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/sap/bc/gui/sap/its/bbpstart/! for the following Services:

Tender No	Bid Closing Date & Time	Service Description
CGI 5656P15	**27.01.2015** **At** **11.00 A.M.**	Hiring the services of Misc. jobs like office assistance, office attendant at Admin. Planning, Contract, Office language section, PHQ,

Application showing full address/email address with Tender Fee (Non-refundable) **of Rs.2,000/- by Demand Draft/Banker's Cheque 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 **19.12.2014 and one week prior to Bid Closing date**. The envelope containing the application for participation should clearly indicate **"Request for participation"** for easy identification and timely issue of authorization. No physical tender documents will be provided. 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 / BID EVALUATION CRITERIA:

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.

1.1 **Financial capability: Bidders must have;**

a) Average Annual financial turnover as per Audited Annual Reports for the last three accounting years (**Ending 31st March, 2014**) preceding scheduled bid opening date should be at least **Rs.12,42,500.00**

b) For Proof of Annual Turnover any of 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.

1.2 **Experience: Bidders must have:**

Experience of having successfully completed similar works (**<u>similar work means providing man power services</u>**) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :

(i) Three similar completed works each costing not less than **<u>Rs.16,56,700.00</u>**

Or

(ii) Two similar completed works each costing not less than **<u>Rs.20,70,800.00</u>**

Or

(iii) One similar completed works each costing not less than **<u>Rs.33,13,300.00</u>**

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.

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

1.4 ***The Bidder must have a business office establishment for atleast 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***
(ii) ***Tenancy agreement duly attested by Notary along with Electricity/Landline bill in the name of the owner or***
(v) Any other document to establish the same.

"Additionally, the names of the areas covering the 50 Km radius may be mentioned".

1.5 **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.

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.