seller, upto a total
of.....
(Amount of the Guarantee in words and figures) and we undertake to pay you, upon first
written demand declaring the Seller to be in default under the contract and without cavil or
argument and sum or sums within the limits of.....
..... (Amount of
Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for
your demand or the sum specified therein.

This Guarantee is valid until the day of

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 guarantors

Date

..... Witness

Proforma – Q

PROFORMA OF “INSURANCE SURETY BOND” FOR “BID SECURITY”

(To be stamped in accordance with the Stamp Act)

To M/s OIL INDIA LIMITED, Address: PIN- XXXXXXX	Insurance Surety Bond (ISB) No.	
	Date of ISB	
	ISB Valid up to (Expiry date)	
	Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)	
	Stamp Sl. No./e-Stamp Certificate No.	

WHEREAS, (Name of Bidder) _____ (hereinafter called "the Bidder") has submitted their offer Dated _____ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company's) Tender No. _____ KNOW ALL MEN BY these presents that we _____ (Name & address of the "Insurer") _____ having our registered office at _____ (hereinafter called " Insurer "), its successors and assignees, unconditionally and irrevocably undertake to pay forthwith to the Company an amount of Rs. (Rupees only) (hereinafter referred to as the "Surety Bond") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder, if the Bidder shall fail to fulfil or comply with all or any of the conditions mentioned below or referred in the Tender document in this regards.

Any such written demand made by the Company stating that the Bidder is in default of the due and faithful fulfilment and compliance with the aforesaid conditions shall be final, conclusive and binding on the Surety, Insurer.

SEALED with the said Insurer this _____ day of ____ 20 _____

THE CONDITIONS of these obligations are:

1. If the Bidder withdraws their Bid within its original/extended validity; or
2. The Bidder modifies/ revises their bid suomoto; or
3. The Bidder does not accept the contract; or
4. The Bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract; or
5. If it is established that the Bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice.

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Bidder or the Surety Insurer or any absorption, merger or amalgamation of the Bidder or the Surety Insurer with any other person.

2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor:

3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.

4. Notwithstanding anything contained herein:

a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) (currency in words only).

b) This Insurance Surety Bond shall remain in force upto _____ and any extension(s) thereof; and

c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of (indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this

_____ day of _____ 20____ at _____.

Witness:

Issuing Authority:

.....
.....
(Signature)

Signature of the Authorised Signatory)

.....
.....
(Name)

(Name)

.....
.....
(Designation & official address)

(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

INSTRUCTIONS FOR FURNISHING "BID SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by bidders will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Bidder must indicate the full postal address of the Insurer along with the Insurer's E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Bidder must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

PROFORMA OF “INSURANCE SURETY BOND” FOR “PERFORMANCE SECURITY”

(To be stamped in accordance with the Stamp Act)

To M/s OIL INDIA LIMITED, Address: PIN- XXXXXXXX	Insurance Surety Bond (ISB) No.	
	Date of ISB	
	ISB Valid up to (Expiry date)	
	Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)	
	Stamp Sl. No./e-Stamp Certificate No.	

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 an Insurance Surety Bond (ISB) as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we (May incorporate the Insurer) have agreed to give the Contractor such an Insurance Surety Bond; NOW THEREFORE we hereby affirm that we are Insurer on behalf of the Contractor, up to a total of (Amount of ISB 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 stating the default/breach committed by the Contractor 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 ISB, and we hereby waive notice of such change, addition or modification.

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Contractor or the Surety Insurer or any absorption, merger or amalgamation of the Contractor or the Surety Insurer with any other person.
2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.

3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.

4. Notwithstanding anything contained herein:

a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) (currency in words only)

b) This Insurance Surety Bond shall remain in force upto _____ and any extension(s) thereof; and

c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of

..... (indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this

_____ day of _____ 20__ at _____.

Witness:

Issuing Authority:

.....

.....

(Signature)

Signature of the Authorised Signatory)

.....

.....

(Name)

(Name)

.....

.....

(Designation & official address)

(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

**INSTRUCTIONS FOR FURNISHING "PERFORMANCE SECURITY DEPOSIT" BY
"INSURANCE SURETY BOND"**

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Contractor shall be the Principal debtor and the Insurance company/ Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Contractor / Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Contractor must indicate the full postal address of the Insurer along with the Insurer's E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Contractor must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

Proforma – R

Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Questionnaire.

Explanatory Note-ESG Questionnaire for Suppliers & Vendors

1 Emissions Reporting

What are Greenhouse Gas (GHG) Emissions?

Greenhouse gas (GHG) emissions refer to gases that trap heat in the Earth's atmosphere, contributing to global warming and climate change. These include carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O), among others. GHG emissions are generated from various sources, such as burning fossil fuels, industrial activities, and deforestation.

What are Scope 1 and Scope 2 Emissions?

- **Scope 1 Emissions:** Direct emissions from sources owned or controlled by your company (e.g., fuel combustion in company-owned vehicles, boilers, and generators).
- **Scope 2 Emissions:** Indirect emissions from purchased electricity, steam, heating, and cooling consumed by your company. These emissions occur at the power generation source but are attributed to your business due to electricity consumption.

How to Calculate GHG Emissions?

Emissions are typically calculated using the following formula:

GHG Emissions (kg CO₂e) = Consumption data x Emission Factor

- **Consumption Data:** Fuel consumption (liters), electricity use (kWh), etc.
- **Emission Factor:** Standard values published by organizations like the IPCC

Examples:

1. Fuel Consumption-Based Calculation (Scope 1):

- o If you use 1,000 liters of diesel in company vehicles, and the emission factor for diesel is 2.68 kg CO₂e per liter, your emissions are: 1,000x2.68=2,680 kg CO₂e

2. Electricity Consumption-Based Calculation (Scope 2):

- o If your facility consumes 5,000 kWh of electricity, and the emission factor for your electricity provider is 0.4 kg CO₂e per kWh, your emissions are: 5,000x0.4=2,000 kg CO₂e

Sample Responses:

<u>Question</u>	<u>Sample Response</u>
What was the GHG emission for FY24	a) Scope 1: 10,500 kg CO ₂ e b) Scope 2: 8,200 kg CO ₂ e
What was the GHG emission per unit revenue for FY24?	a) Scope 1: 2.5 kg CO ₂ e per INR 1,000 revenue

	b) Scope 2: 1.8 kg CO₂e per INR 1,000 revenue
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Questionnaire for vendors and suppliers			Response
1. Emissions	What was the GHG emission for the last financial year ?	a) Scope 1 GHG emissions (kg CO ₂ e)	
		b) Scope 2 GHG emissions (kg CO ₂ e)	
	What was the GHG emission per unit of revenue for the last financial year?	a) Scope 1 GHG emissions (kg CO ₂ e)	
		b) Scope 2 GHG emissions (kg CO ₂ e)	
2. Decarbonization strategy & targets	Do you have a Net Zero target? If yes, please state the year		
	Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?		
	Please state the target for reduction in next financial year	a) Scope 1 GHG emissions/emissions intensity	
		b) Scope 2 GHG emissions/emissions intensity	
	Please provide information on a few decarbonization initiatives undertaken (describe the initiatives and their respective impact)		
3. Waste & Water Mgt.	Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?		

	Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?	
4. Disclosures	Are your current emissions verified? If yes, please name the assuring body	
	Are your emissions targets validated (eg: SbTi)? If yes, please name the methodology	
	Are you rated by any of the ESG rating agencies? If yes, please specify the agency and rating	

Suppliers and vendors may refer to the explanatory note for any questions or clarifications pertaining to any of the questions above.

2 Decarbonization Strategy & Targets

Net Zero and Emission Reduction Targets

- **Net Zero Target:** A Net Zero target refers to a commitment to reducing emissions to as close to zero as possible, with residual emissions offset by carbon capture or other means. OIL would like to know if your organization has set any targets of becoming net zero, and if so, what is the targeted year.
- **There are 2 types of defining the target:**
 - Absolute Reduction:** A fixed percentage decrease in emissions over a period (e.g., 10% reduction by 2030).
 - Intensity-Based Reduction:** Reduction in emissions per unit of production or revenue (e.g., 15% reduction per product by 2025).

Sample Responses:

Question	Sample Response
Do you have a Net Zero target? If yes, please state the year	Yes, by 2040
Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?	Yes, we aim for an absolute 40% reduction by 2030, and 100% by 2040
Please state the target for reduction in FY24.	a) Scope 1: 10% absolute reduction
	b) Scope 2: 10% absolute reduction
Please provide information on a few initiatives undertaken (describe the initiatives)	Afforestation EV inclusion Electrification of gas-based equipment Renewable energy setup
How much of the reduction targets have been achieved till date? (eg: more than 80% achieved, less than 20% etc)	~5 % reduction has been achieved

3. Waste & Water

Management Waste

Management Initiatives

In order to answer the question regarding waste management initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Recycling and reusing materials
- Proper disposal of hazardous waste
- Reducing landfill waste through composting or waste-to-energy programs

Water Conservation Initiatives

Similar to the waste management initiatives, in order to answer the question regarding water conservation initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Monitoring water consumption with meters
- Installing water-efficient fixtures
- Treating wastewater before discharge

Sample Responses:

Question	sample Response
Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?	Yes, we recycle 60% of our production waste and have SOPs in place for proper dispose of hazardous materials.
Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?	Yes, we have meters to monitor water withdrawals and have a wastewater treatment process.

4. Disclosures

Verification & Validation of Emissions Data

- **Current emissions verification:** There are certain third-party agencies that verify an organization's emissions. These organizations provide independent assessments to ensure transparency and accuracy in emissions reporting. Verification by such agencies enhances credibility and aligns businesses with best sustainability practices. In case your organization's current emissions are validated by such a third-party agency, please specify the name of such an agency.
- **Emissions target validation:** If you have a target of reducing your carbon footprint, certain organizations validate the roadmap of achieving a lower carbon footprint. In case you have prepared a roadmap and submitted it to SBTi or Transition Pathways Initiatives, and have received certificates that have validated the targets, please specify the agency that has validated your targets.
- **ESG Ratings:** Certain agencies assess organizations based on their disclosures, monitoring capabilities, and control measures, among other factors. Some of these agencies, such as CDP and S&P, are globally recognized for their ratings. If your organization has received a rating from any of these agencies, please specify the agency's name and your assigned rating.

Sample Responses:

Question	Sample Response
Are your current emissions verified? If yes, please name the assuring body	Yes, verified by XYZ agency
Are your emissions targets validated (eg: Sbti)? If yes, please name the methodology	Yes, validated by SBTi
Are you rated by any of the ESG rating agencies? If yes, please specify the agency and rating	Yes, CDP rating: D.

Proforma – S

**PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT VERIFICATION
INSPECTION AGENCY
(To be submitted on official letter head)**

TO,

CGM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Sir,

SUB : OIL's tender No.

M/s_____having registered office at _____intend to participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulated that the bidder shall submit documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and certified by designated independent Third Party Document Verification Inspection Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the bidder. M/s_____have been verified and certified by us with originals and found to be genuine and authentic. We have signed and stamped on the copies of all the verified and certified documents having_____nos. pages.

Note: In the event of any requirement, OIL reserves the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

Authorised Person's Signature:_____

Name:_____
