

OIL INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
PIPELINE HEADQUARTERS
NARENGI, GUWAHATI-781171.

OIL INDIA LIMITED invites sealed tenders from experienced Contractors/Firms for the following service :

Sl. No.	Description of work/service	Sale of Bid Document/Tender Fee/ Earnest Money/ Bid closing date	Performance Security	Eligibility Criteria
01.	Hiring of 2 (Two) nos. brand new Tata Indica Vista, Model Terra, TDI, BS-III, Diesel driven vehicle of latest model against T.Notice NoG012231P12 Dt. 09.06.2011 for plying at PHQ., Narengi, Guwahati for a period of 3 (three) years extendable by another 1 (one) year subject to good condition of the vehicles and satisfactory services.	09.06.2011 to 28.06.2011 ₹ 2000.00 ₹ 69,984.00 (@ 2% of the total estimated contract value, which is refundable) 28.06.2011 at 1330 Hrs.	2.5% of contract value.	Bidders must have relevant experience in carrying out similar nature of job in last 7 (seven) years from date of bid opening.
02.	Hiring of 1 (One) no. brand new Ford Fiesta Classic, 1.4 Duratorq LXI, BS-III, Diesel driven vehicle of latest model against T.Notice NoG012232P12 Dt. 09.06.2011 for plying at PHQ., Narengi, Guwahati for a period of 3 (three) years extendable by another 1 (one) year subject to good condition of the vehicle and satisfactory service.	09.06.2011 to 28.06.2011 ₹ 500.00 ₹ 41,338.00 (@ 2% of the total estimated contract value, which is refundable) 28.06.2011 at 1330 Hrs.	-do-	-do-

Further details of the terms and conditions of above contracts, please visit the office of the Chief Manager (Admin) PL, Oil India Ltd., Narengi, Guwahati-781171 or his representatives or log on to www.oil-india.com for viewing purpose only.

Note : **(A)** : The tender papers can be obtained from the office of Chief Manager (Admin) PL, Oil India Limited, Narengi, Guwahati during any working day on receipt of Demand Draft/Banker Cheque or Pay –in-slip in case of deposit on the OIL account's in any scheduled Banks (Non-Refundable), issued in favour of Oil India Limited, payable at Guwahati of ₹ 2000.00 (Rupees two thousand) only for Sl.No.1 & ₹500.00 (Rupees five hundred) only for Sl. No.2 along with applications.

(B) : Filled tenders shall be received upto 1.30 PM (IST) on **28.06.2011** and opened on the same day at 2.00 PM (IST) at the office of Chief Manager (Admin)PL, Oil India Limited, Narengi, Guwahati-781171.

(C) : BID EVALUTION CRITERIA / BID REJECTION CRITERIA

- (i) The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general confirming 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 average annual financial turnover as per Audited Annual reports for the last 3 (three) accounting years, should be at least 30% of the estimated value of the work.
- (iii) Bidders must have relevant experience in carrying out similar nature of job ,i.e. transport contract in last 7 (Seven) years from date of bid opening of the following :-
 - a. Single contract of not less than value of 80% of estimated contract value.
OR
 - b. Two contracts of not less than the value of 50% of estimated contract value each.
OR
 - c. Three contracts of not less than the value of 40% of estimated contract value each.
- (iv) For proof of annual turn over any of the following document/ photocopy must be submitted along with the bid.
- (v) A certificate issued by a practicing chartered / Cost Accountant Firm with membership number certifying the annual turn over and nature of business.
- (vi) Audited balance sheet and profit and loss account.

(D) Bidder (s) must furnish the relevant documents of following :

1. NAME OF FIRM
2. DETAIL POSTAL ADDRESS
3. TELEPHONE NO.
4. CONTRACT PERONS' CONTACT NO.
5. TAX EXEMPTION CERTIFICATE NO. (Attested copy required)
6. CST REGD. NO. (Attested copy required)
7. LOCAL SALE TAX REGD. NO. (Attested copy required)
8. PAN NO. (Attested copy required)
9. VAT REGD. NO. (Attested copy required)
10. BANK ACCOUNT NO. /Type
11. BANK NAME
12. BANK ADDRESS
13. SERVICE TAX REGD. NO. (Attested copy required)
14. P.F. CODE NO (Attested copy required)
(Or a declaration by the applicant to them . In case the 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).
15. VENDOR NO. (If available)

16. QUOTATION OF BRAND NEW TATA INDICA VISTA, MODEL TERRA, TDI, BS-III, DIESEL DRIVEN VEHICLE FOR SL.NO. 1 & FORD FIESTA CLASSIC, 1.4 DURATORQ DIESEL DRIVEN, BS-III VEHICLE FOR SL.NO.2 AS ON DATE.

(vii) Solvency Certificate from Bank.

(viii) Non-Submission of the documents as specified in BRC above will result in rejection of bids.

(E). 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 will Evaluation Criteria given below :

i. 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 SOQ (i.e. schedule of works, units, quantity, rates) of the tender.

ii. 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.

iii. 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 the lowest, OIL shall avail such discount at the time of contract.

(F).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 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 of any of the clauses in the BRC contradicted with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.
- d) Any exception/deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their "Techno-Commercial" bid only.
- e) The original copy of documents [furnished by bidder (s)] shall have to be produced by bidder (s) to OIL as and when asked for.

SD (SUSHANTA BORAH)
SR.MANAGER (ADMIN)PL
FOR GENERAL MANAGER (PLS)