



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

P.O. Duliajan -786602  
TELEPHONE NO. (91-374) 2808726  
FAX NO: (91-374) 2800533  
EMAIL: [mmfs1@oilindia.in](mailto:mmfs1@oilindia.in); [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)

TENDER NO. SSG8307P16/01

DATE: 27.08.2015

**INVITATION TO e-BID UNDER OPEN TWO BID SYSTEM**

Dear Sirs,

OIL invites Bids for the supply of **SODIUM FORMATE** through its e-Procurement site under **International Competitive Bidding - Single Stage TWO BID System**. The bidding documents and other terms and conditions are available at Booklet No.MM/GLOBAL/E-01/2005 – July 2012. The prescribed Bid Forms for submission of bids are available in the tender document folder.

The general details of tender can be viewed by opening the RFx [ Tender no.] under RFx and Auctions page. The details of items tendered can be found under Item tab and details can be found under Technical RFx.

The tender is invited with firm price for the specified quantity. Further details of tender are given in Technical Rfx -> External Area - > Tender Documents as **ANNEXURE 1A**.

**The tender will be governed by:**

- a) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 – July 2012 for e-procurement (ICB Tenders). Special attention to the bidders is drawn to Section – E of the document.
- b) Technical Specifications, Quantity and Notes for **SODIUM FORMATE** as per **Annexure - 1A**.
- c) The prescribed Bid Forms for submission of bids are available in the Technical Rfx -> External Area - > Tender Documents. 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 tender shall be used by Oil India Limited in the PEL/ML areas which are issued/renewed after 01/04/99 and hence Nil Custom 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 – July 2012.

## **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) **Original Bid Security (With two copies).**
  - b) **Catalogue**
  - c) **Copy NSIC Registration Certificate duly notarised.**
  - d) **Any other document required to be submitted in original as per tender requirement**
- 2.0 **Tender sample to be submitted before bid closing date and time.**
- 3.0 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.
- 4.0 **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.**
- 5.0 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.
- 6.0 Two Bid System shall be followed for this tender and only the price-bids of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.
- 7.0 **Please ensure that Technical Bid / all technical related documents related to the tender are uploaded in the Technical RFx Response-> User - > Technical Bid only. The “TECHNO-COMMERCIAL UNPRICED BID” shall contain all techno-commercial details except the prices. Please note that no price details should be uploaded in Technical RFx Response.**
- 8.0 The “**PRICE BID**” must contain the price schedule and the bidder's commercial terms and conditions. The prices of the items should be quoted in “**Conditions Tab**”.
- 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.

10.0 Submission of tender sample is mandatory for all the bidders including those who were earlier exempted from submission of tender samples. All the exemption letters issued by OIL in this regard stand withdrawn. Hence all the bidders are to ensure strict compliance of the above.

Yours Faithfully  
OIL INDIA LIMITED

Sd/-  
(M. B. SINGHA)  
DY. MANAGER MATERIALS  
FOR HEAD – MATERIALS  
FOR RESIDENT CHIEF EXECUTIVE



**ANNEXURE – 1 A**

Tender No & Date : SSG8307P16/01 Date: 27.08.2015

Tender Fee : INR 4500.00 OR USD 100.00

Bid Security Amount : INR 12,54,000.00 OR USD 18,800.00  
(or equivalent amount in any currency)

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : 28.10.2015 at 11.00 Hrs. IST

Bid Opening on : 28.10.2015 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 28.10.2016.  
(Bid bond format has been changed. Please submit bid bond as per revised format)

Performance Guarantee : Applicable @ 10% of ORDER VALUE

**OIL INDIA LIMITED invites Global tenders for items detailed below:**

**AA. TECHNICAL SPECIFICATIONS WITH QUANTITY**

SL.NO. & MATERIAL CODE	MATERIAL DESCRIPTION	QUANTITY	UNIT
10 ----- 85052123	<b><u>CHEMICAL - DRILLING MUD/WORKOVER FLUID</u></b>  <u>Sodium Formate</u> - An environmental friendly, non-corrosive organic brine to use as weighing agent in drilling fluids, workover fluids, completion fluids/packer fluids in oilfield operations.  The material should have the following specifications :  1. <u>Physical State</u> : The material should be in the form of white granules or crystalline free flowing white powder free from lumps and other impurities. The material should be easily soluble in water.	12,00,000	KG

	<p>2. Purity as Sodium Formate, percent by mass, minimum : 95%, minimum</p> <p>3. Moisture Content : 1.00% maximum</p> <p>4. Organic impurities, percent by mass, Maximum : 4.00</p> <p>5. Volatile matter, percent by mass, maximum : 4.00</p> <p>6. Matter insoluble in water, percent by mass, maximum : Nil</p> <p>7. Sulphate content : Nil</p> <p>8. Chloride Content : Nil</p> <p>9. Iron Content, ppm, max. : 10</p> <p>10. <u>Packing</u>: The material should be packed in moisture proofed HDPE bag with insert of polythene bag or in multiply paper bags (6 ply) and should be strong enough to withstand rigours of transit and storage.</p> <p><u>Net weight</u> : 25/ 50 Kgs per bag</p>		
--	--	--	--

**DELIVERY:** Bidder to quote best delivery period.

**BB . STANDARD NOTES:**

- 1) The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit both the “TECHNO-COMMERCIAL UNPRICED BID” and “PRICED BID” 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” is to be submitted as per Scope of Work & Technical Specification of the tender and “PRICED BID” as per the Online Price Bid format.
- 2) 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. **The prices of the items should be quoted in “Conditions Tab”.**
- 3) **Bid should be valid for 180 days, failing which offer shall be rejected.** Therefore, please ignore the minimum validity mentioned in the General Terms and Condition of Global Tender (MM/GLOBAL/E-01/2005 – July 2012).

- 4) The original bid security with two copies (Amount is mentioned above and also in Rfx Parameters of the tender in OIL's e-portal) should reach us before **13.00 Hrs (IST) on the Bid Closing date** of the technical bid. **Bid without original Bid Security will be rejected.** The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Technical Rfx Response-> User - > Technical Bid as per clause 9.8 of Section A General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005 – July 2012). **The bid security shall be valid up to 28.10.2016.**
- 5) **The tender sample should reach us before bid closing date and time stipulated in the e-tender.**
- 6) **Performance Security 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 – July 2012).
- 7) Commercial bids of only those bidders will be opened whose offers are found technically acceptable. The technically acceptable bidders will be informed before the opening of the "priced bid".
- 8) OIL reserves the right to allow Small Scale Sectors registered with NSIC purchase preference facility as admissible as per existing Government Policy. The bidders are requested to check the latest position on the subject on their own and OIL does not accept any liability whatsoever, on this account.
- 9) Price should be maintained in the "online price schedule" only. The price quoted in the "online price schedule" only will be considered. **No price should be given in Technical Rfx, otherwise the offer will be rejected.**
- 10) 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.
- 11) 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 Custom 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 – July 2012 enclosed.
- 12) 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 may be summarily rejected.
- 13) **The Integrity Pact is applicable against this tender.** Therefore, please attach the Integrity Pact document duly signed along with your quotation. The name of the OIL's Independent External Monitors at present is as under:
  - (i) SHRI RAGHAW SHARAN PANDEY, IAS (Retd.),
  - (ii) SHRI RAJIV MATHUR, IPS (Retd.),

Their email ids are furnished in OIL's website, [www.oil-india.com](http://www.oil-india.com)

- 14) 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.

## **CC. 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 party should be preferably a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorised representative / dealer / supplier of the product of manufacturer. The authorised representative / dealer / supplier should produce authority letter in original from its manufacturer authorizing them to submit the bid along with the bid. 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. The bidder should have at least 3 years of manufacturing / supply experiences of tendered item with supply record of minimum one order of 30% tender quantity of tendered material to various E&P / Mud Engineering companies. For this purpose the period reckoned shall be the period prior to the Bid Closing date of the tender. However, bidders whose materials have been successfully field tried extensively in OIL's operational area are exempted from meeting this criteria. Documentary evidences in support of above supply should be submitted along with the technical bid. OIL reserves the rights to verify the same.

**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 extensive field trial.

4. The bidder should submit tender sample of the product in triplicate (i.e. 3 samples) along with the bid. 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.
5. The tender sample should be strictly as per OIL's specification.
6. Technical Rfx is meant for Technical bid only. Therefore, No price should be given in Technical Rfx, otherwise the offer will be rejected.

7. 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 (a) Validity shorter than the validity indicated in tender and/or (b) Bid security amount lesser than the amount indicated in the tender.
  - iv. In case the party refuses to sign the Integrity Pact.

**DD. SPECIAL NOTE:**

- 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.
- 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) 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.
- 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 and balance quantity will be procured from other competitive bidders whose product has been field proven in OIL.
- vii) The supplied material against orders will be accepted after passing the specification test in the OIL’s laboratory at Duliajan. The supplied product must meet the order specification and perform at par with the corresponding tender sample submitted by the bidder against this tender during the quality assessment test in the laboratory.

----XXXX----