

## NIT for Tender No. GCL 3449 P15

Oil India Limited, a Government of India Enterprises intends to **hire the services of Office Assistance cum peon under Contract Section, PHQ, Guwahati**, Interested bidder may purchase the Bid Documents against payment ` 500/- (Rupees Five hundred only), in the form of demand draft from schedule Bank payable to **Oil India Limited, Guwahati**, from the Office of the Chief Manager (Contracts), Oil India Limited, PHQ, Narangi, Guwahati – 781 171, from 06-05-2014 to 05-06-2014 during office hours from 8.00 AM to 10.00 AM. The Bid closing date is 06-06-2014 at 13.30 Hrs.

Tender Reference is **GCL3449 P15**.

### **BID REJECTION CRITERIA /BID EVALUATION CRITERIA (BRC)**

**[A] Financial capability: Bidders must have;**

- a) Average Annual financial turnover as per Audited Annual Reports for the last three accounting years ( **ending 31<sup>st</sup> March, 2013**) preceding scheduled bid opening date should be at least **Rs. 99,800.00**
- b) For Proof of Annual Turnover any of the following documents /photocopy must be furnished
  - o A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
  - o Audited Balance Sheet and Profit & Loss account.

**[B] Experience: Bidders must have;**

- (a) Experience of having successfully completed similar works ( **similar works mean providing man power 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) Three similar completed works each costing not less than **Rs. 1,33,100.00**  
**Or**
  - (ii) Two similar completed works each costing not less than **Rs. 1,66,300.00**  
**Or**
  - (iii) One similar completed works each costing not less than **Rs. 2,66,100.00**

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.

- i) In case of any clauses in the BRC contradicts with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

[C] **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.

[D] **The Bidder must have a business office establishment for at 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 which satisfies as a proof of having the office establishment. “ Additionally, the names of the areas covering the 50 Km radius may be mentioned”.**

[E] **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.