

OIL INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
DULIAJAN-786 602, ASSAM

NOTICE OF INVITING TENDER

OIL INDIA LIMITED invites applications in duplicate from interested parties on “one-man-two-vehicle” basis for hiring services of brand new Petrol driven FORD IKON model cars for OIL’s operational areas in Assam and Arunachal Pradesh for a period of four years as per following details:

Tender no. and description of service	DCT9285P09: Hiring the services of brand new Petrol driven FORD IKON model cars with all standard fittings as per the manufacturer’s latest leaflets and purchased after issuance of LOI for OIL’s operational areas in Assam & Arunachal Pradesh for a period of four years.
Approx. present requirement (nos.)	16 vehicles
Application receipt dates	03.11.2008 to 18.11.2008 (except Saturday / Sunday / Holiday)
Date & time of lottery	21.11.2008 at 9-00 AM at the office of Head-Contracts, Duliajan
No. of provisional applicants to be selected through lottery	20
Applicable rates	Fixed charge/ month: Rs. 19845.00 and Running charge / km: Rs. 6.42

The fixed charge above includes applicable VAT. Running charge is at present Petrol price of Rs. 51.89 per litre. Fixed charge includes vehicle for 24 hrs. with services of drivers for 12 hours everyday. Drivers’ monthly wages inbuilt in the fixed charge includes any overtime payable to the driver or drivers beyond the period of 8 hours upto 12 hours everyday. For services of the vehicle with driver beyond 12 hrs, OT for driver or drivers will be reimbursed by OIL at the rate of Rs. 26.48 / hr.

2.0 SALIENT ELIGIBILITY CRITERIA:

2.1 The applicant must have 3 years experience in transport business with PSU / Central / State Govt. Organisation in last 7 years ending 31.03.2007 and average annual turnover of Rs. 5.0 lakh during last three financial years ending 31.03.2007.

Or,

Must have average annual turnover of 10.0 lakhs during last three financial years ending 31.03.2007.

3.0 The application must accompany proof of Earnest Money Deposit (EMD) of Rs. 15,000.00. EMD to be deposited in prescribed “Pay-in-slip” mode available with UCO, SBI, UBI, Allahabad, Canara, Indian and Union Bank of India, Duliajan Branch in favour of OIL INDIA LIMITED, DULIAJAN. In addition to this, EMD amount may also be submitted through crossed Demand Draft / Banker’s Cheque, purchased from a Nationalised Bank in favour of OIL INDIA LIMITED, DULIAJAN and payable at Duliajan.

Note:- (1) All the applicants on the back of Pay-in-slip / Demand draft / Banker’s Cheque must mention the following information, pertaining to the applicant only, for facilitating refund of EMD:- (i) Name of Bank (ii) Location of Branch (iii) Name of Account Holder (iv) Account No. (v) Type of account.

(2) Refund will be made in the name of applicant only.

4.0 Applications from interested parties for supply of two nos. vehicles as above, complete in all respect and accompanied by the requisite documents in support of turnover, experience and EMD will be received in duplicate, at the office of the Head-Contracts, Duliajan w.e.f. 03.11.2008 to 18.11.2008 (between 8.00 a.m. to 2.00 p.m. during office working hours) except Saturday /Sunday /Holiday.

5.0 Selection Procedure for award of contract:-

(a) On receipt of an application, a four digit number will be allocated to each applicant. The allocated no. will be considered for the draw of lots to be held as per the schedule mentioned in para 1.0 above to select 20 nos. applicants provisionally against the tender. It must be understood that the provisionally selected applications will be scrutinized as per application rejection criteria given in para 6.0 below and only those applicants fulfilling the conditions will be considered for further processing.

(b) The eligible applicants only will be considered for further processing and shall be asked to submit an affidavit in the prescribed format. If the same is found to be in order, the party shall be considered for issuance of LOI. Selected parties as per priority list after subjecting through application rejection criteria as detailed above shall be awarded contract for supply of two vehicles each to meet the present requirement. Subsequently if requirement arises, contract shall be awarded to the remaining acceptable parties in order of priority as per actual requirement subject to a maximum of two vehicles per party.

(c) A Tender Fee of Rs. 500/- will be deducted from EMD of the parties to whom LOI shall be issued.

(d) Contracts on the basis of "One-man-two-vehicle" will be awarded to the successful (as detailed above) parties as per offered rates and other terms and conditions of the tender. The detailed rates, terms and conditions of the tender may be viewed at OIL's website www.oilindia.nic.in and also may be seen at the office of the Head-Contracts, Duliajan.

(e) Remaining Successful parties will be kept in a priority list with validity till 31.12.2009 for any future requirement.

6.0 Applications rejection criteria: -

i) If not accompanied with adequate documentary proof in support of experience & turnover as in Para 3.0 above. The proof of annual turnover should be either in the form of Audited Balance Sheet or certification from Chartered / Cost Accountants' Firm indicating the code no.

ii) If not accompanied with the EMD amount in the prescribed manner as in Para 3.0 above.

iii) Without Proper Communication Address indicating Name & address of the applicant, Post Office with Pin-Code, District etc.

iv) If the communication address happens to be of OIL's Quarters / Settlement Area / OIL's Premises (excluding "OIL Market" & "Public Bus Stand", Duliajan).

v) Applications / documents containing any false statement or any condition whatsoever.

vi) On receipt of more than one application in the name of the same party either as proprietor or Partner.

vii) If the Applicant is employed in any Government / Quasi Government / Public Sector Undertaking and dependent of OIL employee in service.

7.0 OIL INDIA LIMITED will not be responsible for delay; loss or non-receipt of application sent by post and will not entertain any correspondence in this regard.

8.0 OIL INDIA LIMITED reserves the right to reject any /all applications / without assigning any reasons whatsoever.

Date : 25.10.2008

HEAD-CONTRACTS
For EXECUTIVE DIRECTOR (SS&SB)