

**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
P. O. DULIAJAN - 786 602  
ASSAM (INDIA)  
FAX NO. : 91-374-2800533  
E-Mail: [material@oilindia.in](mailto:material@oilindia.in)

Notice for all Vendors having business dealings with Oil India Limited.

All Vendors having business dealings with OIL INDIA LIMITED are informed as under:

- i. Against Tender Fee – Payment should be made only through online gateway mode and no other instrument (Cash/DD/Cheques/Cashier Cheque, etc.) will be acceptable.
- ii. Against Bid Security/EMD/Performance Bank Guarantee – Only payments through online gateway mode or Submission of Bank Guarantee/LC will be acceptable. No DD/Cheques/Cashier Cheque or any other mode will be acceptable, unless specified in the tender(s).

The above will be applicable for the tenders floated on or, after 01.01.2017.

The new vendors are requested to follow the instructions as below to register their names:

**Process for obtaining User ID & Password for participation in OIL's e-tenders.**

For participating in Oil India limited e-tenders, all new vendors must get themselves enlisted in Oil India portal through the following steps. Also, please use only internet explorer IE8 or above only.

1. Please do go to the url: <https://etender.srm.oilindia.in/irj/portal>  
And go to the link Supplier Enlistment for E-Tender



User ID \*   
Password \*   
   
Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

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

[Click here to View Compatability Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

2. Fill up the details for issuing user Id.

3. Following are the mandatory documents to be uploaded during registration:-

- a. PAN Card and previous year's audited balance sheet in case of domestic vendor.
- b. Valid Business License/Company registration certificate (translated to English if provided in a foreign language) and previous year's audited balance sheet in case of foreign vendor.

4. After submission of the required details, a link for questionnaire form shall be issued to the registered email.

Vendor Enlistment Form of M/s Oil India Limited

Company related questions

A. Name of the Company Seeking Enlistment \*

B. Date and place of incorporation of the Company \*

C. Registration No. of the Company \*

D. Nature/Scope of Business \*

Others

E. Address of the Firm/Regd. Office

Address 1 \*

Address 2 \*

Address 3

Address 4

Address 5

Postal Code \*

City \*

Country \*

F. Contact Person details

Name \*

Telephone No \*

Fax No

Email \*

WebSite

5. Please fill up the questionnaire and submit the same to complete the registration process.
6. After successful submission of the questionnaire, a request ID shall be generated for correspondence.
7. After scrutiny of your documents, 'Vendor code' and 'Password' will be communicated to your e-mail, if the documents are found to be in order.

**For, the detailed procedure for payments towards 'Tender Fee' and 'Bid Security/EMD' through 'Payment Gateway', please refer the instructions as incorporated in the tender(s).**

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