

NIL FOR TENDER NO. CGI 1499 P17

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	Bid Closing Date & Time	Service Description
CGI 1499P17	09.09.2016 At 11.00 AM	Hiring the services of vehicles as and when required basis under Admin. Section, PHQ, Guwahati

Application showing full address/email address with Tender Fee (Non-refundable) of **Rs. 1000/-** each 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 **02.08.2016** 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 / 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 tender opening date). 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 of the following:

a) One similar completed work costing not less than **Rs. 81.77 Lakhs**.

“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 CRITERIA:

Financial Criteria shall be considered from the original bid closing date

1.2.1 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. 49.06 Lakhs**

(ii) **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.

1.2.2 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.

2) 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))

3.0 BID REJECTION CRITERIA (BRC):

3.1 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.

- 3.2 Non-submission of the documents as specified in BRC above will result in rejection of bids.
- 3.3 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:
- 3.4 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.
- 3.5. 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.
- 3.6 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.

4.0 COMPLIANCE OF CONTRACTORS:

- 4.1 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” and “A6” of tender, otherwise the Bid will be rejected.
- 4.2 Bidders shall have to furnish an amount of **Rs 3.27 Lakhs** as “Bid Security” and the same should be in the form of a Demand Draft/online transaction 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.
- 4.3 Any Bid containing a false statement shall be rejected.
- 4.4 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.
- 4.5 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.
- 4.6 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
- 4.7 No deviation or exception will be accepted in the clauses covered under BRC/BEC.

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

4.0 BID EVALUATION CRITERIA (BEC)

- 4.1 Bids will be technically evaluated on the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.
- 4.2 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.
- 4.3 The Priced-Bids will be evaluated using the rates quoted in the PRICE BID FORMAT (Proforma- “A1” “A2”, “A3” “A4” “A5” and “A6”) on the following basis;

The quantities given in the Price Bid Format [Proforma “A1” “A2”, “A3” “A4” “A5” and “A6”] 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 A1to 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" and "A6" and the Sum total of all the proforma will determine the lowest bidder (L-1 bidder).

- 4.4 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.
- 4.5 ***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***
- 4.6 Any additional information, terms or conditions included in the Price-Bid will not be considered by OIL for evaluation of the Tender.

5.0 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

