

## **NIT for Tender No. GCT 0937 P17**

Oil India Limited, a Government of India Enterprise intends for

Tender No	Service Description
GCT 0937P17	Hiring the services of Travera and Innova vehicle for Sr. Executives of OIL and other Govt. Officials visiting at PS8, vintage not older than 4 years under Operation Section, PS-8, Sonapur, West Bengal.

Interested bidder may obtain the Bid Document from the office of the (i) Chief Manager (Contracts) Guwahati-781171 or (ii) DGM (Ops) PS8, Sonapur from 10.05.2016 to 09.06.2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 10.06.2016 at 13.30 hrs. at PS8, Sonapur & Guwahati and (BOD) Date is 17.06.2016 at 14.00 hrs. at Guwahati.

Tender Reference is **GCT 0939P17**. 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 (BRC)**

#### **[A] Financial capability: Bidders must have**

- (a) Average Annual financial turnover as per Audited Annual Reports for the last three accounting years ( **ending 31<sup>st</sup> March, 2015**) preceding scheduled bid opening date should be at least Rs. **1,85,200.00**

#### **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 3 (Three) financial years.**

- For Proof of Annual Turnover & Net Worth, 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;**

The bidder shall have successfully completed of the following magnitude 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) One similar completed work costing not less than ` 3,08,700.00

**(Similar completed work means providing hired vehicle service)**

Documentary proof must be furnished in support of the experience by way of a certificate from the organization to whom such services have been rendered.

Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with completion certificate from the organization to whom such services have been rendered.

[C] 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, if applicable
- xv. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

D) **The Bidder must have a business office establishment for a least one year within 50 Km radius of the area of operation where the services need to be provided. Documentary evidence must be provided in the form of Municipality trade license or other such documents as per the following which satisfies as a proof of having the office establishment.**

- (i) *Trade License issued by the local authority in the name of the Firm or*
- (ii) *Landline phone number in the name of the Firm or*
- (i) *Electricity bill for last one year in the name of the Firm*

**Note: All documents relating to above clause No. (A) and (B) must be submitted along with techno-commercial bid. These documents shall have to be produce by the bidder as and when asked for:**

***Any bid not complying BRC requirements shall be summarily rejected.***

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 and such clarification fulfilling the BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily 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.

**E) OTHER INFORMATION /DOCUMENTS:**

*Bidders are required to furnish the following information with relevant documents wherever necessary:*

- a) Tax Exemption Certificate, if any : Applicable / Not applicable
- b) CST registration No., if applicable :
- c) Local sales Tax registration, if applicable:
- d) PAN no.( photocopy of the PAN card required):
- e) Service Tax registration No. , if applicable:
- f) VAT registration no. if applicable:
- g) Bank account No. With name of Bank, Type of account, Bank address.
- h) P.F. Code.

Non Furnishing of the above information may be liable for rejection of the offer.

**F) 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 (i.e. **fixed charge for each type of vehicle per day X No. of days for each respective vehicle as in the SOQ X the Estimated KM indicated in SOQ for respective vehicle** of the tender.
2. 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

**G) 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 for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents

**H) 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 be rejected.*