

**OIL INDIA LIMITED**  
**DULIAJAN**  
(A Government of India Enterprise)  
**P.O. DULIAJAN – 786602, ASSAM**

**OIL INDIA LIMITED (OIL)** invites sealed tenders from experienced Contractors / Firms for the following services :

<b>Tender No/ Tender Fee</b>	<b>Service Requirements</b>	<b>Sale of Bid Document/ Earnest Money/ Bid Closing Date</b>
<b>DCO6603P10/AG Rs 500</b>	<b>Overhauling/Servicing of KG Khosla(2HY2ST)/ Kirloskar(TBTDNM) Air Compressors</b>	<b>01.02.10 to 15.02.2010 Rs. 6,500.00 16.02.2010</b>
<b>DCL6636P10/AG Rs 2000</b>	<b>Supply of Listed and Unlisted labours for maintenance and upkeepment of different Production Installations under Moran Field for a period of 2(Two) years.</b>	<b>01.02.10 to 15.02.2010 Rs. 28,000.00 16.02.2010</b>
<b>DCO6637P10/AG Rs 500</b>	<b>Erection, Dismantling, Cleaning, Painting &amp; Transportation of 36.6 meter(120 feet) height Production Derrick along with the gas vent line, if any, in Assam Field for a period of 2 (two) years and with a provision for extension for another 1 (one) year.</b>	<b>01.02.10 to 15.02.2010 Rs. 10,000.00 16.02.2010</b>

Bid Documents (non-transferable) can be obtained from the office of Head (Contracts), Oil India Limited, P.O. Duliajan, Assam-786602 on application alongwith Tender Fee (non-refundable) through a Crossed Demand Draft / Banker's cheque in favour of 'Oil India Limited' payable at Duliajan. Applicants can also deposit the tender fee directly in UBI/UCO Bank/SBI/Allahabad Bank Canara Bank of Duliajan Branch and proof of such deposit must be furnished along with the applications for tender documents. The details of tenders are available at Website [www.oil-india.com](http://www.oil-india.com).

**Salient Features Of Eligibility Criteria for Tender No. DCO6603P10:**

**1.0 BID REJECTION CRITERIA**

1.1 The bid shall conform generally to the specifications and terms and conditions given in the Bid Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the Techno-Commercial Bid.

1.2.1 The bidder shall have minimum experience in carrying out SIMILAR nature of jobs in Central/State PSUs of the following magnitude during the last 07(Seven) years ending bid closing date:

i) One single contract of minimum value of Rs. 1000000.00  
( Rupees Ten Lakhs only).

OR

ii) Two single contracts of minimum value of Rs.650000.00 (Rupees Six Lakhs Fifty Thousand only) each.

OR

iii) Three single contracts of minimum value of Rs.500000.00 (Rupees Five Lakhs only) each.

'SIMILAR' nature of jobs means :

Work experience in overhauling/servicing of Air Compressors or Gas Compressors or Gas Engines or Diesel engines with minimum 25 HP only.

1.2.2 The bidder should have an average annual turnover during the last three years ending 31.03.2009 at least of Rs. 390000.00 (Rupees Three Lakhs Ninety Thousand ) only.

1.2.3 Documents (Commercial and Technical):

1.2.3.1 For proof of Annual turnover, the following documents/ photocopy must be submitted along with the bid:

- i) A certificate issued by a practising Chartered / Cost Accountants' Firm, certifying the Annual Turnover and nature of business, and
- ii) Audited Balance Sheet and Profit and Loss account.

1.2.3.2 The bidder shall submit Bank Account number, VAT Regd. number, Service tax registration no., copy of PAN card, a valid Provident Fund Code number (Direct Code)/ or certificate issued by appropriate authority / a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

1.2.3.3 For proof of requisite Experience, any one of the following document/ photocopy must be submitted along with the bid:

i) In case of OIL contractors, copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)'/ 'Service Entry Sheet (SES)' of jobs successfully completed during the last 7 (Seven) years ending bid closing date showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

ii) Certificate issued by any other Public Sector Undertaking / Govt. Department / Private Oil Company (with average financial Annual Turnover of not less than Rs.390000.00 in the last 3 years ending 31.03.2009) in last seven years ending bid closing date showing:

- (a) Gross value of job done,
- (b) Nature of job done,
- (c) Contract period

1.2.4 A team of one supervisor, one technician, and minimum two nos. helpers are to be employed by the party. The supervisor and the fitter must have experience in carrying out similar nature jobs for not less than 05 (five) years.

Retired person(s) of supervisory/technician cadre having similar nature job experience in Central/State PSUs may also be engaged. Certificate or proof document in respect of work experience must be provided along with the bid. In this case, the person(s) should be physically and mentally fit for field Operation.

1.2.5 The bidder must confirm their compliance of the following in their "Techno-Commercial" Bid: -

I. To complete the mobilization within 30 days from the date of issue of the Letter of Award (LOA) and start the job accordingly.

II. Payment shall be released as follows:

Initially 02 nos. air compressors will be offered to carry out overhauling/servicing jobs on trial basis. Upon successful completion of servicing/overhauling of 02 nos. air compressors which are under trial , payment may be paid on per unit basis. While executing the remaining jobs, payment may also be paid per unit basis only after successful completion of the job as certified by the user deptt.

1.2.6 Penalty:

A. In the event of the servicing/overhauling jobs being interrupted (not of Force Majeure nature) due to administrative/ logistic and connected environmental problems on account of the contractor which leads to total shut down of the job for more than two months, the company reserves the right, at its discretion, to terminate the contract if no resolution to the aforesaid problem(s) is envisaged. The Company's decision in this regard shall be final.

B. In the event of termination of the contract, the contractor will be paid prorata basis of the jobs being actually executed.

1.3 COMMERCIAL:

1.3.1 The bidder shall furnish Bid Security for the amount as indicated in the Tender document along with Technical Bid. Any bid not accompanied by a proper bid security will be rejected.

1.3.2 Any bid received in the form of Telex/ Cable/ Fax/ E-mail/ Telephone call will not be accepted.

1.3.3 The bid shall be typed or written in indelible ink and the original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected.

1.3.4 The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections must be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

1.3.5 Any bid containing false statement(s) will be rejected.

1.4 GENERAL:

1.4.1 In case bidder takes exception to any clause of bidding document not covered under BEC/ BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/ modify the deviation when/ as advised by the Company. No deviation will however, be accepted in the clauses covered under BRC.

1.4.2 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before fifteen days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.

1.4.3 In case, any of the clauses in the BRC contradict with other clauses of Bidding Document elsewhere, then the clauses in the BRC shall prevail.

1.4.4 Bidder in their technical bid only must spell out any exception(s)/ deviation(s) to the tender. Any additional information/ terms/ conditions furnished in the 'Price bid' will not be considered by OIL for evaluation/ award of contract.

## **2.0 BID EVALUATION CRITERIA:**

2.1 The bids conforming to the technical specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below.

2.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

2.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

### **Salient Features Of Eligibility Criteria for Tender No. DCL6636P10:**

#### **A) BID REJECTION CRITERIA (BRC):**

I) The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

i) Bidder must have relevant experience in carrying out similar nature of job with PSUs / Central Govt. /State Govt. Organization in last 7(seven) years from date of bid opening.

Should have successfully executed similar works of value-

1. Single contract of minimum value of Rs. 40, 00,000/- OR
2. Two contracts of minimum value of Rs. 25, 00, 000/- each. OR
3. Three contracts of minimum value of Rs. 20, 00, 000/- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2009, should be at least Rs.15, 00, 000/-

iii) Bidder must submit all necessary documents related to experience and turnover in duplicate.

#### **Note-**

“Similar nature of job” mentioned above means experience in handling all types of LABOUR ORIENTED CONTRACTS.

**In case of OIL contractors providing services of listed / unlisted labours who currently have one or more than one labour contract with OIL and total no of labours (having key nos.) under different contracts of the individual contractors is 10 or more , are exempted from submission of documents required by clause (i) & (ii).**

#### **Documentary Evidence :**

- (1) **In case of OIL contractors, copy of 'Certificate of Completion (COC)'/ 'Service entry Sheet (SES)' of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.**
- (2) **The name of Listed / Unlisted labours with key no. against the contract must be submitted.**

I) For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid: -

- i) A certificate issued by a practicing Chartered/ Cost Accountants# Firm, with membership no. certifying the Annual Turnover and nature of business.
- ii) Audited Balance Sheet and Profit and Loss account.

II) For proof of requisite Experience, any one of the following document/photocopy must be submitted along with the bid: -

ii) Certificate issued by any other Public Sector Undertaking/ Govt. Department in last seven years ending bid closing date showing:

- (a) Gross value of job done; and
- (b) Nature of job done; and
- (c) Time period covering the financial year(s) as per the NIT.

iii) Bidder(s) must also furnish the followings.

1. **NAME OF FIRM**
2. **DETAIL POSTAL ADDRESS**
3. **TELEPHONE NO.**
4. **MOBILE NO.**
5. **E-MAIL**
6. **FAX NO.**
7. **CONTACT PERSON**
8. **CONTACT PERSON'S CONTACT NO.**
9. **TAX EXEMPTION CERTIFICATE NO. (Attested copy required)**
10. **CST REGD.NO. (Attested copy required)**
11. **LOCAL SALE TAX REGD.NO. (Attested copy required)**
12. **PAN NO. (Attested copy required)**
13. **VAT REGD, NO. (Attested copy required)**
14. **BANK ACCOUNT NO.**
15. **BANK ACCOUNT TYPE.**
16. **BANK NAME**
17. **BANK ADDRESS**
18. **SERVICE TAX REGD.NO. (Attested copy required)**
19. **P.F.CODE NO. (Attested copy required)**  
(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).
20. **VENDOR NO. (IF AVAILABLE)**

**iv) Solvency Certificate from Bank**

v) Non- submission of the documents as specified in BRC above will result in rejection of bids.

**B) BID EVALUATION CRITERIA (BEC):**

The bids conforming to the terms and conditions stipulated in the bid documents 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:

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of Part-II (i.e. schedule of works, units, quantity, rates) of the tender.

2. OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

### **C) GENERAL**

a) In case bidder takes exception to any clause of Tender Document not covered under BEC / BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.

b) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.

c) In case any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

d) Any exceptions / deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their 'Techno-Commercial' bid only.

e) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

### **Salient Features Of Eligibility Criteria for Tender No. DCO6637P10:**

#### **1.0 BID REJECTION CRITERIA (BRC):**

1.1 The bid shall conform generally to the specifications and terms and conditions given in the Bid Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the Techno-Commercial Bid.

1.2.1 The bidder shall have minimum experience in carrying out SIMILAR nature of jobs in Central Govt./ State Govt./ PSUs/ State Govt. Enterprises.

"SIMILAR" nature means:

THE JOB INVOLVING ERECTION / DISMANTLING OF STEEL STRUCTURE DERRICKS / TOWERS ETC. OF HEIGHT NOT LESS THAN 30.0 METERS.

1.2.2 The bidder shall have experience of successfully executing the above nature of work(s) of the following magnitude during the last 7(Seven) years ending bid closing date.

i) One single contract of minimum value of Rs.16,30,000.00 (Rupees sixteen lakh thirty thousand only).

OR

ii) Two single contracts of minimum value of Rs.10,20,000.00 (Rupees ten lakh twenty thousand only).

OR

iii) Three single contracts of minimum value of Rs.8,00,000.00 (Rupees eight lakhs only).

1.2.3 The bidder should have an average annual turnover during the last three years ending 31.03.2009 at least of Rs.6,50,000.00( Rupees Six lakhs Fifty thousand only).

1.2.4 Documents (Commercial and Technical):

1.2.4.1 Commercial:

A)For proof of Annual turnover,the following documents/photocopy must be submitted along with the bid: -

i)A certificate issued by a practising Chartered/ Cost Accountants' Firm, certifying the Annual Turnover and nature of business.

AND

ii)Audited Balance Sheet and Profit and Loss account.

B) The bidder shall submit Bank Account number, VAT Regd. number and Provident Fund Code number.

1.2.4.2 Technical:

For proof of requisite Experience, photocopy of the following documents must be submitted along with the bid:

(i) Photocopy of Contract document or workorder document showing details of work.

AND

(ii) Certificate issued by Central Govt./ State Govt./ PSUs/ State Govt. Enterprises showing:

(a) Gross value of job done during last seven years ending bid closing date.

(b) Nature of job done and contract/ workorder no.

(c) Contract period and date of completion.

## **2.0 BID EVALUATION CRITERIA:**

2.1 The bids conforming to the technical specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below.

2.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

2.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

**( A. C. Bhatta )**  
**HEAD ( CONTRACTS )**