

## **NIT for Tender No. GCL 2987 L17**

Oil India Limited, a Government of India Enterprise intends **to hire the services of unskilled WCL(P) as office attendant in Oil Movement section PHQ for a period of six months with a provision for extension for another three months".on Limited Tender basis.** Bid documents will be issued to following bidders from the office of (i) Chief Manager (Contracts) Guwahati – 781171 from 21-11-2016 to 05-12-2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 06-12-2016 at 13.30 Hrs. and The Bid Opening Date (BOD) is 06-12-2016 at 14.00 Hrs. at Guwahati.

### **Name of Bidders to whom tender document to be issued :**

1.	M/s. Sanat Kumar Kakati	402720
2.	M/s. Steelsco	402696
3.	M/s. Sankar Barua	402728
4.	M/s. Vanguard Security Services & Systems	407100
5.	M/s. S. Barua	403317

The NIT is also available at OIL web site [www.oil-india.com](http://www.oil-india.com). Tender Reference is **GCL 2987 L17**.

### **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 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 BRC shall be submitted along with the Techno-Commercial Bid.

#### **1.0 Financial capability: Bidders must have**

- (a) Annual financial turnover as per Audited Annual Reports in **any of preceding three financial years** preceding scheduled bid opening date should be at least **Rs. 87,600.00**

#### **FOR CONSORTIUM :**

At least one member of the consortium 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 preceding financial year.**
- (c) 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

**OR**

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

(d) 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.

## **2.0 Experience: Bidders must have;**

Experience of having successfully completed similar works (**Similar Work Means : "Providing Manpower Services"**) during last 7 years reckoned from the original bid closing date should be the following :

(i) One similar completed work costing not less than **Rs.1,45,900.00**

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

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.

## **3.0 The Bidder must have a business office establishment for one year within a radial distance of about 50 KM of the area of operation where the services need to be provided. Any one of the following documents must be provided as a proof of having the office establishment of the firm:**

- (i) Trade License issued by the local authority or
- (ii) Landline phone number or
- (iii) Electricity bill for last one year or

## **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
- 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 Relaxation for OIL's Existing Contractors:**

“ In case of contractors who are providing similar services of listed / unlisted labours to OIL ( Pipeline Department at PHQ or pump stations) for at least six months in the last three years as on Bid Closing date (BCD) will be exempted from submission from submission of documents under clauses of Financial and Experience criteria of the BRC conditions. However, they will have provide the following documentary evidence:

- a) Cop of OIL's Work Order or
- b) Copy of OIL's Contract Copy

Simply mentioning of OIL Contract Number or Work Order No. without the copy will not be accepted.

**4.0** Bidders must have **PF** Account in their name issued by Regional Provident Fund Commissioner. Bidders must have **ESI** Account in their name.

**5.0** 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 and such clarification fulfilling the BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.

**6.0** 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.

#### **7.0. EVALUATION OF BIDS:**

The Bids will be evaluated as per the Bid Evaluation Criteria (BEC) as stated herein 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 commission rates (% , percentage) quoted by the bidders.
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. Quoted rates must be in conformity with the applicable minimum wage as applicable otherwise bid will be rejected

8.0. **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.*

9.0.0 **OTHER INFORMATION/DOCUMENTS:**

Bidder must furnish the following information with relevant documents wherever necessary along with the bid. Bid without the following information may liable for rejection.

- 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.
- g) ESI Account no.

**[ 5]      EXEMPTION OF TENDER FEE AND EMD:**

- (i) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of tender fees for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents.
- (ii) Public Sector Units (PSU) are also exempted from payment of tender fee.
- (iii) Firms registered with NSIC, PSU's & Government Departments claiming exemption from payment of tender fee should submit their request with all credentials to the tender administrator at least 7 days in advance from the date of closer of sale of bid documents, to get access for participation in the tender.
- (iv) Tender documents provided to SSI Units registered with NSIC on free of charge basis shall submit their offer for the service for which they are registered. Their offer for other than the registered service shall not be acceptable. Their offer as service provider also will not be acceptable and shall be rejected straightway.
- (v) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of Earnest money deposit for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents
- iv) If against an order placed by OIL, successful bidder(s) (other than Micro / Small Enterprise) is procuring materials/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME with prior consent in writing of the purchasing authority / engineer in charge the details like Name, Registration No., Address, Contact No. details of material and value of procurement made, etc. of such enterprises shall be furnished by the successful bidder at the time of submission of invoice/bill