

**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**  
**P.O. Udayanvihar ,Narangi ,Guwahati ,Assam**

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**Tender No. & Date : SGG8602P16**

Tender Fee INR 6000.00 OR USD 100.00

Bid Security Amount INR 60,000.00 USD 1000.00

**Bidding Type : SINGLE STAGE COMPOSITE  
SYSTEM**

Bid Closing on 9.12.2015 ( at 11.00 Hrs. IST )

Bid Opening on 9.12.2015 ( at 14.00 Hrs. IST )

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global Tenders for items detailed below:

Item No./Mat. Code	Material Description	QTY.	UOM
<u>10</u>	SUPPLY OF HOT TAPPING MACHINE WITH AIR MOTOR DRIVE ALONG WITH OPTION OF MANUAL OPERATION.  AS PER THE FOLLOWING ANNEXURE:  a) Detailed specification – Annexure - I.  b) Bid Rejection Criteria (BRC) and Bid Evaluation Criteria – Annexure - II.	1	No.

	c) Technical & Commercial Check list vide III	Annexure -		
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(A)General Notes for e-tender :

1.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 Amendment and Addendum.

2.The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX.

3.Bid must be submitted electronically only through OIL’s e-procurement portal. Bid submitted in any other form will be rejected.

4.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 Chief Materials Manager, Oil India Limited, P.O.-Udayan Vihar ,Narangi,Guwahati -781171 ,Assam, on or before 13:00 hrs (IST) on the Bid Closing Date mentioned in the Tender.

**a)Original Bid Security.**

**b)Details Catalogue and any other document which have been specified to be submitted in original.**

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

5.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.

6.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.

7.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.

8.Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

(C)Special Notes :

1.The items shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of despatch/shipment or 12 months from date of receipt, whichever ever is earlier. In case of breakdown during the warranty period, a competent service engineer of the supplier shall make as many visits as shall be necessary to rectify the system. The supplier shall provide all spares required for making the system operational. Bidders must confirm the same while quoting.

2.Validity of the offers should be 120 days from the date of bid opening. Bids with lesser validity shall be summarily rejected.

3. The minimum FOB/FCA charges in case of partial order for reduced quantity/ items shall have to be indicated by the bidder. In case this is not indicated specifically, the charges quoted would be prorata calculated and the same will be binding on the bidder.

4.Commercial Check-List vide Annexure- III shall be filled-up and submitted along with the offer.

5.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 must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

6.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.

7.0 Nil custom duty shall not be applicable against this tender. Indigenous bidder are requested to quote non Deemed Export prices.

**7.1 Tender Fee and Bid Security can also be paid through payment gateway in the e-tender portal.** Please refer to Vendor User Manual updated in the e-tender portal as well for further details.

7.2 Bidders shall prepare and shall upload 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” shall contain all

technical and commercial details. **Details of prices as per price format in Appendix-I to be uploaded as attachment in the Attachment Tab “Notes and Attachments”.**

**7.3 A screen shot in this regard is given below.**

**On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” and “Priced Bid” in the places as indicated above:**

8.0 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.

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

10. Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).

11. In the event of receipt of only a single offer against the tender within B.C. date, OIL reserves the right to extend the B.C. date as deemed fit by the Company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date, shall not be permitted to revise their quotation

12.0 No press advt. will be published regarding amendment to Bidding Document or extension of BC Date. The same will be uploaded in OIL website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.

Yours Faithfully

Sd-

(BIMAL. BORA)

DEPUTY MANAGER MATERIALS (PL)  
FOR CHIEF MANAGER MATERIALS (PL)  
FOR : GROUP GENERAL MANAGER (PLS)

## **Annexure - I.**

### SCOPE OF SUPPLY

### **TECHNICAL SPECIFICATIONS .**

HOT TAPPING MACHINE WITH AIR MOTOR DRIVE ALONG WITH OPTION OF MANUAL OPERATION, DRILL/ TAPPING SIZE: 12MM (0.5") THROUGH 100MM (4"), FOR USE IN HYDROCARBON PIPELINE.

DRILL SIZE-

1. 0.5" Drill ; length- 150 mm(min).
2. 0.5" drill; length- 565 mm(min).
3. 0.75" drill; length- 150 mm (min).
4. 0.75" drill; length- 565 mm (min).
5. 1" drill; length- 150 mm (min).
6. 1.25" drill; length- 150 mm (min).
7. 1-7/16" drill; length- 187 mm (min).

HOLE SAW/CUTTER

1. 1.25" HOLE SAW/CUTTER
2. 2" HOLE SAW/CUTTER
3. 3" HOLE SAW/CUTTER
4. 4" HOLE SAW/CUTTER

CUTTER HOLDER PILOT

1. 1.25" – HOLDER PILOT
2. 2" – HOLDER PILOT
3. 3" – HOLDER PILOT
4. 4" – HOLDER PILOT

STANDARD SPECIFICATION:

Hot Tapping machine cum drilling machine to be used to make connections to pipelines, tanks and plant piping without shutdown and are used to make hot taps in preparation for plugging machine applications. The Drilling Machine shall be manual and power-driven machine which taps into pipe while under pressure. It shall be suitable for making 1/2" through 4" (DN 15 - DN 100) taps without shutdown. It shall be used to install 2" and 3" completion plugs in tapping nipples to permit recovery of tapping valves.

The Drilling Machine shall be 28" of travel. The Drilling Machines shall meet NACE Standard MR0175-93, sulfide stress cracking resistant metallic material for oilfield equipment. The maximum working pressure shall be 100 bars at 38°C. Its operating temperatures shall be -29°C to 371°C at 48 bars for intermittent service.

#### Annexure - II.

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

1. The Bidder shall be original manufacturer of the equipment or Authorize dealer of original equipment manufacturer.
2. If the bidder is an authorized dealers of original equipment manufacturer than valid authorization certification must be submitted along with the bid.
3. The Bidder shall be regular manufacturer of Hot Tapping Machine of last 10 years. Documentary evidence for the same shall be submitted along with the bid.
4. The Bidder shall have supplied at least three no of hot tapping machine of same model or higher size and rating in last 7 years counted from the bid closing date. Documentary evidence of such supply shall be provided along with the bid.
5. The successful Bidder shall have to install, commission and demonstrate the operation and day to day maintenance of the machine at user's workshop in Guwahati, India.
6. The offered machine shall have warranty coverage of minimum 1 (one) year from the date of commissioning and Warranty certificate shall be submitted as part of the supply.
7. Manuals and part drawings shall be submitted along with the bid. These shall also be part of the supply.
8. Language of manuals and part drawings must be English only.

##### B .COMMERCIAL:

1. Bids are invited under Single Stage Composite Bid System. Bidders shall quote accordingly under Single Stage Composite Bid System.
2. Bid security of US \$ 1000.00 or Rs. 60000.00 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)). 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 8.12.2016.

3. Validity of the bid shall be minimum 120 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 18 months from the date of shipment/dispatch or twelve(12) months from the date of receipt of the items at site, whichever is earlier 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 one year from the date of successful installation and commissioning of the item. 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 :

#### **Appendix-I**

Bidders are required to submit the summary of the prices in their commercial bids as per bid format



(Summary), given below :

**Priced Bid Format ( SUMMARY ):**

Sl. No.	Material Description & Material code No.	Qty.	Unit	Unit Price	Total Price
10	SUPPLY OF HOT TAPPING MACHINE WITH AIR MOTOR DRIVE ALONG WITH OPTION OF MANUAL OPERATION.		1	No.	

**(i) Commercial Bid Format ( SUMMARY ) for Foreign Bidders :**

- (A) Total material cost ( as in Serial no. 10 above)
- (B) Packing & FOB/FCA Charges
- (C) Total FOB /FCA value, (A+B) above
- (D) Ocean / Air 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) above
- (H) Total value in words :
- (I) Gross Weight :
- (J) Gross Volume :

**(ii) Commercial Bid Format ( SUMMARY ) for Indigenous Bidders :**

- (A) Total material value ( as in Serial no. 10 above)
- (B) Packing and Forwarding Charges
- (C) Total Ex-works value ( A+B)
- (D) Excise Duty including Cess, (Please indicate applicable rate of Duty)
- (E) Total Ex-works value including Excise Duty & Cess (C+D)
- (F) Sales Tax, (Please indicate applicable rate of Tax)
- (G) Total FOR Despatching station value ( E+F)
- (H) Transportation charges to PHQ, Guwahati :
- (I) Transit Insurance Charges
- (J) Assam Entry tax
- (K) Total FOR Guwahati value (G+H+I+J)
- (L) Total value in words :
- (M) Gross Weight :
- (N) Gross Volume :

NOTE: 1. Banking charges in the country of the foreign bidder shall be borne by the bidder

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.

(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:

1)The evaluation of bids will be done as per the Priced Schedule (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.

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.

(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 ORIGINAL Bid Bond (not copy of Bid Bond) enclosed with the offer? If YES, provide details (a) Amount :  (b) Name of issuing Bank : (c) Validity of Bid Bond :	YES/NO	
8.	Whether offered firm prices?	YES/NO	
9.	Whether quoted offer validity of 120 days from the date of closing of tender?	YES/NO	
10.	Whether quoted a firm delivery period?	YES/NO	
11.	Whether quoted as per NIT (without any deviations)?	YES/NO	
12.	Whether any deviation is there in the offer?	YES/NO	
13.	Whether deviation separately highlighted?	YES/NO	
14.	Whether agreed to the NIT Warranty clause?	YES/NO	
15.	Whether Price Bid submitted as per Price Schedule?	YES/NO	
16.	Whether indicated the country of origin for the items quoted?	YES/NO	
17.	Whether all the items of tender quoted?	YES/NO	
18.	Whether technical literature/catalogue/drawings enclosed?	YES/NO	
19.	For Foreign Bidders - Whether offered FOB/FCA port of dispatch including sea/air	YES/NO	

- worthy packing & forwarding?
20. For Foreign Bidders – Whether port of shipment indicated? [To specify] YES/NO
21. For Foreign Bidders only - Whether indicated ocean freight up to C&F Kolkata port (Excluding marine insurance)? YES/NO
22. 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
23. Whether weight & volume of items offered indicated? YES/NO
24. Whether confirmed to submit PBG as asked for in NIT? YES/NO
25. Whether agreed to submit PBG within 30 days of placement of order? YES/NO
26. For Indian bidders – Whether place of dispatch indicated in the offer? [To specify] YES/NO
27. For Indian bidders – Whether road transportation charges up to Guwahati quoted? YES/NO
28. For Indian Bidders only - Whether offered Ex-works price including packing/forwarding charges? YES/NO
29. Whether quoted prices are exclusive of Excise duty? YES/NO
30. For Indian bidders only – whether import content indicated in the offer? YES/NO
31. For Indian Bidders only - whether all Taxes have been indicated categorically? YES/NO
32. Whether all BRC/BEC clauses accepted? YES/NO