



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्लियाखण्ड, असम
Oil India Limited
(A Government of India Enterprise) Registered Office: Duliya, Assam

**Materials Department
(Rajasthan Project)**
12 Old Residency Road
Jodhpur – 342 011
Rajasthan, India.
Phone -0291-2438174
Fax : 0291-2431689
Email: mat_rp@oilindia.in

Date: 22.09.2010

Tender No. : JCO 9539 P11

To
M/s
.....
.....

Sirs,

Document Srl. No. :
Money Receipt No.:
Tender Fee :	₹ 500.00
Bid Closing Date and Time :	19.10.2010 (15:00 hrs. IST)
Bid Opening Date and Time :	19.10.2010 (15:15 hrs. IST)
Earnest Money :	₹ 4,000.00
Signature of issuing Officer :	

Sub : Physical Verification and Identification/Codification of Capital and Stores Inventory of Company under Rajasthan Business Area

- 1.0 Rajasthan Project of Oil India Limited (OIL), a Govt. of India Enterprise, is engaged in the exploration and production of natural gas from Jaisalmer Basin and exploration for heavy oil from Bikaner-Nagaur Basin in Western Rajasthan, India. The Project Office is situated at 12, Old Residency Road, Jodhpur-342 011.
- 2.0 In connection with its various activities in the Project, Company has three different office premises in Jodhpur (within a radius of 2 Km) and three permanent field installations in the district of Jaisalmer (viz; Hamira Stores Yard, Production Set-up at Tanot/Dandewala and Baghewala Heavy oil Project site) in addition to an on-shore mobile Drilling Rig package, currently deployed in Jaisalmer district. All these installations are equipped with various types of Capital and Stores inventories for efficient functioning of the Project, for which Company has decided to have a thorough and extensive physical verification and identification/codification of all such materials.
- 2.1 Tender Document can be purchased by the interested eligible bidders against application and submission of Tender Fee (₹ 500.00) from the office of Chief Manager (M & C), Oil India Limited, 12-Old Residency Road, Jodhpur – 342011, Rajasthan.

- 3.0 A firm and competitive Bid (Single stage composite bid specifying firm rates) is therefore invited from eligible local firms of Chartered Accountants for the proposed comprehensive physical verification and identification/codification of all capital and stores inventories of Company in Rajasthan Business Area. The broad Scope of Work and other terms and conditions would be as per enclosed ANNEXURE-I. Please quote your rates strictly as per enclosed ANNEXURE-II.
- 4.0 Please submit your offer positively on or before 19.10.2010 (15:00 hrs - IST) in the Office of Chief Manager (M &C), Oil India Limited, 12 - Old Residency Road, Jodhpur-342 011.

Thanking you.

Yours faithfully;
OIL INDIA LIMITED

(U. N. JENA)
SR. MANAGER (MATERIALS)
FOR GENERAL MANAGER (RP)

Encl. : a/a

SCOPE OF WORK AND TERMS & CONDITIONS

1.0 SCOPE OF WORK :

1.1 The Service Provider, soon after award of contract by Company, will liaise with Chief Manager (F & A) of OIL at Jodhpur Office to finalise the sequence and modality of job execution and for getting specific instructions/records/documents, if any, with respect to the assigned jobs. Thereafter, the Service Provider will depute adequate manpower having relevant knowledge for carrying out the following jobs at various locations of OIL.

- (i) Physical Verification and identification/codification of **Capital Inventory** in Company's various Departments and Installations within Rajasthan viz; all three Office Premises in Jodhpur (separately for each functional Department) and field installations (Hamira Stores Yard, Production installations at Tanot & Dandewala and Baghewala Heavy Oil Project site) including the Mobile Drilling Rig Package at its current location in the district of Jaisalmer.
- (ii) Physical Verification and Reconciliation of **Stores Inventory** in Hamira Stores Yard, nearly 25 Km from Jaisalmer.
- (iii) Physical Verification and Reconciliation of Stock and Non-stock Materials lying in different **STORAGE LOCATIONS** (S_Loc) of Rajasthan Business Area, both in Office Premises and Field Installations (Department-wise).

1.2 The Service Provider, after completing the verification and reconciliation jobs as above, will compile the data/information in Capital Inventory and Stores Inventory Registers of Company as per instructions of Chief Manager (F & A) and submit exhaustive updated Report in triplicate in relation to the jobs carried out.

2.0 BIDDERS' ELIGIBILITY CRITERIA :

2.1 To qualify for award of contract against this tender, the Bidders must meet the following conditions, failing which the offer will be rejected.

- (a) It should be a Firm of Chartered Accountants having at least two partners and one of them should be a FCA (Fellow Member of the Institute of Chartered Accountants of India).
- (b) The FCA Partner must have at least ten years experience and the other partner should have minimum of five years experience as practicing Chartered Accountants.
- (c) The Bidder (the firm) must have successfully completed at least one assignment of Physical Verification of Capital and Stores Inventory involving minimum of 500 items of Capital Inventory and 1000 items of Stores Inventory during the last 10 years.

2.2 Bidder must have their base/branch office with telephone facility either in Jodhpur or in Jaisalmer for correspondence and liaisioning with respect to above job execution.

2.3 The Bidder (Firm) must be registered with CAG.

2.4 At least one of the partners of the firm (bidder) must possess DISA qualification (Diploma in System Audit) from ICAI (Institute of Chartered Accountants of India).

2.5 The Bidder must have minimum annual average turnover of ₹ 2.50 lakh during last completed three financial years. Copies of Balance Sheet/Profit-loss Accounts and IT Returns etc. must be submitted alongwith the bid.

NOTE : Documentary evidences in support of all above qualifying criteria must be submitted alongwith the Bid, failing which the offer will be rejected.

2.6 Bids received after bid closing date and time will not be considered and will be returned un-opened.

2.7 The Bid documents are not transferable. Bids made by parties who have not purchased the bidding documents from Company will be rejected.

2.8 Bid Security/Earnest Money of ₹ 4,000.00 (Rupees Four Thousand) only in the form of a Bank Draft/Banker's Cheque drawn in favour of OIL INDIA LIMITED must be submitted alongwith the bid, failing which the offer will not be considered. The Bid Security will be forfeited in full, should any bidder within the period of bid validity withdraw/alter their bid after the schedule bid closing date or fails to undertake the work. However, the Bid security/Earnest money will be returned to the unsuccessful bidders after contract finalization and after execution of the jobs to the successful bidder.

3.0 **TERMS AND CONDITIONS :**

3.1 The Service Provider will cater for all requirements of their personnel to be engaged for job execution as above. However, for execution of jobs at various field installations outside Jodhpur, Company will provide transport facilities (to & fro), accommodation in the field and food during their stay in such installations, free of cost.

3.2 Earlier reports, records and documents pertaining to capital & stores inventories, available if any, will be provided by Company for reference.

3.3 Contractor should carry out the jobs accurately and in most professional manner as per Industry practice.

3.4 All above jobs must be complete within a period of maximum four months from the date of award of contract by Company, failing which liquidated damages will apply. Company will also have the option of terminating the agreement without any compensation whatsoever, in case of delay beyond reasonable time limit.

3.5 In the event of Contractor's default in maintaining the agreed completion schedule as above, the Contractor shall be liable for payment of liquidated damages @ 0.5% per week or part thereof of delay, subject to maximum of 7.5% of the total contract value.

3.6 Payment will be released at Service Provider's bank within 30 days of receipt of undisputed invoice/bill upon satisfactory completion of Service Provider's obligations against this agreement.

3.7 Bid should be kept valid for minimum of 60 days from the date of tender opening.

3.8 In the event of receipt of only a single offer within the scheduled bid closing date, Company reserves the right to extend the BC date as deemed fit. The Bidders who have already submitted bids will not be permitted to revise their quotation during such extended period, if any.

3.9 Quotation should either be personally dropped in the Tender Box kept in the office of Chief Manager (M&C), Oil India Limited, 12-Old Residency Road, Jodhpur-342 011 or can be sent per registered post/courier to the above mentioned address. However, timely delivery of quotation will be the sole responsibility of the Bidders.

PRICE SCHEDULE

Bidders are requested to quote their lumpsum rates strictly as under;

Srl. No.	Job description	Quantity	Amount (₹)
1	Physical Verification and identification/codification of Capital Inventory in Company's various Departments and Installations within Rajasthan viz; all three Office Premises in Jodhpur (separately for each functional Department) and field installations (Hamira Stores Yard, Production installations at Tanot & Dandewala and Baghewala Heavy Oil Project site) including the Mobile Drilling Rig Package at its current location in the district of Jaisalmer.	Lumpsum	
2	Physical Verification and Reconciliation of Stores Inventory in Hamira Stores Yard, nearly 25 Km from Jaisalmer.	Lumpsum	
3	Physical Verification and Reconciliation of Stock and Non-stock Materials lying in different STORAGE LOCATIONS (S_Loc) of Rajasthan Business Area, both in Office Premises and Field Installations (Department-wise).	Lumpsum	
TOTAL VALUE OF CONTRACT (Sum total of all above)			

Note : 1. Rates to be quoted inclusive of all taxes and statutory levies as applicable.

- Commercial evaluation of Bids will be done on the basis of Total Value of Contract (sum total of all above rates) to determine inter-se-ranking of the Bidders and the contract will be awarded to the lowest acceptable bidder. Therefore, if all above services are not quoted/offered by any bidder, their bids will be considered incomplete and shall be liable for rejection.
