

NIT for Tender No. GCL 3553 P15

Oil India Limited, a Government of India Enterprises intends to **hire the day to day services for Telecom business cell, including office upkeepment & other associated activities under Telecom Section, 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 **19-05-2014 TO 18-06-2014** during office hours from 8.00 AM to 10.00 AM. The Bid closing date is **19-06-2014** at 13.30 Hrs.

Tender Reference is GCL 3553 P15.

BID REJECTION CRITERIA (BRC) / 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 31st March, 2013**) preceding scheduled bid opening date should be at least **Rs. 91,200.00**
- 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;

Experience of having successfully completed similar works 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. 1,21,600/-**
Or
- (ii) Two similar completed works each costing not less than **Rs. 1,52,000/-**
Or
- (iii) One similar completed works each costing not less than **Rs. 2,43,200/-**

Similar work:

Providing of day to day services of unskilled office assistance including tea services to company officials and general upkeepment of office .

[C] For proof of experience, the following document/photocopy must be submitted along with the bid:-

- i) In case of OIL contractor, copy of certificate of completion (COC)/Work Order showing gross value of job. It may be clearly noted that simply mentioning of OIL CCO no. will not be accepted.
- ii) Certificate issued by any other PSU/Government department for last seven years experience from the date of opening the bid, showing:-
 - a) Gross Value of Job done;
 - b) Nature of job done; and
 - c) Time period covering the financial year(s) as per NIT.
- iii) Financially sound certificate should be submitted from Nationalized Bank.
- iv) Form 16-A issued by competent authority should be submitted.
- v) Also bidders have to submit experience certificate for deploying Work Contract Labour in any Mines.
- V) Non-submission of the documents as specified in BRC above will result in rejection of bids.

[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) :

- i) 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.
- ii) 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.

- iii) 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.

- iv) 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