

**OIL INDIA LIMITED**  
**( A Govt. of India Enterprise )**  
**4, India Exchange Place,**  
**Kolkata – 700 001.**

**OIL INDIA LIMITED (OIL)** invites sealed tenders for the following service :-

<b>Srl. No.</b>	<b>Tender No. (Bid Closing Date)</b>	<b>Materials Description</b>
1.	<b>OIL/01/2011 (Dt. 03.06.2011)</b>	<b>HIRING OF ROUND THE CLOCK SECURITY SERVICES AND PUMP / GENERATOR, LIFT OPERATOR-CUM-ELECTRICIAN AT OIL TRANSIT FLAT, TOLLYGUNGE, 2E, CHARU CHANDRA AVENUE, KOLKATA – 700 033 AND 12, LEE ROAD, KOLKATA – 700 014 FOR A PERIOD OF TWO YEARS (EXTENDABLE BY ANOTHER ONE YEAR AT SAME RATE, TERMS AND CONDITIONS).</b>

**2.0** Bid documents (Non transferable) can be purchased from **06.05.2011** till one day prior to the respective Bid Closing Dates on payment of tender fee of Rs. 500.00 each through Crossed Demand Draft in favour of M/s. Oil India Limited (excepting for PSUs and SSI units registered with NSIC/Directorate of Industries for the item) from (A) Head (Calcutta Branch), Oil India Limited, 4,India Exchange Place, Kolkata – 700001. **The interested parties who have their registered office in Kolkata and possessing valid license from the relevant authority of Kolkata Police are only eligible to participate against this tender and purchase tender documents.**

**3.0** Bidders may visit OIL's website [www.oil-india.com](http://www.oil-india.com) for further details on the above tenders.

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**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
**4, INDIA EXCHANGE PLACE**  
**KOLKATA- 700 001**

**(Ph : 033-2230-1657/8/9; FAX : 033-2230-2596)**  
**EMAIL: [oilcalmn@cal2.vsnl.net.in](mailto:oilcalmn@cal2.vsnl.net.in), [oilcalmn@dataone.in](mailto:oilcalmn@dataone.in)**

To

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Dear Sirs,

**SUB: HIRING OF ROUND THE CLOCK SECURITY SERVICES AND PUMP / GENERATOR LIFT OPERATOR –CUM- ELECTRICIAN AT OIL TRANSIT FLAT, 2E, CHARU CHANDRA AVENUE, TOLLYGUNGE, KOLKATA – 700 033 AND\_12 LEE ROAD KOLKATA– 700014 FOR A PERIOD OF TWO YEARS EXTENDABLE BY ANOTHER ONE YEAR AT THE SAME TERMS AND CONDITIONS**

<b>TENDER/ENQUIRY NO.</b>	<b>: <u>OIL/01/2011</u></b>
<b>BID CLOSING DATE &amp; TIME</b>	<b>: <u>03.06.2011(14:00 Hrs)</u></b>
<b>BID OPENING DATE &amp; TIME</b>	<b>: <u>03.06.2011(14:00 Hrs)</u></b>
<b>TENDER FEE</b>	<b>: <u>₹ 500.00</u></b>
<b>BID SECURITY</b>	<b>: <u>₹ 10,000.00</u></b>
<b>PERFORMANCE SECURITY</b>	<b>: <u>Applicable @ 2.5 % of Contract Value</u></b>

Sir,

1.0 Oil India Limited (OIL), a Government of India Enterprise, invites sealed tenders from reputed experienced contractors for the following services :

**1.1 Requirement**

The present daily requirement is as under and as per schedule of service shown in Annexure – A.

<b><u>Description of work</u></b>	<b><u>Location</u></b>
a) Round the clock Security (Un-armed) . <b><u>Minimum Manpower requirement-04 Nos</u></b>	Within OIL Transit flat at 2E, Charu Chandra Avenue, Tolygunge, & 12 Lee Road
b) Round the clock Pump / Generator Lift Operator –cum-electrician <b><u>Minimum Manpower requirement-02 Nos</u></b>	Within Oil Transit Flat at 2E, Charu Chandra Avenue Tolygunge, Kolkata

Offers should be sent in sealed covers addressed to Head (Calcutta Branch), Oil India Limited, 4, India Exchange Place, Kolkata - 700 001 and the following details must be clearly marked on the cover containing the offers on the left hand side top corner >

- I OIL's Ref. No. :
- II Bid Closing Date :
- III Brief Description
- IV Tender's name and Address

Contd.....P/2

Offer should be valid for minimum 120 days period and the validity should be indicated in the offer.

Tenders in their own interest are advised to drop their offers personally in the Tender Box at Head (Calcutta Branch)'s Office at Kolkata. Alternatively they may send the same through Registered post / courier also, but OIL will not be responsible for any delay, wrong delivery or non-delivery of the tenders due to any reason.

OIL reserves the right to increase / decrease the quantum of job / services at the time of placement of order / award of contract / during the tendency of the contract and it will be obligatory on the part of the successful bidder to accept the same at the offered rates.

The service is initially required for a period of two years and this may be extended by another year on the same rates, terms and conditions at OIL's discretion.

Before tendering, the Bidders are advised to inspect the work site and may discuss with Manager (Administration), Oil India Limited, Calcutta Office to assess the nature and extent of the work and conditions under which it will be carried out.

Application showing full address / e-mail address with Tender fee (non-refundable) of ₹ 500.00 per tender (excepting PSU and SSI units registered with NSIC) by Demand Draft in favour of M/s. Oil India Limited payable at Kolkata and to be sent to **Head-Calcutta Branch**, Oil India Limited, 4, India Exchange Place, Kolkata – 700 001 only till one day prior to the bid closing date.

## 2.7 BID REJECTION CRITERIA AND BID EVALUATION CRITERIA

### 1.0 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.

Contd.....P/3.

1.1.0 **TECHNICAL :**

1.1.1 **BIDDERS ELIGIBILITY CRITERIA**

1.1.1.1 The bidder shall be a Registered Security Agency by Govt. Authorities with valid credentials and have experience of carrying out security services. The bidder must have their registered office in Kolkata and possessing valid license from the relevant authority of Kolkata Police .

1.1.1.2 Bidder must have relevant experience in carrying out similar nature of job for 3 years with PSUs/Central Govt./State Govt. Organization /Large Industries/Corporate Houses in last 7 (seven) reckoned from the Bid closing Date (BCD). The bidder should enclose satisfactory Security services certificate from the clients to whom the security services have been provided in last seven years in support the experience.

1.1.1.3 Bidder should have successfully executed similar works of value:-

i) Single contract of minimum value of 80% of Bid value.

OR

ii) Two contracts of minimum value of 50% of Bid value each.

OR

iii) Three contracts of minimum value of 40% of Bid value each.

Note:

1.Documentary evidences in support of valid Registration and fulfilling the requirement as spelt out in clause 1.1.1 must be submitted along with bid. If the validity of Registration does not cover the proposed service period the party must give an undertaking to renew the same till the completion of the contract.

2.For proof of experience, any one of the following document/photocopy must be submitted along with the bid:-

a)In case of OIL contractors, copy of certificate of completion (COC)/Certificate of payment (COP) of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO no. will not be accepted.

b)Document issued by any other PSUs/Central Govt./State Govt. Organization /Large industries/Corporate Houses last seven years reckoned from the Bid closing Date. Gross Value of Job done; Nature of job done and Time period covering the financial year(s) as per NIT.

c)These documents shall be in the form of copies of Contracts/ Work Orders/ Completion Certificates/ Payment Certificates/Service Entry Sheet (SES) issued by the Owner. However, the originals of these documents shall have to be produced by the bidder, as and when asked for.

1.1.1.4 The bidder should have an average annual financial turnover of at least 30% of contract value during the last 03(Three) years ending 31st March 2011.

For proof of annual turn over any of the following document/ photocopy must be submitted along with the bid.

i) A certificate issued by a practicing chartered/ Cost accountant firm, with membership number certifying the annual turn over and nature of business.

ii) Audited balance Sheet and profit and loss account.

iii) Solvency Certificate from Bank.

1.1.1.5 Bidder(s) must also furnish the followings:-

i.NAME OF THE FIRM

ii.DETAIL POSTAL ADDRESS

iii.TELEPHONE NO.& MOBILE NO.

iv.CONTRACT PERSON#S CONTACT NO.

v.TAX EXEMPTION CERTIFICATE NO.(Attested copy required).

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- vi.CST REGD. NO. (Attested copy required).
- vii.LOCAL SALE TAX REGD.NO.(Attested copy required)
- viii.PAN NO. (Attested copy required)
- ix.VAT REGD. NO. (Attested copy required)
- x.BANK ACCOUNT NO./Type
- xi.BANK NAME
- xii.BANK ADDRESS
- xiii.SERVICE TAX REGD.NO.(Attested copy required)
- xiv.P.F.CODE NO. (Attested copy required)  
(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F.is required to be deposited later on, the same will be deposited by the bidder(applicant)
- xv.VENDOR NO.(IF AVAILABLE)

1.1.1.6 Non-submission of the documents as specified in BRC above will result in rejection of bids.

#### 1.2.0 **COMMERCIAL:**

1.2.1 Bidder shall furnish EMD as Bid Security along with Bid. Bid security shall be furnished in the form of Demand Draft/ Banker's cheque from any Nationalised Bank as a part of the Bid in a separate sealed envelope . Any bid not accompanied by a proper bid security will be rejected.

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

1.2.3 Bid shall be typed or written in indelible ink and original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected.

1.2.4 Bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by

Bidder, in which case such corrections shall be initialed by the person(s) signing the bid. Any bid not meeting this requirement shall be rejected.

1.2.5 Any bid containing false statement will be rejected.

1.2.6 Bidders must quote clearly and strictly in accordance with the price schedule of Bidding Documents , otherwise the bid will be rejected.

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

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

1.2.9 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.

1.2.10 The quoted price in the bid must be written clearly both in figures and words.

1.2.11 The quoted price in the bid shall include service tax and other applicable taxes/liabilities including State liabilities.

#### 2.0 BID EVALUATION CRITERIA (BEC):

2.1 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:

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

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2.3 The Bids will be evaluated on the basis of total monthly financial outgo for all the required services which should include monthly commission charges and all applicable statutory charges. Rates are to be quoted as per Annexure – A.

2.8 OIL reserves the right to accept or reject any offer without assigning any reasons whatsoever, OIL's decision in this regard shall be final

### 3.0 Invoicing / Payment

3.1 The Company shall, within 15 (Fifteen) days of the receipt of the Contractor's invoice, pay by cheque drawn on a nationalized bank for the undisputed portion of the said invoice. The Contractor shall submit the invoice for the service actually rendered on calendar month basis together with documentary evidence of deposit of P.F. contribution documentary evidence of the persons employed with the Authority

### 4.0 Taxes

4.1 Tax levied as per provisions of Indian Income Tax act and any other to enactment/rules on income derived/payment received under the contract will be on contractor's account. **The quoted price in the bid shall include service tax and other applicable taxes/liabilities including State liabilities.**

### 5.0 Contractor's Obligation

5.1 The contractor, if so required, shall obtain requisite license at his cost from the appropriate licensing authority for executing this contract work and submit copy of such license to the Company as and when asked for. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulations & Abolition) Act 1970. It may please be noted that any Contractor employing 20 (Twenty) or more number of workmen on any day of the preceding 12 (Twelve) months is required to obtain requisite license at his cost from the appropriate licensing office / officers before undertaking any contract work under the contractor Labour (Regulation & Abolition) Act 1970.

5.2 Contractor shall ensure full compliance of various Indian laws and Statutory Regulations, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/license etc. from appropriate authorities for conducting operations under the contract :-

- a) The Mines Act.
- b) The Minimum Wages Act.
- c) The Workman's Compensation Act.
- d) The Payment of Wages Act.
- e) The Employees Provident Fund Miscellaneous Provision Act.
- f) The Payment of Bonus Act. 1965.

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-: 6 :-

- g) The Contract labour (Regulation and Abolition) Act. 1970 and the rules framed there under.
- h) Family Pension Scheme.
- i) Inter State Migrant Workmen (Regulation of employment and condition of Service) Act. 1979.
- j) West Bengal Shop & Establishment Act.

Or, any other Act or statute not hereinabove specifically mentioned  
having bearing over engagement of works directly or indirectly to render  
the specified services mentioned in Annexure - A

5.3 The Contractor shall disburse the Wages as applicable to their personnel for contracted service on a specified date as per statutory requirement.

5.4 Payment shall be made by the Contractor for the services rendered directly to their personnel without the intervention of any Jamadars or the kadars and that the Contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered from such payment.

5.5 In order to promote, safeguard and facilitate the general operational economies in the interest of the Company during the continuance of this agreement, the contractor hereby agrees and undertakes not to take any direct or indirect interest and / or support, assist, maintain or help any person(s) engaged in anti-social activities, demonstrations, riots or in any agitation prejudicial to the company's interest and any such event taking shape or form at any place of the Company's work or its neighborhood. The Contractor's Personnel deployed for the required services should be free from criminal records.

5.6 The Contractor shall arrange and provide to his personnel at his won cost appropriate protective clothing / safety gears / uniforms as required for providing said services.

5.7 The contractor shall ensure strict compliance with provisions of all applicable whether or not specifically law mentioned in 5.2 above.

5.8 The Contractor shall provide, as and when required by the Company, records / documents to the Company for its verification of disbursement made for services rendered.

5.9 The contractor shall provide documentary evidence of requisite Registration of his firm for doing such business as and when asked for.

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5.10 The contractor shall arrange insurance to cover all risks in respect of their personal deployed during the execution of the contract.

## **6.0 Default**

**6.1** If the Contractor fails to provide the services as required by the Company, OIL will be at liberty to arrange the services from an alternative source of its choice. The additional expenses arising out of such alternative arrangement of the services will be deducted from the Contractor's incoming / pending bills.

## **7.0 RESPONSIBILITIES OF THE CONTRACTOR :-**

7.1 The Contractor shall maintain liaison with Local Police Stations in connection with filing of FIR and helping Police for investigation (wherever required), to bring improvement in security service wherever contractor security persons deployed.

7.2 Contractor shall have to watch and safeguard Company's property round the clock generally within and around assigned duty areas/sites. At times Contractor may have to deploy the security guards in other areas as decided by the Installation In-Charge if required for operational exigencies. Any loss/damage/theft of Company's property from any assigned areas/sites shall have to be made good at the Contractor's cost in case of occurrence during the period of the area/site being guarded by the Contractor.

7.3 In case any item(s) is lost from the place where contractor security is deployed entire amount will be recovered from the Contractor's Bill. If Contractor recovers the materials, he shall submit necessary certificate from the concerned department duly received by the concerned department who raised the theft reports within 15 days from the date of occurrence of theft and the recovered money will be returned back.

7.4 The Contractor shall be solely responsible for any damage, loss or act of subversion or unlawful activities, which may be caused or committed, by any one of his/her/their workers within Company's establishment during the contractual period.

7.5 The name of the Contractor(security agency) shall be prominently visible on the shirt and name of each guard displayed on a name plate pinned to the shirt worn by the security guards. The Contractor must ensure that the security guards turn up on duty with suitable and proper uniform. Any security guards, without aforesaid dress shall not be allowed to attend duty.

7.6 The Contractor shall issue Identity Card/Photo Pass to each security guard as per Company's and Govt. Security Regulatory norms & the security personnel must carry/display the same during working hours. Contractor shall get sample of the uniform approved by the Installation In-Charge before providing the same to his personnel.

7.7 Contractor shall deploy one male person per shift per post who must be physically/medically/mentally fit and do not exceed the over age (above superannuation).

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7.8 The Contractor shall arrange own transport, whenever necessary, for self and the security guards to execute contractual responsibilities.

7.9 The Contractor shall not engage any person as security guard whose Police verification report is found adverse.

7.10 All posts are transferable and may be split/re-deployed depending on operational requirement without any prior notice.

7.11 The Contractor shall comply with any other instruction which may be issued by the Company from time to time. The number of persons at any of the security posts may be changed from time to time due to operational exigencies to which the contractor shall not object. 2.12 The Contractor shall be responsible for ensuring disciplined duty of the security guards. The Contractor shall be solely held responsible for misconduct of any the security guards whatsoever. If lawfull authority in connection with any crime, convict any of the contractor's security guards, the Contractor shall immediately remove such person from services.

7.13 In case of death of any Security guard of the Contractor, the Contractor shall be responsible for settling down his/her claim and under no circumstances his/her next of kin can claim for deployment in company (OIL) as a Security personnel.

7.14 The Contractor shall ensure that security guards do not leave their place of duty under any circumstance till the next reliever reports for duty. Contractor shall be fully responsible for deployment of reliever.

7.16 The Contractor shall have a registered office with telephone Number and Mobile Phone. The Contractor shall make available the Office address, telephone number and mobile number to the Installation In-Charge. The Office address, telephone number and mobile number shall also be available with the security guards.

7.17 The Contractor shall maintain the following registers in every post:-

- (i) Monthly Duty roster and Shift wise daily attendance of the security guards deployed (one copy should be submitted every month to the Installation In-Charge).
- (ii) Day to day record of incoming/outgoing materials and vehicles wherever applicable
- (iii) Visitors's register wherever applicable.
- (iv) Beat book/duty book/diary book by the all contractor security guards on daily basis,details of duty/shift/off etc. The Beat book/Duty book to be carried by the Contractor Security guards always while on duty for showing to the Contractor's supervisor and/or the Installation In-Charge or his/her Representative while checking Duty Post.

7.18 The Contractor in their posts, if required, shall arrange for permanent/temporary accommodation for the security guards.

## 8.0 **Termination of the Contract**

8.1The contract can be terminated by either side at any time with one month notice in writing. In the event of termination of the contract, OIL shall pay the Contractor for the services already rendered prior to such termination. The Contractor shall have no claim for any compensation arising out of such termination.

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9.0 **Force Majeure**

- a) In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligation under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing by courier / fax to other party as soon as possible, after the occurrence of the cause relied on then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
- b) The term FORCE MAJEURE as used herein shall mean acts of Gods, act of the of the public enemy, wars whether declared or not, blockades, insurrection, riots, landslides, lightening, earthquake, fires, storms, floods, washouts, Government Regulations and orders, civil commotion and any other causes, whether of the kind herein enumerated or otherwise, which are not within the control of the party claiming suspension and which renders, performance of the contract by the said party impossible.

**10.0 Arbitration**

10.1 In the event of any disagreement, disputes arising in connection with execution of the contract which cannot be settled in an amicable manner between the Contractor and the Company the matter shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996, as amended up to date or any statutory modification or re-enactment thereof for the time being in force. Arbitration proceeding will be held in India and will be subject to Indian Laws. The venue of arbitration shall be Kolkata.

Thanking you.

Yours faithfully  
OIL INDIA LIMITED

CHIEF MANAGER MATERIALS  
For HEAD (CALCUTTA BRANCH)

Contd.....Annexure A

**ANNEXURE - A**

**SCHEDULE OF SERVICE**

SL No.	Description of Service	Location	Monthly Total Charges (₹)
1	Round the clock Security(un-armed). Minimum Manpower requirement- <b>04 Nos.</b>	2E, CHARU CHANDRA AVENUE, TOLLYGUNGE, KOLKATA - 700 033 AND 12 LEE ROAD KOLKATA-700014	
2	Round the clock Pump/Generator/ Lift Operator-cum-Electrician. Minimum Manpower requirement- <b>02 Nos</b>	2E, CHARU CHANDRA AVENUE, TOLLYGUNGE, KOLKATA - 700 033 AND 12 LEE ROAD KOLKATA-700014	
Including monthly commission charges and all applicable statutory charges ,service tax and all other charges			<b>Total ₹</b>

**NOTE**

1. Depending on requirement the Company at its sole discretion may also advise the Contractor to undertake the above / similar jobs at existing / other location.
2. The quoted price in the bid shall include service tax and other applicable taxes/liabilities including State liabilities.