

NIT FOR TENDER NO. CGI 9267 P19

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	Bid Closing Date & Time	Service Description
CGI 9267 P19	07-11-2018 At 11.00 A.M.	AMC & FMS of PCs and Peripherals, Printers, laptops, UPS of heterogeneous make and models at PHQ, PS3 , PS2, PS4, NT, PS6 for a period of three (3) years Under Telecom Section, PHQ, Guwahati, Kamrup, Assam

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)

(A)Bid Evaluation Criteria (BEC):

1.0 All the documents related to BEC must be submitted along with the Techno-Commercial Bid. Otherwise, the bid will be considered as non-responsive and rejected.
2.0 Interested bidders shall have to submit the following documents to qualify for opening of the Price Bid:

2.1 TECHNICAL CRITERIA

Bidder shall have experience of at least one similar work for **Rs 6,78,600.00** in previous 7 (seven) years to be reckoned from the original bid closing date.

Similar Work: AMC of Desktop PCs , Printers , UPS , Laptop etc.

Documentary proof must be furnished in support of 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, the following documents/photocopy must be submitted along with the bid:

i) In case of OIL contract, copy of Certificate of completion showing actual value of job shall be submitted by bidder. It may be noted that simply mentioning OIL PO /COC no will not be accepted.

ii) Certificate issues by any other firms of repute showing:

a) Actual value of job done

b) Nature of job done

c) Time period covering the financial year (s) as per NIT

3. The bidder must be an OEM / OEM authorized service partner of Desktop PCs & peripherals. Bidder must have service base/repair centre for Desktop PCs and peripherals at Guwahati.

Documentary evidence regarding OEM authorization and service base / repair centre shall be furnished along with the bid, which shall be valid at the time of bid closing date.

2.1.1 FINANCIAL CRITERIA

Financial capability: Bidders must have

(a) Annual financial turnover as per Audited Annual Reports in any of preceding three financial years preceding scheduled bid opening date should be at least Rs 4,07,200.00,

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 financial year.

(c) 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.

(d) 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)

(e) 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.**

2.1.2 Bids must be valid for minimum 90 days from the date of Technical Bid opening. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is 90 days.

Note: In case of extension of Bid Opening Date, Bid validity should be extended suitably by the bidder, as and when advised by OIL.

2.1.3 The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Evaluation Criteria will be considered for further evaluation given below:

i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made.

(ii) In case of identical lowest offered rate by more than 1 (one) bidder, the selection of priority-1 and priority-2 bidder will be made by draw of lots amongst the parties offering the same lowest price. The tender shall be awarded to priority-1 bidder only, but if priority-1 bidder fails to accept the LOI/found non-eligible/ fails to execute the job, then Company reserves the right to award the same to priority -2 bidder after taking management approval for the same.

(iii) Bidders must fill up the Technical compliance evaluation sheet for BEC / BRC and the format is attached under "Notes and Attachments" tab in the main bidding engine of OIL's e-Tender portal

2.2 COMMERCIAL CRITERIA

a. BID REJECTION CRITERIA (BRC):

1. The tender is invited under SINGLE STAGE - COMPOSITE BID SYSTEM. The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's E-Procurement portal within the Bid Closing Date and Time stipulated in the E-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded under "Technical Attachment" Tab only. Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page. Details of prices as per Price Bid format/Priced bid to be uploaded under "Notes and Attachment" Tab. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.

2. Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the NIT. Any bid not accompanied by proper bid security will be summarily rejected.

3. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable. Bid submitted by parties who have not submitted the requisite tender fees will be rejected.

4.Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.

5.Bidders must quote clearly and strictly in accordance with the price schedule outlined in Price Bidding Format attached under "Notes and Attachments" tab in the main bidding engine of OIL's e-Tender portal; otherwise the bid will be rejected. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement in the c-Folder link (collaboration link) under "Technical RFx Response" Tab Page only.

6.There should not be any indication of price in the Un-priced Techno-Commercial Bid. If there is any indication of price in the Un-priced Techno-Commercial Bid, Such Bid will be rejected straightway.

7.Bidder must accept and comply with the following provisions as given in the tender document. Deviations to such provisions shall make the bid liable for rejection.

- a. Firm price
- b. EMD / Bid Bond
- c. Scope of work
- d. Specifications
- e. Price schedule
- f. Delivery / completion schedule
- g. Period of validity of bid
- h. Liquidated Damages
- i. Performance bank guarantee / Security deposit
- j. Guarantee of material / work
- k. Arbitration / Resolution of Dispute
- l. Force Majeure
- m. Applicable Laws
- n. Integrity Pact, if applicable

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(₹)	NETWORTH(₹)

Place:

Date:

Seal:

Membership Code and Registration No.

Signature

End of BEC-BRC
