



OIL INDIA LIMITED
(A Government of India Enterprise)
P.O. Duliajan - 786602, Assam, India
E-mail : material@oilindia.in



OIL INDIA LIMITED invites Indigenous Competitive Bid through its e-Procurement portal - [https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/) for following e-tenders :

1	2	3	4	5	6
E-Tender No.	Material Description	Quantity	Bid Closing date	Single Order Value (Rs. Lakhs)	Annual Turnover (Rs. Lakhs)
SDI 5745 P10	SODIUM FORMAT	14000 BAGS	17.12.2009	152.50	305.00
SDI 5734 P10	SECURITY ACCESS CONTROL	1 SET	24.12.2009	64.40	128.80

1.0 Tender fee (non-refundable) of **Rs. 1,000.00** per tender (excepting PSU's and SSI units registered with NSIC) by D/Draft in favour of M/s Oil India Limited and payable at Duliajan is to be sent to **Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602** only. **On receipt of requisite tender fee and subject to fulfillment of eligibility criteria mentioned below, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. No physical tender documents will be provided.**

NOTE:

a) AGAINST ETENDER NO. SDI 5745 P10, USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.

b) AGAINST ETENDER NO. SDI 5734 P10, USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL 15 DAYS PRIOR TO THE BID CLOSING DATE.

2.0 The details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to OIL's e-Procurement portal has also been provided through OIL's web site www.oil-india.com

3.0 To be eligible for participation in the above tenders the applicant must meet the following qualifying criteria (documentary evidence to be provided):

i) Successful execution of a single order of value not less than the amount shown under column No. 5 above for supply of similar items during last five years.

ii) Annual turnover of the firm in any of the last three financial years or current financial year should be more than the amount shown under column No. 6.



OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

TELEPHONE NO. (91-374) 2808719

FAX NO: (91-374) 2800533

Email: aparna.dolev@oilindia.in; erp_mm@oilindia.in

TENDER NO. SDI5745P10

DATE: 04/11/09

INVITATION TO e-BID UNDER COMPOSITE BID SYSTEM

Dear Sirs,

OIL invites Bids for the supply of 14000 BAGS OF SODIUM FORMAT through its E-Procurement site. The bidding documents and other terms and conditions are available at Booklet No.MM/LOCAL/E-01/2005. The prescribed Bid Forms for submission of bids are available in the tender document folder.

The general details of tender can be viewed at 'Basic data' under 'Header data' in Bid invitation screen. The details of items tendered can be found by clicking to 'Item data'.

The tender is invited with firm price for the specified quantity. Further details of tender are given below:-

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

Item No.	Description	Tendered Qty.	Unit of Measure
01	SODIUM FORMAT	14000	BAGS

(Detail Specification & Quantity of above items are shown in ANNEXURE-I TECHNICAL SPECIFICATION)

2. To be eligible for participation in the above tender the applicant must meet the following qualifying criteria (documentary evidence to be provided).

- i). Successful execution of a single order of value not less than Rs 152.50 Lakhs for supply of similar items during last five years.
- ii). Annual turnover of the firm in any of the last three financial years or current financial year should be more than Rs 305.00 Lakhs.

3. The offer should be valid for at least 120 days from the Bid closing date. Bids with lesser validity will be rejected.

4. Tentative delivery schedule: February 2010.

5. Application showing full address/ e-mail address with Tender Fee (Non-transferable) in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602 only **till one week prior to the Bid Closing date**. No physical tender documents will be provided. On receipt of requisite tender fee USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail)

and will be allowed to participate in the tender through OIL's e-Procurement portal (<https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/>).

6. PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials.

7. 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 Bid Closing date to **Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) Original Bid Security.
- b) PSU's and SSI units registered with NSIC claiming exemption from submission of Bid security should submit all credentials.

8. Bid security of Rs. 5,00,000.00 shall be submitted to **Head-Materials, Oil India Limited, Duliajan** on or before the bid closing date. If bid security in ORIGINAL of above mentioned amount is not received within bid closing date (upto 13:00hrs), the bid submitted through electronic form will be rejected without any further consideration. For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The Bid Security shall be valid for six month from the date of bid opening.

9. Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. For exemption for submission of Performance Bank Guarantee, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. The Performance Bank Guarantee must be valid for one year from the date of successful commissioning of the equipment or 18 months from the date of despatch whichever is earlier. **Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**

10. The prescribed Bid Forms for submission of bids are available in the tender document folder.

11. To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

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

13. In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During

the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation.

14. SET-OFF

Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through oil India Limited).

15. 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 bidders risk and may result in the rejection of its offer without seeking any clarifications.

16. The tender will be governed by:

- a) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders).
- b) Specifications , terms and conditions as per Annexure-I.
- c) The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

17. All the Bids must be Digitally Signed using “Class 3” digital certificate with Organisations name (*e-commerce application*) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. **The bid signed using other than “Class 3” digital certificate, will be rejected.**

18. Price should be maintained in the “online price schedule” only. The price quoted in the “online price schedule” only will be considered.

Yours Faithfully

Sd-

MS. APARNA DOLEY
Sr MANAGER MATERIALS (IS)
For – HEAD MATERIALS
For- RESIDENT CHIEF EXECUTIVE

OIL INDIA LIMITED invites Indigenous E - tender for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY

Sl No	Material Description & Material Code No.	Quantity	Unit
1.0	<p>Sodium Formate – GI No. 85052121</p> <p>Sodium Formate - An environmental friendly, non-corrosive organic brine to use as weighing agent in drilling fluids, workover fluids, completion fluids/packer fluids in oilfield operations.</p> <p>The material should have the following specifications :</p> <ol style="list-style-type: none">1. Physical State : The material should be in the form of white granules or crystalline free flowing white powder free from lumps and other impurities. The material should be easily soluble in water.2. Purity as Sodium Formate, percent by mass, minimum : 95%, minimum3. Moisture Content : 1.00% maximum4. Organic impurities, percent by mass, Maximum : 4.005. Volatile matter, percent by mass, maximum : 4.006. Matter insoluble in water, percent by mass, maximum : Nil7. Sulphate content : Nil8. Chloride Content : Nil9. Iron Content, ppm, max. : 1010. Packing : The material should be packed in moisture proofed HDPE bag with insert of polythene bag or in multiply paper bags (6 ply) and should be strong enough to withstand rigours of transit and storage. Net weight : 50 Kgs per bag	14000	BAGS
	<p><u>BID EVALUATION / BID REJECTION CRITERIA</u></p> <p>The bids will be evaluated based on the following vital terms and conditions of evaluation/rejection criteria. Bidders are advised not to take any exception/ deviation of the following.</p> <ol style="list-style-type: none">1. The bidder should be preferably a Manufacturer. In case the bidder is not a Manufacturer, he should be an Authorised representative/dealer/ supplier of the product of the Manufacturer. The Authorized representative/ dealer/ supplier should produce Authority letter in original from its Manufacturer along with the bid . Such Authority letter		

<p>should be valid for the entire period of execution of the order.</p> <p>2. The Manufacturer Should have at least 3 years of manufacturing experiences of sodium formate with bulk supply records. Documentary evidences in support of bulk supply should be submitted. OIL reserves the right to verify the same .</p> <p>3. The bidder should submit tender sample of the product in duplicate along with the bid .The bid should also accompany test report in original of their latest manufactured product from a third party which should be a recognized test house. The report should also include the testing procedure of the parameters indicated in the product specification.</p> <p>4. The quantity of tender sample should be 1 kg. minimum.</p> <p>5. The tender sample will be evaluated in OIL's laboratory as per OIL's tender specification for acceptance.</p> <p>6. The bidder (Manufacturer / or its Authorized representave) must produce quality assurance certificate stating that the offered product will be of same quality/ standard as the tender sample submitted along with the bid.</p> <p>7. The manufactured product should be strictly as per OIL's specification provided along with the bid.</p> <p>8. Bidder shall submit a copy of Material Safety Data sheet of the quoted product along with the bid.</p> <p>9. The material should be supplied in the original packing of the Manufacturer with markings conforming to the tender specification.</p> <p>10.The bidder must submit a certificate that the manufacturing capacity is adequate to cover the quantity offered to OIL against the tender.</p>		
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