



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

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TENDER NO. SSG 9042P16/05

DATE: 17.10.2015

Sub : INVITATION TO e-BID UNDER TWO BID SYSTEM

Dear Sirs,

OIL invites Bids for the supply of **72,000 KG of Carboxyl Methyl Cellulose (CMC-HVG)** 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 **Carboxyl Methyl Cellulose (CMC-HVG)** 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) **Tender Sample**
- b) **Original Bid Security.**
- c) **Detailed Catalogue.**
- d) **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.

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 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 without organization name, 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 13:00 Hrs (IST) on the bid closing date 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.

Yours Faithfully

Sd-
(BHAVIK MODY)
PURCHASE OFFICER(FS)
FOR HEAD-MATERIALS
FOR RESIDENT CHIEF EXECUTIVE



ऑयल इन्डिया लिमिटेड
OIL INDIA LIMITED

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Tender No& Date : SSG 9042P16 DATED 17.10.2015

Tender Fee : INR 4500.00 OR USD 100.00

Bid Security Amount : INR 1,64,200.00 OR USD 2,510.00
(or equivalent amount in any currency)

Bidding Type : SINGLE STAGE TWO BID SYSTEM

Bid Closing on : 06.01.2016 at 11:00 (IST)

Technical Bid Opening on : 06.01.2016 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 06.01.2017
(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

SLNO	MATERIAL DESCRIPTION & MATERIAL CODE NO.	QUANT ITY	UNIT
10 ----- 85052062	CHEMICAL - DRILLING MUD/WORKOVER FLUID Carboxy Methyl Cellulose, CMC (HVG) 1. Physical State : The material as received should be white to creamish coloured free flowing powder and free from lumps and visible extraneous impurities. 2. Moisture Content Measured by drying at 105 +/- 2 Deg.C, % by mass, maximum : 10.00	72000	KG

	<p>3. Sodium Carboxy Methyl Cellulose content on dry basis, % by mass, minimum. : 55.00</p> <p>4. Yield of 15 cp Apparent Viscosity Suspension : Prepare a 15 cp apparent viscosity suspension of the sample by stirring in a multimixture for 30 minutes in distilled water and 3.5% salt water (prepared by dissolving 3.5 grams LR grade NaCl in 100 ml distilled water) and calculate the yield of the sample which should be as follows : a) Yield in distilled water, KL/MT, min. : 200 b) Yield in salt water, KL/MT, min. : 120</p> <p>5. Packing : The material should be packed in moisture proof multiply (minimum 5 ply) strong paper bags enough to withstand the rigours of transit and storage. Capacity : 25 kg net per bags</p> <p>Marking : Each bag should have clear legible markings as follows : 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.</p> <p>N.B. : Apparent viscosity shall be measured by a Fann VG meter.</p>		
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COMMON NOTE:

1. 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.
2. 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.

Delivery Required : @ 18,000 KG per month.

Bidder to quote their best delivery period for the first lot.

STANDARD NOTE :

- 1) The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidder has to submit both the "TECHNO-COMMERCIAL" and "PRICE" bids 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 is to be submitted as per

Scope of Work & Technical Specification of the tender and price bid as per the Online Price Bid format.

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 of the items should be quoted in "Conditions Tab".

3) 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). Successful bidder will be required to furnish a Performance Bank Guarantee @ 10% of the order value which must be valid for one year from the date of shipment/despatch. Bidder must confirm the same in their technical Bid.

4) The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach us before bid closing date and time of technical bid. **Bid without original bid security will be rejected.** The bidders who are exempted from submitting of Bid Bond should attach documentary evidence in the Collaboration folder 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 06.01.2017.**

5) 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.

6) 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.

7) Price should be maintained in the "online price schedule" only. The price quoted in the "online price schedule" only will be considered.

8) **Bid validity shall be minimum 180 days.** Bids with lesser validity shall be rejected.

9) **Integrity Pact** is applicable against this tender. The name of the OIL's Independent External Monitor at present is as under :

i) SHRI RAJIV MATHUR, IPS (Retd.)

Their e-mail id is available in OIL's website www.oil-india.com

BID REJECTION CRITERIA (BRC)

In addition to BRC criteria vide section – D of General Terms & Conditions for Global tenders (MM/GLOBAL/E-01/2005-JULY 2012), the following clauses will be applicable against the tender failing which offer will be rejected.

1. The party should be preferably a Manufacturer of the product. In case the bidder is not a manufacturer, he should be an authorised representative / dealer / supplier of the product of manufacturer. The authorised representative / dealer / supplier should produce authority letter in original from its manufacturer authorising them to submit the bid along with the bid. Such authority letter should be valid for the entire period of execution of the order.
2. In case the bidder is not in a position to submit Authority letter from the manufacturer then bidder must submit Quality Assurance certificate mentioning that the offered product will be of same or higher quality / standard of the tender sample submitted along with the bid in the event of bulk supply against order.
3. The bidder should have at least 3 years of manufacturing / supply experience of tendered item with supply record of minimum one order of 30% tender quantity of tendered material to various E&P / Mud Engineering companies. For this purpose the period reckoned shall be the period prior to the bid closing date of the tender. However, bidders whose materials have been successfully field tried extensively in OIL's operational area are exempted from meeting this criteria. Documentary evidence in support of above supply should be submitted along with the technical bid. OIL reserves the right to verify the same.

Note: To develop any new source, field trial followed by extensive field trial of the product are conducted. In case of field trial, order is placed for a quantity which is sufficient for 2 / 3 wells use. This gives the idea how this product performs in our field. Once this field trial is over, to assess the quality assurance and supplier's capability another order is placed with larger quantity for 5 / 6 wells use. Based on timely delivery as well as

consistency in quality of the product, the vendor is developed. The second trial for a good number of wells is termed extensive field trial.

4. The bidder should submit tender sample of the product in triplicate (i.e. 3 samples) along with the bid. The bid should also accompany test report in original of their latest manufactured product. Further, the bidder should confirm that bulk supply will be same as the tender sample supplied for along with the tender.
5. The tender sample should be strictly as per OIL's specification.
6. Technical RFx folder is meant for Technical bid only. Therefore, no price should be given in Technical RFx, otherwise the offer will be rejected. Similarly, the technical bid is to uploaded in the Technical RFx only.
7. 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 authorised to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorised signatory who sign the Bid.
8. 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 Integrity Pact.

DD. Special Note:

- i) 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.
- ii) The tender sample will be evaluated in OIL's laboratory as per OIL's tender specification for acceptance.
- iii) Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with the bid.
- iv) The material should be supplied in the original packing of the manufacturer with markings as specified in the tender.
- v) Bidder shall confirm shelf life as per NIT requirement, wherever asked for. Any supply without shelf life or shelf life less than the NIT requirement shall be rejected.
- vi) Considering the nature of the item, if the product offered by the lowest acceptable bidder is not field proven in OIL, purchaser at its discretion may place a trial order to the extent of 25% (maximum) only for field trial and vendor development and balance quantity will be procured from other competitive bidders whose product has been field proven in OIL.
- vii) The supplied material against orders will be accepted after passing the specification test in the OIL's laboratory at Duliajan. The supplied product must meet the order specification and perform at par with the corresponding tender sample submitted by the bidder against this tender during the quality assessment test in the laboratory.

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