

NIT FOR TENDER NO. CGI 1886 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	Tender Fee	Bid Closing Date & Time	Service Description
CGI 1886 P17 <u>E-Tender</u>	Rs. 1,000	20.09.2016 At 11.00 A.M.	To provide services of miscellaneous jobs like Office Assistance, data entry, Office attendant at Admin & Official Language Section, PHQ., Narengi for a period of 2 (two) years

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 **12.08.2016** 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 CRITERIA(BRC) / BID EVALUATION CRITERIA (BEC)

- 1.0 The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case services 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 **BRC** requirements will have **to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.** All the documents related to BRC shall be submitted along with the Bid.

[A] Financial capability: Bidders must have

- (a) Annual financial turnover as per Audited Annual Reports for any of the last three accounting years (**ending 31st March, 2015**) preceding scheduled bid opening date should be at least **Rs.8,98,000.00**

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.

- (b) **Net Worth should be positive for preceding 3 (Three) financial years.**

For Proof of **Annual Turnover & Net Worth** 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.

[B] Experience: Bidders must have;

Experience of having successfully completed similar works (**Similar works mean: supply of labour, man management contract or any other job requiring engagement of manpower on continuous basis fulfilling all the statutory requirements**) with **PSUs/Central Govt./ State Govt.** Organization during last 7 years ending last day of month previous to the one in which applications are invited should be of the following :

- i) One similar completed work costing not less than **Rs.7,50,000.00**
(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.)

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

- Firm price
- EMD / Bid Bond
- Scope of work
- Specifications
- Price Schedule
- Delivery / Completion Schedule
- Period of Validity of Bid
- Liquidated Damages
- Performance Bank Guarantee / Security deposit
- Guarantee of material / work
- Arbitration / Resolution of Dispute
- Force Majeure
- Applicable Laws
- Integrity Pact, if applicable
- Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

D) The Bidder must have a business office establishment for a least one year within 50 Km radius of the area of operation where the services need to be provided. Documentary evidence must be provided in the form of Municipality trade license or other such documents as per the following which satisfies as a proof of having the office establishment.

- Trade License issued by the local authority in the name of the Firm or*
- Landline phone number in the name of the Firm or*
- Electricity bill for last one year in the name of the Firm*

Note: All documents relating to above clause No. (A),(B) and (D) must be submitted along with techno-commercial bid. These documents shall have to be produce by the bidder as and when asked for:

- 1.2 Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner.

1.3 Relaxation for OIL's existing contractors :

In case of contractors who are providing similar services of listed/unlisted labours 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 BRC conditions. However, they will have to provide the following documentary evidence:

- i) Copy of OIL's Work Order or*
- ii) Copy of OIL's Contract copy.*

Simply mentioning of OIL Contract Number or Work Order Number without the copy will not be acceptable.

- 2.0 **Other Information /Documents:** Bidders must furnish the following information with relevant documents wherever **necessary**:

- a) Tax Exemption Certificate, if any, if /applicable.
- b) PAN no.(photocopy of the PAN card required).
- c) Service Tax registration No.
- d) VAT registration no. , if applicable.
- e) Bank account No. with name of Bank, Type of account, Bank address.
- f) P.F. Account No. / Code.

3.0 **BID EVALUATION CRITERIA (BEC) :**

- 3.1 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.
- 3.2 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.
- 3.3 ***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***
- 3.4 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.

