



OIL INDIA LIMITED
(A Government of India Enterprises)
4, India Exchange Place
Kolkata -1

TELEPHONE NO. (033) 22301657

FAX NO: (033) 22302596

Email: kolpur2@oilindia.in

FORWARDING LETTER

Tender No & Date : SKI 9211P16 Date: 09.11.2015

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs. 34,500.00

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 : Applicable

Integrity Pact : Not Applicable

Delivery Required : At DULIAJAN, ASSAM

OIL invites Bids for **SUPPLY, INSTALLATION AND COMMISSIONING, TRAINING OF COLD CUTTING MACHINE TOOL as per Annexure- IA** through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No. MM/CALCUTTA/E-01/2010. 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 is invited with firm price for the specified quantity. Further details of tender are given below:-

1. Details of Items with Quantity and Unit of measure are as under:

Sl No. & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
10 ----- 0C000597	Supply of cold cutting machine tool <u>DETAILS ARE GIVEN IN ANNEXURE IA</u>	1	NO.

20	INSTALLATION & COMMISSIONING & TRAINING	1	AU
----	-----------------------------------------	---	----

The tender will be governed by:

- a) “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).
- b) Technical specifications with BEC/BRC and Qty. as per **ANNEXURE IA** .
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.
- d) In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.
- e) 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).
- f) Bidder are advised to fill up the Technical bid **CHECK LIST** and **RESPONSE SHEET** given in MS excel format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

Special Note:

1.0 Application showing full address / e-mail address with Tender fee (non-refundable) of ₹ 1000.00 per tender (excepting PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001. Application shall be accepted only upto one week prior to Bid Closing date. The envelope containing the application for participation should clearly indicate “REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO SKI 9211P16 dated 09.11.2015” for easy identification and timely issue of authorisation. On receipt of requisite tender fee and subject to fulfilment of eligibility criteria, 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. USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.

Alternatively, applicants already having User ID & Password for OIL’s e-portal can pay the requisite tender fee and bid security against this tender through the online payment gateway.

On receipt of request from applicants who do not have USER_ID and initial PASSWORD, it will be communicated to the bidder (through-e-mail) and will be allowed to participate in the tender through OIL’s e-Procurement portal on payment

of requisite tender fees. No physical tender documents will be provided. USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.

PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days prior to bid closing date for participation in the tender.

- 2.0 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 **Head-Calcutta Branch, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001** only on or before the Bid Closing Date and Time mentioned in the Tender.
 - a) Original Bid Security
 - b) Detailed Catalogue (if any)
 - c) Any other document required to be submitted in original as per tender requirementAll documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate
- 3.0 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.
- 4.0 All the Bids must be Digitally Signed using "Class 3" digital certificate (e-commerce application) with organisation 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.
- 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 The tender shall be governed by the Bid Rejection & Bid Evaluation Criteria given in enclosed Annexure-II. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/CALCUTTA/E-01/2010 for E procurement (LCB Tenders) to General Terms and Conditions for Indigenous E-Tender elsewhere, those in the BEC / BRC shall prevail.
- 8.0 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.

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

NOTE:

- 1. Bidders should submit their bids explicitly mentioning compliance / non compliance to all the NIT terms and conditions.**
- 2. PSUs and SSI units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of tender document mentioned in the tender. SSI unit to submit valid NSIC certificate specifying the tendered item or its equivalent in their manufacturing range.**

Yours Faithfully,

Sd-

(A.GOGOI)

SPO

For Head-Calcutta Branch



OIL INDIA LIMITED
(A Government of India Enterprise)
4, India Exchange Place, 4th floor,
Kolkata 700001,
West Bengal (India)

TELEPHONE NO. (033) 2230 1657 / 58 / 59

FAX NO: (033) 2230 2596

Email : oilcalmn@oilindia.in

ANNEXURE-IA

Tender No& Date : SKI 9211P16

Dated : 09.11.2015

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SI No. & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
10 ----- OC000597	Supply of Cold cutting machine Tool <u>DETAILS ARE GIVEN BELOW</u>	1	NO.
20	Installation & commissioning & Training	1	AU

SPECIFICATION OF COLD CUTTING MACHINE:

1.0 SCOPE OF SUPPLY

1.1 Supply of one no. Brand new Cold Cutting Machine for cutting , bevelling, surface preparation of pipes at hazardous area with all accessories complete.

1.2 The scope of work also includes supply, installation & commissioning and imparting training of the Cold Cutting Machine set complete along with all accessories.

2.0 DETAILED SPECIFICATION OF NON SPARKING COLD CUTTING MACHINE TOOL:

i) The Cold cutting Machine should be portable, lighter in weight, easy to handle and to be run by pneumatic drive.

- ii) The Cold Cutting Machine should not generate any heat and spark during cutting operation. There should not be any hot sparks and the machine/tool should produce low noise and no dangerous sharp splinters, low vibration etc.
- iii) The cold cutting machine should be able to cut pipes and also do the beveling, surface preparation jobs before welding. It should be able to work in compact area /surface.
- iv) The cutting tool /equipment should be capable of cutting most machinable materials like carbon steel, stainless steel, cast iron, mild steel, ductile iron and most of the alloys without sparks and flame.
- v) The equipment should include good quality hoses of adequate length (60 metre) and the hose should be able to work at temperature upto 60 deg C.
- vi) The equipment should be capable of cutting horizontal and vertical pipes of following ranges:
 - a) Horizontal pipe: 2" to 14" size.
 - b) Vertical pipe : 2" to 14" size.
- vii) The cold cutting machine should be pneumatic drive and required compressed air will be supplied by OIL and the working pressure will be 7.0 kg/cm²
- viii) The equipment should be capable of working at cooling water quality of normal DTW water of iron content of 4-8 ppm.
- ix) The equipment / cutting tool should be capable of cutting a 2 inch pipe of 6 mm thickness in 10-15 min. There should be Provision for rethreading the tool for at least 2 to 4 times. The tool should have minimum life of cutting 27-30 running meters of 8 mm thick MS plate. The bidder has to give an undertaking for above, alongwith the offer .
- x) The equipment /cutting tool should be capable of cutting pipe of various grade at the rate of 1/2 inch to 1 inch per minute.
- xi) The equipment /cutting tool should be for continuous cutting and the supplier should mention the duration of continuous cutting.
- xii) The equipment / cutting tool should cut and bevel most machinable materials. The tool should be for heavy duty work with solid frame and mechanism.
- xiii) The Machine should have in built option for adjusting torque and speed.

xiv) The equipment should have safety shut-off valve that turns the equipment off automatically if blade guard is raised.

xv) The bidder should also submit two years maintenance spare list and list of consumables (e.g Cutting disc etc) alongwith price list/ catalogue. However, the same will not be taken for bid evaluation.

xvi) Safety: The design of equipment shall ensure safety of operators and equipment at all times.

Notes on NIT:

i. Original catalogues with relevant features shall be supplied along with the bids.

ii. The requirements of any other accessories required for the smooth operation of the machine are also to be quoted in detail in the bid document.

iii. Deviation from NIT requirements shall be clearly indicated in the bid under separate heading.

iv. All write ups, documents, certificates, manuals, correspondences etc. by the bidder must be in English.

v. All hazards involved during operation / standby should be specifically mentioned along with necessary protective measures for the same.

vi. Two sets of Operation & Maintenance manual shall be provided free of cost along with materials.

vii. Bidder should submit safe operating procedure & Standard Operating Procedure along with the material indicating all the hazard involved.

3.0 TRAINING TO OIL PERSONNEL:

a) The bidder shall arrange for training at their own work site for 1 to 2 persons. OIL shall bear all expenses for to & fro journey & stay of their inspection team.

b) The bidder shall also arrange for training of 4 nos. of OIL personnel of the supplied equipment at OIL site to understand operation and maintenance of the system. Normally Training duration should be within 2-3 days. However, training should continue till the satisfaction of OIL personnel and hence, it is dependent on the ability of the trainer. The bidder should provide experienced trainer for the same.

4.0 Packing:

i) The packing shall be roadworthy for transportation upto site, sufficiently robust to withstand rough handling

ii) Boxes/ packing cases containing electrical equipment shall be water & rodent proof.

iii) All manuals, drawings, documents and digital items (discs) shall be separately packed and contained in rigid plastic pouches.

5.0 Inspection & Testing:

OIL as purchaser shall have the right to carry out stage inspection and shop visit to review the manufacturing progress but such inspection shall not relieve the bidder of his responsibility to ensure that the equipment supplied is free from all manufacturing and other defects and conform to correct specifications. The bidder/manufacturer shall inform OIL in advance (four weeks if in India & sixteen weeks if abroad) for inspection at OEM/suppliers premises. However, manufacturer should not hold any manufacturing activity for witness of purchaser's stage inspection. OIL shall have the right to waive such inspection.

A) PREDELIVERY INSPECTION:

i) Pre-delivery inspection shall be performed by OIL to insure all components, controls, etc. are included as specified herein, free from any defects and equipment can fulfill all the requirements as specified prior to delivery and acceptance. The testing of Cold Cutting Machine set shall necessarily be carried out at factory/ manufacturer premises/bidder's premises in presence of representatives of OIL. The manufacturer or its representative shall give a notice in advance of minimum four weeks for in country and sixteen weeks for abroad carrying out pre-delivery inspection and shall arrange for consumables for testing at his cost. OIL shall witness such inspection & testing at mutually agreed date and will bear the cost of its inspection visit to the factory.

ii) During testing all controls, operations, safety will be checked and proper record will be maintained by the manufacturer's representative. Any defect/ abnormality noticed during testing shall be rectified. The testing will be declared successful only when no abnormality/ failure are noticed during the testing.

iii) Any defects which become evident during the test shall be corrected by the bidder at his own expense prior to shipment to OIL.

iv) The Cold Cutting Machine will be cleared for dispatch to site only when the testing is declared successful by OIL.

B) DISPATCH/SHIPMENT TO SITE: The items shall be dispatched only after OIL's satisfactory inspection and advice.

C) INSTALLATION AND COMMISSIONING AT SITE AND HANDING OVER TO OIL

i) Installation and Commissioning of the Cold Cutting Machine set shall be carried out by the bidder in the presence of OIL representatives at sites at Duliajan, Assam (India).

ii) Installation / commissioning charges should be quoted separately which shall be considered for evaluation of the offers. These charges should include amongst others to and from fares, boarding/ lodging and other expenses of the service personnel during their stay at Duliajan, Assam (India).

- iii) The bidder shall be responsible for safety of its personnel and equipment during the commissioning work.
- iv) During the installation & commissioning job, the bidder shall strictly ensure that all the cut ends of cables, packing materials, leftover items are removed from site after completion of work.
- v) No environmental damage shall be done while carrying out the job.

D) SERVICE AND WARRANTY:

- i) The supplier shall ensure adequate and prompt after sales service free of cost during warranty period, and against payment after the warranty period is over.
- ii) The warranty period for the Cold Cutting Machine set with all accessories should be a minimum of 18 months from the date of dispatch/ shipment or 12 months from the date of commissioning of the equipment whichever is earlier.
- iii) The warranty coverage shall include required spare parts, labor, reasonable travel expense necessary for repairs at the jobsite, and expendables (consumables and other service items made unusable by the defect) used during the course of repair or any defects in the equipment during warranty period shall be replaced by the party at his own cost without any extra charge to OIL

6.0 TECHNICAL CHECKLIST FOR COLD CUTTING MACHINE:

The following checklist must be completed and returned with the offer. Please ensure that all these points are covered in your offer. These will ensure that your offer is properly evaluated.

Please tick mark "YES" or "No" to the following questions , in the right hand.

- i) Whether Quoted as OEM and documentary evidence submitted?
YES / NO
- ii) Whether Quoted as Authorized Dealer of OEM and documentary evidence submitted?
YES / NO
- iii) Whether separately highlighted any deviation from NIT?
YES / NO
- iv) Whether detail specification of Cold Cutting Machine with manufacturer's technical literatures, catalogues enclosed?
YES / NO
- v) Whether quoted for supply, installation & commissioning?
YES / NO
- vi) Whether Inspection Clause as mentioned in the NIT included in the bid?
YES / NO

- vii) Whether the quoted Cold Cutting Machine is brand new?
YES/NO
- viii) Whether all literatures, documents etc. are in English?
YES / NO

COMMISSIONING AND ON SITE TRAINING OF THE EQUIPMENT

1. Commissioning and Hands on training of the machine to the working personnel of OIL, is to be done by the supplier at their own cost

NOTES ON NIT:

1.0 INSPECTION OF THE EQUIPMENT

1.Pre dispatch inspection of the equipment at the supplier works will be carried out by OIL personnel at OIL's cost prior to dispatch of the equipment.

2.0 **Payment term:** 70% payment of supplied materials will be made after receipt of materials and after deducting liquidated damages, if any. (Refer relevant para of Annuxure-I).and remaining 30% payment will be made after successful installation and commissioning of the item at OIL's site (LPG Recovery Plant) at Duliajan, Assam.

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

1. BID REJECTION CRITERIA (TECHNICAL):

The bids must conform to the specifications and terms and conditions given in the tender. Bid shall be rejected in case the items(s) offered do not conform to the required minimum / maximum parameters stipulated in the technical specifications and to the respective international / national standards wherever specified.

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.

1. The bidder should be either manufacturer or authorized dealer of the cold cutting Machine. In case of authorized dealer, valid dealership certificate has to be provided along with the offer.

2. Bidder or OEM must have experience to supply, installation and commissioning of at least 1 (one) no. of same or more capacity cold cutting Machine having order value for atleast Rs. 10,34,100.00 during last 3 years as on bid closing date in Govt/Semi Govt organization/Public Limited Company/reputed private company. Copies of purchase orders/Installation & commissioning reports from the clients indicating the supply of such equipment are to be forwarded with the offer.

2. BID REJECTION CRITERIA COMMERCIAL:

- i). **Bid security amounting to Rs. 34,500.00 can be paid in three modes, viz., Bank Guarantee/ DD/ Online. Bid security in the form of Bank Guarantee as per format given in the LCB booklet MM/CALCUTTA/E-01/2010 of Rs 34,500.00** shall be submitted manually in sealed envelope superscribed with BID SECURITY AGAINST Tender no. **SKI P16 dated to Head Calcutta Branch, Oil India Limited, 4 India Exchange Place, Kolkata-700001** only on or before the Bid Closing Date and Time mentioned in the Tender. **If bid security in ORIGINAL of above mentioned amount is not received within bid closing date , the bid submitted through electronic form will be rejected without any further consideration.** In lieu, Bid Security of Rs. 34,500.00 can also be paid online through our e-procurement portal as per procedure given in user manual in OIL's e-procurement portal. For exemption for submission of Bid Security, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB

Tenders. **The Bid Security if submitted in the form of Bank Guarantee shall be valid for 180 days more than the Bid validity, i.e., for 300 days from the date of bid opening.**

- ii). 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.
- iii). **The annual turnover in any of the last 3 (three) financial years or current financial year should not be less than Rs. 34,47,000.00.**

Note : For proof of Annual Turnover, any one of the following documents /photocopies (self attested/attested) must be submitted along with the bid :-

(a) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. and Firm's registration no certifying the Average Annual Turnover and nature of business.

or

(b) Audited balance sheet and profit & loss account

- iv). Successful bidder will be required to furnish a **Performance Bank Guarantee @10%** of the order value. For exemption for submission of

Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. **Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**

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.

- v). **The Bank Guarantee should be allowed to be encashed at all branches within India.**
- vi). Bids received after the bid closing date and time will be rejected.
- vii). Validity of the bid shall be **minimum 120 days from the Bid Closing Date**. Bids with lesser validity will be rejected.
- viii). Bids containing incorrect statement will be rejected.
- ix). All the Bids must be Digitally Signed using “Class 3” digital certificate (*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” digital certificate, will be rejected.

2.0 BID EVALUATION CRITERIA (BEC):

A. TECHNICAL:

The bids conforming to the specifications, terms and conditions stipulated in the NIT and considered to be responsive after subjecting to Bid Rejection criteria will be considered for further evaluation.

A) Technical:

1.0 All materials as indicated in the material description of the NIT should be offered. If any of the items are not offered by the bidders, the offer will not be considered for evaluation.

B. COMMERCIAL:

a. To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

b) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein:

- (A) Total Material Cost
- (B) Packing and Forwarding Charges
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty including Cess
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total For Despatching Station Value (F) above
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, (F+G+H+I) above
- (K) Installation/Commissioning Charges/ Training charges including Service Tax, if any :
- (L)** Grand Total value, (J+K)

c. In the event of computational error between the unit price and total price, unit price shall prevail for evaluation.

d. Similarly in the event of discrepancy between the words and figure, words shall prevail and adopted for evaluation.

e. 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.

-----**XXXX**-----

C) GENERAL:

- i) The Compliance statement must be filled up by bidders and to be submitted/uploaded along with their bids. In case bidder takes exception to any clause of the bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by Company. The loading so done by the company will be final and binding on the bidders. No deviation will, however, be accepted in the clauses covered under BRC.

- ii) If any of the clauses in the BRC contradicts with other clauses of bidding document elsewhere, then the clauses in the BRC shall prevail.
- iii) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.
- iv) **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.**
 - (d) **Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender.**

Standard Notes:

- A. The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL’s e-portal) should reach us before bid closing date and time .Bid without original Bid Security will be rejected. In lieu, bidders can also pay the Bid Security amount online through e-procurement portal. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**
- B.All the Bids must be Digitally Signed using “Class 3” 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” digital certificate, will be liable for rejection.**
- C. “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**

-----XXXX-----



OIL INDIA LIMITED
(A Government of India Enterprise)
4, India Exchange Place, 4th floor,
Kolkata 700001,
West Bengal (India)

TELEPHONE NO. (033) 2230 1657 / 58 / 59

FAX NO: (033) 2230 2596

Email : oilcalmn@oilindia.in

ANNEXURE-IA

Tender No& Date : SKI 9211P16

Dated : 09.11.2015

OIL INDIA LIMITED invites Indigenous tenders for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

SI No. & MATERIAL CODE NO.	MATERIAL DESCRIPTION.	QUANTITY	UOM
10 ----- OC000597	Supply of Cold cutting machine Tool <u>DETAILS ARE GIVEN BELOW</u>	1	NO.
20	Installation & commissioning & Training	1	AU

SPECIFICATION OF COLD CUTTING MACHINE:

1.0 SCOPE OF SUPPLY

1.1 Supply of one no. Brand new Cold Cutting Machine for cutting , bevelling, surface preparation of pipes at hazardous area with all accessories complete.

1.2 The scope of work also includes supply, installation & commissioning and imparting training of the Cold Cutting Machine set complete along with all accessories.

2.0 DETAILED SPECIFICATION OF NON SPARKING COLD CUTTING MACHINE TOOL:

i) The Cold cutting Machine should be portable, lighter in weight, easy to handle and to be run by pneumatic drive.

- ii) The Cold Cutting Machine should not generate any heat and spark during cutting operation. There should not be any hot sparks and the machine/tool should produce low noise and no dangerous sharp splinters, low vibration etc.
- iii) The cold cutting machine should be able to cut pipes and also do the beveling, surface preparation jobs before welding. It should be able to work in compact area /surface.
- iv) The cutting tool /equipment should be capable of cutting most machinable materials like carbon steel, stainless steel, cast iron, mild steel, ductile iron and most of the alloys without sparks and flame.
- v) The equipment should include good quality hoses of adequate length (60 metre) and the hose should be able to work at temperature upto 60 deg C.
- vi) The equipment should be capable of cutting horizontal and vertical pipes of following ranges:
 - a) Horizontal pipe: 2" to 14" size.
 - b) Vertical pipe : 2" to 14" size.
- vii) The cold cutting machine should be pneumatic drive and required compressed air will be supplied by OIL and the working pressure will be 7.0 kg/cm²
- viii) The equipment should be capable of working at cooling water quality of normal DTW water of iron content of 4-8 ppm.
- ix) The equipment / cutting tool should be capable of cutting a 2 inch pipe of 6 mm thickness in 10-15 min. There should be Provision for rethreading the tool for at least 2 to 4 times. The tool should have minimum life of cutting 27-30 running meters of 8 mm thick MS plate. The bidder has to give an undertaking for above, alongwith the offer .
- x) The equipment /cutting tool should be capable of cutting pipe of various grade at the rate of 1/2 inch to 1 inch per minute.
- xi) The equipment /cutting tool should be for continuous cutting and the supplier should mention the duration of continuous cutting.
- xii) The equipment / cutting tool should cut and bevel most machinable materials. The tool should be for heavy duty work with solid frame and mechanism.
- xiii) The Machine should have in built option for adjusting torque and speed.

xiv) The equipment should have safety shut-off valve that turns the equipment off automatically if blade guard is raised.

xv) The bidder should also submit two years maintenance spare list and list of consumables (e.g Cutting disc etc) along with price list/ catalogue. However, the same will not be taken for bid evaluation.

xvi) Safety: The design of equipment shall ensure safety of operators and equipment at all times.

Notes on NIT:

i. Original catalogues with relevant features shall be supplied along with the bids.

ii. The requirements of any other accessories required for the smooth operation of the machine are also to be quoted in detail in the bid document.

iii. Deviation from NIT requirements shall be clearly indicated in the bid under separate heading.

iv. All write ups, documents, certificates, manuals, correspondences etc. by the bidder must be in English.

v. All hazards involved during operation / standby should be specifically mentioned along with necessary protective measures for the same.

vi. Two sets of Operation & Maintenance manual shall be provided free of cost along with materials.

vii. Bidder should submit safe operating procedure & Standard Operating Procedure along with the material indicating all the hazard involved.

3.0 TRAINING TO OIL PERSONNEL:

a) The bidder shall arrange for training at their own work site for 1 to 2 persons. OIL shall bear all expenses for to & fro journey & stay of their inspection team.

b) The bidder shall also arrange for training of 4 nos. of OIL personnel of the supplied equipment at OIL site to understand operation and maintenance of the system. Normally Training duration should be within 2-3 days. However, training should continue till the satisfaction of OIL personnel and hence, it is dependent on the ability of the trainer. The bidder should provide experienced trainer for the same.

4.0 Packing:

i) The packing shall be roadworthy for transportation upto site, sufficiently robust to withstand rough handling

ii) Boxes/ packing cases containing electrical equipment shall be water & rodent proof.

iii) All manuals, drawings, documents and digital items (discs) shall be separately packed and contained in rigid plastic pouches.

5.0 Inspection & Testing:

OIL as purchaser shall have the right to carry out stage inspection and shop visit to review the manufacturing progress but such inspection shall not relieve the bidder of his responsibility to ensure that the equipment supplied is free from all manufacturing and other defects and conform to correct specifications. The bidder/manufacturer shall inform OIL in advance (four weeks if in India & sixteen weeks if abroad) for inspection at OEM/suppliers premises. However, manufacturer should not hold any manufacturing activity for witness of purchaser's stage inspection. OIL shall have the right to waive such inspection.

A) PREDELIVERY INSPECTION:

i) Pre-delivery inspection shall be performed by OIL to insure all components, controls, etc. are included as specified herein, free from any defects and equipment can fulfill all the requirements as specified prior to delivery and acceptance. The testing of Cold Cutting Machine set shall necessarily be carried out at factory/ manufacturer premises/bidder's premises in presence of representatives of OIL. The manufacturer or its representative shall give a notice in advance of minimum four weeks for in country and sixteen weeks for abroad carrying out pre-delivery inspection and shall arrange for consumables for testing at his cost. OIL shall witness such inspection & testing at mutually agreed date and will bear the cost of its inspection visit to the factory.

ii) During testing all controls, operations, safety will be checked and proper record will be maintained by the manufacturer's representative. Any defect/ abnormality noticed during testing shall be rectified. The testing will be declared successful only when no abnormality/ failure are noticed during the testing.

iii) Any defects which become evident during the test shall be corrected by the bidder at his own expense prior to shipment to OIL.

iv) The Cold Cutting Machine will be cleared for dispatch to site only when the testing is declared successful by OIL.

B) DISPATCH/SHIPMENT TO SITE: The items shall be dispatched only after OIL's satisfactory inspection and advice.

C) INSTALLATION AND COMMISSIONING AT SITE AND HANDING OVER TO OIL

i) Installation and Commissioning of the Cold Cutting Machine set shall be carried out by the bidder in the presence of OIL representatives at sites at Duliajan, Assam (India).

ii) Installation / commissioning charges should be quoted separately which shall be considered for evaluation of the offers. These charges should include amongst others to and from fares, boarding/ lodging and other expenses of the service personnel during their stay at Duliajan, Assam (India).

- iii) The bidder shall be responsible for safety of its personnel and equipment during the commissioning work.
- iv) During the installation & commissioning job, the bidder shall strictly ensure that all the cut ends of cables, packing materials, leftover items are removed from site after completion of work.
- v) No environmental damage shall be done while carrying out the job.

D) SERVICE AND WARRANTY:

- i) The supplier shall ensure adequate and prompt after sales service free of cost during warranty period, and against payment after the warranty period is over.
- ii) The warranty period for the Cold Cutting Machine set with all accessories should be a minimum of 18 months from the date of dispatch/ shipment or 12 months from the date of commissioning of the equipment whichever is earlier.
- iii) The warranty coverage shall include required spare parts, labor, reasonable travel expense necessary for repairs at the jobsite, and expendables (consumables and other service items made unusable by the defect) used during the course of repair or any defects in the equipment during warranty period shall be replaced by the party at his own cost without any extra charge to OIL

6.0 TECHNICAL CHECKLIST FOR COLD CUTTING MACHINE:

The following checklist must be completed and returned with the offer. Please ensure that all these points are covered in your offer. These will ensure that your offer is properly evaluated.

Please tick mark "YES" or "No" to the following questions , in the right hand.

- i) Whether Quoted as OEM and documentary evidence submitted?
YES / NO
- ii) Whether Quoted as Authorized Dealer of OEM and documentary evidence submitted?
YES / NO
- iii) Whether separately highlighted any deviation from NIT?
YES / NO
- iv) Whether detail specification of Cold Cutting Machine with manufacturer's technical literatures, catalogues enclosed?
YES / NO
- v) Whether quoted for supply, installation & commissioning?
YES / NO
- vi) Whether Inspection Clause as mentioned in the NIT included in the bid?
YES / NO

- vii) Whether the quoted Cold Cutting Machine is brand new?
YES/NO
- viii) Whether all literatures, documents etc. are in English?
YES / NO

COMMISSIONING AND ON SITE TRAINING OF THE EQUIPMENT

1. Commissioning and Hands on training of the machine to the working personnel of OIL, is to be done by the supplier at their own cost

NOTES ON NIT:

1.0 INSPECTION OF THE EQUIPMENT

1. Pre dispatch inspection of the equipment at the supplier works will be carried out by OIL personnel at OIL's cost prior to dispatch of the equipment.

2.0 **Payment term:** 70% payment of supplied materials will be made after receipt of materials and after deducting liquidated damages, if any. (Refer relevant para of Annexure-I). and remaining 30% payment will be made after successful installation and commissioning of the item at OIL's site (LPG Recovery Plant) at Duliajan, Assam.

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

1. BID REJECTION CRITERIA (TECHNICAL):

The bids must conform to the specifications and terms and conditions given in the tender. Bid shall be rejected in case the items(s) offered do not conform to the required minimum / maximum parameters stipulated in the technical specifications and to the respective international / national standards wherever specified.

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.

1. The bidder should be either manufacturer or authorized dealer of the cold cutting Machine. In case of authorized dealer, valid dealership certificate has to be provided along with the offer.

2. Bidder or OEM must have experience to supply, installation and commissioning of at least 1 (one) no. of same or more capacity cold cutting Machine having order value for atleast Rs. 10,34,100.00 during last 3 years as on bid closing date in Govt/Semi Govt organization/Public Limited Company/reputed private company. Copies of purchase orders/Installation & commissioning reports from the clients indicating the supply of such equipment are to be forwarded with the offer.

2. BID REJECTION CRITERIA COMMERCIAL:

- i). **Bid security amounting to Rs. 34,500.00 can be paid in three modes, viz., Bank Guarantee/ DD/ Online. Bid security in the form of Bank Guarantee as per format given in the LCB booklet MM/CALCUTTA/E-01/2010 of Rs 34,500.00 shall be submitted manually in sealed envelope superscribed with BID SECURITY AGAINST Tender no. SKI P16 dated to Head Calcutta Branch, Oil India Limited, 4 India Exchange Place, Kolkata-700001 only on or before the Bid Closing Date and Time mentioned in the Tender. If bid security in ORIGINAL of above mentioned amount is not received within bid closing date , the bid submitted through electronic form will be rejected without any further consideration. In lieu, Bid Security of Rs. 34,500.00 can also be paid online through our e-procurement portal as per procedure given in user manual in OIL's e-procurement portal. For exemption for submission of Bid Security, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB**

Tenders. The Bid Security if submitted in the form of Bank Guarantee shall be valid for 180 days more than the Bid validity, i.e., for 300 days from the date of bid opening.

- ii). 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.
- iii). **The annual turnover in any of the last 3 (three) financial years or current financial year should not be less than Rs. 34,47,000.00.**

Note : For proof of Annual Turnover, any one of the following documents /photocopies (self attested/attested) must be submitted along with the bid :-

(a) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. and Firm's registration no certifying the Average Annual Turnover and nature of business.

or

(b) Audited balance sheet and profit & loss account

- iv). Successful bidder will be required to furnish a **Performance Bank Guarantee @10%** of the order value. For exemption for submission of

Performance Bank Guarantee, please refer relevant para of General Terms and Conditions vide MM/CALCUTTA/E-01/2010 for E-Procurement LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. **Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**

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.

- v). The Bank Guarantee should be allowed to be encashed at all branches within India.**
- vi).** Bids received after the bid closing date and time will be rejected.
- vii).** Validity of the bid shall be **minimum 120 days from the Bid Closing Date**. Bids with lesser validity will be rejected.
- viii).** Bids containing incorrect statement will be rejected.
- ix).** All the Bids must be Digitally Signed using “Class 3” digital certificate (*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” digital certificate, will be rejected.

2.0 BID EVALUATION CRITERIA (BEC):

A. TECHNICAL:

The bids conforming to the specifications, terms and conditions stipulated in the NIT and considered to be responsive after subjecting to Bid Rejection criteria will be considered for further evaluation.

A) Technical:

1.0 All materials as indicated in the material description of the NIT should be offered. If any of the items are not offered by the bidders, the offer will not be considered for evaluation.

B. COMMERCIAL:

a. To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

b) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections / adjustments given herein:

- (A) Total Material Cost
- (B) Packing and Forwarding Charges
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty including Cess
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total For Despatching Station Value (F) above
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, (F+G+H+I) above
- (K) Installation/Commissioning Charges/ Training charges including Service Tax, if any :
- (L)** Grand Total value, (J+K)

c. In the event of computational error between the unit price and total price, unit price shall prevail for evaluation.

d. Similarly in the event of discrepancy between the words and figure, words shall prevail and adopted for evaluation.

e. 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.

-----**XXXX**-----

C) GENERAL:

- i) The Compliance statement must be filled up by bidders and to be submitted/uploaded along with their bids. In case bidder takes exception to any clause of the bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by Company. The loading so done by the company will be final and binding on the bidders. No deviation will, however, be accepted in the clauses covered under BRC.

- ii) If any of the clauses in the BRC contradicts with other clauses of bidding document elsewhere, then the clauses in the BRC shall prevail.
- iii) Price should be maintained in the “online price schedule” only. The price submitted other than the “online price schedule” shall not be considered.
- iv) **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.**
 - (d) **Average Annual Turnover of a bidder lower than the average Annual turnover mentioned in the Tender.**

Standard Notes:

- A. The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL’s e-portal) should reach us before bid closing date and time .Bid without original Bid Security will be rejected. In lieu, bidders can also pay the Bid Security amount online through e-procurement portal. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**
- B.All the Bids must be Digitally Signed using “Class 3” 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” digital certificate, will be liable for rejection.**
- C. “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/CALCUTTA/E-01/2010 for E-procurement (LCB Tenders).**

-----XXXX-----