

NIT for Tender No. GCL 9839 P16

Oil India Limited, a Government of India Enterprise intends for hiring the services of one no. of unskilled unlisted office assistance cum peon required to execute various jobs of Contract Section, PHQ. Noonmati. 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 15.02.2016. to 15.03.2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 16.03.2016 at 13.30 hrs.

The NIT is also available at OIL web site www.oil-india.com. Tender Reference is **GCL 9839 P16**. 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 / 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, 2015** preceding scheduled bid opening date should be at least **Rs. 1,24,700.00**
- b) For Proof of Annual Turnover 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.

[B] 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. 1,66,200.00**

Or

- (ii) Two similar completed works each costing not less than **Rs. 2,07,800.00**

Or

- (iii) One similar completed works each costing not less than **Rs. 3,32,400.00**

- 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 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.
- 7.0 **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**
- “Additionally, the names of the areas covering the 50 Km radius may be mentioned”.*
- 8.0 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.
- 9.0 **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.

C) 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

D) EXEMPTION OF TENDER FEE AND EMD:

- (i) 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) 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) 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