

NIT for Tender No. CGI7015P25

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:

<u>Tender No</u>	<u>Tender Fee</u>	<u>Bid Closing Date & Time</u>	<u>Service Description</u>
CGI7015P25	NIL	29.08.2024 At <u>11.00 A.M.</u>	Hiring services of skilled and unskilled WCLs for Office assistance to carry out day to day office jobs at Pipeline Project Department, PHQ for a period of four(04) 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.

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

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.

1.0 ELIGIBILITY CRITERIA:

Ministry of Petroleum & Natural Gas vide Notification No. FP- 20013/2/2017-FP-PNG-Part(4) (E-41432) dated 26.04.2022 has notified that Public Procurement (Preference to Make in India), Order 2017 (PPP- MII) issued by DPIIT and as amended from time to time shall be applicable to all the Public Sector Undertakings and their wholly owned subsidiaries under MoP&NG with certain modifications.

The bidder must be incorporated/registered in India and must maintain more than 20% local content (LC) for the offered services to be eligible to bid against this tender.

Regarding calculation of local content and submission of documents during bidding & execution of contracts, provision of Purchase preference policy linked with Local Content (PP-LC) notified vide Letter No. FP- 20013/2/2017-FP-PNG-Part(4) (E-41432) dated 26.04.2022 by-MoPNG (including subsequent amendments thereof, if any) shall be applicable.

If such local content is not maintained during execution of contract, OIL reserves the right to invoke the Performance Securities submitted by the bidding and supporting companies, in addition to resorting to other options as may be deemed appropriate.

Whether or not the bidders want to avail PP-MII benefit against this tender, it is mandatory for them to meet the following at the bidding stage:

- (a) The Bidder must provide the percentage (%) of local content in their bid, without which the bid shall be summarily rejected being non-compliant.
- (b) The Bidder shall submit an undertaking as per Proforma-XIV from the authorized signatory of bidder having the Power of Attorney along with the bid specifying the LC Percentage and such undertaking shall become a part of the contract, if awarded
- (c) Bidder to submit a copy of their Certificate of Incorporation/registration in India.

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

[A] Financial capability: Bidders must have

(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.9,28,798.72**

Note: Annual Financial Turnover of the bidder from operations shall mean Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (i.e., bidding entity, as the case may be) during a financial year as per the Companies Act, 2013 Section 2 (91).

Period for consideration:

In any of preceding 3 financial years

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

Note: The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.

(c) 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 (as the case may be) has actually not been audited so far.

(d) 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, Firm Registration Number and UDIN), certifying the Annual turnover & Net worth.

OR

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

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

iii) Mentioning of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice

[B] Experience: Bidders must have.

Relevant experience of having successfully completed one "similar work" of value **Rs.15,47,997.87** with Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization/Nationalised Banks or any other Central/State Govt. Undertaking in India in last 7(Seven) years to be reckoned from date of bid closing.

"Similar work" mentioned above means bidder shall have the experience of "**providing manpower services**" in Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization/Nationalised Banks or any other Central/State Govt. Undertaking in India " during last 7 (seven) years from the bid closing date.

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 which such services have been rendered.

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

1. A relevant Certificate issued by PSUs or Central Govt. or State Govt. or Semi-State Govt. Organization/ Nationalised Banks in last seven years from date of original 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.

NON- SUBMISSION OF THE DOCUMENTS AS SPECIFIED IN BRC ABOVE WILL RESULT IN REJECTION OF BIDS.

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) 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.

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

[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.

[D] The Bidder must have a business office establishment for a least one year reckoned from the original BCD within 50 Km radius of the area of operation where the services need to be provided i.e. Pipeline Headquarter Guwahati-Assam of Oil India Limited. 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**
- (iv) GST registration certificate**

Note: All documents relating to above clause No. (A), (B), (C) and (D) must be submitted along with techno-commercial bid. These documents shall have to be produce by the bidder as and when asked for:

1.2 Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner and ESI registration no.

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.

3.0 BID EVALUATION CRITERIA (BEC) :

3.1 Bids conforming to the terms and conditions stipulated in the bid document and considered responsive and subject to qualifying the Bid Rejection Criteria will be considered for further evaluation.

3.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of commission rates (% , percentage) quoted by the bidders.

3.3 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.

3.4 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.

3.5 CONTRACTOR'S COMMISSION (PROFIT, ESTABLISHMENT, HANDLING CHARGES ETC.) QUOTED BY THE SUCCESSFUL BIDDER MUST BE FIRM DURING THE PERFORMANCE OF THE CONTRACT AND NOT SUBJECT TO VARIATION ON ANY ACCOUNT WHATSOEVER. ANY BID SUBMITTED WITH ADJUSTABLE PRICE QUOTATION OTHER THAN THE ABOVE WILL BE TREATED AS NON-RESPONSIVE AND REJECTED.

3.6 THE BIDDERS MUST QUOTE THE PROFIT, ESTABLISHMENT & HANDLING ELEMENT IN PERCENTAGE TERMS ONLY WHERE THE LOWER CEILING OF THE MARGIN IS 5.00% (FIVE PERCENT) AND THE UPPER CEILING IS 7.5% (SEVEN POINT FIVE PERCENT) AND THE VALUE UP TO TWO DECIMAL PLACES WILL ONLY BE CONSIDERED. BIDDER QUOTING BELOW 5.00% AND ABOVE

7.5% 'PROFIT, ESTABLISHMENT AND HANDLING CHARGE' WILL BE SUMMARILY REJECTED.

4.0. COMMERCIAL:

4.0.1. Bidder shall submit the offer under "**Single Stage two Bid System**".

4.0.2. Bidder shall furnish Bid Security along with 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. A scanned copy of this document should also be uploaded along with the bid.

4.0.3. 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.

4.0.4. Validity of the bid shall be minimum **120 days** Bids with lesser validity will be rejected.

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

4.0.6. 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.

4.0.7. Any bid containing false statement will be rejected.

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

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

4.0.10. 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.

4.0.11. 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

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*****

