

### Bid Document

Bid Details	
Bid End Date/Time	10-02-2021 11:00:00
Bid Opening Date/Time	10-02-2021 11:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Oil India Limited
Organisation Name	Oil India Limited
Office Name	Oil India Limited
Total Quantity	12
Item Category	7.1/16 INCH X 10, 000 PSI BOP TEST STUMP
Bidder Turnover (Last 3 Years)	27 Lakh (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	5 Days
Inspection Required	No
Evaluation Method	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).	20

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

### Beneficiary:

Chief Manager - Materials

Materials Department Oil India Limited, Duliajan, Assam 786602 Direct: +91-374-2808614 | Email : tuhin\_roy@oilindia.in

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  
(Tuhin Roy)

### Splitting

Bid splitting not applied.

### MII Purchase Preference

MII Purchase Preference	Yes
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### MSE Purchase Preference

MSE Purchase Preference	Yes
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1. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

2. 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 25%(selected by Buyer) percentage of total QUANTITY.

### 7.1/16 INCH X 10, 000 PSI BOP TEST STUMP ( 12 pieces )

(Minimum 50% Local content required for MII compliance)

### Technical Specifications

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

S.No.	Consignee/Reporting	Address	Quantity	Delivery Days
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	Officer			
1	Krishna Mohan Kumar	786602,Oil India Limited, Duliajan, Assam	12	150

#### Buyer added Bid Specific Additional Scope of Work

S.No.	Document Title	Description	Applicable i.r.o. Items
1	SCOPE <a href="#">View</a>	SCOPE	7.1/16 INCH X 10, 000 PSI BOP TEST STUMP(12)

**The uploaded document only contains Buyer specific Additional Scope of Work and / or Drawings for the bid items added with due approval of Buyer's competent authority. Buyer has certified that these additional scope and drawings are generalized and would not lead to any restrictive bidding.**

### Bid Specific Additional Terms and Conditions

- 1.Scope of supply (Bid price to include all cost components) : Only supply of Goods
- 2.Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- 3.**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- 4.Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- 5.Bidder shall submit the following documents along with their bid for Vendor Code Creation:
  - a. Copy of PAN Card.
  - b. Copy of GSTIN.
  - c. Copy of Cancelled Cheque.
  - d. Copy of EFT Mandate duly certified by Bank.
- 6.Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
- 7.**NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.
- 8.OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent 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.
- 9.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 dated 28/06/2017
- 10.**Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
- 11.While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
- 12.Whereever Essentiality Certificate is applicable (PEL/ML), successful bidder should provide Proforma Invoice for processeing for EC application and material should be dispatche after receiving of EC rom DGH. In view of the same, an ATC may be incorporated in GeM, viz, "BIDDER/OEM must provide Proforma Invoice for processeing for EC application within 30 days from date of issue of GeM Contract and material should be dispatche after receiving of EC rom DGH."

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

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

**7.1/16 INCH X 10,000 PSI BOP TEST STUMP. Qty = 1 No.**

**SPECIFICATIONS:**

Test Stump assembly, 7.1/16-inch x 10,000 psi WP, BX-156 flanged by butt-weld bottom (onto 2-inch steel plate) with 2.7/8 inch IF box thread complete with side and bottom ports, 10,000 psi bleed valve etc. The test stump should consist of following minimum features:

- i. Base plate with four numbers of holes of 2-inch diameter each at the four corners for anchoring the plate.
- ii. NPT Test ports and Drain ports at convenient locations for easy testing.
- iii. Removable Test mandrel retaining threads (2.7/8" IF box threaded).
- iv. 2.7/8" OD pipe mandrel of minimum 2 meters in length with 2.7/8 inch IF Pin Threads.
- v. Lifting taps / Lifting lugs for easy handling.
- vi. SS 316 overlaid ring grooves duly blasted and painted.

The following DSA and flange should also be supplied with the above mentioned BOP Test Stump assembly:

**A)** Double studded adapter flange 7.1/16-inch x 10,000 psi, BX-156 - 7.1/16-inch x 5,000 psi, RX-46 complete with studs, nuts and ring joint gaskets for H2S service (As per API 6A)

(QUANTITY:ONE NUMBER)

**B)** Blind Flange 7.1/16-inch x 10,000 psi, BX-156 for H2S service (As per API 6A)

(QUANTITY: ONE NUMBER)

**C)** Blind Flange 7.1/16-inch x 5,000 psi, RX46 for H2S service (As per API 6A)

(QUANTITY: ONE NUMBER)

<b>TECHNICAL EVALUATION MATRIX (TO BE FILLED IN BY BIDDER DULY SIGNED)</b>			
<b>TECHNICAL SPECIFICATIONS</b>			
<b>Clause Number</b>	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable)</b>	<b>TO BE FILLED BY THE BIDDER</b>  <b>Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)</b>
	<b>GENERAL NOTES FOR BIDDERS:</b>		
<b>i</b>	The BOP Test Stumps, Double Studded Adapter Flanges and Blind Flanges shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with API specification standard. This clause shall be valid for 18 months from date of shipment or 12 months from the date of commissioning of the items (whichever is earlier). The defective materials, if any, rejected by OIL shall be replaced by the supplier at their own expenses. Bidders must confirm the same in their quotations.		
<b>ii</b>	BOP Test Stumps shall be Manufactured, tested (up to 15000 psi), Inspected, Marked and Certified as per API Specification 6A or 16A. Bidders need to confirm the same in their quotations.		
<b>iii</b>	Double Studded Adapter Flanges and Blind Flanges shall be Manufactured, Tested, Inspected, Marked and Certified as per		

	API Specification 6A. Bidders need to confirm the same in their quotations. Bidders need to forward copies of valid API Specification certificates 6A & 16A along with their quotation.		
<b>iv</b>	Marking shall be done as per API specification 6A or 16A i.e. BOP Test Stumps, Double Studded Adapter Flanges and Blind Flanges shall be die stamped with the manufacturer's name or identification mark, the API monogram and the month and year of manufacture. Bidders need to confirm the same while quoting.		
<b>v</b>	BOP Testing Stumps shall be supplied with lifting taps or lifting lugs for easy handling.		
<b>vi</b>	BOP Testing Stumps shall be supplied with Base Plates, NPT Test & Drain ports and Removable Test mandrel retaining threads.		
<b>viii</b>	'OIL' logo / mark and purchase order number shall be die stamped or paint stenciled on the items. Bidders shall confirm compliance to the same while quoting.		
<b>viii</b>	The quotation must accompany relevant catalogue, literature, drawing illustrating all components with part name & part number etc.		
<b>ix</b>	Bidder should indicate the name of the manufacturer, country of origin, port/place of dispatch of the materials.		
<b>x</b>	Bidder should categorically confirm in the technical bid a delivery schedule of the equipment within five (05) months after receipt of formal order failing which their offer will be rejected.		

<b>TECHNICAL EVALUATION MATRIX</b> <b>(TO BE FILLED IN BY BIDDER DULY SIGNED)</b>			
<b>BID EVALUATION CRITERIA</b>			
<b>Clause Number</b>	<b>DESCRIPTION</b>	<b>BIDDER'S RESPONSE</b> <b>(Complied / Not Complied / Deviation / Not Applicable)</b>	<b>TO BE FILLED BY THE BIDDER</b>  <b>Relevant Location of their Bid to support the remarks / compliance</b>  <b>(Reference of Document name / Serial number / Page number of bid for documentary evidence)</b>
	<b>BID EVALUATION CRITERIA</b> The bids shall broadly conform to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the technical specifications and to the respective international/national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.		
1.	The Items shall be manufactured & tested as per relevant API norms as specified in the Tender (IF APPLICABLE). Bidder must confirm.		
2.	Experience:		
A	MANUFACTURERS EXPERIENCE: IN CASE THE BIDDER IS THE MANUFACTURER		



	If the bidder is a manufacturer of the offered item(s), then they must satisfy the following criteria for manufacturing and supply experience and furnish the relevant documentary evidences as per below along with the technical bid:		
i.	<p>They must have an experience of minimum 5 (Five) years in manufacturing the quoted item(s) under relevant API certification (as per latest editions of API Spec16A and API Spec 6A) as on the original bid closing date of the tender. Copies of API Spec 16A and API Spec 6A certificates (having API authorization(s) for each of the item(s) mentioned in the tender) for the last 5 (Five) years (i.e. continuous without having any break in between) shall be submitted along with techno-commercial bid. Bids without copies of valid relevant API certificates or with break(s) in between will be rejected.</p> <p>Note: The above clause will be applicable only for those item(s) manufactured under API certifications, as specified in the tender.</p>		
ii.	<p>The bidder should have manufactured and supplied minimum 50% quantity (to be rounded to next higher whole figure) of each type of tendered items, of same or higher capacity and same or higher sizes, to any E&amp;P companies/Drilling Contractors/Drilling service providers during last 5 (five) years as on original bid closing date of the tender (either by themselves or through their sole selling agent/distributor/dealer/supply house). Documentary evidence in respect of manufacturing and supplying the above mentioned items should be submitted with the technical bid, in the form of copies of relevant signed and sealed Purchase Orders (PO date should be within the last 05 years) along with copies of any of the following documents in respect of satisfactory execution of each of those Purchase Orders failing which the bids will be rejected:</p> <p>I. Signed and sealed Satisfactory supply / completion / installation report (in original on user's letter head) (OR)  II. Bill of Lading (OR)  III. Consignee delivery receipt / challan (OR)  IV. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/Vat.  V. Commercial Invoice/ Payment Invoice</p>		
B	<p>IN CASE THE BIDDER IS NOT A MANUFACTURER:</p> <p>If the bidder is a sole selling agent / distributor / dealer / supply house of any manufacturer, then bidder must furnish the following documents along with the technical bid failing which the bids will be rejected:</p>		
I.	Authorization certificate from the manufacturer (in original on manufacturer's letter head) should be submitted along with the technical bid. This certificate should be valid at the time of bidding and should remain valid during the entire execution period of the order.		
II.	Undertaking from the manufacturer (in original on manufacturer's		

	letter head) guaranteeing supply of items to the bidder in the event of an order on the bidder. This certificate should be valid at the time of bidding and should remain valid during the entire execution period of the order.		
III.	Warranty backup from the manufacturer in original on manufacturer's letter head against the quality of the tendered item(s) as specified in the tender.		
IV.	Documentary evidence in respect of manufacturer's experience in manufacturing under relevant API certification (if applicable) as specified under para 2.A.(i) from the concerned manufacturer.		
V.	Documentary evidence in respect of manufacturer's supply experience as specified under para 2.A.(ii) from the concerned manufacturer (having supplied such items either by manufacturer themselves or through their sole selling agent / distributor / dealer / supply house).		
VI.	Documentary evidence in respect of bidder's own supply experience of supplying minimum 25% quantity (to be rounded to next higher whole figure) of each type of tendered items, of same or higher capacity and same or higher sizes, during last 5 (five) years as on original bid closing date of the tender as specified in the para 2.A.(ii).		
3	<p>If the bidder is a manufacturer and has supplied minimum 25% quantity (to be rounded to next higher whole figure) of any or all of the tendered items (of same or higher capacity and same or higher sizes) to OIL during last 5 (five) years as on original bid closing date of the tender either by themselves or through their sole selling agent/distributor/dealer/supply house and whose past performance has been satisfactory, the bidder need not satisfy Clause 2.A. ii for those items which have been supplied to OIL. In this situation, the bidder shall have to indicate as specified below.</p> <p>i) If the bidder (manufacturer) has supplied minimum 25% quantity (to be rounded to next higher whole figure) of all of the tendered items then they shall have to indicate the Purchase Order (P.O.) Nos. of OIL executed by them for each type of tendered items (of same or higher capacity and same or higher sizes) in their technical bid.</p> <p>ii) If the bidder (manufacturer) has supplied minimum 25% quantity (to be rounded to next higher whole figure) of only a few types of the tendered items then they shall have to indicate the Purchase Order (P.O.) Nos. of OIL executed by them for those types of tendered items (of same or higher capacity and same or higher sizes) in their technical bid. However, against the remaining types of tendered items (of same or higher capacity and same or higher sizes) which were not supplied by them to OIL, the bidder (manufacturer) has to submit supply experience as per clause 2.(A).(ii) above.</p>		
4	If the bidder is sole selling agent / distributor / dealer / supply		

	<p>house of any manufacturer and has submitted bid of the manufacturer who has supplied minimum 25% quantity (to be rounded to next higher whole figure) of any or all of the tendered items (of same or higher capacity and same or higher sizes) to OIL during last 5 (five) years as on original bid closing date of the tender either by themselves or through their sole selling agent/distributor/dealer/supply house and whose past performance has been satisfactory, the manufacturer need not satisfy Clause 2.A. ii for those items which have been supplied to OIL. In this situation, the bidder shall have to indicate as specified below.</p> <p>i) If the manufacturer has supplied minimum 25% quantity (to be rounded to next higher whole figure) of all of the tendered items then the bidder shall have to indicate the Purchase Order (P.O.) Nos. of OIL executed by that manufacturer for each type of tendered items (of same or higher capacity and same or higher sizes) in their technical bid. However, such bidder must meet Clause No. 2. (B). (VI) above.</p> <p>ii) If the manufacturer has supplied minimum 25% quantity (to be rounded to next higher whole figure) of only a few types of the tendered items then the bidder shall have to indicate the Purchase Order (P.O.) Nos. of OIL executed by that manufacturer for those types of tendered items (of same or higher capacity and same or higher sizes) in their technical bid. However, against the remaining types of tendered items (of same or higher capacity and same or higher sizes) which were not supplied by the manufacturer to OIL, the bidder has to submit supply experience of the manufacturer as per clause 2. (B). (V) above. However, such bidder must meet Clause No. 2.(B).(VI) above.</p>		
5	The bidder should categorically confirm in the technical bid that the tendered items will be supplied within the delivery period as mentioned in the tender, without which the bid will be rejected.		
6	<b>Additional Document:</b>		
6.1	<p>In case, for supplementing manufacturer's supply experience criteria (2.A.ii), the manufacturer submits Purchase Order(s) and relevant documents which is through their sole selling agent/distributor/dealer/ supply house, then following additional documents are also to be submitted:</p> <p>a) Copies of signed Purchase Order(s) /Contract agreement(s) between the manufacturer and the sole selling agent/distributor/dealer/supply house and copies of any of the following documents in respect of satisfactory execution of each of those Purchase Order(s)/Contract agreement(s).</p> <p>i) Bill of Lading (OR)  ii) Commercial Invoice / Payment of Invoice of the OEM (OR)  iii) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/Vat/GST.</p>		

6.2	<p>In case, for supplementing the supply experience criteria for both itself and the manufacturer (2. B. V &amp; 2.B.VI), the sole selling agent / distributor / dealer / supply house of the manufacturer submits same set of signed Purchase Order(s) and relevant documents, then following additional documents are also to be submitted:</p> <p>a) Copies of signed Purchase Order(s) /Contract agreement(s) between the manufacturer and the sole selling agent/distributor/dealer/supply house and copies of any of the following documents in respect of satisfactory execution of each of those Purchase Order(s)/Contract agreement(s).</p> <p>i) Bill of Lading (OR)  ii) Commercial Invoice / Payment of Invoice of the OEM (OR)  iii) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/Vat/GST.</p>		

### **TECHNICAL & COMMERCIAL CHECK LISTS**

THE CHECK LIST MUST BE COMPLETED AND RETURNED WITH YOUR OFFER. PLEASE ENSURE THAT ALL THESE POINTS ARE COVERED IN YOUR OFFER. THESE WILL ENSURE THAT YOUR OFFER IS PROPERLY EVALUATED. PLEASE SELECT "Yes" OR "No" TO THE FOLLOWING QUESTIONS, IN THE RIGHT HAND COLUMN.

#### **A) TECHNICAL CHECKLIST**

1	Whether the offered BOP Test Stumps are as per Enquiry specifications & features in all respect?	YES / NO
2	Whether documentary evidence of testing of the BOP Test Stumps up to 15000 psi will be provided at the time of supply?	YES / NO
3	Whether lifting taps or lifting lugs will be provided as per NIT?	YES / NO
4	Whether base plates will be provided as per NIT?	YES / NO
5	Whether NPT Test ports and Drain ports will be provided as per NIT?	YES / NO
6	Whether Removable Test mandrel retaining threads will be provided as per NIT?	YES / NO
7	Whether the offered Double Studded Adapter flanges are as per Enquiry specifications & features in all respect?	YES / NO
8	Whether the offered Blind Flanges are as per Enquiry specifications & features in all respect?	YES / NO
9	Whether deviations (if any) from the specification, Features & Notes of the NIT has / have been highlighted?	YES / NO
10	Whether the offered items are brand new, unused, and free from any kind of defect and of prime quality?	YES / NO
11	Whether copies of valid API Specification certificates enclosed with the quotation as mentioned in the NIT?	YES / NO
12	Whether name of the manufacturer & location of manufacturing plant indicated?	YES / NO
13	Whether relevant Catalogue, Drawings, Literatures etc. in English language (US or UK) with part names and part numbers enclosed with the quotation?	YES / NO

**B). COMMERCIAL CHECKLIST:**

<u>Sl</u> <u>No.</u>	REQUIREMENT	COMPLI ANCE
1.0	Whether quoted as manufacturer?	Yes / No
2.0	Whether quoted as OEM Dealer / Supply House etc. To Specify-	Yes / No
	If quoted as OEM Dealer / Supply House.	Yes / No
2.1	(a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer / supply House for the product offered ?	
2.2	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	Yes / No
2.3	<b>Whether all documents have been submitted as required for fulfilling Experience criteria clause of BRC-Technical.</b>	Yes / No
2.3.1	<b>Name and details of the E&amp;P company / Drilling Contractor / Drilling Service provider to whom the bidder has successfully executed orders / contracts for atleast 50% of the tendered quantity as per Experience criteria clause of BRC-Technical.</b>	
2.3.2	<b>Whether submitted the profile and other documents of the E&amp;P company / Drilling Contractor / Drilling Service provider for verification (viz. Annual reports, Memorandum of Association, Article of Association etc.)</b>	Yes / No