

NIT for Tender No. GCO8488P25

Oil India Limited, a Government of India Enterprise intends to float *Single Stage Single Bid Tender* for “**Providing services of WCL(P) payroll processing including Arrear/Bonus calculation/other payroll related jobs in FOXPRO and Processing of skilled office jobs in Finance and Accounts Section, Pipeline Headquarters, Narangi for 2 years with provision for extension by another 1 (One) year if required.**”

Interested bidder may collect the Bid Documents from the office of the **General Manager (C&P) Guwahati-781171** from **01.02.2025 to 21.02.2025 during office hours from 08:00 Hrs to 15:30 Hrs(IST).** The Bid Closing Date (BCD) is **21.02.2025 at 14:00 hrs.** and Bid Opening Date (BOD) is **21.02.2025 at 14:30 Hrs.**

OR

Interested bidder may download the bid documents available at OIL web site www.oil-india.com and submit the hard copy to office of the General Manager (Contracts) Guwahati- 781171 in a sealed envelope ,mentioning the tender no., job description of the services and oil vendor code on or before the bid closing date mentioned in tender notice.

The NIT is also available at OIL web site www.oil-india.com. All corrigenda, addenda, amendments, time extension, clarification etc. to the tender will be hosted on the Oil Website and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website. Tender Reference is **GCO8488P25.**

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

A. BID ELIGIBILITY CRITERIA (BEC):

1.0 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. All the documents related to BEC/BRC shall be submitted along with the Techno-Commercial Bid.

2.0 FINANCIAL CRITERIA:

- (i) Annual financial turnover as per Audited Annual Reports in any of preceding 3 financial years to be reckoned from the original bid closing date should be at least **Rs. 1,23,717.6**
- (ii) Period for consideration: In any of preceding 3 financial years
- (iii) Net worth: Positive for the preceding financial / accounting year.
- (iv) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-
 - a) A certificate issued by a practicing Chartered/Cost Accountant ('UDIN' along with membership and firm registration number of CA issuing the certificate for turnover & net worth of the bidder must be provided), certifying the Annual turnover & Net worth
 - OR
 - b) Audited Balance Sheet along with Profit & Loss account.

Note:

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

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

- (v) 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 will have to provide documentary evidence for the same.

3.0 TECHNICAL CRITERIA (Past Experience)

A) EXPERIENCE: Bidders must have:

The bidder must have successfully executed/completed "similar Works" in previous 7(seven) years to be reckoned from the Original Bid Closing Date in Central/State Government/ PSUs/ Nationalised Banks/ Public Limited Company as under:-

3.1 One similar completed works costing not less than the amount equal to Rs.

1,49,600.00

Similar work mentioned above means bidder shall have the experience of **“Providing services of WCL(P) payroll processing including Arrear/Bonus/other payroll related jobs in FOXPRO”**

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

3.3 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.

3.4 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.

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

3.6(i). A relevant Certificate issued by PSUs / Central Govt. Org. / State Govt./ Semi-State Govt./ Reputed Private Organization in last seven years from the 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.
- e) Form 16(a) must be furnished in case of experience from the private companies.

3.7 Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner and ESI registration. Documentary evidence of the same is to be submitted (if Applicable).

NOTE-:

- iv) Any bid not complying BEC/BRC requirements shall be summarily rejected.
- v) 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 and such clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.
- vi) In case, any of the clauses in the BEC/BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC/BRC shall prevail.

4.0 Deviation to the following provision of the tender document shall make the bid liable for rejection:

- i. Firm price
- ii. EMD / Bid Bond, if applicable
- 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.

5.0 COMMERCIAL:

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

The tender is invited under **SINGLE STAGE SINGLE BID SYSTEM. BIDDERS TO SUBMIT THE HARD COPY OF THE BID ISSUED FROM OIL CONTRACTS OFFICE, PHQ,NARANGI OR MAY DOWNLOAD THE BID DOCUMENTS AVAILABE AT OIL INDIA WEBSITE IN A SEALED ENVELOPE ,MENTIONING THE TENDER NO., JOB DESCRIPTION OF THE SERVICES AND OIL VENDOR CODE ON OR BEFORE THE BID CLOSING DATE MENTIONED IN TENDER NOTICE.**

~~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.** 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.~~

5.2. Bidder shall furnish ~~Bid Security/~~ **DECLARATION FOR BID SECURITY** 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 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 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 is to be furnished by the bidders along with the technical Rfx in case of seeking exemption from submission of Bid security/ EMD (as per Proforma-R).**~~

~~Any offer not accompanied with the Bid Security 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 after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.~~

5.3. The Validity of the bid shall be **minimum 90 days**. Bids with lesser validity will be rejected.

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

5.5. 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.

5.6. Any bid containing false statement will be rejected.

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

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

5.9. 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

5.10 PURCHASE PREFERENCE TO MSE BIDDERS: Purchase Preference to Micro and Small Enterprises is applicable for this tender.

5.10.1 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.

5.10.2 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.

5.10.3 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.

5.11 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.

6. BID EVALUATION CRITERIA (BEC):

6.1. 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.

6.2. 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.

6.3. 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

6.4. 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.

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

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.

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

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

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.)
2021-2022		
2022-2023		
2023-2024		

Place:

Date:

Seal:

Membership Code and Registration No.

UDIN:

Signature:

Yours faithfully,
For OIL INDIA LIMITED

General Manager (C&P) P/L
For: ED(PLS)

End of BRC-BEC
