

NIT for Tender No. GCO 1594 P17

Oil India Limited, a Government of India Enterprise intends for Comprehensive Annual Maintenance Contract (AMC) of Desktop PCs including Keyboard & Mouse, Printers, Scanners and peripherals of CoEES, Guwahati. Interested bidder may purchase the Bid Documents against payment of Rs.500/- in the form of demand draft/banker's cheque from schedule Bank payable to **Oil India Limited, Guwahati** from the office of the (i) Chief Manager (Contracts) Guwahati-781171 from 21.07.2016 to 22.08.2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 23.08.2016 at 1.30 hrs. at Guwahati and Bid Opening Date (BOD) is 23.08.2016 at 14.00 hrs. at Guwahati

Tender Reference is GCO 1594 P17. 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) / BID EVALUATION CRITERIA (BEC)

The bid shall conform generally to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. **Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.** All the documents related to BEC/BRC shall be submitted along with the Techno-Commercial Bid.

1.0 Financial capability: Bidders must have:

(A) Annual financial turnover as per Audited Annual Reports **in any of preceding three(3) financial years (ending 31st March, 2015)** should be at least **Rs. 1,48,900.00**

FOR CONSORTIUM :

At least one member of the consortium to meet the above criteria of 50% turnover. The other members of consortium should meet minimum 25% turnover requirement.

(B) Net Worth should be positive for preceding financial year.

For Proof of **Annual Turnover** and **Net Worth** 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 , Net Worth and nature of business.
- Audited Balance Sheet and Profit & Loss account.

2.0 Experience: Bidders must have:

2.1 Experience of having successfully completed similar works in previous **7(seven)** years to be reckoned from the original bid closing date in which applications are invited should be the following :

- (i) Experience of at least one similar work of **Rs.82,700.00**

“Similar Work” refers to the AMC of Desktop PCs (P4 & higher) & peripherals, Laptops, and printers of various types”

A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC

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

- i) In case of OIL contract, copy of certificate of completion (COC) showing actual value of job. It may be clearly noted that simply mentioning of OIL COC no. will not be accepted.
- ii) Certificate issued by any other firms of repute showing:-
 - a) Actual Value of Job done;
 - b) Nature of job done; and
 - c) Time period covering the financial year(s) as per NIT.

3.0 The bidder must be an authorized service provider of any one of the OEMs of following PCs viz **IBM / HP / COMPAQ / ACER / HCL / WIPRO / LENOVO / DELL** and any one of the following OEMs of Printers, viz. **HP / TVSE / EPSON / WIPRO / CANON** with service base at **Guwahati**.

4.0 Deviation to the following provision of the tender document shall make the bid liable for rejection:

- i. Firm price
- ii. EMD / Bid Bond
- iii. Scope of work
- iv. Specifications
- v. Price Schedule
- vi. Delivery / Completion Schedule
- vii. Period of Validity of Bid
- viii. Liquidated Damages
- ix. Performance Bank Guarantee / Security deposit
- x. Guarantee of material / work
- xi. Arbitration / Resolution of Dispute
- xii. Force Majeure
- xiii. Applicable Laws
- xiv. **Integrity Pact**
- xv. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

5.0 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.

6.0 GENERAL:

- 24.1 **No deviation will however, be accepted in the clauses covered under BEC/BRC and bidder shall attach full documentary evidences in support of the eligibility criteria, otherwise, the bid will be rejected.** 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.
- 24.2 In case bidder takes exception to any clause of Tender 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 BRC.
- 24.3 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 BRC also such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.
- 24.4 In case of any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere and then the clauses in the BRC shall prevail.
- 24.5 Any exceptions/deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their "Techno-Commercial" bid only.
- 24.6 The original copy of documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

7.0 OPENING OF COMMERCIAL/ PRICE BIDS:

- 1 ***Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.***

- 2 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.
- 3 *Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If any Bidder does not accept the correction of the errors, their bid will*
- 4 All entries in the offer must be made in English. Rates quoted must be firm and shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail. No overwriting shall be allowed and all corrections must be initiated. The quoted price shall be the net price inclusive of all taxes/charges/expenses **except Service Tax**. (However taxes, duties, charges etc. considered should also be shown separately). In absence of these details the quoted price shall be considered as net price inclusive of all taxes, duties, charges/expenses for providing the services at the required place/location.
- 5 Bidders are requested quote their rates in the Price Format enclosed as per SOQ. Rates quoted shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail.

8.0 EXEMPTION OF TENDER FEE AND EMD:

- (i) **Micro & small Enterprises (MSME)** ,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 Undertakings (PSU) ,**Central Govt. Departments** 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) **Public Sector Undertakings (PSU) , Central Govt. Departments ,Micro & small Enterprises (MSME)** ,Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of **Earnest money deposit(EMD)**for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents