

NIT for Tender No. GCL 5581 P15

Oil India Limited, a Government of India Enterprise intends for **hiring the services of an office Assistant for various jobs related to land matters of NSPL Project (ROU), under Land Section, PHQ.** Interested bidder may purchase the Bid Documents against payment of RS.500/- in the form of demand draft from schedule Bank payable to **Oil India Limited, Guwahati** from the office of the Chief Manager (Contracts) Guwahati-781171 from 08.12.2014 to 08.01.2015 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 09.01.2015 :.

The Bid Opening Date (BOD) is 09.01.2015 at Guwahati

Tender Reference is **GCL 5581 P15.**

BID REJECTION CRITERIA /BID EVALUATION CRITERIA (BRC)

1. Average Annual financial turnover as per Audited Annual Reports for the last three accounting years (**ending 31st March, 2014**) preceding scheduled bid opening date should be at least **Rs. 2,44,800.00**
2. For Proof of Annual Turnover any of the following documents /photocopy must be furnished
 - 1.1 A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
 - 1.2 Audited Balance Sheet and Profit & Loss account.
3. **Experience: Bidders must have;**

Experience of having successfully completed similar works (**similar work mean supply of Manpower**) 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. 3,26,400/-.**
Or
 - (ii) Two similar completed works each costing not less than **Rs. 4,08,000/-.**
Or
 - (iii) One similar completed works each costing not less than **Rs. 6,52,800/-.**
4. 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. *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
- (iv) Notarized Tenant Agreement Copy or
- (v) Any other document to establish the same.

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

6. 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.

7. **Relaxation for OIL’s Existing Contractors:**

“ In case 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 of documents under clauses of Financial and Experience criteria of the BRC conditions. However, they will have to 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.

8. **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 quoted value of the % commission rates.
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.