



OIL INDIA LIMITED
(A Government of India Enterprise)
P.O. Duliajan - 786602, Assam, India
FAX: 91-0374-2800533; E-mail : material@oilindia.in

OIL INDIA LIMITED invites Indigenous Competitive Bid (e-tenders) through its e-Procurement portal :- <https://etender.srm.oilindia.in/irj/portal> for following e-tender :

E-Tender No.	B.C Date	Material Description & Quantity
SSI5226P15 DT: 30.10.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	18.12.2014	CAUSTIC SODA/SODIUM HYDROXIDE – 90,000 KG
SSI5227P15 DT: 30.10.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	18.12.2014	MICRONIZED CALCIUM CARBONATE – 7,00,000 KG
SSI5228P15 DT: 30.10.2014 (SINGLE STAGE COMPOSITE BID SYSTEM)	18.12.2014	PRE – GELATINIZED STARCH – 1,50,000 KG

Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 (Excepting PSUs and SSI units registered with NSIC) in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head- Materials, Oil India Limited, P.O. Duliajan, Assam-786602. Application shall be accepted one week prior to 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 ...” 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.



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

TELEPHONE NO. (91-374) 2808719

FAX NO: (91-374) 2800533

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

FORWARDING LETTER

Tender No. : SSI5226P15 Dt: 30.10.2014

Tender Fee : Rs 1,000.00

Bid Security Amount : Rs.42,000.00

Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable

OIL invites Bids for the supply of **CAUSTIC SODA/SODIUM HYDROXIDE (90,000 KG)** 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 LCB Tenders. 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:

- a) “General Terms & Conditions” for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.
- b) Technical specifications and Quantity as per **Annexure – 1A**.
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents.
- d) 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.
- e) 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).

- f) Bidder are advised to fill up the Technical bid check list ([Annexure EEE](#)) and Response sheet ([Annexure FFF](#)) in Technical RFx -> External Area - > Tender Documents. The above filled up document to be uploaded in the **Technical RFX** Response.

Special Note:

1.0 General Qualification Criteria:

In addition to the general BRC/BEC, following criteria on Bidders' Experience and their financial capabilities shall be considered (**documentary evidence to be provided along with the bid in** Technical RFx -> External Area - > Tender Documents) as on the Bid Closing Date:

BIDDERS' FINANCIAL CAPABILITY

Annual turnover of the firm in any of the last 3 financial years or current financial year should not be less than Rs.41.76 lakhs.

BIDDERS' TECHNICAL CAPABILITY

Bidder should have experience of executing single order of value not less than Rs.12.53 lakhs for supply of Caustic Soda/Sodium Hydroxide during last 3 (three) years as on Bid Closing date of the tender.

2.0 Application showing full address/email addresses with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited and payable at Duliajan is to be sent to Head-Materials, Oil India Limited, P.O. Duliajan, Assam-786602. Application shall be accepted only upto one week prior to Bid Closing date (or as amended in e-portal). The envelope containing the application for participation should clearly indicate "REQUEST FOR ISSUE OF USER ID AND PASSWORD FOR E TENDER NO ..." 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: PSUs and SSI units are provided tender documents Free of Cost (as per govt guidelines), however they have to apply to OIL's designated office to issue the tender documents before the last date of sale of tender document mentioned in the tender.

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 superscribed with Tender no. and Due date to **Head Materials, Materials Department, Oil India Limited, Duliajan - 786602, Assam** on or before the Bid Closing Date and Time mentioned in the Tender.

- a) Original Bid Security
- b) Detailed Catalogue (if any)
- 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.

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 Bid Rejection & Bid Rejection Criteria given in enclosed **Annexure-CCC**. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per **Annexure-CCC**) contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 for E-procurement (LCB Tenders) elsewhere, those in the BEC / BRC shall prevail.
- 8.0 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 in toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- 9.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.

Yours Faithfully

Sd-
(BIVASH DAS)
SENIOR PURCHASE OFFICER (IP)
FOR : HEAD-MATERIALS



ANNEXURE-IA

Tender No. : SSI5226P15 Dt: 30.10.2014

TECHNICAL SPECIFICATIONS WITH QUANTITY

SLNO & MATERIAL CODE NO.	MATERIAL DESCRIPTION	QUANTITY	UNIT
10 ----- 85051013	<p>Sodium Hydroxide (Caustic Soda)(IS : 252 - 1962) Product description and use Sodium hydroxide, NaOH, generally known as caustic soda is used as a source of hydroxyl ions to to control PH of drilling muds. Specification :</p> <p>1. Physical properties : The material,as received, should be in the form of flakes and should be free from dirt and foreign matter. 2. Purity as NaOH, as received, : 95.00 % by mass, minimum. 3. Packing : The material should be packed in moisture proof HDPE bag with an insert of 300 gauge polythene bag and strong enough to with stand rigours of transit and storage. 4. The material should be supplied in the original packing of manufacturer. Capacity 25 kgs / 50 kgs net per bag. 5. Marking : 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</p>	90,000	KG

Tentative Delivery: 18,000 KG PER MONTH

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BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

The following BRC/BEC will govern the evaluation of the bids received against this tender. Bids that do not comply with stipulated BRC/BEC in full will be treated as non responsive and such bids shall prima-facie be rejected. Bid evaluation will be done only for those bids that pass through the “Bid Rejection Criteria” as stipulated in this document.

However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (as per Annexure- A) contradict the Clauses of the tender and / or “General Terms & Conditions” for Indigenous e-Tender vide MM/LOCAL/E-01/2005 elsewhere, those in the BEC / BRC shall prevail.

1.0 BID REJECTION CRITERIA (BRC):

A) TECHNICAL:

The bid shall conform generally to the specifications and terms and conditions given in this document. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

(B) COMMERCIAL :

(i) Bid Security :

All the Bids must be accompanied by Bid Security of Rs.42,000/- (Rupees Forty Two Thousand) only. For details please refer General Terms and Conditions vide Annexure- MM/LOCAL/E-01/2005 for Indigenous Tenders. Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 8.1 and 8.2.1 of MM/LOCAL/E-01/2005 will be rejected outright without any further reference. For exemption for submission of Bid Security, please refer Clause No. 8.8 of MM/LOCAL/E-01/2005. The Bid Security if submitted in the form of bank guarantee should be valid **upto 14.10.2015**.

ii). Performance Bank Guarantee:

Successful bidder will be required to furnish a Performance Bank Guarantee @10% of the order value. For exemption for submission of Performance Bank Guarantee, please refer Clause No. 9.12 of MM/LOCAL/E-01/2005. Performance Bank Guarantee for capital nature items like plant and machinery etc. shall be valid for 12 months from the date of commissioning or 18 months from the date of despatch whichever concludes earlier. However, for consumables like chemicals, cement, tubular etc. the Performance Bank Guarantee shall be valid for 12 months from the date of despatch.

iii). The Bank Guarantee should be allowed to be encashed at all branches within India.

Contd.....2/-

iv). Validity of the bid shall be minimum 120 days from the Bid Closing Date. Bids without minimum validity shall be rejected.

v). 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.

vi). Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date & time will not be considered.

1.2 BID EVALUATION CRITERIA (BEC):

(A) TECHNICAL :

The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC, will be considered for further evaluation as per the Bid Evaluation Criteria given below :

(B) COMMERCIAL :

i). To evaluate the inter-se-ranking of the offers, Assam Entry Tax on purchase value will be loaded as per prevailing Govt. of Assam guidelines as applicable on Bid Closing date. Bidders may check this with the appropriate authority while submitting their offer.

ii). The evaluation of bids will be done as per the Price Schedule given in the General Terms and Conditions vide Annexure- MM/LOCAL/E-01/2005 for Indigenous **e-Tenders**.

Technical Bid Checklist**Annexure-EEE**

Tender No.			
Bidder's Name :			
		Compliance by Bidder	
SL. NO.	BEC / TENDER REQUIREMENTS	Indicate 'Confirmed' / 'Not Confirmed' / Not applicable	Indicate Corresponding page ref. of unpriced bid or Comments
1	Bidder to confirm that he has not taken any exception/deviations to the bid document .		
2	Confirm that the product offered strictly conform to the technical specifications.		
3	Confirm that the Offer has been made with Bid Bond / Bank Guarantee / Earnest Money along with the offer (Wherever Applicable) ?		
4	Confirm unconditional validity of the bid for 120 days from the date of opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any qualifications?		
6	Confirm that all relevant fields in the on-line bidding format been filled in by the bidders for the items quoted by them.		
7	Confirm that the the price bid is in conformity with OIL's online bidding format ?		
8	Confirm that the Bid comply with all the terms & conditions ?		
9	Confirm that the offers and all attached documents are digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU HAVE SHALL SUBMIT PERFORMANCE BANK GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON YOU (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL QUALIFICATION CRITERIA		

NOTE: Please fill up the greyed cells only.

Bidders Response Sheet**Annexure-FFF**

Tender No.	
Bidders Name	

Sl No.	Description	Remarks
1	Name of Bidder	
2	Place of Despatch	
3	Whether Freight charges have been included in your quoted prices	
4	Whether Insurance charges have been included in your quoted prices	
5	Make of quoted Product	
6	Offered Validity of Bid as per NIT	
7	Delivery Period in weeks from placement of order	
8	Complied to Standard Payment Terms of OIL or not.	
9	Bid Security Submitted (if applicable)	
10	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
	c) Name and Full Address of Issuing Bank:	
11	Confirm that the Bid Security submitted (In case of Bank Guarantee) is in toto as per format provided in the tender.	
12	Bid Security if Not submitted reasons thereof	
13	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
14	Integrity Pact Submitted (if applicable)	
15	Confirm that the Integrity Pact submitted is in toto as per format provided in the tender.	
16	Whether submitted documents in support of General Qualification criteria of NIT	
17	If bidder is Small scale unit whether you have quoted your own product	
18	If bidder is Small scale unit whether you are eligible for purchase preference (as per Govt guideliness)	

NOTE: Please fill up the greyed cells only.