

NIT for Tender No. GCO 0081 P16

Oil India Limited, a Government of India Enterprise intends for Annual Maintenance Contract on need call basis for the Fire Alarm Suppression system under S&E 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 23.02.2016. to 23.03.2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 24.03.2016 at 13.30 hrs.

Tender Reference is **GCO 0081 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 (BRC)

A) Financial capability: Bidders must have

1. Average Annual financial turnover as per Audited Annual Reports for the last three accounting years ending **2014-2015** should be at least **` 2,78,200.00**

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.

2. Experience: Bidders must have;

The bidder must have an experience of successfully completed works of **Maintaining the automatic fire detection, alarm and suppression system** as per the requirement during last 7(Seven) years ending original bid closing date, should be either of the following requirements:

- (i) Three completed works each costing not less than **` 3,70,900.00**
Or
- (ii) Two completed works each costing not less than **` 4,63,600.00**
Or
- (iii) One completed works each costing not less than **` 7,41,800.00**

Similar work Means : **Mmaintaining the automatic fire detection, alarm and suppression system.**

Note: In support of the experiences and establishing successful execution of work, bidder must submit documentary evidences along with technical bid. These

documents should be in the form of original or self-certified copies of completion certificate with corresponding copies of contracts or work orders etc. issued by the clients. The original of these documents shall have to be produced by bidder to OIL as and when asked for.

3. COMMERCIAL:

- 3.1 Bidder shall submit original bid document to the address as specified with BCD and scanned copy shall be submitted along with the Tender.
- 3.2 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 3.3 Bid shall be typed or written in indelible ink and original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected. Rates shall be quoted in figures as well as in words. In case of e-Tender, Bidder shall submit scanned copy of the signed bid as mentioned above as per e-Tendering procedure.
- 3.4 Bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.
- 3.5 The Technical Bid should not have any price indication.
- 3.6 Any bid containing false statement will be rejected.
- 3.7 Bidders must quote clearly and strictly in accordance with the price schedule outlined in Bidding Documents, otherwise the bid will be rejected.
- 3.8 The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
- 3.9 Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
- 3.10 Price quoted by the successful Bidder must be firm during the performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 3.11 The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected.
 - a) Performance Security Clause
 - b) Force Majeure Clause
 - c) Termination Clause
 - d) Settlement of disputes Clause
 - e) Liquidated Damages Clause.
 - f) Acceptance of Jurisdiction and applicable law.

- g) Tax liabilities clause.
- h) Insurance clause.
- i) With holding clause.
- j) Liability clause.

4. GENERAL:

- 4.1 In case Bidder takes exception to any clause of Bid Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the Bidder does not withdraw/ modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BEC/BRC.
 - 4.2 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BEC/BRC also and such clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.
 - 4.3 In case, any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.
 - 4.4 Any exceptions/deviations to tender must be spelt out by Bidder in their 'Technical' bid only. Any additional information/terms/ conditions furnished in sealed 'Price Bid' will not be considered by Company for evaluation/award of contract.
 - 4.5 Bidder shall fulfil all the relevant clauses applicable in case of legacy system or e-Tender whichever is applicable.
3. The satisfactory performance certificate also to be submitted along with the work details.

B) 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 total amount quoted for the items of SOQ of the tender.
- 3. 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.

4. 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

C) 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