

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
P. O. –Udayan Vihar, Guwahati-781171, Assam, India
E mail: amrit.khatoniar@oilindia.in

E-Tender

OIL INDIA LIMITED invites Competitive Domestic Bid through its e-procurement portal [https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/!](https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/) for the following Services:

Tender No	Service Description	Stage/Bid	Tender Sale upto	Bid Closing Date	Tender Fee Rs.
CGI 2618 P14	Hire the services of Miscellaneous jobs like Office Assistance, Office Attendant, Attendant at Godown and Handling of Socio Religious Materials and attendant at Staff Guest House under Employee Relations Section, PHQ as and when required basis .	<i>Single Stage</i> <i>Single bid</i>	One week prior to bid closing date	17-04-2014	2000.00

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 CRITERIA (BRC)

1. Financial capability: Bidders must have;

- a) Average Annual financial turnover as per Audited Annual Reports for the last three accounting years (**ending 31st March, 2013**) preceding scheduled bid opening date should be at least ₹ **13,10,800.00**
- b) 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. Experience: Bidders must have:

(a) Experience of having successfully completed similar works (**similar work mean providing man power services**) 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 ₹ **17,47,800.00**

Or

(ii) Two similar completed works each costing not less than ₹ **21,84,700.00**

Or

(iii) One similar completed works each costing not less than ₹ **34,95,500.00**

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.

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.