



OIL INDIA LIMITED
(A Government of India Enterprises)
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Assam (India)

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FORWARDING LETTER

Tender No.	: SSI9379P22/P1 dated 13.01.2022
Tender fee	: NIL
Bid Security	: Not Applicable
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM.
Bid Closing on	: 23.03.2022 (at 11:00 Hrs. IST)
Bid Opening on	: 23.03.2022 (at 14:00 Hrs. IST)
Tender Type	: Open Tender
Performance Security	: Applicable
Integrity Pact	: Not Applicable

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

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

OIL invites Bids **FOR AWARD OF RATE CONTRACT FOR PROCUREMENT OF LEATHER SAFETY HAND GLOVES (QTY- 50,000 PAA)** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

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

The tender will be governed by:

- For technical support on various matters viz. Online registration of vendors, Resetting of Passwords, submission of online bids etc, vendors should contact OIL's ERP MM Deptt at following: Tel Nos = 0374-2807178/ 7171/ 7192/ 4903; Email id = erp_mm@oilindia.in, esupport@oilindia.in.

b) **OIL's office timings are as below:**

	Time (in IST)
Monday – Friday	07.00 AM to 11.00 AM; 12.30 PM to 03.30 PM
Saturday	07.00 AM to 11.00 AM
Sunday and Holidays	Closed

Vendors should contact OIL officials at above timings only.

c) **OIL Bank Details:**

	Bank Details of Beneficiary	
a	Bank Name	STATE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Banker Account No.	10494832599
e	Type of Account	Current Account
f	IFSC Code	SBIN0002053
g	MICR Code	786002302
h	SWIFT Code	SBININBB479
i	Contact No.	9435554859
j	Contact Person Name	Mr. K.L.K.Banik, AGM
k	Fax No.	0374-2802729
l	Email Id	sbi.02053@sbi.co.in

- d) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders.
- e) Technical specifications and Quantity as per **Annexure – I**.
- f) The prescribed Bid Forms for submission of bids are available in the Technical RFx-> External Area - > Tender Documents.
- g) All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website (www.oil-india.com) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.
- h) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- i) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) given in MS excel format in Technical RFx -> External Area - >

Tender Documents. The above filled up document to be uploaded in the **Technical Attachment**. For details please refer “Vendor User Manual” / “NEW INSTRUCTIONS”

Special Notes:

1.0 (I)

- a) Bidders who do not have E-tender Login ID and Password should complete their online registration **at least seven (7) days prior to the scheduled bid closing date** and time of the tender. For online registration, Bidder may visit the OIL’s E-tender site <https://etender.srm.oilindia.in/irj/portal>
- b) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.
- c) 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 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. The existing enterprises registered under EM- Part-II or UAM till June' 2020 shall continue to be valid only for a period up to the 31st day of December, 2021.

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:

i. Udyam Registration Number with Udyam Registration Certificate.

ii. Proof of registration with District Industry Centers or Khadi and Village industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Adhar registration or registration with any other body specified by Ministry of MSME.

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.

- d) **MSE Units** (Manufacturers/Service Providers only and not their dealers/distributors) registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe 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.

The turnover related figures of the bidders claiming as MSE bidders as mentioned above shall be considered based on Bidders self-declarations to be submitted with their bid as per new gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020. However, in case of any intentional misrepresentations or attempts to suppress facts in the self-declaration, the bidder shall be liable to penalty as specified under section 27 of the Act.

e) For availing benefits under Public Procurement Policy (**Purchase preference**), the interested MSE Bidders must ensure that they are the **manufacturers of the tendered item(s) and registered with the appropriate authority for the said item(s)**.

(II) In case a Startup [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:

1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.

2. Certificate of incorporation.

3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation alongwith a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.

The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.

In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE.

2.0 The tender is invited under SINGLE STAGE- COMPOSITE BID SYSTEM. The bidders are required to submit both the "TECHNO-COMMERCIAL UNPRICED BID" and "PRICED BID" through electronic format in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender.

2.1 Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> Technical Attachment only. **For details please refer "NEW INSTRUCTIONS"**

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

a) Detailed Catalogue (if any)

b) Any other document required to be submitted in original as per tender requirement

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

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

To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

- 8.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.
- 9.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.

- 10.0 **Delivery/collection Instructions in cases where transportation is in OIL's scope:**
(i) The suppliers shall be required to deliver the Sundry consignments of weight less than 3 (Three) Tons at the godown/office/collection point of OIL's authorized transporter in various cities.
(ii) Consignments weighing more than 3(Three) Tons shall be collected from the supplier's premises/loading points by OIL's authorized transporter.
(iii) The name of OIL's current authorized transporter is M/s Western Carriers (India) Ltd.

Bidders are requested to note the above delivery/collection instructions while submitting their offers.

- 11.0 While submitting the offers bidders are requested to refer to the enclosed **Annexure – BB (Price Bid Format and Evaluation Criteria)**.

- 12.0 **Bidders should fill-up and submit alongwith their bid an UNDERTAKING towards authenticity of information/documents furnished by them, as per enclosed ANNEXURE-K.**
- 13.0 **The applicable GST on the Liquidated Damage if any, shall have to be borne by the seller. Accordingly, the Liquidated Damage shall be recovered from the seller alongwith applicable GST.**
- 14.0 **ONLINE VIEWING OF PRICE BY BIDERS**: For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE Condition (i.e., Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of the-tender.
- 15.0 **DISCLAIMER**: Rates/Costs shown above are as calculated/quoted by the respective Bidder. Company does not assume any responsibility and shall not be liable for any calculation error or omissions. However, for placement of order/award of contract, Company shall evaluate the cost details to determine the inter-seranking of Bidders strictly as per their Price-Bids and Bid Evaluation Criteria of the Tender. OIL INDIA LTD accepts no liability of any nature resulting from mismatch of "Total Bid Value" & price submitted under "Notes & Attachment" by any bidder and no claim whatsoever shall be entertained thereof.
- 16.0 **PBG UNDERTAKING FORM**: In the event of award of purchase order against this tender, the successful bidder **must comply with the stipulations** of the enclosed "**PBG UNDERTAKING FORM - ANNEXURE-M**" and **submit it duly filled-in along-with their PBG (Performance Bank Guarantee)**.
- 17.0 **RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA**: It is for information of all Bidders that Office Memorandum No. F.No.6/18/2019-PPD dated 23.07.2020 issued by Public Procurement Division under Department of Expenditure of Ministry of Finance will also be applicable against the tender. Therefore, all bidders are requested to be guided by the **Clauses** stipulated in the enclosed **Annexure-N** of this tender. In this respect, the format of **Undertaking** to be submitted by the bidders is given vide **Annexure-XX** of this tender.

18.0 BID SECURITY CLAUSE:

No Bid Security /Earnest Money Deposit (EMD) is required to be submitted against the tender. Instead of EMD /Bid Security, all the bidders shall be required to sign a “Bid securing 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 two (2) years. This suspension of two years shall be automatic without conducting any enquiry.

Bidders shall submit “Bid Securing Declaration” as per enclosed ANNEXURE-O along-with their Technical bids.

19.0 TAX COLLECTED AT SOURCE(TCS):

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

Payment towards applicable TCS u/s 206C (1 H) 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 slating that:

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

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 (1 H) of Income tax Act, 1961.

Please do refer “NEW INSTRUCTION TO BIDDER FOR SUBMISSION” for the above two points (16.0 & 17.0) and also please refer “New Vendor Manual (effective 01.03.2019)” available in the login Page of the OIL’s E-tender Portal.

Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

[Click here to View Competability Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

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Click here for the New Manual & Instruction

NOTE:

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

Yours Faithfully

**-Sd/-
(Manish Kumar Chowdhury)
Manager Materials (IP)
For General Manager Materials (HoD)
For Resident Chief Executive**

Tender No & Date: **SSI9379P22/P1 dated 13.01.2022****BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

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

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

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p><u>I. BID REJECTION CRITERIA (BRC):</u></p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. Bid shall be rejected in case the items offered do not confirm to the parameter stipulated in the technical specification. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.</p> <p>A) <u>TECHNICAL:</u></p> <p>Bid should be complete in all aspect covering the entire scope of supply and should conform to the technical specifications indicated in the bid documents duly supported with technical catalogues/literatures. Incomplete and non-conforming bids will be rejected outright.</p> <p><u>Manufacturer’s Experience:</u></p> <p>1.1 In case the bidder is a manufacturer of the offered items, bidder should satisfy the following with documentary evidence, which should be enclosed with the bid.</p> <p>(a) The bidder should have the experience of successfully executing at least 01 (one) similar order in India for at least <u>12,500 PAIRS</u> in a single year, during last 05 (five) years preceding to the original bid closing date.</p> <p>“Similar order” means supply of <u>Leather Safety Hand Gloves</u> as per the technical specifications detailed in the tender document.</p> <p>1.2 Documentary evidence in respect of the above should be submitted in the form of copies of relevant purchase orders along with copies of any of the documents in respect of satisfactory execution of each of those purchase</p>	

orders such as (i) Satisfactory inspection report (**OR**) (ii) Satisfactory supply completion report (**OR**) (iii) Consignee receipted delivery challans (**OR**) (iv) Tax Invoices issued under relevant rules of GST & copy of the e-way bill (**OR**) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above.

1.3 In case the manufacturer who has successfully supplied the items to OIL during the period of 05(five) years prior to opening of the bid, whose past performance has been satisfactory and are not in a position to submit supporting documents required for experience criteria as per 1.2 above, their offer will be considered provided they indicate the past supply reference satisfying the present BEC/BRC and NIT specification indicating the order numbers and date in the bid itself.

1.4 The party should be preferably a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorized representative / dealer / supplier of the product of manufacturer.

The authorised representative / dealer / supplier should produce authorization certificate with back up warrantee and guarantee in original from the original manufacturer to quote against the tender and also execution of the tender. Such authority letter should be valid for the entire period of execution of the order. The authorised representative while bidding the offered items should satisfy the criteria with documentary evidence as mentioned in 1.1(a) above

1.5 The bid shall be rejected in case of any change of the proposed Original Manufacturer after the submission of bid document.

B) FINANCIAL:

(a) Annual Financial Turnover of the bidder during any of preceding 03 (three) financial / accounting years from the original bid closing date should be **at least ₹ 6,87,125.00 (Rupees Six Lakhs Eighty Seven Thousand One Hundred Twenty Five only).**

(b) Net Worth of the firm should be Positive for preceding financial / Accounting year (**FY: 2020-2021**).

Note -For (a) & (b): Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial /accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth of the previous financial/accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that **‘the balance sheet/Financial Statements for the financial year 2020-2021 (As the case may be) has actually not been audited as on the**

original bid closing date’.

Notes:

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

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

(OR)

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

(b) (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.

C) COMMERCIAL:

i) Validity of the bid shall be minimum 90 days from the Bid Closing Date.

ii) Bids are invited under “**Single Stage Composite Bid System**”. Bidders have to submit both the “Techno-commercial Unpriced Bids” and “Priced Bids” through electronic form in the OIL’s e-Tender portal within the bid Closing date and time stipulated in the e-tender. The Techno-commercial Unpriced bid is to be submitted as per scope of works and Technical specification of the tender and the priced bid as per the online Commercial bid format. For details of submission procedure, please refer relevant para of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders. Any offer not complying with the above shall be rejected straightway.

iii) **Performance Security:**

The successful bidder shall submit Performance Security as given below:

The successful bidder shall submit Performance Security @ 3% of the value of the individual purchase orders (to be issued against the rate contract) within 30 days of award of the individual purchase orders, failing which OIL reserves the right to cancel the order(s) as well as the contract. Bidders should undertake in their bids to submit Performance Security as stated above.

The Performance Security shall be in the following form:

A Bank Guarantee in the prescribed OIL’s format valid for 90 days beyond contract execution period and applicable warranty/guarantee period (if any).

The validity requirement of Performance Security is assuming dispatch within stipulated delivery period and confirmation to all terms and conditions of individual purchase orders (to be issued against the rate contract). In case of any delay in dispatch or non-confirmation to all terms and conditions of individual purchase orders (to be issued against the rate contract), validity of the Performance Security is to be extended suitably as

advised by OIL.

However, PBG will be applicable only if value of the individual purchase order exceeds ₹ 5(five) lakhs.

**“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 following details:**

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

The above message / intimation shall be sent through SFMS by the BG issuing Bank branch to HDFC Bank, Duliajan Branch, IFS Code – HDFC0002118; SWIFT Code - HDFCINBBCAL.

Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.”

iv) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

v) Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.

vi) All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisation’s name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3 with Organisation’s Name” digital certificate, will be rejected.

vii) Technical RFx Response folder is meant for Technical bid only. Therefore, No price should be given in Technical RFx Response folder, otherwise the offer will be rejected.

viii) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.

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

- (a) Validity of bid shorter than the validity indicated in the Tender.**
- (b) Annual Turnover of a bidder lower than the Annual turnover mentioned in the Tender.**

Delivery: Delivery is to be made on "as & when required" basis. Supply is to be made within 45 days (maximum) from the date of receipt of individual purchase orders issued against the rate contract.

2.0 BID EVALUATION CRITERIA (BEC):

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

A) TECHNICAL:

- (i) The manufactured product should be strictly as per OIL's tender specification.
- (ii) Bids shall be evaluated strictly as per NIT specifications, terms and conditions.

B) COMMERCIAL:

- (i) To evaluate the inter-se-ranking of the offers, bids shall be evaluated on the basis of FOR Duliajan value including applicable GST.
- (ii) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

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ANNEXURE-I**Tender No. : SSI9379P22/P1****Tender Date : 13.01.2022**

Item No./ Mat. Code	Material Description	Quantity	UOM
10 85570131	MISCELLANEOUS SAFETY EQUIPMENT FOR GENERAL USE Industrial Leather Safety Hand Gloves made out of crome leather having smooth finish inside with special reinforcement on palm side and thumb. For thickness of leather, stitching quality and other manufacturing norms, it should conform to IS:6994 (Part-I) 1973, Size : 12" (30 cm).	50000	PAA

Note description for item no./nos. : 10**NOTE :**

- a) Nylon threads to be used instead of cotton thread for stitching.
- b) On the palm side stitching should not be exposed as it wears out quickly, instead stitching should be in the inner side.
- c) In each hand glove Company's Logo is to be marked for easy identification
- c) Bidder must submit sample of the offered product along with the offer.

Special Notes : (I) This tender has been floated for entering into a Rate Contract for a period of 02 (two) years.

(II) The quantities indicated against the respective items are for meeting tentatively 02 (two) years requirement. However, quantity may increase or decrease depending upon the actual requirement. OIL will be at liberty to buy more or less quantity against each item within the overall value of contract.

(III) **Delivery:** Delivery is to be made on "as & when required" basis. Supply is to be made within 45 days (maximum) from the date of receipt of individual purchase orders issued against the Rate Contract.