



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

TELEPHONE NO. (91-374) 2808614

FAX NO: (91-374) 2800533

Email: [matmmfsa@oilindia.in](mailto:matmmfsa@oilindia.in) ; [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in)

**TENDER NO. SSG7912P19/05**

**DATE: 08.05.2018**

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

Dear Sirs,

OIL invites Bids for the supply of **702.00 MT REGULAR FLOW IMPROVER (RFI)** through through **E-Procurement**. The details of the tender are as under:

1. Details of items with specification, quantity and special notes are given in Technical Rfx → External area-→ Tender documents as Annexure - IA
2. General terms and Conditions of the tender are as per attached document No.MM/GLOBAL/E-01/2005-July2012.
3. 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. BEC/BRC as per Annexure CCC must be complied and submitted with the technical bid.
4. Type of Tender : International Competitive Bidding
5. Type of Bidding : **SINGLE STAGE TWO BID SYSTEM**
6. Tender Fee : INR 60,000.00 OR USD 1,000.00
7. Bid Security Amount : **INR 17,95,600.00 OR USD 26,710.00**  
(Or equivalent amount in any currency)
8. Performance Security : **Applicable @10% of Order Value.**
9. Bid Closing /Opening Date : 27.06.2018
10. Tender document Sale date : 20.06.2018
11. Bid Validity : Bid should be valid for 120 days from bid closing date.
12. Bid Bond Validity : Bid Bond should be valid upto 23.01.2019  
(Bid bond format has been changed. Please submit bid bond as per revised format failing which offer will be rejected)
13. Integrity Pact : Applicable

**Special Note :**

1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/GLOBAL/E-01/2005-July2012 for E-procurement (ICB Tenders) including Amendment and Addendum. Special attention to the bidders is drawn to Section – E of the document.

2.0 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 GM 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) **Detailed Catalogue.**

c) **Any other document required to be submitted in original as per tender requirement.**

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.

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 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 concessional rate of GST against Essentiality Certificate wherever applicable, as per Notification No.3/2017 – Integrated/ Central Tax (Rate) dated 28th June, 2017/Deemed Export Benefit against this purchase. Details of Deemed Export are furnished vide Addendum to MM/GLOBAL/01/2005 enclosed.

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

6.0 Please refer to the **"New Vendor Manual (effective 12.04.2017)"** available in the login Page of the OIL's E-tender Portal.

7.0 Bidders to take special note of the following conditions:

**7.1 Against Tender Fee – Payment should be made only through online mode and no other instrument (Cash/DD/Cheques/Cashier Cheque, etc) will be acceptable.**

**7.2 Against Bid Security/EMD/Performance Bank Guarantee – Only payments through online mode or Submission of Bank Guarantee/LC will be acceptable. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.**

8.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following two documents before uploading their bid. These documents are also uploaded as part of NIT.

- 8.1 Guidelines to Bidders for participating in OIL.
- 8.2 Instruction to bidder for submission.

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

10.0 The prices of the items should be quoted as per Annexure P and uploaded separately under the tab “Notes & Attachment”.

11.0 In view of implementation of GST w.e.f. 01.07.2017 and PPLC Policy to provide Purchase Preference (linked with local content) by notification no. Ref.O-27011/44/2016-ONG-II/FP dtd.25.04.2017 Bidders to note of **ANNEXURE-GST&PPLC** and to submit their offers complying with the same.

Yours Faithfully

Sd-  
(A. D. SINGH)  
SR.PURCHASE OFFICER (FS)  
FOR GM-MATERIALS

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 : SSG7912P19/05 08.05.2018**

Tender Fee : INR 60,000.00 OR USD 1,000.00  
Bid Security Amount : INR 1,795,600.00 OR USD 26,710.00  
(or equivalent Amount in any currency)

**Bidding Type : Two Bid**

Bid Closing On : 27.06.2018 at 11:00 hrs. (IST)  
Bid Opening On : 27.06.2018 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global tenders for items detailed below:

Item No./ Mat. Code	Material Description	Quantity	UOM
<b>10</b> 85054914	<p>C H E M I C A L FOR CONDITIONING CRUDE OIL Item : REGULAR FLOW IMPROVER (Chemical for viscosity reduction of crude oil)</p> <p><b><u>1. PHYSICAL CHARACTERISTICS:</u></b></p> <p>i) State: Homogeneous liquid or solid, free from insoluble / visible impurities. ii) Smell: The product should smell typically like a petroleum distillate under all physical (solid or liquid) conditions, and should not have any other obnoxious smell. iii) Solvent: Use of only the following solvents is permissible for manufacturing the tender sample and the bulk supply : Toluene / Xylene or mixed Xylene / Ethyl Benzene; or combination thereof. The solvent should not contain organic compounds like 2-Pinene, 3-Carene, D-Limonene or Terpenolene even in trace amount. Moreover, the vendor has to use the same solvent which he had used in his approved tender sample, for manufacturing the bulk supply. iv) Viscosity of the product at 40°C when measured with Fann VG meter at 300 RPM : 100 cP (Maximum) v) Melting Point: 40°C (Maximum) vi) Congealing Point: 30°C (Maximum) vii) Shelf life: 18 months (Minimum) from the date of bid closing (for tender samples) / from the date of dispatch (for bulk supplies against any order).</p> <p><b><u>2. LABORATORY PERFORMANCE:</u></b> When the test crude is doped at 50°C at a dosage normally not exceeding 300 PPM (weight/volume) and also not exceeding the dosage of a "field-proven" product meeting the performance specification on the same test crude under identical test conditions, the treated crude should attain the following rheological properties, as measured by a Coaxial Cylinder Rotational Viscometer [ Fann VG meter Model 35SA (R1-B1-F1 combination) or equivalent ] in the shear rate range of 511 - 1022 Sec Inverse.</p>	702000	KG

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Item No./ Mat. Code	Material Description	Quantity	UOM									
	<div>Temp(°C) Plastic Viscosity (cP,Max.) Yield value (Dynes/Cm sq.Max.)</div> <table><tr><td>24</td><td>15</td><td>15</td></tr><tr><td>21</td><td>25</td><td>30</td></tr><tr><td>18</td><td>35</td><td>50</td></tr></table> <p><b>3.PACKING OF THE BULK SUPPLIES:</b> The material should be packed in new (un-used), sealed and leak-proof steel drums. The drums should conform to Bureau of Indian Standards (BIS) "IS 1783 (Part-1) : 2014, Grade A" specification (or equivalent specification from any foreign standardizing agency), and every drum should bear the specified BIS Certification Mark or equivalent mark of a foreign standardizing agency. Each drum should have a tare weight of 22 Kg (+/- 0.5 Kg), and should contain 180 Kg of the material.</p> <p><b>Marking on the drums to be put in by the vendor:</b> Name of the product, Manufacturer's name and address, Order number and date, Lot number, Batch number, Drum number, Net weight and Gross weight, and Date of Manufacture should be stenciled with indelible paint in bold letters and contrasting color on every drum on the top and also on the side.</p> <p><b>4.COMPATIBILITY:</b> The product should be compatible from the point of view of oil refining.</p> <p><b>5.PRODUCT INFORMATION REQUIRED TO BE SUBMITTED (UPLOADED IN CASE OF e-TENDER) BY THE BIDDER AS PART OF ITS TECHNICAL BID:</b></p> <p><b>a) Product Data Sheet (PDS)</b> printed on the bidder's official letterhead and duly signed by an authorized signatory, containing the following information:</p> <div><div>i. Product Name</div><div>ii. Colour</div><div>iii. Smell</div><div>iv. Generic Composition</div><div>v. The Solvent used and its Boiling Point / Range (°C)</div><div>vi. Specific Gravity at 25°C</div><div>vii. Apparent Viscosity (centi-Poise) at 40°C</div><div>viii. Flash Point (PMCC, °C)</div><div>ix. Melting Point (°C)</div><div>x. Congealing Point (°C)</div><div>xi. Date of Manufacture</div><div>xii. Shelf Life (Months)</div></div> <p><b>b) Material Safety Data Sheet (MSDS)</b> printed on the bidder's official letterhead and duly signed by an authorized signatory, containing all relevant information under the following sections:</p> <div><div>i. Chemical Product and Company Identification</div><div>ii. Composition / Information on Ingredients</div><div>iii. Hazards Identification</div></div>	24	15	15	21	25	30	18	35	50		
24	15	15										
21	25	30										
18	35	50										

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Item No./ Mat. Code	Material Description	Quantity	UOM
	iv. First Aid Measures v. Fire Fighting measures vi. Accidental Release Measures vii. Handling and Storage viii. Exposure Controls / Personal Protection ix. Physical and Chemical Properties x. Stability and Reactivity data xi. Toxicological information xii. Ecological Information xiii. Disposal Considerations xiv. Transport Information xv. Other Regulatory Information xvi. Other Information  <b>6. CERTIFICATION FROM THE BIDDER:</b> The bidder would be required to submit (upload in case of e-tender) a certificate as part of his technical bid, confirming that in case he gets an order, he would supply the material having the same quality and composition (including the solvent) as that of the tender sample, in a packing as specified under para [3] of the technical specification, and the supplied product would have a shelf life of 18 months minimum from the date of dispatch.		

**Standard Notes : AA . STANDARD NOTE :**

- 1) The tender is invited under SINGLE STAGE TWO BID SYSTEM. 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. 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 bid of the items should be uploaded as an attachment under Notes & Attachments tab. **No price should be given in above Technical Rfx otherwise the offer will be rejected.**
- 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 bid of the items should be uploaded as an attachment under Notes & Attachments tab as per ANNEXURE-P.**
- 3) 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.
- 4) Bid should be valid for minimum 120 days from bid closing date, failing which offer shall be

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rejected. Therefore, please ignore the minimum validity mentioned in the General Terms and Condition of Global Tender ( MM/GLOBAL/E-01/2005-July 2012).

5) 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- July 2012). **The bid security shall be valid up to 23.01.2019.**

6) 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.

7) 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.

8) PRICE BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TECHNO-COMMERCIALLY ACCEPTABLE. THE TECHNO-COMMERCIALLY ACCEPTABLE BIDDERS WILL BE INFORMED BEFORE THE OPENING OF THE "PRICE BID".

9) Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/specifications of all major components, systems with Make & Model, etc. Generalised response like - 'As per NIT Specifications/Technical Leaflet', 'Noted', 'Accepted' or in any similar fashion is not acceptable.

10) 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.

11) 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-CCC will be applicable against the tender failing which offer will be rejected.

12) 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 by OIL's competent signatory. The proforma has to be uploaded by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. The name of the OIL's Independent External Monitors at present are as under :

i) Shri Rajiv Mathur, IPS (Retd.)  
Former Director (IB) Govt. of India  
e-Mail Id: rajivmathur23@gmail.com

ii) Shri Satyananda Mishra, IAS(Retd.)  
Former Chief Information Commissioner &

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Ex-Secretary, DOPT, Govt. of India  
e-Mail Id: satyanandamishra@hotmail.com

iii) SHRI JAGMOHAN GARG,  
Ex-Vigilance Commissioner, CVC  
e-Mail id : jagmohan.garg@gmail.com

13) 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.

**14) CONFIRMATION OF BID SECURITY / PERFORMANCE SECURITY:**

The following clause is applicable for bid security / performance security submitted in the form of bid bond/LC. Bidders are requested to strictly comply to this clause:

The bank guarantee issued by the bank must be routed through SFMS platform as per following details:

- a. (i) "MT 760 / MT 760 COV for issuance of bank guarantee
- (ii) "MT 767 / MT 767 COV for amendment of bank guarantee

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code - UTIB0001129.  
Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar Duliajan, District - Dibrugarh, Pin - 786602."

**Special Notes : BB. SPECIAL NOTES**

**1.DELIVERY:** TENTATIVELY IN 04 (FOUR) EQUAL LOTS @175500KG (975 Cask) PER LOT AS PER FOLLOWING SCHEDULE:

- i) 1st Lot IN SEPTEMBER,2018
- ii) 2nd Lot IN DECEMBER,2018
- iii) 3rd Lot IN MARCH,2019
- iv) 4th Lot IN JUNE,2019

2. OIL reserves the right to split the tendered quantity in the ratio of 60:40 for placement of order in case more than one bidder is found to be techno-commercially acceptable and field proven against the tender, subjecting to the BEC/BRC. Under such condition, the lowest evaluated (L1) bidder shall be awarded with 60% of the tendered quantity and the remaining 40% quantity shall be awarded on another bidder, subject to matching their quoted rate on FOR Duliajan basis with that of L1 bidder. For this purpose, price matching will be offered to the bidders in the order of their rankings viz, L-2, L-3, L-4 and so on.

If there is only single techno-commercially acceptable bid is received, the lone bidder shall be awarded an order for supply of the full quantity of tender.



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Or, if price matching is not agreed by any of the L2 or higher bidders, the L1 bidder shall be awarded an order for supply of the full quantity of tender.

**3.Tender Sample requirement:** The bidders have to submit 3 kg (500 gm x 6) sample of the product offered in six air-tight properly sealed bottles made of either glass or metal (plastic bottles not acceptable) free of cost for laboratory evaluation. Tender sample received in less than the specified quantity will not be accepted. Bottles received in un-sealed or leaking condition will not be accepted.

**4.Eligibility for bulk supply, and field performance criteria:** Only the RFI products which are certified by OIL as field-proven earlier (i.e. before the original bid closing date) shall be considered for bulk procurement against this tender, provided those products pass the tender scrutiny. A new product conforming to the laboratory specification shall be considered for a TRIAL ORDER for a quantity not exceeding 20 MT, for field-testing the product at an appropriate field location during peak winter period. Once the material received against a trial order is received at the pre-designated storage location of OIL, it will be subjected to Quality Assessment test in OIL's laboratory. Once the supplied material passes the QA test in the laboratory, it will be put on field trial. During the field trial, this product has to bring the rheology of the treated crude down to or below the figures specified in para [2] of the technical specification; at a dosage not exceeding the minimum performing dosage of another "field-proven" product monitored at the same field location immediately preceding the trial period under identical crude treatment conditions. The payment for the material supplied against a trial order would be made only if the material passes both the QA test in the laboratory as well as the field trial. In case the material supplied against the trial order is found acceptable, a DEVELOPMENTAL ORDER shall follow for a quantity not exceeding 50 MT. The material supplied against a developmental order would be deemed acceptable once it passes the QA test in OIL's Laboratory in Duliajan. Once the trial order and the developmental order are executed successfully, the new product shall be deemed "field-proven", and it would be eligible to be considered for regular (bulk) procurement against subsequent tenders as per the norms specified in such tenders.

**5.Quality Assessment (QA) of the bulk supplies:** Once a consignment supplied against any order (trial/developmental/ regular) is received at the pre-designated storage location of OIL, one or more samples would be drawn by OIL personnel from every batch of that consignment, and those samples shall be tested in OIL's laboratory for QA. In case any batch sample is found to be non-conforming to OIL specification (failing to meet any one of the specified Physical Characteristics or failing to meet the Laboratory Performance criteria), the whole batch would be rejected and the vendor would be asked to replace the material received under that batch number, within 30 days. The replacement supply should bear a new batch number. In case inconsistency in product quality (acceptable / not-acceptable) is noticed amongst samples collected from different drums marked with the same batch number, it would be inferred that the vendor has packed the produce from a particular batch randomly into the drums marked with different batch numbers. In such cases, the whole lot (i.e. the monthly supply quota which may contain multiple consignments) shall be rejected and the vendor would be asked to replace the whole lot within 30 days.

**6. Packing:** If the material supplied against any order is not delivered duly packed and marked as specified under para [3] of the technical specification, such material would be rejected. In such cases, the vendor would be asked to replace the material within 30 days.