



**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**  
**P.O. Duliajan – 786602, Assam**

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Tender No. & Date	:	<b>SDG4244P21/08 dated: 30.04.2020</b>
Tender Fee	:	<b>NOT APPLICABLE</b>
Bid Security Amount	:	<b>INR 1,00,000.00 OR USD 1,390.00</b>
Bidding Type	:	<b>SINGLE STAGE TWO BID SYSTEM</b>
Bid Closing on	:	<b>24.06.2020 (at 11.00 Hrs. IST)</b>
Bid Opening on	:	<b>24.06.2020 (at14.00 Hrs. IST)</b>
Bid Validity	:	<b>Bid should be valid for 120 days from bid Closing date</b>
Bid Bond Validity	:	<b>Bid Bond should be valid up to 31.01.2021</b>
Performance Guarantee	:	<b>Applicable @ 10% of Order value</b>
Integrity Pact	:	<b>Applicable</b>
List of Annexures Applicable	:	<b>Annexure-I: Specifications, General &amp; Special notes to bidders</b> <b>Annexure-II: Bid evaluation &amp; Rejection Criteria</b> <b>Annexure-III: Check List</b> <b>Annexure-IV: Certificate of Annual Turnover &amp; NetWorth</b>  <b>Format-A-No Deviation Confirmation</b>  <b>Annexure K- Format of undertaking by Bidders towards submission of authentic Information /document</b>

**AA:: (I) MATERIAL DESCRIPTION, TECHNICAL SPECIFICATIONS & QUANTITY:**

ITEM NO.	MATERIAL DESCRIPTION	QUANTITY
10	<p>Pneumatic Chemical Dozing Pump complete with variable output adjustment devices, relief valves, check valves on suction as well as delivery sides, strainer, base frame etc. as per the following specification –</p> <p>1. PUMP:</p> <p>a) Pump Type - The pump must be a Single acting, positive displacement plunger type.</p> <p>b) Capacity: 0-40 LPH</p> <p>c) Delivery pressure - 50 Kg/cm<sup>2</sup></p> <p>d) Maximum Operating Temperature – 70 Deg C</p> <p>e) The pump shall have manual adjustment facility for variable discharge rate.</p> <p>f) The pump shall have an integrated priming valve to enable the operator to easily check the operation of the pump.</p> <p>g) The pump shall have check valves with a strainer at suction and a check valve at the delivery end to withstand the delivery pressure.</p> <p>h) The suction and delivery shall be of size 1/2" each, Flanged to ANSI B 16.5, Flanges of SA 105, complete with companion flange, gaskets and nuts and bolts.</p> <p>i) The Material of Construction of the pump body, suction and discharge ends shall be AISI 304 Stainless Steel and of gland packing shall be PTFE.</p> <p>j) The Pump shall be suitable for handling flow improver of viscosity 85 cP @ 40°C. Pump shall be suitable for operating temperature of range 40 - 60°C.</p> <p>2. OPERATING MECHANISAM</p> <p>a) Pump Actuation Mechanism – Pneumatically actuated</p> <p>b) Pump Operating Mechanism- Diaphragm operated or plunger operated.</p> <p>c) The pump shall be suitable to be actuated by Air or Natural Gas (Sp. Gr. 0.65) and the maximum operating pressure of the actuating pneumatic fluid shall be 5 Kg/sq. cm.</p> <p>d) The actuating pneumatic circuit shall be complete with necessary/suitable regulator, filter and relief valves.</p> <p>e) The pump shall be supplied with a pressure regulator capable of stepping down pressure of actuating circuit from a maximum of 25 kg/cm<sup>2</sup> to the required actuating pressure of the pump.</p> <p>f) The end connections of the pneumatic circuit shall be 1/4" NPT.</p> <p>g) The pump shall be supplied with all necessary piping and quick connecting type piping connections for pneumatic supply along with companion parts.</p> <p>h) In case of diaphragm operated pump, the pump shall have a safety valve for protection of the operating mechanism (Diaphragm) in case of Overpressure on these elements.</p> <p>3. BASE FRAME / SKID / ENCLOSURE</p> <p>a) If the pump operating mechanism is diaphragm type, the entire unit shall be mounted on a skid.</p> <p>b) If the pump operating mechanism is plunger type, the entire unit shall be mounted on a enclosure / box over a skid.</p>	20 Nos.

	<p>4. CLIMATIC CONDITIONS:</p> <p>The pump shall be suitable for operation in the following climatic conditions:</p> <p>a) Altitude : 150 m above mean sea level  b) Max. Relative humidity: at 21 Deg C - 100 %, at 35Deg C - 95 %  c) Avg. rainfall : 343 cms.</p> <p>5. SPARES:</p> <p>Following spares in specified quantity as indicated shall be supplied along with the supply of the units. Specific description, part numbers, Make etc. (if available) and unit price of each &amp; every spares shall clearly be indicated in the bid which will be considered for bid evaluation purpose.</p> <p>a) If the pump operating mechanism is diaphragm type,  i) Diaphragm disc- 02 Nos per pump.  ii) Spring for the diaphragm-04 Nos per pump.  iii) Teflon and gland packing for pump -02 Sets per pump.  iv) O-rings and packings-02 Sets per pump.  v) Suction Strainer Filter Element : 02 Nos per pump.  vi) Oil Seal Set for Pump: 02 Sets per pump.  vii) Pump Suction and Discharge Valve Assembly : 01 Set per pump.</p> <p>b) If the pump operating mechanism is plunger type,  i) Teflon and gland packing for pump -02 Sets per pump.  ii) O-rings and packings-02 Sets per pump.  iii) Suction Strainer Filter Element : 02 nos per pump.  iv) Plunger for Pump : 01 Nos per pump.  v) Oil Seal Set for Pump: 02 Sets per pump.  vi) Pump Suction and Discharge Valve Assembly : 01 Set per pump.</p>	
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**(II) SPECIAL NOTES TO BIDDERS:**

- 1.0 The items shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications. This clause shall be valid for 12 months from date of receipt at site or 18 months from the date of shipment/despatch. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense on FOR Destination basis. Bidders must confirm the same while quoting.
- 2.0 The bidder must submit the following documents with the bid for technical evaluation:
- i) Detailed cross sectional/dimensional drawing of pump
  - ii) Literatures, catalogues, operating manual
- 3.0 Packing shall be adequate to avoid transit damage & protection against tropical rains.



- 4.0 The bidder shall, in the event of an order, agree to submit the following documents along with supply of the unit:
- a. Detailed Operation & Maintenance (O&M) Manual.
  - b. Guarantee Certificate for 12 months after date of receipt of supply.
  - c. Test certificate of pump and components done at manufacturer's work facility.
- 5.0 The Bidder shall categorically confirm the detail specifications of tender.
- 6.0 The bidder shall quote for recommended spares along with price, part nos. of individual items for two (02) years trouble free operation of the dozing unit. While quoting for these spares, the bidder shall take into account the consumption pattern as deemed fit. The price of these spares shall not be considered for evaluation. However, procurement of these spares shall be at the discretion of OIL.
- (Note: As the tender is floated under two bid system, prices of the recommended spares should be uploaded in the price bid only. However, list of spares without mentioning the price to be uploaded in the technical bid)**
- 7.0 The bidders shall also confirm availability of all the spares quoted, for a period of five (05) years from the date of supply of the dozing unit.
- 8.0 In the event of an order, first fill of lubricant shall be within the scope of supply of the bidder.
- 9.0 The bidder shall categorically confirm that the pump shall be able to handle various chemicals used in E&P activity, i.e. Oil Soluble Demulsifiers, Deoilers, Pour Point Depressant (Flow Improver), Methanol etc.
- 10.0 The Bidder to submit Check List along with technical bid as per **Annexure-III, attached.**

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**BB :: GENERAL NOTES TO BIDDERS:**

<b>Sl. No.</b>	<b>Clause description</b>
1.0	<p><b><u>Tender fee is not applicable against this tender.</u></b></p> <p><b><u>Bidders to take note of the following:</u></b></p> <ol style="list-style-type: none"><li><b><u>1.</u></b> 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 <a href="https://etender.srm.oilindia.in/irj/portal">https://etender.srm.oilindia.in/irj/portal</a></li><li><b><u>2.</u></b> Necessary Login ID&amp; 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 &amp; Password and request for bid closing date extension on that plea shall not be entertained by Company.</li><li><b><u>3.</u></b> MSEs Units (manufacturers/Service Providers only and not their dealers/distributors) who are already registered with District Industry Centers or Khadi&amp; Village Industries Commission or Khadi&amp; Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts &amp; Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration, provided they are registered for the item they intend to quote/participate.</li><li><b><u>4.</u></b> For availing benefits under Public Procurement Policy (Purchase preference &amp; EMD exemption), the interested MSE Bidders must ensure that they are the manufacturer/ service provider of tendered item(s) and registered with the appropriate authority for the said item(s). Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender.</li></ol>
2.0	<p><b>Bid Security/EMD/Performance Bank Guarantee – Must be paid either through online mode or Submission of Bank Guarantee/LC only. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.</b></p> <p><b>The Bank Guarantee issued by bank must be routed through SFMS platform as per following details:</b></p> <ol style="list-style-type: none"><li>a. (i) “MT760/ MT760 COV for issuance of bank guarantee</li><li>(ii) MT767/ MT767 COV for amendment of bank guarantee</li></ol> <p>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, Dist-Dibrugarh, Pin- 786602.</p>

	<p>b. The vendor shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.</p>
3.0	<p>The tender will be governed by “General Terms &amp; Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) including Amendments &amp; Addendum to “General Terms &amp; Conditions” for e-Procurement.</p>
4.0	<p>Bid must be submitted online through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.</p>
5.0	<p>Please note that all tender forms and supporting documents are to be submitted through OIL’s e-Procurement site only <b>except following documents which are to be submitted manually in sealed envelope super scribing tender no. and due date to The GM Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before 13:00 hrs (IST) on the Bid Closing Date mentioned in the Tender.</b></p> <p><b>a) Original Bid Security along with two duplicate copies of Bid Security.</b>  <b>b) Any other documents which have been particularly asked for in this tender for submission.</b></p>
6.0	<p>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.</p>
7.0	<p>The tender is invited under <b>SINGLE STAGE-TWO BID SYSTEM</b>. The bidder has to submit both the <b>“TECHNO-COMMERCIAL UNPRICED BID”</b> and <b>“PRICED BID”</b> 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” shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Bid format / Commercial bid to be uploaded as attachment in the Attachment Tab “Notes and Attachments”. Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">Notes and Attachments</div> <div style="font-weight: bold;">→ Only Price Details Should Be Uploaded</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">Technical attachments</div> <div style="font-weight: bold;">→ All technical bid documents except price details</div> </div> <p style="margin-top: 20px;"><b>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.</b></p>

		
8.0	<p>In Technical Bid opening, only Technical Rfx will be opened. Therefore, 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-&gt; User - &gt; Technical Bid. <b><u>No price should be given in above Technical Rfx otherwise the offer will be rejected.</u></b> Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-&gt; User - &gt; Technical Bid only. The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under “Notes &amp; Attachments”.</p>	
9.0	<p>PRICED BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TO BE TECHNO-COMMERCIALLY ACCEPTABLE.</p>	
10.0	<p>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 bidders risk and may result in rejection of its offer without seeking any clarifications.</p>	
11.0	<p>Please mention clearly in your quotation the Net. Weight, Gross Weight &amp; Volume, Indian Agent's Name and its Commission, Payment Terms, Ocean Freight, Port of Loading, Delivery period, Country of origin with manufacturer's name, etc.</p>	
12.0	<p>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 OIL, failing which the offer will be summarily rejected.</p>	
13.0	<p>Other terms and conditions of the tender shall be as per “General Terms &amp; Conditions” for e- Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). However, if any of the Clauses of the Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses in the “General Terms &amp; Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.</p>	

14.0	All the Bids must be Digitally Signed using “Class 3” [Organization] digital certificate (e-commerce application) only 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” [Organization] digital certificate, will be liable for rejection.
15.0	<p>Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.</p> <p>"In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid Digital Certificate Class III [Organization] along with Encryption Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. Digital Signature Certificate comes in a pair of Signing/verification and Encryption/decryption certificate. Bidder should have both the Signing/verification and Encryption/Decryption certificate for Signing and encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.</p> <p>Encryption certificate is mandatorily required for submission of bid. In case bidder created response with one certificate (using encryption key) and bidder change his Digital Signature Certificate then old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of the response. Once decryption is done, bidder may use new DSC certificate for uploading and submission of their offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of the certificate, OIL INDIA LTD is not responsible."</p>
16.0	Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro and Small Enterprises (MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005). Bidders are requested to take note of the same and to submit their offers accordingly.
17.0	The items shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with API specification standard. This clause shall be valid for a period of 18 months from date of shipment / dispatch or 12 months from the date of receipt of the items; whichever is earlier. The defective materials, if any, rejected by OIL shall be replaced by the supplier at their own expense. Bidders must confirm the same in their quotations.
18.0	Quantity of Individual item may be increased or decrease at the time of final placement of order. The minimum FOB charges in case of partial order for reduced quantity/enhanced quantity shall have to be indicated by the bidder. In



	case, this is not indicated specifically, the charges quoted would be pro-rata calculated and the same will be binding on the bidder.
19.0	Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.
20.0	<p>The Integrity Pact is applicable against this tender .OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure- IX of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.</p> <p>OIL's Independent External Monitors at present are as under:</p> <p>Shri Sutanu Behuria, IAS (Retd.), E-mail: sutanu2911@gmail.com</p> <p>Shri Rudhra Gangadharan, IAS (Retd.) Ex-Secretary, Ministry of Agriculture E-mail Id : rudhra.gangadharan@gmail.com</p> <p>SHRI JAGMOHAN GARG, Ex-Vigilance Commissioner, CVC e-Mail id : jagmohan.garg@gmail.com</p>
21.0	<b>Original Bid Closing Date shall be considered by OIL for evaluation of BRC Criteria in case of any extension of the original bid closing date.</b>
22.0	<p>Performance Security clause (Clause No. 10.0 of Section-A) of "General Terms &amp; Conditions for Global Tenders (MM/GLOBAL/01/2005)" has been amended and the new clause is detailed in the Amendment dated 25.04.2016 issued to MM/GLOBAL/01/2005. <b>Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value which should remain valid for the period execution, including extension, if any and the entire warranty period in line with tender requirement. The successful bidder shall submit Performance Security within 30 days of award, failing which OIL reserves the right to cancel the order and forfeit their Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above. Bidders to note the same and to confirm its acceptance in their offers.</b></p> <p>The Bank Guarantee issued by bank must be routed through SFMS platform as per following details:</p> <p>a. (i) "MT760/ MT760 COV for issuance of bank guarantee (ii) MT767/ MT767 COV for amendment of bank guarantee</p> <p>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, Dist-Dibrugarh, Pin- 786602.</p>

	b. The vendor shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.
23.0	Bidder to sign and submit completely filled up Technical & Commercial check list.
24.0	<b>Payment terms: Refer to “General Terms &amp; Conditions” for e- Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).</b>
25.0	<b>Liquidated Damage: Refer to “General Terms &amp; Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). In case of deduction of LD, LD amount will be deducted along with applicable rate of GST.</b>
26.0	<p>The items covered by this enquiry shall be used by Oil India Limited in the PEL/ML areas which are issued/renewed after 01/04/99 and hence Nil Customs Duty against CIF valuing INR 5.00 Lakh and above &amp; concessional IGST during import will be applicable.</p> <p>In the event of an order on indigenous bidder, OIL will issue Project Authority Certificate (PAC) under Deemed Export benefit, where import content is declared by the bidder for availing Advance Licence for intermediate Supply. However, Indian bidders will not be issued Recommendatory Letter. Details of Deemed Export benefit are furnished vide Addendum to “General Terms &amp; Conditions” Booklet No. MM/GLOBAL/E-01/2005. The bidders are requested to check the latest position on the subject on their own and OIL shall not accept any liability, whatsoever, on this account.</p> <p>Indigenous Supplier shall furnish the invoice to OIL before the dispatch for obtaining Essentiality Certificate from DGH towards concessional rate of GST against invoice valuing INR 1.00 Lakh and above.</p> <p>Supplier shall arrange to provide all necessary documents to apply for the essentiality certificate on receipt of request from OIL, if any. Further, supplier shall affect dispatch only on receipt of relevant certificates from OIL, failing which all related liabilities shall be to Supplier’s account.</p>
27.0	Bidders to note that Ministry of Petroleum & Natural Gas, Government of India implemented PPLC Policy to provide Purchase Preference (linked with local content) by notification no. Ref. O-27011/44/2016-ONG-II/FP dtd.25.04.2017. Bidders are requested to take note of the same and to submit their offers accordingly wherever applicable. Policy details are available in APPENDIX-A2

**Clauses related to GST:**

1. For the purposes of levy and imposition of GST, the expressions shall have the following meanings:
  - (a) GST - means any tax imposed on the supply of goods and/or services under GST Law.
  - (b) Cess – means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.
  - (c) GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.
2. The rates quoted by the bidders shall be inclusive of all taxes, duties and levies. However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, bidders have to clearly show the amount of GST separately in the Tax Invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.
3. Offers without giving any of the details of the taxes (Including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.
4. Bidders are required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profitteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.
5. Oil India Ltd. shall declare the value of free issue of materials and services, if any, involved in the execution of the contract. The Contractor should consider the same while working out the GST liability, if any. Further in cases where GST is leviable on any facilities provided by OIL and used by bidders and the consideration for which is recovered by OIL in the form of reduction in the invoice raised by bidders then OIL will raise GST invoices on such transactions and the same will be reimbursed by bidders.

	<p>6. <b>When Input tax credit is available for Set Off</b>  Evaluation of L-1 prices shall be done based on Quoted price after deduction of Input Tax Credit (ITC) of GST, if available to OIL.OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders</p> <p><b>When Input tax credit is NOT available for Set Off</b>  Evaluation of L-1 prices shall be done based on Quoted price only. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders</p> <p>7. Bidders agree to do all things not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.</p> <p>8. In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such disputed amount from the pending payments of the bidders.</p>
29.0	<p><b>Along with the technical bid, bidders must submit duly filled undertaking as per format enclosed vide Annexure-K as undertaking towards submission of authentic information/documents.</b></p>
30.0	<p>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 &amp; Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes &amp; 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 &amp; 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.</p>

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**BID EVALUATION CRITERIA (BEC)/BID REJECTION CRITERIA (BRC)**

The bids shall broadly conform to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the technical specifications and to the respective international/national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

**A) BID REJECTION CRITERIA (BRC)**

**A1. TECHNICAL:**

**1.0 Bidder's Qualification:**

The bidder shall be an Original Equipment Manufacturer of the tendered item(s), or shall be an authorized agent / dealer / distributor/supply house of an Original Equipment Manufacturer of the tendered item(s) having valid authorization letter/dealership certificate with warranty/guarantee back up from the principal (OEM). Copy of such authorization letter/ dealership certificate with warranty/guarantee back up from the principal (OEM) shall be submitted along with the technical bid.

**2.0 Bidder's Experience:**

- i) In case the bidder is an Original Equipment Manufacturer of the tendered item(s),

The bidder shall have experience of successfully executing minimum 50% quantity (to be rounded off to next higher integer) of each tender item of same or superior model/ higher size & rating (class, WP, PSL, PR etc) as specified in the tender, in last 5 years preceding the original bid closing date of the tender, to any Oil & Gas Industry or service provider to an E&P company, either by themselves or through their agent/dealer/distributor/stockiest/supply house.

- ii) In case the bidder is an authorized agent /dealer /distributor /supply house,
- a) The OEM (principal) shall fulfill the experience criteria mentioned in clause 2(i)(a) mentioned above.
- b) Additionally, the bidder himself shall have experience of successfully executing minimum 50% quantity (to be rounded off to next higher integer) of each tendered item of same or superior model/ higher size & rating (class, WP, PSL, PR etc.) as specified in the tender, in last 5 years preceding the original bid closing date of the tender, to any Oil & Gas Industry or service provider to an E&P company, either from the same OEM (principal) or from any other OEM.
- iii) The bidder shall submit documents in support of their previous supply experience and of the principal (OEM), as applicable under clause Nos. 2(i)(a), 2(ii)(a) & 2(ii)(b) mentioned above as follows:

- a) Copy(ies) of Purchase Order(s)/Contract document(s), **and**

- b) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s) / contract(s)
- Completion report/performance certificate from the clients,
  - Bill of lading,
  - Delivery challan/Invoice etc.
  - Any other documentary evidence that can substantiate the successful execution of each of the Purchase Order(s)/contract(s) cited above.

**NOTE:**

- i. The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.
- ii. Original Bid Closing Date shall be considered by OIL for evaluation of BRC Criteria in case of any extension of the original bid closing date.
- iii. Satisfactory supply / completion / installation report should be issued on company's letterhead with signature and stamp. Originals to be produced for verification on demand of OIL.

**3.0 Delivery:** Bidder should categorically confirm in the technical bid a delivery schedule within **Six (06) months**, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for dispatch of the equipment within **Six (06) months** after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.

**A.2 FINANCIAL CRITERIA:**

- 1.0 **Annual Turnover:** The bidder shall have an annual financial turnover of minimum **US\$ 34,720.00 or Rs 25.00 Lakhs** during any of the preceding 03 (three) financial years reckoned from the original bid closing date, irrespective of whether their bid is for all the tendered items or not.
- 2.0 "Net Worth" of the bidder should be positive for the financial/accounting year just preceding to the original bid closing date of the tender (i.e. FY 2019-20).
- 3.0 Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months 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 2019-20 (As the case may be) has actually not been audited so far'.

Note:

- 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 IV.**

OR

- ii) Audited Balance Sheet along with Profit & Loss account. In case of Foreign bidders, self-attested/digitally signed printed published accounts are also acceptable
- 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.
- 4.0 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date of Balance Sheet and Profit & Loss Account. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.

### **A.3 COMMERCIAL**

Commercial Bid Rejection Criteria will be as per Section D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria.

- 1.0 Bids are invited under Single Stage Two Bid System. Bidders shall quote accordingly under Single Stage Two Bid System. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The “Unpriced Bid” shall contain all techno-commercial details except the prices, which shall be kept blank. The “Price Bid” containing the price schedule and the bidder’s commercial terms and conditions must be uploaded separately as designated in e-portal. Bidder not complying with above submission procedure will be rejected.
- 2.0 The prices offered shall 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.
- 3.0 Bids received in physical form against online invitation through e-portal shall be rejected (except the documents specifically called for in hard copies, if any). Similarly, Bids received after the bid closing date and time shall be rejected. Also, modifications to bids received after the bid closing date & time shall not be considered.
- 4.0 Bids containing incorrect statement shall be rejected.
- 5.0 Validity of the bid shall be **minimum 120 days** from the date of actual Bid Closing Date. Bids with lesser validity will be straightway rejected.
- 6.0 **Bid Security in ORIGINAL** shall be furnished by the Bidder as a part of their Bid. The amount of Bid Security & its validity shall be specified in the covering letter of this bid document. **Any bid not accompanied by a proper bid security in ORIGINAL shall be rejected without any further consideration.** A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.
- 6.1 For exemption for submission of Bid Security please refer Clause No. 9.8 (Section A) of “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) and its subsequent



amendments.

- 7.0 Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of 18 months from the date of shipment/dispatch or twelve (12) months from the date of receipt of the items at destination, whichever is earlier against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the supplier's expenses at no extra cost to OIL.
- 8.0 Successful bidder shall be required to furnish a Performance Security equivalent to ten (10%) of total evaluated value of Order, which should remain valid throughout the period execution, including extension, if any. The successful bidder shall submit Performance Security within 30 days of award, failing which OIL reserves the right to cancel the order and forfeit their Bid Security. Bidders should undertake in their bids to submit Performance Security as stated above
- 9.0 Clause Deleted.
- 10.0 All the tendered items are to be procured from the same source; hence bidders are requested to quote accordingly for all the items, else their bid will be rejected straightway.
- 11.0 Bidders are required to submit the summary of the prices in their price bids as per bid format (Summary), given below.

**(i) Price Bid Format (SUMMARY) for Foreign Bidders:**

- (A) Basic Material Value (to indicate HSN code):**  
**(B) Packing & FOB charges, if any:**  
**(C) FOB Value, A+B:**  
**(D) Ocean Freight Charges upto Kolkata, India:**  
**(E) Banking & Insurance, @1.5% of C :**  
**(F) CIF Value, C+D+E:**  
**(G) IGST @ 5% on F:**  
**(H) Total CIF+GST Value, F+G :**  
**(I) Total CIF+GST Value in words :**  
**(J) Gross Weight:**  
**(K) Dimensions & Gross Volume :**

**(ii) Price Bid Format (SUMMARY) for Indigenous Bidders:**

- (A) Basic Material Value (to indicate HSN code):**  
**(B) Packing & Forwarding charges, if any:**  
**(C) Total Ex-Works Value, A+B:**  
**(D) Applicable rate of GST on C:**  
**(E) Total FOR Despatching Station Value, C+D:**  
**(F) Inland Freight Charges upto Duliajan, Assam including GST:**  
**(G) Transit Insurance Charges, if any including GST:**  
**(H) Total FOR Duliajan Value, E+F+G:**  
**(I) Total FOR Duliajan Value in words :**  
**(J) Gross Weight:**  
**(K) Dimensions & Gross Volume:**  
**(L) Import Content, if any:**

- 12.0 Bidder shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:



- i) Liquidated Damages
- ii) Warranty/Guarantee of material
- iii) Arbitration / Resolution of Dispute
- iv) Force Majeure
- v) Applicable Laws

13.0 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) Original Bid Security not received within the stipulated date & time mentioned in the Tender.
- c) Bid Security with (i) validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.

## **B) BID EVALUATION CRITERIA**

The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per General Terms and Conditions for Global Tender and the Bid Evaluation Criteria given below:

### **B.1 BID EVALUATION CRITERIA:**

The bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria shall be considered for further evaluation as per General Terms and Conditions for Global Tender and the Bid Evaluation Criteria given below:

- 1.0 The evaluation of bids shall be done as per the Price Bid Format (SUMMARY) provided in the Tender and detailed below
- 2.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 3.0 For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 4.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein.

Note: 1) Domestic Bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.

2) For enquiries with duty exemption benefit – The items covered under this enquiry shall be used by OIL in the PEL/ML areas issued/renewed after 01/04/99 and hence, applicable customs duty for import of goods shall be zero (for foreign bidders only). However, IGST @5% shall be applicable. Indigenous bidder shall be eligible for concessional rate of GST @5% against Essentiality Certificate for invoice valuing 10 lakh and above.

**4.1 When only foreign bidders are involved:**

The Total Value of Foreign bidder as worked out as per para **A.3 11.0 (i) H** shall be compared

NOTE: \*Banking charge in the country of the foreign bidder shall be borne by the bidder. Banking charge 1% for payment through Letter of Credit. And 1.5 % if confirmed LC at buyer's account is required.

**4.2 When only domestic bidders are involved or when more than one domestic bidders are in contention in case of mixed response:**

The Total Value of Domestic bidder as worked out as per para **A.3 11.0 (ii) H** shall be compared

**4.3 When both foreign and domestic bidders are involved:**

The Total Value of domestic bidder as worked out as per para **A.3 11.0 (ii) E** above and Total Value of the foreign bidder worked out as per Para **A.3 11.0 (i) H** above will be compared.

Note: If the Government of India revises these evaluation criteria the same as applicable on the bid closing date will be adopted for evaluation of the offers.

5.0 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC / BRC) mentioned here contradict the Clauses in the General Terms & Conditions of Global Tender of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

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**CHECK LIST**

THE CHECK LIST MUST BE COMPLETED AND RETURNED WITH YOUR OFFER. PLEASE ENSURE THAT ALL THESE POINTS ARE COVERED IN YOUR OFFER. THESE WILL ENSURE THAT YOUR OFFER IS PROPERLY EVALUATED. PLEASE SELECT "Yes" OR "No" TO THE FOLLOWING QUESTIONS, IN THE RIGHT HAND COLUMN.

**A.COMMERCIAL CHECK-LIST**

Sl#	REQUIREMENT	COMPLIANCE
1.0	Whether bid submitted under Single Stage Two Bid System?	Yes / No
2.0	Whether quoted as manufacturer?	Yes / No
2.1	Whether quoted as OEM Dealer / Supply House. To Specify-	Yes / No
2.2	If quoted as OEM Dealer / Supply House	Yes / No
	(a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer / supply House for the product offered ?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
<b>3.0</b>	<b>Whether ORIGINAL Bid Bond (not copy of Bid Bond) as per Revised Format Sent separately? If YES, provide details</b>	Yes / No
	<b>(a) Amount :</b>	
	<b>(b) Name of issuing Bank :</b>	
	<b>(c) Validity of Bid Bond :</b>	
4.0	Whether offered firm prices ?	Yes / No
4.1	Whether quoted offer <b>validity of 120 days from</b> the bid closing date of tender?	Yes / No
4.2	Whether quoted a firm delivery period?	Yes / No
4.3	Whether agreed to the NIT Warranty clause?	Yes / No
4.4	Whether confirmed acceptance of NIT Payment Terms	Yes / No
<b>5.0</b>	<b>Whether confirmed to submit PBG as asked for in NIT?</b>	<b>Yes / No</b>
<b>5.1</b>	<b>Whether agreed to submit PBG within 30 days of placement of order?</b>	<b>Yes / No</b>
6.0	Whether Price submitted as per Price Schedule of the tender?	Yes / No
7.0	Whether quoted as per NIT (without any deviations)?	Yes / No
7.0	Whether quoted any deviation?	Yes / No
7.1	Whether deviation separately highlighted?	Yes / No
8.0	Whether indicated the country of origin for the items quoted?	Yes / No
8.1	Whether technical literature / catalogue enclosed?	Yes / No
8.2	Whether weight & volume of items offered indicated?	Yes / No
9.0	For Foreign Bidders - Whether offered FOB / FCA port of despatch including sea / air worthy packing & forwarding?	Yes / No
9.1	For Foreign Bidders – Whether port of shipment indicated. To specify:	Yes / No
9.2	For Foreign Bidders only - Whether indicated ocean freight up to Kolkata port (Excluding marine insurance ) ?	Yes / No
9.3	Whether Indian Agent applicable ?	Yes / No
	If YES, whether following details of Indian Agent provided?	
	(a) Name & address of the agent in India – To indicate	
	(b) Amount of agency commission – To indicate	

	(c) Whether agency commission included in quoted material value?	
10.0	For Indian Bidders – Whether indicated the place from where the goods will be dispatched. To specify :	Yes / No
10.1	For Indian Bidders – Whether road transportation charges up to Duliajan quoted?	Yes / No
10.2	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	Yes / No
10.3	For Indian Bidders only - Whether indicated import content in the offer?	Yes / No
10.4	For Indian Bidders only - Whether offered Deemed Export prices?	Yes / No
10.5	For Indian Bidders only – Whether all applicable Taxes & Duties have been quoted?	Yes / No
11.0	Whether all BRC/BEC clauses accepted ?	Yes / No
12.0	Whether Integrity Pact with digital signature uploaded?	Yes / No
12.1	Whether all the clauses in the Integrity Pact have been accepted?	Yes / No
12.2	Whether all Financial documents as per BRC Financial have been uploaded?	Yes / No

**B. TO BE FILLED UP IN DETAIL:**

Sl No	Requirement	Bidder's Reply
01	Make and Model of the Items	
02	Bid validity	
03	Payment Terms	
04	Guarantee/Warranty Terms	
05	Delivery Period	
06	Country of Origin	
07	Port of Despatch / Despatching Station	
08	Confirm submission PBG, if required as per NIT	
09	Compliance to: a) Liquidated Damage b) Warranty/Guarantee c) Arbitration/Resolution of Dispute d) Force Majeure e) Applicable laws	
10	Exception/Deviations quoted, if any, to be given in details or refer to respective page of the bid documents	

*Signature* \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

TO BE ISSUED BY PRACTISING **CHARTARD ACCOUNTANTS’ FIRM** ON THEIR LETTER HEAD

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s.....(Name of the bidder) for the last three (3) completed accounting years upto..... **(as the case may be)** are correct

<b>YEAR</b>	<b>TURN OVER In INR (Rs.) Crores/ US \$ Million) *</b>	<b>NET WORTH In INR (Rs.) Crores / US \$ Million ) *</b>

\*Rate of conversion (if used any): USD 1.00 = INR .....

Place:

Date:

Seal

Membership No:

Registration Code:

Signature

**\*Applicable only for GLOBAL tenders**

**NO DEVIATION CONFIRMATION**

Ref. No. \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ (Insert name and address of Bidding Entity)

\_\_\_\_\_  
\_\_\_\_\_

Tel.:

Fax:

E-mail address:

**To**

GM (MATERIALS)

MATERIALS DEPARTMENT

OIL INDIA LIMITED

DULIAJAN

District : DIBRUGARH (Assam)

PIN 786602

**Sub:** Bid for “ \_\_\_\_\_ ”

**Tender No :**

**Dear Sir,**

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**Format of undertaking by Bidders towards submission of authentic information/documents  
(To be typed on the letter head of the bidder)**

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

**Sub: Undertaking of authenticity of information/documents submitted**

**Ref: Your tender No. \_\_\_\_\_ Dated \_\_\_\_\_**

To,  
The HOD-Materials  
Materials Deptt,  
OIL, Duliajan

**Sir,**

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,  
For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

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