

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
P. O. –Udayan Vihar, Guwahati-781171, Assam, India
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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	Service Description	Stage/Bid	Tender Sale	Bid Closing Date	Tender Fee Rs.
CGI 2353 P14	Hiring the services of vehicles as and when Required Basis under Administrati Section, Guwahati, Assam	<i>Single Stage Two bid</i>	07-03-2014 to 07-04-2014	16-04-2014 at 11.00 Hrs	5000.00

Application showing full address/email address with respective Tender Fees (Non-refundable) for each tender by Demand Draft/Banker's Cheque only in favour of M/s Oil India Limited and payable at Guwahati is to be sent to Chief Manager (Contracts) , Oil India Limited, P.O. Udayan Vihar, Assam-781171 only between Respective Tender Sale date and one week prior to Respective Bid Closing date. The envelope containing the application for participation should clearly indicate “Request for participation” for easy identification and timely issue of authorization. No physical tender documents will be provided. On receipt of requisite tender fee USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oil-india.com.

BID REJECTION / EVALUATION CRITERIA:

1.0. BID REJECTION CRITERIA (BRC):

The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case the vehicles 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.

1.1 TECHNICAL: Bidder's Eligibility Criteria:

1.1.1 The bidder offering their services must have their own fleet of light passenger vehicles (any model/ make) of minimum 10 (Ten) Nos. in compliance of prevailing MV Act and having insurance coverage for passengers also, in the firm/owner's name, the vintage of which should not be more than 3 years (i.e. Make not earlier than November, 2010). The bidders must submit along with their

technical-bid, copies of Registration Certificate of the vehicles as documentary evidence. Bids without such documentary evidence will summarily be rejected.

1.1.2 **Local Establishment:** Bidder must have a permanent office establishment at Guwahati Municipal area, with landline phone and having Municipality Trade License etc. for last one year. The bidders must provide the proof of their establishment, failing which the bid will be ignored.

1.1.3 Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which bids are invited should be either of the following:

- a) Three similar completed works each costing not less than Rs. 1.00 Crore.
or
- b) Two similar completed works each costing not less than Rs. 1.25 Crore.
or
- c) One similar completed work costing not less than Rs.2.00 Crore.

“Similar Work” means transport services provided with light passenger vehicles to Government Departments or PSUs during the last 7 (seven) years as on the Bid Closing Date.

1.2 FINANCIAL:

The bidder must have Average Annual financial turnover as per Audited Annual Report for the last three accounting years, should be at least Rs. 76.00 lakhs

For proof of Annual Turnover 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 for the last financial year up to **31.03.2013**.

1.3 PREFERENCE TO OIL’S EXISTING/OLD CONTRACTORS:

In case of Travel agencies who has provided similar services i.e light passenger vehicles on hire to OIL during the last 7 (seven) years and the total cumulative value of such work done is minimum Rs.1.00 Crore, in the last 7 years will be eligible for participation in this tender and need not meet the criteria set in **para 1.1.3 above**. Regarding past experience they must furnish copy of work order/ payment received certificate/document, as a proof, otherwise their bid will not be considered. However, they are to meet criteria mentioned in para **1.11, 1.1.2** and **1.2** above and submit the documents mentioned therein.

1.4 Bidders must quote for all items in accordance with the price schedule outlined in schedule of rates against all category of vehicles as stated in the proforma “A1” “A2”, “A3” “A4” “A5” “A6”and “A7” of tender, otherwise the Bid will be rejected.

1.5 Bidders shall have to furnish an amount of Rs. 5.00 Lakhs as “Bid Security” and the same should be in the form of a Demand Draft in favour of Oil India Limited payable at Guwahati or a Bank Guarantee issued by a Scheduled Bank . The Bank Guarantee should

be valid one month beyond the Bid validity period. Any Bid not accompanied by Bid Security will be rejected.

- 1.6 Any Bid containing a false statement shall be rejected.
- 1.7 Offers received in any form other than through OIL's e – portal will not be accepted. Bidders have to submit their offer in Single Stage Two Bid System as described in this tender document, otherwise the offer will be rejected.
- 1.8 Prices and rates quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.
- 1.9 There must be no exception to the following Clauses including sub-clauses, as applicable; otherwise the Bid will be rejected.
 - Performance Security Deposit Clause
 - Penalty Clause
 - Taxes and Duties Clause
 - Force Majeure Clause
 - Termination Clause
 - Arbitration Clause
 - Liability Clause
- 1.20 No deviation or exception will be accepted in the clauses covered under BRC/BEC.

2.0 INTEGRITY PACT:

The Integrity Pact is applicable against this tender .OIL shall be entering into an Integrity Pact with the bidders as per Proforma enclosed in **Section-VII** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid

NOTE: If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

3.0 BID EVALUATION CRITERIA (BEC)

- 3.1 Bids will be technically evaluated on the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.
- 3.2 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender and conforming to the Bid Rejection Criteria will be evaluated using the Bid Evaluation Criteria.
- 3.3 The Priced-Bids will be evaluated using the rates quoted in the PRICE BID FORMAT (Proforma- "A1" "A2", "A3" "A4" "A5" "A6"and "A7") on the following basis;

The quantities given in the Price Bid Format [Proforma "A1" "A2", "A3" "A4" "A5" "A6"and "A7] against each category of vehicle are the estimated requirements against the tender.

For the purpose of bid evaluation, the estimated quantities against each item will be multiplied by the rates quoted by the bidders and the total amount against each category of vehicle will be added to evaluate the total estimated value of the contract to determine the lowest bid. The lowest bidder will be determined based on overall evaluated contract value considering the estimated requirement given in the price bid format. For evaluating the total estimated contract value for the services indicated in Proforma-A1 to A4, the distance from the garage to the point of reporting (PHQ) and from point of release to the garage will be added to the total estimated kilometers. For evaluating the total estimated contract value, for the services the following will be considered.

Sum Total for all types of vehicles for both local and outside duty.

Fixed charge x corresponding estimated Quantity (days, trips, month as the case may be) + Running charge x (corresponding estimated KM) + Running charge x (Corresponding Total No. of Trips from Proforma A1 to A4) x (twice the distance from the Bidder's Garage to OIL Office at PHQ) + Airport pickup charge x corresponding estimated duty days + Airport dropping charge x corresponding estimated duty days + OT charge x corresponding estimated hours + Halting charge x corresponding estimated halting days.

(Details are shown in Proforma "A1" "A2", "A3" "A4" "A5" "A6" and "A7 and the Sum total of all the proformas will determine the lowest bidder (L-1 bidder).

- 3.4 The estimated quantities indicated in Proformas are for evaluation purposes only. The actual utilization of services may be more or less depending upon requirement during the contract period and payment will be made for the quantity of services rendered by the contractor.
- 3.5 The Contract for 100% of total volume of work under the tender will not be awarded to single party. In case single acceptable bidder situation arises then contract 60% of the tender volume will be awarded to the single party and for the remaining volume fresh tender will be floated. In case two or more acceptable parties are available against tender the contracts will be awarded with the work distribution in the following manner:

For 2 (two) Contractors (In case of 2 acceptable offers):

60% of the Vehicle requirement will be hired from the lowest (L1) bidder and the rest 40% will be hired from the second lowest (L2) bidder subject to matching their rates with the lowest (L1) bidder. However, original rates quoted by parties will not be allowed to increase under any circumstances.

For 3 (three) Contractors (In case of 3 or more acceptable offers):

50% of the Vehicle requirement will be hired from the lowest (L1) bidder, 30% will be hired from the second lowest (L2) bidder and the rest 20% will be hired from the third lowest (L3) bidder subject to matching their rates with the lowest (L1) bidder. However, original rates quoted by parties will not be allowed to increase under any circumstances.

For 4 (four) Contractors (In case of 4 or more acceptable offers):

50% of the Vehicle requirement will be hired from the lowest (L1) bidder, 30% will be hired from the second lowest (L2) bidder and the rest 10% will be hired from the third lowest (L3) bidder and 10% will be hired from the fourth lowest bidder subject to matching their rates with the lowest (L1) bidder. However, original rates quoted by parties will not be allowed to increase under any circumstances

If both L2 and L3 parties refuse to match the rates as mentioned above OIL reserves the right to ask the next lowest bidder(s) to match the rates with L1 bidder. However, in this case OIL will not hire more than 2 (two) service providers.

- 3.6 Any additional information, terms or conditions included in the Priced-Bid will not be considered by OIL for evaluation of the Tender.