



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

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Email: matmmfsa@oilindia.in ; erp_mm@oilindia.in

TENDER NO. SSG8608P19/05

DATE: 12.07.2018

INVITATION TO e-BID UNDER SINGLE TWO BID SYSTEM

Dear Sirs,

OIL invites Bids for the supply of **60,000 KG OF PARTIALLY HYDROLYSED POLYACRYL AMIDE (PHPA)** 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 2,21,200.00 OR USD 3,220.00**
(Or equivalent amount in any currency)
8. Performance Security : **Applicable @10% of Order Value.**
9. Bid Closing /Opening Date : 05.09.2018
10. Tender document Sale end date: 29.08.2018
11. Bid Validity : Bid should be valid for 120 days from bid closing date.
12. Bid Bond Validity : Bid Bond should be valid upto 05.04.2019
(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.
- 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 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website www.oilindia.com. The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.
- 5.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.
- 6.0 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.

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

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

9.0 Bidders to take special note of the following conditions:

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

9.2 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.**

10.0 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.

10.1 Guidelines to Bidders for participating in OIL.

10.2 Instruction to bidder for submission.

11.0 Please refer **Annexure-CCC** for BEC/BRC applicable against this tender. Please ensure compliance to BEC/BRC and submit requisite documentation, failing which offer may be liable for rejection.

12.0 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.

13.0 The prices of the items should be quoted as per **Annexure -P** (uploaded under the tab “Notes & Attachment”) and uploaded separately under the tab “Notes & Attachment”.

14.0 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:matmmfsa@oilindia.in

Tender No. & Date : SSG8608P19/05 12.07.2018

Tender Fee : INR 12,000.00 OR USD 200.00
Bid Security Amount : INR 221,200.00 OR USD 3,220.00
(or equivalent Amount in any currency)

Bidding Type : Two Bid

Bid Closing On : 05.09.2018 at 11:00 hrs. (IST)
Bid Opening On : 05.09.2018 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
10 85043926	CLAY ENCAPSULATING/VISCOSIFYING AGENT <u>PHPA (Partially Hydrolysed Polyacryl Amide)</u> <u>General Purpose of Use</u> To use in water base drilling fluid for encapsulation / inhibition of clay formation during drilling. <u>Specification</u> 1. <u>Physical Properties</u> : The material, as received, should be a free flowing white powder free from lumps and other impurities. 2. <u>Moisture Content, measured by drying at 105 +/- 2 degC, % by mass, maximum.</u> : 7.00 3. Ionic character : Anionic 4. Relative CST value (capillary suction test) (i) At 0.1% (w/v) polymer conc., min : 100 (ii) At 0.2% (w/v) polymer conc., min : 200 5. Relative dispersibility at 0.2% (w/v) polymer conc. at 60+/- 5 degC., max. : 175 6. <u>Degree of hydrolysis</u> : 20-40%(electrometric titration) 7. Apparent viscosity of 0.2% (w/v) polymer solution in distilled water. (i) At 26 +/- 2 degC, cp, minimum : 9 (ii) After aging at 110 degC for 18 hrs. : Should not decrease more than 20% of (i)	60000	KG

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Item No./ Mat. Code	Material Description	Quantity	UOM
	8. <u>Effect on 4 cp bentonite suspension</u> : Prepare a 7.5% (w/v) bentonite suspension in distilled water and stir in a multimixer for 15 minutes so that no lumps are left after the stirring period. Age the suspension at 26 +/- 2 degC for 24 hrs. Prepare a 4 cp bentonite suspension from it by dilution with distilled water. Add to it 0.2% (w/v) of powdered PHPA sample and stir for 30 minutes in multimixer. Adjust PH of the suspension to 9.0 using caustic soda solution. Measure apparent viscosity at 26 +/- 2 degC. (i) Apparent viscosity should be 15 cp minimum Age the suspension at 110 degc for 24 hrs in rolling condition. After the aging period cool and stir for 15 minutes in multimixer. Measure apparent viscosity of the suspension at 26 +/- 2 degC. (ii) Decrease of apparent viscosity 20% max. of 8(i) 9. <u>Calcium tolerance</u> : Prepare a 0.4% (w/v) suspension of the PHPA sample in distilled water by stirring in a multimixer for 15 min. (i) Record apparent viscosity of the PHPA solution. Prepare again a 0.4% (w/v) suspension of the PHPA sample in 100 ppm Calcium solution by mixing in a multimixer. Measure apparent viscosity of the solution. (ii) Apparent viscosity should be 60% minimum of 9(i) 10. <u>Packing</u> : The material should be packed in multiwalled paper bags with at least two innermost layers suitably water proofed, strong enough to withstand rigours of transit and storage. Capacity 25 kgs net per bag. 11. <u>Markings</u> - Each bag 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 number against which the supply is made. N.B. Apparent viscosity will be measured by a Fann VG meter		

Note description for item no./nos. : 10**NOTE :**

a) 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.

b) 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.

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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 05.04.2019.**
- 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.
- 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".

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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-JULY2012). 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.
- 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.

15) 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

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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."

16)FURNISHING FRAUDULENT INFORMATION/ DOCUMENT: If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.

Special Notes : BB. SPECIAL NOTES:

**1.DELIVERY: TENTATIVELY IN 03 (THREE) EQUAL LOTS OF 20 MT EACH
AS PER FOLLOWING SCHEDULE:**

- i) 1st Lot IN APRIL,2019**
- ii) 2nd Lot IN JULY,2019**
- iii)3rd Lot IN OCTOBER,2019**