

NIT FOR TENDER NO. CGI6615P25
OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
P. O. –Udayan Vihar, Guwahati-781171, Assam, India
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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	Tender Fee(Rs.)	Bid Closing Date & Time	Service Description
CGI6615P25	NIL	10.07.2024 At 11.00 AM	Hiring of Electrical services for repairing, servicing & gas charging of air conditioners for PS-7 Madarihat, PS-8 Sonapur & RT for a period of 03(Three) 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.

PART - 2

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

The bid shall conform generally 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. Bidders are advised not to take any exception/deviations to the bid document. All the documents related to BEC/BRC shall be submitted along with the Techno-Commercial Bid.

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

EXPERIENCE & FINANCIAL CRITERIA

1.0 EXPERIENCE

Past Experience: The bidder must have successfully executed/completed similar Works over the last 7 (seven) years reckoned from the Original Bid Closing Date in

Central/State Government/ PSUs/ Nationalised Banks/ Public Limited Company
as under –

1. One similar completed work costing not less than **INR 4,59,277.33**.

Similar Work as described above shall mean experience of **“Repairing or Servicing or Annual Maintenance of Refrigerating items like Air Conditioners or Water Coolers or Bottle Coolers or Refrigerators or Deep Freezer units or Cold Storage Units”**.

Note 1

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

ii) If the prospective bidder is executing service contract of similar work which is still running and the contract value executed prior to due date of bid submission is equal to or more than INR 4,59,277.33. 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.

iii) Documentary Evidence:

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) or copies of Work Order or Contract document or 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.

2.0. FINANCIAL EVALUATION CRITERIA:

The following financial criteria shall have to be met by the bidder.

(i) Annual Turnover: Minimum Annual turnover should be at least **INR 4,59,277.33** in any of the preceding 3 financial years considered from the original bid closing date.

For Consortium:

At least one member of the consortium to meet the criteria of minimum turnover of INR 4,59,277.33 in any of the preceding 3 financial years considered from the original bid closing date. The other members of consortium should meet minimum turnover requirement of INR 229638.67.

(ii) Net worth: Net Worth of the bidder should be positive for the preceding financial/ accounting year

Note 2

1) Documentary evidence in support of Annual Financial Turnover & Net Worth for the preceding 03(three) financial/accounting years should be submitted along with the technical bid, in the form of

a) Audited Balance Sheet and Profit & Loss Account

OR

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

Note:ANNEXURE-AA (furnished below) is to required to be mandatorily submitted

2) 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.

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 2023-2024 (or as the case may be) has actually not been audited so far.

4. COMMERCIAL:

4.1. Bidder shall submit the offer under **Single Stage Single bid (Composite)system.**

The tender is invited under **SINGLE STAGE SINGLE BID SYSTEM.** The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's E-Procurement portal within the Bid Closing Date and Time stipulated in the E-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded under "Technical Attachment" Tab only. Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page. **The Technical Bid should not have any price indication otherwise, the bid shall be rejected straightway.** Details of prices as per Price Bid format/ Priced bid to be uploaded under "Notes and Attachment" Tab. **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.**

Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened. In Bid opening, Technical Bid will be opened. Priced Bid opening will be notified in OIL E TENDER portal.

4.2. Bidder shall furnish **Bid Security(if applicable)/ DECLARATION FOR BID SECURITY(if applicable)** along with Bid. **Bid Security/DECLARATION FOR BID**

SECURITY shall be furnished as a part of 'Technical Bid'. **Any bid not accompanied by a proper Bid Security(if applicable)/ DECLARATION FOR BID SECURITY(if applicable) 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.** A scanned copy of this document should also be uploaded along with the Un-priced bid.

EMD/Bid security is **not applicable** against this tender. ~~and may be paid in the form of Demand Draft/Banker Cheque /Bank Guarantee (as per Proforma-D)~~ **DECLARATION FOR BID SECURITY(if applicable) is to be furnished by the bidders along with the technical Rfx in case of seeking exemption from submission of Bid security/ EMD(if applicable) (as per Proforma-R).**

Any offer not accompanied with the Bid Security(**if applicable**) shall be treated as invalid and summarily rejected unless the bidder is exempted from submission of Bid Security as per Bid Security Exemption Criteria of this tender and proper proof towards this exemption is submitted by the bidder. Any subsequent deposit of Bid Security(**if applicable**) after the bid closing date shall not be permitted. Also, adjustment of Bid Security(**if applicable**) due against the instant tender, against dues from the Company or on any account shall not be permitted.

4.3. The Validity of the bid shall be **minimum 90 days from actual bid closing /opening date**. Bids with lesser validity will be rejected.

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

4.5. **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.**

4.6. Any bid containing false statement will be rejected.

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

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

4.9. 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

4.10 **PURCHASE PREFERENCE CLAUSE:**

PURCHASE PREFERENCE TO MSE BIDDERS: Purchase Preference to Micro and Small Enterprises is applicable for this tender. Bidders seeking benefits, under Purchase Preference Policy (MSE) shall have to be registered under Udyam Registration.

- a) Purchase Preference to Micro and Small Enterprises (MSEs) falling within the price band of **L-1+ 15%** and ~~Purchase preference policy linked with Local Content (PP-LC) falling within the price band of L-1+ 20%~~ shall be applicable in this tender.
- b) In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs - Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either **PP- LC or MSE policy**. Bidder to categorically confirm under which policy i.e. **PP-LC or MSE**, they want to avail the benefit and to submit requisite document/certificate in support to avail this benefit. The bids shall be evaluated based on their declaration. No benefit shall be given if the bid is submitted without any above declaration along with supporting document as per the respective policies. Please refer **PROFORMA-XVII** to confirm under which category (PPLC or MSE) the benefit has been sought.**(NOT APPLICABLE FOR THIS TENDER)**

In case participating MSEs Quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE.

In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

Documentation required to be submitted by MSEs: Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL- E-26062020-220191 dated 26.06.2020.

The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender must submit the following documents along with the technical bid for availing the benefits applicable to MSEs.

- (i) **Udyam Registration Number with Udyam Registration Certificate.**

Note: In case bidding MSE is owned by Schedule Caste or Schedule Tribe or Woman entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST/Woman entrepreneur should also be enclosed.

b) PURCHASE PREFERENCE POLICY (LINKED WITH LOCAL CONTENT) (PP- LC): (NOT APPLICABLE FOR THIS TENDER)

i) Purchase preference policy-linked with Local Content (PP- LC) notified vide letter no. FP-20013/2/2017-FP-PNG dated 17th November, 2020 of MoPNG & Order No. FP20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 of MoPNG shall be applicable in this tender. Bidders to check the provisions of the Notification for their eligibility to bid and seek benefits for Purchase preference, accordingly. Purchase preference will be applicable as per the Notification(s) and any amendment thereof. Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions of the notification no. FP-20013/2/2017-FP-PNG dated 17th November, 2020 & Order No. FP20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 of MoPNG or subsequent amendments, if any.

ii) Upon award of Contract based on PP-LC policy, the bidder shall have to furnish their compliance to all the provisions of PP-LC policy and to submit additional 10% Bank Guarantee of the total Contract value (format enclosed as PROFORMA-XV) towards fulfilment of conditions pertaining to Local Contents in accordance with the value mentioned in the certificate of LC.

c) AWARD OF CONTRACT: The total requirement of hiring tendered services is not splitable/not divisible under the Purchase Preference policy.

In case of participation of both MSE and LC bidder(s) against the tender, MSE bidder(s) will be given preference over LC bidder(s) to match with L1 bidder as per Public Procurement Policy. Accordingly, Purchase preference shall be extended as per the following:

a) Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. **If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference/price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder(s) subject to acceptance of L1 bid price.**

b) In case of non-eligible MSE bidder (s): (NOT APPLICABLE FOR THIS TENDER)

i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I local supplier”, the contract for full quantity will be awarded to L1.

(ii) If L1 bidder is not a “Class-I local supplier”, the lowest bidder among the “Class-I local supplier” will be invited to match the L1 price subject to the Class-I local supplier’s quoted price falling within the margin of purchase preference, and the contract shall be awarded to such “Class-I local supplier” subject to matching the L1 price.

(iii) In case such lowest “Class-I local supplier” fails to match the L1 price, the next higher “Class-I local supplier” within the margin of purchase preference shall be invited to match the L1 price and so on and the contract shall be awarded accordingly. In case none of the “Class-I local supplier” within the margin of purchase preference matched the L1 price, the contract may be awarded to the L1 bidder.

4.11 There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno- Commercial Bid.

4.12 Bid received with validity of offer less than 120 (One Hundred Twenty) days from Bid Closing Date will be rejected. Bidder must submit a declaration regarding bid validity as per the format prescribed in PROFORMA-B.a)

4.13 The Integrity Pact is not applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid will be rejected.

4.14 Only one bid against a party offering individually as well as under Proprietorship/Partnership firms shall be accepted. In case any bidder is found to have submit separate bids under proprietorship as well as under any Partnership firm then the acceptable bid made in the name of the Partnership firm will only be considered for further evaluation.

5. BID EVALUATION CRITERIA (BEC):

5.1. 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.

5.2. 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.

5.3. 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

5.4. 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.

5.5 Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.

6.0 PRICE EVALUATION CRITERIA:

6.1 Price bid shall be opened in respect of only the techno- commercially acceptable bidders whose bids have been found to be substantially responsive. A substantially responsive bid is one that meets the terms and conditions of the Tender and/or the acceptance of which bid will not result in indeterminate liability on OIL.

6.2 Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.

6.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between words, and figures, the amount in words will prevail. If any Bidder does not accept the correction of the errors, their Bid will be rejected.

6.4 It is to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameter, as the case may be.

6.5 The bidders are advised not to offer any discount/rebate separately and to offer their prices after considering discount/rebate, if any.

6.6 Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the contract price.

6.7 The inter-se-ranking of the techno-commercially qualified bidders will be determined on overall lowest cost basis (L-1 offer) i.e. considering the Total quoted price inclusive of all liabilities and GST.

6.8 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.

6.9 OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

6.10 Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & the bids will be evaluated based on total price including GST.

6.11 Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to L-1 bidder.

7.0 OTHER INFORMATION /DOCUMENTS:

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) Goods & Service Tax registration no.
- e) Bank account no. with name of Bank, Type of account, Bank address.
- f) P.F. Account No./ Code
- g) ESI Account No./Code, if applicable
- h). GST REGISTRATION NO.

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

8.0 GENERAL:

a) In case bidder takes exception to any clause of Tender 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 the 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.

b) **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 also such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.**

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

d) Any exceptions/deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their Techno-Commercial bid only.

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

e) 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.

f) 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.

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

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

9.0 COMPLIANCE OF THE COMPETITION ACT, 2002: The bidder shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation of the provisions of the Act shall attract penal action under the Act.

10.0 LAND BORDER SHARING: Bidders should submit an Undertaking that, their bid is compliant to Order No. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from a bidder of a country which shares land border with India.

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(Rs.)	NETWORTH(Rs.)
2020-2021		
2021-2022		
2022-2023		

Place:

Date:

Seal:

Membership Code and Registration No.

UDIN:

Signature:

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

Yours faithfully,
For OIL INDIA LIMITED
Chief General Manager (C&P)
For: ED (PLS)