



**Oil India Limited**  
(A Govt. of India Enterprise)

**Plot No. 19, Sector 16A, Noida – 201301, U.P.**  
**Phone: 0120 –2419000**  
**Fax: 0120-2419120**  
**E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)**  
**Web Site: [www.oil-india.com](http://www.oil-india.com)**

### **Forwarding Letter**

<b>Enquiry No.</b>	OIL/62/7/ENQ-116
<b>Date</b>	29.03.2022
<b>Brief Description</b>	Sale of 02 (Two) Nos. of old vehicles available at OIL House, Oil India Limited, Plot No.19, Sector-16A, NOIDA.
<b>Bid Closing Date</b>	27.04.2022 at 14 :30 Hrs (IST)
<b>Bid Opening Date</b>	27.04.2022 at 15 :00 Hrs (IST)
<b>Bid Security</b>	Not applicable

Sir / Madam,

- 1.0 We, Oil India Limited (OIL) is a premier Public Sector oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India **intend to dispose of 02 (two) Nos. of old vehicles available at OIL House, Oil India Limited, Plot No.19, Sector-16A, NOIDA. Details of each vehicle available for sale is provided in the Bidding Format enclosed as Annexure –II to this tender.**
- 2.0 Sealed quotation is invited from the interested bidders for purchase of vehicles enlisted in Annexure-II.
- 3.0 The items available for sale may be inspected by the interested parties at site with prior permission from authorized representative of OIL during working hours (excluding holidays) before submission of their offer. Time for inspection & name of contact person are as under:

**Date & Time for inspection:** Any Working day (Mon-Fri) before Bid Closing date & time (Between 10:00 AM to 5:00PM) with prior appointment with the persons mentioned below:

**Contact persons:**

- Mr. Apurv Chaturvedi, Sr. Manager (Admin) Contact No.8586962595

- Mr. Rupjyoti Phukan Chief General Manager (A&C), Contact No.9435360579

**Location for Inspection:** Administration Dept., Oil India Limited, Plot No.19, Sector-16A, Noida-201301, U.P.

- 4.0 Bidder to forward their most competitive offer along with a covering letter and duly filled **bidding format (Annexure-II)**.
- 5.0 You may submit your most competitive offer in a sealed envelope super scribing the following details on the righthand top corner:

OIL's Enquiry No. \_\_\_\_\_  
Bid closing date \_\_\_\_\_  
Brief description of the job \_\_\_\_\_  
Bidder's Name \_\_\_\_\_

- 6.0 Offers must be addressed to:

**Chief General Manager (C&P)**  
**Oil India Limited**  
**Plot No. 19, Sector-16A,**  
**NOIDA-201 301**

- 7.0 The sealed envelope containing the offer must be delivered at the Office of Chief General Manager (C&P) at above address positively within 14:30 Hrs (IST) on the Bid Closing Date.
- 8.0 Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of Chief General Manager(C&P) at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.
- 9.0 In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date and time will get extended up to the next working day.
- 10.0 Offers or modifications to offers received after the Bid Closing date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken into cognizance of or responded to.
- 11.0 All entries in the offer must be made in English. The offered rate(s) must be firm Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all charges / expenses for completing the job in all respect at the required place / location.
- 12.0 **Terms and Conditions:** Terms and conditions of the tender is enclosed vide Annexure-I.

Offers must conform in all respects to the terms & conditions of the tender. Deviations, if any, must be clearly and specifically stated.

**13.0 Bid Rejection Criteria:**

- 13.1 Bids with inadequate validity will be rejected.
- 13.2 Bids received after Bid Closing date and time will be rejected.
- 13.3 Bids containing incorrect statement and / or incomplete information will be rejected.
- 13.4 Bidders must quote price above or equal to minimum ceiling price (floor price) fixed for each vehicle. Offer quoting price lower than minimum ceiling price will be rejected straightway.
- 13.5 Bidders shall have to quote a lump-sum amount against each item as specified in the bidding format(ANNEXURE-II). Offers received in any other format will be considered as non-responsive & will be rejected.

**14.0 Bid Evaluation Criteria:**

- 14.1 Commercial evaluation of bids will be done item wise and order will be placed on the highest bidder for each item.
- 14.2 In the event of computational error between unit price and total price, unit price shall prevail and shall be adopted for evaluation.
- 14.3 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.
- 14.4 In case of identical item wise highest offered rate by more than 1 (one) qualified bidder, the selection will be made by draw of lot between the parties offering the same item wise highest price.

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

(Arvind Kumar)  
Manager (C&P)  
For Chief General Manager (C & P)  
For Chairman & Managing Director

## ANNEXURE-I

### Terms and Conditions of Tender no. OIL/62/7/ENQ-116

1.0 **Validity of Offer:**

Offers must be valid for acceptance for a minimum period of 90 (ninety) days from the Bid Closing date. Bidder must indicate validity of the offer in their offer, failing which it will be construed that offer is valid for 90 (ninety) days from the bid closing date.

2.0 **Payment Terms:**

The successful bidder(s) shall have to make full payment in advance in the form of Demand Draft or RTGS in favour of Oil India Limited, payable at Noida/Delhi, on issue of Sale Order.

3.0 No complaint about the quality or conditions of the item will be entertained after opening of the bids. The items would be handed over to the bidder whose quoted value will be highest among all the bidders. OIL will not be responsible for the usefulness or quality of the item disposed.

4.0 OIL do not give any warrantee or guarantee for the quality of the item or about end use or fitness for a particular purpose.

5.0 **Lifting of item:**

Successful bidder will be required to take delivery of the vehicle from OIL's disposal site to his/her premises within 15 days after payment of full amount to OIL. Transportation, labour etc. are to be arranged and paid by the successful bidder. On failure to do so, OIL shall have the right to forfeit the entire amount of Bid Security (If any) and make alternate arrangement to dispose the item.

6.0 Once the vehicle is handed over to the successful bidder, OIL (Oil India Limited) will not be responsible for any issues / legal matters w.r.to the vehicle. The successful bidder will be responsible for future legal matters whatsoever, pertaining to vehicle after taking delivery

7.0 The successful bidder will have to transfer the Ownership of Vehicle(s) in his/her name only. The cost of transferring ownership from Oil India Limited to the successful bidder shall be borne by the successful bidder.

8.0 Successful bidder, after taking delivery of the vehicle, will have to submit the proof the transfer of Ownership of Vehicle(s) to his/her name, within a time period of 30 days from date of delivery of vehicle.

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**BIDDING FORMAT (PRICE SCHEDULE)**

Tender No. OIL/62/7/ENQ-116 Dated 29.03.2022

Name of Bidder:Address and Contact Details of Bidder:

Sr. No.	Description of Items	Qty.	Minimum Ceiling Price (Floor Price)	Unit Rate excluding GST to be quoted by the bidder (Rs.)	GST	Total Price (Rs.) including GST
			F	A	B	C: A+B
1.	Vehicle no. UP-16AE-0593 (Petrol) Make: TOYOTA COROLLA ALTIS Class of Vehicle: LMV Engine Capacity: 1798 cc Type of body: Saloon Colour: Silver mica Met Date of Registration: 16.06.2011	1	Rs. 2,35,000/-			
2.	Vehicle no. DL- 3CAY-8967(Petrol) Make: HONDA CIVIC1.8 V MT Class of vehicle: LMV Engine Capacity: 1799 cc Type of body: Saloon Colour: A Silver M Date of Registration: 15.01.2009	1	Rs. 1,50,000/-			

**Notes:**

- Commercial evaluation of bids will be done item wise and order will be placed on the highest bidder for each item on the basis of **Total price inclusive of GST.**
- Unit price excluding GST (A) to be quoted by bidders must be above or equal to minimum ceiling price (F) fixed for each vehicle. Offer quoting unit price lower than minimum ceiling price will be rejected straightway.**

3. Bidders shall quote a lump-sum amount against each item as specified above. Offers received in any other format will be considered as non-responsive & will be rejected.
4. Bidders' offer should be inclusive of all taxes including applicable GST.
5. Applicable GST amount will be recovered from the successful bidder.

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