

Tender No. & Date : SKI1706P23/P2

Tender Fee : INR 0.00
 Bid Security Amount : INR 0.00

Bidding Type : Two Bid

Bid Closing On : 09.11.2022 at 13:00 hrs. (IST)
 Bid Opening On : 09.11.2022 at 13:30 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Press tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<u>10</u> 99031724	<p><u>SILVER SALVER WITH STAND (OVAL SHAPED)</u></p> <p>SIZE: 14" PURITY: 90 TO 92%; Hallmarked WEIGHT: 712 GMS ENGRAVING: Company's Name (OIL INDIA LIMITED) in bold letters and OIL LOGO CENTRALLY ENGRAVED on Top, the name of the Executive/ Workperson is to be followed by Caligraphic Style inscription in Italics as generally used in Certificates with following inscription.</p> <p>WITH FOND MEMORIES AND BEST WISHES TO SMT/SHRI..... FOR A VERY HAPPY RETIRED LIFE FROM ALL OIL INDIANS, , 20... (DATE AS PER LIST)*</p> <p>SMT/ SHRI is to be engraved slightly bigger than the Company's Name. PACKING: Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it. *List of executives, retiring during the year will be furnished at the time of placement of order.</p>	18	NO
<u>20</u> 99028045	<p><u>SILVER SALVER WITH STAND (ROUND SHAPED)</u></p> <p>DIAMETER: 7" PURITY: 90 TO 92%; Hallmarked WEIGHT: 205 GMS ENGRAVING: Company's Name (OIL INDIA LIMITED)in bold letters and OIL LOGO CENTRALLY ENGRAVED on Top, the name of the Executive/ Workperson is to be followed by Caligraphic Style inscription in Italics as generally used in Certificates with following inscription.</p> <p>WITH FOND MEMORIES AND BEST WISHES TO SMT/ SHRI.....</p>	36	NO

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>FOR A VERY HAPPY RETIRED LIFE FROM ALL OIL INDIANS,, 20.. (DATE AS PER LIST)* SMT/ SHRI is to be engraved slightly bigger than the Company's Name. PACKING: Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it.</p> <p>*List of executives, retiring during the year will be furnished at the time of placement of order.</p>		
<p>30 99028045</p>	<p><u>SILVER SALVER WITH STAND (ROUND SHAPED)</u></p> <p>DIAMETER: 7" PURITY: 90 TO 92%; Hallmarked WEIGHT: 205 GMS ENGRAVING: Company's Name (OIL INDIA LIMITED) in bold letters and OIL LOGO CENTRALLY ENGRAVED on Top, the name of the Executive/ Workperson is to be followed by Caligraphic Style inscription in Italics as generally used in Certificates with following inscription.</p> <p>WITH FOND MEMORIES AND BEST WISHES TO SMT/ SHRI..... FOR A VERY HAPPY RETIRED LIFE FROM ALL OIL INDIANS,, 20..(DATE AS PER LIST)* SMT/ SHRI is to be engraved slightly bigger than the Company's Name. PACKING: Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it.</p> <p>*List of executives, retiring during the year will be furnished at the time of placement of order.</p>	13	NO
<p>40 99093429</p>	<p>Box for packing 14" Silver Salver in silk or velvet padded jewellery type with fastening clips</p>	18	NO
<p>50 99093428</p>	<p>Box for packing 7" Silver Salver in silk or velvet padded jewellery type with fastening clips</p>	49	NO
<p>60 99069175</p>	<p><u>MEMENTO FOR RETIRING EMPLOYEES</u> <u>SILVER SALVER WITH STAND(ROUND SHAPED)</u></p> <p>SIZE: 6" PURITY: 90% to 92%; Hallmarked WEIGHT: 205 GMS ENGRAVING: Company's Name (OIL INDIA LIMITED) in bold letters and OIL</p>	252	NO

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>LOGO CENTRALLY ENGRAVED on Top, the name of the Executive/ Workperson is to be followed by Caligraphic Style inscription in Italics as generally used in Certificates with following inscription.</p> <p>WITH FOND MEMORIES AND BEST WISHES TO SMT/ SHRI..... FOR A VERY HAPPY RETIRED LIFE FROM ALL OIL INDIANS,, 20.. (DATE AS PER LIST)* SMT/ SHRI is to be engraved slightly bigger than the Company's Name. PACKING: Each and every Silver Salver must be packed in silk or velvet padded Jewellery type presentation box with fastening clips and names marked on it.</p> <p>*List of executives/ workperson retiring during the year will be furnished at the time of placement of order.</p>		
<p>70 99093436</p>	<p>Box for packing 6" Silver Salver in silk or velvet padded jewellery type with fastening clips</p>	<p>252</p>	<p>NO</p>

Standard Notes: 1.0 The tender will be governed by "General Terms & Conditions" for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 for E-procurement (NCB Tenders) including Amendments and Addendums.

2.0 The bidder should ensure that "Techno-Commercial Unpriced Bid" should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFX Response-> User-> Technical Bid. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-> User-> Technical Bid only. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. The price bid of the items should be uploaded as an attachment under Notes & Attachments tab as per Annexure-P. No price should be given in above Technical Rfx otherwise the offer will be rejected.

3.0 Bid should be valid for minimum 120 days from bid closing date, failing which offer shall be rejected.

4.0 No Bid Security/ Earnest Money Deposit (EMD) shall be applicable. Instead of EMD/ Bid Security, all 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 2 (two) years. This suspension of two years shall be automatic without conducting any enquiry. Bidders shall submit "#Bid Securing Declaration" as per enclosed annexure along with their technical bids.

5.0 Performance Security @3% of order value (excluding taxes & duties) is applicable against

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this tender.

6.0 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 The Head-Kolkata Office, Oil India Limited, 4, India Exchange Place, Kolkata-700 001 on or before 11:00 Hrs (IST) on the Bid Closing Date mentioned in the Tender.

- a) Detailed Catalogue.
- b) Any other document required to be submitted in original as per tender requirement.

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

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

8.0 Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/ specifications of all major components, systems with Make & Model etc. Generalised response like-'As per NIT Specifications/ Technical Leaflet', 'Noted', 'and Accepted' or in any similar fashion is not acceptable.

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

10.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.

11.0 Bidders to take special note of the following conditions:

- a) Bidders without having 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.

12.0 Oil India Limited (OIL) has upgraded its E-tender Portal. All the bidders are requested to

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go through the following documents available on the login Page of the OIL's E-tender Portal before uploading their bid.

- a) Guidelines to Bidders for participating in OIL.
- b) New Vendor Manual.

13.0 Please refer **Annexure-C** for BEC/ BRC applicable against this tender. Please ensure compliance to BEC/ BRC and submit requisite documentation, failing which offer may be liable for rejection.

14.0 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 must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

15.0 The prices of the items should be quoted as per **Annexure-P** and uploaded separately under the tab "Notes & Attachment".

16.0 In view of implementation of GST w.e.f. 01.07.2017, bidders to take note of Annexure-GST and to submit their offers complying with the same.

17.0 **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 the party will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced. In this regard, bidders are requested to submit an Undertaking as per **Annexure-K** along with their offer failing which their offer shall be liable for rejection.

18.0 **ONLINE VIEWING OF PRICE BY BIDDERS:** 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 considering 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 e-tender.

19.0 **APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:** Banning Policy dated 6th January, 2017 as uploaded in OIL's website will be applicable against the tender (and order in case of award) to deal with any agency (bidder/ contractor/ supplier/ vendor/ service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes. Applicability of the policy shall include but not limited to the following in addition to other actions like invoking bid security/performance security/cancellation of order etc. as deemed fit and as mentioned elsewhere in the tender:

- a) Backing out by bidder within bid validity
- b) Backing out by successful bidder after issue of LOA/ Order/ Contract

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- c) Non/ Poor performance and order/ contract execution default

The bidders who are on Holiday/ Banning/ Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/ award. If the bidding documents were issued inadvertently/ downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening/ evaluation/ Award of Work.

20.0 CONFIRMATION OF PERFORMANCE SECURITY: The following clause is applicable for performance security submitted in the form of bid bond/ LC. Bidders are requested to strictly comply to this clause:

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

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

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

21.0 Revision, clarification, addendum, corrigendum, time extension etc to the tender will be hosted on OIL website only. No separate notification shall be issued. Bidders are requested to visit OIL website regularly to keep them updated.

Special Notes : 1.0 Categorisation and various criteria applicable to MSE bidders shall be guided by the Gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020 issued by Ministry of Micro, Small and Medium Enterprises.

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

- i. Udyam Registration No. with Udyam Registration certificate

Note: 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.

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

2.0 In case a Start-up [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 Start-up/ 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 Start-up, following documents shall be given:

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

ii. Certificate of incorporation.

iii. 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

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incorporation along with 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 Start-up/ MSE with the intent to place a TRIAL or TEST Order, provided the Start-up/ MSE meet the Quality and Technical Specifications.

In case the Start-up/ 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 Start-up/ MSE.

3.0 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.

4.0 Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure IP of the tender document. This Integrity Pact pro forma has been duly signed by OIL's competent signatory. The pro forma has to be uploaded by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. The names of the OIL's Independent External Monitors at present are as under:

- a) Shri Sutanu Behuria, IAS (Retd.), E-mail: sutanu2911@gmail.com
- b) Shri Jagmohan Garg, Ex-Vigilance Commissioner, CVC E-mail: jagmohan.garg@gmail.com
- c) Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture E-mail: rudhra.gangadharan@gmail.com

5.0 All the items are to be procured from the same source.

6.0 The sample and measurement/ proportion of the OIL LOGO is attached as ANNEXURE-A for ready reference. The size of the OIL LOGO should be proportional to the size of three different sizes of silver salvers. Also, samples of silver salvers of 6", 7" and 14" attached as ANNEXURE-B.

7.0 The weight of 14" silver salvers shall be 712g and 7" & 6" shall be 205g each. However, a maximum tolerance of (+/-)5g may be considered.

8.0 The items should be labeled on the box with Executive's/ Workperson's Name, OIL ID & Date of Retirement.

9.0 Delivery is the essence of this item and materials are urgently required. Therefore materials should be available at site at the earliest as possible. Hence please quote your best

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delivery period. Delivery of salvers against item nos. 10, 20 & 60 with corresponding boxes should be within 31.12.2022. Delivery of salvers against item no. 30 with corresponding boxes shall be on every month basis as per requirement. The superannuation date should be taken as the reference and one month prior to the superannuation date delivery is to be made.

10.0 There should be scope for returning/ exchanging the salvers if any defect in the salver (e.g. spelling mistake etc.) is found and delivery should be before the superannuating date mentioned in the salver.

11.0 In the event of an order, certificate of purity of the silver must be required to be submitted along with the bill.

12.0 In the event of order and supply, OIL reserves the right to check the weight of Silver Salver and the weight found on checking will be binding on the supplier for computing the cost.

13.0 Payment of silver will be on the basis of actual weight of each silver salver as per the rate at which silver has been purchased from the Bullion Market after placement of order and rate will be considered within the delivery schedule of the order. Documentary evidences in support of price of silver from Bullion Market must be enclosed along with the bill and it should not be older than one month from the date of schedule supply.

14.0 While quoting the bidder should give cost break up of (a) cost of silver (b) Making charges (c) Engraving charge (d) Cost of box etc. along with GST rates.

15.0 Materials are to be delivered at Duliajan on FOR Duliajan basis. Thus all bidders are must quote FOR Duliajan rate. Offer quoted other than F.O.R destination/ Duliajan will be rejected.

16.0 Supplier has to depute his representative to witness the weighment of supplied Silver Salvors at OIL's premises at Duliajan, Assam in presence of OIL's representative.

17.0 **Payment terms:** 100% of the payment will be released after receipt and weighment of materials at Duliajan.

18.0 Unused Salvors, if any, should be supplied with only Company Logo and Name. The cost saved on engraving the contents thereon should be deducted from order value.

19.0 OIL reserves the right to review quantity on the basis of actual requirement at the time of placement of final order. In view of the Personal Up-gradation policy of OIL, few executives might be eligible for the 14" silver salver nearer the time. Otherwise, the size of Silver Salvors for those executives is 7" as per item no. 30. Therefore, OIL reserves the right to convert some quantity of Item No. 30 i.e. 7" Silver Salver and its box to 14" Silver Salver and its box. Suppliers shall be intimated accordingly after placement of order.

20.0 Bid shall also be accompanied with the following documents:

- a) Full size photo print of the Salvors complete with the sample engraving therein and the box should accompany the offer.
- b) The bidders must submit expressed understanding that the supplied item(s) will conform to technical specifications as stipulated in the NIT in all respects.
- c) The bidders are to categorically confirm for compliance of all the clause of the special terms and conditions of NIT.
- d) Bidders must enclose a certificate or any other documents from Bullion Merchant, dealer or any other Agency dealing in Bullion in support of price of silver for the silver salver quoted against Tender. The supporting certificate/ documents should not be older than one month from the schedule bid closing date.
- e) In the event of computational error between unit rate and total price, the unit rate as quoted by

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the bidder shall prevail. Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

f) 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 must be received on or before the dead line given by the company, failing which the offer will be summarily rejected.