



**Expression of Interest (EOI) for empanelment for Polymer Imports: TENDER NO: PC-M/IMPORTS/16-17/01**



**IndianOil**

**EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT FOR POLYMER IMPORTS  
REFERENCE NO: PC-M/ IMPORTS/16-17/01**

**Documents Download/Upload period: 18th Jul (1100 Hours) to 8th Aug 2016 (1700 Hours)**

**BID DOCUMENTS**

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**INDIAN OIL CORPORATION LIMITED  
BUSINESS DEVELOPMENT,  
CORPORATE OFFICE  
INDIAN OIL BHAVAN, 7TH FLOOR,  
NO. 1, SRI AUROBINDO MARG  
YUSUF SARAI, NEW DELHI 110016**



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## **NOTICE INVITING EMPANELMENT**

### **EXPRESSION OF INTEREST FOR EMPANELMENT FOR POLYMER IMPORTS**

#### **EMPANELMENT NO: PC-M/IMPORTS/01**

**A. Expression of Interest (EOI) is invited from Manufacturers or their authorized sales representative for empanelment as Business Counterpart for the Import of Polymers (Polyethylene & Polypropylene grades) by IndianOil**

1. IndianOil is India's largest commercial enterprise, with a sales turnover of Rs. 3,50,603 crore (US\$ 53,560 million) and profits of Rs. 10,399 crore (US\$ 1,589 million) for the year 2015-16. IndianOil is ranked 119th among the world's largest corporates (and first among Indian enterprises) in the prestigious Fortune 'Global 500' listing for the year 2015. IndianOil accounts for nearly half of India's petroleum products market share, 35% national refining capacity (together with its subsidiary Chennai Petroleum Corporation Ltd., or CPCL), and 71% downstream sector pipelines through capacity. The IndianOil Group owns and operates 11 of India's 23 refineries with a combined refining capacity of 80.7 MMTPA (million metric tonnes per annum). IndianOil also operates 1.25MMTPA PE/PP manufacturing capacity at Panipat, India.
2. IndianOil plans to import approx. 2 Lakh Tonnes/annum of Polymers (PP/PE comprising either or combination of HDPE, LLDPE & LDPE grades) for onward sales in India on a regular basis.
3. Reputed polymer manufacturers and / or their authorised sales representatives with relevant experience in handling polymer business are called upon to give their Expression of Interest for the above. (Note: - In case the principal manufacturer has authorized sales representative for India, the attached questionnaire needs to be filled by principal with details of the authorized sales representative filled against the respective column in the registration form).
4. Parties are advised to fill up the attached registration form and submit along with a cover letter & relevant supporting documents.
5. Parties are also requested to submit details of their manufacturing technology used for these polymers (PP, HDPE, LLDPE and LDPE) & should attach the complete grade list pertaining to the aforesaid polymers on offer.
6. Parties who fulfil the eligibility criteria would be empanelled and grouped according to their terms of offer. IndianOil reserves the right to send the tenders to specific groups as per its requirement.
7. Import of Polymers would be done on CFR Chennai basis or any other Indian port as specified by IndianOil from time to time.
8. IndianOil reserves the right to reject any or all the offers without assigning any reason thereof.
9. Time schedule: The expression of Interest along with relevant supporting documents in pdf format must be sent by mail at [pctenders@iocl.biz](mailto:pctenders@iocl.biz) by 1500hrs (IST) of 9<sup>th</sup> Aug 2016.



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**B. General Guidelines for Applicants on Selection Process**

**I. EXPRESSION OF INTEREST (EOI) DOCUMENTS**

The Expression of Interest (EOI) documents can be downloaded from 18th Jul'16 to 8<sup>th</sup> Aug'16 from the website - <https://www.iocl.com/Talktous/SupplierNotices.aspx>

**II. EVALUATION CRITERIA**

All the EOIs received will be evaluated by the corporation based on the parameters given below:

S. No	Criteria	Minimum Qualifying Criteria	Supporting Documents Required
1	Production of PP/PE (comprising of either or combination of HDPE, LLDPE & LDPE grades) in the previous 3 calendar years of 2013, 2014, 2015.	250KTA Minimum in each of the previous 3 calendar years of 2013, 2014, 2015	Self Certification in Registration Form
2	Volume of PP/PE (comprising of either or combination of HDPE, LLDPE & LDPE grades) sold in India in the previous 3 calendar years of 2013, 2014, 2015.	50KTA Minimum in each of the previous 3 calendar years of 2013, 2014, 2015	Self Certification in Registration Form
3	Turnover of the manufacturer from Sales of PP/PE (comprising of either or combination of HDPE, LLDPE & LDPE grades) in the previous 3 calendar years of 2013, 2014, 2015.	\$ 250,000,000/annum Minimum in each of the previous 3 calendar years of 2013, 2014, 2015	Chartered Accountant's (CA) Certificate clearly mentioning the turnover/ annum from sales of PP/PE ( comprising of either or combination of HDPE, LLDPE & LDPE grades) in the previous 3 calendar years of 2013, 2014, 2015 to be provided . Audited Financial Statements for the previous 3 years also to be enclosed.

Any other information in support of the above credential may also be provided along with the application form.

**III. SUBMISSION OF EMPANELMENT BID**

Completely filled registration form along with supporting documents should be submitted by mail before 1500 hours IST on the date of closing i.e. 9<sup>th</sup> Aug 2016 at [pctenders@iocl.biz](mailto:pctenders@iocl.biz). No empanelment documents shall be accepted after closing time and date.

**IV. OPENING OF BIDS**

The Empanelment Bids will be opened at 1600 hours on date of closing (9<sup>th</sup> Aug 2016). After scrutiny of the Bids, the eligible tenderers will be notified regarding their nomination in the empanelment list.

IndianOil reserves the rights to accept or reject any of all the bids in part or totality or to negotiate with any or all the tenderers, or to withdraw/cancel/modify this tender without assigning any reason whatsoever.

**Senior Manager (PC-Marketing)  
For Indian Oil Corporation Limited**



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**REGISTRATION FORM FOR EMPANELMENT FOR IMPORT OF POLYMERS**

You are requested to fill up the following registration form and submit it by 1500 hours on 9<sup>th</sup> Aug 2016 duly signed on the letterhead of your company along with enclosures via email on mail ID – [pctenders@iocl.biz](mailto:pctenders@iocl.biz) . The mere submission of an application by a party does not guarantee empanelment on IndianOil's approved Panel. IndianOil reserves the right to reject any application without assigning any reasons thereof.

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**REGISTRATION FORM TO BE FILLED IN BY APPLICANT MANUFACTURER**

(To be submitted along with a covering letter on the Letter Head of Company seeking Registration and scanned and emailed along with supporting documents in Adobe PDF format to the email ID – [pctenders@iocl.biz](mailto:pctenders@iocl.biz) . All pages of the registration form to be signed & stamped by the authorized signatory of the applicant manufacturing company. In case the manufacturing company wishes to be represented through their authorized sales representative, then the letter of acceptance of the authorized representative on their letterhead confirming willingness to represent the principal (manufacturer) for representing the aforesaid business in India as per IndianOil's terms & conditions needs to be enclosed.

<b>A.</b>	<b>COMPANY DETAILS</b>	
(I)	NAME OF THE COMPANY	:
(II)	NATIONALITY/COUNTRY OF INCORPORATION	:
(III)	CORPORATE HEADQUATERS	:
(IV)	DATE OF INCORPORATION	: Please enclose copy of Certificate of Incorporation.
(V)	CORE BUSINESS ACIVITY OF THE COMPANY/YEAR SINCE MANUFACTURING	:
(VI)	TYPE OF COMPANY	PRIVATE/PUBLIC :(Please specify whether your company is directly or indirectly held/ controlled/owned by any Indian entity/National(s).)
(VII)	NAME(S) OF THE COUNTRY (IES) IN WHICH ASSETS OF YOUR COMPANY IS/ARE SITUATED.	:(Please indicate nature of assets)
(VIII)	NAME OF THE CHAIRMAN/ PRESIDENT/MANAGING DIRECTOR	:
(IX)	DEPT. AND/OR PERSON TO BE CONTACTED BY INDIANOIL (FULL MAILING ADDRESS FOR CORRESPONDENCE)	:
(X)	TELEPHONE NOS.	OFFICE RESIDENCE
(XI)	FAX NOS.	:
(XII)	DESIGNATED EMAIL ADDRESS FOR TENDERING & CORRESPONDENCE	:
(XIII)	OVERSEAS OFFICES	:(With name of contact official and telephone/fax/telex nos.)
(XIV)	PARENT/HOLDING COMPANY, If any	:(Please also give %age of share holding) :(Please provide document for being a 100% subsidiary, if applicable)
(XV)	SUBSIDIARY (IES), if any	:(Please also give %age of share holding(s))
<b>B</b>	<b>SUPPLY TERMS &amp; CONDITIONS</b>	
(I)	LIST OF GRADES MANUFACTURED ALONG WITH COMPLETE GRADE SHEET AS WELL AS	(DETAILS TO BE PROVIDED IN ANNEXURE- 1)

Signature & Stamp of Authorized signatory of applicant manufacturing Company



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	TECHNOLOGY USED FOR MANUFACTURE OF THESE GRADES. PLEASE ALSO MENTION WHICH GRADES WOULD BE OFFERED TO INDIANOIL.	
(II)	ACCEPTANCE OF DELIVERY TERMS AS CFR CHENNAI OR ANY OTHER INDIAN PORT AS SPECIFIED BY INDIANOIL FROM TIME TO TIME. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.	(YES OR NO. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.)
(III)	ACCEPTANCE OF PRICING TERM AS FOLLOWS: PLATTS CFR SEA PREVAILING ON THE DAY OF RECEIPT OF CONSIGNMENT AT INDIAN PORT MINUS DISCOUNT QOUTED & COMMISSION TO INDIANOIL. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.	(YES OR NO. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS. )
(IV)	ACCEPTANCE OF PAYMENT TERMS AS LC WITH 60 DAYS USUANCE TERMS FROM BILL OF LADING DATE. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.	(YES OR NO. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.)
(V)	ACCEPTANCE OF SUPPLYING THE IMPORTED QUANTITY IN 20FT CONTAINERS WITH 14 DAYS FREETIME AT INDIAN PORT. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.	(YES OR NO. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.)
(VI)	IS THE PARTY AREEABLE TO REBRANDING OF ITS PRODUCT TO INDIANOIL BRAND (PROPEL). INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.	(YES OR NO. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.)
(VII)	IS THE PARTY AREEABLE TO APPOINTING INDIAN OIL AS IT'S SELLING AGENT IN INDIA? IF YES, INDICATIVE COMMISION FOR INDIANOIL MAY ALSO BE MENTIONED. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.	(YES OR NO. INCASE OF ANY DEVIATION, PLEASE SPECIFY YOUR TERMS.)
C.	<b>BANK REFERENCES</b>	(Please furnish name of the bank(s), dealing officials, telex/fax nos., postal address for bank reference.)
D.	<b>TRADE REFERENCES</b>	Please furnish name of at least 2 parties, dealing officials, telex/fax nos., postal address for trade references in respect of parties with whom transactions for sale of PP/PE (comprising of either or combination of HDPE, LLDPE & LDPE grades) have been entered into during the last one-year. (The party seeking registration shall have no objection to IOC making enquiries from such companies in the course of registration).

**E. VOLUME/VALUE/LOCATION OF PHYSICAL TRADE FOR POLYMERS**

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Signature & Stamp of Authorized signatory of applicant manufacturing Company



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**I. GLOBAL VOLUME MANUFACTURED AND SOLD (Past Three Calendar years in Metric Tonnes)**

PRODUCT(MT)	2013	2014	2015
PP			
HDPE			
LDPE			
LLDPE			
TOTAL			

**II. TURNOVER FROM SALES OF PP/PE (comprising of either or combination of HDPE,LDPE,LLDPE grades) (In Million USD/Annum)**

TURNOVER (IN MILLION USD/ANNUM)	2013	2014	2015
PP			
HDPE			
LDPE			
LLDPE			
TOTAL			

**III. VOLUMES SOLD IN INDIA,**

PRODUCT(MT)	2013	2014	2015
PP			
HDPE			
LDPE			
LLDPE			
TOTAL			

**Notes:**

1. The inter company/group transactions should be excluded and may be given separately in the above format if desired.

It is requested to give a confirmation that above volumes do not include paper transactions, traded by the party seeking registration.

<b>F. CONFIRMATION THAT ABOVE VOLUMES DO NOT INCLUDE PAPER TRANSACTIONS, TRADED BY THE PARTY SEEKING REGISTRATION</b>	
<b>G. ANNUAL/FINANCIAL REPORTS</b>	Chartered Accountant's (CA) Certificate clearly mentioning the turnover/annum from sales of PP/PE (Comprising of either or combination of HDPE, LLDPE & LDPE grades) in the previous 3 calendar years of 2013, 2014, 2015 to be provided. Audited Financial Statements for the previous 3 years also to be

Signature & Stamp of Authorized signatory of applicant manufacturing Company





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	enclosed.
<b>H. OTHER INFORMATION</b>	
(I) Is the Company facing at the time of seeking registration any known legal disputes that are likely to adversely affect the performance of contracts/ meeting its financial commitments.	:
(II). Please confirm whether applicant company or its Group/ Subsidiary/ Affiliate/ Parent Company was earlier or currently registered on any other IndianOil Panel/Mailing Lists - If yes: (A) On which Panel/ mailing list (Import/Export). (B) Date of Registration (C) Period of Registration (D) Whether any cargo(es) were/are awarded during such period. (E) Date/ Reasons of deletion.	:
(III). OTHER RELEVANT INFORMATION, if any.	:

PLACE :

DATE:

\_\_\_\_\_  
Signature & Stamp of Authorized signatory of applicant manufacturing Company

Please note that all data received either from you or your trade/bank references would be treated in strict confidence and would be used only for the purpose of registration as a prospective Seller under this tender. It is also requested that the data/ documents sought above may kindly be provided seriatim. The offers received will be evaluated by IndianOil's evaluation committee. Selection as a prospective Bidder under this tender is the sole prerogative of IndianOil. Indian Oil shall have the right to reject any Bid in case of false information submission of any information

The request for registration on IndianOil's Panel of prospective Bidders shall be considered, only on receipt of full data as requested. IndianOil reserves the right to seek supplementary documents/information required for empanelment of the parties. IndianOil also reserves the rights to negotiate with any or all the parties regarding the terms & conditions of supply.

It may be noted that mere empanelment on the Panel does not guarantee any business, which shall be on the basis of rates quoted in the Priced Bid. Any influence directly or indirectly used for empanelment shall lead to disqualification. Kindly note that the decision of IndianOil management shall be final and binding upon the parties with regard to registration of parties on IndianOil's Panel.



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**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

S NO	DOCUMENT NAME	
1	Filled Registration form along with Annexure-1	<input type="checkbox"/>
2	Cover Letter	<input type="checkbox"/>
3	Incase the manufacturing company wishes to be represented through their authorized sales representative, Letter of acceptance of the authorized representative on their letterhead confirming willingness to represent the principal (manufacturer) for representing the aforesaid business in India as per IndianOil's terms & conditions.	<input type="checkbox"/>
4	Supporting Documents for prequalification criteria such as Chartered Accountant's (CA) Certificate clearly mentioning the turnover/annum from sales of PP/PE (comprising of either or combination of HDPE, LLDPE & LDPE grades) in the previous 3 calendar years of 2013, 2014, 2015. Audited Financial Statements for the previous 3 years also to be enclosed.	<input type="checkbox"/>
5	Grade list offered to IndianOil along with licensor details.	<input type="checkbox"/>
6	Certificate of Incorporation of applicant manufacturer.	<input type="checkbox"/>
7	Other Supporting Documents (Please specify)	<input type="checkbox"/>

**Annexure 1**

Supplier Name	Product PP/ HDPE/ LLDPE/ LDPE	Licenser Details	Whether Manufacturer wishes to sell product directly or through its authorized agent	Incase of Authorized Agent, Name of Agent **	Address of plant location proposed for shipment of IndianOil's product requirem-ents	Grades along with Nomenclature offered to IOCL	Quantity offered to IndianOil on monthly basis	Description of Grades & their Application	Product Characteristics	Melt Flow Index (MFI)	Density	Production Process

\*\* Incase the manufacturing company wishes to be represented through their authorized sales representative, then the letter of acceptance of the authorized representative on their letterhead confirming willingness to represent the principal (manufacturer) for representing the aforesaid business in India as per IndianOil's terms & conditions needs to be enclosed.