

IFB No. DCC0165L16
OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department
P.O.- Duliajan – 786602 (Assam)

OIL INDIA LIMITED, a premier Public Sector Enterprise of Govt. of India, engaged in drilling and exploration activities for hydrocarbon, invites Invitation For Bids (IFB) under Single stage Two Bid Tendering System from Expertise Shortlisted contractors meeting the requisite criteria for the under mentioned work:

DESCRIPTION OF WORKS:

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Construction of synthetic tennis court of size 7200 square feet over prepared Hot Mix Asphalt base at Zaloni Club- Duliajan, Dibrugarh, Assam. The synthetic tennis court should be completed in all respect including supply of all materials, labour & machinery for construction 6(six) synthetic layers, lighting, fencing, nets & posts, drain, toe wall etc.

2.0 Tender documents shall be issued/ send by post to the Shortlisted firms. However, for the delay in receipt or non-receipt of the same, Head (Contracts) will not be responsible.

3.0 Issue of Tender Documents

Prescribed Tender Documents (non-transferable) are to be issued/ send by post to the Shortlisted firms from the office of HEAD (CONTRACTS), OIL INDIA LIMITED, P.O. DULIAJAN - 786602, within office working hours from **10th February'2016 to 09th March'2016** free of cost. The details of tenders are available at Website www.oil-india.com.

4.0 Eligibility Criteria

Interested contractors / firms shall have to submit the following documents to qualify for opening of the Price Bid:

4.1 Experience of having successfully completed of at least one 6(six) layers synthetic court in last 3 years as on bid closing date. The completed job must be in an organization or club which is recognized by All Assam Tennis Association (AATA) or All India Tennis Association (AITA). Proof of documents in support of the above must be submitted along with the bid.

4.2 Average Annual Financial Turnover of the bidder during the last three (03) years, ending 31st March 2015 should be at least ₹ 3,00,000/-. For proof of Annual Turnover, any one of the following document/ photocopy must be submitted along with the bid:-

- i) A certificate issued by a Chartered/ Cost Accountants (with Membership Number and Firm Registration Number), certifying the Annual turnover.

OR

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

4.3 Bids must be valid for minimum 180 (one hundred eighty) days from the date of Technical Bid opening. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is 180 (one hundred eighty) days.

Note: In case of extension of Bid Opening Date, Bid validity must be extended suitably by the bidder, as and when advised by OIL.

4.4 Bid Security must be furnished as a part of the Technical Bid. The Bid Security (in original) must reach the Office of Head-Contracts, OIL, Duliajan on or before 1:30 p.m. on the bid closing date.

The detail about the amount and mode of Bid Security is specified in clause 6.0 below.

Note:

(a) In case the Bidder submits Bid security in the form of Bank Guarantee (BG), the BG must be valid for minimum 210 days from the date of Technical bid opening.

(b) In case of extension of Bid Opening Date, Bid Security validity must be extended suitably by the bidder, as and when advised by OIL

4.5 All the requisite certificates and documentary evidences submitted in support of paragraph 4.1, 4.2, 4.3 above should be clearly legible. The same must be countersigned by the authorized representative of the bidder. **Illegible / Incomplete certificates or documents will not be considered for evaluation.**

4.6 Company has the right to check the original certificates / documents at any point of time, if desired and the required documents should be produced for authentication.

4.7 BID EVALUATION CRITERIA (BEC):

The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Eligibility Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made including loading for deviation if any.

2.0 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot amongst the parties offering the same lowest price.

Note: The Company's Internal Estimated Rates, as indicated in Part-II, are inclusive of all except P.F. & Service Tax.

5.0 Note:

(a) Documentary evidences of job experiences as stated above should be in the form of Completion Certificate(s) and should be supported with respective photocopies of Letter of Intent / LOA / Work-Order / Notice to Proceed with Work. All the certificates and documentary evidences submitted in support of job experiences should be clearly legible. The same must be countersigned by the authorized representative of the bidder.

(b) Non-submission of the documents as specified in all the paragraphs above will result in rejection of bids.

6.0 Earnest Money

IFB No. DCC0165L16

All bidders shall deposit the requisite EARNEST MONEY of Rs.4,500.00 (Rupees Four Thousand Five Hundred only) along with the Un-priced Techno-Contractual part of the Tender Document in the form of valid Demand Draft / Banker's Cheque / Bank Guarantee from a nationalized/scheduled bank in favour of Oil India Limited and payable at Duliajan. This Earnest money shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion as per clause below.

If bidders shall deposit the requisite EARNEST MONEY in form of Bank Guarantee then it should be valid up to 30 days beyond the bid validity period.

Bids received without earnest money or inadequate amount or not in the manner specified above will be summarily rejected.

7.0 Before submission of bids, the bidder is advised to inspect the work site with permission from Head (Civil) or his representative, to assess the nature and extent of work and the conditions under which it will be carried out. He may also seek such clarification from this office as are deemed necessary.

8.0 No bidder shall withdraw the tender after its public opening. Any such withdrawal will make the bidder liable to forfeit his Earnest Money in full and be debarred from further tendering at the sole discretion of the Company and the period of debarment in no case shall be less than 02 (Two) years.

9.0 The tender must be valid for 180 (One Hundred and Eighty) days from the date of opening of the Techno-Contractual Bid.

10.0 Conditional tenders are liable for rejection at the sole discretion of the Company.

11.0 (i) The bidders should not quote their rates for individual items. They should offer their overall rate only as a percentage of company's internal estimated cost within the limit of **Zero(0) to ten (10%) above on the company's internal estimated cost. However, the bids with rates quoted below company's internal estimated and more than 10 % above of company's internal estimated will be rejected outright. In case of identical situation, the L-1 bidder will be decided through draw of lots.**

(ii) The rates shall be quoted as a percentage of the Grand Total (mentioned in Part-II) and shall be in figures as well as words. No overwriting shall be allowed. However, in case of correction, the same must be initialed. In case of discrepancy, the rates quoted in words shall be considered.

12.0 **Time Schedule**

The time allowed for completing the work will be Twelve (12) weeks reckoned from the date of issue of work order. Time is the essence of the Contract and failure on part of the contractor to complete the work within the stipulated time, shall entitle the Company to impose liquidated damages and / or penalty from the contractor as per terms of the Contract.

13.0 **Security Deposit**

The successful bidder(s) shall deposit the requisite Security Deposit @ 2.50% of the Contract price in the form of Demand Draft / Banker's Cheque / Bank Guarantee from a nationalized/scheduled bank in favour of Oil India Limited and payable at Duliajan before signing the formal Contract Agreement. The Security deposit shall be refunded to the contractor after satisfactory completion of the work, but part of whole of which shall be used by the Company in realization of LD or claims, if any,

or for adjustment of compensation due to the Company for any reason. The Security Money shall not earn any interest.

14.1 **Submission of Bids**

The offer (both Part-A and B) containing the Tender, marked at the top with the above IFB Number and description of work, name and address of the bidder and addressed to the HEAD – CONTRACTS, OIL INDIA LIMITED, P.O.DULIAJAN-786602 shall be submitted by 12.45 hours (IST) on **10th March'2016 in separate sealed envelopes, duly super scribed:**

PART-A: Un-priced Techno – Contractual Bid (With Earnest Money as specified in Para-6.0)

PART-B: Price Bid – “Do not open with Part – A”.

Price bid received in an open manner together with the Un-priced Techno-contractual bid and without superscription of the name / IFB Number / address of the bidder will be rejected outright.

14.2 Tenders can be dropped in the tender box placed at the Office of the HEAD CONTRACTS or can be sent by registered post addressed to – HEAD – CONTRACTS, OIL INDIA LIMITED, Contracts Department, Duliajan – 786602 so as to, reach his office before scheduled closing date and time. The Company will not be responsible for any postal delay or non-receipt.

15.0 **Opening of Bids**

Part – A of the Bid(s) shall be opened at 13.00 hours (IST) on 10th March'2016 in the presence of the attending bidder or their authorized representatives.

Part – B of the Bid(s) of the Techno-commercially qualified bidder(s) shall be opened at a latter date with due information to the qualified bidder.

16.0 However, if the above mentioned closing / opening day of the tender happens to be non-working day due to Bandh / Strike or any other reason, the bids will be received and opened on the following working day at the same time except on Saturdays.

17.0 OIL INDIA LIMITED reserves the right to curtail / enhance the scope of the work stated above or cancel, if required.

18.0 The amount of retention money shall be released after six (06) months from the date of issue of completion certificate by the concerned department.

19.0 OIL INDIA LIMITED reserves the right to accept or reject any or all tenders in part or in total without assigning any reasons.

20.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOI issued is not accepted by the L1 bidder or the Performance Security Deposit is not submitted as per the terms of the Contract within the time specified in the Bid Document, the Bid Security shall be forfeited.

21.0 **FURNISHING FRAUDULENT INFORMATION / DOCUMENT:** If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the Bid Security / Performance Security shall be forfeited and the bidder / contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

22.0 Bidder(s) must also furnish the followings:

a) NAME OF FIRM :

b) DETAIL POSTAL ADDRESS :

c) MOBILE / TELEPHONE NO :

d) E-MAIL ADDRESS(If available) :

e) FAX NO (If available) :

f) CONTACT PERSON :

g) VENDOR CODE (If available) :

HEAD (CONTRACTS)
For RESIDENT CHIEF EXECUTIVE

Date: 06.02.2016