

**Bid Document for Supply of Hydraulic Oil,
Lubrication Oil & Lubrication Grease at CIPET:
CSTS, Madurai**

E-TENDER NO.: CIPET/CSTS/MDU/ADMIN/E-TENDER/10/Oil/2020-21 dated 21.01.2021

LAST DATE FOR SUBMISSION OF ONLINE BID: 27.01.2021

Central Institute of Petrochemicals Engineering & Technology (CIPET)
(Formerly Central Institute of Plastics Engineering & Technology [CIPET])
Centre for Skilling & Technical Support (CSTS)
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
Survey No:489/1, Near Periyar Samathuvapuram,
Thiruvathavur, Madurai – 625 110.
e-Mail ID: atpdc.cipetmdu@gmail.com / Website: www.cipet.gov.in
Mobile No.: 9052295809

Notice Inviting E-Tender

E-Tender No.: *CIPET/CSTS/MDU/ADMIN/E-TENDER/10/Oil/2020-21* dated 21.01.2021

CIPET CSTS Madurai invites item rate e-Tender in two Bid systems (Technical and Financial) from Resourceful and reliable Manufacturers/suppliers for Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease.

Sl. No	E-Tender No. & Date	Name of the Item / Work	Estimated Value in Rs.	Qty in Ltrs	EMD in Rs.	Tender Fees in Rs.	Last Date & Time of online Bid submission
01	<i>CIPET/CSTS/MDU/ADMIN/E-TENDER/10/Oil/2020-21</i> dated 21.01.2021	i)Hydraulic Oil Grade P 70- HLP46 ii)Lubrication Oil Grade HP90 iii)Lub. Grease Grade P75 (EP0)	Rs.2,90,000/- Rs 4,000/- Rs.6,000/- (Incl.of GST)	2215Lt 15 Lt 10 Kg	Rs. 6,000/-	1,180/- (incl. of GST)	27.01.2021 up to 11.30 A.M

Interested and eligible bidders may view and download the detailed tender documents from CIPET's E-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in.

All Bids must be submitted through the online portal www.tenderwizard.com/CIPET.

Salient information about the E-Tender:

1. **Mode of submission:** ONLINE. No offline Tenders will be accepted.
2. **Availability of Tender Documents:** All Bid formats (Technical & Financial) will be available ONLINE at CIPET's E – Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.
3. **Who can participate for this e-Tender:** The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.
4. **How to register by a vendor:**
 - I. The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Rs. 1,770/- KEONICS on completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.
 - II. Tender Documents Fees (Non-refundable) of Rs. 1,180/- (incl. of GST) is Payable only in online mode (NEFT/RTGS) to the below mentioned bank Account:

Name of the Account Holder	CIPET – ATPDC
Name of the Bank	Indian Overseas Bank
Mode of Account	Current Account
Branch Name	Thiruvathavoor Branch (1005)
Address	2/23, Main Road, Thiruvathavoor – 625 110. Madurai
Account Number	166302000001419
IFS Code	IOBA0001005
MICR No	625020029

III. Processing Fees: As Applicable Payable Online separately to KEONICS.

5. **Is there any device requirement for participation in e-Tender:** Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities(CCA).
6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone / E-mail	Remarks:
Telephone no./ Mobile no.(Helpdesk) Mr. Madan kumar	+91- 9941947400 (between 9:00 am to 6:00 pm)	For Vendor registration / any other issue regarding e-Tender Process, please contact: KEONICS as the details given in the previous Columns
E-mail id	cipethelpdesk@gmail.com	

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned to PDF & JPEG format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
8. While uploading / submitting the documents, it should be ensured that the file name should be the name of the document itself.
9. All pages of Tender documents with Addenda / Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right-hand corner.
10. Bidders are advised to visit CIPET's e-Tender portal regularly for any Addenda / Corrigenda (if any) with regard to the e – Tender, for which no separate paper advertisement will not be published.
11. **Last date of online submission of Tender bid: 27.01.2021 up to 11:30am.**

12. EMD and Tender Fee must be in approved mode only. Bidders registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Departments are exempted from paying the EMD.

13. **Date & Time of Opening of Technical Bid and Commercial Bid: 27.01.2021 at 11.45 am and 12 pm.**

14. The Bidders are invited to participate during the tender opening both Technical and Financial Bid – Maximum 2 persons allowed.

15. Eligibility Criteria:

- a. Age of the Firm shall be More than 03 Years as on 21.01.2021.
- b. The average Annual Turnover of the tendering firm should be minimum Rs. 50.00 Lakhs & above in last 03 financial years. Audited financial Statement shall be enclosed for the last three financial years.
- c. Tenderer should have completed Job(s) in one financial Year during the last 03 (Three) financial years:
 - I. One similar completed Job costing not less than the amount equal to 80% of the estimated cost.
OR
 - II. Two similar completed Job each of value not less than 50% of the estimated cost.
OR
 - III. Three similar completed Job each of value not less than 40% of the estimated cost.

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Director and Head

CIPET, CSTS Madurai,
Thiruvathavur, Madurai – 625 110.

This Tender form contains Section I to VI

SECTION: I

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology (CIPET: CSTS –Madurai) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre at Madurai (CIPET CSTS Madurai), Tamilnadu invites e-tenders in 2 bid system (Technical and Financial Bid) for the Item / work titled “**Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease**”

SECTION: II Technical Specification

Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease

<i>Sl.No</i>	<i>Item</i>	<i>Specification</i>
1.	Hydraulic Oil	Grade :P 70 –HLP 46.
2.	Lubrication Oil	Grade: HP 90
3.	Lubrication Grease	Grade: P 72 (EP0)

SECTION: III

SPECIAL TERMS AND CONDITIONS / INSTRUCTIONS TO BIDDER

1. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required for the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in rejection of the Tender.
2. The purchaser shall not be liable for any expenses whatsoever incurred by the Tenderer in the preparation of the tender whether his tender is accepted or not even if the purchaser opts for complete withdrawal of invitation of Tender.
3. Delivery at designated site is at the expense of the bidder and the exact address of Premises/location for Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease will be mentioned in the Purchase Order / Work Order. CIPET will not be liable for any additional expenses incurred in this regard.
4. Bidder shall submit documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Pre – qualification criteria.
5. Offer should be in two parts Viz., “**TECHNICAL BID**” and “**FINANCIAL BID**” and all bids must be submitted through the online portal www.tenderwizard.com/CIPET.
6. Any Tender received after the last date for submission of E-Tenders prescribed in the tender, will be rejected. Conditional tender will be summarily rejected without prejudice so bidders are advised to quote the price as per N.I.T. conditions only.
7. Tenders shall remain valid for 180 days after the date of E-Tender.
8. The work should be completed within 30 days time from the date of receipt of the Purchase Order / WorkOrder.
9. In case of non-receipt of supply & installation of equipment in all aspect as per the requirement within 60 days from the date of issue of the Purchase Order / Work Order CIPET has right to charge Liquidated Damages @ 0.50% per week subject to maximum of 10% of the total Purchase Order / Work Order value.
10. The cost of tender document is Rs. 1,180/- Incl. of GST (Non-Refundable) and Tenderers are requested to pay the tender fees only through NFET/RTGS to the bank account details mentioned in Sl. No. 4 (b).of Salient information about the E-Tender.
11. The Tenderer shall pay **Earnest Money Deposit of Rs. 6,000/-** in the form of online mode only. The tenders received without the EMD shall be rejected. The Earnest Money of the unsuccessful Tenderers will be refunded after 15 days time from the completion of tender process.

12. EMD amount of successful bidder will be refunded after submission of performance security.
13. The earnest money deposit may be forfeited if:
 - a. The Tenderer withdraws his tender during the period of tender validity specified in the tender document.
 - b. After acceptance of his tender, the Tenderer fails to take up the job.
14. TDS (Tax Deducted at Source) and GST TDS as applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable.
15. The Tenderer shall complete the Tender Form and fill the appropriate Financial Bid Furnished in the Tender Documents, indicating for the goods to be supplied, a brief description of the Goods, quantity and prices.
16. The Bidder shall indicate on the Financial Bid attached to these documents, the unit prices and Total Bid Prices of the goods, proposed to be supplied under the Contract.
17. Financial Bid should be submitted in the prescribed format (Excel Format) given under price schedule of the Tender Document.
18. The rate quoted by the Tenderer should be firm and no escalation on any account whatsoever shall be paid for this work.
19. CIPET will notify the successful Tenderer in writing by registered letter / fax / e -mail to be confirmed that his tender has been accepted.
20. Payment Terms

20.1 Contract Value less than or equal to INR 10.00 Lakhs

Payment of contract shall be made in the INR specified in the bid in the following manner
100% payment will be released on supply, installation and final acceptance after commission at site and submission of claim supported by the acceptance certificate issued by the Purchaser's Representative.

20.2 Contract Value more than INR 10.00 Lakhs

90% payment will be released on completion of Pre-Delivery Inspection (PDI) and Supply of Goods received at the destination and submission of claim supported by the acceptance certificate issued by the purchaser/its representative.

10% payment will be released on final acceptance after Installation & commissioning at site and completion of training and submission of claim supported by the acceptance certificate issued by the Purchaser's Representative.

21. The suppliers shall be solely responsible for supply of oil the place of delivery at CIPET :CSTS, Madurai.
22. The Director & Head, CIPET:CSTS, Madurai reserves the right to accept or reject any or all tenders at any point of time prior to issue of Purchase Order / Work Order without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.
23. Security Deposit- The Successful Bidder has to deposit 5% of the Basic Value of the Machine as Security Deposit in the form of Demand Draft drawn in favour of CIPET-ATPDC Payable at Madurai within 15 Days from date of the issue of Purchase order.
24. Refund of Security Deposit – The Security Deposit will be refunded within 30 Days after completion of Warranty Period.
25. In the case of a dispute or differences arising between the Purchaser and Supplier relating to any matter arising out or connected with this Tender, such dispute or differences shall be referred within the Jurisdiction of the Court, Madurai.

SECTION: IV

TECHNICAL BID

TENDER No.: CIPET/CSTS/MDU/ADMIN/E-TENDER/10/Oil/2020-21

DESCRIPTION: “Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease”

Particulars To Be filled up by the Tenderer / Bidder		
1	Name of the Tenderer / Supplier	
2	Postal address	
3	Telephone No. with STD code	
4	Fax with STD code	
5	Name of Contact person	
6	Mobile No.	
7	E-Mail ID	
8	Following Documents To Be Scanned and Uploaded in the website www.tenderwizard.com /CIPET during the period of submission.	
9	The firm should have valid registration certificate in support of establishment of the firm (Registration No.)	
10	PAN (Permanent Account Number)	
11	Certificates of Registration for GST as applicable	

12	Experience of Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease at CIPET Madurai to Corporate Offices / Institutions of Central Government / State Government / Central Autonomous Body / Central Public sector Undertaking during last 3 years as per the eligibility criteria.	
13	The firm should furnish the Annual Turnover during the last Three Financial Years. (Audited Financial Statement).	
14	The firm should furnished the balance sheet and Income Expenditure Account of last Three Financial Years	
15	The firm should enclose copy of Income Tax Return of the last Three Assessment Years	
16	Payment details of Tender Fees	
17	Payment details of EMD	
18	Warranty Period	

Date:

Seal & Sign. Of Bidder

SECTION: V
CHECKLIST

TENDER No.: CIPET/CSTS/MDU/ADMIN/E-TENDER/10/Oii/2020-21

1. Have you deposited requisite Tender Fees &EMD?
2. Have you enclosed valid Registration Certificate of Establishment of Firm?
3. Have you enclosed your PAN Certificate?
4. Have you enclosed Income Tax Return Certificate for last 3 years?
5. Have you enclosed Audited Balance Sheet and Income & Expenditure account for last 3 years?
6. Have you enclosed Registration Certificate of GST?
7. Have you sealed & signed all the pages of Tender document?
8. Have you enclosed experience certificate/work order copies?
9. Have you enclosed Annual Turnover Certificate?

SECTION: VI Financial Bid

Date:

The Director & Head,
CIPET: CSTS
No:489/1, Near PeriyarSamathuvapuram,
Thiruvathavur, Madurai – 625 110.

Dear Sir,

Sub: Financial Bid for Supply of Hydraulic Oil, Lubrication Oil & Lubrication Grease - Reg.

Ref: Tender Enquiry No.: CIPET/CSTS/MDU/ADMIN/E-TENDER/10/Oil/2020-21.

In response to tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

S.No	Description of Items	Qty	Unit	Rate Quoted in Figure per unit (Rs.)	Total Amount (in Rs)
1	Hydraulic Oil Grade: P70 –HLP46	2215	Ltrs		0
2	Lubrication Oil Grade : HP90	15	Ltrs		0
3	Lubrication Grease Grade: P72-EP0	10	Kgs		0
4	Gross Amount before Tax (Sl. No. 1+2+3)				0
5	SGST				0
6	CGST				0
7	IGST				0
8	Total Cost (S. No 4+5+6+7)				0

Note:

1. Erection & Commissioning charges is included in the Base Price. (S.no 1)
2. Training Charges is included in the Base Price. (S.no 1)
3. Submission of any other file or format of the Price Bid other than original file given in the Tender shall be rejected.
4. Tenders are advised to submit the rates to maximum of 2 decimal places.
5. If any cells (Rates) left blank, then the same will be treated as "Zero".
6. The Quote should be in India Rupees (INR) Only.
7. CIPET reserves the right to accept or reject any or all the tenders without assigning any reason thereof.