

NIT for Tender No. CGI0454P26

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:

Tender No	Tender Fee	Bid Closing Date & Time	Service Description
CGI0454P26	NIL	31.12.2025 At 14.00 PM.	To Provide day to day services of Works Contract Labours (Listed unskilled) in assisting various jobs in Electrical & Cathodic Section of PS5 & office of GM(E&C)PL, CGM(E&C)PL and Hiring services of WCL(P) Unskilled at Materials Department, PHQ Guwahati.

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.

1.1 ELIGIBILITY CRITERIA:

1.2 TECHNICAL CRITERIA:

- (a) Bidder must have experience of successfully executed/completed at least one job of **‘Providing services of supply of Contractual Labour/manpower’**, of value of minimum **Rs. 7,50,000.00 (Rupees Seven Lakh Fifty Thousand)** only, **over the last seven (07) years reckoned from the original bid closing date** in PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company, in India.
- (b) The Bidder must have a business office establishment for a least one year reckoned from the original BCD(Bid closing date) within 50 Km radius of the area of operation where the services need to be provided i.e. Pipeline Head Quarters, Oil India Limited, Guwahati Assam. Documentary evidence must be provided in the form of a Municipality trade license for last one year reckoned from the original bid closing date or other such documents as per the following which satisfies as a proof of having the office establishment.
- (i) Trade License for last one year reckoned from the original bid closing date 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 reckoned from the original bid closing date in the name of the Firm or
 - (iv) GST registration certificate in the name of the Firm.

Notes to BEC Clause No. 1.2 above:

- A. **‘SIMILAR WORK’** mentioned in **Clause No. 1.2 (a)** above means **‘Experience in supply of Contractual Labour/manpower services.’**
- B. For proof of requisite Experience (refer Clause No. 1.2-a), the following documents/ photocopy must be submitted along with the bid:
- (i) Contract document / LOI/LOA / WO showing details of work,

AND

(ii) Job Completion certificate(s) issued by the end user/client in their official letter head duly sealed and signed showing:

- (a) Gross Value of Job Done.
- (b) Nature of job done and Work order no. / Contract no.
- (c) Contract period and date of completion.

OR

(iii) SES (Service Entry Sheet) / Certificate of Payment (COP) issued by the company indicating the following:

- (a) Work order no. / Contract no.
- (b) Gross value of jobs done
- (c) Period of Service
- (d) Nature of Service

C. Only Letter of Intent (LOI) / Letter of Award (LOA) and/ or Work Order(s), Job Completion certificate are not acceptable as evidence of experience. Mere award of contract(s) shall not be counted towards experience. Successful completion of the awarded contract(s) to the extent of value, as stipulated respectively under Clause No. 1.2 (a), shall only be treated as acceptable experience.

D. In case requisite experience is against **OIL's Contract**, bidder shall only be required to categorically specify OIL's Contract Number.

E. Following work experience shall also be taken into consideration:

- i) If the prospective bidder is executing a contract in which similar work (as mentioned under Clause No. 1.2 (a)) is still running, and the contract value executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC.
- ii) In case the start date of the requisite experience is beyond the prescribed 07 (seven) years reckoned from the original bid closing date, but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date. In this case, the value of work done during the period falling within the last 07 years must be equal to or more than the minimum prescribed value in the BEC clause No. 1.2 (a).
- iii) If the prospective bidder has executed a contract in which similar work is a component of the contract, provided the value of similar work is equal to or more than the minimum prescribed value in the BEC 1.2(a).

- In case the document submitted as per **Para B**, above are not sufficient to establish the value/ period of the similar work against **Para E**, above, the bidder shall also have to submit the breakup of the works executed under such contract(s) clearly indicating the value/ period of SIMILAR work which should be certified by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number).

F. Experience of executing similar work (as mentioned under Clause No. 1.2(a)) through 'sub-contracting' shall not be considered for evaluation.

- G. SIMILAR work executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC.
- H. Bid shall be liable for rejection if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 1.2(a).
- I. Bidders submitting their bid based on the experience of their Technical Collaborator/Joint Venture/ Parent/ Subsidiary/Co subsidiary/ Sister Subsidiary/MOU with another party shall not be considered. Bids from Consortium, Joint Venture shall also not be considered.

1.3 FINANCIAL CRITERIA:

- 1.3.1 Annual Financial Turnover from operations of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least **Rs. 4,38,000.00 (Rupees Four Lakh Thirty-Eight Thousand)** only.
- 1.3.2 **Net worth** of bidder must be positive for preceding financial/ accounting year.

Note:

- i. **Annual Financial Turnover** of the bidder from operations shall mean: "Aggregate value of the realisation 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).
- ii. **Net worth** shall mean: "Share capital + Reserves created out of profits and securities Premium – Aggregate value of accumulated losses (excluding revaluation reserves) – deferred expenditure – Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation".

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.

Notes to BEC Clause No. 1.3 above:

- A. 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 and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in **PROFORMA-VII**.

OR

- (ii) Financial Statements (Balance Sheet & Profit & Loss account **along with all the schedules/notes forming part of the Balance sheet & Profit and Loss Account**) audited by the auditors appointed under the statute like Companies Act etc. wherever applicable. In cases where the bidding/ supporting company

(as applicable) are not required to prepare Audited Financial Statements as per the Law of the Land of the country of the bidding/supporting company as applicable, the bidder shall provide documentary evidence for the same along with a certificate from a practicing Chartered Accountant or equivalent to this effect. The bidder must also submit the financial statement as per the accounting standards of the country of the bidding/supporting company as the case may be, duly certified by the practicing-chartered accountant or equivalent.

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

- B. Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months/ within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) 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 undertaking in support of the same along with their technical bid as per **PROFORMA-VI**.
- 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 is not available. However, bidder to provide documentary evidence for the same.
- D. In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para **A.** and **B.** above.
- E. Bid shall be liable for rejection if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned in Para 1.3.1, 1.3.2, 1.3.3 & 1.3.4.
- F. **MSE bidders (manufacturers/Service Providers only and not their dealers/distributors/ traders) are eligible for exemption of Financial Criteria. Bidders seeking exemption must provide valid supporting document as stipulated under clause 4.1 below at the time of bid submission.**

2.0 COMMERCIAL EVALUATION CRITERIA:

- 2.1 The bids are to be submitted in single stage under composite Bid System i.e. Un-priced Techno-Commercial Bid and Price Bid together. The Un-priced techno-commercial bid (or Technical bid) must comprise of all the technical documents substantiating the previous experience, financial & technical credentials of the

bidder and any other document as asked for in the bid document. Only the Price Bid should contain the quoted price.

- 2.2 Bidders must fill the **'PRICE BIDDING FORMAT/FINANCIAL DOCUMENT'** and compute **all-inclusive (including GST) bid value**. Any Financial Bid without the duly filled Price Bid may be liable for rejection.
- 2.3 The quantities shown against each item in the BOQ shall be considered for the purpose of Bid Evaluation. It is, however, 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 shall be paid on the basis of the actual Quantity consumed, as the case may be.
- 2.4 The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.
- 2.5 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 submit more than one bid including separate bids under proprietorship as well as under any Partnership firm then all the bids submitted by the bidder in his own name or in the name of firm where he/she is a partner/sole proprietor will be rejected.
- 2.6 **EMD/Bid Security: Not applicable for this tender.**

~~Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the office of HoD-Contracts, OIL at Guwahati on or before **14.00 Hrs. (IST)** on the bid closing date. A scanned copy of the bid security shall however be uploaded in GeM Procurement portal along with the Technical Bid. The amount of Bid Security shall be as per the following:~~

~~Bid without proper & valid Bid Security will be rejected.~~

~~**Note:** For detailed procedure for submission of bid security and rejection criteria, please refer to **Clause No. 12.0 of ITB.**~~

~~Exemption from submission of Bid Security shall be governed by GeM GTC.~~

- 2.7 Service is not splittable. Contract will be awarded for all the items covered under SOQ.
- 2.8 Bid Documents are non-transferable. Bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 2.9 Any bid received in the form of Physical document / Telex / Cable / Fax / E-mail will not be accepted.
- 2.10 Bids shall be typed or written in indelible ink. Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the authorized signatory.

However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be liable to be rejected.

- 2.11 Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.
- 2.12 Bid received with validity of offer less than **90 (Ninety) days** from bid closing date shall be rejected. Bidder must submit a declaration regarding bid validity as per the format prescribed in **PROFORMA-I**.
- 2.13 The bidder shall submit an undertaking/ declaration as per **Annexure-E**, confirming that they read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/ Banning List. Further, the bidder shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The bidder shall also disclose details of all such allied entities, if any, as required under the Banning Policy.”
- ~~2.14 The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide “**INTEGRITY PACT**” with the tender document. The Integrity Pact has to be returned by the bidder (along with the Un Priced Techno Commercial Bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid.~~
- 2.15 Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:
- (i) Firm price
 - ~~(ii) Bid Security~~
 - (iii) Period of validity of Bid
 - (iv) Price Schedule
 - (v) Performance Bank Guarantee / Security deposit
 - (vi) Delivery / Completion Schedule
 - (vii) Scope of work
 - (viii) Guarantee of material / work
 - (ix) Liquidated Damages clause
 - (x) Tax liabilities
 - (xi) Arbitration / Resolution of Dispute Clause
 - (xii) Force Majeure
 - (xiii) Applicable Laws
 - (xiv) Specifications
 - ~~(xv) Integrity Pact~~

3.0 PRICE EVALUATION CRITERIA:

3.1 **The applicable wages for laborers (WCLs) are reflected in the Price Bidding Format of the tender. Bidders are required to quote the 'SERVICE CHARGE' as a percentage over the minimum wage in the designated section of the Price Bidding Format (Line-Item No. 20). The minimum service charge in percentage, inclusive of GST, has been fixed at 3.85% in accordance with the DoE OM dated 06.01.2023. The quoted service charge must not be less than 3.85% including GST. Any bidder who quotes a service charge below this threshold will be rejected outright. For further details, please refer to the Price Bidding Format of the tender.**

Note: In the event of any changes in the minimum wages or any statutory wage components as per applicable laws, or on the declaration of revised wages for contract labours during the contract period, OIL shall pay the contractor as per the revised rates. However, such increase in wages shall not impact the value of the service charge. The value of the service charge (Line-Item No.30) shall be fixed at the time of award of contract based on the latest minimum wage applicable at that time. However, evaluation of offers shall be done as per the tendered wage rates.

The service charge value, once fixed at the time of contract award, shall remain firm for the entire contract duration and will not vary under any circumstances, including changes in the wage rate.

3.2 **Considering the minimum 'SERVICE CHARGE' of 3.85% including GST over the minimum wage, and accordingly deriving the value of the service charge against line item-20 including 18 % GST, the minimum total bid price for the tender, including GST has been set at Rs. 34,45,231.92. Any bidder quoting less than this amount (including GST) in the Price Bidding Format will have their offer rejected outright.**

3.3 Price bids 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.

3.4 The quantities shown against each item in the "Price Bid Format" shall be considered for the purpose of Bid Evaluation. It is, however, 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 shall be paid on the basis of the actual number of days/parameters, as the case may be.

3.5 Quoted unit rates against each Line Item of the price bidding format shall be considered only up to 2 decimal places without rounding off for evaluation.

3.6 Bidders are required to quote for all the items as per Price Bid Format. In case the bidder does not quote against any of the line items, the total bid value shall be considered as inclusive of the cost of the service/item.

3.7 If the bidders quote Total Charges/consideration as NIL in the Price Bid Format, the bid shall be treated as unresponsive and will not be considered.

- 3.8 **The total Bid Value/ Offer Price (inclusive of GST)** of the bidder furnished for the subject services must be greater than the price mentioned in the Price bidding Format. During Price evaluation, if it is found that the quoted price does not comply with the minimum bid value/offer price, such offer(s) shall be straightway rejected.
- 3.9 The bidders are advised not to offer any discount / rebate separately and to offer their prices in the Price Bid Format after considering discount / rebate, if any.
- 3.10 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 (CGST & SGST/UTGST or IGST).
- 3.11 Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to the L-1 bidder.
- 3.12 In case of identical overall lowest offered rate by more than 01 (one) bidder, the selection will be made based on the draw of lots.
- 3.13 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.
- 3.14 OIL shall 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.
- 3.15 When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/Contracts will be binding on the bidder.
- 3.16 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.
- 3.17 Price Bid uploaded without giving any details of the taxes (Including rates and amounts) shall be considered as inclusive of all taxes including GST.
- 3.18 In case the GST rating of Contractor on the GST portal/Govt. official website is negative/black listed, then the bids may be rejected by OIL. Further, in case rating of bidder is negative/blacklisted after award of work for supply of goods/services, then OIL shall not be obligated or liable to pay or reimburse GST to such Contractor and shall also be entitled to deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.

4.0 PURCHASE PREFERENCE CLAUSE:

- 4.1 **MSEs Units (manufacturers / Service Providers):** Purchase Preference to Micro and Small Enterprises is applicable for this tender.

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** and Amendment vide Gazette Notification no. **CG-DL-E-16062021-227649 dated 16.06.2021** and **No. CG-DL-E-19012022-232763 dated 19.01.2022** and **CG-DL-E-06052022-235600 dated 06.05.2022** issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE and any amendment thereof.

The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit **Udyam Registration Number with Udyam Registration Certificate** along with the technical bid for availing the benefits applicable to MSEs.

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.

- 4.2 Contract (s) shall be awarded for entire scope of work under this tender subject to concurrent application of Public Procurement Policy for MSE Order 2012-issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India and any subsequent amendment thereto.

Note: Services under this tender is not splittable.

5.0 AWARD OF CONTRACT:

- 5.1 Evaluation of offers shall be done based total value wise evaluation method as per the price bid format.

6.0 GENERAL:

- 6.1 In case bidder takes exception to any clause of bidding 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 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 BEC-BRC.
- 6.2 Bidders should provide self-attested copies of GST Registration Certificate, PAN Card, ESIC registration (if applicable), P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the time of bidding and PF Act is applicable on him / her, the same has to be provided by him / her during mobilization phase of the contract.
- 6.3 Bidder must have P.F. & ESIC Registration. Documentary evidence for the same should be submitted along with technical bid.

OR

In case bidder doesn't have P.F. & ESIC Registration at the time of bidding then the bidder shall have to submit an undertaking that they shall get registered with P.F. and ESIC Authority and shall produce the documentary evidence for the same during mobilization phase of the contract.

- 6.4 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 clarifications fulfilling the BEC-BRC clauses in toto must be received or before the deadline given by the company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.
- 6.5 If any of the clauses in the BEC-BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC-BRC shall prevail.
- 6.6 Bidder(s) must note that requisite information(s) / financial values etc. as required in the BEC-BRC & Tender must be clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- 6.7 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.
- 6.8 The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

7.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT: Bidders should note that the Company (OIL) may verify authenticity of all the documents/certificates/ information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / information towards fulfilment of any of the tender/contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel / terminate the contract besides taking action as per OIL's Banning Policy, available in the OIL's website. Accordingly, service provider /vendor to submit the Undertaking of authenticity of information/ documents submitted as per **PROFORMA-V.**

8.0 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 the provisions of the Act shall attract penal action under the Act.

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*****

