



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

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Tender No. & Date: SDG9952P16/07 dt.21.01.2016

Tender Fee : INR 4,500.00 OR USD 100.00

Bid Security Amount : INR 4,17,000.00 OR USD 6,140.00

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : 23.03.2016 (at 11.00 Hrs. IST)

Bid Opening on : 23.03.2016 (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 23.03.2017.
(Bid bond format has been changed. Please submit bid bond as per revised format)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No. / Mat. Code	Material Description	QTY.	UOM
1	Supply of HOLLOW GLASS SPHERE as per the following: a) Detailed specification – Annexure - A b) Bid Rejection Criteria (BRC) and Bid Evaluation Criteria – Annexure-B. c) Commercial Check list - Annexure-C	30,000	Kg.

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 Commercial Check list is furnished vide **Annexure – C**. 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 13.00 HRs on Bid Closing Date mentioned in the Tender.
 - a) **Original Bid Security along with two duplicate copies of Bid Security.**
 - b) **Details Catalogue and 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-COMMERCIALLY 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 is as under:

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

Special Notes:

1. 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 to must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
2. The items covered under this enquiry shall be entitled for Customs/ Central Excise duty exemption in terms of Govt. notification No. 24/2007(SI.No.2) Customs dated 01/03/2007 and Central Excise duty Exemption in terms of Govt. notification No. 16/2007-(Sr. No. 2) Central Excise dated :01.03.2007 as amended from time to time.
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.

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SPECIFICATION OF THE ITEM

Hollow Glass Sphere (HGS)

Hollow Glass Sphere (HGS) is required to use for work over operations in sub- hydrostatic wells.

1. Physical Properties: The material should be free flowing white to off white powder free from visible impurities.
2. Density: Less than 0.42 at 24± 2 deg C
3. Particle Size :- D10: less than 30micron
D50: less than 60micron
D90: less than 100micron
4. Performance test: Prepare a drilling fluid consisting of 0.4%(w/v) XC- Polymer, 3.0% (w/v) Pre -gelatinized Starch + 5.7% (w/v) Micronized Calcium Carbonate and 8 .0 % (w/v) Hollow Glass Sphere (HGS) in distilled water.

Result: The specific gravity of the fluid should be 0.92 (Maximum) at 24±2 deg C.

5. Pressure integrity test :Prepare a drilling fluid consisting 0.4% (w/v) XC- Polymer, 3.0% (w/v) Pre-gelatinized Starch + 5.7 % (w/v) Micronized Calcium Carbonate and 20.0% (w/v) Hollow Glass Sphere (HGS) in distilled water . Carry out pressure integrity test at 90deg C at 4000 PSI.

SP gravity of drilling fluid:

- 5.(A) Before pressure application: 0.82 (Maximum),
- 5.(B) After pressure application for 8 hrs and after defoaming, Sp gravity should not be more than 0.1 SG than the Sp gravity obtained at 5(A) above.
6. Packing: Original packing from manufacturer, moisture proofs and strong enough to withstand rigours of transit and storage. Capacity of bags should not be more than 25 Kg .
7. Marking: Each bag should bear the following information:
 - a) Name of the Product
 - b) Name and address of the supplier
 - c) Month /year of manufacture
 - d) Purchase order number and date
 - e) Net weight
 - f) Lot No.
 - g) Manufacturer name in case of bidder is not the original manufacture
 - h) Safety instruction with special instruction.

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

(I) BID REJECTION CRITERIA (BRC)

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

1. The bidder shall be either a Manufacturer of the product or an authorised distributor/ dealer / supplier of the product of manufacturer. The authorised distributor / dealer / supplier shall produce authority letter from its manufacturer authorizing them to submit the bid along with the offer. Such authority letter should be valid for the entire period of execution of the order.
2. In case the bidder is not in a position to submit Authority letter from the manufacturer then bidder must submit Quality Assurance certificate mentioning that the offered product will be of same or higher quality / standard of the tender sample submitted along with the bid in the event of bulk supply against order.
3. Experience Criteria:
 - 3.1 (i) If the bidder is a manufacturer, the bidder shall have at least 3 years of manufacturing and supply experiences of tendered item to various E&P Companies or Service Providers to E&P companies.
 - 3.1 (ii) If the bidder is an authorised distributor/ dealer / supplier of the product of manufacturer,
 - (a) The bidder shall have at least 3 years of supply experiences of tendered item to various E&P Companies or Service Providers to E&P companies.
 - (b) The manufacturer whose product is to be supplied by the bidder shall have at least 3 years of manufacturing / supply experience of the tendered item. The bidder to submit requisite documentary evidence in support of the experience of the manufacturer.
 - 3.2 The bidder must have a supply record of minimum one order of 30% tender quantity of tendered material to various E&P Companies or Service Providers to E&P companies in the last three years. For both these criteria 3.1 & 3.2, the period reckoned shall be the period prior to the original bid closing date of the tender.
 - 3.3 In support of above supply experience criteria 3.(i) & 3.(ii), the bidder shall submit copies of purchase orders and any one or combination of the following documents along with the technical bid that confirms the successful execution of each of the purchase orders. OIL reserves the rights to verify the same.
 - Performance certificate from the clients,
 - Delivery challan / invoice etc.
 - Bill of lading,
 - any other documentary evidence that can substantiate the successful execution of each of the Purchase Order(s)
 - 3.4 Supply executed by the bidder to its sister concern/ subsidiary or its own services shall not be considered as experience for the purpose of meeting above experience criteria of BRC.
4. The bidder shall submit tender sample of the product in triplicate (i.e. 3 samples) along with the bid.
5. The tender sample should be strictly as per OIL's specification.

BID EVALUATION CRITERIA (BEC):

The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(A) TECHNICAL :

- (1) The manufactured product should be strictly as per OIL's tender specification.

SPECIAL NOTES:

1. Bidders must submit 3 (three) tender samples of ½ (half)kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation. The bid should also accompany test report in original of their latest manufactured product. Further, the bidder should confirm that bulk supply will be same as the tender sample supplied for along with the tender.
2. The tender sample will be evaluated in OIL's laboratory as per OIL's tender specification for acceptance.
3. Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with the bid.
4. The material should be supplied in the original packing of the manufacturer with markings as specified in the tender.
5. Bidder shall confirm shelf life as per NIT requirement, wherever asked for. Any supply without shelf life or shelf life less than the NIT requirement shall be rejected.
6. The bidder shall provide essential PPEs for safe handling and use of the item in OIL's fields free of cost.
7. The bidder shall depute one expert along with necessary additional infrastructure such as pump, hopper etc (if required) during field trial of the chemical free of cost. For this purpose, the bidder may visit OIL's rig in Assam, India to assess the suitability of OIL's existing infrastructure for use of the HGS prior to despatch of the same.

(A) **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 US \$ 6,140.00 or INR 4,17,000.00** 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)). **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 The Bank Guarantee towards Bid Security shall be valid upto **23.03.2017**.
- 3) Validity of the bid shall be minimum 180 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 12(twelve) months from the date of despatch/shipment 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 12(twelve) months from the date of despatch/shipment. 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 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) Grand Value in words :
- (K) Gross Weight :
- (L) Gross Volume :

NOTE:

- (i) Cost of 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.
- 10) 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.

(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 given below:

(A) COMMERCIAL

- 1) The evaluation of bids will be done as per the Commercial Bid Format(summary) detailed vide para (6) of BRC (Commercial).
- 2) If there is any discrepancy between the unit price and total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 3) For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 4) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections/adjustments given herein.

4.1) When only foreign bidders are involved:

Comparison of bids will be done on the basis of "Grand Total Value" which is estimated as under:

- (A) Total Material Cost:
- (B) Packing & FOB Charges :
- (C) Total FOB Port of Shipment value, (A+B) above :
- (D) Overseas Freight Charges upto Kolkata, India :
- (E) Insurance Charges @1% of Total FOB Port of Shipment value vide (C) above
- (F) Banking Charges @ 0.5% of Total FOB Value (C) above in case of payment through Letter of Credit (If confirmed L/C at buyer's account is required, 1.5% of Total FOB Value will be loaded)
- (G) Total CIF Kolkata value, (C+D+E+F) :

NOTE: Banking charges in the country of the foreign bidder shall be borne by the bidder.

4.2) When only domestic bidders are involved or when more than one domestic bidders are in contention in case of mixed response:

Comparison of bids will be done on the basis of "Grand Total Value" which is estimated as under:

- (A) Total Material Cost,
- (B) Packing and Forwarding Charges:
- (C) Total Ex-works value, (A+B) above :
- (D) Excise Duty :
- (E) Sales Tax, (Please indicate applicable rate of Tax)
- (F) Total FOR Despatching station price, (C+D+E) above
- (G) Road Transportation charges to Duliajan
- (H) Insurance Charges @0.5% of Total FOR Despatching Station Value (F) above
- (I) Assam Entry Tax
- (J) Total FOR Duliajan value, (F+G+H+I) above

NOTE: Excise Duty in case of the indigenous bidder is EXEMPTED

4.3) When both foreign and domestic bidders are involved:

The Grand Total Value of domestic bidder (inclusive of customs duty on imported raw material and components etc, and applicable terminal excise duty on the finished products and Sales Tax) excluding inland transportation to destination, Assam Entry Tax and Insurance charges worked out as per Para 4.2 above and Grand Total Value of the foreign bidder worked out as per Para 4.1 will be compared. No price preference will be allowed to indigenous bidders except that for capital goods, the domestic manufacturers would be accorded a price preference to offset CST to the extent of 4 % or actuals, which ever is less subject to 30 % local content norms as stipulated for World Bank Funded project to the satisfaction of OIL. When more than one domestic bidders fall within price preference range, inter-se-ranking will be done on Grand Total Value basis.

Note: If the Government of India revises these evaluation criteria the same as applicable on the bid closing date will be adopted for evaluation of the offers.

- 5) Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global Tender. However, if any of the Clauses of the Bid Rejection Criteria/Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the clauses in the General Terms & Conditions of Global Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

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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	

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