



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

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**TENDER NO. SSG7924P19/05**

**DATE: 09.05.2018**

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

Dear Sirs,

OIL invites Bids for the supply of **800 Bags OF LOW TO MODERATE TEMPERATURE FLUID LOSS ADDITIVES** 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 12,000.00 OR USD 200.00
7. Bid Security Amount : **INR 3,54,850.00 OR USD 5,282.00**  
(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 : SSG7924P19/05 09.05.2018**

Tender Fee : INR 12,000.00 OR USD 200.00  
Bid Security Amount : INR 354,850.00 OR USD 5,282.00  
(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> 85053522	<p>CHEMICALS - DRILLING / CEMENTING CEMENT FLUID LOSS ADDITIVES Low to Moderate Temperature Fluid Loss Additives.</p> <p>1. Physical State : The material received should be a free flowing powder free from visible impurities.</p> <p>2. Solubility : Solubility in water at 24 +/- 2 deg.C - The material should be soluble or dispersible in fresh water.</p> <p>3. Moisture content : % by mass determined at 105 +/- 2 deg.C - 10.0 (max)</p> <p>4. Performance Test :</p> <p>i) Fluid loss of 44% slurry made from API Class 'G' (HSR) type cement and fresh water, at 90 deg.C &amp; 1000 psi.</p> <p>ii) Fluid loss of 44% slurry made from API Class 'G' (HSR) type cement and fresh water and treated with 1.0% of the sample, at 90 deg.C &amp; 1000 psi. - Fluid loss should be 20% (max) of the reading at 4(i)</p> <p>iii) The initial and 60 minutes consistency of the slurry, when temperature is raised from 24 deg.C to 90 deg.C in atmospheric consistometer during fluid loss determination. - Should not exceed 30 BC</p> <p>iv) Thickening time of 44% slurry made from API Class 'G' (HSR) type cement of fresh water at 90 deg.C &amp; 6000 psi raised in 30 minutes. - Thickening time as per API Specification - 10.</p> <p>v) Thickening time of 44% slurry made from API Class 'G' (HSR) type cement and fresh water and treated with 0.5% of the sample at 90 deg.C &amp; 6000 psi raised in 30 minutes. - Thickening Time should not exceed 2.0 times (max)</p>	800	BAG

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Item No./ Mat. Code	Material Description	Quantity	UOM
	of reading at 4(iv)  Packing : The material to be packed in 50 lbs (22.7 kg) multiwalled moisture proof paper bags.		

**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 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) 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).
- 7) 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.

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**09.05.2018**

8) 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.

9) 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".

10) 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.

11) 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-JULY 2012). Bidders are requested to take note of the same and to submit their offers accordingly.

12) 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.

13) 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 &  
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

14) 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.

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- 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.
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**Special Notes : BB. SPECIAL NOTES:**

**1)DELIVERY: BIDDER TO QUOTE THEIR BEST DELIVERY PERIOD.**

**2)**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, failing which their offer(s) will be rejected. 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.

**3)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.