

NIT FOR TENDER NO. CGI7035L22

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(Rs.)	Bid Closing Date & Time	Service Description
CGI7035L22	NIL	18-06-2021 At 11.00 A.M.	HIRING THE SERVICES OF UNLISTED MANPOWER ASSISTANCE IN PUMPING OPERATION AND OTHER ERRAND JOBS UNDER PUMP STATION-11 TENGAKHAT FOR SIX MONTHS

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 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.

[A] **Financial capability:** Bidders must have:

1.(a) Annual financial turnover as per Audited Annual Reports in any of the preceding three (3) financial years should be at least **Rs.7,07,600.00**

FOR CONSORTIUM:

At least one member of the consortium needs to meet the above criteria of 50% turnover. The other members of consortium should meet minimum 25% turnover requirement.

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

NOTE: -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 2020-2021 (or as the case may be) has actually not been audited so far.

For proof of Annual Turnover & Net worth any one of the following document 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. ***In addition to membership number & Firm Registration Number, UDIN is also to be specified in the certificate of Turnover & Net worth issued by the CA.***

OR

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

(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 (Firm Registration Number) is not available. However, bidder needs to provide documentary evidence for the same.

[B] Experience:

B.1

i. Bidders must have: Experience of having successfully completed one similar work costing not less than **Rs. 11,79,300.00** in previous 7 years to be reckoned from the original bid closing date.

“Similar Work” mentioned above shall mean rendering labor services for Providing the services of assistance during pumping operation, Providing the services of assistant in Monitoring of equipment, Providing assistance in maintenance of Pump/Engine House e.g.-cleaning of pump, engine , auxiliaries etc., Providing services of Pigging Operation, Providing services of assistant in Electrical Maintenance & Upkeepment, Assistant in Telecommunication Maintenance & Upkeepment Jobs, Providing services of Office assistant, Peon, Tea maker etc., Cleaning, Sweeping of industrial area, office building, lavatory and toilet., Providing services of Mali for Gardening and maintenance of lawn areas on regular basis etc.

B.2 Documentary Evidence for proof of experience:

Following 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.

i. These documents shall be in the form of copies of Work Order / Purchase order / Contract document along with Completion Certificates. The Work Order /Purchase order / Contract Document shall contain detail scope of work in support of Work Experience.

OR

ii. In case similar work is done for OIL, the bidder shall submit documentary evidence in the form of copies of Final Service Entry Sheet (SES) and copies of Work Order /Purchase order/ Contract document.

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

B.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/ principal contractor in addition to documents mentioned in Clause B2.

B4. A job executed by a bidder for its own organization / subsidiary shall not be considered as experience for the purpose of meeting BEC.

[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] Bidders have to furnish the followings: -

- i. NAME OF FIRM
- ii. DETAIL POSTAL ADDRESS
- iii. TELEPHONE NO.
- iv. MOBILE NO.
- v. E-MAIL ID
- vi. FAX NO.
- vii. CONTACT PERSON
- viii. CONTACT PERSON'S CONTACT NO.
- ix. TAX EXAMPTION CERTIFICATE NO, if applicable. (Self-Attest copy required)
- x. CST REGD. NO, if applicable. (Self-Attest copy required)
- xi. LOCAL SALE TAX REGD.NO if applicable. (Self-Attest copy required)
- xii. PAN NO. (Self-Attest copy required)
- xiii. VAT REGD.NO, if applicable. (Self-Attest copy required)
- xiv. BANK ACCOUNT NO.
- xv. BANK ACCOUNT TYPE
- xvi. BANK NAME

xvii. BANK ADDRESS

xviii. GST. NO (Self Attest copy required)

E.0 COMMERCIAL:

1. Bidder shall submit the offer under "Single Stage" Composite Bid System". Technical bid" and the "Price Bid".
3. Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.
4. Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
5. 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.
6. Any bid containing false statement will be rejected.
7. The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
8. Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
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.
10. Bids shall be typed or written in indelible ink and shall be signed by the bidder or his authorized representative.
11. Any physical documents wherever called for, submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialled by the person or persons who has/have digitally signed the Bid.
12. Bidder shall fulfil all the relevant clauses applicable for this Tender.

F.0 Evaluation of Bids:

The Bids will be evaluated as per the Bid Evaluation Criteria (BEC) as stated herein as under:

BID EVALUATION CRITERIA (BEC)

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.
2. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of SOQ.
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.
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. Company will open the Bids in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. Only one representative against each bid will be allowed to attend.

6. Bid for which an acceptable notice of withdrawal has been received shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

7. Company shall prepare, for its own records, document containing the information disclosed to those present in accordance.

8. To assist in the examination, evaluation and comparison of bids the Company may at its discretion, ask the Bidder for clarifications of its bid.

The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

9. Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without deviations or reservation. A deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

10. A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

11. The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

G.0 OPENING OF COMMERCIAL/ PRICE BIDS:

1. Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.

2. The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

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 any Bidder does not accept the correction of the errors, their bid will be rejected.

4. All entries in the offer must be made in English. Rates quoted must be firm and shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail. No overwriting shall be allowed and all corrections must be initiated.

5. Bidders are requested quote their rates in the Price Format enclosed as per SOQ. Rates quoted shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail.

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

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

ANNEXURE-AA:

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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.)

Place:

Date:

Seal:

Membership Code and Registration No.

UDIN:

Signature
