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

**TELEPHONE NO. (91-374) 2808793**
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TENDER NO. SSG 1923P17/05 DATE: 28.07.2016

**Sub : INVITATION TO e-BID UNDER COMPOSITE BID SYSTEM**

Dear Sirs,

OIL invites Bids for the supply of **2000 Drums of Drilling Detergent** 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 **Drilling Detergent** 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 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 (IST)** on the Bid Closing Date mentioned in the Tender.

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

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 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 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 DGM-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 : SSG1923P17/05 28.07.2016**

Tender Fee : INR 6,000.00 OR USD 100.00
Bid Security Amount : INR 51,700.00 OR USD 760.00
(or equivalent Amount in any currency)

**Bidding Type : Single Bid (Composite Bid)**

Bid Closing On : 14.09.2016 at 11:00 hrs. (IST)
Bid Opening On : 14.09.2016 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** 85040254 | USE IN DRILLING MUD TO PREVENT BIT/STABILIZER BALLING.<br>Drilling Detergent. General Purpose of Use, To use in drilling mud to prevent drilling with clays.<br><br>**Specification :**<br>1. Physical properties : The material,as received, should be soapy liquid, miscible with water. It should be free from visible impurities and any other suspended matter.<br>2. Density at 25 DegC, gm/ml : 1.00 - 1.10,<br>3. Surface Tension of 0.25 % : 35.00(v/v) solution of the sample in distilled water at 25 Deg.C, dynes/cm., maximum.<br>4. PH of 1 % (v/v) solution : 7.5 - 10.5 of the sample in distilled water.<br>5. Emulsion Stability Test : To 485 ml of distilled water, add 15 ml of HSD oil slowly while stirring in a multimixer and then add to it 1 ml. of the sample. Stir further for 15 minutes in the multimixer for formation of emulsion. Transfer the contents to 500 ml. measuring cylinder and observe phase separation of the mixture which should be as follows. :<br>(i) Immediate separation of HSD oil should be nil.<br>ii) Separation of HSD oil after 24 hrs. at room temperature should not be more than 5 ml.<br>6. Mud Lubricity Coefficient : Prepare a 10 cp bentonite suspension by dilution of prehydrated bentonite suspension (OIL approved bentonite)and treat it with 0.5 %(v/v) of the sample and stir it for 15 minutes in a multimixer. Determine lubricity coefficient of the suspension in a lubricity tester.<br><br>Lubricity co-efficient should not be more than 0.20<br><br>7. Foaming tendency test : Prepare 0.10% (v/v) solution of the sample in distilled water Stir the solution for 10 minutes in a multimixer. Transfer the content immediately to a measuring cylinder. Allow it to stand for 15 minutes and then measure the total volume of content alongwith foam. Calculate | 2000 | DR |

**Tender No. & Date : SSG1923P17/05 28.07.2016**

| Item No./ Mat. Code | Material Description | Quantity | UOM |
|---|---|---|---|
| | percent increase in volume due to foaming. Increase in volume should not be more than 5.00%<br><br>8. Packing : The material should be packed in 50 litre capacity leak proof HDPE carbuoys with leak tight stopper and screw caps.<br>Each carbuoys should be covered with wooden crate strong enough to withstand rigours of transit and storage.<br><br>9. Markings : each drum should have clear legible markings as given below :<br>(i) Name of the product<br>(ii) Name of the supplier<br>(iii) Date/month/year of manufacture<br>(iv) Supply order number against which the supply is made. | | |

**Standard Notes:** DELIVERY : BIDDER TO QUOTE THEIR 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 and price bid as per the Online Price Bid format.

2) The techno-commercial bid should be submitted in "Technical Rfx", while the prices are to be quoted in the online price format under "Conditions" tab.

3) Performance Security @10% of order value, is applicable against this tender. Please refer clause 10.0 of Section A of General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005-July2012). 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.

4) 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 14.03.2017. Please submit bid bond as per revised format.

5) The tender sample should reach us before bid closing date and time stipulated in the e-tender.

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 and Small Enterprises(MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender

(MM/GLOBAL/E-01/2005-JULY2012). Bidders are requested to take note of the same and to submit their offers accordingly.

7) Bid validity shall be minimum 90 days. Bids with lesser validity shall be rejected.

8) 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.

9) 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.

10) 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.

| | Compliance by Bidder | |
|---|---|---|
| **CC. BID REJECTION CRITERIA (BRC)** | **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:** | | |
| **3.2 The bidder must have a supply record of minimum one order of 50% tender quantity of tendered material to various E&P Companies or Service Providers to E&P companies in the last five (05) years.**<br>**For both these criteria 3.1 (i) & 3.1 (ii), 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.**<br>**-Performance certificate from the clients,**<br>**-Delivery challan / invoice etc.**<br>**-Bill of lading,**<br>**-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.** | | |
| **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 asses 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. | | |
| 6. **FINANCIAL CRITERIA:** | | |

| | Compliance by Bidder | |
|---|---|---|
| 1.0 Annual Financial Turnover of the bidder during any of preceding three financial/accounting years from the original bid closing date should be at least INR 12.92 Lakhs or USD 19000.00<br><br>1.1 Net worth of bidder must be positive for preceding financial/ accounting year.<br><br>2.0 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 2015-16 has actually not been audited so far'.<br><br>Note: For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-<br><br>i) A certificate issued by a practicing Chartered Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE.<br><br>OR<br><br>ii) Audited Balance Sheet along with Profit & Loss account. In case of foreign bidders, self-attested/digitally signed printed published accounts are also acceptable.<br><br>3.0 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 on which the Audited Balance Sheet and Profit & Loss Account is signed. A CA Certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US$." | | |
| 7. The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following :<br>i. Validity of bid shorter than validity indicated in the tender.<br>ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.<br>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. | | |
| **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. | | |

| | Compliance by Bidder | |
|---|---|---|
| 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. | | |
| 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. | | |