

Annexure -I

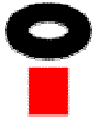
OIL INDIA LIMITED
(A Govt. of India Enterprise)
4, India Exchange Place,
Kolkata – 700 001.
E-mail : oilcalmn@oilindia.in
INVITATION FOR BID
NATIONAL COMPETITIVE BID

OIL INDIA LIMITED invites National Competitive Bid through its e-procurement portal – <https://etender.srm.oilindia.in/irj/portal> for the following items :-

E-Tender No.	Bid Closing Date	ITEM
SKI6804P18/01	30.01.2018	Supply of Sponge cloth and Broom

Tender fee (Non – refundable) amount ,Period of sale of documents, Bid Closing / Opening date, the complete bid documents and details for purchasing bid documents, participation in e-tenders etc. are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website <http://www.oil-india.com/>. No separate notification shall be issued in the press. All addenda, corrigenda, time extension etc. to the tenders will be hosted on above website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

(Note: Above tender is reserved for MSE vendors only. Last date of receipt of application is one week prior to bid closing date.)



OIL INDIA LIMITED
(A Government of India Enterprises)
4, India Exchange Place
Kolkata -700001

TELEPHONE NO. (033) 22301657

FAX NO: (033) 22302596

Email: kolpur2@oilindia.in

FORWARDING LETTER

Tender No & Date	:	SKI6804 P18/01
Tender Fee	:	Not Applicable
Bid Security Amount	:	Not Applicable
Bidding Type	:	Single Stage Composite Bid
Bid Closing on	:	As mentioned in the Basic Data of e-portal
Bid Opening on	:	As mentioned in the Basic Data of e-portal
Performance Guarantee	:	Not Applicable
Integrity Pact	:	Not Applicable
Delivery Required	:	At DULIAJAN, ASSAM

OIL invites Bids for **Supply of sponge cloth and broom EXCLUSIVELY FROM MSE vendors** through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No. MM/CALCUTTA/E-01/2016. 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 Department at following: Tel. No.s = 0374-2807178, 0374-2807171 , 0374-2807192. Email- id = erp_mm@oilindia.in.**
- "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2016 for E-procurement (LCB Tenders).**
- Technical specifications with Quantity and BEC/BRC and Price bid format as per ANNEXURE AAA, ANNEXURE BBB and ANNEXURE HHH respectively .**
- The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.**
- 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).**
- Bidder are advised to fill up the Technical bid check list (Annexure EEE) , Response sheet (Annexure FFF) and Bank Details (Annexure GGG) given in this bidding document uploaded in Technical RFx -> External Area -> Tender Documents. The above filled up documents to be uploaded in the Technical RFx Response.**
- 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.**

Special Note:

2.0 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.

3.0 To participate in OIL's E-procurement tender, bidders should have a legally valid Digital Signature Certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). The digital signature should be of Class 3 digital certificate alongwith encryption certificate for the designated individual with organization name. Please also refer "**Guideline to Bidder for participating in OIL**". All the Bids must be Digitally Signed.

4.0 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.

5.0 The tender is invited under **SINGLE STAGE-Composite BID SYSTEM**. Bidders shall quote accordingly 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.**

5.1 Please ensure that Techno-commercial Bid / all technical related documents related to the tender are uploaded in the Technical Attachment as shown in the screen shot below. The "TECHNO-COMMERCIAL UNPRICED BID" shall contain all techno-commercial details except the prices.

5.2 The "**PRICE BID**" must contain the price schedule and the bidder's commercial terms and conditions. **Details of prices as per Price Bid format/Priced bid can be uploaded as Attachment in the attachment option under "Notes & Attachments" tab as shown in the screen shot below.**

A screen shot in this regard is shown below.

Upload Technical Bid / Price Bid.

1.

The screenshot displays the 'Response' page in the SFM QAS Portal. The page is titled 'Display RFX Response:' and shows details for RFX Response Number 00065572. The 'Detailed Price Information' is set to 'Price with Conditions'. The 'Technical Attachments' section is highlighted with a red box, and an orange callout points to it with the text: 'Area for uploading "Techno-commercial Unpriced Bid"'. Below this, it states: 'Please do not upload price under "Technical Attachment"'. Two blue callouts point to the 'Notes and Attachments' and 'Conditions' tabs, respectively, with the text: 'Area for uploading "Priced Bid" if the detailed price information is "No Price"' and 'Area for uploading "Priced Bid" if the detailed price information is "Price with Condition"'. The 'Event Parameters' section shows 'Currency: Indian Rupee' and 'Detailed Price Information: Price with Conditions'. The 'Service and Delivery' section shows 'Incoterms: FOB SINGAPORE'. The 'Partners and Delivery Information' section is partially visible at the bottom.

Response - Oil India Ltd - SFM QAS Portal - Internet Explorer

http://srmqas.oilindia.in:50100/ryjportal/...ent=OBNEvent&BOTechnicalName=...

Response

Display RFX Response:

Edit Print Preview Check

RFX Response Number: 00065572 RFX Number: Status: Saved Submission Deadline: Opening Date: 11.04.2017 00:00:00

Total Value: XXXXX INR RFX Response Number: Active Version: RFX Response Number: 1

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions **Technical Attachments**

Event Parameters

Currency: Indian Rupee

Detailed Price Information: Price with Conditions

Terms of Payment: DTH Others (Please specify under attributes)

Service and Delivery

Incoterms: FOB SINGAPORE

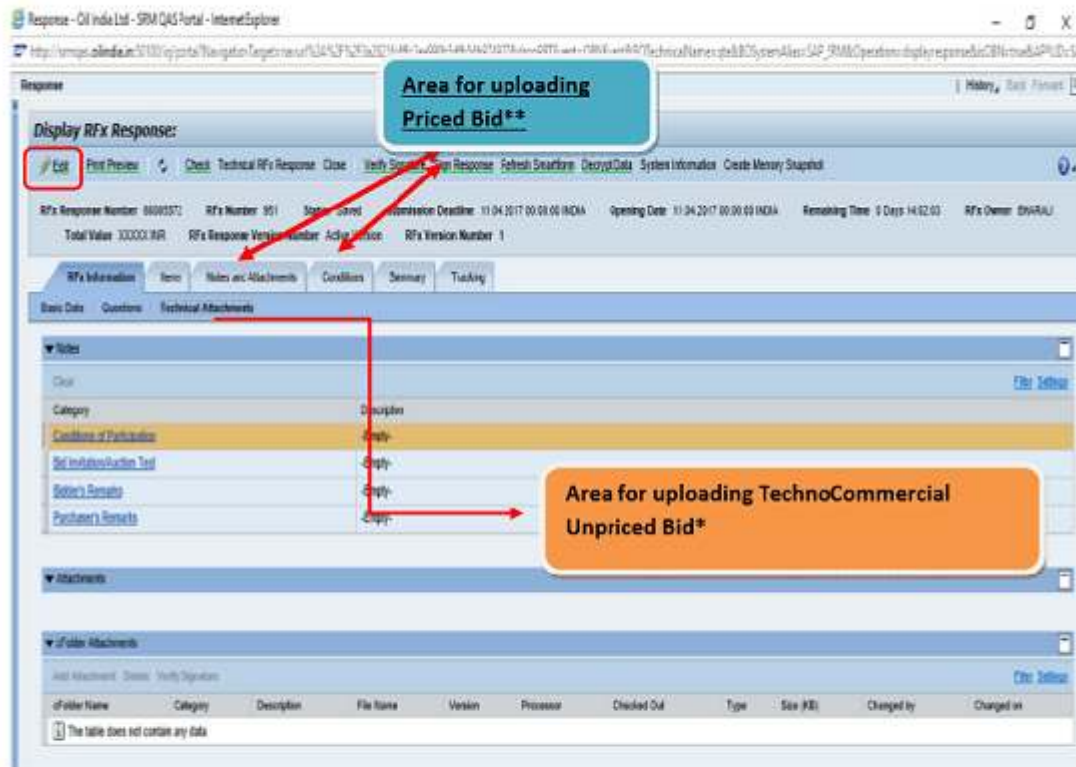
Partners and Delivery Information

Details: Send E-Mail Call Clear

Function	Number	Name
The table does not contain any data		

Filter Settings

2. On "EDIT" Mode- The following screen will appear. Bidders are advised to Upload "Techno-Commercial Unpriced Bid" and "Priced Bid" in the places as indicated above:

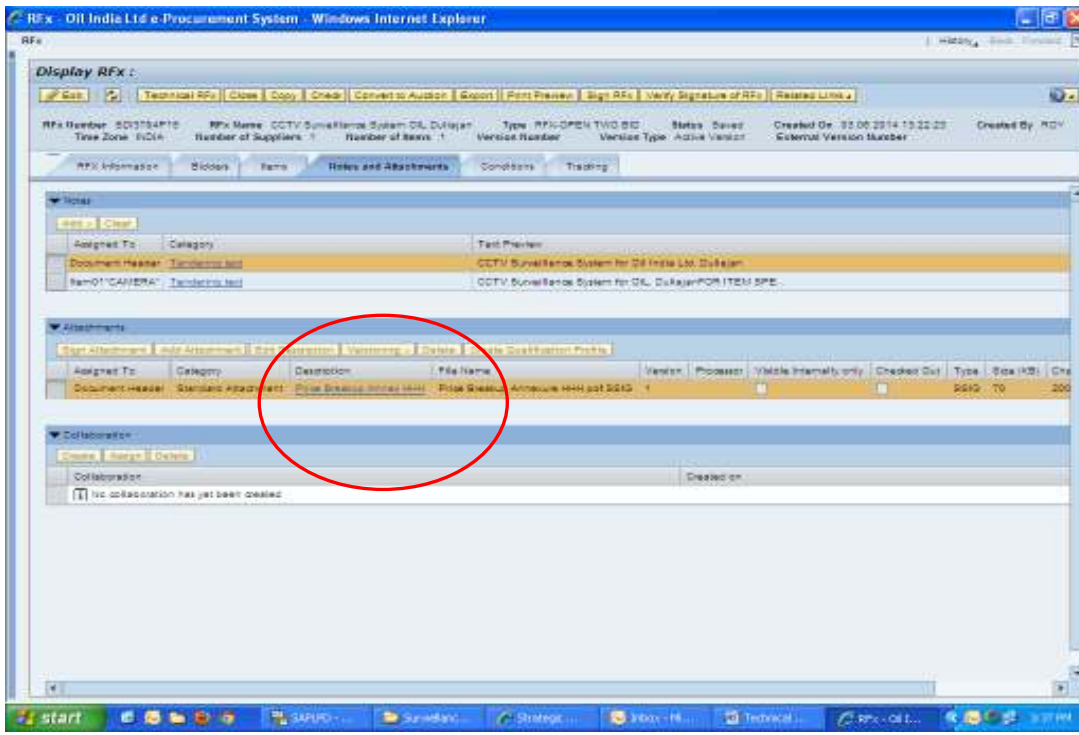


"The "Techno-Commercial Unpriced Bid" shall contain all technocommercial details except the prices.

**** Please follow the instructions as per Vendor User Manual for Uploading Price under "Notes and Attachment" or "Condition"**


5.3 Price Breakup/format:

Bidders should submit the price breakup/format of all the items as per "Annexure HHH" which has been uploaded under "Notes & Attachments" > "Attachments" as shown below. The price breakup/format "Annexure HHH" should be filled up, signed and uploaded under "Notes & Attachments" > "Attachments" only.



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.





User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

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

[Click here to View Compatibility Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for
the New
Manual &
Instruction

© 2012 Oil India Limited. All rights reserved.
[Click for Terms of use](#), [Privacy Policy](#), [Refund Policy Docs](#)

NOTE:
Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the NIT terms and conditions of NIT.

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 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed **Annexure-BBB**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-BBB**) contradict the Clauses of the tender and / or “General Terms & Conditions” as per Booklet No. MM/CALCUTTA/E-01/2016 for E- Procurement of Indigenous Tenders elsewhere, those in the BEC / BRC shall prevail.

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

9.0 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.

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 LIMITED is not responsible.

10.0 This tender is exclusive for MSE vendors (manufacturers) only. MSE units shall apply to GM-Materials, Oil India Limited, P.O. Duliagan, 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).

MSE units shall submit their application (showing full postal address with email address) alongwith proof of being MSE vendor to CGM-Kolkata Office, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ...” for easy identification and timely issue of user ID and password. On receipt of above, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL’s e- Procurement 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.

11.0 This tender shall be guided by Purchase preference policy-linked with Local Content (PP - LC) notified vide letter no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG as well as Public Procurement Policy for MSEs-Order 2012. For details of the PP-LC policy, please visit OIL website at www.oil-india.com.

Purchase Preference will be given as per prevailing Government Guidelines as applicable on the bid closing date

Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified and shall have to submit all undertakings / documents applicable for this policy.

In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs-Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy. If a bidder seeks free of cost tender document under the MSE policy, then it shall be considered that the bidder has sought benefit against the MSE policy and this option once exercised cannot be modified subsequently.

12.0 CLAUSES RELATED TO GST

- i. 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.
- ii. 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 and 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 the 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.
- iii. 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 and 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.
- iv. Bidder is 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-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidder must confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and must also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidder to ensure that the intended benefits of GST have been passed on to OIL.
- v. Statutory variation (increase/decrease) of GST within the contractual delivery period will be to the account of OIL subject to documentary evidence. However, any increase in statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.
- vi. Bidder agrees to do all things but 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 also for claiming input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.
- vii. In case Input Tax Credit of GST is denied to OIL or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by Bidder/Supplier, including non-payment of GST charged and recovered, the Bidder/Supplier shall indemnify OIL in respect of all such 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 an amount demanded and recovered by the authorities/ state authorities from the pending payments of the Bidder/Supplier.
- viii. GST liability, if any on account of supply of free samples against any tender/purchase order (wherever applicable) shall be to bidder's/ supplier's account.

Yours Faithfully,
Sd-
(Aparajita Gogoi)
Manager Materials (P)
For CGM-Kolkata Office

Annexure-AAA

TECHNICAL SPECIFICATIONS WITH QUANTITY

SI No. & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTI TY	UOM
10 84901138	CLEANING, POLISHING, WASHING & WRAPPING MATERIALS CLOTHS, WASTES & RAGS Cloth, Sponge, Size : 50 x 50 cm (100 Nos. = 8 Kg.) NOTE : i. Sample to be approved from GM- Materials , Duliajan, Dist: Dibrugarh-Assam before bulk supply by the successful bidder.	2000	Nos
20 849000	BROOMS Country Broom (Coconut Broom Stick) Long and picked quality The length of the broom should be of minimum 104 cm.each. No damaged or broken stick shall be mixed while packing.	2000	Kg

NOTE : I. The items of the tender will be exclusively procured from Micro & Small Enterprises; therefore only quotations from Micro & Small Enterprises shall be considered for evaluation against this tender.

II. For sponge cloth (item no. 10), 100 % payment will be released after receipt and acceptance at site. Bidder to forward their acceptance while quoting.

Annexure-BBB

BID REJECTION & BID EVALUATION CRITERIA

I) BID REJECTION CRITERIA

The bids must conform to the specifications, terms, and conditions given in the NIT. Bids shall be rejected in case the items offered do not conform to the required minimum / maximum 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 shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected:

A) COMMERCIAL:

Commercial Bid Rejection Criteria will be as per “General Terms & Conditions” for e-Procurement as per Booklet No. MM/CALCUTTA/E-01/2016 with following Special Bid Rejection Criteria.

1.0 Bids are invited under **Single Stage Composite Bid** System. Bidders shall quote accordingly under Single Stage Composite Bid System. The “Unpriced Bid” shall contain all techno-commercial details except the prices, which shall be kept blank. The “Price Bid” must contain the price schedule and the bidder’s commercial terms and conditions.

2.0 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.

3.0 Validity of the bid shall be minimum 90 days from the Bid Closing Date. Bids with lesser validity will be rejected.

4.0 Bids containing incorrect statement will be rejected.

5.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.

6.0 All the Bids must be Digitally Signed using “Class 3” digital certificate (e-commerce application) with Bidder’s organization name 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” digital certificate with Bidder’s organization name, will be rejected.

7.0 Bidders are required to submit the summary of the prices in their Commercial (Priced) bids as per bid format (Summary), given in **Annexure HHH** below :

ANNEXURE –HHH

PRICE SCHEDULE

Tender No.

With reference to your above tender we quote our best prices as under :

	Item No.		
	HSN Code		
	Basic material Value (Unit Rate)		
	Quantity		
		In Rupees	
A.	Total Basic Material Value (Unit rate x Quantity)		
B.	Pre-despatch /Third party Inspection charges, if any		
C.	Packing and forwarding charges, if any		
D.	Total Ex-works value (A+B+C)		
E.	GST on (D)		
F.	Compensatory Cess, if any		
G.	Total FOR Despatching Station Value (D+E+F)		
H.	Freight Charges upto destination		
I.	GST on freight charges		
J.	Insurance charges inclusive of GST		
K.	Total FOR Destination Value (G+H+I+J)		

Gross weight of the total consignment
Gross volume of the total consignment
Name of Despatching Station
Delivery Period
Validity
Payment terms
Name of manufacturer
Other terms if any

We agree to all the terms and conditions given in the Tender Document. We confirm that material will conform to OIL's specification.

Name of the Bidder

Full Name :

Address :

Date :

Note:

A. Bidders must quote Freight Charges upto destination specified in tender. In case bidder fails to quote inland freight charges, highest freight quoted by the other 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.

B. Other clauses on Goods & Service Tax shall be applicable as incorporated elsewhere in this tender.

C. All items to be procured from same source. Hence, bidder must quote for all the items in the tender.

II) 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 the Bid Evaluation Criteria mentioned below:

1.0 The evaluation of bids will be done as per the Price Schedule (SUMMARY) detailed vide **Para 7.0** of Bid Rejection Criteria.

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 To ascertain the inter-se-ranking, the comparison of the responsive bids will be done on FOR Destination basis, subject to corrections / adjustments given herein.

4.0 In case 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 the Tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.

COMMERCIAL CHECKLIST
(To be filled up and submitted along with the bid)

Tender no.	
Bidder's name	

SL. NO.	BEC / TENDER REQUIREMENTS	COMPLIANCE BY BIDDER	
		Indicate 'Confirmed'/'Not Confirmed' /Not applicable	Indicate Corresponding page ref. of unpriced bid or
1	Confirm that validity has been offered as per NIT.(90 days from BC date).		
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 as per BRC Technical		
6	Confirm that you have submitted proof of annual turnover and net worth certified by a chartered accountant (with membership number and Firm registration number) . (Wherever Applicable)		
7	Confirm that the offers and all attached documents are digitally signed using Class 3# digital certificate (e-commerce application) in Organization Name issued by an acceptable Certifying Authority (CA) as per Indian IT. Act 2000.NIT.		
8	Confirm that you have not taken any exception/deviations to the NIT.		
9.	Confirm that the product offered strictly conform to the technical specifications.		
10	Confirm that the prices offered are firm. (Conditional offer shall be liable for rejection.)		

NOTE: Please fill up the greyed cells only.

Bidder's Response Sheet**Annexure-FFF**

Tender No.
Bidders
Name

Bidders Response Sheet

Sl	Description	Remarks
1	Place of Despatch	
2	Whether Freight charges have been included in your quoted prices	
3	Whether Transit Insurance charges have been included in your quoted	
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	Delivery Period in weeks from placement of order	
10	Complied to Payment terms of NIT (if applicable) otherwise to Standard	
11	If bidder is MSE whether you have quoted your own product	
12	If bidder is Small scale unit , whether you are owned by SC/ST	
13	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	
14	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the bidding document.	
15	Bid Security if Not submitted, reasons thereof	

NOTE: Please fill up the greyed cells only.

**(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.