

**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**  
**P.O. Duliajan-786 602(Assam)**

OIL INDIA LIMITED, a premier Public Sector Enterprise of Govt. of India engaged in drilling and exploration activities for hydrocarbon invites Sealed quotations under Single stage Two Bid tendering system from experienced and established firms / contractors meeting the requisite criteria for the under mentioned work.

**Description of Works**

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**Tender No.DCC5580P10**

Construction of brick boundary wall with decorative iron grill in the front side and "Y" pattern M.S overhang with RBT at the rear side and with barbed wire overhang in the remaining two sides of the R&D Complex and construction of security office , septic tank and gates including supply of all materials except cement.

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2.0 The interested contractors / firms should send the applications for issue of tender documents addressed to HEAD (CONTRACTS), OIL INDIA LIMITED, Duliajan-786602, District - Dibrugarh, Assam. Application may be sent by post. However, for the delay in receipt or non-receipt of the same, Head (Contracts) will not be responsible.

3.0 **Issue of Tender Documents**

Prescribed Tender Documents (non-transferable) are to be purchased from the office of HEAD (CONTRACTS), OIL INDIA LIMITED, P.O. DULIAJAN - 786602, within office working hours from 03<sup>rd</sup> November to 24<sup>th</sup> November' 2009, on application along with non-refundable Tender Fee amounting to Rs.2000.00 (Rupees Two thousand only) through a Crossed Demand Draft / Banker's Cheque in favour of "Oil India Limited" payable at Duliajan. Applicant can also deposit the tender fee directly in UBI / UCO / SBI / ALLAHABAD / CANARA Banks (Duliajan Branch) and proof of such deposit must be furnished along with the application of tender documents. The details of tenders are available at Website [www.oil-india.com](http://www.oil-india.com).

4.0 **Eligibility Criteria**

Interested contractors / firms shall have to submit the following documents to qualify for opening of the Price Bid -

(a) Experience of having successfully completed similar works with CPWD, Railways, APWD, APPWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking. The minimum value of contract job executed successfully during the last seven (07) years as on the last date of the month previous to the bid closing date:

One single contract job of value of Rs.52.00 Lacs  
Or

Two contract jobs of value of Rs.32.50 Lacs each.  
Or

Three contract jobs of value of Rs.26.00 Lacs each

(b) Average Annual Financial Turnover during the last three (03) years, ending 31<sup>st</sup> March 2009 should be at least Rs.19.50 Lacs. The proof of Annual Turnover should be either in the form of Audited Balance Sheet or Certification from Chartered / Cost Accountant firm along with Profit and Loss account indicating their membership / code.

(c) PF code number issued by the appropriate Govt. Authority or exemption certificate from the concerned authority or a declaration in stamped paper that provisions of the PF Act are not applicable to him / them and in case the PF is to be deposited later on, the same will be deposited by the bidder.

(d) PAN and VAT Registration number.

(e) Documentary evidence in support of sound financial standing and Bank Account number from any Nationalized Bank.

(f) Ownership in their own name / firm OR must produce an undertaking / affidavit from the owners for providing services of the following minimum numbers of equipment for satisfactory completion of location preparation jobs on stamped paper –

- |      |                         |                 |
|------|-------------------------|-----------------|
| (i)  | Concrete mixing machine | One (01) number |
| (ii) | Sump pump               | One (01) number |

(g) All the certificates and documentary evidences submitted in support of paragraph 4.0(a), 4.0(b), 4.0(c), 4.0(d), 4.0(e), 4.0(f) above should be clearly legible and duly attested by gazetted officer along with official seal. This will be applicable for all contractors / firms including OIL Registered contractors. However, Class A registered with Oil India Limited (OIL) need not submit documentary evidence in support of 4.0(a), 4.0(b), 4.0(c), 4.0(d) & 4.0(e) but must submit documents in support of 4.0(f) above. **illegible / Incomplete certificates or documents will not be considered for evaluation.**

(h) Company has the right to check the original certificates / documents at any point of time if desired and the required documents should be produced for authentication.

#### 5.0 **Note:**

(a) “**Similar work**” mentioned in Para-4.0(a) above means the following:

(i) Construction of RCC foundations, RCC buildings, Boundary walls, Bridges

(b) Documentary evidences of job experiences as stated above should be in the form of Completion Certificate(s) and should be supported with respective attested photocopies of Letter of Intent / LOA / Work-Order / Notice to Proceed with Work.

(c) Non-submission of the documents as specified in all the paragraphs above will result in rejection of bids.

#### 6.0 **Earnest Money**

All tenderers shall deposit the requisite EARNEST MONEY of Rs. 32,500.00 (Rupees Thirty two thousand five hundred only) along with the Un-priced Techno-Contractual part of the Tender Document in the form of Demand Draft / Banker's Cheque / Bank Gurantee in favour of Oil India Limited and payable at Duliajan. Earnest money can also be deposited in cash in favour of Oil India Limited directly in UBI / UCO / SBI / ALLAHABAD / CANARA Banks (Duliajan Branch) and proof of such deposit must be furnished along with the aforesaid tender document.

Oil registered "A" class contractors need not deposit Earnest money. This Earnest money shall be refunded to all unsuccessful tenderers, but is liable to be forfeited in full or part, at Company's discretion as per clause below.

**Tenders received without earnest money or inadequate amount or not in the manner specified above will be summarily rejected**

7.0 Before submission of bids, the tenderer is advised to inspect the work site with permission from Head (Civil) or his representative, to assess the nature and extent of work and the conditions under which it will be carried out. He may also seek such clarification from this office as are deemed necessary.

8.0 No bidder shall withdraw the tender after its public opening. Any such withdrawal will make the tenderer liable to forfeit his Earnest Money in full and be debarred from further tendering at the sole discretion of the Company and the period of debarment in no case shall be less than 6 (six) months.

9.0 The tender must be valid for 180 (One Hundred and Eighty) days from the date of opening of the Techno-Contractual Bid.

10.0 Conditional tenders are liable for rejection at the sole discretion of the Company.

11.1 The bidders should quote their rates against individual items. The rates shall be quoted within (+/-) 10% on the internal estimate against individual items as specified in Schedule of Works(Part-II) subject to the limit of overall percentage from (-10%) to at par of the internal estimated contract cost. However the bids with overall percentage quoted at below (-10%) and above the internal estimated cost will be rejected outright. The rates shall be in figures as well as in words. No overwriting shall be allowed, but all corrections must be inserted in the blank space above the figure / word and must be initialed. In case of discrepancy, the rates quoted in words shall be considered. In case of any identical situation, the L-1 bidder will be decided through draw of lots.

**12.0 Time Schedule**

The time allowed for completing the work will be Forty (40) weeks reckoned from the date of issue of work order. Time is the essence of the Contract and failure on part of the contractor to complete the work within the stipulated time, shall entitle the Company to impose liquidated damages and / or penalty from the contractor as per terms of the Contract.

**13.0 Security Deposit**

The successful bidder(s) shall deposit the requisite Security Deposit @ 2.50% of the Contract price in the form of Demand Draft / Banker's Cheque / Bank Guarantee in favour of Oil India Limited and payable at Duliajan before signing the formal Contract Agreement. The Security deposit shall be refunded to the contractor after satisfactory completion of the work, but part of whole of which shall be used by the Company in realization of LD or claims, if any, or for adjustment of compensation due to the Company for any reason. The Security Money shall not earn any interest.

#### 14.1 **Submission of Bids**

The offer (both Part-A and B) containing the Tender, marked at the top with the above Tender Number and description of work, name and address of the tenderer and addressed to the HEAD – CONTRACTS, OIL INDIA LIMITED, P.O.DULIAJAN-786602 shall be submitted by 12.45 hours (IST) on 26<sup>th</sup> November' 2009 **in separate sealed envelopes, duly super scribed:**

PART-A: Un-priced Techno – Contractual Bid (With Earnest Money as specified in Para-6.0)

PART-B: Price Bid – “Do not open with Part – A”.

**Price bid received in an open manner together with the Un-priced Techno-contractual bid and without superscription of the name / address of the tenderer will be rejected outright.**

14.2 Tenders can be dropped in the tender box placed at the Office of the HEAD CONTRACTS or can be sent by registered post addressed to – HEAD – CONTRACTS, OIL INDIA LIMITED. Contracts Department, Duliajan – 786602 so as to, reach his office before scheduled closing date and time. The Company will not be responsible for any postal delay or non-receipt

#### 15.0 **Opening of Bids**

Part – A of the Bid(s) shall be opened at 13.00 hours (IST) on 26<sup>th</sup> November' 2009 in the presence of the attending bidder or their authorized representative.

Part – B of the Bid(s) of the Techno-commercially qualified bidder(s) shall be opened at a latter date with due information to the qualified bidder.

16.0 OIL INDIA LIMITED reserves the right to curtail/ enhance the scope of the work stated above or cancel, if required.

17.0 The amount of retention money shall be released after six (06) months from the date of issue of completion certificate by the concerned department.

18.0 OIL INDIA LIMITED reserves the right to accept or reject any or all tenders in part or in total without assigning any reasons.

19.0 Bidder(s) must also furnish the followings:

- a) NAME OF FIRM :
- b) DETAIL POSTAL ADDRESS :
- c) MOBILE / TELEPHONE NO :
- d) E-MAIL ADDRESS ( If available):
- e) FAX NO (If available) :
- f) CONTACT PERSON :
- g) VENDOR CODE(If available) :

**HEAD (CONTRACTS)**  
**For Resident Chief Executive**