

NIT FOR TENDER NO. CGI 6258 P18

OIL INDIA LIMITED
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E-Tender

OIL INDIA LIMITED invites local Competitive Bid(LCB) 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 6258 P18		25-01-2018 At 11.00 A.M.	HIRING THE SERVICES FOR MAINTAINING PCS,DESKTOPS,PRINTERS AND PERIPHERALS UNDER PS8 BASE AND HIRING LCD PROJECTOR FOR 3(THREE) YEARS EXTENDABLE BY ANOTHER 1(ONE) YEAR

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 to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case material and 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 following 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 Techno-Commercial Bid.

A) TECHNICAL CRITERIA:

1.0 EXPERIENCE

The Bidder shall have experience of at least one similar work(Similar work means **‘Service Maintenance Contract of Desktop PCs (P4,Core 2 duo or Dual core or core i3 or equivalent & higher Processors) & peripherals, Laptops, UPS and**

printers of various types' in previous 7 (seven) years to be reckoned from the original bid closing date should be of the following:

- (i) One similar completed works costing not less than **Rs. 2,80,400.00**
- (ii) The bidder must be an OEM or authorized dealer of any one of the OEMs of following desktop PCs & peripherals viz. IBM / HP / COMPAQ / ACER / HCL / WIPRO / LENOVO / DELL / PCS / FUJITSU/ with service base at Siliguri, West Bengal . Documentary evidence to be provided

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 requisite Experience, any one of the following documents/photocopies must be submitted along with the bid:

(a) In case of OIL contractor, copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)' of jobs successfully completed/ Service Entry Sheets, of jobs successfully completed, during last 7(seven) years ending Bid opening date showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number/Work order will not be accepted.

(iii) Certificate issued by PSUs / Central Govt. / State Govt. Organization in last seven years from date of bid opening, showing:

- (a) Gross value of job done; and
- (b) Nature of job done; and
- (c) Time period covering as per the NIT.

B) FINANCIAL EVALUATION CRITERIA:

The following Financial criteria shall have to be met by the bidder:-

(i) Annual Financial Turnover during any of preceding three financial/accounting years from the original bid closing date shall be at least **Rs. 1,68,300.00**

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.

Period for consideration:

In any of preceding 3 financial years

(ii) Net worth of the bidder must be positive for preceding financial/ accounting year.

(iii) 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.

Notes:

1) For proof of annual turnover and net worth any one of the following document must be submitted along with the bid:-

a) A certificate issued by a practicing chartered/cost accountant (with membership number and firm registration number), certifying the annual turnover and net worth as per format described in **ANNEXURE-AA**.

OR

b) Audited balance sheet along with profit and loss account.

2) 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 is not available. However, bidder to provide documentary evidence for the same.

2.0 COMMERCIAL:

2.1 Bidder shall furnish Bid Security along with Bid. Bid security shall be furnished as a part of 'Techno-Commercial Bid'. Any bid not accompanied by a proper bid security will be rejected.

In case of e-Tender, Bidder shall submit original document to the address as specified with BCD and scanned copy shall be submitted along with the e-Tender.

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

2.3 Bid shall be typed or written in indelible ink and original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected. Rates shall be quoted in figures as well as in words.

In case of e-Tender, Bidder shall submit scanned copy of the signed bid as mentioned above as per e-Tendering procedure.

2.4 Bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

2.5 The Techno-Commercial Bid should not have any price indication.

2.6 Any bid containing false statement will be rejected.

2.7 Bidders must quote clearly and strictly in accordance with the price schedule outlined in Bidding Documents, otherwise the bid will be rejected.

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

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

2.10 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.

2.11 The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected.

- 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.

3.0 GENERAL:

3.1 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 BEC/BRC.

3.2 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 BEC/BRC also and such clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.

3.3 In case, any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

3.4 Any exceptions/deviations to tender must be spelt out by Bidder in their 'Techno-Commercial' bid only. Any additional information/terms/ conditions furnished in sealed 'Price Bid' will not be considered by Company for evaluation/award of contract.

3.5 Bidder shall fulfil all the relevant clauses applicable in case of legacy system or e-Tender whichever is applicable.

3.6 The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

3.7 Bidder(s) must also furnish PAN NO. (Attested copy required), GST Registration NO. (Attested copy required), BANK A/C NO, Vendor Code(for existing vendors).

3.8 In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of draw of lots.

4.0 BID EVALUATION CRITERIA (BEC):

4.1 The bids conforming to the technical specifications, 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:

4.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total cost of various works envisaged under the contract.

4.3 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.

4.4 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.

4.5 Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.

5.0 BID REJECTION CRITERIA (BRC):

It is important to explicitly include all such terms and conditions which are considered absolutely necessary to be accepted by bidder without any deviation. Tender document should have a stipulation that deviation to such criteria shall make the bid liable for rejection. Broadly the following are to be included in the tender as bid rejection criteria :

a) Deviation to the following provision of the tender document :

- 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

ANNEXURE-AA:

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

(To be issued by practicing Chartered/Cost Accountant Firm
on their Letter Head)

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statement of M/s _____ (Name of the bidder) for the last three(3) completed accounting years up to _____ (as the case may be) are correct.

YEAR	TURNOVER(Rs.)	NETWORTH(Rs.)

Place:

Date:

Seal:

Membership Code and Registration No.

Signature

