

NIL FOR TENDER NO. CGI 9676 P16

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
P. O. –Udayan Vihar, Guwahati-781171, Assam, India
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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	Bid Closing Date & Time	Service Description
<u>CGI 9676P16</u>	05.02.2016 At 11.00 A.M.	Hiring the services of 1 (One) No. Brand New Toyota Etios Model (V), Petrol driven vehicle for plying at PHQ under Admin Section.

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 **29.12.2015** and one week prior to **Bid Closing date**. 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. 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.

1.1 Financial capability: Bidders must have;

- Average Annual financial turnover as per Audited Annual Reports for the last three accounting year ending **2014-2015** preceding scheduled bid opening date should be at least **Rs.8,82,900.00**
- 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;

The bidder shall have successfully completed of the following magnitude 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 **Rs.11,77,200.00**

Or

(ii) Two similar completed works each costing not less than **Rs.14,71,500.00**

Or

(iii) One similar completed works each costing not less than **Rs.23,54,300.00**

(Similar completed work means providing hired vehicle service)

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 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

1.4 All the supporting documents in compliance to BRC requirements under clause 1.1, 1.2 &1.3 above shall be scanned and uploaded along with the technical bid.

1.5 Any bid not complying BRC requirements shall be summarily rejected.

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

1.7 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.

2.0 BID EVALUATION CRITERIA (BEC):

- 2.1 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.
- 2.2 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. **fixed monthly charge X period, Running Charge per KM X the Estimated KM indicated i.e. 3000 Km/month**) of the tender.
- 2.3 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.
- 2.4 Quoted rates must be in conformity with the applicable minimum wage as applicable other wise bid will be rejected.
- 2.5 ***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***

3.0 OTHER INFORMATION /DOCUMENTS:

Bidders are required to furnish the following information with relevant documents wherever necessary:

- a) Tax Exemption Certificate, if any : Applicable / Not applicable
- b) CST registration No., if applicable :
- c) Local sales Tax registration, if applicable:
- d) PAN no.(photocopy of the PAN card required):
- e) Service Tax registration No. , if applicable:
- f) VAT registration no. if applicable:
- g) Bank account No. With name of Bank, Type of account, Bank address.
- h) P.F. Code, if applicable:
- i) Price quotation of the offered vehicle from the Authorised Motor Vehicle Dealer along with the offer.***

Non Furnishing of the above information may be liable for rejection of the offer.

4.0 EXEMPTION OF TENDER FEE AND EMD:

- (i) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of tender fees for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents.
- (ii) Public Sector Units (PSU) are also exempted from payment of tender fee.
- (iii) Firms registered with NSIC, PSU's & Government Departments claiming exemption from payment of tender fee should submit their request with all credentials to the tender

administrator at least 7 days in advance from the date of closer of sale of bid documents, to get access for participation in the tender.

- (iv) Tender documents provided to SSI Units registered with NSIC on free of charge basis shall submit their offer for the service for which they are registered. Their offer for other than the registered service shall not be acceptable. Their offer as service provider also will not be acceptable and shall be rejected straightway.
- (v) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of Earnest money deposit for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents

