

Oil India Limited (RP)  
2-A. District Shopping Centre  
Saraswati Nagar, Basni  
Jodhpur-342005,  
Phone- 0291 -2729-472,  
0291 -2729-466  
Fax: 0291-2727050,  
Email: munin\_konwar@oilindia.in  
erp\_mm@oilindia.in

**FORWARDING LETTER**

**Tender No.** : SJI2654P14 dated 31.05.2014  
**Tender Fee** : **Rs 1,000.00**  
**Bid Security Amount** : **Rs 87,000.00**  
**Bidding Type** : **SINGLE STAGE COMPOSITE BID SYSTEM**  
**Bid Closing on** : **As mentioned in the e-portal**  
**Bid Opening on** : **-do-**  
**Performance Security** : **Applicable (@10% of the PO value)**  
**Integrity Pact** : **Applicable**

OIL, Rajasthan Project invites Bids for **Cement API Class G: Qt- 20,000 Bags** 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/RP/GLOBAL/E-01/2005 for E-Procurement (Both ICB & 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/RP/GLOBAL/E-01/2005 for E-Procurement.
- 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**) given in MS excel format 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:

- a) Bidder should have experience of successfully executing one similar order of Rs **26.09 Lakhs** during last 3 years.
- b) Annual financial turnover of the firm in any of the last 3 financial years or current financial year should not be less than **Rs 86.97 Lakhs**.

**2.0 Application showing full address/email address with Tender Fee (Non-refundable) of Rs. 1,000.00 in favour of M/s Oil India Limited, Rajasthan Project and payable at Jodhpur is to be submitted to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan. 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](http://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 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) **Detailed Catalogue (if any)**

- c) Any other document required to be submitted in original as per tender requirement
- d) Sample, if called for.

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

**NOTE:**

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

**Yours Faithfully**

**Sd-**

**(M. KONWAR)**

**SENIOR PURCHASE OFFICER MATERIALS  
FOR : CHEIF MANAGER**

**(M&C)**

**FOR: GROUP GENERAL MANAGER (RP)**



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

Oil India Limited (RP)  
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Saraswati Nagar, Basni  
Jodhpur-342005,  
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erp\_mm@oilindia.in

**ANNEXURE-IA**

**Tender No. & Date : SJI2654P14 Dated 31.03.2014**

**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 item detailed below:**

**TECHNICAL SPECIFICATIONS WITH QUANTITY:**

<b>SL. NO. MATERIAL CODE</b>	<b>MATERIAL DESCRIPTION</b>	<b>QUANTITY</b>	<b>UOM</b>
10 84060314	Cement, Oilwell, Class `G' Std. API 10A (Latest Edition) Type : High Sulphate Resistant Packing : 50 Kg./Bag  i) PACKING :  (a) Packing should be as per API specifications 10A (Latest Edition) i.e. the cement should be packed in bags consisting of 6 kraft paper layers of adequate strength and resistance to moistures (Min. Wt. 70 gm/sq.m each) with two polythene or polypropylene layers (wt. 15-24 gms. sq.m. each) included between the first and fifth layers. Nett cement content per bag should be 50 kg. Any perforation on the bag and the filling valve must be sealed suitably after cement filling to ensure moisture proofness during transit/storage.  (b) Along with the materials, empty spare	20,000	BAG

	<p>bags numbering 3% of the total filled bags should be supplied free of cost. The empty bags should be moisture proof polycoated (minimum two layers) HDPE bags strong enough to withstand the rigours of rough handling and storage with a capacity of 50 Kg.</p> <p>ii) API MONOGRAM : API Monogram must be embossed on each bag.</p> <p>NOTE :</p> <p>1) PELLETISATION :</p> <p>If supply is from foreign source, the supply should be in suitably pelletised forms. The additional cost for pelletisation should be shown separately.</p> <p>2) Bidders must categorically confirm if the cement would be manufactured as per API specification and if API Monogram shall be provided. Bidders are to send a copy of API Authorisation Certificate alongwith the tender.</p> <p>3) SAMPLE :</p> <p>Bidders must supply 5 Kg sample along with their offer for laboratory testing. In absence of sample, the offer will not be considered.</p> <p>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> <p>4) Manufacturer's Test Certificates should be furnished along with the despatch/shipping documents.</p>		
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**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 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 Bidders 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.

3.0 Bidder to quote best delivery period

4.0 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.

5.0 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.

6.0 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.

7.0 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. The bid security should be of amount ` **87,000.00** 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.

8.0 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 uploaded in the Technical RFX area. 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 alongwith 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/upload documentary evidence alongwith their bid in the Technical RFX -> External Area -> Tender Documents. **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.**

9.0 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/LCB 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.

- 10.0 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.
- 11.0 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.
- 12.0 For order with F.O.R. Destination term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms vide booklet – MM/RP/GLOBAL/E01/2005. Bidders are advised to take not of this while mentioning payment term.
- 13.0 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. 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 authorized signatory who sign the Bid.

The name of the OIL's Independent External Monitors at present are as under :

- (I) **SHRI N. GOPALASWAMI, I.A.S ( Retd) ,**
- (II) **SHRI RAMESH CHANDRA AGARWAL , IPS( Retd)**

Their e-mail ids are available in the OIL's website [www.oil-india.com](http://www.oil-india.com)

- 14.0 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global/Local 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.

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