

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

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

IFB No/ Bid Document Cost	Service Requirements	Sale of Bid Document/ Earnest Money/ Bid Closing Date
<b>1. DCL8326P11/BB Rs. 2000</b>	PROVIDING DAILY UPKEEPMENT SERVICES (EXCEPT SUNDAYS AND HOLIDAYS) IN THE CISF CAMP (SURAKSHA NAGAR) AND IN THE OFFICE/ OPERATIONAL AREAS OF DULIAJAN OF OIL TOWNSHIP FOR A PERIOD OF 2 (TWO) YEARS (EXTENDABLE BY ANOTHER YEAR,)	<b>28.6.2010 to 19.07.2010 Rs. 22,500.00 20.07.2010</b>
<b>2. DCL8380P11/BB Rs. 5000</b>	SUPPLY OF LISTED/UNLISTED LABOUR FOR SERVICES FOR HANDLING OF STORES MATERIALS AT COMPANY'S GODOWN/YARD AT DULIAJAN.	<b>28.6.2010 to 19.07.2010 Rs.83,700.00 20.07.2010</b>

Bid Documents (non-transferable) can be obtained from the office of Head (Contracts), Oil India Limited, P.O. Duliajan, Assam-786602 from MONDAY to FRIDAY between 08:00am to 11:00am on application alongwith Bid Document Cost (non-refundable) through a Crossed Demand Draft / Banker's cheque in favour of 'Oil India Limited' payable at Duliajan. Applicants can also deposit the Bid Document Cost directly in UBI/UCO Bank/SBI/Allahabad Bank/ Canara Bank/Indian Overseas Bank/Union Bank/ Indian Bank of Duliajan Branch and proof of such deposit must be furnished along with the applications for Bid Documents. The details of IFB are available at Website [www.oil-india.com](http://www.oil-india.com).

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PROVIDING DAILY UPKEEPMENT SERVICES (EXCEPT SUNDAYS AND HOLIDAYS) IN THE CISF CAMP (SURAKSHA NAGAR) AND IN THE OFFICE/ OPERATIONAL AREAS OF DULIAJAN OF OIL TOWNSHIP FOR A PERIOD OF 2 (TWO) YEARS (EXTENDABLE BY ANOTHER INE YEAR, IF REQUIRED)

**1.0 Salient Features Of Eligibility Criteria :For IFB No. .  
DCL8326P11**

Bid Rejection Criteria & Bid Evaluation Criteria for the tender

**AAA) 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:

**A) BIDDER'S EXPERIENCE**

i) Bidder must have relevant experience in carrying out similar nature of job with PSUs / Central Govt. / State Govt. Organization / any

other Public Limited Company in last 7(Seven) years from date of bid opening.

Should have successfully executed similar works of value of magnitude-

1. Single contract of minimum value of Rs. 36,00,000/-.

OR

2. Two contracts of minimum value of Rs. 22,50,000/- each

OR

3. Three contracts of minimum value of Rs. 18,00,000/- each

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2009 should be at least Rs. 13,50,000/-

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

**NOTE:-**

#**Similar nature of job**# mentioned above means experience in supply of labour for sanitation services.

**DOCUMENTARY EVIDANCE**

X) 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 Accountant's Firm, with membership no. certifying the Annual Turnover and nature of business.

ii) Audited Balance Sheet and Profit and Loss account.

Y) 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)' of jobs successfully completed/ Service Entry Sheets, of jobs successfully completed, during 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/Workorder will not be accepted.

ii) Certificate issued by any other Public Sector Undertaking / Govt. Department / Public Limited company 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.

iv) NON- SUBMISSION OF THE DOCUMENTS AS SPECIFIED IN BRC ABOVE WILL RESULT IN REJECTION OF BIDS.

v) Bid documents purchased from OIL only will be considered as valid. Documents directly downloaded from WEBSITE or any other source will be summarily rejected.

**II) Bidder(s) must also furnish PAN NO. (Attested copy required), VAT REGD NO. (Attested copy required), SERVICE TAX REGD.NO, BANK A/C NO, P.F.CODE, Vendor Code(for existing vendors)**

#### **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 stipulated date mentioned in the letter 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) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

**DCL8326P11**

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SUPPLY OF LISTED/UNLISTED LABOUR FOR SERVICES FOR HANDLING OF STORES MATERIALS AT COMPANY'S GODOWN/YARD AT DULIAJAN.

## **2.0 Salient Features Of Eligibility Criteria :For IFB No. . DCL8380P11**

Bid Rejection Criteria & Bid Evaluation Criteria for the tender

### **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.

OIL shall be entering into an Integrity Pact with the bidders as per formate enclosed annexure of the tender document. Each page of this Integrity Pact proforma has been duly signed by OIL's competent signatory. The Proforma has to be returned 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. Any bid not accompanied by Integrity Pact to be signed by the bidder's authorized signatory who sign the bid, shall be rejected.

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.

DCL8380P11

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**Date** : 10.06.2010

**HEAD-CONTRACTS**

**For RESIDENT CHIEF EXECUTIVE**

Copy: GM-MS/Head-MATERIALS, with a request to provide the Internal Estimate before schedule Bid opening time if not provided before

Head-EPA (DIG)

Head-Moran/ NOTICE BOARD

**HEAD-CONTRACTS**