

## **NIT for Tender No. GCO 9198 P16**

Oil India Limited, a Government of India Enterprise intends for Hiring the services of upkeepment of Executive Guest House & Room services under Operations Section, PS3, Jorhat with tender reference No as below:

Tender No	Service Description
<b>GCO 9198 P16</b>	Hiring the services of upkeepment of Executive Guest House & Room services under Operations Section, PS3, Jorhat.

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 (i) Chief Manager (Contracts) Guwahati-781171 or (ii) Head (Ops), PS-3, Jorhat from 16.11.2015 to 15.12.2015 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is as under :

If the bid is submitted at:

- i) Guwahati then BCD 18.12.2015. at 13.30 Hrs.
- ii) PS3, Jorhat BCD 16.12.2015 at 13.30 Hrs

### **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 BRC shall be submitted along with the Techno-Commercial Bid.

- 1.0 Average Annual financial turnover as per Audited Annual Reports for the last three accounting years ending financial year ( **ending 31<sup>st</sup> March, 2015**) should be at least Rs. **69,300.00**

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.

### **2.0 Experience: Bidders must have;**

Bidders must have Experience of having successfully completed similar work (**Similar work means providing caretaker services**), during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

- a) Three similar Completed works each costing not less than **₹ 92,400/-**  
Or

- b) Two similar Completed works each costing not less than ₹ 1,15,500/-  
Or
- c) One similar Complete work cost not less than the amounts equal to ₹ 1,84,700/-

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 COC/WO no. will not be accepted.
- ii) Certificate issued by any other firms of repute within last three 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.

However, the originals of these documents shall have to be produced by the bidder, as and when asked for.

- 3.0 The Bid shall conform to the technical specifications and terms and conditions as per Bid documents. Bidder should conform to the stipulated specifications without which the same will be considered as non-responsive and rejected. All documents related to BRC shall be submitted along with the Bid.

#### 4.0 BIDDERS ELIGIBILITY CRITERIA

Bidder shall furnish Bid Security along with Bid. Any bid not accompanied by a proper bid security will be rejected.

#### 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.

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.