



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

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TENDER NO. SSG 8711P16/05

DATE: 29.09.2015

**Sub : INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM**

Dear Sirs,

OIL invites Bids for the supply of **96,000 KG of Tri-ethylene glycol (99% purity)** through its e-Procurement site under **International Competitive Bidding (ICB) - TWO 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 **Tri-ethylene glycol (99% purity)** 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) **Original Bid Security.**
- b) **Tender Sample**

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 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.

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 the bid closing date and time failing which the offer shall be rejected.

5.0 **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.

6.0 **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.

7.0 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

## **ANNEXURE-IA**

**Tender No& Date : SSG8711P16/05 Dated : 29.09.2015**

**Tender Fee : INR 4500.00 OR USD 100.00**

**Bid Security Amount : INR 2,54,000.00 OR USD 3,810.00  
( or equivalent Amount in any currency )**

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

**Original Bid Closing : 09.12.2015 at 11:00 (IST)**

**Technical Bid Opening : 09.12.2015 at 14:00 (IST)**

**Bid Validity : Bid should be valid for 180 days from bid closing date.**

**Bid Bond Validity : Bid Bond should be valid up to 09.12.2016  
( Bid bond format has been changed. Please submit bid bond  
as per revised format failing which offer will be rejected)**

**Performance Guarantee: Applicable @ 10% of ORDER VALUE**

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

### **TECHNICAL SPECIFICATIONS WITH QUANTITY**

SL NO & <del>UNIT PRICE</del> CODE NO.	MATERIAL DESCRIPTION		
	<b>CHEMICALS FOR REGULAR OPERATION OF THE GLYCOL DEHYDRATION UNITS</b>		
10 <del>46500</del> 85240017	Tri-ethylene Glycol, To use for dehydration of natural gas in gas dehydration unit. Specification :- 1. Physical Properties : The material should be a colourless transparent liquid, free from suspended matters and any other impurities. 2. Specific Gravity : 1.1245 - 1.1260 3. Water solubility : Completely Soluble at 20 deg.C 4. Purity : 99% (minimum) 5. Initial Boiling : 283.00 degC min. Point at 760mm of Hg 6. Water Content, %, : 0.1 (v/v),maximum 7. Refractive Index : 1.4550 - 1.4570 at 20 deg.C		

	8. PH value : 5.5 - 8.5 9. Packing : The material should be packed in 200 litre capacity HDPE carbuoys/M.S. drums strong enough to withstand rigours of transit and storage. 10. Marking : Each drum should have clear legible markings as given below : i) Name of the product ii) Name of the supplier iii) Date/month/year of manufacture iv) Supply order No. against which supply is made.		
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**Delivery Instruction: Delivery required @ 24,000 KG in alternate month.**

#### **AA. BID REJECTION CRITERIA**

In addition to BRC criteria vide SECTION – ‘D’ of General Terms and Conditions for Global Tender ( MM/ GLOBAL/E01/2005-July2012), the following clause will be applicable against this tender :

#### **A . TECHNICAL**

- 1.0 If the bidder is a Manufacturer of the product they should have at least 3 years of manufacturing experience with bulk supply record to various E&P companies. During the last 03 years, the party must have executed at least
- a) One order with minimum quantity of 40% of tendered material.  
Or,
  - b) Two orders with total quantity of 60% of tendered material.  
Or,
  - c) Three orders with total quantity of 80% of tendered material.

The bidder shall submit documentary evidence in the form of copies of client’s Purchase order, invoice, bill of lading. The bidder shall also submit the acceptance of the materials / order completion report from the clients.

- 2.0 If the bidder is not a manufacturer, then the bidder should be an authorised dealer / distributor / supply house of the product. The authorised dealer / distributor / supply house of the product should produce the authorisation letter from the original manufacturer meeting the criteria as mentioned 1.0 above along with bid and such authorisation letter should valid for the entire period of the order execution.
- 3.0 Clause nos. 1.0 & 2.0 is not applicable to the bidders who have successfully executed OIL’s order for supplying Tri Ethylene Glycol in the past.

- 4.0 Bidder to send 02 (two) samples of the offered product of 1kg each in 2 separate air tight sealed containers at free of cost along with the bid for necessary testing at OIL's Laboratory. Sample not meeting OIL's specification during laboratory testing at OIL, will be rejected.

## **B. COMMERCIAL**

- 1.0 The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit both the "**TECHNO-COMMERCIAL UNPRICED BID**" and "**PRICED BID**" 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**. Bidder not complying with above submission procedure will be rejected.
- 2.0 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. The prices of the items should be quoted in "Conditions Tab".
- 3.0 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.

## **BB BID EVALUATION CRITERIA (BEC):**

The bids conforming to the specifications, terms & 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 Bid Evaluation Criteria given below:

- 1.0 If there is any discrepancy between the unit price and the 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 amount in words shall prevail and will be adopted for evaluation.
- 2.0 All materials as indicated in the material description of the enquiry should be offered.
- 3.0 The other terms and conditions of the tender shall be as per General Terms and Conditions for Global Tender. However, if any of the clauses of the Bid Rejection Criteria (BRC) / Bid Evaluation Criteria (BEC) mentioned here contradict the Clauses of the tender or elsewhere, those mentioned in this BEC / BRC shall prevail.

**CC Special Note**

- i) The product should be strictly as per OIL's specification.
- ii) The bidder must produce the quality assurance certificate for the offered product and it should be assured that the offered product should be the same quality/standard as per the tender sample submitted in the bid.
- iii) Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with their bid.
- iv) The material shall be supplied in original packing with marking conforming to tender specification.
- v) The bidder shall engage a reputed third party for testing the physical and chemical properties of the product. The third party must have requisite experience in the field of testing of such chemicals in their laboratory. All the testing shall be carried out as per the relevant ASTM standard / method and all the test reports must be submitted along with the supply.
- vi) Supplied materials shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 12 months from the date of despatch/shipment against defects arising from faulty materials, workmanship. Defective goods/materials notified by OIL to the Seller shall be replaced immediately by the Seller on F.O.R destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.
- vii) The Bidder shall confirm in their bid meeting all the points noted under technical qualification criteria as stated in the enquiry and shall also submit all necessary supporting documents, technical details, literature etc. as indicated in the enquiry along with the bid failing which the offer shall be liable for rejection.

**DD. STANDARD NOTES:**

- 1.0 Price should be maintained in the “online price schedule” only. The price quoted in the “online price schedule” only will be considered.
- 2.0 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.
- 3.0 Bidders have to indicate the minimum FOB/FCA charges in case of partial order for reduced quantity/items. In case this is not indicated specifically, the charges quoted would be prorated calculated and the same will be binding on the bidder.
- 4.0 General terms and conditions of Global tender (Document MM/GLOBAL/E-01/2005-July2012) is enclosed.
- 5.0 The original bid security (Amount is mentioned above and also in Rfx Parameters of the tender in OIL’s e-portal) should reach us before bid closing date and time 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-July2012). The bid security shall be valid up to 09.12.2016.
- 6.0 PRICED BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TO BE TECHNO-COMMERCIALLY ACCEPTABLE.
- 7.0 Performance Bank Guarantee @10% of order value shall be applicable against this tender as per 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 which must be valid for one year from the date of shipment/despatch. Bidder must confirm the same in their technical Bid.
- 8.0 Bid validity shall be minimum 180 days. Bids with lesser validity shall be rejected.
- 9.0 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.



10.0 The Integrity Pact is applicable against this tender. The name of the OIL's Independent External Monitors at present are as under :

- (I) SHRI RAGHAW SHARAN PANDEY, IAS(Retd.),
- (II) SHRI RAJIV MATHUR, IPS (Retd.)

Their e-mail ids are available in OIL's website [www.oil-india.com](http://www.oil-india.com)