

**OIL INDIA LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**DULIAJAN-786 602, ASSAM**  
**NOTICE OF INVITING TENDER (NIT)**

OIL INDIA LIMITED invites applications in specified format (as below/ attached) in duplicate from interested parties for hiring the following services:

Tender no. and Description of Service	<b>DCT4280P10:</b> Hiring the services of brand new fully built Ambulances with standard accessories and fittings (as detailed in the Tender Documents) to be purchased after issuance of LOI to be stationed at OIL's operational areas in Assam & Arunachal Pradesh for a period of 04(four) years on round the clock (24 hours) duty on "one person/party - two ambulance" basis.  Category / Model as mentioned below:  i) TATA SUMO model fully built Ambulance E-II, produced by the chassis manufacturer  ii) CHEVROLET TAVERA model fully built Ambulance, B-II, BS-II produced by the chassis manufacturer  iii) FORCE MOTORS TRAVELLER make fully built Ambulance by the chassis manufacturer complete with all accessories	
Present requirement	22 Nos. Ambulances (16 nos. Tata Sumo Ambulance, 01 no. Chevrolet Tavera Ambulance, 05 nos. Force Motors Traveller Ambulance)	
Application receipt Date/ Time	From <b>29.12.2009 to 19.01.2010</b> (except Saturdays / Sundays / Holidays) / From <b>8:00 AM to 11:00 AM</b>	
Date & time of lottery	Shall be notified latter on.	
No. of applicants to be selected through lottery	15	
<b>Applicable rates</b>		
Type of Ambulance	Fixed Charge per month/ Ambulance	Running Charge/Km/ Ambulance at the HSD price of Rs.33.81 per litre
Tata Sumo Ambulance	<b>Rs.39405.00</b>	<b>Rs.5.19</b>
Chevrolet Tavera Ambulance	<b>Rs. 42973.00</b>	<b>Rs.4.07</b>
Force Motors Traveller Ambulance	<b>Rs.46982.00</b>	<b>Rs.4.98</b>

The above rates includes all liabilities including statutory liabilities and the Fixed Charge per month per ambulances also includes all of the wages of 02(two) sets of crews per Ambulance, each consisting of at least one(01) driver & one(01) attendant based on round the clock duty of each Ambulance. The rates of wages of the driver(s) & attendant(s) have been considered for shift of 12 hour which includes any overtime payable to the driver(s)/ attendant(s) beyond the period of 08 hours up to 12 hours are as mentioned below.

- (a) LMV Driver (s) : Rs.7000/- per month.  
(b) Attendant (s) : Rs.3500/- per month.

**2.0 SALIENT ELIGIBILITY CRITERIA:**

2.1 The applicant must have **3 years** experience in transport business with PSU / Central / State Government Organization in last **7 years** ending **31.03.2009** and average annual turnover of Rs. **09.00(Nine) lakh** during last three financial years ending **31.03.2009**.

Or,

Must have average annual turnover of **Rs.18.00 (Eighteen) lakh** during last three financial years ending **31.03.2009** for applicants without having experience in transport business.

3.0 The application must accompany proof of Earnest Money Deposit (EMD) of **Rs. 30000.00(Thirty Thousand) only**. EMD to be deposited in prescribed "Pay-in-slip" mode available with UCO, SBI, United Bank of India, 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 any 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 numbers ambulances as above, complete in all respect and accompanied by the requisite documents in support of turnover, experience (Transport business) and EMD will be received in duplicate, at the office of the Head-Contracts, Duliajan w.e.f. **29.12.2009 to 19.01.2010** between **8.00 a.m. to 11.00 a.m.** during office working days **except Saturdays /Sundays /Holidays**.

5.0 **Selection Procedure for award of contract:-**

a. On receipt of an application, a specific digit number will be allocated to each applicant. The allotted number will be considered for draw of lots to be held as per scheduled date & time (to be notified latter on) to select **15 nos. of applicants** provisionally against the tender. It must be understood that the provisionally selected applications will be scrutinized as per the application rejection criteria and 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 (for the present requirement) in the prescribed format. If the same is found to be in order, the party shall be considered for issuance of LOI for award of contract as under:

Priority No-01 : 02(two) nos. of FORCE MOTORS TRAVELLER Ambulance against Primary location Duliajan.

Priority No-02 : 01(one) no. CHEVROLET TAVERA Ambulance & 01 no. of FORCE MOTORS TRAVELLER Ambulance against Primary location Duliajan.

Priority No-03 to 08 : 02 (two) nos. of TATA SUMO Ambulance to each applicant/bidder against Primary location Duliajan.

Priority No-09 : 01 no. of TATA SUMO Ambulance against primary location Duliajan & 01 no. of FORCE MOTORS TRAVELLER Ambulance against Primary location Moran.

Priority No-10 : 01 no. of TATA SUMO Ambulance & 01 no. of FORCE MOTORS TRAVELLER Ambulance against Primary location Moran.

Priority No-11 : 02 (two) nos. of TATA SUMO Ambulance against primary location Arunachal Pradesh.

Selected parties as per priority list after subjecting through application rejection criteria as detailed above shall be awarded contract for supply of two nos. of Ambulances each to meet the present requirement. Subsequently, if requirement arises, contract shall be awarded to remaining acceptable parties in order of priority as per actual requirement subject to a maximum of two Ambulances per party.

c. A tender fee of **Rs.2000/-** will be deducted from EMD of parties to whom LOI shall be issued.

d. Contracts on the basis of "one person/party - two ambulance" will be awarded to the successful (as detailed above) parties as per offered rates and other terms and conditions of the tender.

e. Remaining successful parties will be kept in priority list validity till one year from the date of lottery and the parties in the waiting list must be capable of providing any / amongst of the specified model of ambulances as per Company's requirement.

f. Present requirement of ambulances under this tender is **22 nos.** However, depending on Company's requirement more Ambulance may be hired in future from the priority list under this tender which shall remain valid till one year from the date of lottery. Depending upon Company's requirement, only one ambulance may also be hired from a party and the bidder(s)/transport supplier(s)/ applicant(s) shall have no objection to it. If required in future, Company may hire one more Ambulance from the supplier thus hiring a maximum of two Ambulances from one party.

6.0 **Applications rejection criteria: -**

i) If not accompanied with adequate documentary proof in support of experience in Transport business & turnover. 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 number. Also, the proof in support of experience in Transport business must be in the form of Job Completion certificate(s)/Gross value of job(s) done/Certificate(s) etc. issued by any PSU / Central / State Government Organization clearly indicating job(s) done, period(s), name of the organization. Only LOI, Work Order copy shall not be acceptable.

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/or dependent of OIL employee in service.

7.0 The payment of monthly Salary/ Wages to the driver(s)/ attendant(s) must be made through A/C payee Cheque by the contractor. The contractor must also submit a certificate (declaration as per format may be seen at the office of the Head-Contracts or Head-Transport) duly signed by both the contractor & Driver(s)/Attendant(s) along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the wages to driver(s)/ attendant(s) as mentioned in Para.1.0 above.

8.0 Details in respect of the tender terms & conditions, specification of Ambulances etc. may be viewed at OIL's website [www.oil-india.com](http://www.oil-india.com). Also, application format may be downloaded from OIL's website [www.oil-india.com](http://www.oil-india.com).

9.0 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.

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

**Date: 16.12.2009**

**HEAD-CONTRACTS  
For RESIDENT CHIEF EXECUTIVE**

CC: GGM (E)

GM(S) / GM (F&A)

HEAD (MORAN/EPA): With a request to display on Notice Board.

CM (AP) : With a request to display on Notice Board.

HEAD-TRANSPORT : Ref. requisition no. 2205614

HEAD- IT : With a copy of NIT and request to publish the same on OILWEB  
Separate e-mail processed please.

MANAGER (SBI/ UBI/ UCO/ Allahabad/ Canara/ Indian/ Union) Bank, Duliajan: For kind information please.

File

**OIL INDIA LIMITED**  
**APPLICATION FORMAT (WHEREEVER APPLICABLE)**  
**TENDER NO: DCT4280P10**  
**(To be filled in Duplicate)**

Paste recent photograph of the Applicant/  
Proprietor/ Partner  
Size: 3.5 X 3.5 cm

**FOR OFFICE USE ONLY:**

APPLICATION SERIAL NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF RECEIPT OF APPLICATION: \_\_\_\_\_

REFUND DETAILS OF EMD: \_\_\_\_\_

I/ We would like to submit my/our application for consideration of the above tender and submit below the following particulars as desired in the NIT:

1.	Name of Applicant (in Block Letters) (Initials not allowed) *	
2.	Father's/ Husband's/ Proprietor's/ Partner's Full Name *(Initials not allowed)	
3.	Address (Attested copy of Proof to be enclosed)	Village / Town ..... ..... ..... P.O. .... District ..... PIN Code: ..... Telephone / Mobile No. ....
4.	Are you employed in Central / State Government / PSU/ Private Firm *	Yes / No
5.	Are you dependent of any OIL employee in Service	Yes / No
6.	Bank Account Details Note: EMD shall be refunded to this Bank Account only.	Name of the Bank ..... Branch ..... Account No. ....
7.	EMD Details: Pay-in Slip/ Demand Draft/ Banker's Cheque details *	No. ....Dated..... Amount Rs..... Name of Bank & Branch .....
8.	PAN NO. (Attested copy to be enclosed)	.....
9.	VAT Registration Number	.....
10.	Service Tax Registration Number	.....
11.	PF Code Number	..... (Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to him/them. In case P.F. is required to be deposited later on, the same will be deposited by the applicant/bidder)
12.	Vendor Code with OIL (if available)	.....

**Self Declaration \*:**

The information given by me/us in this form and enclosures is true and I/we am/ are solely responsible for accuracy. In case if any information provided by me/us are found to be false, my/our application may be rejected and contract/ tender if any awarded may be cancelled/terminated at any stage.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\* **(Full Signature of Applicant/ Proprietor/ Partner)**

\* (Strike out whichever is not applicable)

**APPLICATION RECEIPT DATE: FROM 29.12.2009 TO 19.01.2010 (EXCEPT SUNDAYS/ HOLIDAYS/ SATURDAYS)**  
**APPLICATION RECEIPT TIME: FROM 8:00 AM TO 11:00 AM**