



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Oil India Limited
(A Government of India Enterprise)

Conquering Newer Horizons

NEF PROJECT, DULIAJAN
P.O. - DULIAJAN, PIN -786 602
DIST.- DIBRUGARH, ASSAM, INDIA
E-mail: nef@oilindia.in
TEL: (91) 374-2807451/62
FAX: (91) 374-2801799
Website: www.oil-india.com

TENDER NO. D206403P15

OIL INDIA LIMITED, a Government of India Enterprise and a premier oil Company engaged in exploration, production and transportation of crude oil & natural gas invites sealed Bids under SINGLE COMPOSITE BID SYSTEM for the following work from experienced Contractors having experience in PWD, RAILWAYS, MES and OIL.

1.0 Brief Description of Work: MAKING OF CHEMICAL GODOWNS, SHED OVER CHEMICAL RAMP, MUD TANK AND ERRECTION OF SOUND BARRIER INCLUDING SUPPLY OF ALL MATERIALS AT LOCATION MZ-1 NEAR KEIFANG, MIZORAM.

2.0 Salient points of the tender (covered in details in this tender document) –

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| a. | Tender No. | : | D206403P15 Dated 25.02.2015 |
| b. | Type of Bidding | : | SINGLE STAGE COMPOSITE BID SYSTEM |
| c. | Tender Fee | : | INR (`) 500.00 |
| d. | Bid Closing Date & Time | : | 18.03.2015 at 13:30 HRS (IST) |
| e. | Technical Bid Opening Date & Time | : | 18.03.2015 at 14:00 HRS (IST) |
| f. | BIDS to be addressed to | : | HEAD-NEF,
NEF Project, Oil India Limited,
P.O. Duliajan, District: Dibrugarh
Assam (India), PIN-786602 |
| g. | Bid Opening Place | : | Office of the HEAD-NEF
NEF Project, Oil India Limited,
P.O. Duliajan, District: Dibrugarh
Assam (India), PIN-786602 |
| h. | Bid Validity | : | 180 days from the date of opening of Bid. |
| i. | Earnest Money / Bid Security Amount | : | INR (`) 10,500.00 |
| j. | Original Bid Security to be submitted to | : | HEAD-NEF
NEF Project, Oil India Limited,
P.O. Duliajan, District: Dibrugarh
Assam (India), PIN-786602 |
| k. | Duration of Contract | : | 06 (Six) Weeks from the date of commencement
of Contract |

- l. Amount of Performance Guarantee : 2.5% of the total estimated Contract value
- m. Validity of Performance Guarantee : One month after the expiry of the tenure of the contract.
- n. Retention Money : 7.5 % on running Bill
- o. Quantum of Liquidated Damage for default in timely Mobilisation : 0.5 % of contract value for delay of per week or part thereof subject to maximum of 7.5%.
- p. Last Date of Tender Sale date : 17.03.2015(One day prior to bid closing date)

3.0 Eligibility Criteria:

Interested contractors / firms meeting the following requirements are requested to submit their application along with the information & documents as mentioned below:

- (a) Experience: The firm/vendor should have successfully completed similar works under any Central/ State Govt. Departments or Public Sector Undertakings like CPWD, State PWD, MES, OIL & ONGCL etc. during the last seven (7) years as on the last date of the month previous to the bid closing date of the following magnitude:
 - (i) One similar completed work of value not less than ` 16.40 Lakh.
OR
 - (ii) Two similar completed works of value not less than ` 10.24 Lakh.
OR
 - (iii) Three similar completed works of value not less than ` 8.20 Lakh.
- (b) Bidders must have a Permanent office set up at Mizoram with telephone number. Bidder must furnish proof of address for the office set up at Mizoram.
- (c) Average Annual Financial Turnover during the last three (03) years, ending 31st March 2014 should be at least Rs. 6.15 Lakhs. The proof of Annual Turnover should be either in the form of Audited Balance Sheet or Certification from Chartered / Cost Accountant firm along with Profit and Loss account indicating their membership / code.
- (d) PF code number issued by the appropriate Govt. Authority or exemption certificate from the concerned authority or a declaration in stamped paper that provisions of the PF Act are not applicable to him / them and in case the PF is to be deposited later on, the same will be deposited by the bidder.
- (e) PAN, VAT and Service Tax Registration numbers are to be submitted with the BID.
- (f) Documentary evidence in support of sound financial standing with Bank Account number from any Nationalized Bank.
- (g) All the certificates and documentary evidences submitted in support of above should be clearly legible and should be notarized (not attested) by Government approved Notary and also signed by the bidder/authorized representative of the bidder.

- (h) Documentary evidences of job experience as stated above should be in the form of completion certificate(s) issued by clients and should be supported with respective attested photocopies of Letter of Intent/Letter of Allotment/Work-order/Notice to proceed with work.
 - (i) Non-submission of the documents as specified in all the paragraphs above will result in rejection of bids.
- 4.0 **ISSUE OF TENDER DOCUMENTS:** The tender documents will be issued in physical form from any of the following offices on application and payment of non-refundable tender fee as mentioned above from 02.03.2015 to 17.03.2015(till one day prior to the Bid Closing date during office hours only):
- (a) HEAD-NEF,
NEF PROJECT, OIL INDIA LIMITED,
P.O: DULIAJAN, DIST: DIBRUGARH
ASSAM (INDIA):786602
 - (b) HEAD-MIZORAM,
OIL INDIA LIMITED,
FALKLAND, AIZAWL
MIZORAM (INDIA):796017
- 5.0 **TENDER FEE FOR ISSUE OF BID DOCUMENTS:** The Tender Document will be issued in physical form. Interested Bidders should submit their application for issue of bid document to the HEAD-NEF, NEF PROJECT, OIL INDIA LIMITED, P.O. DULIAJAN, DISTRICT: DIBRUGARH, ASSAM, INDIA, PIN-786602 giving their full address along with a non-refundable Tender Fee of INR(₹) 500.00 (PSUs and firms registered with NSIC/SME are exempted from payment of cost of tender documents provided they furnish valid evidence that they are registered for the above services) in the form of Demand Draft drawn in favour of OIL INDIA LIMITED and payable at DULIAJAN. The last date for sale of documents is one day prior to bid opening date during office hours only. Application may be sent by post. However, Company will not be responsible for delay in receipt of non-receipt of the same.
- 6.0 Bids are invited under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bids (Techno-commercial bid and Priced bid) are to be submitted within the Bid Closing Date & Time and will be opened on the same day at 14:00 Hrs (IST) at the OFFICE OF THE HEAD-NEF, NEF PROJECT, OIL INDIA LIMITED, P.O. DULIAJAN, DISTRICT: DIBRUGARH, ASSAM, INDIA, PIN-786602 in presence of authorized representatives of the bidders, who choose to attend.
- 6.1 In case the above mentioned bid closing / opening date happens to be a non-working day for any reason or Bandh / Strike etc. at Duliajan, the bids will be received up to & opened at same time as assigned on the following full working day except Saturdays.
- 7.0 **SEALED ENVELOPE** containing the BIDS and **the original Bid Security** (EMD) shall be marked/ superscripted with the Tender Number & Description of Work as above and shall be addressed to HEAD-NEF, NEF PROJECT, OIL INDIA LTD, P.O. DULIAJAN, DIBRUGARH, ASSAM, INDIA, PIN-786602 or dropped in the TENDER BOX placed at the OFFICE OF THE HEAD-NEF, NEF PROJECT, OIL INDIA LTD, P.O. DULIAJAN, DIBRUGARH, ASSAM, INDIA, PIN-786602 (same address as above) on or before 13:30 HRS (IST) the schedule date of Bid Opening. Bidders may also send their Bid by Registered Post or by Courier Services. However, Company shall not be responsible for any postal delay/transit loss/non-receipt of the same. Timely delivery of the BID is the responsibility of the bidder.

- 8.0 All bidders should deposit the requisite EARNEST MONEY/BID SECURITY in original along with the BID in the form of Demand Draft / Banker's Cheque/ Bank Guarantee for the value mentioned above, in favour of M/s. Oil India Limited and payable at DULIAJAN within the Bid Closing Date and Time. This Earnest Money shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 12.0 below. BIDs received without Earnest Money in the manner specified above will be summarily rejected.
- 9.0 The bids are to be submitted in triplicate. (One in original and two photocopies of the original).
- 10.0 The rates shall be quoted per unit as specified in the Schedule of Work (SOQ) and shall be in words as well as in figures. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word / figure and must be initialed. In case of discrepancy the unit rate quoted in words shall be considered to be correct.
- 11.0 The Company reserves the right to reject any or all the tenders or accept any tender in full or in part, without assigning any reason.
- 12.0 (a) No Bidder should withdraw the tender after its public opening. Any such withdrawal will make the bidder liable of forfeit his/her/their Earnest Money in full and debarred from further tendering at the sole discretion of the company and the period of debarment will not be less than 6 (six) months.
- (b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.
- 13.0 The BIDS must be valid for 180 (One hundred & eighty) days from the date of opening of the tender.
- 14.0 Conditional Bids are liable to be rejected at the discretion of the Company.
- 15.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same.
- (01). In case of Sole Proprietorship Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.
- (02). In case of HUF-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.
- (03). In case of Partnership Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

(04). In case of Co-Operative Societies-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

(05). In case of Societies registered under the Societies Registration Act -Copies of Telephone/ Electricity/ Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

(06). In case of Joint Stock Companies registered under the Indian Companies Act -Copies of Telephone/ Electricity/ Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

(07). In case of Trusts registered under the Indian Trust Act - Copies of Telephone/ Electricity/ Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

- 16.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid i.e. OIL's Standard Form of Contract.
- 17.0 The successful bidder shall furnish a Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee in favour of M/s. OIL INDIA LTD. payable at DULIAJAN, as specified above before signing the formal contract. The Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Security Money shall not earn any interest.
- 18.0 The amount of retention money shall be released after 6 (six) months from the date of completion certificate from the concerned department.
- 19.0 The work shall have to be started within seven days from the date of work order.
- 20.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.
- 21.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

22.0 DISCOUNTS / REBATES:

(a) Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.

(b) Post bid or conditional discounts / rebates offered by any bidder 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.

These provisions shall be incorporated suitably in the Bid Document.

23.0 BACKING OUT BY BIDDER:

In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

24.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:

In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be debarred for 2(two) years from the date of default.

25.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from the date of detection of such fraudulent act, besides the legal action.

26.0 LANGUAGE OF BIDS:

The bid as well as all correspondence and documents relating to the bid exchanged between the bidder and the Company shall be in English language only.

27.0 Successful bidder's Bid Security will be refunded upon their signing the contract and submission of Performance Security. Bid Security of all unsuccessful bidders will be returned within 30 days of expiry of the period of bid validity.

28.0 Bidders should include all liabilities including statutory liabilities in their quoted rates viz: Service Tax, VAT, Entry Tax, Cess etc.

29.0 Company has the right to check the original certificates / documents at any point of time if desired and the required documents should be produced for authentication.