

**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. : DCO2435P09/BB**

**Service Requirements** : Despatch of mail through courier to In-country and Foreign destinations, for a period of 03(three) years. [From Materials Department at Duliajan to Parties based within the Country (India) and in foreign countries . ]

**Earnest money: Rs. 4,200.00**

**Tender fee : Rs. 200.00**

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**NOTE: BID CLOSING AND OPENING DATE FOR THE ABOVE TENDER:  
07.04.2009**

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**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. **11.03.2009 to 06.04.2009** 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.

**AA) 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. 6, 72,000/-

OR

2. Two contracts of minimum value of Rs. 4, 20, 000/- each.

OR

3. Three contracts of minimum value of Rs. 3, 36, 000/- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2008, should be at least Rs.2, 52, 000/-

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

iv) Bidders shall offer firm price and not subject to variation on any account. Bids with adjustable price shall be treated as non-responsive and rejected.

v) Bids with validity lesser than 180 days will be rejected.

vi) Bids received after Bid closing/Opening date and time shall not be considered.

vii) 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.

viii) Offers received through Telex, Cable, Fax, E-mail, telephone shall be rejected unless specifically asked for in writing. Similarly offers received as Xerox/photocopy which is not on original letter head of the bidder and not duly signed and stamped will be rejected.

ix) Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the persons signing the bid. Any bid not meeting this requirement shall be liable for rejection.

xi) Any offer containing incorrect information/statement will be rejected.

## II) **TECHNICAL PART**

a) The firms/Companies must have a wide office network all over the world either directly or through tie up arrangement with reputed Indian or foreign agency having experience in the line of courier service and must be supported by documentary evidences.

b)The firms/Companies must have their office at Duliajan and for which they shall have to indicate the clear communication address of their office along with telephone number.

**Note-**

**“Similar nature of job”** mentioned above means experience in Despatch of mail through courier to In-country and Foreign destinations

**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 Accountant’s 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: -

- 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.

i) In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.

ii) In the event of discrepancy between quoted words and figure, words will prevail.

**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. A) 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)**

**B) Solvency Certificate from Bank**

**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.