

बिड दस्तावेज़ / Bid Document

| बिड विवरण / Bid Details | |
|---|--|
| बिड बंद होने की तारीख/समय / Bid End Date/Time | 18-03-2026 15:00:00 |
| बिड खुलने की तारीख/समय / Bid Opening Date/Time | 18-03-2026 15:30:00 |
| बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date) | 90 (Days) |
| मंत्रालय/राज्य का नाम / Ministry/State Name | Ministry Of Petroleum And Natural Gas |
| विभाग का नाम / Department Name | Na |
| संगठन का नाम / Organisation Name | Oil And Natural Gas Corporation Limited |
| कार्यालय का नाम / Office Name | Offshore Engineering Services Mumbai |
| कुल मात्रा / Total Quantity | 19 |
| वस्तु श्रेणी / Item Category | Modular Extendable Conference Table (V2) (Q2) , Executive Table (V4) (Q2) , Sofa (V3) (Q2) , Revolving Chair (V5) (Q2) |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover | No |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover | No |
| विक्रेता से मांगे गए दस्तावेज़ / Document required from seller | Experience Criteria, Certificate (Requested in ATC), OEM Authorization Certificate, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है / Do you want to show documents uploaded by bidders to all bidders participated in bid? | No |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension | 3 |

| बिड विवरण/Bid Details | |
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| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 7 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count | 1 |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled | No |
| बिड का प्रकार/Type of Bid | Two Packet Bid |
| प्राथमिक उत्पाद श्रेणी/Primary product category | Modular Extendable Conference Table (V2) |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation | 3 Days |
| निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM) | Yes |
| Inspection to be carried out by Buyers own empanelled agency | Yes |
| Type Of Inspection | Pre Dispatch |
| Name of the Empanelled Inspection Agency/ Authority | CONCERNED ONGC QUALITY ASSURANCE DEPARTMENT, CONCERNED ONGC INDENTOR |
| मूल्यांकन पद्धति/Evaluation Method | Total value wise evaluation |
| मध्यस्थता खंड/Arbitration Clause | No |
| सुलह खंड/Mediation Clause | No |

ईएमडी विवरण/EMD Detail

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|-----------------------------|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount | 38000 |

ईपीबीजी विवरण /ePBG Detail

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| आवश्यकता/Required | No |
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be

in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

As mentioned in bid document / ATC
As mentioned in bid document / ATC
(As Mentioned In Bid Document / Atc)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

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| एमआईआई खरीद वरीयता/MII Purchase Preference | No |
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एमआईआई के लिए सक्षम प्राधिकारी का विवरण:/Details of the Competent Authority for MII

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| सक्षम प्राधिकारी का नाम/Name of Competent Authority | CPA |
| सक्षम प्राधिकारी का पदनाम/Designation of Competent Authority | CPA |
| सक्षम प्राधिकारी का कार्यालय/विभाग/प्रभाग/Office / Department / Division of Competent Authority | CPA |
| सीए अनुमोदन संख्या/CA Approval Number | CPA |
| सक्षम प्राधिकारी अनुमोदन तिथि/Competent Authority Approval Date | 25-02-2026 |
| सक्षम प्राधिकारी द्वारा प्रदान की गई स्वीकृति का संक्षिप्त विवरण/Brief Description of the Approval Granted by Competent Authority | This proposal is being submitted with the formal approval of the CPA. |

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

एमएसई खरीद वरीयता/MSE Purchase Preference

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|--|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X% | 15 |
| सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference | 100 |

1. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in

this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Inspection of Stores by Nominated Inspection Authority / Agency of buyer or their authorized representatives

An independent third party Professional Inspection Body can help buyer in mitigating buyer's risk with pre-dispatch/post-dispatch inspection in order to ensure that equipment, components, solutions and documentation conform to contractual requirements. The buyer has a right to inspect goods in reasonable manner and within reasonable time at any reasonable place as indicated in contract. Inspection Fee/ Charges (as pre-greed between buyer and Inspection Agency) would be borne by the buyer as per their internal arrangement but may be recovered from the seller if the consignment failed to conform to contractual specification and got rejected by the Inspection Officer .If so requested and accepted by the seller , initially seller may pay for inspection charges as applicable and get the same reimbursed from buyer if consignment accepted by the Inspecting Officer . For reimbursement seller has to submit proof of payment to Inspection Agency.

Seller/OEM shall send a notice in writing / e-mail to the Inspecting officer / inspection agency specifying the place of inspection as per contract and the Inspecting officer shall on receipt of such notice notify to the seller the date and time when the stores would be inspected. The seller shall, at his own expenses, afford to the Inspecting officer, all reasonable facilities as may be necessary for satisfying himself that the stores are being and or have been manufactured in accordance with the technical particulars governing the supply. The decision of the purchaser representative /inspection authority regarding acceptance / rejection of consignment shall be final and binding on the seller.

The Seller shall provide, without any extra charge, all materials, tools, labour and assistance of every kind which the Inspecting officer may demand of him for any test, and examination, other than special or independent test, which he shall require to be made on the seller's premises and the seller shall bear and pay all costs attendant thereon.

The seller shall also provide and deliver store / sample from consignment under inspection free of charge at any such place other than his premises as the Inspecting officer may specify for acceptance tests for which seller/OEM does not have the facilities or for special/ independent tests.

In the event of rejection of stores or any part thereof by the Inspecting officer basis testing outside owing to lack of test facility at sellers premises, the seller shall, on demand, pay to the buyer the costs incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work.

Inspector shall have the right to put all the stores or materials forming part of the same or any part thereof to such tests as he may like fit and proper as per QAP/governing specification. The seller shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspecting officer.

Unless otherwise provided for in the contract, the quantity of the stores or materials expended in test will be borne by seller.

Inspecting officer is the Final Authority to Certify Performance / accept the consignment. The Inspecting officer's decision as regards the rejection shall be final and binding on the seller.

The seller shall if so required at his own expense shall mark or permit the Inspecting officer to mark all the approved stores with a recognised Government or purchaser's mark.

Modular Extendable Conference Table (V2) (1 per seat)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|-------------------------------------|---|--|
| Modular Ex Con Table Understructure | Understructure Material Type | Metal Understructure, Wooden/Engineer Wood Understructure |
| | Understructure legs/gable Material | Prelam Particle Board (both sides), Prelam Particle Board with Laminate on one side, Postlam Particle Board with Laminate on both side, Prelam Particle Board with Veneer on one side, Postlam Particle Board with Laminate on one side and Veneer on the other side, Postlam Particle Board with Veneer on both sides, Prelam MDF Board, Prelam MDF Board with Laminate on one side, Postlam MDF Board with Laminate on both side, Prelam MDF Board with Veneer on one side, Postlam MDF Board with Laminate on one side and Veneer on the other side, Postlam MDF Board with Veneer on both sides, Prelam Marine Ply, Prelam Marine Ply with Laminate on one side, Postlam Marine Ply with Laminate on both side, Prelam Marine Ply with Veneer on one side, Postlam Marine Ply with Laminate on one side and Veneer on the other side, Postlam Marine Ply with Veneer on both sides, Prelam MR Ply, Prelam MR Ply with Laminate on one side, Postlam MR Ply with Laminate on both side, Prelam MR Ply with Veneer on one side, Postlam MR Ply with Laminate on one side and Veneer on the other side, Postlam MR Ply with Veneer on both sides, Prelam BWP Ply, Prelam BWP Ply with Laminate on one side, Postlam BWP Ply with Laminate on both side, Prelam BWP Ply with Veneer on one side, Postlam BWP Ply with Laminate on one side and Veneer on the other side, Postlam BWP Ply with Veneer on both sides, Mild Steel Powder Coated, Mild Steel Chrome Plated, Aluminium Die Cast, Mild Steel Powder Coated with Aluminium Die Cast Connectors, Aluminium Die Cast Powder Coated with Aluminium Die Cast Connectors Or higher |
| | Table Understructure Modesty Panel Material Type | Wooden/Engineer Wood Understructure |

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|---|--|
| | Table Understructure Modesty Panel Material | Prelam Particle Board (both sides), Postlam Particle Board with Laminate on both side, Postlam Particle Board with Laminate on one side and Veneer on the other side, Postlam Particle Board with Veneer on both sides, Prelam MDF Board, Postlam MDF Board with Laminate on both side, Postlam MDF Board with Laminate on one side and Veneer on the other side, Postlam MDF Board with Veneer on both sides, Prelam Marine Ply, Postlam Marine Ply with Laminate on both side, Postlam Marine Ply with Laminate on one side and Veneer on the other side, Postlam Marine Ply with Veneer on both sides, Prelam MR Ply, Postlam MR Ply with Laminate on one side and Veneer on the other side, Postlam MR Ply with Veneer on both sides, Prelam BWP Ply, Postlam BWP Ply with Laminate on both side, Postlam BWP Ply with Laminate on one side and Veneer on the other side, Postlam BWP Ply with Veneer on both sides Or higher |
| | Modesty Panel Thickness | 18 mm +/- 2 mm (wooden), 21 mm +/- 2 mm (wooden), 25 mm +/- 2 mm (wooden) |
| Table Top | Table Top Material | Prelam Particle Board (both sides), Prelam Particle Board with Laminate on one side, Postlam Particle Board with Laminate on both side, Prelam Particle Board with Veneer on one side, Postlam Particle Board with Laminate on one side and Veneer on the other side, Prelam MDF Board, Prelam MDF Board with Laminate on one side, Postlam MDF Board with Laminate on both side, Prelam MDF Board with Veneer on one side, Postlam MDF Board with Laminate on one side and Veneer on the other side, Prelam MDF with PVC Membrane on one side, Postlam MDF with PVC Membrane on one side, Postlam Marine Ply with Laminate on one side, Postlam Marine Ply with Laminate on both side, Postlam Marine Ply with Laminate on one side and Veneer on the other side, Postlam Marine Ply with Veneer on one side, Postlam MR Ply with Laminate on one side, Postlam MR Ply with Laminate on both side, Postlam MR Ply with Veneer on one side, Postlam MR Ply with Laminate on one side and Veneer on the other side, Postlam BWP Ply with Laminate on both side, Postlam BWP Ply with Veneer on one side, Postlam BWP Ply with Laminate on one side and Veneer on the other side Or higher |
| | Table Top Thickness (Tolerance ±5 mm) | 25 mm, 50 mm |
| | Availability of Table Top Edge | Yes |
| | Material of table top Edge (Hint: Here "Edge" indicates boundary of table top) | PVC Edge Banding, Wooden |
| | Thickness of Table Top Edge (Tolerance ±5 mm) | 25 mm |
| Colour and Warranty | Warranty period (number of months) | 12, 24, 36, 48, 60 Or higher (month) |

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|-------------------------------------|---|
|---------------------|-------------------------------------|---|

Additional Specification Parameters - Modular Extendable Conference Table (V2) (1 per seat)

| Specification Parameter Name | Bid Requirement (Allowed Values) |
|--|--|
| 1. General Description | The tabletop shall be supplied in max 03 pieces and shall be assembled in a single piece as per the dimensions and materials specified below. |
| 2. Tabletop | a. Shape: Oval (from top view) b. Length: 8000 mm c. Width at both ends: 1600 mm d. Width at centre: 2100 mm e. Top Surface (with boxing): Table top shall include: 18 mm (Plywood Base of table top) + 12 mm MDF board finished with Steam Beech veneer and PU matt polish. f. Edge Detail: 30 mm thick aluminium pipe edge joint, with a tapered profile towards the edge. g. Total Thickness: Approximately 60 mm (including boxing). h. Boxing may be done to achieve the required thickness and finish. |
| 3. Understructure / Base | a. Primary Frame: Metal framing provided below the tabletop for structural support. Frame shall be designed so that it does not interfere with legroom or user comfort when seated. b. Base / Bottom Construction: Shall include an enclosed box-type structure to conceal and organize cables. Fabricated from 18 mm thick MDF board finished with Steam Beech veneer and PU matt polish. c. Shape: The base shall be crafted in the manner to provide uniform support to the table top. |
| 4. Wire Management | a. Number and location of Cut out for mic and cable cubby: at desired locations as per sample provided. b. Flip-Top Boxes: Quantity: 4 Nos. Type: 8-module flip-top box, with switch & socket to be provided at desired location. Make: Hettich, Philips, ebco or Honeywell or equivalent approved make. c. Cable Routing: The base shall be designed with concealed cable trays or channels to carry electrical and data cables throughout the length of the table. Please find note below |
| 4. Wire Management note / 5. Finishes & Aesthetics | Wire management note - The design should ensure aesthetic integrity and easy access for maintenance without compromising the table's visual appeal. 5. Finishes & Aesthetics a. Veneer: Steam Beech veneer with PU matt polish. b. Shape, color, and any minor modifications, if required, shall be finalized and approved by the purchasing authority prior to manufacture. |

* Bidders offering must also comply with the additional specification parameters mentioned above.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|--|------------------|------------------------------|
| 1 | Kapil Kumar | 400017,MM section, OGEP, 4th floor, 11 High, Bandra Sion Link road, Mumbai | 1 | 60 |

Executive Table (V4) (1 pieces)**तकनीकी विशिष्टियाँ /Technical Specifications**

* जेम कैटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|--|---|--|
| Generic | Type of Executive Table | Executive Table, Executive Table with Pedestal / Side Storage Unit, Executive Table with Keyboard Tray, Executive Table with Keyboard Tray and Pedestal / Side Storage Unit |
| Table Top | Table Top Material Type | Particle Board, MDF Board, Marine Ply, BWP Ply, MR (Moisture Resistant) Ply, Glass Or higher |
| | Thickness of Table Top (Tolerance ± 5 mm) | 36 mm |
| | Length of Table Top (Tolerance ± 50 mm) | 2400 mm |
| | Depth of Table Top (Tolerance ± 20 mm) | 1050 mm |
| Table Understructure | Type of Material in Table Understructure | Metal Understructure, Wooden/Engineer Wood Understructure, Metal Frame in combination with wooden understructure |
| | Material of Support Type in Table Understructure | Particle Board, MDF Board, Marine Ply, MR (Moisture Resistant) Ply, BWP Ply, Mild Steel, Aluminium, Mild Steel with Particle Board, Mild Steel with MDF Board, Mild Steel with Marine Ply, Mild Steel with MR Ply, Mild Steel with BWP Ply Or higher |
| | Availability of modesty panel | Yes, No |
| Extendable Returnable Unit (ERU) Characteristics | ERU Position wrt to Table Top | Left Aligned, Right Aligned |
| | Width of ERU (Extended Return Unit) (Tolerance ± 20 mm) | 1200 mm, 1350 mm |
| | Depth of ERU (Extended Return Unit) (Tolerance ± 20 mm) | 450 mm, 600 mm |
| | Type of ERU (Extended Return Unit) | With Storage, Without Storage |
| Pedestal Characteristics | Availability of Pedestal Unit | Yes, No |
| Keyboard Tray | Availability of Keyboard Tray | Yes, No |

Additional Specification Parameters - Executive Table (V4) (1 pieces)

| Specification Parameter Name | Bid Requirement (Allowed Values) |
|---|--|
| Design / Shape:/ Frame type: / Material (Table, ERU, PSU Gable end, Modesty panel, Key board tray): / Height of ERU and Main table \pm 10 mm: | Design / Shape: Rectangular Frame type: Free standing Material (Table, ERU, PSU Gable end, Modesty panel, Key board tray): MDF and veneer with PU finish having scratch resistance of 2H Height of ERU and Main table \pm 10 mm: 750 mm |
| Main Table: | 1. Length of table top \pm 50 mm 2400 mm 2. Depth of table top \pm 20 mm 1050 mm 3. Thickness of table top \pm 5 mm 36 mm 4. Thickness of gable end \pm 2 mm 25 mm 5. Thickness of modesty panel \pm 1 mm 25 mm 6. Material of keyboard tray and right angle LType supporting bracket: Plastic PVC sheet of standard quality 7. Keyboard adjustability: Under desk keyboard arm |
| Extended Return Unit: | 1. Width of ERU \pm 20 mm 1200 mm 2. Depth of ERU \pm 20 mm: 600 mm 3. Storage with shutter 1 number 4. Number of drawers 3 numbers 5. Provision of storage lock system: Central locking system 6. Thickness of top panel \pm 2 mm 36 mm 7. Thickness of other panel \pm 2 mm 25 mm 8. Thickness of drawer base \pm 1 mm 18 mm 9. Overall height of storage unit \pm 5 mm 650 mm |
| Pedestal Storage Unit: | 1. Type of unit: 03 drawers (Each drawers fixed with telescopic channel of 250 mm) 2. Provision of lock system: Independent lock 3. Thickness of top panel \pm 1 mm 22 mm 4. Thickness of other panel \pm 1 mm 25 mm 5. Width of pedestal unit \pm 5 mm 480 mm 6. Depth of pedestal unit \pm 5 mm 510 mm 7. Height of pedestal unit \pm 5 mm 550 mm 8. Finish of pedestal storage unit: MDF board as per IS: 12406 with pigmented PU coating on both sides |

* Bidders offering must also comply with the additional specification parameters mentioned above.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|--|------------------|------------------------------|
| 1 | Kapil Kumar | 400017,MM section, OGEP, 4th floor, 11 High, Bandra Sion Link road, Mumbai | 1 | 30 |

Sofa (V3) (8 pieces)**तकनीकी विशिष्टियाँ /Technical Specifications**

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------------------|--|---|
| PHYSICAL PARAMETERS OF SOFA SET | Count of Seats in Primary Unit of Sofa Set | 3 - seater |
| | Count of Secondary Unit(s) in Sofa Set | No Secondary unit |
| | Count of Chaise Units | No Chaise Unit |
| | Upholstery Material of Primary Unit in Sofa Set | Synthetic Leather / Leatherette |

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------|--|---|
| | Upholstery Material of Each Secondary Unit(s) in Sofa Set | No Secondary Unit in Sofa Set |
| CHAISE PARAMETERS | Chaise included with Sofa Set | No |

Additional Specification Parameters - Sofa (V3) (8 pieces)

| Specification Parameter Name | Bid Requirement (Allowed Values) |
|---|--|
| Type of Sofa and Backrest: / Structure:/ Color: | Type of Sofa and Backrest: Seat and Backrest are permanently fixed with the frame Structure Structure: Solid wood frame upholstered in premium leatherette with foam-filled seats for comfort and support. The seat material matches the upholstery, while durable PVC legs ensure stability. Finished in a matte texture with a brown-mushroom color. Color: A soft beige upholstery paired with rich, dark wood-toned accents on the armrests and lower frame. |
| Cushioning: / Design: / Frame Covering: / Cushion Material: / Density of Cushion of Backrest Material / Density of Cushion of Seat Material | Cushioning: Well-padded seat, backrest, and armrests Design: Gentle curves in the armrest and base design convey elegance, with segmental backrest pattern. Frame Covering: Fully Upholstered Cushion Material: Foam Density of Cushion of Backrest Material (± 3) (Kg/Cubic M): 40 Density of Cushion of Seat Material (± 3) (Kg/Cubic M): 50 |
| Length/ Depth/ | Length in mm (± 10 mm) 1900 Depth in mm (± 10 mm) 850 |
| Sofa Height / Seat Height / | Sofa Height (With Back Cushion) in mm (± 5 mm): 930 Seat Height (With Seat Cushion) in mm (± 5 mm): 500 |
| Seat Cushion / Arm Height / Warranty period: / Note | Seat Cushion Width (± 5 mm): 500 Arm Height in mm (± 5 mm): 520 Warranty period: 12 months (Minimum) Note: Shape, color, and any minor modifications, if required, shall be finalized and approved by the purchasing authority prior to manufacture. Design, color and aesthetic of 02 and 03 seater sofa should be same to match the uniformity and elegance in the office. |

* Bidders offering must also comply with the additional specification parameters mentioned above.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|----------------|---|--|------------------|------------------------------|
| 1 | Kapil Kumar | 400017,MM section, OGEP, 4th floor, 11 High, Bandra Sion Link road, Mumbai | 8 | 30 |

Sofa (V3) (5 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|---------------------------------|--|---|
| PHYSICAL PARAMETERS OF SOFA SET | Count of Seats in Primary Unit of Sofa Set | 2 - seater |
| | Count of Secondary Unit(s) in Sofa Set | No Secondary unit |
| | Count of Chaise Units | No Chaise Unit |
| | Upholstery Material of Primary Unit in Sofa Set | Synthetic Leather / Leatherette |
| | Upholstery Material of Each Secondary Unit(s) in Sofa Set | No Secondary Unit in Sofa Set |
| CHAISE PARAMETERS | Chaise included with Sofa Set | No |

Additional Specification Parameters - Sofa (V3) (5 pieces)

| Specification Parameter Name | Bid Requirement (Allowed Values) |
|---|---|
| Type of Sofa and Backrest: / Structure: / Color: | Type of Sofa and Backrest: Seat and Backrest are permanently fixed with the frame Structure Structure: Solid wood frame upholstered in premium leatherette with foam-filled seats for comfort and support. The seat material matches the upholstery, while durable PVC legs ensure stability. Finished in a matte texture with a brown-mushroom color. Color: A soft beige upholstery paired with rich, dark wood-toned accents on the armrests and lower frame |
| Cushioning: / Design: / Frame Covering: / Cushion Material: | Cushioning: Well-padded seat, backrest, and armrests designed for longlasting comfort and ergonomic support. Design: Gentle curves in the armrest and base design convey elegance, with segmental backrest pattern. Frame Covering: Fully Upholstered Cushion Material: Foam |
| Density of Cushion of Backrest Material / Density of Cushion of Seat Material / Length/ Depth | Density of Cushion of Backrest Material (± 3) (Kg/Cubic M): 40 Density of Cushion of Seat Material (± 3) (Kg/Cubic M): 50 Length in mm (± 10 mm) 1400 Depth in mm (± 10 mm) 850 |
| Sofa Height / Seat Height / Seat Cushion / Arm Height | Sofa Height (With Back Cushion) in mm (± 5 mm): 930 Seat Height (With Seat Cushion) in mm (± 5 mm): 500 Seat Cushion Width (± 5 mm): 500 Arm Height in mm (± 5 mm): 520 |
| Warranty period: / Note | Warranty period: 12 months (Minimum) Note: Shape, color, and any minor modifications, if required, shall be finalized and approved by the purchasing authority prior to manufacture. Design, color and aesthetic of 02 and 03 seater sofa should be same to match the uniformity and elegance in the office. |

* Bidders offering must also comply with the additional specification parameters mentioned above.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|--|------------------|------------------------------|
| 1 | Kapil Kumar | 400017,MM section, OGEP, 4th floor, 11 High, Bandra Sion Link road, Mumbai | 5 | 30 |

Revolving Chair (V5) (4 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

| विवरण/Specification | विशिष्टि का नाम /Specification Name | बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values) |
|----------------------|---|---|
| GENERIC REQUIREMENTS | Type of Chair | Revolving Chair of Adjustable height with Wheels |
| CHAIR SEAT | Seat upholstery material | Leatherette |
| CHAIR BACKREST | Backrest Height (Low-back range: 200 - 400 mm, Mid-back range: 401 - 700 mm, High-back range: equal to or more than 701 mm) | High-back |
| | Locking available while tilting backrest | Yes, No |
| | Lumbar Support available in Seat Backrest | No |
| | Headrest available in Chair | No |
| CHAIR ARMREST | Armrest Available in the Chair | Yes |

Additional Specification Parameters - Revolving Chair (V5) (4 pieces)

| Specification Parameter Name | Bid Requirement (Allowed Values) |
|---|---|
| 1. Type of chair/ 2. Backrest Height: / 3. Tilt mechanism: / 4. Locking mechanism: / 5. Seat depth adjustment: | 1. Type of chair: Revolving Chair of Adjustable height with Wheels 2. Backrest Height: High Back 3. Tilt mechanism: Centre Tilt 4. Locking mechanism: Upright locking 5. Seat depth adjustment: Fixed type |
| 6. Revolving mechanism: / 7. Height adjustments: / 8. Seat upholstery material: / 9. Minimum Height Adjustment Range of Seat (in mm): / 10. Locking available while tilting backrest: / | 6. Revolving mechanism: Designed with 360 degree-revolving type 7. Height adjustments: Pneumatic/Hydraulic 8. Seat upholstery material: Leatherette 9. Minimum Height Adjustment Range of Seat (in mm): 100 10. Locking available while tilting backrest: Yes |

| Specification Parameter Name | Bid Requirement (Allowed Values) |
|--|--|
| 11. Armrest Available in the Chair: / 12. Minimum Chair Seat height from floor surface (in mm): / 13. Depth of seat (mm): / 14. Width of seat (mm): | 11. Armrest Available in the Chair: Yes, Fixed with Cushion 12. Minimum Chair Seat height from floor surface (in mm): >400 13. Depth of seat (mm): >450<=520 14. Width of seat (mm): >475 |
| 15. Thickness of PU used in seat (mm): / 16. Density of PU used in seat (kg per cubic meter): / 17. Seat base material: / 18. Pedestal base: / 19. Type of chair base: | 15. Thickness of PU used in seat (mm): >30<=40 16. Density of PU used in seat (kg per cubic meter): >30<=40 17. Seat base material: Hot pressed plywood 18. Pedestal base: Stainless steel 19. Type of chair base: With castor |
| 20. Twin wheel castor material: / 21. Number of twin wheel castor / Studs (Nos): / 22. Upholstered material seat colour: / 23. Minimum Warranty (in Year): | 20. Twin wheel castor material: Nylon 21. Number of twin wheel castor / Studs (Nos): 5 22. Upholstered material seat colour: Black 23. Minimum Warranty (in Year): 1 |

* Bidders offering must also comply with the additional specification parameters mentioned above.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | मात्रा /Quantity | डिलीवरी के दिन/Delivery Days |
|---------------|---|--|------------------|------------------------------|
| 1 | Kapil Kumar | 400017,MM section, OGEP, 4th floor, 11 High, Bandra Sion Link road, Mumbai | 4 | 30 |

Special terms and conditions-Version:1 effective from 22-11-2024 for category Modular Extendable Conference Table (V2)

1. Note to buyer and Sellers:

1. "Color family" is indicative in nature and to be considered for representative purposes. Seller to select the closest representative color from the given options.

2. Buyer to include details such as number of switches, count of electrical/electronic ports, type of ports, wiring requirements, wire access materials etc during procurement process.

3. Selling unit is per seat. Seller to offer prices in terms of price per seat. During procurement process, buyer to order for quantity of seats required in the product.

4. Buyer to indicate the mode of supply of modular table (Assembled ready to use, knocked kit - assembled at consignee site by seller, knocked down kit - assembled at consignee site by consignee itself) during bid creation.

5. Warranty t&c

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. **Scope of Supply**

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

3. **Generic**

Malicious Code Certificate:

The seller should upload following certificate in the bid:-

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-

- (i) Inhibit the desires and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

4. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

5. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

A. Details of Dealing Officer of instant tender are as under:

- (i) Name: Bhavesh Soni
- (ii) Designation: Executive Engineer (Electrical),
- (iii) Phone no:- 022-2408-9492
- (iv) Mobile no:- 7574827802
- (v) Email ID: soni_bhavesh@ongc.co.in

Bidders should not send pre bid queries/ clarifications or any other tender relate

d queries to IEMs.

- B.** In case vendor is already registered in ONGC, vendor code needs to be provided alongwith the bid.

C. EMD/ Bid Security:

Validity of EMD shall be 45 days beyond the bid validity i.e; 135 days in line with clause (m) in point (xiii) of para 4.0 of GeM- GTC, subject to provisions for EMD exemption, bidders to submit bid security via:

- i. NEFT/RTGS/ Electronic Transfer. (For beneficiary bank details refer **clause E** below).

OR

- ii. e-BG through NeSL platform (in prescribed EMD format of GeM Portal). (For Beneficiary details refer **clause F** below).

OR

- iii. SFMS-BG (in prescribed EMD format of GeM Portal).

(Refer **clause F** below for Beneficiary details & **clause G** below for complete details regarding submission of SFMS BG).

OR

- iv. Insurance Surety Bond towards Bid Security (in prescribed format as **clause H** below).

D. Security Deposit/ Performance Security/ PBG:

03% of total contract value towards Security Deposit/Performance Security against the Contract to be submitted by successful Bidder within 30 (Thirty) days from the date of GeM contract without any penalty and from 31st day penalty may be imposed for delayed period per week basis. **In case Performance Security is not submitted within 30 days from the date of GeM Contract/ date of LOA, a sum equivalent to 1.5% (one and half percent) of the amount of Performance Security per month for such delay or part thereof shall be recovered from the first Bill/invoice (& any remaining amount from subsequent invoice) submitted by the supplier/contractor.**

Validity of SD shall be 17 months from date of award (60 days for delivery & ICT period + 12 months of warranty period + 90 days from completion date) with additional one month of claim period above 17 months.

Successful Bidder to submit the Security Deposit/Performance Security via:

- i. NEFT/RTGS/ Electronic Transfer. (For beneficiary bank details refer **clause E** below).

OR

- ii. e-BG through NeSL platform (in prescribed ePBG format of GeM Portal). (For Beneficiary details refer **clause F** below).

OR

- iii. SFMS-BG (in prescribed ePBG format of GeM Portal).

(For Beneficiary details refer **clause F** below & Refer **clause G** below for complete details regarding submission of SFMS BG).

OR

iv. Insurance Surety Bond towards Bid Security (in prescribed format as **clause H** below).

E. ONGC's (Beneficiary) bank Details for NEFT/RTGS/ Electronic Transfer/ SFMS BG/ Insurance Surety Bond are as under (Below bank details are **NOT** to be used for issuance of e-BG):

| | |
|--------------------------|---|
| Beneficiary Account Name | Oil and Natural Gas Corporation Limited |
| Bank Name | State bank of India |
| Branch | Bandra Kurla Complex |
| Branch Code | 04380 |
| Bank Account No | 30061117039 |
| IFSC Code | SBIN0004380 |
| SWIFT Code | SBININBB107 |

Note 1: Against submission of EMD: Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

Note 2: Against submission of security deposit: Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 30 days of award of contract.

F. For issuance of Electronic Bank Guarantee through National E-Governance Services Limited (NeSL) platform, details of ONGC (Beneficiary) are as under:

(Below Beneficiary Account details are for issuance of e-BG (for EMD / SD only))

| | |
|--------------------------|---|
| Beneficiary Account Name | Oil and Natural Gas Corporation Limited |
| Bank Name | State bank of India |
| Branch | CAG Delhi, |
| Branch Code | 17313 |
| Bank Account No | 42559953079 |
| IFSC Code | SBIN0017313 |
| SWIFT Code | SBININBB824 |
| Account Type | CC |

| | | |
|-----|-----|------------|
| (i) | PAN | AAACO1598A |
|-----|-----|------------|

| | | |
|--------|------------------------------------|--|
| (ii) | Name | Oil and Natural Gas Corporation Limited |
| (iii) | Date of Incorporation | 23.06.1993 |
| (iv) | Email ID | ebg@ongc.co.in |
| (v) | Contact No. | 7428133002 |
| (vi) | Legal Constitution | Entity |
| (vii) | Registered office address | Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi-70 |
| (viii) | Registered office address Pin code | 110070 |
| (ix) | Communication address | ONGC, Shared Service Center, 1 st Floor, IBM office, Sector 62, Noida-201309, Uttar Pradesh |
| (x) | Communication Address Pin code | 201309 |

Note 1: Against submission of EMD: Bidder has to upload the soft copy of Electronic BG (e-BG) along with bid.

Note 2: Against submission of security deposit: Bidder has to upload the soft copy of Electronic BG (e-BG) in place of PBG within 30 days of award of contract.

- G. SFMS based BG:** SFMS based BG will also be accepted by ONGC. However, whenever a bidder/supplier submits SFMS based BG, the bidder/supplier will mandatorily be required to submit letter from issuing bank that it is unable to issue NeSL based e-BG as on date. Such letter should accompany the SFMS based BG.

In SFMS based BG following procedure to be followed:

- a. Bidder shall get SFMS Bank Guarantee issued from SFMS enabled Bank as allowed by ONGC in tender conditions. Bank shall issue the Bank Guarantee through SFMS system and send SFMS message to ONGC's Bank confirming the authenticity of Bank Guarantee. Bidder will be required to submit Bid Security along with SFMS delivery report/message copy which has been transmitted to ONGC's bank by BG issuing bank through SFMS system.

b. The SFMS bank guarantee will have to be given on non-judicial stamp paper / with franking receipt e-stamping as per stamp duty applicable at the place from where the bid has emanate
d. The non-judicial stamp paper / franking receipt e-stamping should be either in the name of the issuing bank or the bidder.

c. The original BG in physical form towards Bid Security/Security Deposit (along with SFMS delivery report /message copy which has been transmitted by issuing bank through SFMS system to beneficiary's i.e. ONGC's bank) should reach to the designated ONGC office as per timeline specified in GeM GTC for EMD and in 15 days from the date of GeM contract for SD.

d. SFMS based BG will not be acceptable unless details of the same is transmitted to the ONGC's Bank through SFMS platform. It's bidder's responsibility to ensure that BG issuing bank sends the BG advice correctly in the form of message format 760COV via SFMS (Structured Financial Messaging System) as provided by RBI while capturing all

requisite fields including following

Details for encashment of Bank Guarantee as well as for messaging BG advice in the form of message format 760COV via SFMS is as per **clause E** above.

e. In case of any error by the applicant (bidder/contractor) or BG issuing bank while capturing the requisite field details/format or non-receipt of confirmation of BG through SFMS 760COV message format, the bid shall be liable for rejection and bidder/contractor shall be responsible for the same.

f. For any amendment of SFMS BG, message 767COV through SFMS should be used.

Address for submission of SFMS based physical BG shall be as per **clause I** below.

Note 1: Against submission of EMD: Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

Note 2: Against submission of security deposit: Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 30 days of award of contract.

H. Unconditional Irrevocable Insurance Surety Bond:

The Insurance Surety Bond by Indian bidder will have to be given on non-judicial stamp paper / franking receipt as per stamp duty applicable at the place where Insurer is issuing the Insurance Surety Bond. The non-judicial stamp paper / franking receipt should be either / in the name of the insurance company (insurer) or the bidder.

The bidders will give Insurance surety Bond from an Indian Insurance Company (Insurer) registered with Insurance Regulatory and Development Authority of India (IRDAI).

Format and instructions are attached in the bid.

Note 1: Against submission of EMD: Bidders will be required to provide the details of unconditional Insurance Surety Bond such as Number, Date, Name of Insurance company (Insurer), Expiry date, Claim period and amount in their bid. The Insurance Surety Bond in PDF format should also be submitted by bidder in its e-bid in the e-bidding portal. Original Physical copy should be submitted at Office of HPO Engineering & Project Excellence Centre, SCM Section, 11 High, 4th. Floor, Bandra-Sion Link Road, Mumbai - 400 017 within 30 days of award of contract. Bidder has to upload scanned copy in place of PBG.

Note 2: Against submission of security deposit: Successful Bidder to indicate Number, Date, Name of Insurance company (Insurer), Expiry date, Claim period and amount in their SD. The Insurance Surety Bond in PDF format should also be submitted by bidder in the portal. Original Physical copy should be submitted at Office of HPO, Engineering & Project Excellence Centre, SCM Section, 11 High, 4th. Floor, Bandra-Sion Link Road, Mumbai - 400 017 within 30 days of award of contract. Bidder has to upload scanned copy in place of PBG within 30 days of award of contract. Bidder has to upload scanned copy in place of PBG.

I. Place for Submission of physical documents, if any :

The following documents should be submitted in physical form, in a sealed envelope superscribed as "Physical documents against GeM bid **Reference Number....., Bid no., due on**

(i) (Applicable only in case bid security is submitted in the form of SFMS BG/Unconditional Irrevocable Insurance Surety Bond. Not applicable in case bid security is submitted via NEFT/RTGS/Electronic fund transfer or e-BG).

The original SFMS BG (along with SFMS delivery report /message copy which has been transmitted by issuing bank through SFMS system to beneficiary's i.e. ONGC's bank) or Unconditional Irrevocable Insurance Surety Bond towards bid security.

Place for Submission of physical documents, if any : Office of HPO, Engineering & Project Excellence Centre, SCM Section, 11 High, 4th. Floor, Bandra-Sion Link Road, Mumbai - 400 017

Note: W.r.t. clause 4.(Xiii).(m) in case bidder is submitting Physical SFMS based BG against EMD, then Scanned copy of the same shall be uploaded by Seller in the online bid and hard copy of the same should be received at above address in 05 working days from the date of TBO, failing which the bid may be treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the seller.

J. Payment terms: 100% of the payment shall be released after completion of installation of the furniture item as per tender condition.

K. LD clause:

LD shall be applicable as per GeM GTC:

If the Seller/Service Provider fails to deliver any or all of the Goods/Services (Installation & Commissioning) within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value per week or part of the week of delayed period, until actual delivery or performance (installation & commissioning), as pre-estimated damages not exceeding 5% of the total contract value without any controversy/dispute of any sort whatsoever. However, in case of inordinate delay maximum deduction shall be 10% of the total contract value.

Note: Inexcusable delays of more than one-fourth (25%) of the completion period specified in the contract shall be treated as inordinate delay(s).

L. Delivery and ICT period: Supply of material/delivery and assembling shall be completed within 30 days from the date of GeM contract except conference table. For conference table, Supply of material/delivery and assembling shall be completed within 60 days from the date of GeM contract

M. REMUNERATION AND TERMS OF PAYMENT

- a) CORPORATION shall pay to CONTRACTOR for the services, to be provided by the CONTRACTOR as per the Scope of Work, as per the Price Schedule. The rates payable, shall be firm during the entire CONTRACT period, including extension period, if any.
- b) Invoices with original supporting documents duly countersigned by the CORPORATION's representative/ engineer wherever applicable will be submitted by the CONTRACTOR to CORPORATION and payment shall be made within 10 calendar days from the date of receipt of invoice at the above office.
- c) Invoices alongwith supporting documents can be submitted/uploaded through VIMS Portal (<https://vims.ongc.co.in/>), which is the preferred mode of submission of Invoice. Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be uploaded in VIMS Portal by logging-in with the help of Vendor Code. VIMS is having following two input channels for submission of the invoices:
 - i) VIMS/Flipper Internet Portal: <https://vims.ongc.co.in/>
 - ii) E-MAIL channel: Through designated email ID (ap_invoices@ongc.co.in)

Supplier shall submit complete set of documents as per PO conditions through any of the above channels.

Note:

- a. Invoices submitted through VIMS internet portal and e-mail channel shall be digitally signed.
- b. Please go through the help documents/presentations/videos available at <https://vims.ongc.co.in/> for complete details.
- c. Even after submission of complete invoice along with all relevant documents as per PO conditions & VIMS guidelines, if Vendors do not receive due payment within due date

and they also do not receive any intimation regarding discrepancy in invoice, vendor may raise the issue in the dedicated Email ID ; helpdesk_vims@ongc.co.in giving complete details of IMS / VIM DP no., PO number and details of concerned identified user from ONGC.

d. Supplier in their own interest are advised to timely provide all requisite documents to enable ONGC for timely payment.

e. Invoices submitted for payment should be e-invoice in terms of GST Law or the digitally signed invoice only.

f. Physical invoices (wherever allowed) would be accepted through courier / post at the following address only:

Oil and Natural Gas Corporation Limited (ONGC),

A-26, Mezzanine Floor,

IBM Tower, Rani Ramgarh Road,

Block-A, Industrial Area,

Sector 62, NOIDA,

Uttar Pradesh - 201309

d) In the event of any dispute in a proportion or whole of any invoice, the CORPORATION shall make payment of the undisputed portion & shall promptly notify the CONTRACTOR's representative in writing for the remaining portion in CONTRACT to mutually resolve the dispute & if resolved in part or full, payment shall be made to the CONTRACTOR within 30 days of such settlement.

The original invoice should also accompany the following documents /details :-

a) Invoice (i.e. Tax invoice as per relevant GST rules, in original, clearly indicating GST Registration Number, Service Classification, GST Rate and amount of GST shown separately).

b) Details of statutory payments like EPF and ESI (as per GCC clause no 7.6.1), etc., (As applicable).

c) Undertaking by the contractor regarding compliance of all statutes.

d) Certificate by the contractor that personnel deployed have been paid not less than Minimum Wage/Fair wages (as applicable).

e) Successful installation certificate issued by Inspection agency.

Any other document specifically mentioned in the Contract, or supporting documents in respect of other claims (if any), permissible under the Contract.

N. ATC acceptance certificate pertaining to instant bid needs to be submitted.

O. Bidders to note and comply all the terms and conditions of instant GeM Bid in toto.

P. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the bid document, ATC and Corrigendum, if any.

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Q. **Mediation/Conciliation**

For Disputes above Rs 10 Lakh - through Outside Expert Council(OEC)

If any dispute between the parties, of or above the value of Rs. 10 lakh, is not resolved within 60 days of receipt of Notice of Dispute, the concerned party may request the other party to refer the said dispute(s) for settlement through mediation / conciliation through an Outside Expert Council (**OEC**) as per the extant ONGC's Guidelines on the subject.

The concerned party shall submit its request for mediation / conciliation on the '**Mediation Portal**' created by ONGC at <https://oec.ongc.co.in>. The procedure and timelines to be followed for the mediation process shall be in accordance with the 'Manual on Mediation through Outside Expert Council' (including any changes thereto) available / uploaded on the aforesaid Mediation Portal.

R. Anti-Competitive Practices by bidders (Cartel Formation / Pool Rates / Collusion/ Bid Rigging etc.)

Any indication of pool bidding or cartel formation or collusion among bidders shall be viewed as a serious breach of fair competition. Such practices are against the core principles of company's transparent and competitive procurement process and may be subject to action against the colluding bidders including actions under the Competition Act, 2002.

8. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.

14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---