

NIT for Tender No. GCT 1293 P17

Oil India Limited, a Government of India Enterprise intends

Tender No	Tender Fee	Bid Closing Date & Time	Service Description
GCT 1293 P17	Rs. 500.00	22.07.2016 At 13.30 P.M.	Hiring the Vehicle services(Xylo) for OFC Maintenance/Supervision Jobs under PS6, Telecom, Bongaigaon as and when required basis

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 or (ii) CEPL (Ops)PS6, Bongaigaon from 14.06.2016 to 14.07.2016 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 15.07.2016 at 1.30 hrs. at Guwahati and Bid Opening Date (BOD) is 22.07.2016 at 14.00 hrs. at Guwahati

The NIT is also available at OIL web site www.oil-india.com. 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

1. Annual financial turnover as per Audited Annual Reports **in any of preceding three(3) financial years (ending 31st March, 2015)** preceding scheduled bid opening date should be at least **Rs. 2,21,000.00**

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.

2. **Net Worth should be positive for the preceding financial year.**
3. 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 and nature of business.
- Audited Balance Sheet and Profit & Loss account.

[B] Experience: Bidders must have;

Bidder must have relevant experience of successfully carrying out similar nature of job(**Similar type of works mean “Hiring of Vehicles to PSUs/ Central Govt. Organization”**) during last 7 (Seven)years to be reckoned from the original bid closing date should be the following :

(i) Experience of at least one similar work of Rs 3,68,300.00

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] 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 produced 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.

[D] OTHER INFORMATION /DOCUMENTS:

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

- (i) Tax Exemption Certificate, if any : Applicable / Not applicable
- (ii) CST registration No., if applicable :

- (iii) Local sales Tax registration, if applicable:
- (iv) PAN no.(photocopy of the PAN card required):
- (v) Service Tax registration No. , if applicable:
- (vi) VAT registration no. if applicable:
- (vii) Bank account No. With name of Bank, Type of account, Bank address.
- (viii) P.F. Code.

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

20.0 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 (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.
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.**

21.0 OPENING OF COMMERCIAL/ PRICE BIDS:

- 21.1 *Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.*
- 21.2 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.

21.3 *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.*

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