



FORWARDING LETTER

Subject: Tender No. SSG0815L23/01 dated 04.07.2022 for procurement of Rock Bit-26inch (beyond 3000M).

Dear Sir/Madam,

- 1.0 **OIL INDIA LIMITED (OIL)** is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Navratna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), with its Headquarters at Duliajan, Assam. Duliajan is connected by Air with nearest Airport at Dibrugarh, 45 km away.
- 2.0 In connection to its operations, OIL invites **SHORTLISTED BIDDERS ONLY** to submit their bids through OIL's e-procurement site for the items mentioned below. One complete set of Bid Document for above is uploaded in OIL's e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL's e-procurement portal. For your ready reference, few salient points of the Tender are highlighted below:

E-Tender No.	:	SSG0815L23/01 dated 04.07.2022
Type of Bidding	:	SINGLE STAGE TWO BID SYSTEM – LIMITED TENDER.
Bid Closing Date & Time	:	As mentioned in OIL's E- procurement portal (11:00 HRS).
Technical Bid Opening Date & Time	:	As mentioned in OIL's E- procurement portal (14:00 HRS).
Price Bid Opening Date & Time	:	To be decided later and shall be intimated separately to the technically qualified bidders only.
Bid Security Amount	:	Not applicable (<i>Bid Security Declaration to be submitted</i>)
Bid Security Validity	:	Not applicable
Bid Submission Mode	:	Bids must be uploaded online in OIL's E-procurement portal
Bid Opening Place	:	Office of GM-Materials, Materials Department, Oil India Limited, Duliajan -786602, Assam, India.
Bid Validity	:	Bid should be valid for 120 days from actual bid closing date.
Performance Guarantee	:	Applicable @ 3% of Order value
Integrity Pact	:	Applicable
MSE Purchase Preference	:	Applicable
PPLC Purchase	:	Applicable

	Preference	
	Preference to domestically manufactured Iron and Steel product (DMI&SP Policy)	: Not Applicable
	Document Verification	: Not Applicable (Detailed in clause 47 of under CC: General Notes to Bidders of Annexure - A)
	Contact Details	: S Hazari Chief Manager Materials (FP) E-MAIL: simanta_hazari@oilindia.in PHN: 0374-2808614
	E-Tender technical Support	: TEL: 0374- 2804903, 2807171, 2807192, E-MAIL: erp_mm@oilindia.in
	Bids to be addressed to	: GM-Materials, Materials Department, Oil India Limited, Duliajan -786602, Assam, India.
LIST OF ANNEXURES & PROFORMA		
PART - A	Annexure - A	: AA: Item Details and Quantities of Item BB: Deleted
	Annexure - B	: AA: Technical Specifications BB: Special Notes to Bidders
	Annexure - C	: Bid Rejection Criteria/Bid Evaluation Criteria
	Annexure - D	: Commercial Check List
	Annexure - E	: Bid Evaluation Matrix (Technical)
	Annexure - F	: Bid Evaluation Matrix (Bid Rejection Criteria)
	Annexure - G(i)	: Price Bid Format/Price Schedule - For Domestic Bidders (Attached in 'Notes & Attachments')
	Annexure - G(ii)	: Price Bid Format/Price Schedule - For Foreign Bidders
PART - B	Annexure - H	: AA: General Notes to Bidders BB: Additional Notes to Bidders
	Appendix - A1	: Purchase Preference (linked with local content) policy
	Appendix - A2	: Policy for providing preference to Domestically Manufactured Iron & Steel Products (DMI & SP)
	Appendix - A3	: Amendment to DMI&SP vide Gazette notification No. S-13026/1/2020- IDD dated 31.12.2020, Ministry of Steel for certain amendment to DMI&SP policy
	Appendix - A4	: Restrictions on procurement from a bidder of a country which shares a land border with India.
	General Terms & Conditions	: General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).
	Proforma - 1	: Format for Bid Security Declaration
	Proforma - 2	: Format for Integrity Pact
	Proforma - 3	: Format for Performance Security
	Proforma - 4	: Format for undertaking towards submission of authentic information/ documents

Proforma - 5	:	Format for undertaking towards compliance of restriction on procurement from a bidder of a country which shares a land border with India
Proforma - 6		Form 10F
Proforma - 7	:	Format for No Business Connection or Permanent Establishment Certificate
Proforma - 8	:	Format for undertaking towards compliance of Financial Criteria
Proforma - 9	:	Format for Annual Turn Over and Networth Certificate
Proforma - 10	:	Format for Corporate Guarantee towards Financial Standing

3.0 OIL looks forward to your active participation in the Tender.

Thanking You
Yours Faithfully,
OIL INDIA LIMITED

(S Hazari)
Chief Manager Materials (FP)
For GM-Materials (HoD)
For Resident Chief Executive

PART - A

Annexure - A	:	AA: Item Details and Quantities of Item BB: Deleted
Annexure - B	:	AA: Technical Specifications BB: Special Notes to Bidders
Annexure - C	:	Bid Rejection Criteria/Bid Evaluation Criteria
Annexure - D	:	Commercial Check List
Annexure - E	:	Bid Evaluation Matrix (Technical)
Annexure - F		Bid Evaluation Matrix (Bid Rejection Criteria)
Annexure - G(i)		Priced Bid Format/Priced Schedule - For Domestic Bidders (Attached in 'Notes & Attachments')
Annexure - G(ii)		Priced Bid Format/Priced Schedule - For Foreign Bidders

ANNEXURE – A**AA: ITEM DETAILS & QUANTITY OF ITEMS**

SL NO.	ITEM DESCRIPTION	QTY
10 0503 7801	ROCK BIT, SOFT FORMATION, JET CIRCULATION, TRI CONE, MILLED TOOTH, API MONOGRAM AS PER API SPEC.7-1 (Beyond 3500 Meters) Bit Size: 660.4mm (26") Pin Size: 193.675 mm (7-5/8") API Regular I.A.D.C.: 1-3-5 Nozzles: I) 24/32" – 05 Set II) 26/32" – 10 Sets III) 28/32" – 05 Set Total: 20 Sets (1 Set = 3 Nos. of Nozzles together with required 'O' ring circlips etc.)	15 NO

BB: PRE-BID CONFERENCE:

1.0 Not Applicable.

ANNEXURE – B**AA: TECHNICAL SPECIFICATIONS**

TECHNICAL EVALUATION MATRIX (TO BE FILLED IN BY BIDDER DULY SIGNED)			
TECHNICAL SPECIFICATIONS			
Clause Number	DESCRIPTION	BIDDER'S RESPONSE [Complied / Not Complied / Deviation / Not Applicable / Remarks (Specification/ /	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance

		Parameter/ Confirmation etc.]]	(Reference of Document name / Serial number / Page number of bid for document ary evidence)
10 0503 7801	<p>ROCK BIT, SOFT FORMATION, JET CIRCULATION, TRI CONE, MILLED TOOTH, API MONOGRAM AS PER API SPEC.7-1 (Beyond 3500 Meters)</p> <p>Bit Size: 660.4mm (26") Pin Size: 193.675 mm (7-5/8") API Regular I.A.D.C.: 1-3-5</p> <p>Nozzles: I) 24/32" – 05 Set II) 26/32" – 10 Sets III) 28/32" – 05 Set</p> <p>Total: 20 Sets</p> <p>(1 Set = 3 Nos. of Nozzles together with required 'O' ring circlips etc.)</p>		
BB	GENERAL NOTES FOR BIDDERS		
1	The items shall be brand new, unused & of prime quality. Bidder shall warrant (in the event of an order) that the product supplied will be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of despatch/shipment or 12 months from the date of receipt whichever is earlier. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. Bidders must confirm the same while quoting.		
BC	SPECIAL NOTES FOR BIDDERS:		
1	<p>Note description for the item No. 10 :</p> <p>a) Copy of valid API Specification 7-1 certificate. b) Catalogue/ Literature of the offered bit indicating complete technical specifications.</p>		

	c) Bits must be marked as per API Specification 7 including API Monogram.		
2	Delivery: Bidder to quote their best delivery period in line with the above requirement.		

BD - COMMERCIAL CLAUSES:

- 1.0 Bids are invited online under **SINGLE STAGE TWO BID SYSTEM**. Bidders must prepare the Techno-Commercial Bid (Unpriced) as well as the Priced Bid separately and upload both these bids in OIL's e-procurement portal at the designated fields separately assigned. **Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid.** The "Unpriced Bid" shall contain all techno-commercial details except the prices/costs. The rate and amount columns in the unpriced technical bid must be kept blank. The "Price Bid" must contain the price schedule and the bidder's commercial terms and conditions. Bidder not complying with above submission procedure will be rejected.
- 2.0 The prices/rates offered against the tender must remain firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price condition shall be treated as non-responsive and rejected. No discount whatsoever should be quoted separately. Rates/prices quoted must be net of all discount.
- 3.0 Bids received in physical form against online invitation shall be rejected (except the documents specifically called for in hard copies, if any). Also, modifications to bids received after the bid closing date & time shall not be entertained.
- 4.0 Bids containing incorrect/false/misleading statement(s) shall be rejected.
- 5.0 Validity of the bid shall be **minimum 120 days** from the date of actual Bid Closing Date. Bids with lesser validity shall be straightway rejected.
- 6.0 Successful bidder will be required to furnish a Performance Bank Guarantee @**3%** of the order value. The Performance Security specified above must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement [*Please refer "General Terms & Conditions" for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) including Amendments & Addendum to "General Terms & Conditions" for e-Procurement*]]. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected.
- 7.0 Online Bid must be uploaded together with the Integrity Pact and the same must be duly signed digitally. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact with the offer, their bid shall be rejected straightway.
- 8.0 Bidders are to quote for all the items in full quantity as indicated in the NIT.
- 9.0 Bidders shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
 - i) Liquidated Damages
 - ii) Warranty/Guarantee of material

- iii) Arbitration / Resolution of Dispute
- iv) Force Majeure
- v) Applicable Laws

10.0 A bid shall be rejected straightway if it does not conform to any one of the following clauses:

- a) Validity of bid shorter than the validity indicated in the Tender.
- b) In case the party refuses to sign Integrity Pact.

11.0 **PRICED SCHEDULE:**

Bidder shall submit the Price Break up as per Priced Bid Format (ANNEXURE - G). Bidders should fill up the annexure(s), sign and upload under “Notes & Attachments” > “Attachments” only.

12.0 **Items will be evaluated separately. Bidders must submit prices as indicated in the Price Bid Format (Annexure G). In case, any charges (except basic material value) are not indicated item wise specifically, the charges quoted would be pro-rata calculated and the same will be binding on the bidder. Hence, bidders are requested to quote accordingly.**

13.0 The bids conforming to the specifications, terms and conditions stipulated in the enquiry and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(i) Priced Bid Format (SUMMARY) for Foreign Bidders:

- (1) Basic Material Value excluding TPI, if any (to indicate HSN code):
- (2) Pre-despatch Inspection Charges, if any
- (3) Packing & FOB charges
- (4) FOB Value (1+2+3)
- (5) Ocean Freight Charges upto Kolkata, India
- (6) Insurance, @0.5% of Total FOB Value (4)
- (7) Banking Charges @1 % of Total FOB Value (4) above in case of payment through Letter of Credit. If confirmed L/C at buyer's account is required, 1.5% of Total FOB Value(4) will be loaded)
- (8) CIF Landed Value (4+5+6+7)
- (9) Basic Custom Duty (including cess, if any) on (8)
- (10) CIF Landed Value + CD (8+9)
- (11) IGST (including cess, if any) on (10)
- (12) Compensatory Cess on (11), if any:
- (13) CIF+CD+GST Landed Value, (10+11+12)
- (14) Training Charges, if any:
- (15) GST on Training Charges (14):
- (16) Installation & Commissioning Charges, if any:
- (17) GST on Installation & Commissioning Charges (16):
- (18) AMC Charges, if any
- (19) GST on AMC Charges (18)
- (20) Total Value (13+14+15+16+17+18+19)**

(i) Priced Bid Format (SUMMARY) for Indigenous Bidders:

- (1) Basic Material Value excluding TPI, if any (to indicate HSN code)
- (2) Pre-despatch Inspection Charges, if any inclusive of GST
- (3) Packing & Forwarding charges, if any
- (4) Total Ex-Works Value (1+2+3)

- (5) GST on Ex-Works Value (4)
 - (6) Compensatory Cess, if any
 - (7) Total FOR Despatching Station Value (4+5+6)
 - (8) Inland Freight Charges upto Duliajan, Assam
 - (9) GST on Inland Freight (8)
 - (10) Transit Insurance Charges, if any including GST
 - (11) Training Charges, if any
 - (12) GST on Training Charges (11)
 - (13) Installation & Commissioning Charges, if any
 - (14) GST on Installation & Commissioning Charges (13)
 - (15) AMC Charges, if any
 - (16) GST on AMC Charges (15)
 - (17) Total (7+8+9+10+11+12+13+14+15+16)
- 14.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as under, subject to corrections/adjustments given herein.

- (I) **When only foreign bidders are involved:**
Comparison will be done on Total value vide SI. no 20 under para 13.0 (i).
- (II) **When both foreign & Domestic bidders are involved:**
Comparison will be done on total value vide SI no 20 of foreign bidder and total value vide SI. no 17(excluding SI no 8, 9, 10) of domestic bidder under para 13.0 (ii).
- (III) **When only domestic bidders are involved:**
Comparison will be done on Total value vide SI no 17 of Domestic bidder.

Note:

- (a) *Domestic bidders must quote inland freight charges upto Duliajan. In case bidder fails to quote inland freight charges, highest freight quoted by domestic bidder (considering pro-rata distance) against this tender or OIL's estimated freight, whichever is higher, shall be loaded to their offer for comparison purpose.*
- (b) *For enquiries with duty exemption benefit - The items covered under this enquiry shall be used by OIL in the PEL/ML areas issued/renewed after 01/04/99 and hence, applicable Customs Duty for import of goods shall be ZERO. However, IGST@ 5% shall be applicable. IGST@ 5% shall be applicable for Indigenous bidders also under deemed export benefit.*

15.0 Purchase Preferences (As quoted by bidder):

- a) As per Gazette notification no. CG-DL-E-26062020-220191 dated 26.06.2020 issued by Ministry of Micro, Small and Medium Enterprises, MSE bidders whose quote price is within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE qualifying for 15% purchase preference, the order shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

Or

- b) As per Purchase Preference Policy (linked with local content) as issued by Ministry of Petroleum & Natural Gas, Government of India vide notification

no. FP-20013/2/2017-FP-PNG dated 17.11.2020, Class-I local bidder with local content equal to or more than 50% (or as amended by competent authority from time to time) shall be eligible for purchase preference of 20%. Offer evaluation and award of order shall be based on the provisions of aforesaid policy.

- 16.0 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 amounts in words shall prevail and will be adopted for evaluation.
- 17.0 For conversion of foreign currency into Indian currency, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of price bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceed 3(three) months, then B.C. Selling (Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.

ANNEXURE – C

Not applicable.

ANNEXURE – D

TECHNICAL CHECKLIST

	Description	Bidders response (Yes/ No)
1	Whether the items would be brand new, unused & of prime quality?	
2	Whether the item would be free from all defects & fault in material, workmanship & manufacture and shall be in full conformity with ordered specifications?	
3	Whether warranty would be for 18 months from date of receipt or 12 months from date of commissioning of the items whichever is earlier?	
4	Whether the defective item / parts, if any, rejected by OIL will be replaced by the bidder free of cost?	
5	Whether threading and gauging of the rotary shouldered connections of the items would be done as per API Spec.7-1 [latest edition]	
6	Whether bidder has forwarded copy of currently valid API Spec. 7-1 certificate manufacturer/threader along with the quotation?	
7	Whether bidder has forwarded along with the quotation an undertaking from the manufacturer/ threader that API Spec. 7-1 license will be kept valid till the execution of the purchase order in the event of an order on the bidder?	
8	Whether detailed technical catalogue and literature for the offered item/items are forwarded along with the bid?	
9	Whether list of recommended spare parts for 02 years trouble free operation with unit price and part numbers of each and every item (year wise) are forwarded along with the quotation?	
10	Whether quoted as manufacturer?	

11	Whether the name of manufacturer, country of origin, port of shipment and best delivery schedule has been mentioned?	
12	Whether two sets of operation, service and maintenance manual indicating assembling and disassembling procedures, drawing and spare parts list with part numbers would be provided along with the supply against each of the items?	
13	Whether all test certificates/reports including NDE reports of the Item(s), wherever applicable, would be submitted to OIL along with the supply?	
14	Whether all parts would be suitably marked for identification purpose and OIL purchase order number would be die stamped on the body of the drilling jars in the event of order?	
15	Whether the items would be suitably coated with a protective coating both internally & externally to prevent corrosion and rusting during transit?	
16	Any deviation from NIT?	

COMMERCIAL CHECK LIST

- A.** The Commercial Check List must be completed and returned with your offer. Please ensure that all these points are covered in your offer. These will ensure that your offer is properly evaluated. Please select "yes" or "no" to the following questions, in the right hand column.

Sl. No.	REQUIREMENT	COMPLIANCE Yes/No/ Not Applicable
1.0	Whether bid submitted under Single Stage Two Bid System?	
2.0	Whether quoted as manufacturer?	
2.1	Whether quoted as OEM Dealer/Supply House.	
2.2	If quoted as OEM Dealer/Supply House	
	(a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer/supply House for the product offered ?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
3.0	Whether Purchase Preference claimed? If so, whether under -	
	(i) PPLC (Whether relevant documents uploaded?)	
	(ii) MSE (Whether relevant documents uploaded?)	
	(iii) DMS&IP (Whether relevant documents uploaded?)	
4.0	Whether offered firm prices?	
4.1	Whether quoted offer validity of 120 days from the bid closing date of tender?	
4.2	Whether quoted a firm delivery period?	
4.3	Whether agreed to the NIT Warranty clause?	
4.4	Whether confirmed acceptance of tender Payment Terms as per Tender?	
5.0	Whether confirmed to submit PBG as asked for in NIT?	
5.1	Whether agreed to submit PBG within 30 days of placement of order?	
6.0	Whether Price submitted as per Price Schedule?	
6.1	Whether cost of Recommended Spares for 2 years of operations quoted (if applicable)?	
7.0	Whether quoted as per NIT (without any deviations)?	
7.0	Whether quoted any deviation?	
7.1	Whether deviation separately highlighted?	
8.0	Whether indicated the country of origin for the items quoted?	
8.1	Whether technical literature / catalogue enclosed?	
8.2	Whether weight & volume of items offered indicated?	
9.0	For Foreign Bidders - Whether offered FOB/FCA port of despatch including sea/air worthy packing & forwarding?	
9.1	For Foreign Bidders - Whether port of shipment indicated? To specify:	
9.2	For Foreign Bidders only - Whether indicated ocean freight up to Kolkata port (Excluding marine insurance)?	
9.3	Whether Indian Agent applicable?	

	If YES, whether following details of Indian Agent provided?	
	(a) Name & address of the agent in India – To indicate	
	(b) Amount of agency commission – To indicate	
	(c) Whether agency commission included in quoted material value?	
10.0	For Indian Bidders – Whether indicated the place from where the goods will be dispatched. To specify :	
10.1	For Indian Bidders – Whether road transportation charges up to Duliajan quoted?	
10.2	For Indian Bidders only - Whether offered Ex-works price is including packing/forwarding charges?	
10.3	For Indian Bidders only - Whether indicated import content in the offer?	
10.4	For Indian Bidders only - Whether offered Deemed Export prices?	
10.5	For Indian Bidders only – Whether all applicable Taxes & Duties have been quoted?	
11.0	Whether all BRC/BEC clauses accepted?	
12.0	Whether Integrity Pact with digital signature uploaded?	
12.1	Whether all the clauses in the Integrity Pact have been accepted?	
13.0	Whether indicated 'Local Content' required as per PPLC Policy?	
14.0	Whether indicated the import content in Price Bid?	

B. ADDITIONAL INFORMATION (To be filled up by bidder and submit along with Technical Bid):

Sl No	Requirement	Bidder's Reply
1	Offer reference & Date	
2	Name, Address, Phone No & E-mail of Bidder	
3	Bank details of Bidder	
4	Name of Manufacturer	
5	Bid validity	
6	Payment Terms	
7	Guarantee/Warranty Terms	
8	Delivery Period	
9	Country of Origin	
10	Port of Despatch/Despatching Station	
11	Confirm submission Integrity pact, if required as per NIT	
12	Confirm acceptance of PBG clause, if required as per NIT	
13	Compliance to: Liquidated Damage Warranty/Guarantee Arbitration/Resolution of Dispute Force Majeure Applicable laws	
14	Confirm submission of the balance sheet/Financial Statements for the financial year (as applicable). If not, whether declaration as per BRC submitted (PROFORMA - 8)	
15	Confirm submission of undertaking towards authenticity of submitted documents.	
16	Exception/Deviations quoted, if any, to be given in details or refer to respective page of the bid documents. ANNEXURE III of General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders) submitted in this regard?	
17	Whether submitted all the applicable Annexures as per document General Terms & Conditions” for e-Procurement as per Booklet No. MM/GLOBAL/E-01/2005 for E-procurement (ICB Tenders).	

C. ADDITIONAL INFORMATION ON EXPERIENCE CRITERIA CLAUSE OF BRC-TECHNICAL. (To be filled up by bidder and submit along with Technical Bid):

Not applicable

ANNEXURE - E

Not applicable.

ANNEXURE - F

Not applicable.

ANNEXURE - G (i)

&

ANNEXURE G (ii)

PRICE BID FORMAT

(Uploaded as attachment in the Attachment Tab “Notes and Attachments” in e-portal)