

NIT for Tender No. GCO 3370 L17

Oil India Limited, a Government of India Enterprises intends **to provide services of programmer cum data entry operator and additional support to Hardware and software system and facilitate for processing of payments under Accounts Section, Pipeline Headquarters, Guwahati.** Bid documents will be issued to following bidders from the office of Chief Manager (Contracts) PHQ, Noonmati from **22-12-2016 to 05-01-2017** during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) and Bid Opening date (BOD) is as under:

- a) Bid Closing Date (If submitted at):
Guwahati : 06-01-2017 at 13.30 Hrs.
- b) Bid Opening Date : 06-01-2017 at 14.00 Hrs.

Name of Bidders to whom tender document to be issued :

- 1 M/s. Software Centre
- 2 M/s. S. Barua
- 3 M/s. Kees Group
- 4 M/s. Sanat Kumar Kakati
- 5 M/s. Steelsco
- 6 M/s. Vanguard Security Services & Systems

Tender Reference is GCO 3370 L17.

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

1.0 Financial capability: Bidders must have:

- (A) Annual financial turnover as per Audited Annual Reports **in any of the preceding three(3) financial years** should be at least Rs. 71,500.00.

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 the 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.

2.0 Experience: Bidders must have:

2.1 Experience of having successfully completed similar works (**similar work mean Programmer Cum Data Entry Operator**) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

(i) Experience of at least **1(one)** similar work of **Rs. 1,19,100.00**

2.2 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 **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 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

4.0 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*
- 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. The quoted price shall be the net price inclusive of all taxes/charges/expenses. (However taxes, duties, charges etc. considered should also be shown separately). In absence of these details the quoted price shall be considered as net price inclusive of all taxes, duties, charges/expenses for providing the services at the required place/location.
- 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.**