

**NIT FOR TENDER NO. GCT 6452 P21**

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**Pipeline Headquarters**  
**P. O. –Udayan Vihar, Guwahati-781171, Assam, India**  
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Oil India Limited, a Government of India Enterprises intends to float the following **Tender:-**

Tender No	Tender Fee(Rs.)	Bid Closing Date & Time	Service Description
<b>GCT6452P21</b>	<b>NIL</b>	<b>27.04.2021 At 11.00 A.M.</b>	<b>“Hiring of Vehicle for OFC maintenance on as and when required basis under PS2 telecom section for a period of two years.”</b>

Bid documents will be issued to following bidders from the office of General Manager (Contracts) PHQ, Noonmati from **17-03-2021 to 26-04-2021** during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) and Bid Opening date (BOD) is as under:

- a) **Bid Closing Date Guwahati : 27-04-2021at 13.30 Hrs.**
- b) **Bid Opening Date Guwahati : 27-04-2021 at 14.00 Hrs.**

**BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BRC)**

- 1.0 The bid shall conform to the specifications and terms and conditions given in the The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

**[A] Financial capability: Bidders must have**

1. 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. 1,28,800.00**

**FOR 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.

2. Net Worth should be positive for the preceding financial year.
3. 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 2020-2021 (or as the case may be) has actually not been audited as on original bid closing date.
4. a) 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
  - OR**
  - ii) Audited Balance Sheet along with Profit & Loss account.
- (b)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 to provide documentary evidence for the same.

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

1.0 Experience: Bidder must have relevant experience successfully completed similar works (*similar works mean 'Providing services of hired vehicles and transport services with PSUs/Central Govt./State Govt./ Semi-State Govt. Organization or any other Central/State Govt. Undertaking in India/ other Reputed private organizations* during last 7 years to be reckoned from the original bid closing date, complying with the following:

- (i) Experience of at least one similar work of **Rs. 2,14,700.00**
- (ii) **FORM 16(A)** has to be submitted in case of private companies

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

1.3. For proof of requisite experience and relevant technical requirements, any one of the following documents/photocopies must be submitted along with the bid:

1.4. In case of OIL contractors, copy of 'Certificate of Completion(COC)'/ 'Certificate of Payments(COP)'/ 'Service Entry Sheet' of jobs successfully completed, during 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 Number will not be accepted.

1.5. Relevant certificate issued by any other Public Sector Undertaking/Govt. Department in last seven (07) years ending bid closing date showing:

- a) Gross value of job done; and
- b) Nature of job done; and
- c) Time period covering the financial year(s) as per NIT; and
- d) Clearly mentioning job completion date.

1.6. 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.

2. Other Technical criteria for bidder to qualify:

2.1. All the supporting documents in compliance to BRC requirements above shall be scanned and uploaded along with the technical bid. Non-submission of the documents will result in rejection of bids.

2.2. Any bid not complying BRC requirements shall be summarily rejected.

2.3 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 should be in the form of copies 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.

OR

- b) In case the work is done for OIL, the bidder shall submit documentary evidence in the form of copies of Final Service Entry Sheet (SES) / copies of Work Order and/or Contract document/copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)' of jobs successfully completed. It may be clearly noted that simply mentioning of OIL's Contract / Work Order No will not be accepted.

**Note: (i) All documents relating to above clause No. [A] & [B] must be submitted along with techno-commercial bid. These documents shall have to be produced by the bidder as and when asked for:**

*(ii) Any bid not complying BRC requirements shall be summarily rejected.*

(iii) 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 BRC and such clarification fulfilling the BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.

**(iv) 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.**

(v) Certificate issued by PSUs / Central Govt. / State Govt. 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.

**2.4 Deviation to the following provision of the tender document liable for rejection of Bid:**

- 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.

**2.5) The Bidder must have a business office establishment for a least one year within 50 Km radius of the area of operation where the services need to be provided (PS-2 Moran). Documentary evidence must be provided in the form of Municipality trade license or other such documents as per the following which satisfies as a proof of having the office establishment.**

- (i) *Trade License issued by the local authority in the name of the Firm or*
- (ii) *Landline phone number in the name of the Firm or*
- (iii) *Electricity bill for last one year in the name of the Firm*

***Relaxation for OIL's registered Vendors:***

***In case of OIL's registered Vendors who are providing similar services for at least six months in the last three years as on Bid Closing date (BCD) in any organizations will be exempted from submission of documents under clauses of Financial and Experience criteria of BRC conditions. However, they will have to provide the following documentary evidence:***

- i) Copy of the work completion certificate for providing similar services for at least six months in the last three years as on Bid Closing date (BCD) in any organizations.***

**[C] COMMERCIAL:**

- 1 Bidder shall submit the offer under "**Single Stage" Single Bid System**". Technical bid" and the "Price Bid".
- 2 Bidder shall furnish Bid Security along with Bid. Bid security shall be furnished as a part of "Technical Bid". **Any bid not accompanied by a proper bid security will be rejected.** Bidder shall submit original

~~document to the address as specified with BCD before Bid opening date and time, otherwise Bid will be rejected.~~

- 3 Bidder shall furnish Bid Security as referred in Relevant Section of the Bid document so as to reach the Company (i.e. OIL) before due date of closing. **Any bid for which bid security is not received before due Date of Bid Closing will be rejected.**
- 4 Validity of the bid shall be minimum **90 days**. Bids with lesser validity will be rejected.
- 5 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 6 **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.**
- 7 **Any bid containing false statement will be rejected.**
- 8 **The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.**
- 9 **Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.**
- 10 **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.**
- 11 Bids shall be typed or written in indelible ink and shall be signed by the bidder or his authorized representative.
- 12 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.
- 13 Bidder shall fulfill all the relevant clauses applicable for this Tender.

**D) OTHER INFORMATION /DOCUMENTS:**

***Bidders are required to furnish the following information with relevant documents wherever necessary:***

- a) Tax Exemption Certificate, if any: Applicable / Not applicable
- b) CST registration No., if applicable:
- c) Local sales Tax registration, if applicable:
- d) PAN no. (photocopy of the PAN card required):

- e) Service Tax registration No. , if applicable:
- f) VAT registration no. if applicable:
- g) Bank account No. With name of Bank, Type of account, Bank address.
- h) P.F. Code.

Non Furnishing of the above information may be liable for rejection of the offer.

E.) GENERAL:

- (i) In case bidder takes exception to any clause of Tender Document not covered under BEC , 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 the Company. The loading so done by the Company will be final and binding on the Bidders.
- (ii) 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 also and such clarification fulfilling the BEC clauses must be received on or before stipulated day from the date of clarification sought by the Company, failing which the bid will be rejected.
- (iii) In case any of the clauses in the BEC contradict with other clauses of Bid Document elsewhere, then the clauses in the BEC shall prevail.
- (iv) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

**F. Evaluation of bids**

The Bids will be evaluated as per the Bid Evaluation Criteria (BEC) as stated herein under:

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.
2. 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 SOQ (i.e. fixed charge per day X 10 DAYS X **24months** & Running Charge per KM X the Estimated KM indicated i.e. **1000 Km/month**) and OT rate.
3. Quoted rates must be in conformity with the applicable minimum wage as applicable otherwise bid will be rejected.
4. **In case more than one bidder emerges as lowest bidder due to equal rate quoted by the bidder, then the lowest bidder will be decided by draw of lots. Company's decision in this regard is final and binding to all bidders.**

5. **Any discount/rebates offered shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate the contract shall be awarded after taking into consideration such discount/rebate after negotiation or otherwise.**
  
- 6 **Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.**

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Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

General Manager (Contracts)  
For Chief General Manager ( Pipeline Services )