

E-TENDER NO. CDI 6110P15

**OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
P.O. DULIAJAN-786602, ASSAM
E-TENDER NOTICE**

OIL INDIA LIMITED (OIL) invites Bids from experienced Service Providers through its E- procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following services.

IFB No.	CDI6110P15
Description of Service	HIRING MMC (MAN MANAGEMENT CONTRACT) SERVICES FOR OPERATING 6(SIX) NOS. COMPANY OWNED BUSES(ONE CREW PER BUS BASIS) IN OPERATIONAL AREAS OF OIL IN ASSAM & ARUNACHAL PRADESH FOR A PERIOD OF 3(THREE)YEARS,EXTENDABLE BY ANOTHER 1(ONE) YEAR IF REQUIRED,WITH APPLICABLE RATES, TERMS & CONDITION AT SOLE DISCRETION OF THE COMPANY, WITH A PROVISION FOR OPERATING ADDITIONAL 2(TWO) NOS. COMPANY OWNED BUSES IF DESIRED SO BY THE COMPANY WITHIN THE TENURE OF THE CONTRACT.
Period of Sale of Bid Document	10.02.2015 TO 17.03.2015
Bid Closing / Opening Date & Time	24.03.2015 (11:00 HRS / 14:00 HRS : Server Time)
Cost of Bid Document	Rs. 2000.00
Bid Security (EMD)	Rs. 63800.00 The Bid Security should be in the form of a BANK DRAFT / BANKER'S CHEQUE/ BANK GUARANTEE (valid for minimum 210 days from the date of Technical bid opening i.e minimum up to 19.10.2015) favouring OIL INDIA LIMITED, payable at DULIAJAN for the amount applicable and purchased from any Nationalised / Scheduled Bank. Alternatively, the Bid Security can be deposited on-line in the E- procurement portal through the online payment gateway. Notes: a. In case of Bidder(s) submitting Bid Security in the form of BANK DRAFT / BANKER'S CHEQUE/ BANK GUARANTEE, the Original hard copy of Bid Security should reach the office of HEAD-CONTRACTS before 12.45PM (IST) on the Bid closing/opening date . b. A scanned copy of Bid Security document / EMD Invoice or E-mail confirmation (in case of Bid Security deposited on-line) should also be uploaded along with the Unpriced Techno-Commercial Bid documents.
<p>2.0 For participation, Cost of Bid Document (Non-Transferable and Non-refundable) by way of Demand Draft / Banker's Cheque from any Scheduled Bank in favour of OIL INDIA LIMITED and payable at Duliajan, along with the application(s) on applicants letter pad with a request for USER ID & PASSWORD is to be submitted /sent to reach the Office of Head-Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602 within the period of sale (inclusive both the days i.e. start date & end date) of Bid document. Alternatively, applicants already having User ID & Password for OIL's E-procurement portal can register against the IFB and pay the requisite Bid Document cost through the online payment gateway provided in the E- procurement portal.</p> <p>2.1 In case the Bidder(s) send their application for Bid Documents in sealed envelopes, the following must be super scribed on the envelope along with the name & registered postal address of the bidder in typed format or in clear legible handwriting:</p> <p style="text-align: center;">Application & Tender Fees, IFB No.: CDI 6110P15 <u>Description of Services: Hiring MMC Services for 6(Six) Nos. Company Owned Buses</u></p>	

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2.2 Amongst others, the Bidder(s) must also provide the following information in the application for request for Bid documents:

(i) Valid e-mail ID (ii) Registered Postal Address with PIN code (iii) Vendor Code with OIL (if available) (iv) Mobile No. /Telephone No. (v) Whether participated in OIL's e-tender prior to this tender.

3.0 No physical Bid documents will be provided. On receipt of requisite Bid Document Cost, USER_ID and initial PASSWORD will be communicated to the bidder through e-mail at the e-mail address provided along with request for Bid documents as mentioned in 2.2 (i) above and will be allowed to participate in the bidding through OIL's E-Procurement portal.

4.0 SALIENT ELIGIBILITY CRITERIA:

4.1 Average Annual Financial Turnover during last 03 (three) financial years ending **31.03.2014** must be at least **Rs.1914000.00 (Rupees Nineteen Lakh Fourteen Thousand)** for the bidder.

Documentary evidence must be submitted along with the Technical Bid. The proof of annual turnover should be in the form of audited Balance Sheet and Profit & Loss Account or certification from Chartered / Cost Accountant firm indicating the Code Number.

4.2 The bidder shall be in the business of providing similar services to Public Sector Undertaking(PSU) / Central Government / State Government Organization/ Corporations having the experience of successfully executing the following assigned similar work(s) during the last 7(seven) years ending **31.01.2015**.

(a) Three executed works of value not less than **Rs. 25.50 lakhs (Rupees Twenty Five Lakhs & Fifty Thousand) each**.

Or

(b) Two executed works of value not less than **Rs. 31.90 lakhs (Rupees Thirty One Lakhs & Ninety Thousand) each**.

Or

(c) One executed work of value not less than **Rs. 51.00 lakhs (Rupees Fifty One Lakhs)**.

NOTE FOR BIDDER(S) TO ABOVE CLAUSE 4.2:

i) "Similar Works" means -

(a) Providing Services in skilled category with professional HMTV drivers possessing valid professional driving license with PSV badge and conductors possessing valid license.

Or

(b) Providing services of 48-52 seater buses or heavy trucks or trailers or cranes or any other heavy vehicles, with operating crews having valid professional HMTV driving licenses.

ii) For proof of Annual turnover, any one of the following documents or its photocopy must be submitted along with the bid:

(a) A certificate issued by a practising Chartered / Cost Accountants' Firm, with membership no. certifying the Annual Turnover and nature of business.

(b) Certified copy of Balance Sheet and Profit and Loss account.

iii) "For proof of requisite Experience, any one of the following documents or its photocopy (attested) must be submitted along with the technical bid:

(a) In case of OIL contractors, copy of 'Certificate of Completion (COC)' / 'Certificate of Payment (COP)' / Service Entry Sheets (SES) of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL Contract No./Agreement Number will not be accepted.

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(b) Certificate issued by any other Public Sector Undertaking / Govt. Department in last seven years ending on last day of the month previous to the one in which tender is floated showing:

- (A)Gross value of job done; and
- (B)Nature of job done; and
- (C)Time period covering the duration as mentioned above.”

Only LOI (Letter of Intent) / LOA (Letter of Award), Work Order copy is not acceptable.

(iv).Bidder must be in the business of providing services on similar works as defined above to PSU / Central Government/ State Government Organization/ Corporations for any length of time during last 7 (seven) years ending on **31.01.2015** *i.e. for any length of time within the period 01.02.2008 to 31.01.2015 (both days inclusive)*. During this period of 7 (seven) years, bidder must have successfully carried out job(s) (as defined above) of value either **Rs. 51.00 lakhs under a single contract or Rs. 31.90 lakhs each under 2 (two) separate contracts or Rs. 25.50 lakhs each under 3 (three) separate contracts**. Accordingly, the Starting Date and/or the Job Completion Date of respective contract/s need not necessarily fall within the seven years period of **07 years prior of 01.02.2008 to 31.01.2015**; but the value of job/s done must be of requisite amount as above and within the period mentioned above.

5.0 Details of process for submission of Tenders Fees & Bid Security (EMD) through the online payment gateway are available in Vendor User Manual under E- procurement portal. (**Note:** Important Points for on-line Payment can be viewed at Oil India's website at url: <http://oil-india.com/pdf/ETenderNotification.pdf>).

6.0 PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days in advance to get access for participation in the tender.

7.0 The link to OIL's E-Procurement portal has been also provided through OIL's web site (www.oil-india.com).

8.0 The details of IFB / Bid Documents can be viewed using “Guest Login” provided in the E-Procurement portal.

9.0 In order to bid for OIL's e-tenders; all the bidders are requested to obtain a legally valid Digital Certificate (Class III with Organisation) as per Indian IT Act from the licensed Certifying Authorities (CA) operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. (**Note:** Digital Signature Certificates having “**Organization Name**” field as “**Personal**” are not acceptable. However, aforesaid Digital Signature Certificates having **Bidder's Name** in the “**Organization Name**” field are acceptable.)

DATE: XXXXXXXXXX

**HEAD- CONTRACTS
FOR RESIDENT CHIEF EXECUTIVE**