

Tender No. & Date : SSH5204P21/05 24.09.2020

Tender Fee : INR 0.00
 Bid Security Amount : INR 1,133,800.00

Bidding Type : Two Bid

Bid Closing On : 18.11.2020 at 14:00 hrs. (IST)
 Bid Opening On : 18.11.2020 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Press tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
10 85055084	<p>OIL SOLUBLE DEMULSIFIER (OSD) FOR USE AT KATHALONI OCS.</p> <p>PHYSICAL CHARACTERISTICS :</p> <p>a) Appearance :The product should be completely homogeneous,free flowing liquid between temperatures 5 Degree C and 45 Degree C. It should be free of any insoluble matter, and should not be foul smelling.</p> <p>b) Solubility :Should be soluble in dry crude oil, and also in water-in-crude emulsions containing between 10 to 60% water.</p> <p>c) Flash Point :50 Degree C minimum (PMCC Method).</p> <p>d) Compatibility :The product should be non-corrosive; it must have pH between 6 & 8, and must be compatible with all materials of construction, including alloys.</p> <p>e) Shelf Life : 12 Months minimum.</p> <p>PERFORMANCE :</p> <p>a) Laboratory : From a representative crude emulaion collected on the same day from Kathaloni OCS, the product should be able to separate at least 60% water within 30 minutes and 95% water within 90 minutes at 60 Deg. C in a conventional laboratory bottle test : at a dosage normally not exceeding 120 PPM and also not exceeding that of a field proven product giving specified water separation under identical test conditions. The separation should be clear and distinct without any water or all droplets remaining in the other phase, or any sludge formation at the interface. The separated water should be clear, and should not contain more than 500 PPM of oil, as measured spectrophotmetrically.</p> <p>b) Field : This product will be used at Kathaloni OCS where it has to bring down the water content in crude below 1 (one) percent in the emulsion Treater (ET) Vessel itself, at a dosage normally not exceeding 120 PPM, and also not exceeding that of a standard, field -proven product effectively working under identical field conditions. The oil content in separated water from ET outlet should be less than 500 PPM, and should also compare favorably with that given by the standard product. The supplied material against normal orders will be accepted after its passing the specification test in the laboratory upon arrival at Duliajan.</p>	300000	KG

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Item No./ Mat. Code	Material Description	Quantity	UOM
	PACKING : 180-200 kg. nett in new epoxy coated M.S.Drum. DEMULSIFIER FOR KATHALONI OCS should be stenciled with indelible paint in bold letter followed by name of the Products, Supplier's name, Order No., OIL's material code (85055084), Batch No. and Date of Manufacture both at the top and on the side of every drum.		

Note description for item no./nos. : 10**NOTE :**

1. Suppliers / Bidders should submit 1.5 KG (500gmx3) of sample in three air tight and sealed containers (made of either glass or metal, plastic containers not acceptable) free of cost for laboratory evaluation.

Submission of tender sample is mandatory for all the bidders 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.

2. The supplier must provide all relevant product information detailed below, without which his offer will not be considered.

PRODUCT INFORMATION TO BE PROVIDED BY THE SUPPLIER ALONGWITH THE BID DOCUMENTS.

i) GENERAL DESCRIPTION

Product Name :

Colour :

Generic Composition :

Type of Solvent and its Boiling Point/Range (Deg.C) :

Flash Point (PMCC, Deg.C) :

Solubility :

pH :

Date of Manufacture :

Shelf Life (Months) :

ii) MATERIAL COMPATIBILITY : Compatibility with materials of construction like Mild Steel, Galvanised Iron, Brass, PVC, Rubber, Polypropylene Polyethylene (HD), Neoprene, Vinyl, Ethylene Propylene and Polyurethane.

iii) SAFETY, HANDLING AND STORAGE INSTRUCTIONS :

iv) TOXICITY & ECOLOGICAL EFFECTS : Chemical Oxygen Demand, Dissolved Organic Carbon, Biodegradability, Toxicity for Bacteria etc

SPECIAL NOTE :

Only the products which are field-proven will be considered for bulk procurement against this tender. The supplied material against orders will be accepted after its passing the specification test in the laboratory upon arrival at Duliajan. The supplied product must meet the order specification, and perform at par with the corresponding tender sample submitted by the bidder against this tender during the quality assessment test in the laboratory. In case the supplied product is found to perform only at a higher dosage during such test, OIL will normally reject the consignment and ask for replacement. However, OIL reserves the right to use (in part or full) such inferior supply at any optimally performing higher dosage - as determined during the quality assessment test in the laboratory - because of operational exigency, and deduct payment from the supplier's bill on pro-rata basis.

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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 120 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 16.06.2021.**

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

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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. 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>.

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

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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.

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-BBB** 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

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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.

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

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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.

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

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acting alone or together, or through one or more juridical person, has ownership of 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 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 Being a two bid tender, Price Bids of only those bidders will be opened whose offers are found techno-commercially acceptable. The techno-commercially acceptable bidders will be informed before the opening of the "price bid".

4.0 The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact pro forma has been duly signed by OIL's competent signatory. The pro forma has to be uploaded by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. The names of the OIL's Independent External Monitors at present are as under:

- a) SHRI SUTANU BEHURIA, IAS (Retd.),
E-mail: sutanu2911@gmail.com
- b) SHRI OM PRAKASH SINGH, IPS (Retd.),
Former DGP, Uttar Pradesh
E-mail: Ops2020@rediffmail.com
- c) SHRI RUDHRA GANGADHARAN, IAS (Retd.),
Ex-Secretary, Ministry of Agriculture
E-mail: rudhra.gangadharan@gmail.com

5.0 DOCUMENT VERIFICATION CLAUSE:

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1 Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies for a period of 04 (four) years with effect from 06.05.2020 to verify and certify of various documents required against BEC/ BRC of the tender:

- I. M/s. RINA India Pvt. Ltd.
- II. M/s. Dr. Amin Controller Pvt. Ltd.
- III. M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil & Gas)
- IV. M/s. TÜV SÜD South Asia Pvt. Ltd.
- V. M/s. IRCLASS Systems and Solutions Private Limited
- VI. M/s. Gulf Llyods Industrial Services (India) Pvt. Ltd.
- VII. M/s. TUV India Private Limited
- VIII. M/s. TÜV Rheinland (India) Pvt. Ltd.
- IX. M/s. Bureau Veritas (India) Private Limited

2 The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by anyone of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bid of the Tender. All Charges of the Third-party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and Payments on account of above inspection, verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third Party Inspection Agencies.

3 As mentioned above, Bidder(s) have to submit the verified documents along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be normally considered. However, in case a bidder submits its bid alongwith all relevant supporting documents as per BEC/ BRC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered provided it is accompanied by an Undertaking by the Bidder on their official letterhead to submit the duly verified copies/verification certificate within seven (7) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within seven (7) days of actual bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.

4 The methodology of inspection/ verification of documents will be as under:

I. The concerned bidder will contact any of the empanelled inspection agencies for document verification against this tender. When the concerned bidder will approach any of the OIL's empanelled Inspection Agency, the agency will ask for the tender document, especially the requirements of BEC/ BRC and list the documents to be verified. The inspection Agency shall depute their qualified/ competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

II. Verification of documents are normally categorised as under:

A. General Requirement:

- # Check Bidder's PAN Card
- # Check Bidder's GST Certificate
- # Check ITR of company#last three years (minimum)
- # Check Bidder's Certificate of Incorporation#Domestic Bidder.

B. Additional Documents (If applicable against the tender):

- # Joint Ventures Agreements#To Double-check with JV Partners
- # Consortium Agreements#To Double-check with Consortium Partners
- # Holding/ Parent/ Subsidiary Company#To check the notarized Share Holding pattern

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C. Technical Criteria

Experience Proof #To check Original Work Order as per BEC /criteria

To check Company Name

To check Similar Work Definition against Work Order, Scope of work (JV or Consortium too)

To check the Execution period

To Check the Completion Certificates#Letter of Appreciations of proper Execution

Reference contact verification and true copy verification

Match Original Work Order/Contract Copy with Soft Copies or notarized scan copies

D. Financial Criteria

Check Audited Balance Sheet#Turnover as per BEC along with the bidder's compliance with respect to the following clause:

Considering the time required for preparation of Financial Statements, if the last date of the 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 has actually not been audited as on the Original bid closing date as per the attached format'.

Check Net-Worth # as per BEC

Check Notarization validity

Check original audited Balance Sheet with scan copies.

To check the Line of Credit, if incorporated in the tender.

6.0 Delivery requirement: In 4 equal lots as under-

(i) 1st lot of 75 MT- Tentatively in April, 2021.

(ii) 2nd lot of 75 MT- Tentatively in June, 2021.

(iii) 3rd lot of 75 MT- Tentatively in September, 2021.

(iv) 4th lot of 75 MT- Tentatively in December, 2021.

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.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>I. BID REJECTION CRITERIA (BRC):</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>A) TECHNICAL:</p> <p>1. <u>BIDDER’S ELIGIBILITY:</u></p> <p>1.1 The bidder shall be an Original Product Manufacturer (Principal) of the tender item(s). Or 1.2 The bidder shall be an authorized dealer/ authorized distributor/ authorized supplier of an Original Product Manufacturer of the tender item(s).</p> <p>2. <u>IN CASE THE BIDDER IS AN ORIGINAL PRODUCT MANUFACTURER (PRINCIPAL) OF THE TENDERED ITEM(S):</u></p> <p>The bidder shall comply with the following clauses</p> <p>2.1 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>2.2 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&P Companies or as a service provider to E& 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. 2,94,60,000.00**.

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 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.