



**ऑयल इंडिया लिमिटेड**  
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्गाबाग, अस्सम  
**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

### **FORWARDING LETTER**

**Tender No.** : SJI3247P17      **Dated :** 08.12.2016

**Tender Fee** : INR 1,000.00

**Bid Security Amount** : INR 28,800.00

**Bid Bond Validity** : Bid Bond should be valid up to 31.07.2017.  
(Bid bond format has been changed. Please submit bid bond as per revised format. Refer: MM/LOCAL/E-01/2005)

**Bid Validity** : Bid should be valid for 90 days from bid closing date.

**Bidding Type** : SINGLE STAGE COMPOSITE BID SYSTEM

**Bid Closing on** : As mentioned in the e-portal

**Bid Opening on** : -do-

**Performance Security** : Applicable (@10% of the PO value)

**Integrity Pact** : Not Applicable

OIL, Rajasthan Project invites Bids for **SUPPLY OF CELLOPHANE FLAKES** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents

The general details of tender can be viewed by opening the RFx [ Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFx.

#### **The tender will be governed by:**

- “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement.
- Technical specifications, Quantity and any other notes as per **Annexure – IA**.
- The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area -> Tender Documents.

- d) 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).
- e) Bidder are advised to fill up the Technical bid check list ([Annexure EEE](#)) and Response sheet ([Annexure FFF](#)) & Bank Details ([Annexure GGG](#)) as per given format in Technical RFx -> External Area -> Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.
- g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

#### **1.0 Technical and Financial Criteria:**

In addition to the general BRC/BEC, following Technical and Financial criteria shall be considered as on the original Bid Closing Date. (Documentary evidence to be provided along with the bid in Technical RFx -> External Area -> Tender Documents failing which the offer shall be rejected).

Criteria	Complied / Not Complied. Documentary evidence submitted / not submitted
<p>a)The bid must conform to the specifications and terms and conditions given in the tender. Bid will be rejected in case the items offered do not conform to all the required technical parameters stipulated in the technical specifications and to the respective prevailing industry standards wherever applicable. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non responsive and rejected.</p> <p>1. Bidder's qualification:</p> <p>1.1 The bidder shall have experience of manufacturing and supplying Cellophane Flakes (As per tender specifications) in previous 5 (five) years reckoned from the original bid closing date.</p> <p>1.2 Bidder's experience: The bidder shall have the credential of successfully executing at</p>	

least 1 (one) similar order of supplying Cellophane Flakes (As per tender specifications) for INR 7.18 Lakhs in preceding 5 (Five) years from the original bid closing date of this tender. Documentary evidence of the bidder's past supply experience shall be submitted in the form of copy (ies) of - a. Purchase Order and b. Invoice, BOL, and/or any relevant document that can confirm the successful execution of the order(s). Offer without relevant documents shall be summarily rejected .	
b) Annual financial turnover of the firm in any of the preceding 3 financial years should not be less than INR 7.18 Lakhs.	
c) Net Worth of the firm should be Positive for preceding financial /accounting year.	

Note: For Annual financial turnover and net worth, enclose the audited Annual Report, Balance Sheet and Profit and Loss Account certified by a chartered accountant.

**2.0** For Tender Fee (Non-refundable) of INR 1,000/- , payment should be made only through online payment gateway and no other instrument (Cash/DD/Chequ'es/Cashier Cheque, etc.) will be acceptable.

Tender fee shall be accepted only upto one week prior to Bid Closing date (as mentioned in e-portal).

For participating in Oil India limited e-tenders, all new vendors must get themselves enlisted in Oil India e-portal. Please go to the url: <https://etender.srm.oilindia.in/irj/portal> and go to the link Supplier Enlistment for E-Tender. For, the detailed procedure for payments towards 'Tender Fee' and 'Bid Security /EMD' through 'Payment Gateway', please refer the manual.

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 also been provided through OIL's web site [www.oil-india.com](http://www.oil-india.com).

PSUs and SSI units are provided USER\_ID and initial PASSWORD Free of Cost (as per govt guidelines), however they have to obtain USER\_ID and initial PASSWORD as mentioned above and apply to OIL's designated office before the last date of receipt of tender fee (as mentioned in e-portal).

**NOTE:**

**In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan for waiver of Tender Fee upto one week prior to the Bid closing date (as mentioned in e-portal).**

**3.0** Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following document/materials 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, Rajasthan** on or before the Bid Closing Date and Time mentioned in the Tender.

**a) Original Bid Security**

**b) Tender Sample**

**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 duplicate.

4.0 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.

5.0 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.

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

7.0 The tender shall be governed by the Technical and Financial criteria given above. **However, if any of the Clauses of the Technical and Financial criteria contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 elsewhere, those in the Technical and Financial criteria given above shall prevail.**

**7.1 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.**

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

9.0 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.

**10.0 BIDDERS ARE REQUIRED TO QUOTE WITH MINIMUM VALIDITY OF 90 DAYS FROM THE BID CLOSING DATE AS PER NIT REQUIREMENT. BIDS WITH LESSER VALIDITY SHALL BE REJECTED.**

11.0 The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan 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 Collaboration folder as per General Terms and conditions

Local Tender (MM/LOCAL/E-01/2005). **The bid security shall be valid up to 31.07.2017.**  
**Please submit bid bond as per revised format.**

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

- 12.0 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 Local Tender (MM/LOCAL/E-01/2005).
- 13.0 **Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go through ANNEXURE – I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.**
- 14.0 If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.
- 15.0 **PURCHASE PREFERENCE :** Purchase Preference will be applicable as per latest Govt. Guidelines. Bidders to take note of the same and quote accordingly. It is the bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for purchase preference against this tender.
- 16.0 **PRICE PREFERENCE :** Price Preference will be applicable as per latest Govt. Guidelines. Bidders to take note of the same and quote accordingly. It is the bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for price preference against this tender

**NOTE:**

**Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the terms and conditions of NIT.**

Yours Faithfully

Sd-

(KRISHNA MOHAN KUMAR)  
MATERIALS MANAGER  
FOR CHIEF MANAGER (M&C)  
FOR DGM-SERVICES  
FOR EXECUTIVE DIRECTOR (RP)



**ऑयल इंडिया लिमिटेड**  
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्गापुर, असम  
**Oil India Limited**  
(A Government of India Enterprise) Registered Office: Durgapur, 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

### ANNEXURE-IA

**Tender No. & Date : SJI3247P17 Dated 08.12.2016**

**Bidding Type : Single Bid (Composite Bid)**

**Bid Closing on : As mentioned in e-portal**

**Bid Opening on : As mentioned in e-portal**

**OIL INDIA LIMITED (Rajasthan Project) invites Indigenous Bids for items detailed below:**

#### **TECHNICAL SPECIFICATIONS WITH QUANTITY:**

<b>SL. NO. MAT. CODE</b>	<b>MATERIAL DESCRIPTION</b>	<b>QUANTITY</b>	<b>UOM</b>
<b>10 85052528</b>	<p><b>LOSS CIRCULATION MATERIALS</b></p> <p>Cellophane Flakes General Purpose of Use : -----</p> <p>To use in drilling fluids for prevention of loss of circulation occurred through large crevices and fractures.</p> <p>Specification : -----</p> <p>1. Physical Properties : The material should be in the form of thin, soft and compressible flakes and should be insoluble in water and crude oil.</p> <p>2. Sizes : The material should be of assorted sizes. i) Length : 1 - 3 cm ii) Breadth : Less than 1/2 cm iii) Thickness : Paper thin iv) Compressibility : Highly compressible</p> <p>3. Temperature : Should not melt at Stability 90 degC</p> <p>4. Packing : The material should be packed in D.W. gunny bags with single polythene lining strong enough to withstand rigours of transit and storage. Capacity 25 kgs net per bag.</p>	<b>9,000</b>	<b>KG</b>

	<p>5. Markings : Each bag should have clear legible markings as given below :</p> <p>i) Name of the product  ii) Name of the supplier  iii) Date/month/year of manufacture  iv) Supply order number against</p> <p><u>Notes :</u></p> <p>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.</p> <p>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.</p>		
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**Note:**

**(1) QUNATITY TO BE SUPPLIED IN LOTS AS PER OIL'S REQUIREMENT.**

**(2) QUNATITY TO BE REVIEWED AT THE TIME OF PLACEMENT OF ORDER.**

**THE BIDS, HOWEVER, SHALL BE EVALUATED BASED ON THE TENDERED QUANTITY I.E 9,000 KG TO DECIDE THE INTERSE RANKING OF THE BIDDER. BIDDERS ARE ADVISED TO TAKE A NOTE OF ABOVE WHILE PREPARING & SUBMITTING THEIR OFFER.**

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**AA. The bids conforming to the specifications, terms & conditions stipulated in the tender and considered to be responsive after subjecting to the Technical and Financial criteria will be considered for further evaluation as given below:**

**1.0** If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amount in words shall prevail and will be adopted for evaluation.

**2.0** To ascertain the substantial responsiveness of the bid, OIL reserves the right to ask the bidder for clarification in respect of clauses covered in **Technical and Financial criteria** also and such clarifications fulfilling the **Technical and Financial criteria** clauses in total must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

**3.0** To evaluate the inter-se-ranking of the offers, Rajasthan Entry Tax on purchase value will be loaded as per prevailing Govt. of Rajasthan guidelines as applicable on

bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

However, payment of applicable Rajasthan Entry Tax on purchase value shall be to OIL's Account.

**BB. 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 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.

**Note : Guarantee /Warranty Certificate for one year will be required along with the supply.**

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

3.0 For order with F.O.R. Destination term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms in ANNEXURE - MM/LOCAL/E-01/2005. Bidders are advised to take note of this while mentioning payment term.

4.0 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.

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

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