



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्गाबाग, अस्म
Oil India Limited
(A Government of India Enterprise) Registered Office: Durgabag, Assam

Oil India Limited (RP)
2-A. District Shopping Centre
Saraswati Nagar, Basni
Jodhpur-342005,
Phone- 0291 -2729-473,
0291 -2729-466
Fax: 0291-2727050
Email: km_kumar@oilindia.in
erp_mm@oilindia.in

TENDER NO. : SJG7550P16

DATE: 17.06.2015

INVITATION TO e-BID UNDER OPEN COMPOSITE SYSTEM

Dear Sirs,

Oil India Limited, Rajasthan Project invites Bids for the supply of **16,000 KG of Tri-ethylene Glycol, (99 % Purity)** through its e-Procurement site. The details of the tender are as under:

1. Details of item with specification and Qty: Refer Annexure 6 IA
2. General terms and Conditions of the tender are as per attached document No. MM/RP/GLOBAL/E-01/2005.
3. The prescribed Bid Forms for submission of bids are available in the tender document folder. Technical Checklist and Commercial Checklist vide Annexure IV & Response Entry Sheet must be filled-up and submitted along with the technical bid.
4. The tender is invited with firm price for the specified quantity. Further details of tender are given in Technical Rfx -> External Area -> Tender Documents.
5. 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.
6. 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).

7. All corrigenda, addenda, amendments, time extension, clarifications etc. To the tender will be hoisted on OIL's website (www.oil-india.com) and in the e-portal (<https://etenders.srm.oilindia.in/irj/portal>) only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.
8. Type of Bidding : **Single Bid (Composite Bid) system**
9. Bid security : **INR 39,700.00 OR USD 620.00**
10. Performance Security: : **Applicable @ 10 % of Order Value**
11. Bid Closing /Opening Date & Time : Please refer to the e- Tender Portal

Notes:

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 are furnished vide Addendum to MM/RP/GLOBAL/E-01/2005 enclosed.

Special Note :

- 1.0 Application showing full address/email address with Tender Fee (Non-refundable) of INR 4500.00 OR USD 100.00 in favour of OIL INDIA LIMITED and payable at JODHPUR is to be submitted to CHIEF MANAGER (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre, Saraswati Nagar, Basni, Rajasthan (India)- 342005 only between **29.06.2015 and 25.08.2015** (Or as amended in e-portal) i.e. one week prior to the scheduled bid closing date. The envelope containing the application for participation should clearly indicate "REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO SJG7550P16" for easy identification and timely issue of user ID and password. On receipt of requisite tender fee, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. No physical tender documents will be provided. Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oil-india.com.

Note : Tender Fee may also be paid online upto one week prior to the bid closing date (or as amended in e-portal).

NOTE: PSUs and SSI units for the items they are registered with NSIC are provided USER_ID and PASSWORD Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue USER_ID and PASSWORD on or before 25.08.2015.

2.0 The tender will be governed by "General Terms & Conditions" for e-Procurement as per Booklet NO. MM/RP/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).

3.0 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 **Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, India on or before the Bid Closing Date and Time mentioned in the Tender.**

- a) Original Bid Security .
- b) Voluminous document if any like Literature/ detailed Catalogue of the products etc.
- c) Tender Sample

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.

3.1 **Tender Sample is to be submitted before bid closing date and time.**

3.2 **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.**

3.3 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.

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 the bid closing date and time failing which the offer shall be rejected.

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

Yours Faithfully

Sd-
(KRISHNA MOHAN KUMAR)
DY. MATERIALS MANAGER
FOR CHIEF MANAGER (M&C)
FOR EXECUTIVE DIRECTOR (RP)



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ANNEXURE-IA

Tender No& Date : SJG7550P16 DATED- 17.06.2015

Tender Fee : INR 4,500.00 OR USD 100.00

Bid Security Amount : INR 39,700.00 OR USD 620.00
(Or equivalent amount in any currency)

Bidding Type : SINGLE BID (COMPOSITE BID)

Bid Closing on :As mentioned in e-portal

Bid Opening on :As mentioned in e-portal

Bid Validity : Bid should be valid for 120 days from bid closing date.

Bid Bond Validity : Bid Bond should be valid up to 01.07.2016.
(Bid bond format has been changed. Please submit bid bond as per revised format. Refer: MM/RP/GLOBAL/E-01/2005)

Performance Guarantee: Applicable @ 10% OF ORDER VALUE

Delivery Period : Requirement of the materials is urgent. Bidders to quote their best delivery period.

OIL INDIA LIMITED (Rajasthan Project, Jodhpur) invites Global tenders for items detailed below:

AA. TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO	MATERIAL DESCRIPTION & MATERIAL CODE NO.	QUANTITY	UNIT
10 ----- 85240017	Tri-ethylene Glycol, To use for dehydration of natural gas in gas dehydration unit. Specification :- 1. Physical Properties : The material should be a colourless transparent liquid, free from suspended matters and any other impurities. 2. Specific Gravity : 1.1245 - 1.1260 3. Water solubility : Completely Soluble at 20	16,000	KG

	deg.C 4. Purity : 99% (minimum) 5. Initial Boiling : 283.00 degC min.Point at 760mm of Hg 6. Water Content, %, : 0.1 (v/v),maximum 7. Refractive Index : 1.4550 - 1.4570 at 20 deg.C 8. PH value : 5.5 - 8.5 9. Packing : The material should be packed in 200 litre capacity HDPE carbuoys/M.S. drums strong enough to withstand rigours of transit and storage. 10. Marking : Each drum 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 No. against which supply is made.		
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BB. BID REJECTION CRITERIA

In addition to BRC criteria vide SECTION – ‘D’ of General Terms and Conditions for Global Tender (MM/RP/GLOBAL/E-01/2005), the following clause will be applicable against this tender :

TECHNICAL

- 1.0 If the bidder is a Manufacturer of the product they should have at least 3 years of manufacturing experience with bulk supply record to various E&P companies. During the last 03 years, the party must have executed at least
- One order with minimum quantity of 40% of tendered material.
- Or,
- Two orders with total quantity of 60% of tendered material.
- Or,
- Three orders with total quantity of 80% of tendered material.

The bidder shall submit documentary evidence in the form of copies of clients Purchase order, invoice, bill of lading. The bidder shall also submit the acceptance of the materials / order completion report from the clients.

- 2.0 If the bidder is not a manufacturer, then the bidder should be an authorised dealer / distributor / supply house of the product. The authorised dealer / distributor / supply house of the product should produce the authorisation letter from the original manufacturer meeting the criteria as mentioned 1.0 above along with bid and such authorisation letter should valid for the entire period of the order execution
- 3.0 Clause nos. 1.0 & 2.0 is not applicable to the bidders who have successfully executed OIL order for supplying Tri Ethylene Glycol in the past.

- 4.0 Bidder to send 02 (two) samples of the offered product of 1kg each in 2 separate air tight sealed containers at free of cost along with the bid for necessary testing at OIL's Laboratory. Sample not meeting OIL's specification during laboratory testing at OIL, will be rejected.

CC Special Note

- i) The product should be strictly as per OIL's specification.
- ii) The bidder must produce the quality assurance certificate for the offered product and it should be assured that the offered product should be the same quality/standard as per the tender sample submitted in the bid.
- iii) Bidder shall submit a copy of Material Safety Data Sheet of the quoted product along with their bid.
- iv) The material shall be supplied in original packing with marking conforming to tender specification.
- v) The bidder shall engage a reputed third party for testing the physical and chemical properties of the product. The third party must have requisite experience in the field of testing of such chemicals in their laboratory. All the testing shall be carried out as per the relevant ASTM standard/ method and all the test reports must be submitted along with the supply.
- vi) Supplied materials shall be new, of recent make, of the best quality & workmanship and shall be guaranteed by the Seller for a period of 12 months from the date of despatch/shipment against defects arising from faulty materials, workmanship. Defective goods/materials notified by OIL to the Seller shall be replaced immediately by the Seller on F.O.R destination basis including payment of all taxes and duties at Seller's expense. This guarantee shall survive and hold good notwithstanding inspection, payment for and acceptance of the goods.
- vii) The Bidder shall confirm in their bid meeting all the points noted under technical qualification criteria as stated in the enquiry and shall also submit all necessary supporting documents, technical details, literature etc. as indicated in the enquiry along with the bid failing which the offer shall be rejected.
- viii) **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.**

DD. STANDARD NOTES:

- 1.0 Materials to be supplied hereunder shall be new, unused, of recent make, of best quality & workmanship and shall be guaranteed by the seller for a period of 12 months from the date of despatch/shipment against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts

notified by OIL to the seller shall be replaced immediately by the supplier at the supplier's expense at no extra cost to OIL.

2.0 Foreign bidders are to quote the Material Value, FOB/FCA Charges upto Port of shipment, Total FOB/FCA value, Ocean/Air Freight Charges upto Kolkata & Mumbai Port/Airport, best possible delivery period, Payment terms (preferably Sight Draft), Port of Shipment, Country of Origin, Indian Agent's Name as well as its Commission, if any, Nett & Gross weight of materials etc. in their quotation.

3.0 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.

4.0 The Port/Airport of unloading is Kolkata Or Mumbai Sea Port/Airport, India (For Foreign Bidders)

5.0 Indigenous Party to quote for Unit Material value, Packing/Forwarding Charges, Taxes & Duties as applicable, Transportation charges upto Thaiyat-Hamira which is 25 KM (approx.) from Jaisalmer Town (Rajasthan), Payment Terms, Delivery Period, Net. & Gross Weight etc. in their offer.

6.0 Indian agent on behalf of the principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously.

In case of Indian agent, if the agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM.

7.0 Bidder to quote best delivery period

8.0 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 Deemed Export Benefit against this purchase. Details of Deemed Export are furnished vide Addendum to MM/RP/GLOBAL/E01/2005 enclosed.

9.0 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.

10.0 Price should be maintained in the %online price schedule+ only. The price quoted in the %online price schedule+ only will be considered. Please thoroughly go through "*Guide line for filling online price format_New.doc*" uploaded with this document before filling up the price bid on the e-portal. Please fill up the prices on the e-portal as guided by the document.

11.0 BIDDERS ARE REQUIRED TO QUOTE WITH MINIMUM VALIDITY OF **120 DAYS** FROM THE BID CLOSING DATE AS PER NIT REQUIREMENT. BIDS WITH LESSER VALIDITY SHALL BE REJECTED.

12.0 Performance Security: Successful bidder will be required to furnish a Performance Security @10% of the order value. For details about performance security and exemption for submission of the same, please refer Clause No. 10.0 of General Terms and Conditions vide MM/RP/GLOBAL/E-01/2005 for E-Procurement ICB Tenders. The Performance Security shall be valid for 12 months from the date of despatch/shipment. The bidder should confirm submission of the requisite Performance security (in the event of order) in their offer itself, failing which the offer will be rejected.

13.0 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 submitted the bids on or before the original B.C. date shall not be permitted to revise their quotation.

14.0 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.

15.0 In case of Indian Bidder, for order with F.O.R. Destination term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms vide booklet .
MM/RP/GLOBAL/E01/2005. Bidders are advised to take note of this while mentioning payment term.

16.0 You are required to submit original Bid Security at the office of Chief Manager (M&C), Oil India Limited, Rajasthan Project, 02-A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan, India on or before the Bid Closing Date and Time of the technical bid. The bid security should be of amount INR 39,700.00 or USD 620.00 or an equivalent amount in freely convertible currency and in conformity with OIL's prescribed format as Bank Guarantee enclosed with the booklet MM/RP/GLOBAL/E-01/2005 or a Bank Draft/Cashier cheque in favour of OIL or an irrevocable Letter of Credit (L/C) from any of the following Banks:

- (i) Any scheduled Indian Bank or
- (ii) Any Indian branch of a Foreign Bank or
- (iii) Any reputed Foreign Bank having correspondent bank in India

17.0 For details about Bid Security and the eligibility for exemption of bid security, please refer to Clause 9.0 under Section A of General Terms and conditions for Global Tender vide booklet MM/RP/GLOBAL/E-01/2005. Also please refer Annexure-VII vide MM/RP/GLOBAL/E-01/2005 to obtain the format for Bank Guarantee. A scanned copy of the bid security should be uploaded along with the offer for our information. If the bid security in ORIGINAL of above mentioned

amount is not received within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration. The bidders who are exempted from submitting Bid Security should attach documentary evidence alongwith their technical bid. The Bank Guarantee/LC towards Bid Security shall remain valid for 180 days more than the Bid Validity i.e. 300 days validity is required from the date of Bid opening.

18.0 The tender sample should reach us before bid closing date and time stipulated in the e-tender.

19.0 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global E-Tender vide MM/RP/GLOBAL/E-01/2005. However, if any of the Clauses of this tender document contradict the Clauses of the booklet MM/RP/GLOBAL/E-01/2005 elsewhere; those in this tender document shall prevail.

20.0 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.**

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