

NIT for Tender No. GCL 1148 P17

Oil India Limited, a Government of India Enterprise intends for hiring the services of 2 (Two) Nos. unskilled unlisted WCL for office attendant at the office of CEPL(M) and DGM(M&S)PL at PHQ, Guwahati. Interested bidder may obtain the Bid Documents from the office of the Chief Manager (Contracts) Guwahati-781171 from 31.05.2016 to 30.06.2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 01.07.2016 at 13.30 hrs. at Guwahati and (BOD) Date is 01.07.2016 at 14.00 hrs. at Guwahati.

Tender References is GCL 1148P17 . All corrigenda, addenda, amendments, time extension, clarification etc. to the tender will be hosted on the Oil Website and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website.

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

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.

1.0 Financial capability: Bidders must have

- (a) Annual financial turnover as per Audited Annual Reports **any of preceding three financial years (ending 31st March, 2015)** preceding scheduled bid opening date should be at least **Rs. 2,11,800.00**

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.**

2.0 For Proof of Annual Turnover & Net Worth 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.

3.0 Experience: Bidders must have;

Experience of having successfully completed similar works (**similar work mean providing manpower services**) 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) One similar completed work costing not less than ` 1,76,500.00

4.0 Bidder must have relevant experience of having successfully completed “similar works” with PSUs/ Central Govt. / State Govt. Organization in last 7 (Seven) years from date of bid opening.

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

6.0 **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 of the firm:**

(i) **Trade License issued by the local authority or**

(ii) **Landline phone number or**

(iii) **Electricity bill for last one year or**

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

7.0 Deviation to the following provision of the tender document shall make the bid liable

for rejection:

- 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
- elsewhere that non-compliance of the clause lead to rejection of the bid.

- 8.0 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.
- 9.0 For Proof of requisite experience, any one of the following documents / photocopies must be submitted along with the bid.
- i) Certificate issued by PSUs / Central Govt. / State Govt. Organization in last 7 (Seven) years from date of bid opening, showing :
 - a) Gross value of the job done and completion certificate
 - b) Nature of job done
 - c) Time period covering the financial years as per NIT
 - ii) Bidder must submit all necessary documents related to experience and turnover in duplicate.
- 10.0 **Relaxation for OIL's Existing Contractors:**
- “ Incase of contractors who are providing similar services of listed / unlisted labours 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 from submission of documents under clauses of Financial and Experience criteria of the BRC conditions. However, they will have provide the following documentary evidence:
- a) Cop of OIL's Work Order or
 - b) Copy of OIL's Contract Copy
- Simply mentioning of OIL Contract Number or Work Order No. without the copy will not be accepted.

21. **EVALUATION OF BIDS:**

The Bids will be evaluated as per the Bid Evaluation Criteria (BEC) as stated herein under:

BID EVALUATION CRITERIA (BEC) :

- 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. 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. 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. 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.

22. EXEMPTION OF TENDER FEE AND EMD:

- (i) Micro & small Enterprises (MSME) ,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) , Central Govt. Departments 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) Public Sector Undertakings (PSU) , Central Govt. Departments ,Micro & small Enterprises (MSME) ,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
- iv) If against an order placed by OIL, successful bidder(s) (other than Micro / Small Enterprise) is procuring materials/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadiand Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME with prior consent in writing of the purchasing authority / engineer in charge the details like Name, Registration No., Address, Contact No. details of material and value of procurement made,

etc. of such enterprises shall be furnished by the successful bidder at the time of submission of invoice/bill

23. **OPENING OF COMMERCIAL/ PRICE BIDS:**

1. *Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.*
2. The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.
3. *Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If any Bidder does not accept the correction of the errors, their bid will be rejected.*