



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

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**Tender No & Date** : SDG 0069P16/07 dated: 28.01.2016

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

**Bid Security Amount** : INR 151,000.00 OR USD 2,350.00  
(or equivalent amount in any currency)

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

**Bid Closing on** : 04.05.2016 at 11.00 Hrs. IST

**Bid Opening on** : 04.05.2016 at 14.00 Hrs. IST

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

**Bid Bond Validity** : Bid Bond should be valid up to 04.05.2017.  
(Bid bond format has been changed. Please submit bid bond as per revised format)

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

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
<u>10</u>	<b><u>TECHNICAL SPECIFICATION</u></b> Single Plug type Cementing Head for 20 inch (508 mm), 94 ppf BTC Casing having min WP of 3000 psi comprising with following features & parts: 01 No.  a) Suitable for 20 inch (508 mm) OD API casing with Buttress thread coupling. b) Working pressure not less than 3000 PSI (210.927 kg/cm <sup>2</sup> ) c) Feature of Fast locking/ unlocking (i.e making up/ breaking) with casing by means of one Landing joint/Nipple/Adapter having 20 inch (508 mm), 94 ppf (139.887 kg/m), Buttress thread (as per API 5CT) at one end & Fast locking/unlocking connection with two Seal O-rings at the other end: 2 Nos. (One extra with 10 nos O-ring as spare) d) Lower connection of Cementing Head matching with the above Landing joint/Nipple/Adapter.	01	No.

	<p>e) Suitable for all types of cementing plugs used for 20 inch (508 mm), 94 ppf API casings.</p> <p>f) Quick release type Plug retaining/dropping Pin/System having safety lock (with spare 5 sets of Seal O-ring &amp; backup rings).</p> <p>g) Plug dropping Indicator.</p> <p>h) Fully detachable minimum 3000 PSI(210.927 kg/cm<sup>2</sup>) working pressure Cementing Manifold with at least 2 nos of 2 inch(50.8mm), minimum 3000 PSI(210.927 kg/cm<sup>2</sup>) Plug valves &amp; suitable Nos of 2 inch(50.8mm), minimum 3000 PSI(210.927 kg/cm<sup>2</sup>) Hammer Unions required for making up with the Head.</p> <p>i) Plug loading Quick-change Top Cap with Acme Thread, Open Links &amp; Lifting lugs and Chain having feature to restrict unwanted free movement of the Plug between Retaining pin &amp; Top cap (with spare 5 sets Seal O-ring &amp; backup rings).</p> <p>j) Two sets of Operation and maintenance manual.</p>		
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#### **GENERAL NOTES FOR E- TENDER:**

1.0 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 Amendments & Addendum to “General Terms & Conditions” for e-Procurement.

2.0 Technical and Commercial Check list is furnished vide Annexure – B. Please ensure that the check list is properly filled up and uploaded along with Technical bid.

3.0 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 along with duplicate copies of Bid Security.**

**b) Any other document which have been specified to be submitted in original.**

4.0 The tender is invited under SINGLE STAGE-TWO 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.

5.0 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. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under "Notes & Attachments"

6.0 PRICED BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TO BE TECHNO-COMMERCIALY ACCEPTABLE.

7.0 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.

8.0 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.

9.0 **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. 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. **If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.**

OIL's Independent External Monitors at present are as under:

**1. SHRI RAJIV MATHUR, IPS(Retd.),**  
**e-Mail ID : rajivmathur23@gmail.com**

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### **General Notes to Bidders:**

1. The items 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 ordered specifications. This clause shall be valid for 18 months from date of despatch/shipment or 12 months from date of receipt items at site whichever is earlier. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. Bidders must confirm the same while quoting.
2. Cementing heads are to be manufactured from solid forged rounds of alloy steels AISI 4130/4140/ 4145 HEN-19 or equivalent material and should be fully heat treated
3. The thread connection with the casing must be manufactured, tested & certified as per API Spec.5CT. Bidders to confirm the same while quoting.
4. The purchase order number should be die stamped along with the name of manufacturer on all the safety joints. Bidder should confirm while quoting.
5. The quotation must accompany relevant catalogue, literature, drawing, etc.
6. Bidder should indicate the name of manufacturer, country of origin and best delivery schedule.
7. Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.

### **Special Notes:**

1. The items 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 ordered specifications. This clause shall be valid for 12 months from date of receipt at site or 18 months from the date of shipment/despatch. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense on FOR Destination basis. Bidders must confirm the same while quoting.
2. 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.
3. 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.
4. 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.

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**BID REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)****(I) BID REJECTION CRITERIA:**

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.

**(A) TECHNICAL**

1. The Items shall be manufactured & tested as per relevant API norms as specified in the NIT (WHEREVER APPLICABLE). Bidder must confirm.

2. Experience:

A. MANUFACTURER EXPERIENCE: In case the bidder is a manufacturer of the offered item(s), then

i. They must have an experience of minimum 5 (Five) years in manufacturing the quoted item(s) under relevant API certification (wherever applicable) as on the original bid closing date of the tender. Copies of relevant API certificates 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 in between will be rejected.

ii. They should have manufactured and supplied minimum 50% of the tendered quantity (to be rounded to next higher whole figure) to E&P companies/Drilling Contractors/Drilling service providers in the last 3(three) years as on original bid closing date of the tender (either by them self or through their sole selling agent/distributor/dealer/ supply house). Documentary evidence in respect of manufacturing and supplying the quoted item should be submitted in the form of copies of relevant Purchase Orders(PO date should be within the last 03 years) along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as

I. Satisfactory Inspection Report (OR)

II. Satisfactory supply completion/installation report(OR)

III. Bill of Lading, Invoice etc. (OR)

IV. Consignee receipted delivery challan (OR)

V. Central Excise Gate Pass/Tax Invoice issued under relevant rules of Central Excise/Vat.

VI. Commercial Invoice/ Payment Invoice

B. IN CASE THE BIDDER IS NOT A MANUFACTURER

In case the bidder is sole selling agent / distributor / dealer / supply house of any manufacturer, then bidder must furnish the following documents:

I. Authorization certificate cum warranty backup from the manufacturer in original on manufacturer's letter head should be submitted along with the offer. This certificate valid at the time of bidding and should remain valid during the entire execution period of the order. The concerned manufacturer should also guarantee of supplying the items to the bidder in the event of an order on the bidder.

II. The bidder is required to submit documentary evidence in respect of the above as specified under para 2 A (i & ii) from the concerned manufacturer (having supplied such items either by manufacturer himself or through their sole selling agent/distributor/dealer/supply house) along with the techno-commercial bid.

III. Additionally, the bidder themselves must have the experience of supplying minimum 50% (to be rounded to next higher whole figure) of the tendered items in the last 3(three) years as on original bid closing date of the tender. Documentary evidence to substantiate the supply to be submitted along with the bid as specified in the para 2 A - ii.

3. If the bidder is a manufacturer and supplied the tendered items to OIL in the last 5(five) years as on original bid closing date 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. In this situation the bidder shall have to indicate the Purchase Order (P.O.) No. of OIL in their technical bid.

4. Similarly, if the bidder is sole selling agent / distributor / dealer / supply house of any manufacturer and has submitted bid of the manufacturer who has supplied the tendered items to OIL in the last 5(five) years as on original bid closing date and whose past performance has been satisfactory, the manufacturer need not satisfy Clause 2.A. ii. In this situation the bidder shall have to indicate the Purchase Order (P.O.) No. of OIL on the manufacturer in their technical bid. However, such bidder must meet Clause No. 2(B) (iii) above.

**(B) COMMERCIAL:**

Commercial Bid Rejection Criteria will be as per Section D of General Terms & Conditions of Global Tender (MM/GLOBAL/E-01/2005) with following Special Bid Rejection Criteria.

- 1) Bids are invited under **Single Stage Two Bid System**. Bidders shall quote accordingly under Single Stage Two Bid System. **Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid.** The “Unpriced Bid” shall contain all techno-commercial details except the prices, which shall be kept blank. The “Price Bid” must contain the price schedule and the bidder’s commercial terms and conditions.  
Bidder not complying with above submission procedure will be rejected.
- 2) **Bid security of US \$ 2,350.00 or Rs. 1,51,000.00** 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 **04.05.2017**.
- 3) Validity of the bid shall be minimum 180 days from 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(eighteen) months from the date of despatch/shipment or 12(twelve) months from the date of receipt at site 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 18(eighteen) months from the date of despatch/shipment or 12(twelve) months from the date of receipt at site. 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, ( A + B ) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges :
- (F) Total CIF Kolkata value, ( C + D + E ) :
- (G) Grand Total Value,( F )
- (H) Grand Total Value in words :
- (I) Gross Weight :
- (J) Gross Volume :

ii) **Price Bid Format (SUMMARY) for Indigenous Bidders:**

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

**NOTE:**

- 1. Cost of the individual items must be quoted separately.
- 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) :**

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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**CHECK LIST****(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 bid submitted under single stage Two-Bid System?	YES/NO	
8.	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 :		
9.	Whether offered firm prices?	YES/NO	
10.	Whether quoted offer validity of 180 days from the date of closing of tender?	YES/NO	
11.	Whether quoted a firm delivery period?	YES/NO	
12.	Whether quoted as per NIT (without any deviations)?	YES/NO	
13.	Whether any deviation is there in the offer?	YES/NO	
14.	Whether deviation separately highlighted?	YES/NO	
15.	Whether agreed to the NIT Warranty clause?	YES/NO	
16.	Whether Price Bid submitted as per Price Schedule?	YES/NO	
17.	Whether indicated the country of origin for the items quoted?	YES/NO	
18.	Whether all the items of tender quoted?	YES/NO	
19.	Whether technical literature/catalogue/drawings enclosed?	YES/NO	
20.	For Foreign Bidders - Whether offered FOB/FCA port of dispatch including sea/air worthy packing & forwarding?	YES/NO	
21.	For Foreign Bidders – Whether port of shipment indicated? [To specify]	YES/NO	
22.	For Foreign Bidders only - Whether indicated ocean freight up to C&F Kolkata port (Excluding marine insurance)?	YES/NO	
23.	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	
24.	Whether weight & volume of items offered indicated?	YES/NO	
25.	Whether confirmed to submit PBG as asked for in NIT?	YES/NO	
26.	Whether agreed to submit PBG within 30 days of placement of order?	YES/NO	
27.	For Indian bidders – Whether place of dispatch indicated in the offer? [To specify]	YES/NO	
28.	For Indian bidders – Whether road transportation charges up to Duliajan quoted?	YES/NO	
29.	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	YES/NO	
30.	For Indian Bidders only - Whether offered Deemed Export prices?	YES/NO	
31.	Whether quoted prices are exclusive of Excise duty?	YES/NO	
32.	For Indian bidders only – whether import content indicated in the offer?	YES/NO	
33.	For Indian Bidders only - whether all Taxes have been indicated categorically?	YES/NO	
34.	Whether all BRC/BEC clauses accepted?	YES/NO	
35.	Whether confirm to accept all clauses of Integrity Pact?	YES/NO	
36.	Whether duly signed Integrity Pact enclosed?	YES/NO	

**(B) TECHNICAL CHECK-LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether there is any deviation from the desired technical features (if so, mention)?	YES/NO	
2.	Whether the Cementing Head is of Single Plug type and suitable for cementing specified API Buttress thread casing sizes in all respect?	YES/NO	
3.	Whether minimum working pr & test pressure of the Cementing Head & manifold including all the components is 3000psi?	YES/NO	
4.	Whether the Cementing Head is manufactured from solid forged rounds of alloy steels AISI 4130/4140/ 4145 HEN-19 or equivalent material and fully heat treated?		
5.	Whether the Cementing Head is facilitated with Fast Lock/Unlock (making up / breaking) feature as desired in the specification?	YES/NO	
6.	Whether there is Quick release type Plug retaining/ dropping Pin with safety lock?	YES/NO	
7.	Whether there is Plug dropping indicator?	YES/NO	
8.	Whether the Manifold is fully detachable and fulfill the technical feature as desired?	YES/NO	
9.	Whether the Top cap is of Quick change type and fulfill the technical feature as desired?	YES/NO	
10.	Whether the Landing joint/Nipple/Adapter has Lower connection of API BTC thread of specified casing sizes & Upper connection to match with Fast Locking/ unlocking profile of the Head?	YES/NO	
11.	Whether Two sets of Operation and maintenance manual for each item will be provided?	YES/NO	

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