

**Tender No. & Date : SSH5093P21/05 14.09.2020**

Tender Fee : INR 0.00  
 Bid Security Amount : INR 84,200.00

**Bidding Type : Single Bid (Composite Bid)**

Bid Closing On : 07.10.2020 at 11:00 hrs. (IST)  
 Bid Opening On : 07.10.2020 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Press tenders for items detailed below:

| Item No./<br>Mat. Code | Material Description   | Quantity | UOM |
|------------------------|--|----------|-----|
| <b>10</b><br>85043972  | <p>XANTHAN BIOPOLYMER<br/>           XC POLYMER PREMIUM</p> <p>Product Description and Use:<br/>           Premium quality highly refined and clarified Xanthan Bio-polymer to be used in workover and completion applications and gravel packing. The product should be a high molecular weight biopolymer produced by the action of microorganism Xanthomonas Campestris on a high purity carbohydrate Xanthan gum. The material should be free from all kinds of dead bacteria and should give clear water like solution without any turbidity.</p> <p>Specification:<br/>           1. Physical Properties:<br/>           The material, as received, should be a free flowing off white powder.</p> <p>2. Particle Size :<br/>           a) Passing through 20 mesh, % by mass : 98% minimum<br/>           b) Passing through 40 mesh, % by mass : 95% minimum</p> <p>3. Transmittance: 2.85 gm/litre (1 lb/bbl) of the material in 3% (w/v) KCl solution should give minimum 90% transmittance at 600 nm, while 3% (w/v) KCl solution is used as 100% transmittance standard.</p> <p>4. pH of 1% (w/v) solution in distilled water: 7.0 - 8.0.</p> <p>5. Loss on Drying, % by mass: Loss on drying at 110 Deg. C for 3 hours: 15 maximum.</p> <p>6. Viscosity: Absolute viscosity at 0.1 Sec-1 and 25 Deg.C for 1% (w/v) solution of the sample in tap water, stirred for 30 min. in Hamilton Beach Mixer should not be less than 80,000 cP.</p> <p>7. Salt Tolerance: Loading 1% (w/v) of the material with KCl up to saturation should not deteriorate its viscosity.</p> <p>8. Temperature Stability: Heating 1% (w/v) solution of the product in tap water or in saturated KCl at 110 Deg. C for 16 hours should not deteriorate its viscosity.</p> <p>9. Resistance to Bacterial Degradation: 1% (w/v) solution of the product</p> | 6000     | KG  |

Tender No. &amp; Date : SSH5093P21/05

14.09.2020

| Item No./<br>Mat. Code | Material Description  | Quantity | UOM |
|------------------------|---|----------|-----|
|                        | <p>prepared in tap water should not bacterially degrade in terms of viscosity decrease if kept in open for six days without any Biocide treatment.</p> <p>10. P a c k i n g :</p> <p>(i) The material should be packed in multiwall paper bags with at least two innermost layers are suitably water proofed strong enough to withstand rigours of transit and storage.<br/>Packing Size: 25KG net per bag.</p> <p>(ii) PELLETIZATION:-If supply is from foreign source, the supply should be in suitably pelletized forms.</p> <p>11. Markings :</p> <p>Each bag should have clear legible markings as given below :</p> <p>(i) Name of the product/brand name<br/>(ii) Name of the supplier/manufacturer (Name of manufacturer must be marked on the bag in case the product is not branded).<br/>(iii) Date/month/year of manufacture<br/>(iv) Supply order number against which the supply is made.</p> <p>N.B. 1) Apparent viscosity and yield value will be measured by a Fann VG meter or equivalent and API fluid loss will be measured in standard API fluid loss apparatus using compressed air or nitrogen as pressure source.</p> <p>2) The Supplied Materials must meet OIL's specifications in all respect.</p> |          |     |

**Standard Notes:** 1.0 The tender will be governed by "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/LOCAL/E-01/2005-May2020 for E-procurement (LCB Tenders) including Amendment and Addendum.

2.0 The bidder should ensure that "Techno-Commercial Unpriced Bid" should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFX Response-> User-> Technical Bid. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-> User-> Technical Bid only. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. The price bid of the items should be uploaded as an attachment under Notes & Attachments tab as per Annexure-P. No price should be given in above Technical Rfx otherwise the offer will be rejected.

3.0 Bid should be valid for minimum 90 days from bid closing date, failing which offer shall be rejected.

4.0 The original bid security (Amount is mentioned above and also in Rfx Parameters of the tender in OIL's e-portal) should reach us before bid closing date and time of the technical bid. Bid without original Bid Security will be rejected. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Technical RFX Response-> User-> Technical Bid as per General Terms and conditions for Local Tender (MM/LOCAL/E-01/2005-MAY2020). **The bid security shall be valid up to 05.04.2021.**

5.0 Performance Security @10% of order value (excluding taxes & duties) is applicable

**Tender No. & Date : SSH5093P21/05****14.09.2020**

against this tender.

6.0 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 The Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam on or before 13:00 Hrs (IST) on the Bid Closing Date mentioned in the Tender.

- a) Original Bid Security.
- b) Detailed Catalogue.
- c) Any other document required to be submitted in original as per tender requirement.

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate.

7.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidder's risk and may result in the rejection of its offer without seeking any clarifications.

8.0 Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/ specifications of all major components, systems with Make & Model; etc. Generalised response like - 'As per NIT Specifications/ Technical Leaflet', 'Noted', 'and Accepted' or in any similar fashion is not acceptable.

9.0 Oil India Limited (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website [www.oilindia.com](http://www.oilindia.com). The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.

10.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.

11.0 The items covered by this tender shall be used by Oil India Limited in the PEL/ ML areas which are issued/ renewed after 01/04/99 and hence Indigenous bidder shall be eligible for concessional rate of GST against Essentiality Certificate wherever applicable, as per Notification No.3/2017 - Integrated/ Central Tax (Rate) dated 28th June, 2017.

12.0 Bidders to take special note of the following conditions:

- a) Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <https://etender.srm.oilindia.in/irj/portal>.

**Tender No. & Date : SSH5093P21/05**

**14.09.2020**

b) Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/ incomplete registration by Bidder, Oil India Limited shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.

c) Categorisation and various criteria applicable to MSE bidders shall be guided by the Gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020 issued by Ministry of Micro, Small and Medium Enterprises. The existing enterprises registered under EM-Part-II or UAM till 30th June, 2020 shall continue to be valid only for a period up to the 31st day of March, 2021.

The bidder claiming as MSE status (MSE-General, MSE-SC/ST, MSE -Woman) against this tender has to submit following documents for availing the benefits applicable to MSEs:

i. Udyam Registration No. with Udyam Registration certificate

OR

ii. Proof of registration with District Industry Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or Udyog Adhar registration or registration with any other body specified by Ministry of MSME.

Note: In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ ST entrepreneur/ Woman Entrepreneurs should also be enclosed.

d) For availing benefits under Public Procurement Policy (Purchase preference), the interested MSE Bidders must ensure that they are the manufacturers of tendered item(s) and registered with the appropriate authority (as mentioned above) for the said item(s). Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Therefore, it is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender; seeking clarification/ confirmation as to whether their registered item is eligible for EMD exemption or not. Late communications in this regard and request for bid closing date extension on that plea shall not be entertained by Company.

e) Bid Security/EMD/Performance Bank Guarantee- Kindly refer **Annexure-A** attached.

13.0 In case a Start-up [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Start-up/ MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Start-up, following documents shall be given:

i. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.

ii. Certificate of incorporation.

iii. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/ CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation along with a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/ Statutory Auditor.

**Tender No. & Date : SSH5093P21/05**

**14.09.2020**

The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Start-up/ MSE with the intent to place a TRIAL or TEST Order, provided the Start-up/ MSE meet the Quality and Technical Specifications.

In case the Start-up/ MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/ relaxation (as the case may be) for the next tender for such item till the time it remains a Start-up/ MSE.

14.0 Oil India Limited (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following documents available on the login Page of the OIL's E-tender Portal before uploading their bid.

- a) Guidelines to Bidders for participating in OIL.
- b) New Vendor Manual.

15.0 Please refer **Annexure-CCC** for BEC/ BRC applicable against this tender. Please ensure compliance to BEC/ BRC and submit requisite documentation, failing which offer may be liable for rejection.

16.0 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 must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

17.0 The prices of the items should be quoted as per **Annexure-P** and uploaded separately under the tab "Notes & Attachment".

18.0 In view of implementation of GST w.e.f. 01.07.2017, bidders to take note of **Annexure-GST** and to submit their offers complying with the same.

19.0 **FURNISHING FRAUDULENT INFORMATION/ DOCUMENT:** If it is found that a Bidder has furnished fraudulent document/ information, the Bid Security/ Performance Security shall be forfeited and the party will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced. In this regard, bidders are requested to submit an Undertaking as per **Annexure-K** along with their offer failing which their offer shall be liable for rejection.

20.0 **ONLINE VIEWING OF PRICE BY BIDDERS:** For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/ costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e., NO PRICE Condition), Bidders must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab considering the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE Condition (i.e. Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidder shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/ omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only upto seven days from the date of Price-Bid opening of the e-tender.

Tender No. &amp; Date : SSH5093P21/05

14.09.2020

**21.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:** Banning Policy dated 6th January, 2017 as uploaded in OIL's website will be applicable against the tender (and order in case of award) to deal with any agency (bidder/ contractor/ supplier/ vendor/ service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes. Applicability of the policy shall include but not limited to the following in addition to other actions like invoking bid security/performance security/cancellation of order etc. as deemed fit and as mentioned elsewhere in the tender:

- a) Backing out by bidder within bid validity
- b) Backing out by successful bidder after issue of LOA/ Order/ Contract
- c) Non/ Poor performance and order/ contract execution default

The bidders who are on Holiday/ Banning/ Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/ award. If the bidding documents were issued inadvertently/ downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening/ evaluation/ Award of Work.

**22.0 CONFIRMATION OF BID SECURITY/ PERFORMANCE SECURITY:** The following clause is applicable for bid security/ performance security submitted in the form of bid bond/LC. Bidders are requested to strictly comply to this clause:

The bank guarantee issued by the bank must be routed through SFMS platform as per following details:

- a. (i) "MT 760 / MT 760 COV for issuance of bank guarantee
- (ii) "MT 767 / MT 767 COV for amendment of bank guarantee

The above message/ intimation shall be sent through SFMS by the BG issuing bank branch to HDFC Bank, Duliajan Branch, IFS Code-HDFC0002118; SWIFT Code-HDFCINBBCAL.  
Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN-786602."

b. The vendor shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee.

**23.0** Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the following clauses and submit their offers accordingly wherever applicable.

Bidders must submit duly sealed & signed undertaking as per format provided vide **Annexure-B** along with the technical bid.

I. 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.

**Validity of Registration:**

In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.

**Tender No. & Date : SSH5093P21/05**

**14.09.2020**

II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. "Bidder from a country which shares a land border with India "for the purpose of this Order means:

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company;

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of capital or profits of the partnership.

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. The successful bidder shall not be allowed to sub-contract any job related to the procurement (e.g. installation and commissioning, Annual Maintenance Contract etc.) to any contractor from a country which shares a land border with India unless such contractor is

**Tender No. & Date : SSH5093P21/05 14.09.2020**

registered with the Competent Authority.

24.0 Revision, clarification, addendum, corrigendum, time extension etc to the tender will be hosted on OIL website only. No separate notification shall be issued. Bidders are requested to visit OIL website regularly to keep them updated.

**Special Notes : 1.0 This Tender has been floated for participation of Indigenous bidders only. Hence, only Indigenous bidders are eligible to participate against this tender.**

**2.0 Bidders are advised to quote in Indian national rupees (INR) only. Offer in any currency other than INR will not be acceptable.**

**3.0 Delivery requirement: As early as possible.**

**BID REJECTION CRITERIA (BRC)/ BID EVALUATION CRITERIA (BEC) For OIL FIELD CHEMICALS**

Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Procurement/ E-Procurement of Indigenous Tenders. However, if any of the Clauses of the Bid Rejection Criteria/ Bid Evaluation Criteria (BRC/ BEC) contradict the Clauses of the General Terms and Conditions elsewhere, those in the BRC / BEC shall prevail.

| <b><u>Criteria</u></b>  | <b>Complied / Not Complied. (Remarks if any)</b> |
|---|--|
| <p><b>I. BID REJECTION CRITERIA (BRC):</b></p> <p>The following BRC/BEC will govern the evaluation of the bids received against this tender. The bid shall conform to the technical specifications and terms and conditions of NIT. Bids that do not comply with technical specifications, commercial terms and stipulated in tender in to will be treated as non-responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.</p> <p><b>A) TECHNICAL:</b></p> <p><b>1. <u>BIDDER’S ELIGIBILITY:</u></b></p> <p><b>1.1 The bidder shall be an Original Product Manufacturer (Principal) of the tender item(s).</b><br/><b>Or</b><br/><b>1.2 The bidder shall be an authorized dealer/ authorized distributor/ authorized supplier of an Original Product Manufacturer of the tender item(s).</b></p> <p><b>2. <u>IN CASE THE BIDDER IS AN ORIGINAL PRODUCT MANUFACTURER (PRINCIPAL) OF THE TENDERED ITEM(S):</u></b></p> <p>The bidder shall comply with the following clauses</p> <p><b>2.1</b> The Original Product Manufacturer shall have manufacturing experience in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.</p> <p><b>2.2</b> In addition to above point, the bidder must have supply experiences towards execution of at least one order of minimum 50% of tendered quantity (rounded off to the next higher integer) against a single order in last 5 years to various E&amp;P Companies or as a service provider to E&amp; P companies preceding to the original bid closing date of the tender.</p> |  |

In this regard, the bidder shall submit **any one** or **in combination of the following set of documents** in their technical bid as per NIT requirement, wherever asked for.

- (i) Copy of purchase order along with invoice copy  
OR
- (ii) Copy of Purchase order along with bill of lading  
OR
- (iii) Copy of Purchase order along with satisfactory Completion certificate from client  
OR
- (iv) Copy of purchase order along with delivery challan along with Invoice Copy(ies)  
OR
- (v) Copy of purchase order along with any other documents which shall proof that the bidder has successfully executed such order(s)

**3. IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER OF ORIGINAL CHEMICAL MANUFACTURER;**

The bidder shall fulfill the following clauses

- 3.1** The bidder's Original Product Manufacturer (Principal) shall have manufacturing experience in previous 5 (five) years to be reckoned from the original stipulated bid closing date of the tender.
- 3.2** Additionally, the bidder (authorised dealer/supplier/distributor) of the original product manufacture (Principal) shall fulfill the experience criteria of successful execution of minimum 50% of tendered quantity (to be rounded off to the next higher integer) against a single order in last FIVE (5) years preceding the original bid closing date of the tender.

In this regard, the bidder shall submit **any one** or **in combination of the following set of documents** in their technical bid as per NIT requirement, wherever asked for.

- (i) Copy of purchase order along with invoice copy  
OR
- (ii) Copy of Purchase order along with bill of lading  
OR
- (iii) Copy of Purchase order along with satisfactory Completion certificate from client  
OR
- (iv) Copy of purchase order along with delivery challan along with invoice copy (copies)  
OR
- (v) Copy of purchase order along with any other documents which shall prove that the bidder has successfully executed such purchase order(s).

**3.3** The bidder shall submit valid **Authorization Certificate/Letter** issued by its Original Product Manufacturer (Principal), confirming the Bidder's status as their authorized supplier / dealer / distributor to sell their products with proper warranty and guarantee back -up. Such authorization certificate/ letter shall be valid for the entire period of execution of the order.

In case the bidder fails to provide the authorization letter /certificate from its product manufacturer, the bidder must submit **Quality Assurance Certificate** mentioning that the offered product will be of same or higher quality / standard of the tender sample submitted along with the bid in the event of bulk supply against order.

Failing to submit **Authorization certificate/letter or Quality assurance certificate** on the part of the bidder along with their bid, the offer of the bidder will be rejected straightway.

**NOTES TO BIDDER:**

**a.** Authorization certificate/letter issued by the Original product manufacturer (Principal) shall clearly mention whether the bidder is an “authorized dealer or authorized distributor or authorized supplier of the original Product Manufacturer (Principal)”.

**b.** Authorization letter without clearly mentioning ‘authorized dealer’ or ‘authorized distributor’ or ‘authorized supplier’ of Original Product Manufacturer will not be considered for bid evaluation and in that case the offer shall be rejected straightway.

**c.** Authorization letter issued by the Original Product Manufacture in any other form such as Direct Chanel Partner /Indirect Chanel Partner/Chanel Partner/seller/Reseller/Sub Dealer / Sub Distributor/Sister Concern of the tendered item(s) shall not be considered for bid evaluation and the offer shall be rejected.

**d.** In case the bidder is a subsidiary company of the parent (Principal) company, the bidder shall also upload/submit the documents such as board resolution certificate / legal certificate along with their offer that would establish the relation between the parent company with the subsidiary company without which the bid will not be evaluated and will be rejected straightway.

**4.** Bidders whose products have been successfully field tried extensively in OIL’s operational area are exempted from meeting the experience criteria mentioned in BRC clause 2.1, clause 2.2 , clause 3.1& clause 3.2 provided they offer the same brand of product from the same manufacturer. However, the party must categorically furnish the Purchase Orders of OIL against which they have successfully supplied the tendered item to OIL.

**5.** Supply experience executed by the bidder to its sister concern/ subsidiary shall not be considered as experience for the purpose of meeting experience criteria of BRC.

6. Authorization letter issued to the bidder by anybody except Original Product Manufacturer (Principal) shall not be considered as valid authorization letter and in such case the bid will be rejected.

7. The bidder shall submit tender samples of the product in triplicate (i.e. 3 samples each of quantity ½ kg or ½ liter) along with the bid. Submission of three (3) nos. of tender samples is mandatory for each bidder including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

Hence all the bidders are to ensure strict compliance to the above or else the offer will be rejected straightway.

#### **DD. SPECIAL NOTES**

1. In case the bidder is not a manufacturer, the bidder shall confirm the name of its manufacturer.
2. The material should be supplied in the original packing of the manufacturer with markings as specified in the tender.
3. Bidder shall confirm shelf life as per NIT requirement, wherever asked for. Any supply without shelf life or shelf life less than the NIT requirement shall be rejected.
4. Considering the nature of the items, if the product offered by the acceptable bidder is not field proven in OIL, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only for field trial and vendor development separately, subject to becoming commercially competitive and entire tendered quantity will be procured from other competitive bidders whose product has been field proven in OIL.

#### **B) FINANCIAL:**

1.0 Annual Financial Turnover of the bidder during **any of preceding three financial/ accounting years from the original bid closing date** should be at least **Rs. 21,04,770.00.**

1.1 **Net worth** of bidder must be positive for preceding financial/ accounting year.

2.0 Considering the time required for preparation of Financial Statements, if the last date of preceding financial/ accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial/ accounting years excluding the preceding financial/ accounting year will be considered. In such cases, the Net worth of the previous financial/ accounting year excluding the preceding financial/ accounting year will be considered. However, the bidder has to submit an affidavit/ undertaking certifying that the balance sheet/ Financial Statements for the financial year **2019-20** (as the case may be) has actually not been audited as on Bid Closing date as per the attached format.

**Notes:**

a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

i) A certificate issued by a practicing Chartered/ Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in Annexure.

OR

ii) Audited Balance Sheet along with Profit & Loss account.

b) In case the bidder is a Central Govt. Organization/ PSU/ State Govt. Organization/ Semi-State Govt. Organization or any other Central/ State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

**C) COMMERCIAL:**

1.0 The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following:

- i. Validity of bid shorter than validity indicated in the tender.
- ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.
- iii. 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.
- iv. In case the party refuses to sign the Integrity Pact (If applicable).

**II. BID EVALUATION CRITERIA (BEC):**

Bids that do not comply with technical specifications, commercial terms and stipulated in tender and BRC clause in toto will be treated as non-responsive and in such case the bids will not be evaluated further .However, the bids complying to the technical specifications, terms and conditions and all the applicable clauses stipulated in the tender will be considered as responsive and such bids will be shortlisted for further evaluation as per the following Bid Evaluation Criteria:

**A) TECHNICAL:**

1. The tender sample will be tested in OIL's laboratory as per tender specification and the acceptance/ rejection of the tender sample will be decided on the basis of OIL's laboratory test report only.
2. Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with the bid else the offer will not be evaluated.