

NIT FOR TENDER NO. CGI9034P22

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
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E-Tender

OIL INDIA LIMITED invites Competitive Domestic Bid through its e-procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following Services:

Tender No	Bid Closing Date & Time	Service Description
CGI9034P22	28.01.2022 At 11.00 A.M.	SERVICES FOR MAINTAINING PCS, DESKTOPS, PRINTERS AND PERIPHERALS AT PS7(MADARIHAT - WB),PS8 (SONAPUR - WB), RT (SILIGURI - WB), PS9 (DUMAR - BIHAR) & PS10 (BARAUNI - BIHAR)UNDER PS8 BASE AND HIRING OF LCD PROJECTOR FOR 3 YEARS.

The details of IFB and procedures for applying & participation can be viewed using “Guest Login” provided in the e-procurement portal and also in OIL’s web site www.oil-india.com. The link to OIL’s E-Procurement portal has also been provided through OIL’s website

All corrigenda, addenda, amendments, time extension, etc. to the tender will be hosted on above Website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

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BID REJECTION CRITERIA & BID EVALUATION CRITERIA FOR THE TENDER

JOB: SERVICES FOR MAINTAINING PCS, DESKTOPS, PRINTERS AND PERIPHERALS AT PS7(MADARIHAT - WB),PS8 (SONAPUR - WB), RT (SILIGURI - WB), PS9 (DUMAR - BIHAR) & PS10 (BARAUNI - BIHAR)UNDER PS8 BASE AND HIRING OF LCD PROJECTOR FOR 3 YEARS.

(I) BID REJECTION CRITERIA (BRC):

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case material and services offered do not 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. All the documents related to BRC shall be submitted along with the Bid:

A. FINANCIAL CRITERIA:

(i) **Annual financial turnover** of Bidder as per audited annual reports in any of preceding **3 (Three) financial years from original bid closing date** should be at least **Rs. 1,43,400.00**

For a consortium: At least one member of the consortium to meet the above criteria of 50% turnover. The other members of consortium should meet minimum 25% turnover requirement.

(ii) **Net Worth** of the bidder should be **Positive** for preceding financial / accounting year.

(iii) Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. **However, the bidder has to submit an affidavit/undertaking certifying that the balance sheet/Financial Statements for the financial year 2020-21 has actually not been audited as on original bid closing date.**

For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid: -

i) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth. **In addition to membership number & Firm Registration Number, UDIN is also to be specified in the certificate of Turnover & Net worth issued by the CA.**

OR

ii) Audited Balance Sheet along with Profit & Loss account.

(iii) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN (Firm Registration Number) is not available. However, bidder needs to provide documentary evidence for the same.

B. TECHNICAL CRITERIA (Past Experience)

Bidder must have relevant experience of having successfully completed one "similar work" of value **Rs. 2,38,900.00** (50% of value of annualized work under tender) with PSUs / Central Govt. / State Govt. Organization in last 7(Seven) years from date of bid closing.

"**Similar Work**" refers to the Service Maintenance Contract of Desktop PCs & Peripherals, Laptops, UPS and Printers (Monochrome & Colour Laserjet types). "

C. DOCUMENTARY EVIDENCE

(i) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

(ii) Any such experience of executing rate or service contract which is still running and the contract value or quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC will also be taken in to consideration provided that the bidder has submitted satisfactory service execution certificate issued by end user.

iii) Documentary evidence in support of work experience and fulfilling the requirement as spelt out in clauses above must be submitted along with techno-commercial bid.

A. These documents shall be in the form of copies of Work Order and/or Contract document along with Completion Certificates. The Work Order and/or Contract Document shall contain detail scope of work in support of Work Experience.

B. In case of bidder being an OIL contractor, copy of 'Certificate of Completion (COC)' or final 'Certificate of Payment (COP)' of jobs successfully completed during last 7(seven) years ending Bid opening date showing gross value of job done. It may be clearly noted that simply mentioning of OIL Contract Number or Work order will not be accepted.

C. In case of a bidder NOT being an OIL Contractor, then a Certificate issued by PSUs or Central Govt. or State Govt. or Reputed Private Organization in last seven years from date of bid opening, showing:

- (a) Gross value of job done; and
- (b) Nature of job done; and
- (c) Time period covering as per the NIT.

(iv) For proof of Annual turnover, photocopy of any one of the following documents must be submitted along with the bid:

(a) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number, UDIN and Firm Registration Number(FRN)), certifying the Annual turnover & Net worth as per format prescribed.

(b) Audited Balance Sheet and Profit and Loss account.

(c) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

(v) ALL THE SUPPORTING DOCUMENTS IN COMPLIANCE TO BRC REQUIREMENTS UNDER CLAUSE A, B & C ABOVE SHALL BE SCANNED AND UPLOADED ALONG WITH THE TECHNICAL BID. NON- SUBMISSION OF THE DOCUMENTS AS SPECIFIED IN BEC ABOVE WILL RESULT IN REJECTION OF BIDS.

(vi) Bidder(s) must also furnish PAN NO., GST REGD NO., BANK A/C NO. Existing OIL's vendors shall only mention their Vendor Code along with PF Code.

D. COMMERCIAL

1. Bidder shall submit the offer under "Single Stage Composite Bid System". Submission of **“Technical bid”, “Bid Form”, “Bid Security Declaration”, “Price Bid” and “Undertaking towards submission of authentic information/documents”** is mandatory.

2. Validity of the bid shall be minimum **90 days**. Bids with lesser validity will be summarily rejected.

3. Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
4. Bidders must quote clearly and strictly in accordance with the price schedule outlined in relevant section of Bidding Documents; otherwise the bid will be rejected.
5. Any bid containing false statement will be rejected.
6. The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
7. Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
8. Price quoted by the successful Bidder must be firm during the performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
9. Bids shall be typed or written in indelible ink and shall be signed by the bidder or his authorized representative.
10. Any physical documents wherever called for, submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialled by the person or persons who has/have digitally signed the Bid.
11. Bidder shall fulfill all the relevant clauses applicable for this Tender. If any Bidder refuses to sign Integrity Pact (if applicable) or declines to submit the Integrity Pact, their bid shall be rejected straightway.
12. The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected. To this effect Bidder shall submit an undertaking along with the Technical Bid.
 - a) Performance Security Clause
 - b) Force Majeure Clause
 - c) Termination Clause
 - d) Settlement of disputes Clause
 - e) Liquidated Damages Clause.
 - f) Acceptance of Jurisdiction and applicable law.
 - g) Tax liabilities clause.
 - h) Insurance clause.
 - i) With holding clause.
 - j) Liability clause.
 - k) Set off clause

E. ADDITIONAL EVALUATION/ TERMS & CONDITIONS

(i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of Part-II (i.e. schedule of works, units, quantity, rates) of the tender.

(ii) OIL will not be responsible for delay, loss or non-receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

(iii) Bidders are advised not to indicate any separate discount. Discount if any should be merged with the quoted offer. Discount of any type indicated separately will not be taken into account for evaluation purpose. However, in the event of such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.

F. GENERAL:

1 In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by 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.

2 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 BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses must be received on or before the deadline given by the company, failing which the offer will be will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.

3 If any of the clauses in the BRC contradict with other clauses of bidding document elsewhere, the clauses in the BRC shall prevail.

4 Bidders should note that the documents/information submitted by the bidder(s) against the tender are presumed to be genuine, authentic and true copy of the originals. However, in case at any stage of tendering process or during execution of the contract or after expiry of contract, if it is detected that bidder has submitted forged or fabricated documents or furnish false information towards fulfilment of any of the tender/contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel/ terminate the contract, as the case may be and forfeit EMD/SD submitted by the bidder. Besides, the bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.

5 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.

6 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.

7 The originals of documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

8 Bidders have to furnish the followings:-

8.1 NAME OF FIRM

8.2 DETAIL POSTAL ADDRESS

8.3 TELEPHONE NO.

8.4 MOBILE NO.

8.5 E-MAIL ID

8.6 FAX NO.

8.7 CONTACT PERSON

8.8 CONTACT PERSON'S CONTACT NO.

8.9 TAX EXAMPTION CERTIFICATE NO, if applicable. (Attested copy required)

8.10 CST REGD. NO, if applicable . (Attested copy required)

8.11 LOCAL SALE TAX REGD.NO if applicable. (Attested copy required)

8.12 PAN NO. (Attested copy required)

8.13 VAT REGD.NO, if applicable. (Attested copy required)

8.14 BANK ACCOUNT NO.

8.15 BANK ACCOUNT TYPE

8.16 BANK NAME

8.17 BANK ADDRESS

8.18 GSTTAX REGD. NO (Attested copy required)

8.19 P.F.CODE NO. (Attested copy required)

9.0 Deviation to the following provision of the tender document shall make the bid liable for rejection:

i. Firm price

ii. EMD / Bid Bond

iii. Scope of work

iv. Specifications

v. Price Schedule

vi. Delivery / Completion Schedule

vii. Period of Validity of Bid

viii. Liquidated Damages

ix. Performance Bank Guarantee / Security deposit

x. Guarantee of material / work

xi. Arbitration / Resolution of Dispute

xii. Force Majeure

xiii. Applicable Laws

xiv. Integrity Pact, if applicable

xv. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

G BID EVALUATION CRITERIA (BEC):

1 The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total cost of various works envisaged under the contract.

3 In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of draw of lots.

ANNEXURE-AA:

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

(To be issued by practicing Chartered/Cost Accountant Firm
on their Letter Head)

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statement of M/s_____ (Name of the bidder) for the last three (3) completed accounting years up to_____ (as the case may be) are correct.

YEAR	TURNOVER (₹)	NET WORTH (₹)

Place:

Date:

Seal:

Membership Code and Registration No.

UDIN

Signature

*****End of BEC-BRC*****
