



OIL INDIA LIMITED
(A Government of India Enterprises)
PO : Duliajan – 786602
Assam (India)

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TENDER NO. SSG 0180P16/05

DATE: 23.01.2016

Sub : INVITATION TO e-BID UNDER COMPOSITE BID SYSTEM

Dear Sirs,

OIL invites Bids for the supply of **Modified Guar Gum** through its e-Procurement site under **International Competitive Bidding (ICB) – COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/GLOBAL/E-01/2005-July2012. The prescribed Bid Forms for submission of bids are available in the tender document folder.

The general details of tender can be viewed at ‘**Rfx parameters**’ under ‘**Rfx Information**’ in Bid invitation screen. The details of items tendered can be found by clicking to ‘**Items tab**’.

The tender will be governed by:

- a) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005-July2012 for E-procurement .
- b) Technical specifications ,Quantity and General Notes for Modified Guar Gum are as per Annexure – IA in the Technical Rfx.
- c) The prescribed Bid Forms for submission of bids are available in the tender document folder. Technical Checklist and Commercial Checklist vide **Annexure IV** must be filled-up and submitted along with the technical bid.
- d) The items covered by this enquiry 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 Benefit are furnished vide Addendum to MM/GLOBAL/E-01/2005-July2012 enclosed.

Special Note:

1.0 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 superscribed with **Tender no.** and **Due date** to **The Head Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam** on or before **13:00 Hrs (IST)** on the Bid Closing Date mentioned in the Tender.

- a) **Tender Sample**
- b) **Original Bid Security.**

All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in triplicate.

2.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.

3.0 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. The bid signed using other than "Class 3" digital certificate without organization name, will be liable for rejection.

4.0 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 13:00 Hrs (IST) on the bid closing date failing which the offer shall be rejected.

5.0 To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

Yours Faithfully

Sd-
(BHAVIK MODY)
PURCHASE OFFICER(FS)
FOR HEAD-MATERIALS
FOR RESIDENT CHIEF EXECUTIVE

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786602, Assam
Fax No. 91-374-2800533, E-mail:material@oilindia.in

Tender No. & Date : SSG0180P16/05 08.02.2016

Tender Fee : INR 4,500.00 OR USD 100.00
Bid Security Amount : INR 79,550.00 OR USD 1,170.00
(or equivalent Amount in any currency)

Bidding Type : Single Bid (Composite Bid)

Bid Closing On : 06.04.2016 at 11:00 hrs. (IST)
Bid Opening On : 06.04.2016 at 14:00 hrs. (IST)

Performance Guarantee : Applicable @10% of order value

OIL INDIA LIMITED invites Global tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
10 85042216	<p>VISCOSIFYING AGENT Modified Guar Gum/Geltex.</p> <p>1. Physical State : The material, as received, should be white to creamish white free flowing powder, free from lumps and other impurities.</p> <p>2. Moisture Content at : 15.00 105 +/- 2 DegC, % by mass, maximum.</p> <p>3. PH of 1% solution in : 6.5 - 7.5 distilled water at 26 +/- 2 DegC.</p> <p>4. Dispersibility in bentonite suspension : Prepare a 3%(w/v) bentonite suspension in distilled water using OIL approved bentonite and stir in a multimixer for 15 minutes. Add to it 1.5 % (w/v) of the modified guar gum sample slowly while stirring in a multimixer and stir further for 30 minutes. Dilute the suspension with water and pour the suspension on a 60 mesh B.S.S.sieve (or equivalent). Wash the mud on the sieve with a slow stream of water with gentle tapping. The residue left on the 60 mesh B.S.S. sieve(or equivalent) should not exceed 2.5 % with respect to the weight of the sample added.</p> <p>5. Apparent viscosity of suspension at 26 +/- 2 DegC, cp : Prepare a 1.0 % (w/v) suspension of the modified guar gum sample in (i) distilled water, (ii) sea water, (iii) saturated salt water and, (iv) 5 % (w/v) CaCo3 solution (maintain PH of CaCo3 solution at 9.8 - 10.0 before addition of sample) by stirring in multimixer for 30 minutes. Age the suspensions as prepared above for 30 minutes at 26 +/- 2 DegC. After the lapse of the aging</p>	20000	KG

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Item No./ Mat. Code	Material Description	Quantity	UOM
	<p>period, stir the suspension for 5 minutes. Determine apparent viscosity of the suspensions at 26 +/- 2 DegC which should be as follows :</p> <p>(i) In distilled water, cp, minimum : 65 (ii) In Sea water, cp, minimum : 65 (iii) In saturated salt water, cp minimum : 75 (iv) In CaCo3 solution, cp, minimum : 65</p> <p>6. Packing : The material should be packed in HDPE bags containing insert of polythene bags (300 gauge) or polythene lining moisture proof D.W. jute bags (9 oz) containing insert of 300 gauge polythene bags or moisture proof multiply paper bags strong enough to withstand rigours or transit and storage. Capacity 25 Kgs net per bag.</p> <p>7 Markings : Each bag shall have clear legible markings as given below. :</p> <p>(i) Name of the product. (ii) Name of the supplier/ manufacturer. (iii) Date/ Month? Year of manufacture. (iv) Supply order number against which the present supply is made.</p> <p>N.B. : Apparent viscosity of the suspension shall be measured by a Fann VG meter.</p>		

Standard Notes: Bidder to quote the best delivery period.

1) The tender is invited under SINGLE STAGE COMPOSITE BID SYSTEM. The bidder has to submit both the "TECHNO-COMMERCIAL" and "PRICE" bids 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 Bid is to be submitted as per Scope of Work & Technical Specification of the tender in "Technical Rfx" and price bid as per the Online Price Bid format under "Conditions" tab.

2) Performance Security @10% of order value, is applicable against this tender. Successful bidder will be required to furnish a Performance Bank Guarantee @ 10% of the order value which must be valid for one year from the date of shipment/despatch. Bidder must confirm the same in their technical Bid.

3) The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach us before bid closing date and time of technical bid. Bid without original bid security will be rejected. The bidders who are exempted from submitting of Bid Bond should attach documentary evidence in the Collaboration folder as per clause 9.8 of Section A General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005-July2012). The bid security shall be valid up to 06.11.2016.

4) To ascertain the substantial responsiveness of the bid OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the company, failing

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which the offer will be summarily rejected.

5) Bid validity shall be **minimum 30 days**. Bids with lesser validity shall be rejected.

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

7) Reference to BRC clause no. 4 under BEC-BRC vide Annexure-IB, exemption letters issued prior to 01.01.2013 shall not be considered. Bidders who have been issued sample exemption letter after the aforesaid date can submit the copy of the same as per the referred clause.

8) The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following :

- i. Validity of bid shorter than validity indicated in the tender.
- ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.
- iii. Bid security with (i) Validity shorter than the validity indicated in tender and/or (ii) Bid security amount lesser than the amount indicated in the tender.

9) 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.

BID REJECTION CRITERIA (BRC)	Compliance by Bidder	
	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid
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 However, bidders whose products have been successfully field tried extensively in OIL's operational area are exempted from meeting criteria 3.(i) & 3.(ii) provided they offer the same brand of product from the same manufacturer. However, the party must submit documentary evidence of having successfully executed supply orders of OIL for this product within the last five years prior to the original bid closing date of the tender.		

	Compliance by Bidder	
3.5 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.		
NOTE: To develop any new source field trial followed by extensive field trial of the product are conducted. In case of field trial, order is placed for a quantity which is sufficient for 2/3 wells use. This gives the idea how this product performs in our field. Once this field trial is over, to assess the quality assurance and supplier's capability another order is placed with larger quantity for 5/6 wells use. Based on timely delivery as well as consistency in quality of the product, the vendor is developed. The second trial for a good number of wells is termed as extensive field trial.		
4. The bidder shall submit tender sample of the product in triplicate (i.e. 3 samples) along with the bid. However, bidders who have been exempted from submission of tender sample need not submit the same so long the supply is made from same source which has been extensively used in OIL's field. For this, the supplier shall have to provide an undertaking stating that the material to be supplied will meet OIL's technical specification in all respect and from the same source whose product has already been field tried successfully. Further, exemption letter issued by OIL must be enclosed along with the bid.		
5. The tender sample should be strictly as per OIL's specification.		
DD. Special Notes		
i) Bidders must submit 3 (three) tender samples of ½ kg each of the offered product in 3 (three) separate air tight sealed containers free of cost for technical evaluation. Further, the bidder shall confirm that bulk supply will be same as the tender sample supplied for along with the tender.		
ii) The tender sample will be evaluated in OIL's laboratory as per OIL's tender specification for acceptance.		
iii) Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with the bid.		
iv) In case the bidder is not a manufacturer, the bidder shall confirm the name of its manufacturer.		
iv) The material should be supplied in the original packing of the manufacturer with markings as specified in the tender.		
v) 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.		

	Compliance by Bidder	
vi) Considering the nature of the items, if the product offered by the lowest acceptable bidder is not field proven in OIL, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only for field trial and vendor development separately at their quoted rates and entire tendered quantity will be procured from other competitive bidders whose product has been field proven in OIL.		