

NIT for Tender No. GCT 6623 P18

Oil India Limited, a Government of India Enterprise intends for **Hiring the services of Vehicle not more than 3 years old for OFC Maintenance works on as and when requirement basis for a period of 2 (Two) years with a provision for another one year extension under Telecom Section, Oil India Limited, PS-2, Moran, Assam.** 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) Dy. General Manager (Contracts) Guwahati-781171 or (ii) DY.CEPL (O), PS2, Moran from **11-12-2017 TO 10-01-2018** 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) Bid Closing at Guwahati on 11-01-2018 at 13.30 Hrs.
- ii) Bid Opening at Guwahati on 11-01-2018 at 14.00 Hrs.

The NIT is also available at OIL web site www.oil-india.com. Tender Reference is **GCT 6623 P18**.

BID REJECTION CRITERIA /BID EVALUATION CRITERIA (BRC)

- 1.0 The bid shall conform to the specifications and terms and conditions given in the The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

[A] Financial capability: Bidders must have

1. Annual financial turnover as per Audited Annual Reports **in any of preceding three(3) financial years** preceding scheduled bid opening date should be at least **Rs. 70,600.00**

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;

Experience of having successfully completed similar works (**similar works mean 'Providing services of Passenger vehicles'**) **with PSUs/Central Govt./State Govt/ Other reputed private organisation** during last 7 years to be reckoned from the original bid closing date should be of the following

- (i) Experience of at least one similar work of **Rs. 1,17,600.00**

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 evidence in support of work experience and fulfilling the requirement as spelt out in clauses above must be submitted along with techno-commercial bid:

- a) These documents should be in the form of copies Work Order and/or Contract document along with Completion Certificates. The Work Order and/or Contract Document shall contain detail scope of work in support of Work Experience.

OR

- b) In case the work is done for OIL, the bidder shall submit documentary evidence in the form of copies of Final Service Entry Sheet (SES) / copies of Work Order and/or Contract document/copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)' of jobs successfully completed. It may be clearly noted that simply mentioning of OIL's Contract / Work Order No will not be accepted.

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

(ii) Any bid not complying BRC requirements shall be summarily rejected.

(iii) 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.

(iv) 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] 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.

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*

Relaxation for OIL's registered Vendors :

In case of OIL's registered Vendors who are providing similar services for at least six months in the last three years as on Bid Closing date (BCD) in any organizations will be exempted from submission of documents under clauses of Financial and Experience criteria of BRC conditions. However, they will have to provide the following documentary evidence:

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:

[E] **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.

F) **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.

G.) **GENERAL:**

- (i) In case bidder takes exception to any clause of Tender Document not covered under BEC , then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the Company. The loading so done by the Company will be final and binding on the Bidders.
- (ii) 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 BEC also and such clarification fulfilling the BEC clauses must be received on or before stipulated day from the date of clarification sought by the Company, failing which the bid will be rejected.
- (iii) In case any of the clauses in the BEC contradict with other clauses of Bid Document elsewhere, then the clauses in the BEC shall prevail.
- (iv) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

2.0 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.
1. 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

3.0 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

4.0 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.***

5.0 **Other Conditions**

- 1 The successful bidder shall be responsible / liable for necessary clearance and any claims thereof which may be required / arise under any of the Government/Statutory regulations, Act, Law, Rules etc. having bearing over obligations under the Contract including engagement of workers directly or indirectly to render the specified services mentioned in the proposed Service Contract.
- 2 The successful bidder after signing of the contract will have to obtain the necessary clearances like labour license and certificate relating to the statutory requirement as may be necessary, before issuing the work order.
- 3 **Bidder(s) having its office/establishment in and around the location (s) where the service(s) are required will be preferred.**