

Annexure-I

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

INVITATION FOR BID
LOCAL COMPETITIVE BID

OIL INDIA LIMITED invites Local Competitive Bid (LCB) through its e-procurement portal <https://etender.srm.oilindia.in/irj/portal> for the following items:

Tender No	Bid Closing/ Opening Date	Item & Qty
SDI7982P16 DT: 28.07.2015	24.09.2015	PMCC PANEL -01 NOS
SDI7983P16 DT: 28.07.2015	24.09.2015	LIQUID FLOW IMPROVER – 10000 KG
SDI7985P16 DT: 28.07.2015	24.09.2015	CEMENTING CREW CABIN – 05 NOS
SSI7956P16 DT:27.07.2015	24.09.2015	CAUSTIC SODA-108MT
SSI7957P16 DT:27.07.2015	01.10.2015	M.S.ANGLE-40MT
SSI7958P16 DT:27.07.2015	01.10.2015	TMT STEEL BAR-80MT

Tender fee (Non-refundable): Rs 1,000.00; Bid Closing/Opening Time: **(11 Hrs.) IST/(14 Hrs.) IST**; Period of sale of documents **till One week prior to bid closing date**. The complete bid documents and details for purchasing bid documents, participation in E-tenders are available on OIL's e-procurement portal <https://etender.srm.oilindia.in/irj/portal> as well as OIL's website www.oil-india.com.

NOTE: All addenda, Corrigenda, time extension etc. to the tenders will be hosted on above website and e- portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.



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.	: SDI7983P16 DT: 28.07.2015
Tender Fee	: Rs 1,000.00
Bid Security Amount	: Rs 30,000.00
Bidding Type	: SINGLE STAGE COMPOSITE BID SYSTEM
Bid Closing on	: As mentioned in the e-portal
Bid Opening on	: -do-
Performance Security	: Applicable
Integrity Pact	: Not Applicable

OIL invites Bids for **Procurement of 10,000 Kg Liquid Flow Improver** 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:

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

Criteria	Complied / Not Complied.
	Documentary evidence submitted / not submitted
a) Bidder should have experience of successfully executing one similar order for supply of Liquid Flow Improver of Rs 09.00 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 30.00 Lakhs.	

Note: Documentary evidence in respect of the above should be submitted in the form of copies of relevant Purchase Orders along with copies of any of the documents in respect of satisfactory execution of each of those Purchase Orders, such as – (i) Satisfactory Inspection Report (OR) (ii) Satisfactory Supply Completion / Installation Report (OR) (iii) Consignee Receipted Delivery Challans (OR) (iv) Central Excise Gate Pass / Tax , Invoices issued under relevant rules of Central Excise / VAT (OR) (v) any other documentary evidence that can substantiate the satisfactory execution of each of the purchase orders cited above. For Annual financial turnover enclose the audited Annual Reports or balance sheet certified by a chartered accountant.

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 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:

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

b) 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 super scribed 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 Benefits to Micro & Small Enterprises (MSEs) as per prevailing Govt guidelines as applicable on B.C date shall be given. MSEs who are interested in availing the benefits will upload with their offer proof of their being MSE registered for the item tendered. The MSE are also required to upload scanned copies of relevant documents indicating details of registration alongwith validity, name of the registering organization and details of the item, ownership etc., failing which, their offer may not be liable for consideration of benefits to MSEs.

5.0 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.

6.0 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.

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

8.0 The tender shall be governed by the Bid Rejection & Bid Evaluation 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.**

9.0 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.

10.0 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-

(B DAS)

**DY. MANAGER MATERIALS (IP)
FOR HEAD-MATERIALS**

Tender No & Date: SDI7983P16 DT: 28.07.2015

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.

Other terms and conditions of the enquiry shall be as per General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC) contradict the Clauses of the tender or MM/LOCAL/E-01/2005 elsewhere, those in the BRC / BEC shall prevail.

<u>Criteria</u>	Complied / Not Complied. (Remarks if any)
<p>1.0 BID REJECTION CRITERIA (BRC):</p> <p>The bid shall conform generally to the 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.</p> <p>A) TECHNICAL: The bids must conform to the specifications, special terms and conditions given in the NIT. Bids shall be rejected in case the offered specifications, features and capabilities do not conform to the required minimum/maximum parameters stipulated in the technical specifications.</p> <p>B) COMMERCIAL:</p> <p>i). Validity of the bid shall be minimum 120 days from the Bid Closing Date.</p> <p>ii). Bid security: The bid must be accompanied by Bid Security of Rs 30,000.00 in OIL's prescribed format as Bank Guarantee or a Bank Draft/Cashier cheque in favour of OIL. The Bid Security may be submitted manually in sealed envelope superscribed with Tender no. and Bid Closing 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. The Bank Guarantee towards Bid Security shall be valid for 10 months from Bid closing date. (i.e. upto 24.07.2015). Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.</p>	

If bid security in ORIGINAL of above mentioned Amount and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.

For exemption for submission of Bid Security, please refer Clause No. 8.8 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

The format of Bank Guarantee towards Bid Security (Annexure – VII) has been amended to Annexure – VII (Revised) and bidders should submit Bank Guarantee towards Bid Security as per Annexure – VII (Revised) only.

In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.

- iii). Performance Security:
Successful bidder will be required to furnish a Performance Security @10% of the order value. For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders. **The Performance Security must be valid for 12 months from the date of despatch. Bidder must confirm the same in their bid. Offers not complying with this clause will be rejected.**

The validity requirement of Performance Security is assuming despatch within stipulated delivery period and confirmation to all terms and conditions of order. In case of any delay in despatch or non-confirmation to all terms and conditions of order, validity of the Performance Security is to be extended suitably as advised by OIL.

For exemption for submission of Performance Security, please refer Clause No. 9.12 of General Terms and Conditions vide MM/LOCAL/E-01/2005 for E-Procurement LCB Tenders.

- iv). *The Bank Guarantee should be allowed to be encashed at all branches within India.*
- 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.
- vii). All the Bids must be Digitally Signed using “Class 3” digital certificate

with Organisation's name (*e-commerce application*) 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 with Organisation's Name" digital certificate, will be rejected.

- viii). Price should be maintained in the "online price schedule" only. The price submitted other than the "online price schedule" shall not be considered.

2.0 BID EVALUATION CRITERIA (BEC)

The bids conforming to the 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.

A) TECHNICAL:

1. The manufactured product should be strictly as per OIL's tender specification.

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). 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.

NOTE:

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

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TECHNICAL SPECIFICATIONS WITH QUANTITY

Tender No & Date: SDI7983P16 DT: 28.07.2015

	Complied / Not Complied. (Remarks if any)
<p><u>ITEM NO. 10</u></p> <p><u>LIQUID FLOW IMPROVER FOR FLOW ASSURANCE- QTY-10,000 KG</u></p> <p>SPECIFICATION:</p> <p>a) State : Homogeneous, clear and free-flowing liquid (above its congealing point), free from insoluble and foreign matter.</p> <p>b) Solubility : Soluble in HSD in all proportions.</p> <p>c) Viscosity of the product at 20°C when measured with Fann VG meter at 300 RPM : 180 cP (Maximum).</p> <p>d) Congealing Point : 14°C (or lower).</p> <p>e) Melting Point : 22°C (or lower). f) Shelf life : Eighteen months (Minimum).</p> <p><u>Special terms and conditions:</u></p> <p>1.Laboratory Performance: The test crude oil sample will be heated to 50o C in a water bath for 30 minutes and then doped with liquid flow improver at a dosage of 1000 ppm. The following two parameters of the crude oil (both treated and untreated) will be measured to evaluate its effectiveness –</p> <p>i) Viscosity: Apparent viscosity will be measured by Brookfield viscometer DV-III Cone & Plate Rheometer (CPE-41 Cone) at 25 Sec-1 Shear Rate, at temperatures starting from 40C to 10 C.</p> <p>ii) Pour point: Pour point (deg. Centigrade)will be measured as per ISI1448:P10.</p> <p>2. Performance Requirement:</p> <p>i) Performance evaluation will be done on the basis of the following:</p> <p>(a)Crude oil quality:</p> <p>(i) minimum 50% reduction in the pour point as compared to the blank crude oil sample when measured under identical test conditions.</p> <p>(ii) Minimum 50% reduction in viscosity as compared to the blank crude oil sample when measured under identical test conditions.</p> <p><u>NOTE:</u></p> <p>The untreated crude oil quality: Wax content : 10 – 15 % Asphaltene : 3 - 5 % Viscosity 200- 250 cP at 35 degree centigrade Pour point: 30 – 36 degree centigrade</p> <p>3.The supplier/ manufacturers have to submit one litre sample of the product they are offering in two (500ml x 2) sealed and air tight bottles made of either glass or metal (plastic bottles not acceptable) free of cost for laboratory evaluation and also all relevent product information detailed below, along with their tender documents.</p>	

4. BULK SUPPLY : The material supplied against an order has to meet the laboratory performance specifications (point 2 above)and also match the physical characteristics and the laboratory performance of its tender sample (against the performance of which the order has been placed and which is kept as a reference sample in laboratory)when tested after arrival of the consignment in Duliajan. The supply will be deemed acceptable after passing the laboratory evaluation.

5. PACKING OF BULK SUPPLY: 170-200 KG Nett in new EPOXY COATED Mild Steel (MS) drums carrying appropriate product certification either from Bureau of Indian Standards (ISI mark) or from any International Standardizing agency. Name of the product, Manufacturer's name,address, order No, batch No. and date of manufacture should be stenciled on all the drums in bold letters in contrasting colours.

6. The product should be compatible from the point of view of oil refining.

7. Product Information to be Provided by supplier:

a) General description:

Product Name

Colour

Genetic Composition

Type of Solvent and its boiling point/ range in degree centigrade

Specific Gravity

Aparent viscosity (centi poise) at 20 degree centigrade

Flash point (degree centigrade)

Melting point (degree centigrade)

Congealing Point (degree centigrade)

Date of Manufacture

Shelf life (Months)

b) MATERIAL COMPATIBILITY:

Compatibility with materials of construction like Mild steel, Galvanised Iron, Brass, PVC, Rubber, Polythene (HD), Neoprene, Vinyl, Ethylene Propylene and Polyurethane.

c) Safety, Handling and Storage Instructions (MSDS)

d) Toxicity and Ecological Effects:

Chemical Oxygen demand, Dissolved Organic Carbon, Biodegradability, Toxicity for Bacteria.

8.PHYSICAL CHARACTERISTICS:

a)STATE: Homogeneous, clear and free flowing liquid (above its congealing point), free from insoluble and foreign matter.

b) solubility: Soluble in HSD in all proportions.

c) Viscosity of the product at 20 degree centigrade when measured with Fan VG meter at 300 RPM: 180 cP (Maximum)

d) Congealing point: 14 degree centigrade or lower.

e) Melting point : 22 degree centigrade or lower.

f) Shelf life : 18 months (minimum).

NOTE:

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

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		
13	Confirm that you have submitted Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager where Bid security has been submitted as Bank Guarantee.		

NOTE: Please fill up the greyed cells only.

Response Sheet

Annexure-FFF

Tender No.	
Bidders Name	

Bidders Response Sheet

Sl No.	Description	Remarks
1	Name of Bidder	
2	Whether tender document purchased from OIL's offices.	
3	Place of Despatch	
4	Whether Freight charges have been included in your quoted prices	
5	Whether Insurance charges have been included in your quoted prices	
6	Make of quoted Product	
7	Offered Validity of Bid as per NIT	
8	Delivery Period in weeks from placement of order	
9	Complied to Standard Payment Terms of OIL or not.	
10	Bid Security Submitted (if applicable)	
11	Details of Bid Security Submitted to OIL (if applicable)	
	a) Bid Security Amount (In Rs):	
	b) Bid Security Valid upto:	
12	If Bid security submitted as Bank Guarantee, Name and Full Address of Issuing Bank including Telephone, Fax Nos and Email id of branch manager	
13	Bid Security if Not submitted reasons thereof	
14	Whether you shall submit Performance Security in the event of placement of order on you (if applicable)	
15	Integrity Pact Submitted (if applicable)	
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 guidelines)	
19	Whether filled up the bank details for online payment as per Annexure GGG	

NOTE: Please fill up the greyed cells only.

**(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETER HEAD)
(ALL FIELDS ARE MANDATORY)**

Tender No. :.....
Name of Beneficiary :M/s.....
Vendor Code :.....
Address :.....
.....
Phone No. (Land Line) :.....
Mobile No. :.....
E-mail address :.....
Bank Account No. (Minimum
Eleven Digit No.) :.....
Bank Name :.....
Branch :.....
Complete Address of your
Bank :.....
IFSC Code of your Bank
a) RTGS :.....
b) NEFT :.....
PAN :.....
VAT Registration No. :.....
CST Registration No. :.....
Service Tax Registration No. :.....
Provident Fund Registration :.....

I/We confirm and agree that all payments due to me/us from Oil India Limited can be remitted to our above mentioned account directly and we shall not hold Oil India Limited responsible if the amount due from Oil India Limited is remitted to wrong account due to incorrect details furnished by us.

Office Seal

.....
Signature of Vendor

Counter Signed by Banker:
Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.