

NIL FOR TENDER NO. CGI 1388 P17

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

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	Bid Closing Date & Time	Service Description
CGI 1388 P17	05.08.2016 At 11.00 A.M.	Hiring the Security services at Centre of Excellence Premises, Guwahati

Application showing full address/email address with Tender Fee (Non-refundable) of **Rs.1,000/-** by Demand Draft/Banker's Cheque/Online Transaction only in favour of M/s Oil India Limited and payable at Guwahati to be sent to Chief Manager (Contracts) , Oil India Limited, P.O. Udayan Vihar, Assam-781171 only between **30.06.2016** and one week prior to Bid Closing date. 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) / BID EVALUATION CRITERIA (BEC)

The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected.

1) TECHNICAL CRITERIA:

i)Experience of at least one similar work of costing not less than **Rs. 13,83,500.00** in previous 7 (seven) years to be reckoned from the original bid closing date.(**Similar nature of job means experience in handling of SECURITY SERVICE CONTRACTS with relevant license i.e license to engage in the business of private security agency from an appropriate authority under the Private Security Agencies(Regulations) Act, 2005**)

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.

For proof of experience, any one of the following document/photocopy must be submitted along with the bid:-

- a) In case of OIL contractors, copy of certificate of completion (COC)/Certificate of payment (COP) of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO no. will not be accepted.
- b) Certificate issued by any other PSU /Govt. department last seven years ending bid closing date showing:-

Gross Value of Job done; Nature of job done and Time period covering the financial year(s) as per NIT.

A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

2) FINANCIAL CRITERIA:

Financial Criteria shall be considered from the original bid closing date

1.1 Annual Turnover Value

- (i) Annual financial turnover as per Audited Annual Reports **in any of the preceding three (3) financial years (ending 31st March, 2015)** should be at least **Rs. 24,90,300.00**

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.

1.2 Net worth

Positive for preceding financial / accounting year

For proof of net worth and annual turn over any of the following document must be submitted along with the bid:

- i) A certificate issued by a practicing chartered / Cost accountant firm, with membership number certifying the net worth and annual turn over and nature of business.
- ii) Audited balance Sheet and profit and loss account.

3) Bidder(s) must also furnish the followings:-

1. NAME OF FIRM
2. DETAIL POSTAL ADDRESS
3. TELEPHONE NO.
4. CONTRACT PERSON#S CONTACT NO.
5. TAX EXEMPTION CERTIFICATE NO. (Attested copy required).
6. CST REGD. NO. (Attested copy required).
7. LOCAL SALE TAX REGD. NO. (Attested copy required)
8. PAN NO. (Attested copy required)
9. VAT REGD. NO. (Attested copy required).
10. BANK ACCOUNT NO./Type
11. BANK NAME

12. BANK ADDRESS

13. SERVICE TAX REGD. NO. (Attested copy required)

14. **P.F. CODE NO. (Attested copy required)**

(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant))

15. VENDOR NO. (IF AVAILABLE)

16. Solvency Certificate from Bank.

17. **ESI registration number:**

18. **Valid license to operate/execute similar nature of work as mentioned.**

4.0 BID REJECTION CRITERIA (BRC):

Deviation to the following provision of the tender document shall make the bid liable for rejection:

- i. Firm price
- ii. EMD / Bid Bond
- iii. Scope of work
- iv. Specifications
- v. Price Schedule
- vi. Delivery / Completion Schedule
- vii. Period of Validity of Bid
- viii. Liquidated Damages
- ix. Performance Bank Guarantee / Security deposit
- x. Guarantee of material / work
- xi. Arbitration / Resolution of Dispute
- xii. Force Majeure
- xiii. Applicable Laws
- xiv. Integrity Pact, if applicable
- xv. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

5.0 Non-submission of the documents as specified in BRC above will result in rejection of bids.

6.0 The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. 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. schedule of works, units, quantity, rates) of the tender.

2. OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

3. Discount: Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken in to account for evaluation purposes. However, in the event such offer without considering discount is found to be the lowest, OIL shall avail such discount at the time of award of contract.

7.0 GENERAL:

- a) In case bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- b) 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 also such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.
- c) In case of any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.
- d) Any exceptions/deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their Techno-Commercial bid only.
- e) The original copy of documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

8.0 **Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner and ESI registration .**

9.0 ***The Bidder must have a business office establishment for at least one year within a radial distance of about 50 KM of the area of operation where the services need to be provided. Any one of the following documents must be provided as a proof of having the office establishment.***

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

10. **Relaxation for OIL's existing contractor:**

In case of contractors who are providing similar services to OIL(Pipeline Department at PHQ or pump stations) for at-least six months in the last three years as on Bid Closing Date (BCD) will be exempted from submission of documents under clauses of Financial and Experience criteria of the BRC conditions. However, they will have to provide the following documentary evidence.

- Copy of the OIL's work order or
- Copy of the OIL's Contract copy

Simply mentioning of OIL Contract Number or Work order no without the copy will not be accepted.

11. **BID EVALUATION CRITERIA (BEC) :**

- 11.1 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.
- 11.2 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.

- 11.3 ***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***
- 11.4 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.

