

(IFB NO.DCC4686P12)

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Duliajan-786 602(Assam)

OIL INDIA LIMITED, a premier Public Sector Enterprise of Govt. of India engaged in drilling and exploration activities for hydrocarbon invites Sealed Bids under Single stage Two Bid tendering system from experienced and established firms / contractors meeting the requisite criteria for the under mentioned work.

Description of Works

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Renovation of Drilling Operation Section of G&R Department at Duliajan, Assam.

2.0 The interested contractors / firms should send the applications for issue of bid documents addressed to HEAD (CONTRACTS), OIL INDIA LIMITED, Duliajan-786602, District - Dibrugarh, Assam. Application may be sent by post. However, for the delay in receipt or non-receipt of the same, Head (Contracts) will not be responsible.

3.0 **Issue of Bid Documents**

Prescribed Bid Documents (non-transferable) are to be purchased from the office of HEAD (CONTRACTS), OIL INDIA LIMITED, P.O. DULIAJAN - 786602, within office working hours from 23rd January, 2012 to 14th February' 2012, on application along with non-refundable cost of Bid document amounting to Rs.500.00 (Rupees Five Hundred only) through a Crossed Demand Draft / Banker's Cheque in favour of "Oil India Limited" payable at Duliajan. Applicant can also deposit the bid fee directly in UBI / UCO / SBI / ALLAHABAD / CANARA / INDIAN Bank / INDIAN OVERSEAS / UNION Banks (Duliajan Branch) and proof of such deposit must be furnished along with the application of bid documents. The details of the bids are available at Website www.oil-india.com (for viewing only).

4.0 **Eligibility Criteria**

Interested contractors / firms shall have to submit the following documents to qualify for opening of the Price Bid -

(a) Experience of having successfully completed similar works with CPWD, Railways, APWD, APPWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking. The minimum value of contract job executed successfully during the last seven (07) years as on the last date of the month previous to the bid closing date:

One single contract job of value of	Rs.7,14,000.-
Or	
Two contract jobs of value of	Rs.4,46,000/- each.
Or	
Three contract jobs of value of	Rs.3,57,000/- each

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- (b) Average Annual Financial Turnover during the last three (03) years, ending 31st March 2011 should be at least Rs.2.68 Lakhs (Rupees Two Lakh Sixty Eight Thousand) only. The proof of Annual Turnover should be either in the form of Audited Balance Sheet or Certification from Chartered Accountant firm along with the Profit and Loss account, indicating their membership / code number.
- (c) PAN number.
- (d) Documentary evidence in support of sound financial standing and Bank Account number from any Nationalized Bank.
- (e) Profile of past work experience.
- (f) All the certificates and documentary evidences submitted in support of paragraph 4.0(a), 4.0(b), 4.0(c), 4.0(d), 4.0(e) above should be clearly legible and **Duly Notorised** (but not attested) by Government approved Notary with official seal. The same must be countersigned by the bidder or his authorized representative. **Illegible / Incomplete certificates or documents will not be considered for evaluation.**
- (g) Company has the right to check the original certificates / documents at any point of time if desired and the required documents should be produced for authentication.

5.0 Note:

- (a) **“Similar work”** mentioned in Para-4.0(a) above means the following:
- (i) Construction of Interiors works for Corporate Offices, Computer Centre, Guest House, R&D Facilities, Banks, Financial Institutions.
- (b) Documentary evidences of job experiences as stated above should be in the form of Completion Certificate(s) and should be supported with respective attested photocopies of Letter of Intent / Letter of Allotment / Work-Order / Notice to Proceed with Work. All the certificates and documentary evidences submitted in support of job experiences should be clearly legible and should be Duly Notarized (not attested) by Government approved Notary with office seal. The same must be countersigned by the bidder or his authorized representative.
- c) Non-submission of the documents as specified in all the paragraphs above will result in rejection of bids.

6.0 Bid security

All bidders shall deposit the requisite Bid Security of Rs.4,500.00 (Rupees Four Thousand Five Hundred only) along with the Un-priced Techno-Commercial part of the Bid Document in the form of Demand Draft / Banker's Cheque / Bank Guarantee in favour of Oil India Limited and payable at Duliajan. Bid Security can also be deposited in cash in favour of Oil India Limited directly in UBI / UCO / IB / IOB / SBI / ALLAHABAD / CANARA Banks (Duliajan Branch) and proof of such deposit must be furnished along with the aforesaid bid document. OIL registered “A” & “B” class contractors need not deposit Bid Security. This Bid Security shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion as per clause below.

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Bids received without Bid Security or inadequate amount or not in the manner specified above will be summarily rejected

7.0 Before submission of bids, the bidder is advised to inspect the work site with permission from Head (Civil) or his representative, to assess the nature and extent of work and the conditions under which it will be carried out. He may also seek such clarification from this office as are deemed necessary.

8.0 No bidder shall withdraw the bid after its public opening. Any such withdrawal will make the bidder liable to forfeit his Bid Security in full and be debarred from further tendering at the sole discretion of the Company and the period of debarment in no case shall be less than Two (02) years.

9.0 The Bid must be valid for 180 (One Hundred and Eighty) days from the date of opening of the Techno-Commercial Bid.

10.0 Conditional bids are liable for rejection at the sole discretion of the Company.

11.0 The bidders should quote their rates against individual items. The rates shall be quoted within (+/-) 10% on the internal estimate against individual items as specified in Schedule of Works(Part-II) subject to the limit of overall percentage from (-10%) to at par of the internal estimated contract cost. However the bids with overall percentage quoted at below (-10%) and above the internal estimated cost will be rejected outright. The rates shall be in figures as well as in words. No overwriting shall be allowed, but all corrections must be inserted in the blank space above the figure / word and must be initialed. In case of discrepancy, the rates quoted in words shall be considered. In case of any identical situation, the L-1 bidder will be decided through draw of lots.

12.0 Time Schedule

The time allowed for completing the work will be Four (4) weeks reckoned from the date of issue of work order. The time period has been reckoned, taking into consideration that the work shall be carried out in phase manner, as per site clearance. Time is the essence of the Contract and failure on part of the contractor to complete the work within the stipulated time, shall entitle the Company to impose liquidated damages and / or penalty from the contractor as per terms of the Contract.

13.0 Performance Security:

The successful bidder(s) shall deposit the requisite Performance Security @ 2.50% of the Contract price in the form of Demand Draft / Banker's Cheque / Bank Gurantee in favour of Oil India Limited and payable at Duliajan before signing the formal Contract Agreement. The Performance Security shall be refunded to the contractor after satisfactory completion of the work, but part of whole of which shall be used by the Company in realization of LD or claims, if any, or for adjustment of compensation due to the Company for any reason. The Performance Security shall not earn any interest.

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14.1 Submission of Bids

The offer (both Part-A and B) containing the Bid, marked at the top with the above IFB Number and description of work, name and address of the tenderer and addressed to the HEAD – CONTRACTS, OIL INDIA LIMITED, P.O.DULIAJAN-786602 shall be submitted by **12.45 hours (IST) on 16th February' 2012 in separate sealed envelopes, duly super scribed:**

PART-A: Un-priced Techno – Contractual Bid (With Earnest Money as specified in Para-6.0)

PART-B: Price Bid – “Do not open with Part – A”.

Price bid receives in an open manner together with the Un-priced Techno-contractual bid and without superscription of the name / address of the tenderer will be rejected outright.

14.2 Bids can be dropped in the tender box placed at the Office of the HEAD CONTRACTS or can be sent by registered post addressed to – HEAD – CONTRACTS, OIL INDIA LIMITED. Contracts Department, Duliajan – 786602 so as to, reach his office before scheduled closing date and time. The Company will not be responsible for any postal delay or non-receipt

15.0 Opening of Bids

Part – A of the Bid(s) shall be opened at 13.00 hours (IST) on **16th February, 2012** in the presence of the attending bidder or their authorized representative.

Part – B of the Bid(s) of the Techno-commercially qualified bidder(s) shall be opened at a latter date with due information to the qualified bidder.

16.0 OIL INDIA LIMITED reserves the right to curtail/ enhance the scope of the work stated above or cancel, if required.

17.0 The amount of retention money shall be released after six (06) months from the date of issue of completion certificate by the concerned department.

18.0 OIL INDIA LIMITED reserves the right to accept or reject any or all tenders in part or in total without assigning any reasons.

19.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L-1 bidder or the Performance Security Deposit is not submitted as per the terms of the Contract within the time specified in the Bid Document, the Bid Security shall be forfeited in addition to Clause No.8.0 above.

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20.0 Fraudulent Documents

If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent document / information, the Bid Security / Performance Security shall be forfeited and the bidder / contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

21.0 Bidder(s) must also furnish the followings:

- a) **NAME OF FIRM** :
- b) **DETAIL POSTAL ADDRESS** :
- c) **MOBILE / TELEPHONE NO** :
- d) **E-MAIL ADDRESS(If available):**
- e) **FAX NO (If available)** :
- f) **CONTACT PERSON** :
- g) **VENDOR CODE(If available)** :

HEAD (CONTRACTS)
For RESIDENT CHIEF EXECUTIVE

Date:18.01.2012