



Oil India Limited
(A Govt. of India Enterprise)
P.O. Duliajan – 786602, Assam

Telephone No. (91-374) 2808724

Fax No: (91-374) 2800533

Email: materials@oilindia.in; erp_mm@oilindia.in

Tender No. & Date : SDG 4776P18/06 dated: 20.05.2017

Tender Fee : **INR 6,000.00** OR **USD 100.00**

Bid Security Amount : **INR 44,000.00** OR **USD 680.00**

Bidding Type : **SINGLE STAGE COMPOSITE BID SYSTEM**

Period of Sale of Bid Documents : **From 20.06.2017 to 02.08.2017; 15:30 Hrs (IST)**

Bid Closing on : **09.08.2017 (at 11.00 Hrs. IST)**

Bid Opening on : **09.08.2017(at14.00 Hrs. IST)**

Bid Validity : Bid should be valid for **90 days** from bid closing date.

Bid Bond Validity : Bid Bond Should be valid up to **09.02.2018**

Performance Guarantee : **Applicable @ 10% of Order value**

Integrity Pact : **Not Applicable**

Attachments : Annexure-A, B, C& D

Note : If GST is roll-out during the course of execution of the contract then the same will be applicable.

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
10	Hot Roller Oven is required for investigation of performance characteristics of drilling fluids and evaluation of drilling fluid additives at simulated circulating well conditions. 1. Features: i. Power-driven rollers ii. State-of-the-art digital electronic controller with solid state thermostat iii. Circulation fans for maintaining uniform temperature	01	NO.

E-Tender No. SDG4776P18/06

	<p>distribution throughout the oven and cooling of roller drive motor</p> <p>iv. Programmable Timer</p> <p>v. Push button circuit breaker</p> <p>2. Specifications:</p> <p>i. Rollers: The oven should have five (05) nos. of power driven rollers.</p> <p>ii. Roller Bearings: High quality roller bearings which extend the life of the rollers and allow for longer maintenance-free service</p> <p>iii. Temperature range: ambient to 230 degC</p> <p>iv. Temperature Resolution: 1 degC</p> <p>v. Temperature Accuracy: +/- 1 degC</p> <p>vi. Temperature Uniformity: +/- 1 degC</p> <p>vii. Material</p> <p>a) Housing: Corrosion resistant stainless steel</p> <p>b) Roller: Corrosion resistant stainless steel</p> <p>viii. Power Supply: 230V, AC, 50Hz</p> <p>ix. Safety features:</p> <p>a) The equipment should have an over-temperature protection system for automatic shut off the equipment for avoiding overheating.</p> <p>b) Adequate thermal insulation between heating chamber and rest parts of the body</p> <p>x. Ageing Cells: 500ml capacity, Quantity- 8 (eight) Nos, 316-Stainless Steel.</p> <p>xi. Any other necessary accessories required for immediate installation and commissioning.</p> <p>3. Documentation: The bidder shall submit the following documents</p> <p>a) Along with the offer:</p> <p>i) Technical literature/brochure of the offered product</p> <p>ii) Repair facilities available in India with their addresses</p> <p>iii) List of spares/consumables with price list for two years trouble free operations of the equipment from the date of installation. The price of the consumables/spares will not be considered for bid evaluation.</p> <p>iv) Technical evaluation sheet for BRC/BEC and technical specifications & terms and conditions separately as per attached formats explicitly mentioning compliance/ non-compliance/ deviation and indicating relevant page no of their bid to support the remarks/compliance.</p> <p>b) Along with the supply of the equipment:</p> <p>i) Hard copies as well as soft copies of operational and maintenance manuals- 01 set</p>		
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	ii) Hard copies as well as soft copies Service and repair manual-01 set		
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(A) General Notes for e-tender :

1. The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet No.MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) including Amendment and Addendum.
2. Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.
3. 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 **DGM- Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam or before 13:00 hrs (IST)** on the Bid Closing Date mentioned in the Tender.
 - a) Original Bid Security along with two duplicate copies of Bid Security.
 - b) Any other document which have been specified to be submitted in original.
4. Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
5. 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.
7. All the Bids must be Digitally Signed using “Class 3” digital certificate (*e-commerce application*) with organisation names 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.
8. Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

9. The tender is invited under SINGLE STAGE-COMPOSITE BID SYSTEM. The bidder has to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” through electronic form in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. The “Techno-commercial Unpriced Bid” shall contain all technical and commercial details except the prices which shall be kept blank. Details of prices as per Bid format / Commercial bid to be uploaded as attachment in the Attachment Tab “Notes and Attachments”.

Any offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in the tender.

Notes and Attachments

→ Only Price Details Should Be Uploaded

Technical attachments

→ All technical bid documents except price details

Please do refer “**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**” for the above two points and also please refer “**New Vendor Manual (effective 12.0.2017)**” available in the login Page of the OIL’s E-tender Portal.



Oil India Limited e-Procurement

User ID *

Password *

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

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[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for the New Manual & Instruction

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9. **Payment against Tender Fee should be made only through online mode and no other instrument (Cash/DD/Cheques/Cashier Cheque, etc) will be acceptable.**

- 10. Against Bid Security/EMD/Performance Bank Guarantee – Only payments through online mode or Submission of Bank Guarantee/LC will be acceptable. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.**

(B) Special Notes for Bidders :

1. The items shall be brand new, unused & of prime quality. Also the party has to confirm to provide warranty that the product supplied will be free from all defects & fault in material, workmanship & manufacturing and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of shipment or 12 months from date of receipt/commissioning. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. The bidder must confirm the same while quoting. During warrantee period if any item of the offered system fails or performance of the offered system is not satisfactory, vendor shall have to replace /rectify the same within 30 days from the date of intimation by OIL, without any financial implication to OIL. Courier charges, transportation and taxes for supplying the spares up to OIL premises to be borne by the vendor.

All visits including transport to and fro journey to Duliajan and accommodation at Duliajan by supplier's personnel for warranty related work shall have to be borne by the successful bidder. Warranty certificate to be provided along with the equipment.

2. Since the equipment is a plug and play type, installation & commissioning for the same may not be required. However, the equipment should be complete with all accessories including eight (08) nos. of high temperature ageing cells of 500ml capacity each, and should be ready for instant use once we receive.

3. DEVIATION FROM PURCHASER's REQUIREMENT: Bidder shall be specific to OIL's requirement and shall offer as per OIL's terms & conditions and requirements. If there is any deviation, bidder shall indicate the deviation clearly with sufficient justification in a separate sheet. Not indicating any deviation by the bidder shall be considered as full acceptance of the OIL's terms & conditions.

(C) General Notes for Bidders :

2. **Validity of the offers should be 90 days from the date of bid opening. Bids with lesser validity shall be summarily rejected.**

3. 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 Nil Customs Duty during import will be applicable. Indigenous bidder shall be eligible for Deemed Export Benefit against this purchase. Details of Deemed Export are furnished vide Addendum to MM/GLOBAL/01/2005 enclosed. However no Recommendatory letters will be issued to Indian Bidders
4. **In the event of an order on indigenous bidder under deemed export scheme, OIL will issue Project Authority Certificate (PAC) and arrange for DGH Certificate as may be appropriate/applicable. Supplier shall affect dispatch only on receipt of these certificates from OIL, failing which all related liabilities shall be to Supplier's account.**
5. **Commercial Check-List vide Annexure- B & Evaluation matrix vide Annexure-C shall** be filled-up and submitted along with the offer.
6. 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 to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
7. Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro, Small and Medium Enterprises (MSME) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005). Bidders are requested to take note of the same and to submit their offers accordingly.
8. Other terms and conditions of the tender shall be as per "General Terms & Conditions" for e- Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders). However, if any of the Clauses of the Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses in the "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) of the tender and/or elsewhere, those mentioned in this BEC / BRC shall prevail.
9. **The Bank Guarantee issued by bank must be routed through SFMS**

platform as per following details:

- a. (i) "MT760/ MT760 COV for issuance of bank guarantee
(ii) MT767/ MT767 COV for amendment of bank guarantee

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code: UTIB0001129. Branch Address: Axis Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan , Dist-Dibrugarh, Pin-786602.

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

ANNEXURE- A

BID REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)

The bids shall conform generally to the specifications and terms & conditions given in the bid document. Bids shall be liable for rejection in case the materials/services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected.

BID REJECTION CRITERIA (BRC)

(A) TECHNICAL:

1.0 BIDDER'S ELIGIBILITY:

1.1 The bidder should be an Original Equipment Manufacturer (OEM) of the tendered item (s).

OR

1.2 The bidder should be an authorized dealer/authorized distributor /authorized supplier/wholly owned subsidiary of an Original equipment manufacturer (OEM) of the tendered item(s).

2.0 IN CASE THE BIDDER IS AN ORIGINAL EQUIPMENT MANUFACTURER (OEM):

The bidder must comply with the following:

2.1 The bidder (OEM) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment preceding to the original Bid Closing date of the tender.

2.2 In addition to above, the bidder (OEM) should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), either directly by them or through their authorized dealers/ distributor/ supplier/ subsidiaries, during last 5 (five) years preceding to the original bid closing date of the tender.

2.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any

one of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply / completion / installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt delivery receipt (OR)
- (iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: 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.

3.0 IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER / WHOLLY OWNED SUBSIDIARY OF OEM:

The bidder must fulfill the following requirements:

3.1 The bidder's OEM (the Principal) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment proceeding to the original Bid Closing date of the tender.

3.2 Additionally, the bidder himself/themselves should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), during last 5 (five) years proceeding to the original bid closing date of the tender.

3.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:

- (i) Satisfactory supply / completion / installation report (OR)
- (ii) Bill of Lading, Commercial Invoice / Payment Invoice (OR)
- (iii) Consignee receipt delivery receipt (OR)
- (iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat.
- (v) Any other documents which shall prove that the bidder has successfully executed such order (s).

Note: 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.

3.4 The bidder shall submit valid Authorization Certificate/Letter issued by its Original Equipment Manufacturer (OEM), confirming the Bidder's status as their authorized supplier / dealer / distributor/wholly owned subsidiary (as the case may be) 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. Offers shall be rejected straightway, if such authority letter is not submitted along with the technical bid.

NOTES TO BIDDER:

a. Authorization letter must be issued on the official letter head of the OEM clearly mentioning the status of Bidder i.e., whether 'authorized dealer' or 'authorized distributor' or 'authorized supplier' or wholly owned subsidiary of Original Equipment Manufacturer (OEM), failing which the bid shall not be considered for evaluation and in that case the offer shall be rejected straightway.

b. Authorization letter issued by the OEM in any other form such as Direct Chanel Partner /Indirect Chanel Partner/Chanel Partner/ seller/ Reseller/Sub Dealer / Sub Distributor/Sister Concern shall not be considered for bid evaluation and the offer shall be rejected.

c. In case the bidder is a wholly owned subsidiary company of the parent company (OEM), in addition to the authorization letter including warranty/guarantee back-up, the bidder shall also upload/submit the documents such as board resolution / certificate of incorporation / any other 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.

4.0 Bidders showing supply experience towards supply to its sister concern/ subsidiaries shall not be considered as experience for the purpose of meeting BRC.

5.0 Authorization letter and warranty/guarantee back-up as aforesaid must be issued to the bidder by the Original Equipment Manufacturer (OEM) in their official letter head only. Such certificates/authority letter issued by a party other than the OEM shall not be considered as valid authorization letter and in such case the bid shall be rejected without any further reference.

6.0 Unsolicited bids shall be straightway rejected.

7.0 Bidder/OEM must submit an undertaking along with the Technical Bid that their offered equipment is not going to become obsolete during the next 5 (five) years from the date of successful installation & Commissioning, if order is awarded on them by OIL and must guarantee uninterrupted supply of spares and availability of services for at least for ten (10) years with effect from the successful installation & Commissioning of the equipment, without which offer will not be considered for evaluation/placement of order.

8.0 **Financial Criteria:**

8.1 **Annual Turnover** :The bidder shall have an annual financial turnover of minimum **Rs. 11,00,000.00 or USD 16,666.00** during any of the preceding 03 (three) financial years reckoned from the original bid closing date of the tender.

8.2 "Net Worth" of the bidder should be positive for the preceding financial/accounting year.

8.3 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..... (As the case may be) has actually not been audited so far'.

Note: 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 Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE-E.

OR

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

8.4 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.

8.5 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date of Balance Sheet and Profit & Loss Account. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.

9.0 The item shall be delivered within 4 months from the date of placement of formal P.O.

B. COMMERCIAL:

1. Bids are invited under **Single Stage Composite Bid System**. Bidders shall quote accordingly under Single Stage Composite Bid System.
- 2.0 **Bid security of US \$ 680.00 or Rs. 44,000.00** shall be furnished as a part of the TECHNICAL BID (refer Clause Nos.9.0 & 12.0 (Section A) of “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders)).A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.
- 2.1 For exemption for submission of Bid Security, please refer Clause No. 9.8 (Section A) of “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).
- 2.2 The Bank Guarantee towards Bid Security shall be valid **upto 09.02.2018**.
3. Validity of the bid shall be minimum 90 days from the date of Bid Closing Date. Bids with lesser validity will be straightway rejected.
4. Bidders must confirm that Goods, materials or plant(s) to be supplied shall be new of recent make and of the best quality and workmanship and shall be guaranteed for a period of 18 months from the date of shipment/dispatch or twelve (12) months from the date of receipt of the items at site, whichever is earlier against any defects arising from faulty materials, workmanship or design. Defective goods/materials or parts rejected by OIL shall be replaced immediately by the supplier at the

supplier's expenses at no extra cost to OIL.

5. Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. The Performance Bank Guarantee must be valid for a period of 18 months from the date of shipment/dispatch or twelve (12) months from the date of receipt of the items at site, whichever is earlier. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
6. Bidders are required to submit the summary of the prices in their price bids as per bid format (Summary), given below :

I) Price Bid Format (SUMMARY) for Foreign Bidders :

- (A) **Total Material Value :**
- (B) **Packing & FOB Charges :**
- (C) **Total FOB Port of Shipment value, (C + D) above :**
- (D) **Overseas Freight Charges upto Kolkata, India :**
- (E) **Insurance Charges :**
- (F) **Total CIF Kolkata value, (E+F+G) :**
- (G) **Total Value in words :**
- (H) **Gross Weight :**
- (I) **Gross Volume :**

II) Price Bid Format (SUMMARY) for Indigenous Bidders:

- (A) **Total Material Value:**
- (B) **Packing and Forwarding Charges:**
- (C) **Total Ex-works value, (C + D) above :**
- (D) **Sales Tax, (Please indicate applicable rate of Tax)**
- (E) **Total FOR Despatching station price, (E + F) above**
- (F) **Road Transportation charges to Duliajan**
- (G) **Insurance Charges**
- (H) **Assam Entry Tax**
- (I) **Total FOR Duliajan value, (G + H + I +J) above**
- (J) **Total Value in words :**
- (K) **Gross Weight :**
- (L) **Gross Volume :**

7. 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.

8. Bids received after the bid closing date and time will be rejected.

Similarly, modifications to bids received after the bid closing date & time will not be considered.

9. Bids containing incorrect statement will be rejected.

(II) BID EVALUATION CRITERIA (BEC) :

Both the items mentioned in the tender shall be evaluated separately. Bidders to quote accordingly. Bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria mentioned in Section D of “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005.

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ANNEXURE-B**(A) COMMERCIAL CHECK-LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether Original Signed quotation submitted?	YES/NO	
2.	Whether quoted as manufacturer?	YES/NO	
3.	Whether quoted as authorized dealer? [To Specify]	YES/NO	
4.	If quoted as authorized dealer,		
5.	(a)Whether submitted valid and proper authorization letter from manufacturer IN ORIGINAL confirming that bidder is their authorized dealer for the product offered?	YES/NO	
6.	(b)Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	YES/NO	
7.	Whether ORIGINAL Bid Bond (not copy of Bid Bond) enclosed with the offer? If YES, provide details	YES/NO	
	(a) Amount :		
	(b) Name of issuing Bank :		
	(c) Validity of Bid Bond :		
8.	Whether offered firm prices?	YES/NO	
9.	Whether quoted offer validity of 90 days from the date of closing of tender?	YES/NO	
10.	Whether quoted a firm delivery period?	YES/NO	
11.	Whether quoted as per NIT (without any deviations)?	YES/NO	
12.	Whether any deviation is there in the offer?	YES/NO	
13.	Whether deviation separately highlighted?	YES/NO	
14.	Whether agreed to the NIT Warranty clause?	YES/NO	
15.	Whether Price Bid submitted as per Price Schedule?	YES/NO	
16.	Whether indicated the country of origin for the items quoted?	YES/NO	
17.	Whether all the items of tender quoted?	YES/NO	
18.	Whether technical literature/catalogue/drawings enclosed?	YES/NO	
19.	For Foreign Bidders - Whether offered FOB/FCA port of dispatch including sea/air worthy packing & forwarding?	YES/NO	
20.	For Foreign Bidders – Whether port of shipment indicated? [To specify]	YES/NO	

21.	For Foreign Bidders only - Whether indicated ocean freight up to C&F Kolkata port (Excluding marine insurance)?	YES/NO
22.	Whether Indian Agent applicable?	YES/NO
	If YES, whether following details of Indian Agent provided?	
	(a) Name & address of the agent in India – To indicate	
	(b) Amount of agency commission – To indicate	
	(c) Whether agency commission included in quoted material value?	YES/NO
23.	Whether weight & volume of items offered indicated?	YES/NO
24.	Whether confirmed to submit PBG as asked for in NIT?	YES/NO
25.	Whether agreed to submit PBG within 30 days of placement of order?	YES/NO
26.	For Indian bidders – Whether place of dispatch indicated in the offer? [To specify]	YES/NO
27.	For Indian bidders – Whether road transportation charges up to Duliajan quoted?	YES/NO
28.	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	YES/NO
29.	For Indian Bidders only - Whether offered Deemed Export prices?	YES/NO
30.	Whether quoted prices are exclusive of Excise duty?	YES/NO
31.	For Indian bidders only – whether import content indicated in the offer?	YES/NO
32.	For Indian Bidders only - whether all Taxes have been indicated categorically?	YES/NO
33.	Whether all BRC/BEC clauses accepted?	YES/NO

Technical Evaluation sheet

Sl No.	Clause No	Description	Description Bidders Remarks Complied/ Not Complied/ Deviation	Bidder to indicate Relevant Page No of their Bid to support the remarks/ compliance
1		Clause No of Tender Document: Technical Specification/ Scope of Work		
2		SCOPE OF SUPPLY & EQUIPMENT DESCRIPTION:		
3		Hot Roller Oven is required for investigation of performance characteristics of drilling fluids and evaluation of drilling fluid additives at simulated circulating well conditions.		
4	1.0	Features:		
5	i)	Power-driven rollers		
6	ii)	State-of-the-art digital electronic controller with solid state thermostat		
7	iii)	Circulation fans for maintaining uniform temperature distribution throughout the oven and cooling of roller drive motor		
8	iv)	Programmable Timer		

9	v)	Push button circuit breaker		
10	2.0	Specifications:		
11	i)	Rollers: The oven should have five (05) nos. of power driven rollers.		
12	ii)	Roller Bearings: High quality roller bearings which extend the life of the rollers and allow for longer maintenance-free service		
13	iii)	Temperature range: ambient to 230 degC		
14	iv)	Temperature Resolution: 1 degC		
15	v)	Temperature Accuracy: +/- 1 degC		
16	vi)	Temperature Uniformity: +/- 1 degC		
17	vii)	Material		
18		a) Housing: Corrosion resistant stainless steel		
19		b) Roller: Corrosion resistant stainless steel		
20	viii)	Power supply: 230V, AC, 50Hz		
21	Ix)	Safety features:		
22		a) The equipment should have an over-temperature protection system for automatic shut off the equipment for avoiding overheating.		
23		b) Adequate thermal insulation between heating chamber and rest parts of the body		
24	x)	Ageing Cells: 500ml capacity, Quantity- 8 (eight) Nos, 316-Stainless Steel.		

25	xi)	Any other necessary accessories required for immediate installation and commissioning.		
26	3.0	Documentation:		
27		The bidder shall submit the following documents		
28	a)	Along with the offer:		
29		i) Technical literature/brochure of the offered product		
30		ii) Repair facilities available in India with their addresses		
31		iii) List of spares/consumables with price list for two years trouble free operations of the equipment from the date of installation. The price of the consumables/spares will not be considered for bid evaluation.		
32		iv) Technical evaluation sheet for BRC/BEC and technical specifications & terms and conditions separately as per attached formats explicitly mentioning compliance/ non-compliance/ deviation and indicating relevant page no of their bid to support the remarks/compliance.		
33	b)	Along with the supply of the equipment:		
34		i) Hard copies as well as soft copies of operational and maintenance manuals- 01 set		
35		ii) Hard copies as well as soft copies Service and repair manual- 01 set		
36	4.0	Special terms and conditions		
37	1	The items shall be brand new, unused & of prime quality. Also the party has to confirm to provide warranty that the product supplied will be free from all defects & fault in material, workmanship & manufacturing and shall be in full conformity		

		with ordered specifications. This clause shall be valid for 18 months from date of shipment or 12 months from date of receipt/commissioning. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. The bidder must confirm the same while quoting.		
38	2	Since the equipment is a plug and play type, installation & commissioning for the same may not be required. However, the equipment should be complete with all accessories including eight (08) nos. of high temperature ageing cells of 500ml capacity each, and should be ready for instant use once we receive.		
39	3	DEVIATION FROM PURCHASER's REQUIREMENT: Bidder shall be specific to OIL's requirement and shall offer as per OIL's terms & conditions and requirements. If there is any deviation, bidder shall indicate the deviation clearly with sufficient justification in a separate sheet. Not indicating any deviation by the bidder shall be considered as full acceptance of the OIL's terms & conditions.		

ANNEXURE-D**TECHNICAL EVALUATION MATRIX
(TO BE FILLED IN BY BIDDER DULY SIGNED)****BID EVALUATION CRITERIA**

Clause Number	DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable)	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)
1.	GENERAL CONFORMITY		
2.	The bids shall conform to the specifications and terms as well conditions laid out in the tender. Bids will be rejected in case the items offered do not conform to the 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 & conditions, particularly the following requirements will have to be met by the bidders, without which, the offer will be considered as non-responsive and shall be rejected.		
3	A. TECHNICAL:		
4	1.0 Bidder's Eligibility:		
5	1.1 The bidder should be an Original Equipment Manufacturer		

	(OEM) of the tender item(s).		
6	OR		
7	1.2 The bidder should be an authorized dealer / authorized distributor /authorized supplier/wholly owned subsidiary of an Original Equipment Manufacturer (OEM) of the tender item(s).		
8	2.0 In case the bidder is an Original Equipment Manufacturer (OEM):		
9	The bidder must comply to the following:		
10	2.1 The bidder (OEM) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment preceding to the original Bid Closing date of the tender.		
11	2.2 In addition to above, the bidder (OEM) should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer) of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), either directly by them or through their authorized dealers/distributor/supplier/subsidiaries, during last 5 (five) years preceding to the original bid closing date of the tender.		
12	2.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any one of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:		
13	(i) Satisfactory supply / completion / installation report		
14.	OR		

15.	ii) Bill of Lading, Commercial Invoice / Payment Invoice		
16	OR		
17	iii) Consignee receipt delivery receipt		
18	OR		
19	iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat.		
20	v) Any other documents which shall prove that the bidder has successfully executed such order (s).		
21	Note: 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.		
22	3.0 IN CASE, THE BIDDER IS AN AUTHORIZED DEALER/ AUTHORIZED DISTRIBUTOR / AUTHORIZED SUPPLIER / WHOLLY OWNED SUBSIDIARY OF OEM:		
23	The bidder must fulfill the flowing requirements:		
24	3.1 The bidder's OEM (the Principal) should have at least 5 (five) years of manufacturing experience of each tendered item/ equipment proceeding to the original Bid Closing date of the tender.		
25	3.2 Additionally, the bidder himself/themselves should have supply experience of successfully executed at least one order of 50% tendered quantity (rounded off to the next higher integer)		

	of each tendered item/ equipment to various clients (other than their own subsidiaries/sister concerns), during last 5 (five) years proceeding to the original bid closing date of the tender.		
26	3.3 Documentary evidences to substantiate manufacturing & supply records must be submitted in the form of copies of relevant Purchase Order(s) and any of the following documents evidencing satisfactory execution of those Purchase Order(s), such as:		
27	i) Satisfactory supply / completion / installation report		
28	OR		
29	ii) Bill of Lading, Commercial Invoice / Payment Invoice		
30	OR		
31	iii) Consignee receipt delivery receipt		
32	OR		
33	iv) Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/ Vat.		
34	v) Any other documents which shall prove that the bidder has successfully executed such order (s).		
35	Note: 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.		
36	3.4 The bidder shall submit valid Authorization Certificate/Letter issued by its Original Equipment Manufacturer (OEM), confirming the Bidder's status as their authorized supplier / dealer / distributor/wholly owned		

	<p>subsidiary (as the case may be) 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. Offers shall be rejected straightway, if such authority letter is not submitted along with the technical bid.</p>		
37	NOTES TO BIDDER:		
38	<p>a) Authorization letter must be issued on the official letter head of the OEM clearly mentioning the status of Bidder i.e., whether ‘authorized dealer’ or ‘authorized distributor’ or ‘authorized supplier’ or wholly owned subsidiary of Original Equipment Manufacturer (OEM), failing which the bid shall not be considered for evaluation and in that case the offer shall be rejected straightway.</p>		
39	<p>b) Authorization letter issued by the OEM in any other form such as Direct Chanel Partner /Indirect Chanel Partner/Chanel Partner/ seller/ Reseller/Sub Dealer / Sub Distributor/Sister Concern shall not be considered for bid evaluation and the offer shall be rejected.</p>		
40	<p>c) In case the bidder is a wholly owned subsidiary company of the parent company (OEM), in addition to the authorization letter including warranty/guarantee back-up, the bidder shall also upload/submit the documents such as board resolution / certificate of incorporation / any other 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.</p>		

41	4.0 Bidders showing supply experience towards supply to its sister concern/ subsidiaries shall not be considered as experience for the purpose of meeting BRC.		
42	5.0 Authorization letter and warranty/guarantee back-up as aforesaid must be issued to the bidder by the Original Equipment Manufacturer (OEM) in their official letter head only. Such certificates/authority letter issued by a party other than the OEM shall not be considered as valid authorization letter and in such case the bid shall be rejected without any further reference.		
43	6.0 Unsolicited bids shall be straightway rejected.		
44	7.0 Bidder/OEM must submit an undertaking along with the Technical Bid that their offered equipment is not going to become obsolete during the next 5 (five) years from the date of successful installation & Commissioning, if order is awarded on them by OIL and must guarantee uninterrupted supply of spares and availability of services for at least for ten (10) years with effect from the successful installation & Commissioning of the equipment, without which offer will not be considered for evaluation/placement of order.		
45	8. Financial Criteria		
46	8.1 Annual Turnover : The bidder shall have an annual financial turnover of minimum US\$ 16,666.00 or Rs. 11,00,000.00 during any of the preceding 03 (three) financial years reckoned from the original bid closing date of the tender.		
47	8.2 "Net Worth" of the bidder should be positive for the financial/accounting year just proceeding to the bid closing date.		
48	8.3 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		

	<p>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..... (As the case may be) has actually not been audited so far'.</p> <p>Note: For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-</p> <p>i) A certificate issued by a practicing Chartered Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE-E.</p> <p>OR</p> <p>ii) Audited Balance Sheet along with Profit & Loss account.</p>		
49	<p>8.4 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.</p>		
50	<p>8.5 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date of Balance Sheet</p>		

	and Profit & Loss Account. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.		
51	The equipment shall be delivered within 4 months from the date of placement of formal P.O.		

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