



**OIL INDIA LIMITED**  
(A Government of India Enterprises)  
PO : Duliajan – 786602  
Assam (India)

TELEPHONE NO: (91-374) 2808792

FAX NO: (91-374) 2800533

Email: mongku\_narzari@oilindia.in ; erp\_mm@oilindia.in

**FORWARDING LETTER**

<b>Tender No.</b>	<b>: SSI6794P18 dated 28/12/2017</b>
<b>Tender Fee</b>	<b>: Not Applicable</b>
<b>Bid Security Amount</b>	<b>: Not Applicable</b>
<b>Bidding Type</b>	<b>: SINGLE STAGE COMPOSITE BID SYSTEM</b>
<b>Bid Closing on</b>	<b>: As mentioned in the e-portal</b>
<b>Bid Opening on</b>	<b>: -do-</b>
<b>Performance Security</b>	<b>: Applicable</b>
<b>Integrity Pact</b>	<b>: Not Applicable</b>

OIL invites Bids for **PROCUREMENT OF SAFETY LEATHER BOOT (489 PAIRS.), EXCLUSIVELY FROM MSE VENDORS** 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 , 0374-2807171 , 0374-2807192 ,. Email id = [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in).
- OIL's office timings are as below:

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

Vendors should contact OIL officials at above timings only.

c) **OIL Bank Details :**

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

- 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) Amendments to the NIT after its issue will be published on OIL’s website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly 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 This tender is exclusive for MSE vendors (manufacturers) only.** MSE units shall apply to GM-Materials, Oil India Limited, P.O. Duliajan, Assam-786602 for waiver of Tender Fee and request to allow to participate in the tender through OIL's E-procurement portal upto one week prior to the Bid closing date (or as amended in e-portal).

No physical tender documents will be provided. Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site [www.oil-india.com](http://www.oil-india.com).

**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"

**2.2 Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Annexure-CCC.**

**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, 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 Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.**

8.0 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.

9.0 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 the company, failing which the offer will be summarily rejected.

10.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

**11.0 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.

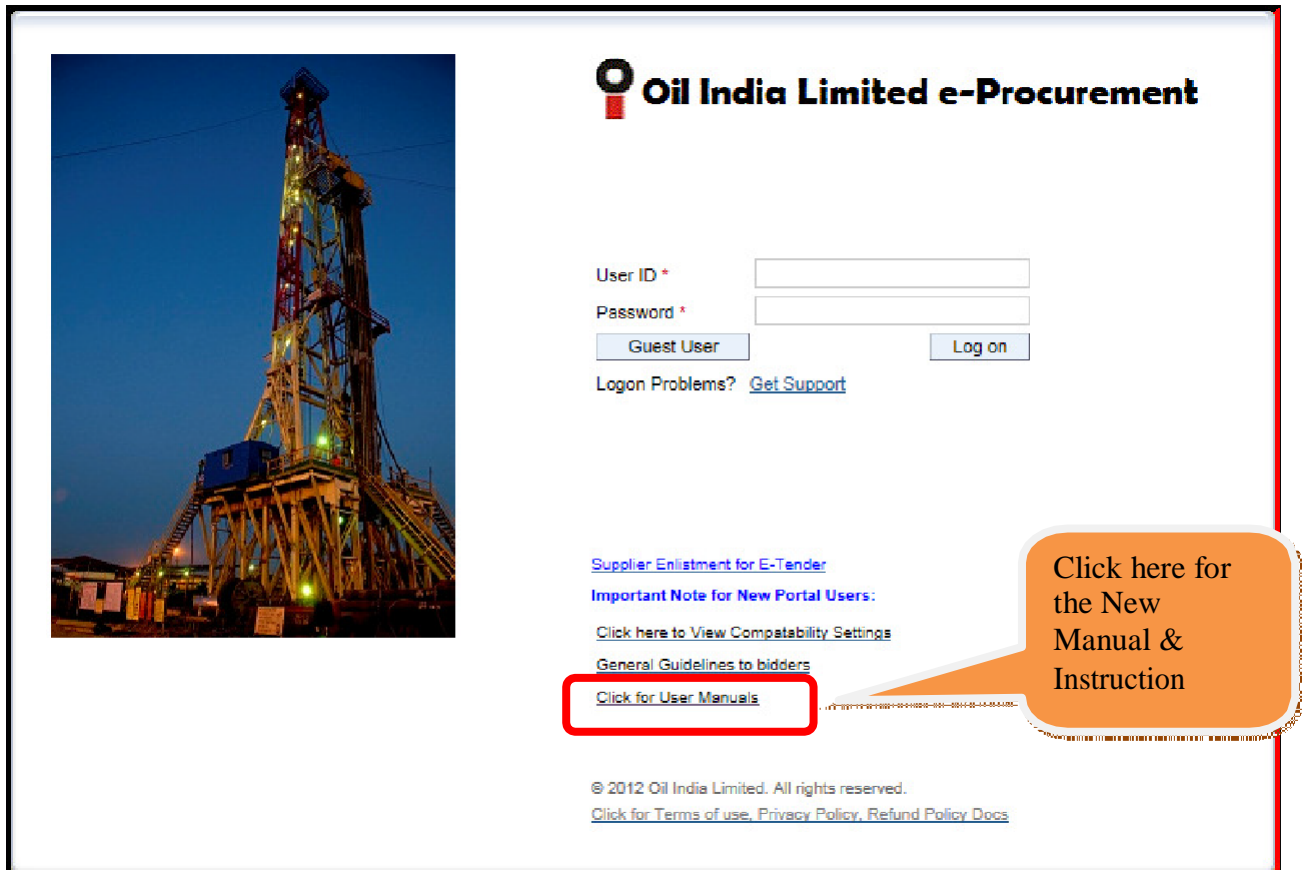
(iii) The names of OIL's current authorized transporters are:  
a) M/s Western Carriers (India) Ltd.  
b) M/s DARCL Logistics Limited

**Bidder's are requested to note the above delivery/collection instructions while submitting their offers.**

12.0 Bidders are requested to refer to the enclosed **Annexure – BBB** for the Taxes and Duties clauses under GST regime.

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

Please do refer "**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**" for the above two points and also please refer "**New Vendor Manual (effective 12.04.2017)**" 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 for Terms of use, Privacy Policy, Refund Policy Docs](#)

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-  
(MINGKU NARZARI)  
MANAGER MATERIALS (IP)  
FOR GM-MATERIALS**

Tender No & Date: **SSI6794P18 dtd. 28.12.2017****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><b>I. BID REJECTION CRITERIA (BRC):</b></p> <p>The bid shall conform generally to the specifications, terms and conditions given in this document. 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><b>A) COMMERCIAL:</b></p> <p>i) <b>The items of the tender belong to the reserved item list to be exclusively procured from Micro &amp; Small Enterprises; therefore only quotations from Micro &amp; Small Enterprises shall be considered for evaluation against this tender.</b></p> <p>ii) Validity of the bid shall be minimum 90 days from the Bid Closing Date.</p> <p><b>iii) Performance Security:</b> The successful bidder shall submit Performance Security @10% of PO value within 30 days of receipt of the formal purchase order failing which OIL reserves the right to cancel the order and forfeit the Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above.</p> <p>The Performance Security shall be in the following form : A Bank Guarantee in the prescribed OIL’s format valid for 3(three) months beyond the Warranty period indicated in the Purchase Order /contract agreement.</p> <p>The Performance Security for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning plus 3(three) months or 18 months from the date of shipment/despatch plus 3(three) months whichever concludes earlier. However, for consumables like chemicals, cement,</p>	

tubular etc. the Performance Security shall be valid for 12 months from the date of shipment/despatch plus 3(three) months.

**The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.**

iv) 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.

v) 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.

vi) 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.

vii) 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.

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.**

**NOTE FOR PBG.**

The bidders/successful bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original bank guarantee in Oil's tender issuing office:

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 Axis Bank, Duliajan Branch, IFS Code - UTIB0001129, Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District - Dibrugarh, PIN- 786602.

## **II. 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:

### **A) TECHNICAL :**

(1) The manufactured product should be strictly as per OIL's tender specification.

### **B) COMMERCIAL:**

i). **To evaluate the inter-se-ranking of the offers, all Taxes / Levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority before submitting their offer.**

ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

iii) 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.

### **NOTE:**

**1. 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. : SSI6794P18/P1****Tender Date : 28.12.2017**

Item No./ Mat. Code	Material Description	Quantity	UOM
	<p><b><u>SAFETY LEATHER BOOT</u></b></p> <p>Industrial Safety Boot light in weight, conforming to IS 15298 Part I &amp; II, Design 'B' ankle, Direct Injection Process polyurethane sole(DIPPU), oil resistant sole, sole having antiskid design /properties, suitable for Field Operation in Exploration &amp; Production activities, complete with lace.</p> <p>Detailed specifications are as under :</p> <ol style="list-style-type: none"> <li>1. Upper Leather : Zugrain / Rambler full chrome leather.</li> <li>2. Vamp:               <ol style="list-style-type: none"> <li>(a) Vamp should be soft and comfortable to walk/ work</li> <li>(b) 1.0-1.20 mm thick (Front inner Lining) non-woven split leather/cambrelle lining.</li> </ol> </li> <li>3. Quarter: Buff Softy Black (Rear Inner Lining) 1.0-1.20 mm.</li> <li>4. Tongue Leather:               <ol style="list-style-type: none"> <li>(a) Suede leather tongue to help sweat absorption.</li> <li>(b) Sponge padded for extra comfort.</li> </ol> </li> <li>5. Socks: Coloured split Leather of thickness 1.0 - 1.2mm/cloth lined EVA sock.</li> <li>6. Collar: Should be made of soft and comfortable material.</li> <li>7. Sole &amp; Heel :               <ol style="list-style-type: none"> <li>a) Design : Cleated and antiskid</li> <li>b) Material : Single Density Polyurethane</li> <li>c) Sole Fixation : Direct Injection Process</li> <li>d) Sole Hardness (RHD) : 50 - 60</li> <li>e) Heel material : P.U.</li> <li>f) Insole Heel lining should be soft with padding.</li> </ol> </li> <li>8. Toe Cap : Steel toe cap as per IS 15298 Part I &amp; II- 2002 to protect the toes from impacts up to an energy level of at least 200 J and compression at a load of at least 15KN.</li> <li>9. Padding under Steel Toe Cap : 43 mm wide, 2.5 mm EVA +/- 0.5 mm</li> <li>10. Colour of the Boot : Black or Brown</li> <li>11. Eyelet : 'D' clip for eyeleting made of stainless steel. Minimum number of 'D' clips per pair - 10 Nos.</li> <li>12. Lace : Nylon or polypropylene (round type) minimum 100 cm of length and of standard thickness.</li> <li>13. Height of upper: For size 7 &amp; 8, 113 mm minimum.</li> <li>14. Weight : For size 8, shall not exceed 1000 gms per pair, +/- 100 gms for bigger or smaller sizes.</li> <li>15. Finishing : Liquid spray/wax polish and elegant looking.</li> <li>16. Performance Warranty : One year from the date of manufacturing against quality &amp; manufacturing defects with a provision for free replacement.</li> <li>17. Sizes should be as per UK standard.</li> </ol>		
<b><u>10</u></b> 85570869	Size : 4	4	PAA
<b><u>20</u></b> 85570871	Size : 5	70	PAA
<b><u>30</u></b> 85570882	Size : 6	120	PAA
<b><u>40</u></b> 85570893	Size : 7	120	PAA

**ANNEXURE-I****Tender No. : SSI6794P18/P1****Tender Date : 28.12.2017**

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>50</b> 85570905	Size : 8	120	PAA
<b>60</b> 85570916	Size : 9	40	PAA
<b>70</b> 85570927	Size : 10	15	PAA

**Note description for item no./nos. : 10, 20, 30, 40, 50, 60, 70****NOTE :**

- 1) Special feature of the shoes should be such that no oil/water seepage should take place through the sole joint within one year.
- 2) No stitching or nailing on the sole would be permitted.
- 3) Representative tender sample of one pair (size 8) from each quoted brand must accompany the quotation failing which the offer will be rejected.
- 4) Guarantee Certificate for one year against quality and manufacturing defects with provision for free replacement must accompany the supply.
- 5) It should conform to IS 15298 (Part I & II) along with special applications.
- 6) All sizes of Safety Shoes against the tender will be procured from the same source.

**SPECIAL NOTES :**

- 1) Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the NIT terms and conditions of NIT.
- 2) (i) Necessary test certificate from FDDI/ a Govt. Test House complying to IS 15298 (Part I & II) of the sample along with the offer shall be forwarded for technical scrutiny besides valid BIS license for manufacturing all sizes of the shoes (for all sizes of the shoes).
  - (ii) Before bulk production, party shall provide one pair of safety shoes (size 8) for necessary approval.
  - (iii) The party shall arrange for necessary inspection of shoes by FDDI/Govt. Test House and shall submit original copy of test certificate from FDDI/ Govt. Test House for release of payment against bulk supply.

Address of FDDI :  
 Footwear Design & Development Institute  
 Ministry of Commerce.  
 Govt. of India  
 A-10/A, Sector - 24.  
 NOIDA - 201 301.

(3) The party should arrange necessary testing of safety shoes on the following salient parameters of IS:15298 (Part I & II). It must be ensured that the model no. and size of the sample being offered is clearly mentioned in the certificate. The certificate must be submitted along with the sample at the time of technical scrutiny :

1. Hydrolysis test for P.U. sole
2. Impact resistance of Steel toe cap
3. Bonding of the sole
4. Water Vapor permeability
5. Water Vapor Coefficient
6. Water penetration test
7. Flexing resistance

**ANNEXURE-I**

**Tender No. : SSI6794P18/P1**  
**Tender Date : 28.12.2017**

8. Abrasion resistance
  9. Resistance to fuel oil: outsole
  10. Tear Strength: Tongue
  11. Anti static test
  12. Slip Resistance Test
  13. Conformation to toe size
  14. Compression Resistance
  15. Minimum internal length of toe cap as per size of footwear.
  16. Corrosion resistant metal toe caps or metal penetrating resistance inserts.
  17. Resistance to hot contact
  18. Leak proof footwear
  19. Conformance of cleat height
- (4) Supplier to strictly adhere to delivery schedules indicated.

(5) All the items are to be procured from the same source. Evaluation will be done on overall lowest basis for all the items.

(6) The manufacturer shall ensure that:

(i) Each safety boot is permanently marked with manufacturer's name/model, year and month of manufacture, safety boot, any other statutory marking inside of tongue.

(ii) The footwear shall bear marking of BIS license with relevant IS number along with declaration stating that it is "suitable for use in mine".

(iii) Each pair of safety boot shall be supplied with information in English and Hindi regarding instruction for storage and maintenance, drying procedure of wet boots and cleaning for proper service.

**Special Notes : THIS TENDER IS EXCLUSIVELY FOR MICRO & SMALL ENTERPRISE ONLY.**

**Technical Bid Checklist****Annexure-EEE**

Tender No.			
Bidder's Name :			
		<b>Compliance by Bidder</b>	
Sl. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Confirm that validity has been offered as per NIT.		
2	Confirm that Bid Security / Earnest Money has been submitted as per NIT (Wherever Applicable) ?		
3	Confirm that you shall submit Performance security (in the event of placement of order) (Wherever Applicable) ?		
4	Confirm that duly signed Integrity Pact has been submitted as per NIT (Wherever Applicable) ?		
5	Confirm that you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)		
6	Confirm that you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.		
7	Confirm that the bid has been signed using Class 3 digital certificate with Organisation's Name as per NIT.		
8	Confirm that you have not taken any exception/deviations to the NIT .		

NOTE: Please fill up the greyed cells only.

(\*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Received Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of the purchase order cited above.

**Response Sheet**

Annexure-FFF

Tender No.
Bidders Name

**Bidders Response Sheet**

SI No.	Description	Remarks
1	Place of Despatch	
2	Whether Freight charges have been included in your quoted prices	
3	Whether Insurance charges have been included in your quoted prices	
4	Make of quoted Product	
5	Offered Validity of Bid as per NIT	
6	Bid Security Submitted (if applicable)	
6	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
7	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
8	Integrity Pact Submitted (if applicable)	
9	Whether you have submitted documentary evidence of successfully executing one Purchase order as stipulated in NIT in any of the preceding 5 financial years (*)	
10	Whether you have submitted Balance Sheet and Profit and Loss Account of any of the preceding 3 financial years certified by a chartered accountant.	
11	Delivery Period in weeks from placement of order	
12	Complied to Payment terms of NIT (if applicable) otherwise to Standard Payment Terms of OIL or not.	
13	If bidder is MSE whether you have quoted your own product	
14	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	

**NOTE: Please fill up the greyed cells only.**

(\*) Purchase Orders along with copies of any of the documents in respect of satisfactory execution of the Purchase Orders should be submitted – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETER HEAD)  
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....  
Name of Beneficiary :M/s.....  
Vendor Code :.....  
Address :.....  
.....  
Phone No. (Land Line) :.....  
Mobile No. :.....  
E-mail address :.....  
Bank Account No. (Minimum  
Eleven Digit No.) :.....  
Bank Name :.....  
Branch :.....  
Complete Address of your  
Bank :.....  
IFSC Code of your Bank  
a) RTGS :.....  
b) NEFT :.....  
PAN :.....  
VAT Registration No. :.....  
CST Registration No. :.....  
Service Tax Registration No. :.....  
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....  
Signature of Vendor

Counter Signed by Banker:  
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.