

NIT for Tender No. GCT 3273 P17

Oil India Limited, a Government of India Enterprise intends for hiring the services of Tata Sumo/Bolero vehicle on as and when need basis at PS9, Dumar for OFC Maintenance. Interested bidder may purchase the Bid Documents against payment of Rs.500/- (Rupees Five hundred only) in the form of demand draft/Banker's Cheque from schedule Bank payable to **Oil India Limited, Guwahati** from the office of the Chief Manager (Contracts) Guwahati-781171 from 20.12.2016 to 19.01.2017 during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is 20.01.2017 at 1.30 hrs. at Guwahati and Bid Opening Date (BOD) is 20.01.2017 at 14.00 hrs. at Guwahati.

The NIT is also available at OIL web site www.oil-india.com. Tender Reference is GCT 3273P17. 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)

[A] Financial capability: Bidders must have

1. Annual financial turnover as per Audited Annual Reports **in any of preceding three(3)** financial years to be reckoned from the original bid closing date should be at least **Rs. 81,600.00**

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. (a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-
 - i) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth
 - OR**
 - ii) Audited Balance Sheet along with Profit & Loss account.
- (b) In case the bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though **FRN (Firm Registration Number)** is not available. However, bidder to provide documentary evidence for the same.

[B] Experience: Bidders must have;

Bidder must have relevant experience of successfully carrying out similar nature of job(similar work means “Providing vehicle services”) 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 1,35,900.00**

NOTE-

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

(ii) In case of tenders for Annual rate contracts / Maintenance and Service contracts, if the prospective bidder is executing rate / maintenance / service contract which is still running and the contract value / quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted satisfactory work / supply / service execution certificate issued by end user.

(iii) 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.

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.

[C] COMMERCIAL:

- 1 Bidder shall submit the offer under “Single Stage” Single Bid System”. Technical bid" and the "Price Bid".
- 2 Bidder shall furnish Bid Security along with Bid. Bid security shall be furnished as a part of 'Technical Bid'. **Any bid not accompanied by a proper bid security will be rejected.** Bidder shall submit original document to the address as specified with BCD before Bid opening date and time, otherwise Bid will be rejected.
- 3 Bidder shall furnish Bid Security as referred in Relevant Section of the Bid document so as to reach the Company (i.e. OIL) before due date of closing. **Any bid for which bid security is not received before due Date of Bid Closing will be rejected.**
- 4 Validity of the bid shall be minimum **90 days**. Bids with lesser validity will be rejected.

- 5 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 6 **Bidders must quote clearly and strictly in accordance with the price schedule outlined in relevant section of Bidding Documents; otherwise the bid will be rejected.**
- 7 **Any bid containing false statement will be rejected.**
- 8 **The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.**
- 9 **Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.**
- 10 **Price quoted by the successful Bidder must be firm during the performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.**
- 11 Bids shall be typed or written in indelible ink and shall be signed by the bidder or his authorized representative.
- 12 Any physical documents wherever called for, submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.
- 13 Bidder shall fulfill all the relevant clauses applicable for this Tender.
- 14 **The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected. To this effect Bidder shall submit an undertaking along with the Technical Bid.**
- a) Performance Security Clause
 - b) Force Majeure Clause
 - c) Termination Clause
 - d) Settlement of disputes Clause
 - e) Liquidated Damages Clause.
 - f) Acceptance of Jurisdiction and applicable law.
 - g) Tax liabilities clause.
 - h) Insurance clause.
 - i) With holding clause.
 - j) Liability clause.
 - k) Set off clause

[D] Deviation to the following provision of the tender document liable for rejection of Bid:

- 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.

[E] Bidders have to furnish the followings:-

- 1. NAME OF FIRM
- 2. DETAIL POSTAL ADDRESS
- 3. TELEPHONE NO.
- 4. MOBILE NO.
- 5. E-MAIL ID
- 6. FAX NO.
- 7. CONTACT PERSON
- 8. CONTACT PERSON'S CONTACT NO.
- 9. TAX EXEMPTION CERTIFICATE NO, if applicable. (Self-Attest copy required)
- 10. CST REGD. NO, if applicable . (Self-Attest copy required)
- 11. LOCAL SALE TAX REGD.NO if applicable. (Self-Attest copy required)
- 12. PAN NO. (Self-Attest copy required)
- 13. VAT REGD.NO, if applicable. (Self-Attest copy required)
- 14. BANK ACCOUNT NO.
- 15. BANK ACCOUNT TYPE
- 16. BANK NAME
- 17. BANK ADDRESS
- 18. SERVICE TAX REGD. NO (Self Attest copy required)
- 19. P.F.CODE NO. (Self-Attest copy required)**

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.

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.
5. Quoted rates must be in conformity with the applicable minimum wage as applicable otherwise bid will be rejected.

G. 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.*

H. 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.