

OIL INDIA LIMITED
DULIAJAN
(A Government of India Enterprise)
P.O. DULIAJAN – 786602, ASSAM

OIL INDIA LIMITED (OIL) invites sealed tenders from experienced Contractors / Firms for the following services :

Tender No/ Tender Fee	Service Requirements	Sale of Bid Document/ Earnest Money/ Bid Closing Date
DCO7190P10/BB Rs. 2000	MAINTENANCE SERVICES OF API CLASS G CEMENT GODOWN	22.3.10 to 19.04.2010 Rs. 13,000.00 20.04.2010

Bid Documents (non-transferable) can be obtained from the office of Head (Contracts), Oil India Limited, P.O. Duliajan, Assam-786602 from MONDAY to FRIDAY between 08:00am to 11:00am on application alongwith Tender Fee (non-refundable) through a Crossed Demand Draft / Banker's cheque in favour of 'Oil India Limited' payable at Duliajan. Applicants can also deposit the tender fee directly in UBI/UCO Bank/SBI/Allahabad Bank Canara Bank of Duliajan Branch and proof of such deposit must be furnished along with the applications for tender documents. The details of tenders are available at Website www.oil-india.com.

Salient Features Of Eligibility Criteria :

Bid Rejection Criteria (BRC)

The bid shall conform generally to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case services offered donot conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidders without which the same will be considered as non- responsive and rejected.

TECHNICAL PART :

I). Bidder must have relevent experience in carrying out **similar nature of job** with PSUs / Central Govt. / State Govt. Organisation 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.20, 70,000.00
OR
2. Two contracts of minimum value of Rs. 13, 00,000.00/- each
OR
3. Three contracts of minimum value of Rs. 10, 50,000/- each

II) Average annual financial turnover during the last 3 (three) financial years ,ending 31st March 2009, should be at least Rs. 7,80,000.00

III) **Bidder must submit all necessary documents related to experience and turnover in duplicate.**

Note :

a. " **Similar nature of Job**" mentioned above means experience in handling of Cement /other industrial chemical bags of 50 kg capacity.

b. **For proof of Annual Turnover**, any one of the following documents/photocopy must be submitted alongwith 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.

c. **For proof of requisite Experience**, any one of the following documents/photocopy must be submitted alongwith 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 7 (seven) years ending bid closing date showing :

a) Gross value of the job done and

b) Nature of Job done

c) Time period covering the financial years as per NIT.

Non submission of documents as specified in BRC above will result in rejection of bids.

IV) .The bidder must have minimum 1 (one)years experience of continuous handling of Cement /other industrial chemical bags with Govt./Public sector unit. This experience must be within last 7 (seven) years preceding from bid closing date. Any experience beyond 7 years will not be counted. Documentary evidence must be provided.

COMMERCIAL PART

1. The bids are to be submitted in a single stage Composite bid system i.e. Technical Bid (unpriced) and commercial bid (priced) to be submit together.

2. Earnest Money deposit (EMD) from a Schedule Indian Bank shall be furnished alongwith the Bid. Any bid not accompanied by a proper EMD in the standard format of Bank Guarantee will be rejected outright.

3. Bid received after Bid Closing/Opening date and time shall not be considered.

4. Any bid received in the form of Telex/ Cable/Fax/E-Mail will not be accepted. 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.

5. Bid shall be typed or written in indelible ink and original bid shall be signed by the bidder or by their authorized representative on all pages, failing which the bid shall be rejected.

6. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting the requirement shall be rejected.

7. Any bid containing false statement will be rejected.

8. The bid documents are not transferable .Offers made by Bidders who have not purchased the bid documents from the company will be rejected.

9. The quoted rates by the bidder(s) must be kept firm during the performance of the contract and not subject to variation on any account.

Any bid submitted with an adjustable price quotation other than the above will be treated as non responsive and rejected.

12. Bid received with validity of offer less than 120 (one hundred twenty) days from the date of Technical Bid Opening will be rejected.

13. Bidder shall submit bank A/C number, VAT regd.No., PF Code, declaration by the bidder if P.F. is not applicable, PAN details.

BID EVALUATION CRITERIA (BEC):-

The bids conforming to the terms and conditions stipulated in the tender documents and considered to be responsive after subject to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:-

1. All the rates must be quoted in words as well as in figures. For any difference between words and figure in the quoted rates, company will accept the rates written in words only which will be binding on the bidder.

2. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the item.

3. OIL will not be responsible for delay, loss or non receipt of applications (for tender documents) sent my mail and will not entertain any correspondence in this regard.

03. IT IS TO BE CLEARLY UNDERSTOOD THAT THE QUANTUM INDICATED IN PART II (SCHEDULE OF WORKS, UNITS & QUANTITY) ARE ONLY FOR ASCERTAING COMPARATIVE POSITIONS OF BIDDERS. HANDLING OF GOODS WILL BE AS PER ACTUAL REQUIREMENT AND THE SELECTED BIDDERS WILL HAVE NO OBJECTION IN CARRYING OUT MORE OR LESS THAN THE INDICATED QUANTIYY.

4. In case bidder takes exception to any clause of tender document not covered under BEC/BRC, then the company has the descretion to load or reject the offer on account of such exception if the bidder doesnot 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.

5. 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 alsoand 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.

6. The original of such documents (furnish by bidders) shall have to be produced by the bidder(s) to OIL as and when asked for.

7.0 Oil Reserves the right to split in awarding of Contract to more than one party for same jobs in any proportions for operational convenience.

8.0 If any of the clauses of the Bid Rejection Criteria/ Bid Evaluation Criteria (BRC /BEC) contradict with the clauses of the tender elsewhere, those in the BRC/BEC will prevail.

Date : 28.02.2010

**HEAD-CONTRACTS
For RESIDENT CHIEF EXECUTIVE**

DCO7190P10