



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

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TENDER NO. SSG9053P19/05

DATE: 28.08.2018

INVITATION TO e-BID UNDER SINGLE TWO BID SYSTEM

Dear Sirs,

OIL invites Bids for the supply of **150,000 KG OF XC POLYMER-DISPERSIBLE (XCD)** through **E-Procurement**. The details of the tender are as under:

1. Details of items with specification, quantity and special notes are given in Technical Rfx → External area → Tender documents as Annexure - IA
2. General terms and Conditions of the tender are as per attached document No.MM/GLOBAL/E-01/2005-July2012.
3. The prescribed Bid Forms for submission of bids are available in the tender document folder. Technical Checklist and Commercial Checklist vide Annexure IV must be filled-up and submitted along with the technical bid. BEC/BRC as per Annexure CCC must be complied and submitted with the technical bid.
4. Type of Tender : International Competitive Bidding
5. Type of Bidding : **SINGLE STAGE TWO BID SYSTEM**
6. Tender Fee : INR 30,000.00 OR USD 500.00
7. Bid Security Amount : **INR 6,44,800.00 OR USD 9,310.00**
(Or equivalent amount in any currency)
8. Performance Security : **Applicable @10% of Order Value.**
9. Bid Closing /Opening Date : 17.10.2018
10. Tender document Sale end date: 10.10.2018
11. Bid Validity : Bid should be valid for 120 days from bid closing date.
12. Bid Bond Validity : Bid Bond should be valid upto 17.05.2019
(Bid bond format has been changed. Please submit bid bond as per revised format failing which offer will be rejected)
13. Integrity Pact : Applicable

Special Note :

- 1.0 The tender will be governed by “General Terms & Conditions” for e-Procurement as per Booklet NO. MM/GLOBAL/E-01/2005-July2012 for E-procurement (ICB Tenders) including Amendment and Addendum.
- 2.0 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 **The GM Materials, Materials Department, Oil India Limited, Duliajan- 786602, Assam** on or before **13:00 Hrs (IST)** on the Bid Closing Date mentioned in the Tender.
 - a) **Original Bid Security.**
 - b) **Detailed Catalogue.**
 - 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.

- 3.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.
- 4.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website www.oilindia.com. The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.
- 5.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.
- 6.0 The items covered by this tender shall be used by Oil India Limited in the PEL/ML areas which are issued/renewed after 01/04/99 and hence Nil Custom Duty during import will be applicable. Indigenous bidder shall be eligible for concessional rate of GST against Essentiality Certificate wherever applicable, as per Notification No.3/2017 – Integrated/ Central Tax (Rate) dated 28th June, 2017/Deemed Export Benefit against this purchase.

Details of Deemed Export are furnished vide Addendum to MM/GLOBAL/01/2005 enclosed.

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 Please refer to the "**New Vendor Manual (effective 12.04.2017)**" available in the login Page of the OIL's E-tender Portal.

9.0 Bidders to take special note of the following conditions:

9.1 Against Tender Fee – Payment should be made only through online mode and **no other instrument (Cash/DD/Cheques/Cashier Cheque, etc) will be acceptable.**

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

10.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. All the bidders are requested to go through the following two documents before uploading their bid. These documents are also uploaded as part of NIT.

10.1 Guidelines to Bidders for participating in OIL.

10.2 Instruction to bidder for submission.

11.0 Please refer **Annexure-CCC** for BEC/BRC applicable against this tender. Please ensure compliance to BEC/BRC and submit requisite documentation, failing which offer may be liable for rejection.

12.0 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 must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

13.0 The prices of the items should be quoted as per **Annexure -P** (uploaded under the tab “Notes & Attachment”) and uploaded separately under the tab “Notes & Attachment”.

14.0 In view of implementation of GST w.e.f. 01.07.2017 and PPLC Policy to provide Purchase Preference (linked with local content) by notification no. Ref.O-27011/44/2016-ONG-II/FP dtd.25.04.2017 Bidders to note of **ANNEXURE-GST&PPLC** and to submit their offers complying with the same.

Yours Faithfully

Sd-
(A. D. SINGH)
SR.PURCHASE OFFICER (FS)
FOR GM-MATERIALS

OIL INDIA LIMITED
 (A Govt. of India Enterprise)
 P.O. Duliajan-786602, Assam
 Fax No. 91-374-2800533, E-mail:matmmfsa@oilindia.in

Tender No. & Date : SSG9053P19/05 28.08.2018

Tender Fee : INR 30,000.00 OR USD 500.00
 Bid Security Amount : INR 644,800.00 OR USD 9,310.00
 (or equivalent Amount in any currency)

Bidding Type : Two Stage Bidding

Bid Closing On : 17.10.2018 at 11:00 hrs. (IST)
 Bid Opening On : 17.10.2018 at 14:00 hrs. (IST)

Performance Guarantee : Applicable

OIL INDIA LIMITED invites Global tenders for items detailed below:

| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|---|----------|-----|
| 10 85043961 | <p>PRIMARY VISCOSIFIER/DOWNHOLE VISCOSITY MODIFIER IN DRILLING MUD.</p> <p>XC POLYMER- DISPERSIBLE (XCD)</p> <p>Product Description and Use: A dispersible Xanthan Gum Biopolymer to be used as primary viscosifier and downhole rheology modifier in water base drilling fluid in medium and deeper depth wells up to 120 degC temperature. The product should be a high molecular weight biopolymer produced by the action of microorganism Xanthomonas Campestris on a high purity carbohydrate Xanthan gum. The material should be free from all kinds of dead bacteria and should give clear water like solution without any turbidity.</p> <p>Specification: 1. Physical Properties: The material, as received, should be a free flowing white to creamish / brownish white powder free from foreign matter and visible impurities.</p> <p>2. Moisture Content, measured by drying at 105 +/- 2 degC, % by mass, maximum: 15.00.</p> <p>3. Dispersibility / Solubility Test: The material should be quickly and easily dispersible in water when sprayed in water taken in a breaker and should not remain floating. 1.00% (w/v) solution of the product in distilled water after mixing in multimixer for 30 minutes should give clean solution without turbidity.</p> <p>4. Rheological properties: Prepare a 0.5% (w/v) solution of the sample in distilled water containing 1% (w/v) NaCl (LR grade) by stirring in a multimixer for 30 minutes. Adjust pH of the solution in the range 8 - 9 by addition of 1N NaOH solution while stirring. Determine the rheological properties of the suspension at 26 +/- 2 degC which should be as follows : (i) Apparent viscosity, cp : 15 - 25</p> | 150000 | KG |

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| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|--|----------|-----|
| | <p>(ii) "0" minute gel, lbs/100 ftsq, minimum : 8 (iii)"N" value at 200 & 100 rpm of Fann VG meter or equivalent, maximum.: 0.40</p> <p>5. Cross linking properties: To 500 ml of distilled water, add 5 ml of 3% (w/v) solution of calcium chloride (fused and analar grade) and to this solution, add 0.5% (w/v) of the sample while stirring in a multimixer. Stir the suspension further for 30 minutes in a multimixer. To this add 2% (w/v) chrome alum powder (LR grade) and stir for additional 10 min. Adjust the PH in the range 8-9 by 1N NaOH solution while stirring. Determine the rheological properties of the suspension at 26 +/- 2 degC which should be as under :</p> <p>(i) Apparent viscosity, cp, minimum : 40 (ii) Yield value, lbs/100 ftsq, minimum : 40 (iii) "0" minute gel, lbs/100 ftsq, minimum : 20 (iv) "15" minute gel, lbs/100 ftsq, minimum : 100</p> <p>6. Performance Test : Prepare a 0.5% (w/v) solution of the sample in distilled water by stirring in a multimixer for 30 minutes. Adjust the PH to 8 - 9 with 1N NaOH solution. Add to it 3% of the OIL approved benonite powder and stir for 30 minutes. Determine apparent viscosity, yield value and API fluid loss of the mud at 26 +/- 2 degC. Age the treated mud at 100 +/- 2 degC for 18 hrs in rolling condition. Cool and stir for 15 minutes in a multimixer. Determine apparent viscosity, yield value and API fluid loss at 26 +/- 2 degC which should be as under :</p> <p>(i) Apparent viscosity, cp : should not decrease (ii) Yield value, lbs/100 ftsq : should not decrease (iii) API fluid loss, ml : should not increase</p> <p>7. Temperature stability : Prepare 0.5% (w/v) solution of the sample in saturated salt water (prepared by dissolving analar grade NaCl in distilled water) by stirring in a multimixer for 30 minutes. Adjust PH to 8 - 9 by 1N NaOH solution. Record apparent viscosity and yield value of suspension at 26 +/- 2 degC. Age the solution in a roller oven in rolling condition at 120 +/- 2 degC for 18 hrs. Cool and stir for 5 minutes. Measure apparent viscosity and yield value of the solution at 26 +/- 2 degC which should be as under :</p> <p>(i) Apparent viscosity, cp : should not decrease (ii) Yield value, lbs/100 ftsq : should not decrease</p> <p>8. Borate Sensitivity Test: Prepare a 0.5% (w/v) solution of the sample in distilled water by stirring in a multimixer for 30 minutes. Add to it 5 ml of 20% (w/v) hot solution of borax and stir for 5 minutes. No stiff gel formation should take place.</p> <p>9. P a c k i n g : The material should be packed in multiwalled paper bags with at least two innermost layers are suitably water proofed strong enough to withstand rigours of transit and storage. Pack Size: 25KG net per bag.</p> <p>10. Markings : Each bag should have clear legible markings as given below :</p> | | |

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| Item No./ Mat. Code | Material Description | Quantity | UOM |
|------------------------|--|----------|-----|
| | (i) Name of the product/brand name (ii) Name of the supplier/manufacturer (Name of manufacturer must be marked on the bags in case the product is not branded). (iii) Date/month/year of manufacture (iv) Supply order number against which the supply is made. N.B. 1) Apparent viscosity and yield value will be measured by a Fann VG meter or equivalent and API fluid loss will be measured in standard API fluid loss apparatus using compressed air or nitrogen as pressure source. 2) The Supplied Materials must meet OIL's specifications in all respect. | | |

Standard Notes: AA . STANDARD NOTE :

1) The tender is invited under SINGLE STAGE TWO BID SYSTEM. The bidder should ensure that "TECHNO-COMMERCIAL UNPRICED BID should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical Rfx Response-> User -> Technical Bid. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical Rfx Response-> User -> Technical Bid only. The "PRICE BID" must contain the price schedule and the bidder's commercial terms and conditions. **The prices bid of the items should be uploaded as an attachment under Notes & Attachments tab. No price should be given in above Technical Rfx otherwise the offer will be rejected.**

2) In Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that "TECHNO-COMMERCIAL UNPRICED BID should contain details as mentioned in the technical specifications as well as BEC/ BRC and upload the same in the Technical Rfx Response-> User -> Technical Bid. No price should be given in above Technical Rfx otherwise the offer will be rejected. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the Technical Rfx Response-> User -> Technical Bid only. The "PRICE BID" must contain the price schedule and the bidder's commercial terms and conditions. **The prices bid of the items should be uploaded as an attachment under Notes & Attachments tab as per ANNEXURE-P.**

3) 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.

4) Bid should be valid for minimum 120 days from bid closing date, failing which offer shall be rejected. Therefore, please ignore the minimum validity mentioned in the General Terms and Condition of Global Tender (MM/GLOBAL/E-01/2005-July 2012).

5) The original bid security (Amount is mentioned above and also in Rfx Parameters of the tender in OIL's e-portal) should reach us 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 Technical Rfx Response-> User -> Technical Bid as per clause 9.8 of Section A General Terms and conditions for Global Tender (MM/GLOBAL/E-01/2005- July 2012). **The bid security shall be valid up to 17.05.2019.**

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6) 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 Global Tender (MM/GLOBAL/E-01/2005-July2012).

7) Bidders have to indicate the minimum FOB/FCA charges in case of partial order for reduced quantity/items. In case this is not indicated specifically, the charges quoted would be prorated calculated and the same will be binding on the bidder.

8) 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) PRICE BIDS OF ONLY THOSE BIDDERS WILL BE OPENED WHOSE OFFERS ARE FOUND TECHNO-COMMERCIALY ACCEPTABLE. THE TECHNO-COMMERCIALY ACCEPTABLE BIDDERS WILL BE INFORMED BEFORE THE OPENING OF THE "PRICE BID".

10) Bidder's response to all NIT stipulations shall clearly be defined. Bidder shall furnish specific details/specifications of all major components, systems with Make & Model, etc. Generalised response like - 'As per NIT Specifications/Technical Leaflet', 'Noted', 'Accepted' or in any similar fashion is not acceptable.

11) Bidders to note that Govt. of India under Micro, Small and Medium Enterprises Development (MSMED) Act 2006, has proclaimed the Public Procurement Policy, 2012 with effect from 1st April, 2012 in respect of procurement of goods and services, produced and provided by micro and small enterprises, by its Ministries, Departments and Public Sector Undertakings for promotion and development of Micro and Small Enterprises. A new Clause on applicability of Public Procurement Policy for procurement of goods from Micro and Small Enterprises (MSE) in the tender is furnished vide Amendment to General Terms and Conditions for Global Tender (MM/GLOBAL/E-01/2005-JULY2012). Bidders are requested to take note of the same and to submit their offers accordingly.

12) In addition to BRC criteria vide section -D of General Terms & Conditions for Global tenders (MM/GLOBAL/E-01/2005-JULY 2012), the **BEC/BRC vide Annexure-CCC** will be applicable against the tender failing which offer will be rejected.

13) The Integrity Pact is applicable against this tender. 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 by OIL's competent signatory. The proforma has to be uploaded by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. The name of the OIL's Independent External Monitors at present are as under :

i) Shri Rajiv Mathur, IPS (Retd.)
Former Director (IB) Govt. of India
e-Mail Id: rajivmathur23@gmail.com

ii) Shri Satyananda Mishra, IAS(Retd.)
Former Chief Information Commissioner &
Ex-Secretary, DOPT, Govt. of India
e-Mail Id: satyanandamishra@hotmail.com

iii) SHRI JAGMOHAN GARG,
Ex-Vigilance Commissioner, CVC

Tender No. & Date : SSG9053P19/05 28.08.2018

e-Mail id : jagmohan.garg@gmail.com

14) 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.
- iv. In case the party refuses to sign the Integrity Pact.

15) CONFIRMATION OF BID SECURITY / PERFORMANCE SECURITY:

The following clause is applicable for bid security / performance security submitted in the form of bid bond/LC. Bidders are requested to strictly comply to this clause:

The bank guarantee issued by the bank must be routed through SFMS platform as per following details:

- a. (i) "MT 760 / MT 760 COV for issuance of bank guarantee
- (ii) "MT 767 / MT 767 COV for amendment of bank guarantee

The above message / intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code - UTIB0001129.

Branch Address - AXIS Bank Ltd, Duliajan Branch, Daily Bazar, Jyotinagar Duliajan, District - Dibrugarh, Pin - 786602."

16) FURNISHING FRAUDULENT INFORMATION/ DOCUMENT: If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.

17) Revision, clarification, addendum, corrigendum, time extension etc to the tender will be hosted on OIL website only. No separate notification shall be issued. Bidders are requested to visit OIL website regularly to keep themselves updated.

Special Notes : BB) SPECIAL NOTES:

1) DELIVERY: TENTATIVELY IN AUGUST, 2019.

2) The bidder shall submit tender samples of the product in triplicate (i.e 3 samples each of quantity ½ kg or ½ liter) along with the bid. . Submission of three (3) nos. of tender samples is mandatory for each bidder 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.