

### Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	01-04-2022 10:00:00
<b>Bid Opening Date/Time</b>	01-04-2022 10:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	65 (Days)
<b>Ministry/State Name</b>	Ministry Of Petroleum And Natural Gas
<b>Department Name</b>	Oil India Limited
<b>Organisation Name</b>	Oil India Limited
<b>Office Name</b>	Oil India Limited
<b>Total Quantity</b>	15000
<b>Item Category</b>	OCTYL ALCOHOL (Q3)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	5 Days
<b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>	No
<b>Estimated Bid Value</b>	1839450
<b>Evaluation Method</b>	Total value wise evaluation

#### EMD Detail

Required	No
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#### ePBG Detail

Advisory Bank	HDFC Bank
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	16

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Manager Materials (IP)

Oil India Limited, Duliajan, Ministry of Petroleum and Natural Gas, Bank Details of Beneficiary : OIL INDIA LIMITED, Bank Name : HDFC BANK LIMITED, Branch Name : Duliajan, Bank Account No. : 21182320000016, Type of Account : Current Account, IFSC Code : HDFC0002118, MICR Code : 786240302, SWIFT Code : HDFCINBBCAL (Manish Kumar Chowdhury)

**Splitting**

Bid splitting not applied.

**MII Purchase Preference**

MII Purchase Preference	No
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**Details of the Competent Authority for MII**

Name of Competent Authority	RUPAK KALITA
Designation of Competent Authority	GM-MATERIALS
Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	27-05-2021
Brief Description of the Approval Granted by Competent Authority	This is to certify that Oil India Limited is a Central Public Sector Enterprises under the Ministry of Petroleum and Natural Gas (MoPNG) and are engaged in oil & gas exploration and production activities. Oil India Limited has adopted Purchase Preference policy linked with Local Content issued by MOPNG vide notification no. FP-20013/2/2017-FP-PNG dated 17.11.2020 and the original policy was approved by the Cabinet. This policy is applicable for tender value more than ₹ 1 Crore to treat the local supplier as Class I, Class II and Non Local Supplier and to extend the benefit of purchase preference accordingly as per policy. Since, the estimated value of the subject tender is less than ₹ 1 Crore, no Purchase Preference Policy shall be applicable against this tender.

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

MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 100%(selected by Buyer) percentage of

total QUANTITY.

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

### **OCTYL ALCOHOL ( 15000 kilogram )**

Brand Type	Unbranded
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#### **Technical Specifications**

Buyer Specification Document	<a href="#">Download</a>
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#### **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Krishna Mohan Kumar	786602,Oil India Limited, Duliajan, Assam	15000	45

### **Buyer Added Bid Specific Terms and Conditions**

#### **1. Scope of Supply**

Scope of supply (Bid price to include all cost components) : Only supply of Goods

#### **2. Generic**

The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The goods for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST.

Applicable Concessional rate of GST : 5%

Notification No.and date : 3/2017-Integrated Tax (Rate) dated 28/06/2017

#### **3. Generic**

Wherever Essentiality Certificate is applicable (PEL/ML), successful bidder should provide Proforma Invoice for processing for EC application and material should be dispatched after receiving of EC from DGH. In view of the same, an ATC may be incorporated in GeM, viz, "BIDDER/OEM must provide Proforma Invoice for processing for EC application within 15 days from date of issue of GeM Contract and material should be dispatched after receiving of EC from DGH."

#### **4. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

**5. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

**(I) BID REJECTION CRITERIA (BRC):**

The bid shall conform generally to the specifications, terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

**A) TECHNICAL:**

**1. BIDDER'S ELIGIBILITY:**

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).

**2 . IN CASE THE BIDDER IS AN ORIGINAL PRODUCT MANUFACTURER (PRINCIPAL) OF THE TENDERED ITEM(s):** The bidder shall comply to the following clauses:

**2.1** The Original Product Manufacturer shall have manufacturing experience in previous 05 (five) years to be reckoned from the original stipulated bid closing date of the tender.

**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.

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 flowing 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 fulfil 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.

**e.** The Purchase Order date need not be within 5 (five) years preceding original bid closing date of this tender. However, the execution of supply should be within 5 (five) years preceding original bid closing date of this tender.

**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.

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) 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.

B) FINANCIAL:

a) Annual Financial Turnover of the bidder during any of preceding 03 (three) financial / accounting years from the original bid closing date should be at least **₹ 9,19,725.00.**

b) Net Worth of the firm should be Positive for preceding financial / Accounting year **(FY: 2020-2021).**

**Note -For (a) & (b):** Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) 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 2020-2021 (As the case may be) has actually not been audited as on the original bid closing date**'.

**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-J**.

**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.

**ANNEXURE- J**

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

**(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD)**

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**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) for the last three (3) completed accounting years up to..... **(As the case may be)** are correct.

<b>YEAR</b>	<b>TURN OVER</b> In (₹) Crores	<b>NET WORTH</b> In (₹) Crores

Place:

Date:

Seal:

Membership No.:

Registration Code:

(II) **ACCEPTANCE OF OFFER AND SAMPLE SUBMISSION CLAUSE:** The whole tendered quantity will be procured from seller(s) who are registered for the tendered item with Oil India Limited on the date of bid opening. "Registered sellers with OIL" are those whose offered products have successfully completed required number of field trials (One or Two Nos. depending on the nature of the chemical to be decided by OIL) in OIL's operational area where products are intended to be used. Seller(s) to provide samples of their offered product in triplicate (i.e. 3 samples each of ½ Kg) free of cost for laboratory evaluation before bulk supply, in the event of placement of order. These samples will be tested in OIL's laboratory as per tender specification and the acceptance/rejection of the sample will be decided on the basis of OIL's laboratory test report only. Delivery instruction for bulk supply will be given only after successful laboratory testing of the above samples and clearance of the samples by OIL, which will be intimated to the seller(s) by OIL. Any new vendor who wants to develop this product as per OIL's requirement may contact **Indeg Department, OIL, Duliajan @ email id: indeg@oilindia.in** to know the necessary procedure for development order.

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

(III) Terms of delivery: Bidder must quote all-inclusive F.O.R. Destination price (including cost of loading/unloading).

(IV) No price should be uploaded in the Technical Bid submitted by the bidders. In case any price is found mentioned / uploaded in the technical bid, the offer will be rejected straightway.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)



shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**