

## **NIT for Tender No. GCO 0429P23**

Oil India Limited, a Government of India Enterprise intends to float Tender for “**Hiring Services from Automobile Workshop for routine and defect repair services of company vehicles including supply of replaceable parts under Pump Station 3 - Jorhat for two years (extendable by another one year on satisfactory performance).**”

Interested bidder may collect the Bid Documents from the office of the **General Manager (Contracts) Guwahati-781171** from **31.05.2022 to 04.07.2022** during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is **05.07.2022 at 11.00 hrs.** and Bid Opening Date (BOD) is **05.07.2022 at 14.00 Hrs.**

The NIT is also available at OIL web site **www.oil-india.com**. All corrigenda, addenda, amendments, time extension, clarification etc. to the tender will be hosted on the Oil Website and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website.

Tender Reference is **GCO 0429P23**.

### **BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC):**

1.0 The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case 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 BRC 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 capability:** Bidders must have

1. (a) Annual financial turnover as per Audited Annual Reports in any of preceding three (3) financial years preceding scheduled bid opening date should be at least **Rs.1,13,730.00**

**FOR CONSORTIUM:**At least one member of the consortium needs to meet the above criteria of 50% turnover.

The other members of consortium should meet minimum 25% turnover requirement.

(b) Net Worth should be positive for the preceding financial year.

**NOTE: -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 2021-2022 (or as the case may be) has actually not been audited so far.**

For proof of Annual Turnover & Net worth any one of the following document 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.

(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 (Firm Registration Number) is not available. However, bidder needs to provide documentary evidence for the same.

[B] **Experience:** Bidders must have;

(i) Experience of having successfully completed one similar work **costing not less than Rs.1,89,550.00.**

( **Similar work shall mean—**

**“Experience of Services of vehicle Maintenance” with Government/PSUs/Reputed Private Sector company during last 7 (seven) years ending bid closing date.**

For proof of requisite Experience, any one of the following document/ photocopy must be submitted along with the bid:

i) In case of contracts executed under Oil India Ltd., copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)'/ 'Service Entry Sheet (SES)' of jobs successfully completed during the last 7 (seven) years ending bid closing date showing gross value of job done.

It may be clearly noted that simply mentioning of OIL CCO/ Contract Number will not be accepted.

ii) Certificate issued by any other Public Sector Undertaking/ Govt. Department/ Other Company in last 7 (seven) years ending bid closing date showing:

- (a) Gross value of job done,
- (b) Description of job done,
- (c) Contract period

**i.i) Local Establishment: Bidder must have a permanent Automobile Workshop at Jorhat Municipal area or within 20 km radius of OIL campus at Charigaon, Jorhat with proof of establishment with Landline phone and Trade license etc. in the name of the firm/ bidder for last one year, failing which the bids will be summarily rejected.**

## 2.0 BID EVALUATION CRITERIA (BEC):

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

2.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

2.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

Note: - 1)A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC

2.4 In case of tenders for Annual rate contracts / Maintenance and Service contracts, if the prospective bidder is executing rate / maintenance /service contract which is still running and the contract value / quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted satisfactory work / supply / service execution certificate issued by end user.

3) Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with completion certificate from the organization to whom such services have been rendered.

[C]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.

2.0 Other Information /Documents: Bidders must furnish the following information with relevant documents wherever necessary:

- a) Tax Exemption Certificate, if any, if /applicable.

- b) PAN no. (Photocopy of the PAN card required).
- c) Service Tax registration No.
- d) VAT registration no. , if applicable.
- e) Bank account No. with name of Bank, Type of account, Bank address.
- f) P.F. Account No. / Code.

***3. In case of OIL contractor, copy of certificate of completion (COC)/Work Order showing gross value of job. It may be clearly noted that simply mentioning of OIL COC/WO no. will not be accepted.***

**(D) GENERAL:**

a) In case, any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

b) In case Bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company shall exercise its 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 the Company. The loading so done by the Company will be final and binding on the Bidders.

c) 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 clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily be rejected.

d) Any additional information/terms/ conditions furnished in sealed Price Bid will not be considered by Company for evaluation /award of contract.

e) The successful bidder /contractor shall undertake to indemnify the company against all claims which may arise under the under noted Acts during signing of the contract:

- a) The FACTORY Act - 1948
- b) The Minimum Wages Act 1948
- c) The Workman's compensation Act 1923
- d) The payment of wages Act 1963
- e) The payment of Bonus Act 1965
- f) The Contract Labour (Regulation and Abolition) Act 1970 and the rules framed thereunder.
- g) Employees Pension Scheme 1995.
- h) Interstate Migrant (regulation of Employment and Condition of Service) Act 1979
- i) The Employees Provident Fund and Miscellaneous Provisions Act 1952
- j) GST Act

**(E) COMMERCIAL:**

1 Bidder shall submit the offer under "*Single Stage Single Bid System*"- Technical bid" and the "Price Bid".

2. The original copy of documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

3 The Technical Bid should not have any price indication.

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

6 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.

7 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.

8 Any bid containing false statement will be rejected.

9 The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.

10 Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.

11 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.

12 Bids shall be typed or written in indelible ink and shall be digitally signed by the bidder or his authorized representative.

13 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 initialed by the person or persons who has/have digitally signed the Bid.

14 Bidder shall fulfill all the relevant clauses applicable for this e-Tender.

15 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

**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(₹) | NETWORTH(₹) |
|------|-------------|-------------|
|      |             |             |
|      |             |             |
|      |             |             |

Place:

Date:

Seal:

Membership Code and Registration No.

Signature

Yours faithfully,

For OIL INDIA LIMITED

**General Manager (Contracts)**

**For: Chief General Manager (Pipeline Services)i/c**

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