

## **NIT for Tender No. GCO 9276 P16**

Oil India Limited, a Government of India Enterprise intends for hiring the services of Sanitary Cleaner at Operation 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)PS3 from 30.11.2015 to 30.12.2015 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 06.01.2016. at 13.30 Hrs.
- ii) PS3, Jorhat BCD 31.12.2015 at 13.30 Hrs

Tender Reference is .GCO 9276 P16

### **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.

#### **Financial capability: Bidders must have:**

- 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. **1,57,900.00**

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 manpower 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 ₹ **2,10,600.00**  
Or
- b) Two similar Completed works each costing not less than ₹ **2,63,200.00**  
Or
- c) One similar Complete work cost not less than the amounts equal to ₹ **4,21,100.00**

- 3.0 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.
- 4.0 Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner.
- 5.0 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.
- 6.0 **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”.*

- 7.0 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.

## 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.

#### **6.0 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