

OIL INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
DULIAJAN

OIL INDIA LIMITED invited sealed tender from experienced Contractors/Firms for the following services in its oilfields in Assam.

Tender No. : **DCO1764P09/BB**

Service Requirements: Electrical repair jobs in permanent/temporary residential premises (B'low & Quarters), Industrial area (Old and New/Offices (including MTDC)/Hospitals, Schools/Camps in Duliajan and Outlaying areas of Duliajan including South Bank.

Earnest money: **Rs. 16,000.00**

Tender fee : **Rs. 500.00**

NOTE: BID CLOSING AND OPENING DATE FOR THE ABOVE TENDER:
17.03.2009

2.0 The complete set of bidding documents (non-transferable) for the above tender may be purchased from the office of the HEAD-CONTRACT w.e.f. **17.02.2009 to 16.03.2009** during working hours by interested bidders on submission of written application to the Head-Contract, Oil India Limited, Duliajan-786602, Assam and on payment of non-refundable tender fee mentioned against the tender through Demand Draft/Banker's Cheque, Pay-in-slip from any Nationalized Bank in favour of Oil India Limited, payable at Duliajan. Cost of the tender documents may also be deposited in cash in favour of Oil India Limited in UCO Bank, Canara Bank, UBI & SBI of Duliajan branch and proof of such deposit must be furnished along with the application for tender documents. Application received after the above mentioned period will not be considered.

3.0 Bid Rejection Criteria & Bid Evaluation Criteria for the tender.

A) BID REJECTION CRITERIA (BRC):

D) 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. 25, 60,000/-

OR

2. Two contracts of minimum value of Rs. 16, 00,000/- each.

OR

3. Three contracts of minimum value of Rs. 12, 80, 000/- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2008, should be at least Rs. 9, 60,000/-

iii) Any offer containing incorrect information will be rejected.

iv) Bidders shall quote directly and not through their agent. Offers made by their agents on behalf of their principals will be rejected. Similarly, bids received from unsolicited parties shall be rejected.

The bid shall conform generally to the specification and terms & conditions given in the bidding documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the Specifications. Notwithstanding the general conformity of the bid to the stipulated specification, the following requirements will have to be particularly met by the bidder without which the same will be considered as non-responsive and rejected.

II. Technical

Non compliance of the following criteria shall make the bid non-responsive and the bid shall be rejected out right without asking for any clarification.

a) The Contractor should possess valid electrical contractor license issued/recognized by State Govt.

b) The contractor should have at least 2 (two) years of experience (without break in between) in executing various similar nature jobs (similar nature job means electrical works involved with wiring , fitting/fixing of electrical equipments like ceiling fans, exhaust fans, geysers ,main switches , ELCBs , various types of light fittings in private/public places ,CFS Boards, Switch boards and other electrical equipments such as INTERNAL illumination , area and street light illumination. Experience in all these areas is essential)successfully in the last 7 (seven) years in Central Govt./ State govt.and PSUs. The experience details of the contractor should be given in the following format in a tabular form with photo copies of relevant documents.

Sl.no.
Contract no.
Organization /company
Contract description
Contract Value
Period of contract
Value of job actually executed

c) The contractor should submit documents in support of various jobs carried out as per para (b) above in Central Govt./ State govt. and PSUs.

Job completion certificates from Central Govt/ State Govt/ PSU in the following format on organization /Company's letter pad. The certificate should be signed by competent authority with organization/company's seal.

Sl.no.
Contract no.
Contract description
Contract Value
Period of contract
Value of job actually executed

d) The contractor must agree and give consent in writing for ensuring various clauses of contractors safety mentioned in Sl No. 19 of Special terms and conditions.

e) The contractor must give an undertaking on deployment of man power in the following format

"UNDERTAKING ON MANPOWER"

Tender No.

I/ We hereby give an undertaking that, I/We shall submit the name of 1(one)No. (minimum) Supervisor whom I / We shall engage to supervise the jobs to be carried out under this contract with all detail information (Bio-data with photocopies of Electrical Supervisor certificate of competency, Qualification, Certificate on experience, validity of the license etc.) at least 1 (one) week before signing the final agreement with Oil India Limited (If the contract is awarded to me). The Supervisor should be Diploma /ITI in Electrical Engineering with Valid Electrical Supervisor certificate of competency with part 1,2 issued / recognized by state Electrical Licensing board.

In case of Diploma holder, minimum 03(three) years / In case of ITI holder minimum 05 (five) years of experience in similar nature jobs as mentioned in clause (b) of BEC/BRC.

I/ We shall also submit the list of the following manpower whom I / We may have to engage over and above the 1 (One) No. Supervisor and 12 (twelve) nos of non listed WCLs (as mentioned in Sl.no. 23.1.1 & 23.1.2 of Special terms and conditions

respectively) depending upon the job volume with all detail information (Bio-data with photocopies of Electrical Supervisor certificate of competency/ Workmen permit, Qualification, Certificate on experience, validity of the license etc.)

i) Technician (Electrician) :1 (One) no. minimum.- The Technician (Electrician) Should have passed class -X with ITI in Electrical Trade having valid Workman permit with clause (i) issued / recognized by the State Electrical Licensing Board with Minimum 02(Two) years of experience in similar nature jobs as mentioned in clause (b) of BEC/BRC at least 1 (one) week before signing the final agreement with Oil India Limited (If the contract is awarded to me).

ii) Tradesman /Helper (as and when required): These Helpers / Tradesman Should have passed minimum class viii and should be able to read and write simple English/Hindi/Assamese with 1 (One) year experience in similar nature jobs as mentioned in clause (b) of BEC/BRC.

Further I/We shall ensure that the persons to be deployed for the above job shall be physically fit.

I/We also confirm that the above personnel can be immediately deployed once the contract is awarded to me/us.

SEAL OF COMPANY / FIRM

Signature

Name
Company/Firm
Date:

Note-

"Similar work" mentioned above means, electrical works involved with wiring , fitting/fixing of electrical equipments like main switches , ELCBs , various types of light fittings in private/public places, CFS Boards, Switch boards and other electrical equipments such as Internal illumination , area and street light illumination.

A) 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.

B) 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, 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 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) 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.
3. **Discount:** Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken in to account for evaluation purposes. However, in the event such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.
4. Bidder(s) must also furnish the followings.

- 1. NAME OF FIRM**
- 2. DETAIL 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)

5. **Solvency Certificate from Bank**

6. The contractor must indicate Wage component of the contractual value quoted by him/her.

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 days from the date of clarification sought by the Company, failing which the bid will be 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.