



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

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Email: mmfd1@oilindia.in; [materials@oilindia.in](mailto:materials@oilindia.in); erp\_mm@oilindia.in

**Tender No. & Date:** SDG 2983P17/07 dated: 15.11.2016

Tender Fee : INR 12,000.00 OR USD 200.00  
Bid Security Amount : INR 308,900.00 OR USD 4,543.00

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

Period of Sale of Bid Documents : **From 10.12.11.2016 to 18.01.2017 ; 15:30 Hrs(IST)**

Bid Closing on : **25.01.2017 (at 11.00 Hrs. IST)**

Bid Opening on : **25.01.2017(at14.00 Hrs. IST)**

Bid Validity : Bid Should be valid for **120 days** from bid closing date.

Bid Bond Validity : Bid Bond Should be valid up to **25.08.2017**

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

Integrity Pact : **Applicable**

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

Item No.	MATERIAL DESCRIPTION	QTY.	UOM
<u>10</u>	SQUARE DRIVE ROLLER KELLY BUSHING (VARCO TYPE "HDS" or EQUIVALENT) FOR 5¼" (133.35 MM) HEXAGONAL KELLY TO BE USED WITH 27.1/2" (698.5 CM) MASTER BUSHING, conforming to API Spec. 7K, complete with Rollers, wrench and wiper assy.	06	Nos.
<u>20</u>	SQUARE DRIVE ROLLER KELLY BUSHING (VARCO TYPE "HDS" or EQUIVALENT) FOR 6" (152.40 MM) HEXAGONAL KELLY TO BE USED WITH 27.1/2" (698.5 CM) MASTER BUSHING, conforming to API Spec. 7K, complete with Rollers, wrench and wiper assy.	04	Nos.

**(A) 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 Monitor at present are as under:

**SHRI RAJIV MATHUR, IPS (Retd.),**  
**Former Director (IB) Govt. of India**  
**e-Mail ID : [rajivmathur23@gmail.com](mailto:rajivmathur23@gmail.com)**

**&**

**SHRI SATYANANDA MISHRA, IAS (RETD.)**  
**Former Chief Information Commissioner of India &**  
**Ex-Secretary, DOPT, Govt. Of India**  
**e-Mail ID : [satyanandamishra@hotmail.com](mailto:satyanandamishra@hotmail.com)**

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**(B) 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 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. Items shall be manufactured, tested & certified as per API Spec.7K. Bidders to confirm the same while quoting. A copy of valid API Spec 7K certificate must be forwarded along with the offer.
3. Markings (including API monogram) shall be done as per API Spec 7K. Additionally, purchase order number should be die stamped along with the name of manufacturer. Bidder should confirm while quoting.
4. The quotation must accompany relevant catalogue, literature, drawing, etc.
5. Bidder should indicate the name of manufacturer, country of origin, port of dispatch of the materials along with the quotation.
6. **Bidder should categorically confirm in the technical bid a delivery schedule within six (06) months, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for despatch of the equipment within six (06) months after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.**
7. Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.
8. Bidder to sign and submit completely filled up Technical check list and Technical Evaluation Matrix for Bid evaluation criteria and Technical specification.

**(C) Special Notes:**

1. 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
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 OIL, failing which the offer will be summarily rejected.
3. 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 and Small Enterprises (MSE) 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.
4. 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.

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

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.

**A.1 BEC TECHNICAL:**

1. In case, the bidder is an Original Equipment Manufacturer (OEM):

1.1 The bidder should have an experience of minimum 5 (five) years in manufacturing of Kelly Bushing under API Spec. 7K certification (latest edition) preceding the original bid closing date of the tender. Copies of API 7K 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 API 7K certificates or with break in between will be rejected.

1.2.1 The bidder should also have the experience of supplying at least 05 (five) No of Kelly Bushing for 5.1/4" Kelly or higher size, to E&P companies / Drilling Contractors / Drilling service providers in the last 5 (five) 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 to substantiate supply record should be submitted in the form of copies of relevant Purchase Orders 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 / Commissioning report (OR)
- (iii) Delivery challans received by Consignee (OR)
- (iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ VAT

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.

1.2.2 Those Manufacturers which have successfully supplied at least 03 (Three) Nos. of Kelly Bushing for 5.1/4" Kelly or higher size as specified in Clause No. 1.2.1 to OIL in the last 05 (five) years as on original bid closing date of this tender, either by them self or through their sole selling agent / authorized distributor / authorized dealer / supply house and whose past performance has been satisfactory, they need not satisfy Clause 1.2.1. In this situation the bidder shall have to indicate the Purchase Order (P.O.) number of OIL, date & quantity supplied to OIL in their technical bid.

- 1.3 The bidder shall confirm that the equipment / products will be tested and certified as per API 7K.
- 1.4 The bidder must keep API licenses along with authorization for API monogram valid till execution of purchase order and must confirm that the offered product will be supplied with API Monogram.
- 1.5 In case renewal process of API license is in progress at the time of bidding, the manufacturer should furnish a letter from API to this effect that renewal of the license is under examination with API and is authorized to manufacture the items as per API license and to use API monogram till the renewal for license is issued. The bidder shall also submit an undertaking that delay in renewal of API certificate shall not affect the stipulated delivery schedule of the tender / purchase order.
- 1.6 Bidder quoted as manufacturer must guarantee uninterrupted supply of spares and availability of service for at least 10 years with effect from delivery of the Item / product for the item / product to be supplied under the Tender / Order, if order is awarded to them by OIL.
- 1.7 Bidder should categorically confirm in the technical bid a delivery schedule within six (06) months, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for despatch of the equipment within six (06) months after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.
2. In case the bidder is sole selling agent / distributor / dealer / supply house of any API approved Original Equipment manufacturer (OEM), then bidder must furnish the following documents:
  - 2.1 (a) Authorization certificate cum warranty backup from the manufacturer (in original on manufacturer's letter head) should be submitted along with the offer. This certificate should be valid at the time of bidding and should remain valid during the entire execution period of the order.
  - 2.1 (b) 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 should be submitted along with the offer. This certificate should be valid at the time of bidding and should remain valid during the entire execution period of the order.
  - 2.2 The bidder must also submit an undertaking in original from the manufacturer for back up guarantee, after-sales services and uninterrupted supply of spares for at least 10 years with effect from delivery of the Item / product for the item / product to be supplied under the Tender / Order, if order is awarded to them by OIL.
  - 2.3 Copies of valid API Spec 7K certificates of the OEM of their quoted product in line with para 1.1 above.
  - 2.4.1 The bidder should additionally have the experience of supplying at least 05 (five) Nos. of Kelly Bushing for 5.1/4" Kelly or higher size, to E&P companies / Drilling Contractors / Drilling service providers in the last 5 (five) years as on original bid closing date of the tender.

Documentary evidence to substantiate supply record should be submitted in the form of copies of relevant Purchase Orders 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 / Commissioning report (OR)
- (iii) Delivery challans received by Consignee (OR)
- (iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ VAT

Note:

- i. 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.

2.4.2 Those bidders which have successfully supplied 03 (three) Nos. of Kelly Bushing for 5.1/4" Kelly or higher as specified in Clause No. 2.4.1 to OIL in the last 05 (five) years, preceding the original bid closing date of this tender and whose past performance has been satisfactory, they need not satisfy Clause 2.4.1. In this situation the bidder shall have to indicate the Purchase Order (P.O.) number of OIL, date & quantity supplied to OIL in their technical bid. However, this exemption shall be applicable only if the bidder has declared in the bid that they will be supplying the tendered item from the same manufacturer as per the last order supply.

2.5 The sole selling agent / distributor / dealer / supply house of any Original Equipment manufacturers should quote for the supply of Kelly Bushings from the manufacturers who meet the experience & other criteria as mentioned at clauses 1.1, 1.2.1 or 1.2.2, 1.3, 1.4 & 1.5 above. The bidder is required to submit documentary evidence in respect of the above from the concerned manufacturer along with the techno-commercial bid.

2.6 Bidder should categorically confirm in the technical bid a delivery schedule within six (06) months, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for despatch of the equipment within six (06) months after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.

#### **Financial Criteria:**

- 1 **Annual Turnover**: The bidder shall have an annual financial turnover of minimum **US\$ 1,13,574.00** or **Rs 77,23,000.00** during any of the preceding 03 (three) financial years reckoned from the original bid closing date of the tender.

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

- 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.

OR

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

- 4 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\$.

## **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.
- 2.0 **Bid security of INR 3,08,900.00 or US\$ 4,543.00** shall be furnished as a part of the TECHNICAL BID. **Any bid not accompanied by a proper bid security in ORIGINAL will be rejected without any further consideration.** 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 Bank Guarantee towards Bid Security shall remain **valid till 25.08.2017.**
- 3) Validity of the bid shall be minimum 120 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 destination, 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 destination, whichever is earlier. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 6) Offers should be submitted with Integrity Pact duly signed by the authorized signatory of the bidder. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact with the offer, their bid shall be rejected straightway.
- 7) 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) **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, ( 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 in words :**
- (K) **Gross Weight :**
- (L) **Gross Volume :**

Note: 1) The items covered under this enquiry shall be used by OIL in the PEL/ML areas issued/renewed after 01/04/99 and hence, applicable Customs Duty for import of goods shall be ZERO. Indigenous bidders must quote Deemed Export prices. Excise Duty under Deemed Export is exempted.

- 8) 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.
- 9) 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.
- 10) Bids containing incorrect statement will be rejected.
- 11) Bidder shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:

- i) Liquidated Damages
- ii) Warranty/Guarantee of material
- iii) Arbitration / Resolution of Dispute
- iv) Force Majeure
- v) Applicable Laws

#### **BID EVALUATION CRITERIA**

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**

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****(A) TECHNICAL CHECK-LIST**

Sl. No.	PARAMETERS/REQUIREMENTS	BIDDER RESPONSE	REMARKS IF ANY
1.	Whether the items would be brand new, unused & of prime quality?	YES/NO	
2.	Whether the item would be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications?	YES/NO	
3.	Whether warranty would be for 18 months from date of receipt or 12 months from date of commissioning of the items?	YES/NO	
4.	Whether the defective item/ parts, if any, rejected by us will be replaced by you at your own arrangements?		
5.	Whether detailed technical catalogues, literature and drawings indicating exploded view and dimensions with part numbers for the offered items are forwarded?	YES/NO	
6.	Whether you have mentioned the name of manufacturer, country of origin and port of shipment?	YES/NO	
7.	Whether you have quoted as manufacturer?	YES/NO	
8.	Whether offered product is manufactured as per API 7K (latest edition). If so, whether 5 years continuous API 7K certificate submitted?	YES/NO	
9	Whether relevant PO's along with supporting documents uploaded for manufacturer as well as supplier (if applicable) for all the different item types as per NIT requirement?	YES/NO	
10	Whether the Technical Evaluation sheets for both BEC and Technical are filled up completely with due signatures?	YES/NO	

**B. COMMERCIAL**

Sl#	REQUIREMENT	COMPLIANCE
1.0	Whether bid submitted under Single Stage Two Bid System?	Yes / No
2.0	Whether quoted as manufacturer?	Yes / No
2.1	Whether quoted as OEM Dealer / Supply House. To Specify-	Yes / No
2.2	If quoted as OEM Dealer / Supply House	Yes / No
	(a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer / supply House for the product offered ?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
3.0	Whether ORIGINAL Bid Bond (not copy of Bid Bond) as per Revised Format(Annexure VII Revised) Sent separately? If YES, provide details	Yes / No
	(a) Amount :	
	(b) Name of issuing Bank :	
	(c) Validity of Bid Bond :	
4.0	Whether offered firm prices ?	Yes / No
4.1	Whether quoted offer <b>validity of 120 days from</b> the bid closing date of tender?	Yes / No
4.2	Whether quoted a firm delivery period?	Yes / No
4.3	Whether agreed to the NIT Warranty clause?	Yes / No
4.4	Whether confirmed acceptance of tender Payment Terms of 80% against shipment/dispatch documents and balance 20% after successful commissioning/testing along with commissioning/testing charges?	Yes / No
5.0	Whether confirmed <b>to submit PBG</b> as asked for in NIT?	Yes / No
5.1	Whether agreed to submit PBG within 30 days of placement of order?	Yes / No
6.0	Whether Price submitted as per Price Schedule (refer Para 12.0 of BRC vide Annexure – II)?	Yes / No
6.1	Whether cost of Recommended Spares for <b>2 years</b> of operations quoted?	YES/NO
7.0	Whether quoted as per NIT (without any deviations)?	Yes / No
7.0	Whether quoted any deviation?	Yes / No
7.1	Whether deviation separately highlighted?	Yes / No
8.0	Whether indicated the country of origin for the items quoted?	Yes / No
8.1	Whether technical literature / catalogue enclosed?	Yes / No
8.2	Whether weight & volume of items offered indicated?	Yes / No
9.0	For Foreign Bidders - Whether offered FOB / FCA port of despatch including sea / air worthy packing & forwarding?	Yes / No
9.1	For Foreign Bidders – Whether port of shipment indicated. To specify:	Yes / No
9.2	For Foreign Bidders only - Whether indicated ocean freight up to Kolkata port (Excluding marine insurance ) ?	Yes / No
9.3	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?	
10.0	For Indian Bidders – Whether indicated the place from where the goods will be dispatched. To specify :	Yes / No

10.1	For Indian Bidders – Whether road transportation charges up to Duliajan quoted?	Yes / No
10.2	For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges?	Yes / No
10.3	For Indian Bidders only - Whether indicated import content in the offer?	Yes / No
10.4	For Indian Bidders only - Whether offered Deemed Export prices?	Yes / No
10.5	For Indian Bidders only – Whether all applicable Taxes & Duties have been quoted?	Yes / No
11.0	Whether all BRC/BEC clauses accepted ?	Yes / No
12.0	Whether Integrity Pact with digital signature uploaded?	Yes / No
12.1	Whether all the clauses in the Integrity Pact have been accepted?	Yes / No



## Technical Evaluation sheet

### ANNEXURE -I

Sl No.	Clause No	Description	Bidders Remarks Complied /Not Complied /Deviation	Relevant Location of the document in their Bid to support the remarks/compliance
1		<b>TECHNICAL EVALUATION SHEET</b>		
2	10	SQUARE DRIVE ROLLER KELLY BUSHING (VARCO TYPE "HDS" or EQUIVALENT) FOR 5¼" (133.35 MM) HEXAGONAL KELLY TO BE USED WITH 27.1/2" (698.5 CM) MASTER BUSHING, conforming to API Spec. 7K, complete with Rollers, wrench and wiper assy.		
3	20	SQUARE DRIVE ROLLER KELLY BUSHING (VARCO TYPE "HDS" or EQUIVALENT) FOR 6" (152.40 MM) HEXAGONAL KELLY TO BE USED WITH 27.1/2" (698.5 CM) MASTER BUSHING, conforming to API Spec. 7K, complete with Rollers, wrench and wiper assy.		
5	1	<b><u>GENERAL NOTE FOR BIDDERS</u></b> 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 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.		
6	2	Items shall be manufactured, tested & certified as per API Spec.7K. Bidders to confirm the same while quoting. A copy of valid API Spec 7K certificate must be forwarded along with the offer.		
7	3	Markings (including API monogram) shall be done as per API Spec 7K. Additionally, purchase		



		order number should be die stamped along with the name of manufacturer. Bidder should confirm while quoting.		
8	4	The quotation must accompany relevant catalogue, literature, drawing, etc.		
9	5	Bidder should indicate the name of manufacturer, country of origin, port of dispatch of the materials along with the quotation.		
10	6	Bidder should categorically confirm in the technical bid a delivery schedule within six (06) months, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for despatch of the equipment within six (06) months after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.		
11	7	Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.		

**ANNEXURE - II**

**TECHNICAL EVALUATION MATRIX  
(TO BE FILLED IN BY BIDDER DULY SIGNED)**

**BID EVALUATION CRITERIA**

<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  Relevant Location of their Bid to support the remarks / compliance  (Reference of Document name / Serial number / Page number of bid for documentary evidence)</b>
1.	In case, the bidder is an Original Equipment Manufacturer (OEM):		
1.1	The bidder should have an experience of minimum 5 (five) years in manufacturing of Kelly Bushing under API Spec. 7K certification (latest edition) preceding the original bid closing date of the tender. Copies of API 7K 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 API 7K certificates or with break in between will be rejected.		
1.2.1	The bidder should also have the experience of supplying at least 05 (five) No of Kelly Bushing for 5.1/4" Kelly or higher size, to E&P companies / Drilling Contractors / Drilling service providers in the last 5 (five) 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 to substantiate supply record should be		

	<p>submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as:</p> <p>(i) Satisfactory Inspection report (OR)  (ii) Satisfactory supply completion/ Installation / Commissioning report (OR)  (iii) Delivery challans received by Consignee (OR)  (iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ VAT</p> <p>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.</p>		
1.2.2	<p>Those Manufacturers which have successfully supplied at least 03(three) No of Kelly Bushing for 5.1/4” Kelly or higher size as specified in Clause No. 1.2.1 to OIL in the last 05(five) years as on original bid closing date of this tender, either by them self or through their sole selling agent / authorized distributor / authorized dealer / supply house and whose past performance has been satisfactory, they need not satisfy Clause 1.2.1. In this situation the bidder shall have to indicate the Purchase Order (P.O.) number of OIL, date &amp; quantity supplied to OIL in their technical bid.</p>		
1.3	<p>The bidder shall confirm that the equipment / products will be tested and certified as per API 7K.</p>		
1.4	<p>The bidder must keep API licenses along with authorization for API monogram valid till execution of purchase order and must confirm that the offered product will be supplied with API Monogram.</p>		
1.5	<p>In case renewal process of API license is in progress at the time of bidding, the manufacturer should furnish a letter from API to this effect that renewal of the license is under examination with API and is authorized to manufacture the items as per API license and to use API</p>		

	monogram till the renewal for license is issued. The bidder shall also submit an undertaking that delay in renewal of API certificate shall not affect the stipulated delivery schedule of the tender / purchase order.		
1.6	Bidder quoted as manufacturer must guarantee uninterrupted supply of spares and availability of service for at least 10 years with effect from delivery of the Item / product for the item / product to be supplied under the Tender / Order, if order is awarded to them by OIL.		
1.7	Bidder should categorically confirm in the technical bid a delivery schedule within six (06) months, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for dispatch of the equipment within six (06) months after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.		
2.	In case the bidder is sole selling agent / distributor / dealer / supply house of any API approved Original Equipment manufacturer (OEM), then bidder must furnish the following documents:		
2.1.(a)	Authorization certificate cum warranty backup from the manufacturer (in original on manufacturer's letter head) should be submitted along with the offer. This certificate should be valid at the time of bidding and should remain valid during the entire execution period of the order.		
2.1.(b)	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 should be submitted along with the offer. This certificate should be valid at the time of bidding and should remain valid during the entire execution period of the order.		
2.2	The bidder must also submit an undertaking in original from the manufacturer for back up guarantee, after-sales services and uninterrupted supply of spares for at least 10 years with effect from delivery of the Item / product for the item / product to be supplied under the Tender / Order, if order is awarded to them by OIL.		
2.3	Copies of valid API Spec 7K certificates of the OEM of their quoted product in line with para 1.1 above.		
2.4.1	The bidder should additionally have the experience of supplying at least 05 (five) No of Kelly Bushing for 5.1/4" Kelly or higher size, to		

	<p>E&amp;P companies / Drilling Contractors / Drilling service providers in the last 5 (five) years as on original bid closing date of the tender.</p> <p>Documentary evidence to substantiate supply record should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as:</p> <p>(i) Satisfactory Inspection report (OR)  (ii) Satisfactory supply completion/ Installation / Commissioning report (OR)  (iii) Delivery challans received by Consignee (OR)  (iv) Central Excise Gate Pass/ Tax Invoice issued under relevant rules of Central Excise/ VAT</p> <p>Note:</p> <p>i. 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.</p>		
2.4.2	<p>Those bidders which have successfully supplied 03(three) No of Kelly Bushing for 5.1/4” Kelly or higher size as specified in Clause No. 2.4.1 to OIL in the last 5(five) years, preceding the original bid closing date of this tender and whose past performance has been satisfactory, they need not satisfy Clause 2.4.1. In this situation the bidder shall have to indicate the Purchase Order (P.O.) number of OIL, date &amp; quantity supplied to OIL in their technical bid. However, this exemption shall be applicable only if the bidder has declared in the bid that they will be supplying the tendered item from the same manufacturer as per the last order supply.</p>		
2.5	<p>The sole selling agent / distributor / dealer / supply house of any Original Equipment manufacturers should quote for the supply of Kelly Bushings from the manufacturers who meet the experience &amp;</p>		

	other criteria as mentioned at clauses 1.1, 1.2.1 or 1.2.2, 1.3, 1.4 & 1.5 above. The bidder is required to submit documentary evidence in respect of the above from the concerned manufacturer along with the techno-commercial bid.		
2.6	Bidder should categorically confirm in the technical bid a delivery schedule within six (06) months, FOB Port of dispatch, after establishment of letter of credit (in case of foreign bidder) or for dispatch of the equipment within six (06) months after receipt of formal order (in case of indigenous bidder) failing which their offer will be rejected.		