

**NIT FOR TENDER NO. CGI 1949 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**

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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
<b>CGI 1949 P17</b>	<b>20.09.2016</b>  <b>At</b>  <b>11.00 A.M.</b>	Hiring the Security service by Government Registered Security Agency at Barauni Pump Station, Repair Station No. 17, Khagaria and River Burihgandak Railway crossing under the jurisdiction of Pump Station-10 ,Barauni

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. 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](http://www.oil-india.com). Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.

**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] TECHNICAL CRITERIA:**

Experience of at least one similar work of costing not less than **Rs.23,20,000.00** 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.**

## **B) 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 31<sup>st</sup> March, 2015)** should be at least **Rs.13,90,000.00**

#### **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.

### **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.

**C) 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.**

**D) BID REJECTION CRITERIA (BRC):**

- 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.
- 2.0 Non-submission of the documents as specified in BRC above will result in rejection of bids.
- 3.0 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.

- E) **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.**

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

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

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

- F) ***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.

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