

NIT FOR TENDER NO. GCT 9442 L16

Oil India Limited, a Government of India Enterprises intends to **hire the services of vehicle as and when required for visiting officials and guests and other on regular administrative requirements under Operation Section, PS-3, Jorhat, Assam on Limited Tender basis.** Bid documents will be issued to following bidders from the office of Chief Manager (Contracts) PHQ, Guwahati, Assam from **14-12-2015 to 28-12-2015** 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 at PS-3, Jorhat : On 29-12-2015 at 13.30 Hrs.
- b) Bid Closing Date at Guwahati : On 03-01-2016 at 13.30 Hrs.
- c) Bid Opening Date at Guwahati : On 03-01-2016 at 14.00 Hrs.

Name of Bidders to whom tender document to be issued :

- 1 M/s. Pranjit Bharali,
- 2 M/s. Sanjib Bharali
- 3 M/s. Rituraj Borah
- 4 M/s. Budhin Borah

Ref. Tender NO. : GCT 9442 L16

BID REJECTION CRITERIA /BID EVALUATION CRITERIA (BRC)

1.0 Financial capability: Bidders must have

- 1. Average Annual financial turnover as per Audited Annual Reports for the last three accounting years (**ending 31st March, 2015**) preceding scheduled bid opening date should be at least Rs. **1,47,900.00**
- 2. For Proof of Annual Turnover any of the following documents /photocopy must be furnished
 - A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
 - Audited Balance Sheet and Profit & Loss account.

2.0 Experience: Bidders must have;

- (a) Experience of having successfully completed similar works (**Similar work mean providing vehicles on hire**) 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) Three similar completed works each costing not less than **Rs. 1,97,200.00**
 - Or**
 - (ii) Two similar completed works each costing not less than Rs. **2,46,500.00**
 - Or**

(iii) One similar completed works each costing not less than **Rs. 3,94,400.00**

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.

C) **The Bidder must have a business office establishment for a least one year within 50 Km radius of the area of operation where the services need to be provided. Documentary evidence must be provided in the form of Municipality trade license or other such documents as per the following which satisfies as a proof of having the office establishment.**

- (i) *Trade License issued by the local authority in the name of the Firm or*
- (ii) *Landline phone number in the name of the Firm or*
- (i) *Electricity bill for last one year in the name of the Firm*

Note: All documents relating to above clause No. (A) and (B) must be submitted along with techno-commercial bid. These documents shall have to be produce by the bidder as and when asked for:

Any bid not complying BRC requirements shall be summarily rejected.

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.

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.

D) **OTHER INFORMATION /DOCUMENTS:**

Bidders are required to furnish the following information with relevant documents wherever necessary:

- a) Tax Exemption Certificate, if any : Applicable / Not applicable
- b) CST registration No., if applicable :
- c) Local sales Tax registration, if applicable:
- d) PAN no.(photocopy of the PAN card required):
- e) Service Tax registration No. , if applicable:
- f) VAT registration no. if applicable:
- g) Bank account No. With name of Bank, Type of account, Bank address.
- h) P.F. Code.

Non Furnishing of the above information may be liable for rejection of the offer.

2.0 **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 total amount quoted for the items of SOQ (i.e. **fixed charge for each type of vehicle per day X No. of days for each respective vehicle as in the SOQ X the Estimated KM indicated in SOQ for respective vehicle** of the tender.
3. 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.
4. 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