



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

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Tender No. : **SDG9751P16/06 OF 28.12.2015**

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

Bid Closing on : **23.03.2016 at 11:00 hrs (IST)**

Bid Opening on : **23.03.2016 at 14:00 hrs (IST)**

Tender Fee : **INR 4,500.00 OR USD 100.00**

Bid Security Amount : **INR 58,460.0 OR USD 855.00**

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No.	MATERIAL DESCRIPTION	QTY	UOM
<u>10</u>	<u>Specification of item:</u> <u>Item Description:</u> A) Manual casing tong having standard hanger and long lever and complete with all accessories less casing head assembly suitable for 20" OD casing with torque rating of 25,000ft-lbs and manufactured, tested and certified as per API Spec. 7K. Total Quantity -2 nos [1no =1 pair]. B) ACCESSORIES FOR ABOVE ITEM 1.0 Casing Head Assembly having a range of (19.1/2" - 21") and torque rating of (25000ft-lbs) and manufactured, tested and certified as per API Spec. 7K.- Total 2 nos [1no =1pair] 2.0 Tong dies for above-1000nos total	02	Nos.

(A) General Notes for e-tender :

E-Tender No. SDG9751P16/06

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. The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFx.
3. Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.
4. 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 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.

5. 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.
6. 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 name 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.
8. Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

(B) General Notes for Bidder’s :

1. The items shall be brand new, unused & of prime quality. The manufacturer 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 shipment or 12 months from date of receipt of the items at site whichever is earlier. The defective materials, if any, rejected by OIL shall be replaced by the supplier at their own expense. Bidders must confirm the same in their quotations.

2. Bidder must provide detailed specifications of the offered product and should forward relevant Catalogue, Drawings with exploded views of each & every item, and Literature (in printed form, not in computer media such as floppies or CDs) indicating the quoted items along with the quotation.
3. Items shall be manufactured, tested & certified as per API Spec. 7K. In support of manufacturing the item as per API, the bidder should submit copies of API 7K certificates with validity covering minimum 5 (FIVE) years continuously reckoned prior to the original bid closing date of the tender.
4. Bidder should forward a list of recommended spares for two (02) years operation for the quoted items indicating part numbers, quantity & unit price separately along with the quotation in the commercial bid and categorically confirm the same in the technical bid (price will not be considered for commercial evaluation). The price should remain valid for at least two (02) years.
5. Markings (including API monogram) shall be done as per API Spec 7K. Additionally purchase order number and 'OIL' logo / mark provided by OIL shall be weld written on suitable place at the items. Bidders shall confirm compliance to the same while quoting.
6. The Bidder should indicate the dimensions and weight of the offered items, the name of the manufacturer, the country of origin, port of dispatch of the materials and their best delivery schedule.
7. In the event of order the supply must include the mill test certificates, Ultrasonic Test Reports, etc, for all of the items and two sets of Maintenance, Operation, Service and Parts Manual. Bidder should categorically confirm while quoting.
8. Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.
9. Bidders are to quote for all the items as indicated in the NIT.

(C) 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 18 months from date of despatch/shipment or 12 months from date of receipt of

the item at site which ever is earlier. In case of breakdown during the warranty period, a competent service engineer of the supplier shall make as many visits as shall be necessary to rectify the system. The supplier shall provide all spares required for making the system operational. Bidders must confirm the same while quoting.

2. Validity of the offers should be 120 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. Technical and Commercial Check-List vide **Annexure- B** shall be filled-up and submitted along with the offer.
5. 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.
6. 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.
7. 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 REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)

(I) BID REJECTION CRITERIA (BRC)

A. Technical:

The bids shall broadly conform to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the technical specifications and to the respective international/national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

1. The Items shall be manufactured & tested as per relevant API norms as specified in the 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 themselves 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. INCASE 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 themselves 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:

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 \$ 855.00 or Rs. 58,460.00** 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 22.01.2017**.
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 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, (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 :**

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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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 120 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

(B) 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 the defective item / parts, if any, rejected by OIL will be replaced by the bidder free of cost?	YES/NO	
4.	Whether the item would be manufactured as per API spec. 7K?	YES/NO	
5.	Whether bidder have forwarded API spec. 7K	YES/NO	

	certificate along with the quotation?	
6.	Whether detailed technical catalogues, literature and drawings indicating exploded view and dimensions with part numbers for the offered items are forwarded?	YES/NO
7.	Whether list of recommended spare parts for 02 years trouble free operation with unit price and part numbers of each and every item (year wise) along with the quotation are forwarded?	YES/NO
8.	Whether testing and marking would be done as per API Spec. 7K?	YES/NO
9.	Whether quoted as manufacturer?	YES/NO
10.	Whether mentioned the name of manufacturer, country of origin and port of shipment?	YES/NO

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