

OIL INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

DULIAJAN-786 602, ASSAM

NOTICE OF INVITING TENDER

OIL INDIA LIMITED invites applications in duplicate (in prescribed format) from interested parties on “**one-party-two sets**” basis for hiring services of brand new welding and cutting sets for OIL’s operational areas in Assam and Arunachal Pradesh for a period of four years as per following details:

Tender no. and description of service	DCO05546P10: Hiring services of two nos. brand new welding and cutting sets for welding / cutting / brazing operations in OIL's operational areas at Assam and Arunachal Pradesh for a period of 4 (four) years.
Approx. present requirement (sets)	60 sets
Application receipt dates	19.03.10 to 05.04.2010
No. of provisional applicants to be selected through lottery	45

APPLICABLE RATES

Sl. No.	Item	Rate / Rs.
i	Fixed charge / set / month (crew for 8 hrs)	22012.63
ii	Welding charge including rod / hr (HSD @ Rs. 33.81/ltr.)	147.38
iii	Welding charge excluding rod / hr (HSD @ Rs. 33.81/ltr.)	110.26
iv	Cutting charge / hr	54.37
v	OT for welder / hr (beyond 8 hrs normal duty per day)	29.25
vi	OT for helper / hr (beyond 8 hrs normal duty per day)	19.90
vii	Supervisory charge / set / month	58.66

The fixed charge above includes applicable VAT. Welding charge is at present HSD price of Rs. 33.81 per litre. Fixed charge welding sets for 24 hrs. With services of crew for 8 hours everyday. Monthly wages for welder and helper @ Rs. 4386.00 and Rs. 3378.00 respectively is inbuilt in the fixed charge considering 8 hrs. Normal duty per everyday. For services of the sets with crew beyond 8 hrs, OT for welder & helper will be reimbursed by OIL. The contractor shall have to make payment accordingly to his welder and helper through cheque and shall have to submit copy of the cheque/undertaking along with the bill of subsequent month.

2.0 SALIENT ELIGIBILITY CRITERIA:

i) Bidder must have experience in providing services of welding / cutting sets on hired basis to **PSU / Central / State Govt. Undertaking** and have average annual turnover during last 03 (three) financial years ending 31.03.2009 not less than **Rs. 6.0 lakh**. Documentary evidence must be submitted along with the bid.

OR

Bidder must have experience in any other contract services with **PSU / Central / State Govt. Undertaking** and have average annual turnover during last 03 (three) financial years ending 31.03.2009 not less than **Rs. 12.0 lakh**. Documentary evidence must be submitted along with the bid.

ii) In the application, bidder must specifically mention the make & models of the welding/cutting/brazing sets offered. Manufacturer's technical leaflet (alongwith other documents as per details mentioned in **para 1.0 , Part-III** of the TENDER DOCUMENT) for the welding set must be submitted with the application.

3.0 The application must accompany proof of Earnest Money Deposit of Rs. 20,000.00 in the following manner:

- (a) **For applicants from Tinsukia & Dibrugarh Districts of Assam:-** EMD to be deposited in prescribed "Pay-in-slip" mode available with UCO, SBI, UBI, Allahabad and Canara Bank, Duliajan Branch in favour of OIL INDIA LIMITED, DULIAJAN by way of Demand Draft/ Banker's Cheque/Pay Order/Cash.
- (b) **For applicants of places other than from Tinsukia & Dibrugarh Districts of Assam:-** In addition to above, EMD amount may also be submitted through crossed Demand Draft/Banker's Cheque, purchased from a Nationalised Bank in favour of OIL INDIA LIMITED, DULIAJAN and payable at Duliajan.

Note:-

- (1) All the applicants on the back of Pay-in-slip / Demand draft / Banker's Cheque must mention the following information, pertaining to the applicant only, for facilitating refund of EMD:-
(i) Name of Bank (ii) Location of Branch (iii) Name of Account Holder (iv) Account No. (v) Type of account.
- (2) Refund will be made in the name of applicant only.

4.0 Applications complete in all respect and accompanied by the requisite documents in support of turnover, experience and EMD will be received in duplicate, at the office of the Head-Contracts, Duliajan w.e.f. @ **19.03.2010 to 05.04.2010** (between 8.00 a.m. to 11.00 a.m. during office working hours, MONDAY TO FRIDAY) except Saturday /Sunday /Holiday.

5.0 Selection Procedure for award of contract:-

- 5.1 (a) On receipt of an application, a four digit number will be allocated to each applicant. The allocated no. will be considered for the draw of lots to be held as per the schedule mentioned in para 1.0 above to select 45 nos. applicants provisionally against the tender. It must be understood that the provisionally selected applications will be strictly scrutinized as per application rejection criteria given in para 5.2 below and only those applicants fulfilling the conditions will be considered for further processing.
- (b) The eligible applicants only will be considered for further processing and shall be asked to submit an affidavit in the prescribed format. If the same is found to be in order, the party shall be considered for issuance of LOI. Selected parties as per priority list after subjecting through application rejection criteria as detailed above shall be awarded contract for supply of two welding & cutting sets each to meet the present requirement. Subsequently if requirement arises, contract shall be awarded to the remaining acceptable parties in order of priority as per actual requirement subject to a maximum of two sets per party.
- (c) A Tender Fee of **Rs. 2000/-** will be deducted from EMD of the parties to whom LOI shall be issued.
- (d) Contracts on the basis of "One-party-two sets" will be awarded to the successful (as detailed above) parties as per present requirement and with offered rates and other terms and conditions of the tender. The prescribed application format ,detailed rates, terms and conditions of the tender may be viewed at OIL's website www.oil-india.com and also may be seen at the office of the Head-Contracts, Duliajan.

(e) Remaining Successful parties will be kept in a priority list with validity of one year from the date of lottery for any future requirement.

5.2 **Applications rejection criteria: -**

- i) If the application is not duly filled up and submitted in the prescribed format.
- ii) If not accompanied with manufacturer's technical leaflet of the welding set offered and adequate documentary proof in support of experience & turnover as in Para 2.0 above. The proof of annual turnover should be either in the form of Audited Balance Sheet or certification from Chartered / Cost Accountants' Firm indicating the code no.
- iii) If not accompanied with the EMD amount in the prescribed manner as in Para 3.0 above.
- iv) Without Proper Communication Address indicating Name & address of the applicant, Post Office with Pin-Code, District etc.
- v) If the communication address happens to be of OIL's Quarters / Settlement Area / OIL's Premises (excluding "OIL Market" & "Public Bus Stand", Duliajan).
- vi) Applications / documents containing any false statement or any condition whatsoever.
- vii) On receipt of more than one application in the name of the same party either as proprietor or Partner.
- viii) If the Applicant is employed in any Government / Quasi Government / Public Sector Undertaking or dependent of OIL employee in service.

6.0 OIL INDIA LIMITED will not be responsible for delay; loss or non-receipt of application sent by post and will not entertain any correspondence in this regard.

7.0 OIL INDIA LIMITED reserves the right to reject any /all applications / without assigning any reasons whatsoever.

Date : 28.02.2010

HEAD-CONTRACTS
For RESIDENT CHIEF EXECUTIVE

OIL INDIA LIMITED
APPLICATION FORMAT
TENDER NO: DCO5546P10
(To be filled in Duplicate)

FOR OFFICE USE ONLY:	
APPLICATION SERIAL NUMBER: _____	DATE: _____
RECEIVER'S SIGNATURE: _____	
REFUND DETAILS OF EMD: _____	

Paste recent photograph of the Applicant/ Proprietor/ Partner Size: 3.5 X 3.5 cm

I/ We would like to submit my/our application for consideration of the above tender and submit below the following particulars as desired in the NIT:

1.	Name of Applicant (in Block Letters) (Initials not allowed) *	
2.	Father's/ Husband's/ Proprietor's/ Partner's Full Name *(Initials not allowed)	
3.	Address	Village / Town P.O. District PIN Code: Telephone / Mobile No.
4.	Are you employed in Central / State Government / PSU/ Private Firm *	Yes / No
5.	Are you dependent of any OIL employee in Service	Yes / No
6.	Bank Account Details Note: EMD shall be refunded to this Bank Account only.	Name of the Bank Branch Account No.
7.	EMD Details: Pay-in Slip/ Demand Draft/ Banker's Cheque details *	No. Dated..... Amount Rs..... Name of Bank & Branch
8.	PAN NO. (Attested copy to be enclosed)
9.	VAT Registration Number
10.	Service Tax Registration Number
11.	PF Code Number (Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to him/them. In case P.F. is required to be deposited later on, the same will be deposited by the applicant/bidder)
12.	Vendor Code with OIL (if available)
13.	Make & Model offered	

Self Declaration *:

The information given by me/us in this form and enclosures is true and I/we am/ are solely responsible for accuracy. In case if any information provided by me/us are found to be false, my/our application may be rejected and contract/ tender if any awarded may be cancelled/terminated at any stage. I further hereby confirm my / our acceptance to the rates, terms and conditions of the above noted tender.

Date: _____

Place: _____

* **(Full Signature of Applicant/ Proprietor/ Partner)**

* **(Strike out whichever is not applicable)**

TENDER NO. DCO5546P10

FORMAT FOR COURT AFFIDAVIT

In the Court of the Magistrate at Date

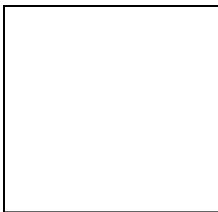
**I, Sri / Smti S/o / D/o / W/o Sri/Late by religion
....., aged..... years, by occupation, resident of
..... P.S..... Dist State, do hereby
solemnly affirm and declare an oath as follows: -**

- 1) That the deponent is permanently residing at the above address with the family members.
- 2) That the deponent is not an OIL employee in service or dependent of any OIL employee in service.
- 3) That the deponent is not an employee or dependent of any employee of any Government / Quasi Government / Public Sector Undertaking.
- 4) That the deponent has not submitted any other bid as a proprietor or partner of any other firm or against the name of deponent against tender no. **DCO5546P10**.
- 5) That the deponent is sole proprietor / partner of M/s at (if applicable).
- 6) That the deponent desires to supply two nos. brand new welding set make _____, model_____ and cutting set as specified in the tender document, to be stationed at any place of OIL's operational areas in Assam and Arunachal Pradesh.
- 7) That the deponent's address is not the same with any of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market & "Public Bus Stand", Duliajan.
- 8) Registered deed of partnership , specifying 'power of attorney' (in case bid is submitted in thr name of partnership farm) is also submitted alongwith.
- 9) That the deponent has fully understood & agreed to accept the rates, terms and conditions of the above tender, is fully conversant with the general terms and conditions of service contracts and also agrees to abide by the same throughout the contract period (including any extension of the contract if granted by OIL in future).

The above statements are true to the best of my knowledge, belief and information.

In case of the above statement of mine is found to be false / incorrect at any point of time, the contract shall stand terminated and Company shall be at liberty to initiate necessary action as deemed fit against me.

The deponent Sri / Smti signs as



.....
.....

Passport size photo affixed herewith.

Identified by Advocate

Signed and sworn before me by the above named deponent on being Identified by Sri

Advocate on

MAGISTRATE

