

NIL FOR TENDER NO. CGI 4406 P18

OIL INDIA LIMITED
(A Government of India Enterprise)
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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	Tender Fee(Rs.)	Bid Closing Date & Time	Service Description
CGI4406P18	1000	25.05.2017 At 11.00 A.M.	Hiring the services of two Nos. Toyota Etios (AC) vehicles for plying at COEES Office and vintage of vehicle not more than 3 years.

The details of IFB and procedures for applying & participation can be viewed using “Guest Login” provided in the e-procurement portal and also in OIL’s web site www.oil-india.com. The link to OIL’s E-Procurement portal has also been provided through OIL’s website

All corrigenda, addenda, amendments, time extension, etc. to the tender will be hosted on above Website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

BID REJECTION CRITERIA(BRC) / BID EVALUATION CRITERIA (BEC)

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) 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**. 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 at least one similar work of value of **Rs. 8,70,500.00** only during last 7 (seven) years to be reckoned from the original bid closing date.

“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.

NOTE:-

- (i) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.
- (ii) In case of tenders for Annual rate contracts / Maintenance and Service contracts, if the prospective bidder is executing rate / maintenance /service contract which is still running and the contract value / quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted satisfactory work / supply / service execution certificate issued by end user.
- iii) 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.

1.2 FINANCIAL:

(a)The bidder must have Annual financial turnover as per Audited Annual Report in any of the preceding 3 (three)years should be at least **Rs.5,22,300.00** only.

b) For consortium

- i).At least one member of the consortium to meet the above criteria of 50% turnover.
- ii).The other members of consortium should meet minimum 25% turnover requirement.

c) Period for consideration: In any of preceding 3 financial years

d) Net worth: Positive for the preceding financial / accounting year.

e) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

i)A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth

OR

ii)Audited Balance Sheet along with Profit & Loss account.

f)In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN (Firm Registration Number) is not available. However, bidder will have to provide documentary evidence for the same.

g)Considering the time required for preparation of Financial Statements, if the last date of

preceding financial/ accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/ accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial/ accounting year will be considered. In such cases, the Net worth of the previous financial/ accounting year excluding the preceding financial/ accounting year will be considered. However, the bidder has to submit an affidavit/ undertaking certifying that the balance sheet/ Financial Statements for the financial year (as the case may be) has actually not been audited so far.

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

1.3 Any Bid containing a false statement shall be rejected.

1.4 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 Single Bid System as described in this tender document, otherwise the offer will be rejected.

1.5 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.

1.6 Deviation to the following provision of the tender document liable for rejection of Bid:

- 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.

1.7 No deviation or exception will be accepted in the clauses covered under BRC/BEC.

1.8 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.

1.9 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.

1.10 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.

1.11 COMMERCIAL:

1. Bidder shall submit the offer under "Single Stage" Single Bid System - "Technical bid" and the "Price Bid".

2. Bidder shall furnish Bid Security along with Bid. Bid security shall be furnished as a part of 'Technical Bid'. Any bid not accompanied by a proper bid security will be rejected. Bidder shall submit original document to the address as specified with BCD before Bid opening date and time, otherwise Bid will be rejected. A scanned copy of this document should also be uploaded along with the Un-priced bid.

3. The Technical Bid should not have any price indication.

4. Bidder shall furnish Bid Security as referred in Relevant Section of the Bid document so as to reach the Company (i.e. OIL) before due date of closing. Any bid for which bid security is not received before due Date of Bid Closing will be rejected.

5. Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.

6. Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.

7. Bidders must quote clearly and strictly in accordance with the price schedule outlined in relevant section of Bidding Documents; otherwise the bid will be rejected.

8. Any bid containing false statement will be rejected.

9. The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.

10. Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.

11. Price quoted by the successful Bidder must be firm during the performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

12. The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected. To this effect Bidder shall submit an undertaking along with the Technical Bid.

- a) Performance Security Clause
- b) Force Majeure Clause
- c) Termination Clause
- d) Settlement of disputes Clause
- e) Liquidated Damages Clause.
- f) Acceptance of Jurisdiction and applicable law.
- g) Tax liabilities clause.
- h) Insurance clause.
- i) With holding clause.
- j) Liability clause.
- k) Set off clause

2.0 BID EVALUATION CRITERIA (BEC)

2.1 Bids will be technically evaluated on the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.

2.2 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.

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-A, the distance from the garage to the point of reporting (**COEES**) 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 A) x (twice the distance from the Bidder's Garage to OIL Office at PHQ)

2.3 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.

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