



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

Telephone No. (91-374) 2808793

Fax No: (91-374) 2800533

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

Tender No. : **SDG9760P16/06 OF 29.12.2015**

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

Bid Closing on : **09.03.2016 at 11:00 hrs (IST)**

Bid Opening on : **09.03.2016 at 14:00 hrs (IST)**

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

Bid Security Amount : **INR 42,700.00 OR USD 638.00**

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> Elevator Single Joint Collar Type, for handling 508 mm (20") OD casing, capacity 5 Ton, complete with wire line sling & swivel eye	04	Nos.
<u>20</u>	Elevator Single Joint Collar Type, for handling 139.70 mm (5.1/2") OD casing, capacity 5 Ton, complete with wire line sling & swivel eye	6	Nos.

(A) General Notes for e-tender :

1. The tender will be governed by "General Terms & Conditions" for e-Procurement as per Booklet No.MM/GLOBAL/E-01/2005 for E-procurement(ICB Tenders) including Amendment and Addendum.
2. 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. Items shall be manufactured, tested & certified as per API Spec. 8C and mill inspection certificate thereof should be forwarded along with supply. Bidders to confirm the same while quoting. A copy of valid API Spec 8C certificate must be forwarded along with the offer.
2. Markings (including API monogram) shall be done as per API Spec 8C. Additionally, purchase order number should be die stamped along with the name of manufacturer. Bidder should confirm while quoting.
3. The quotation must accompany relevant catalogue, literature, drawing illustrating all components with part name & part number etc.

(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. 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.

.....

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. INCASETHE 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 manufacturerin original on manufacturer's letter head should be submitted along with the offer. This certificatevalid 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 theirsole 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 itemsin 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 amanufacturer and supplied the tendered items to OIL in the last 5(five) years as on original bid closing dateeither 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 \$ 638.00 or Rs. 42,700.00** 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 08.01.2017**.
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 FOR item no 10:**
- (B) Total Material Value FOR item no 20:**
- (C) Total Material Value (A + B):**
- (D) Packing & FOB Charges :**
- (E) Total FOB Port of Shipment value, (C + D) above :**
- (F) Overseas Freight Charges upto Kolkata, India :**

- (G) Insurance Charges :
- (H) Total CIF Kolkata value, (E+F+G) :
- (I) Total Value in words :
- (J) Gross Weight :
- (K) Gross Volume :

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

- (A) Total Material Value FOR item no 10:
- (B) Total Material Value FOR item no 20:
- (C) Total Material Value (A+ B):
- (D) Packing and Forwarding Charges:
- (E) Total Ex-works value, (C + D) above :
- (F) Sales Tax, (Please indicate applicable rate of Tax)
- (G) Total FOR Despatching station price, (E + F) above
- (H) Road Transportation charges to Duliajan
- (I) Insurance Charges
- (J) Assam Entry Tax
- (K) Total FOR Duliajan value, (G + H + I +J) above
- (L) Total Value in words :
- (M) Gross Weight :
- (N) Gross Volume :

7. The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
8. Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.
9. Bids containing incorrect statement will be rejected.

(II) BID EVALUATION CRITERIA (BEC) :

Both the items mentioned in the tender shall be evaluated separately. Bidders to quote accordingly.

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

=====

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	YES/NO	

	(Excluding marine insurance)?	
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 necessary literature/catalogue of the equipment as well as spare parts thereof has been attached with the offer?	YES/NO/NA	
2.	Whether the offered items are brand new, unused and of recent manufacture ?	YES/NO/NA	
3.	Whether the product quoted is API approved and bears API monogram? (if applicable)	YES/NO/NA	
4.	Whether required sample asked in bidding document has been submitted along with the	YES/NO/NA	

	offer ?	
5.	Whether the materials being offered fully conform to the required technical specifications ?	YES/NO/NA
6.	If not, whether you have separately highlighted the deviation?	YES/NO/NA

=====