



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

TELEPHONE NO. (91-374) 2808793  
FAX NO: (91-374) 2800533  
Email: bhavik\_mody@oilindia.in;erp\_mm@oilindia.in

TENDER NO. SSG5069P15/05

DATE: 13.10.2014

**INVITATION TO e-BID UNDER OPEN TWO BID SYSTEM**

Dear Sirs,

OIL invites Bids for the supply of **PHPA** under **SINGLE STAGE TWO BID SYSTEM** through its e-Procurement site. The bidding documents and other terms and conditions are available at Booklet No. MM/GLOBAL/E-01/2005-July 2012. The prescribed Bid Forms for submission of bids are available in the tender document folder.

The general details of tender can be viewed by opening the RFx [ Tender no.] under RFx and Auctions page. The details of items tendered can be found under Item tab and details can be found under Technical RFx.

The tender is invited with firm price for the specified quantity. Further details of tender are given in Technical Rfx -> External Area -> Tender Documents as **ANNEXURE 1A**.

**The tender will be governed by:**

- a) “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/GLOBAL/E-01/2005-July 2012 for E-procurement (ICB Tenders). Special attention to the bidders is drawn to Section – E of the document.
- b) Technical specifications, Quantity for **PHPA** as per Annexure. 1A
- c) The prescribed Bid Forms for submission of bids are available in the Technical Rfx -> External Area -> Tender Documents. Technical Checklist and Commercial Checklist vide **Annexure IV** must be filled-up and submitted along with the technical bid.
- d) The items covered by this tender will attract Custom Duty on merit. Indian bidders are required to quote NON DEEMED EXPORT price.
- e) **Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User -> Technical Bid only. The “TECHNO-COMMERCIAL UNPRICED BID” shall contain all techno-commercial details except the prices. Please note that no price details should be uploaded in Technical RFx Response.**

**Special Note:**

1.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with tender no. and due date to **The Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) **Original Bid Security .**
- b) **Catalogue**
- c) **COPY NSIC REGISTRATION CERTIFICATE DULY NOTARISED.**
- d) **Any other document required to be submitted in original as per tender requirement**

**1.1 Tender Sample to be submitted before bid closing date and time.**

2.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

3.0 **The Integrity Pact is applicable against this tender .OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.**

4.0 Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

5.0 Two bid system shall be followed for this tender and only the price-bids of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

6.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer .

Yours Faithfully

Sd-  
(BHAVIK MODY)  
PURCHASE OFFICER(FS-5)  
FOR HEAD - MATERIALS



OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. Duliajan-786602, Assam  
Fax-91 374 2800533  
E-mail: [bhavik\\_mody@oilindia.in](mailto:bhavik_mody@oilindia.in)  
[erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)

**Tender No& Date : SSG 5069P15/05 DATED- 13.10.2014**

**Tender Fee : INR 4500.00 OR USD 100.00**

**Bid Security Amount : INR 1,37,000.00 OR USD 3,045.00  
(Or equivalent amount in any currency)**

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

**Bid Closing on :As mentioned in e-portal**

**Bid Opening on :As mentioned in e-portal**

**Bid Validity : Bid should be valid for 180 days from bid closing date.**

**Bid Bond Validity : Bid Bond should be valid upto 31.12.2015  
( Bid bond format has been changed. Please submit bid bond  
as per revised format failing which offer will be rejected)**

**Performance Guarantee : Applicable @ 10% OF ORDER VALUE**

**Commercial Bid Opening**  
**Date & Time :** Will be intimated to the eligible bidders  
nearer the time.

**Bid Opening Place :** Materials Department  
Oil India Limited  
Duliajan – 786602, Assam, India  
(Bid must be submitted online)

**OIL INDIA LIMITED invites Global tenders for items detailed below:**

**AA. TECHNICAL SPECIFICATIONS WITH QUANTITY**

SLNO	MATERIAL DESCRIPTION & MATERIAL CODE NO.	QUANT ITY	UNIT
10 ----- 85043926	CLAY ENCAPSULATING/VISCOSIFYING AGENT PHPA (Partially Hydrolysed Polyacryl Amide) General Purpose of Use To use in water base drilling fluid for encapsulation / inhibition of clay formation during drilling.	36,000	KG

	<p>Specification</p> <p>1. Physical Properties : The material, as received, should be a free flowing white powder free from lumps and other impurities.</p> <p>2. Moisture Content, measured by drying at 105 +/- 2 degC, % by mass, maximum. : 7.00</p> <p>3. Ionic character : Anionic</p> <p>4. Relative CST value (capillary suction test)  (i) At 0.1% (w/v) polymer conc., min : 100  (ii) At 0.2% (w/v) polymer conc., min : 200</p> <p>5. Relative dispersibility at 0.2% (w/v) polymer conc. at 60+/- 5 degC., max. : 175</p> <p>6. Degree of hydrolysis : 20-40%(electrometric titration)</p> <p>7. Apparent viscosity of 0.2% (w/v) polymer solution in distilled water.  (i) At 26 +/- 2 degC, cp, minimum : 9  (ii) After aging at 110 degC for 18 hrs. : Should not decrease more than 20% of (i)</p> <p>8. Effect on 4 cp bentonite suspension : Prepare a 7.5% (w/v) bentonite suspension in distilled water and stir in a multimixer for 15 minutes so that no lums are left after the stirring period. Age the suspension at 26 +/- 2 degC for 24 hrs. Prepare a 4 cp bentonite suspension from it by dilution with distilled water. Add to it 0.2% (w/v) of powdered PHPA sample and stir for 30 minutes in multimixer. Adjust PH of the suspension to 9.0 using caustic soda solution. Measure apparent viscosity at 26 +/- 2 degC.  (i) Apparent viscosity should be 15 cp minimum  Age the suspension at 110 degc for 24 hrs in rolling condition. After the aging period cool and stir for 15 minutes in multimixer. Measure apparent viscosity of the suspension at 26 +/- 2 degC.  (ii) Decrease of apparent viscosity 20% max. of 8(i)</p> <p>9. Calcium tolerance : Prepare a 0.4% (w/v) suspension of the PHPA sample in distilled water by</p>		
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	<p>stirring in a multimixer for 15 min.</p> <p>(i) Record apparent viscosity of the PHPA solution.</p> <p>Prepare again a 0.4% (w/v) suspension of the PHPA sample in 100 ppm Calcium solution by mixing in a multimixer. Measure apparent viscosity of the solution.</p> <p>(ii) Apparent viscosity should be 60% minimum of 9(i)</p> <p>10. Packing : The material should be packed in multiwalled paper bags with at least two innermost layers suitably water proofed, strong enough to withstand rigours of transit and storage. Capacity 25 kgs net per bag.</p> <p>11. Markings - Each bag should have clear legible markings as given below :</p> <p>(i) Name of the product (ii) Name of the supplier (iii) Date/month/year of manufacture (iv) Supply order number against which the supply is made.</p> <p>N.B. Apparent viscosity will be measured by a Fann VG meter</p> <p><b>NOTE :</b></p> <p>a) Bidders must submit 3 (three) tender samples of 0.5 kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation, failing which their offer(s) will be rejected.</p> <p>b) Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.</p>		
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**Delivery: Bidders to quote best delivery period.**

### **BB. STANDARD NOTE :**

**1) The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidder has to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” bid through electronic form in the OIL’s e-Tender portal within the Bid Closing**

Date and Time stipulated in the e-Tender. Bid submitted in any other form will be rejected. The “TECHNO-COMMERCIAL UNPRICED BID” is to be submitted as per Scope of Work & Technical Specification of the tender and “PRICED BID” as per the **Online Price Bid format**.

2) In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that “TECHNO-COMMERCIAL UNPRICED BID” should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical RFX Response-> User - > Technical Bid. No price should be given in above Technical Rfx otherwise the offer will be rejected. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical RFX Response-> User - > Technical Bid only. The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. The prices of the items should be quoted in “Conditions Tab”.

**3) Bid should be valid for 180 days from bid closing date, failing which offer shall be rejected. Therefore, please ignore the minimum validity mentioned in the General Terms and Condition of Global Tender ( MM/GLOBAL/E-01/2005-july 2012).**

4) The original bid security (Amount is mentioned above and also in Rfx Parameters of the tender in OIL’s e-portal) should reach us before bid closing date and time of the technical bid. Bid without original Bid Security will be rejected. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Technical RFX Response-> User - > Technical Bid as per clause 9.8 of Section A General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005- july 2012). **The bid security shall be valid up to 31.12.2015.**

**5) The tender sample should reach us before bid closing date and time stipulated in the e-tender.**

6) Performance Security @10% of order value is applicable against this tender. Please refer clause 10.0 of Section A of General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005-july 2012).

7) Commercial bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before opening of the "COMMERCIAL BID".

8) OIL reserves the right to allow Small Scale Sectors registered with NSIC purchase preference facility as admissible as per existing Government Policy. The bidders are requested to check the latest position on the subject on their own and OIL does not accept any liability whatsoever, on this account.

9) 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.

10) Price should be maintained in the “online price schedule” only. The price quoted in the “online price schedule” only will be considered. **No price should be given in Technical Rfx, otherwise the offer will be rejected.**

11) All the Bids must be Digitally Signed using “Class 3” digital certificate (*e-commerce application*) only 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 liable for rejection.

12) The items covered by this tender will attract Custom Duty on merit. Indian bidders are required to quote **NON DEEMED EXPORT** price.

### **CC. BID REJECTION CRITERIA ( BRC)**

In addition to BRC criteria vide section –D of General Terms & Conditions for Global tenders (MM/GLOBAL/E-01/2005 - JULY 2012), the following clauses will be applicable against the tender failing which offer will be rejected.

1. The party should be preferably a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorised representative / dealer / supplier of the product of manufacturer. The authorised representative / dealer / supplier should produce authority letter in original from its manufacturer authorizing them to submit the bid along with the bid. Such authority letter should be valid for the entire period of execution of the order.
2. In case the bidder is not in a position to submit Authority letter from the manufacturer then 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.
3. The bidder should have at least 3 years of manufacturing / supply experiences of tendered item with supply record of minimum one order of 50% tender quantity of tendered material to various E&P / Mud Engineering companies. For this purpose the period reckoned shall be the period prior to the date of opening of the techno-commercial bid. Documentary evidences in support of above supply should be submitted along with the technical bid. OIL reserves the rights to verify the same.
4. The bidder should submit tender sample of the product in triplicate (i.e. 3 samples) along with the bid. The bid should also accompany test report in original of their latest manufactured product. Further, the bidder should confirm that bulk supply will be same as the tender sample supplied for along with the tender.
5. The tender sample should be strictly as per OIL’s specification.
6. **Technical RFX folder is meant for Technical bid only. Therefore, No price should be given in Technical RFX, otherwise the offer will be rejected. Similarly, the technical bid is to uploaded in the Technical RFX only.**

7. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. The name of the OIL's Independent External Monitors at present are as under :

- (I) SHRI N. GOPALASWAMI, I.A.S ( Retd) ,
- (II) SHRI RAMESH CHANDRA AGARWAL , IPS( Retd)

**DD. SPECIAL NOTE:**

- i) Bidders must submit 3 (three) tender samples of ½ kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation.
- ii) The tender sample will be evaluated in OIL's laboratory as per OIL's tender specification for acceptance.
- iii) Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with the bid.
- iv) The material should be supplied in the original packing of the manufacturer with markings as specified in the tender.
- v) 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.
- vi) Generally the products which are field proven will be considered for bulk procurement against this tender. In case the product is not field proven, OIL reserve the right to place order for reduced / staggered quantity in order to assess the quality of the product in OIL's operational area. In such cases, party shall be allowed to supply subsequent quantity only after the initial quantity is found suitable upon field trial.
- vii) The supplied material against orders will be accepted after passing the specification test in the OIL's laboratory at Duliajan. The supplied product must meet the order specification and perform at par with the corresponding tender sample submitted by the bidder against this tender during the quality assessment test in the laboratory.

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