

**OIL INDIA LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
DULIAJAN-786602, ASSAM

**NOTICE INVITING TENDER**

OIL INDIA LIMITED invites sealed tenders under single stage composite bid system from Experienced Contractors / Firms for the following services in OIL's operational areas in Assam and Arunachal Pradesh.

Tender No.	Description of service	Earnest money	Bid closing/ opening date
<b>DCL 9633 P09/BD</b>	HIRING OF SERVICES FOR CUTTING OF GRASS/SMALL PLANTS/SHRUBS ETC. AROUND DRILLING OFFICE AT NEW INDUSTRIAL AREA AND WITHIN EQUIPMENT YARD OF DRILLING OFFICE .	Rs. 1,750.00	<b>22.07.2008</b>

The bidding document (Non-Transferable) may be purchased from the office of Head-Contracts, Oil India Limited, Duliajan-786602 from **03.07.2008 to 21.07.2008** on submission of an application along with Tender Fee (non-refundable) of Rs. 500.00 only through a crossed Demand Draft / Banker's Cheque from any Nationalized Bank in favour of OIL INDIA LIMITED payable at Duliajan.

The details of the tender is displayed in the notice board of Contracts, Drilling Department, OIL's offices at Moran & Digboi and also at OIL's website [www.oilindia.in](http://www.oilindia.in)

**I. BID REJECTION CRITERIA (BRC)/ BID EVALUATION CRITERIA (BEC)**

**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:

ii) 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. 2.80 Lacs  
OR
2. Two contracts of minimum value of Rs. 1.75 Lacs each.  
OR
3. Three contracts of minimum value of Rs. 1.40 Lacs each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2007, should be at least Rs.1.00 Lac.

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

**NOTE: 'Similar nature'** means supplying of unskilled labours for working in hazardous areas like oil/gas fields or installations.

.....contd.P/2

IV) 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)

V) Solvency Certificate from Bank

VI) 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**

1. 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.
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 ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.
3. 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.
4. Any exceptions / deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their 'Techno-Commercial' bid

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

II. Interested bidders may purchase the complete set of tender documents (non-transferable) from the following address (during working hours) on submission of application and tender fee of Rs. 500.00 (Non-refundable) in the form of a crossed Demand Draft / Banker's Cheque from any Nationalized Bank in favour of OIL INDIA LIMITED and payable at Duliajan.

**HEAD-CONTRACTS**  
OIL INDIA LIMITED, DULIAJAN.

III. Sale of tender document : From 03.07.08 to 21.07.2008. .

IV. 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.

**HEAD-CONTRACTS**  
For EXECUTIVE DIRECTOR (SS)

