

OIL INDIA LIMITED
(A Government of India Enterprise)
CONTRACTS DEPARTMENT
P.O. DULIAJAN – 786602, ASSAM

OIL INDIA LIMITED (OIL) invites sealed bids from Cost Audit Firms having established offices either at Guwahati, Kolkata or Delhi for the following services under single two bid system.

IFB No. & Description of Service	DCO7635P16: Appointment of Cost Auditor for FY 2015-16 extendable by another one year.
Cost of Bid Document /Bid Security	NIL / NIL
Period of issue of Bid Document	30 .06 .2015 TO 29.07.2015(15:30Hrs)
Bid Closing / Opening Date & Time	30.07.2015 (12:45Hrs / 13:00 Hrs)

Bid Documents (non-transferable) can be obtained from the office of Head (Contracts), Oil India Limited, P.O. Duliajan, Assam-786602 from MONDAY to FRIDAY during office working hours. Alternatively, **the bid documents may also be downloaded from the website www.oil-india.com.**

All corrigenda, addenda, amendments, time extension, clarifications etc. if any to the tender will be hosted on the website www.oil-india.com. and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website to keep themselves updated.

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

M/s.

TENDER NOTICE NO.: DCO7635P16

Date: 27.06.2015

OIL INDIA LIMITED invites SEALED TENDERS from Cost Audit Firms having established offices either at Guwahati, Kolkata or Delhi for the under mentioned work/services:

DESCRIPTION OF SERVICE: Appointment of Cost Auditor for FY 2015-16

SERVICE. PERIOD: One Year with provision for extension by another one year at the same rate and terms & Conditions.

COMMENCEMENT OF CONTRACT: The date of commencement of Contract shall be mentioned in the Work Order.

LOCATION CONTRACT: Oil India Limited - All Spheres

Bid closing date and Time: 30.07.2015 at 12:45 PM (IST)

Technical Bid opening date and Time: 30.07.2015 at 1:00 PM (IST)

Cost of Bid Document: NIL

Earnest money deposit: NIL

Security Deposit (Performance Security): NIL.

Conditional/Non Conditional offer as per letter attached:
(Strike out whichever is not applicable)

2.0 The bid should be submitted strictly as per the terms & conditions laid down in the bid document. The tender is of **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit the Technical bid and Price bid as per the format provided in Annexure II & Annexure III respectively of the tender document.

The "TECHNICAL" and "COMMERCIAL" bids shall be prepared separately and should be kept in two separate envelopes subscribing the tender no., brief description, bid closing date and clearly writing on the cover of two envelope as "TECHNICAL" and "COMMERCIAL". Both the envelopes should then be kept in one envelope, duly sealed, subscribing the tender no., brief description, bid closing date on the cover.

SEALED ENVELOPE Containing the bids (Technical and Commercial bid in two separate sealed envelope) shall be marked as explained above and addressed to the

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

3.0 Tenders will be received upto 12:45 PM (IST) on the date as mentioned above and opened on the same day at 01:00 PM (IST) at the office of Head-Contracts before any attending tenderers. Tender box is placed at the office of Head(Contracts).

However, if the above mentioned closing / opening day of the tender happens to be non-working day due to Bundh / Strike or any other reason, the tenders will be received and opened on the following working day at the same time except on Saturdays.

4.0 The rates shall be quoted per unit as specified in the Schedule of Work (Part II)- **Annexure III(Price bid Format)** and shall be in words as well as in figures. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word / figure and must be initialed. In case of discrepancy the unit rate quoted in words shall be considered to be correct.

5.0 The Company reserves the right to reject any or all the tenders or accept any tender in full or in part, without assigning any reason.

6.0 (a) No Tenderer must withdraw the tender after its public opening. Any such withdrawal will make the tenderer to be debarred from further tendering at the sole discretion of the company and the period of debarment will not be less than 6 (six) months.

(b) Once a withdrawal letter is received from any bidder before bid opening, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

7.0 The tender must be valid for **180 (One hundred & eighty) days** from the date of opening of the tender.

8.0 Conditional tenders are liable to be rejected at the discretion of the Company.

9.0 Tenders can be dropped at the box placed at the office of Contract Department or can be sent by registered post addressed to

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Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

so as to reach his office before scheduled closing date and time. Company will not be responsible for any postal delay or non-receipt of the same.

10.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name bids to be submitted to the company(OIL) with one or more of the following documentary evidences(which are applicable to the bidder) in support of the same.

10.1 Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating there in the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax Registration Certificate.

11.0 The selected tenderer will be required to enter into a formal contract, which will be based on their tender i.e O.I.L's Standard Form of Contract.

12.0 The work shall have to be started within 15(Fifteen) days from the date mentioned in work order.

13.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

14.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

15.0 DISCOUNTS / REBATES.

15.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.

15.2 Post bid or conditional discounts / rebates offered by any bidder 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. These provisions shall be incorporated suitably in the Bid Document

For HEAD-CONTRACTS

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

DESCRIPTION OF WORK/SERVICES:- Appointment of Cost Auditor for Financial Year 2015-16**GENERAL CONDITIONS OF CONTRACT (GCC)**

MEMORANDUM OF AGREEMENT made this _____ day of _____
Between OIL INDIA LIMITED a Company incorporated under the Companies Act 1956 and having its
Registered Office at Duliajan in the District of Dibrugarh, Assam (hereinafter called Company) of
the one part and Shri/Smti _____ and Shri/Smti
_____ carrying on business as partners /proprietor under the firm name and
style of M/s. _____ with the main Office at _____ in the District
of _____ aforesaid (hereinafter called 'Contractor') on the other part.

WITNESSETH:

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at _____.

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

3. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under Service Tax Act. or any other Acts or Statute not here in specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work. The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the Contract Labour appointed by the Contractor. Such Statutory increase in the wage rates of Contract Labour shall be borne by the contractor.

Contractor

Company

4. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots, or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighbourhood.

5. The tendered all-inclusive Price (the Contract price) except service Tax is ₹ _____ Rupees _____ but the Company shall pay the Contract or only for actual work done at the all-inclusive rates set down in the Schedule of work part II of this Contract.

Payment will be made only after satisfactory completion of the work. Such payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

6. Subsequently Enacted Laws: Subsequent to the date of issue of letter of award if there is a change in or enactment of any law or interpretation of existing law, which results in additional cost/reduction in cost to Contractor on account of the operation under the Contract the Company/Contractor shall reimburse/pay Contractor / Company for such additional / reduced costs actually incurred.

7. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time shall be on COMPANY'S account. However, liability for payment of such Taxes shall lie on the CONTRACTOR.

8. **ARBITRATION:**

Any dispute under this contract will be settled through Arbitration as per Indian Arbitration and Conciliation Act, 1996.

Place of Arbitration: Duliajan

9. **FORCE MAJEURE:**

Force Majeure (exemption) Clause of the International Chamber of Commerce (ICC Publication No. 421) is hereby incorporated in this contract.

10. In case of any doubt or dispute as to the interpretation of any clause herein contained, the decision of the Company's Engineer shall be final and binding on the contractor.

11. **SET OFF CLAUSE:-**

"Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited)."

12. **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

Contractor

Company

IN WITNESS whereof the parties hereunto set their hands seals the day and year first written above :-

SIGNED & DELIVERED FOR AND
ON BEHALF OF

(Signature of Contractor or his legal Attorney)

By the hand of

(Full Name of Signatory)

Its Partner/Legal Attorney

(Seal of Contractor's Firm)

in presence of

-----And
(Signature of witness)

Date : _____

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Designation _____

Date _____

Contractor

Company

SPECIAL TERMS & CONDITIONS (SCC)**A. Introduction**

Oil India Limited (OIL, hereinafter referred to as the 'Company') is an Indian public sector company in the business of hydrocarbon exploration & production with operational headquarters in Duliajan, Assam, India under the administrative control of the Ministry of Petroleum and Natural Gas of the Government of India. The Company's corporate office is located in Noida, Uttar Pradesh.

OIL is engaged in the business of exploration and production of crude oil and natural gas, transportation of crude oil & petroleum products and production of liquid petroleum gas. The area of operation of the Company is mainly in Assam, Arunachal Pradesh and Rajasthan for nominated blocks whereas JV Blocks are spread across India. The Company presently produces around 3.6 MMTPA (million tonnes per annum) of crude oil, over 7 MMSCMD of Natural Gas, over 45,000 Tonnes of LPG annually and transport over 8.5 MMT of crude & petroleum products.

Besides, OIL owns and operates a 12 pair dedicated OFC network having total length of 1200 km (approx) stretching from Naharkatiya to Barauni, out of which 6 pair of dark optical fibre cable and 16 MB of Bandwidth has been leased out.

Further, OIL has generation capacity of 121.60 MW of wind power and 5 MW of solar power as on 31.03.2015, besides the Captive Power Plant at Duliajan with generation capacity of 48.90 MW.

B. Maintenance of Cost Records and Cost Audit in Oil India Limited

OIL is currently covered under Companies (Cost Record and Audit) Rules, 2014 & Companies (Cost Record and Audit) Amendment Rules, 2014 issued by Central Govt under sub-section (1) and (2) of section 469 and section 148 of the Companies Act 2013.

Product and Services to be covered under the audit and the scope of cost audit shall be as per the relevant section/orders/clarifications/notifications issued from time to time by the Central Govt.

C. Number of Cost Auditors proposed to be appointed

The Company intends to appoint 1 (One) firm of Cost Accountants for the financial year 2015-16 with scope for extension for another year at the same rates, terms & condition at the discretion of the Company.

D. Scope of Work

1. Cost audit in accordance to the provisions of the Companies (Cost Audit Report) Amendment Rules, 2014 in respect of designated locations/ work centers of the Company including JVCs activities. Cost audit shall also be in adherence to the relevant orders/clarification/ notifications, issued from time to time by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India.
2. Submission/e-filing of Cost Audit Report along with Annexure to the company/MCA, Government of India, within the scheduled date and in the manner as specified / prescribed by MCA.
3. Cost audit firms so appointed shall commence cost audit and submit Cost Audit Report for the Company as a whole within the time schedule communicated by the Company.
4. Presentation of the findings of cost audit and suggestion for improvement if any to Audit Committee/Board.
5. Cost Audit firm so appointed shall convert the Audit report along with the annexures in XBRL mode for e-filing if required.
6. Compliance with any other instructions / notifications / circulars issued in respect of cost audit under applicable Companies Act/other laws.

E. PAYMENT TERMS & CONDITIONS

1. Payment will be made within 30 days from the date of completion of the jobs as per Scope of Work including XBRL.
2. The Fee is exclusive of out-of-pocket expenses & Service Tax. Out-of-pocket expenses shall be paid on actual basis.
3. TDS as applicable shall be deducted and certificate as required under the Income-tax Act 1961 shall be issued.
4. The Fee is fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement.
5. Apart from the remuneration (Fee), the Company will provide Boarding & Lodging in its Guest House/Hotel and train/air ticket for the members of Audit as per the Company's rule.

F. AUDIT TEAM

1 Team Leader: Team Leader should have experience of conducting large size cost audit.

2 Team Members: The Team Leader to be supported by adequate number of qualified team members and support staffs.

G. TERMS AND CONDITIONS

1. The tenure of appointment shall be at the sole discretion of the Company. The tenure of appointment is for one year with the scope for extension for another year at the same rates, terms & condition. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to re-appoint at its sole discretion or as per the provisions of the applicable statutes, without assigning any reason thereof.

2 The Audit Firm must not sub-contract the work;

3 The audit team will work in strict confidentiality and will ensure that the cost data, cost statement and cost information in respect of the operation of the location / work center / Company is dealt with in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the Cost Auditor on receipt of appointment letter and before commencement of Audit;

4 No partner of the Audit Firm is related to Managing Director/whole time Director or part time Director of the Company within the meaning of section 2 (77) of the Companies Act, 2013;

5 Neither the firm nor its partner or associates should have any interest in the business of Company;

6 The auditor will be required to issue certificate of Independence;

7 The auditor/ firm shall have primary responsibility to ensure that the limits specified under section 141(3) (g) of the Companies Act, 2013 are not violated;

8 The auditor/ firm shall be free from any disqualification under sub-section (3) or sub-section (4) of section 141 of the Companies Act, 2013. In addition to this, the auditor/ firm must not be holding any assignment as Statutory Auditor or Internal Auditor of Oil India Ltd. or its Joint / Overseas Ventures;

9 Any other compliance/declaration, if any, required under Companies Act, 2013.

H. DEBARRING PROVISIONS

The appointment of the Auditor will stand cancelled forthwith without any prejudice to all available legal or any other remedy / recourse to OIL in the following cases:

- i) If the Firm obtains the appointment on the basis of false information / mis-statement.
- ii) If the Firm does not take up audit in terms of appointment letter.
- iii) If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- iv) If the Firm fails to comply with any of the conditions given in sub para 2 to 9 of Para G above.

BID REJECTION CRITERIA & BID EVALUATION CRITERIA FOR THE TENDER:**(A) BID REJECTION CRITERIA (BRC)**

The bid shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidder(s) without which the same will be considered as non-responsive and rejected.

Technical:

i). Only Firms of Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) shall be considered for appointment as Cost Auditors for conducting Cost Audit of the Company.

ii). For the purpose of better co-ordination and smooth functioning, firms having established offices either at Guwahati, Kolkata or Delhi (stated at **Para 1 of BEC**) shall only be considered for appointment as cost auditors.

iii). The Prospective Audit Firm (bidder) must have minimum of 5 (five) years of audit experiences without any break.

iv). The Prospective Audit Firm (bidder) must have minimum of 3 (three) qualified partners out of which 2 (two) must be fellow member (FCMA) holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice.

v). The prospective Audit Firm (bidder) should have minimum of 5 numbers of qualified and/or semi-qualified (Intermediate) assistants/ employees.

vi). The prospective Audit Firm (bidder) must have a minimum of 2 (two) years experience in conducting cost audit of companies having turnover equal to Rs. 250 crore or more in preceding two financial year i.e., FY 2013-14 and FY 2012-13.

vii). The leader of Audit team should be a partner or proprietor of the Firm being FCMA having 15 years of post qualification experience.

viii). In addition to (vii) above, the Audit team should have at least two qualified CMAs.

Commercial Bid:

i) The commercial bid should be filled up as per **Annexure-III** (i.e. SOQ)-Price bid Format of this IFB.

ii) The bid should include remuneration desired on account of converting the Audit report along with annexure in XBRL mode.

OTHERS:

- i) Necessary Documentary evidences in support of all the information provided above by the bidder must be submitted along with the bid, failing which bid will be rejected.
- ii) All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.
- iii) The offer should be submitted strictly as per the terms & conditions laid down in the document. The tender is of **SINGLE STAGE-TWO BID SYSTEM**. The bidder has to submit the Technical bid and Price bid as per the format provided in **Annexure II** & **Annexure III** respectively of the tender document. The "**TECHNICAL**" and "**COMMERCIAL**" bids shall be prepared separately and should be kept in two separate envelopes subscribing the tender no., brief description, bid closing date and clearly writing on the cover of two envelope as "TECHNICAL" and "COMMERCIAL". Both the envelopes should then be kept in one envelope, duly sealed, subscribing the tender no., brief description, bid closing date on the cover.
- iv) Information requested as per **Annexure-I** & **Annexure-IV** should be submitted along with "TECHNICAL" bid (i.e. **Annexure-II**).
- v) No bid shall be considered / entertained through any other mode like e-mails, fax etc.
- vi) Bid not quoted as per bidding format will be rejected.
- vii) The Company reserves the right to accept or reject any bid solely at its discretion without assigning any reason.
- viii) The last date for receipt of the bid will be as per NIT, which will be published in newspaper. No bid shall be entertained after this date.
- ix) The Company will not be responsible for delay, loss or non-receipt of bid sent by bidder.

(B) BID EVALUATION CRITERIA (BEC):**1. Selection Criteria**

1.1 Since the major area of operations of the Company is in Assam & Arunachal Pradesh and corporate office is located in Delhi, for better co-ordination and smooth functioning, Cost Audit firms having established offices either at Guwahati, Kolkata or Delhi should apply.

1.2 Firms who have served in the capacity of Cost Auditors of the Company in the past can apply only if 2 (two) years have elapsed from the last year of assignment held in the company.

1.3 The criteria for technical evaluation of Audit firms is given in Para 1.4 below.

1.4 The basis for evaluation will be on points secured in the parameters given in **Annexure A**. Bidders are requested to fill up **Annexure – II** which will be considered for technical evaluation purpose.

2. Basis for rankings

2.1 The price bid of individual bidders whose aggregate technical score exceeds 60 (sixty) points would be short listed for commercial evaluation. Out of the shortlisted bidders, the bidder with the lowest aggregate price would be selected.

2.2 In case of a tie in price bid, the following sequence shall be adopted for breaking the tie:

- a. Firm with the highest technical score point will be considered
- b. If tie is not broken by (a) above then, Firm with a higher number of Fellow Members of the Institute of Cost Accountants of India as partners will be considered.
- c. If tie is not broken by (a) & (b) above then, Firm with higher number of Associate Members of the Institute of Cost Accountants as partners will be considered.
- d. If tie is not broken by (a), (b) & (c) above then, Firm with longer experience will be preferred based on the year of establishment.

2.3 Documentary evidences in support of criteria as mentioned in Annexure A (also refer **Para 1 of BEC**) required to be submitted are as under:

a. Firm's Experience (criteria 1 (a) of Annexure A): Self Certified copy of the Firm Registration certificate issued by the Institute of Cost Accountants of India (ICAI).

b. Fellow/Associate Membership of Partners (criteria 1(b) of Annexure A) : Self Certified copy of the membership and Certificate of practice issued by the Institute of Cost Accountants of India (ICAI)

c. Turnover of the Firm (criteria 1(c) of Annexure A): Self Certified copy of audited accounts of the Firm for FY 2013-14.

d. Full-time Qualified Assistants/Employee (criteria 2(a) of Annexure A): Self Certified copy of the membership of their respective Institutes & copies of the appointment letters.

e. Full-time Semi-Qualified Assistants/Employee (criteria 2(b) of Annexure A): Passing certificate of Intermediate exam of Cost/ Chartered Accountancy in case of semi qualified assistants & copies of the appointment letters

f. Firm Exposure/ Experience during last 5 years (criteria 3 of Annexure A): Name of the company, financial year audited along with self certified copy of appointment letter issued by the Companies/ acknowledgements of cost audit report uploaded/ submitted with MCA.

g. Exposure to Cost Auditing under ERP environment (criteria 4 of Annexure A): Self certified undertaking specifying name of the Company, financial year in which audit was carried out confirming that Audit has been done where record cost were maintained in SAP-ERP based environment.

In case, documentary evidence as specified above is not provided or the documents provided are found incorrect, the offer shall be liable for rejection.

(C) INFORMATION TO BIDDERS NOT FORMING PART OF BRC/BEC:

It is for the information of bidders that, for Cost Audit of 2014-15, the Audit fee is Rs. 3.00 Lakh plus applicable taxes and Out-of-pocket expenses on actual basis. The fee mentioned above does not include the remuneration for converting the Audit report along with annexure in XBRL mode, required for e-filing. Apart from remuneration mentioned above, Company is providing Boarding and lodging in its Guest House / hotel and train/ air ticket for members of Audit as per the Company's rule.

D. COMMERCIAL:

1.1 Bids are invited under Single stage two bid systems.

1.2 Bidders must offer firm rates in Indian Rupees only. Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

1.3 Bid security is exempted for this IFB(Invitation for Bid).

1.4 Bids received after the scheduled bid closing date and time will be rejected outright.

1.5 Any bid received in the form of **Telex /Cable /Fax /E-Mail** /will not be accepted.

1.6 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid opening. Bids with inadequate validity will be rejected.

1.7 Bids shall be typed or written in indelible ink failing which the bid will be rejected.

1.8 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder and should be initialed by the bidder. Any bid not meeting this requirement shall be rejected.

1.9 OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

E. GENERAL:

- (i) The bidder shall submit Copies of PAN card, Service Tax registration along with the Technical bid.
- (ii) In case bidder takes exception to any clause of Tender Document not covered under BEC / BRC, 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. No deviation will however, be accepted in the clauses covered under BRC.
- (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 also and such clarification fulfilling the BRC clauses must be received on or before stipulated date mentioned in the letter of clarification sought by the Company, failing which the bid will be 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.
- (v) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

Sl. No.	Parameter	Evaluation Criteria	Basis of Marks	Point(s) per Criteria	Maximum Marks
1. Strength of Firm					
1(a)	Firm's Experience	Year of establishment of the Firm since date of registration with the Institute of Cost Accountants of India (ICAI)	Number of Years since Firm's Registration in the present name without any break.	1 Mark per complete financial year (part of year will be not considered)	15
1(b)	Fellow/Associate Membership of Partners	Number of partners in the Firm (The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice)	Name, Qualification and membership number of each Partner specifying Fellow or Associate.		15
		-Fellow Partners	Full-time Fellow Partner means having association with one firm only and "other than full time" means FCMA having association in more than one firm.	3 Marks each for full-time FCMAs and 1 marks each for "other than full-time" FCMAs	
		-Associate Partners	Full-time Associate Partner means having association with one firm only .	2 Marks each for full-time ACMA's	
1(c)	Turnover of the Firm	Turnover of the Firm in FY 2013-14.	Turnover above ₹ 50 lakhs	5 marks	5
			Turnover less than or equal to ₹ 50 lakhs	3 marks	
2. Manpower Strength of the Firm					
2(a)	Full-time Qualified Assistants/Employees	Number of qualified assistants (Cost/ Chartered accountant) in the Firm. They shall be members of their respective Institutes.	Name & Qualification of each Qualified Assistant/ Employee specifying Fellow or Associate of respective ICAIs	1.5 Marks per qualified assistant / employee	12
2(b)	Full-time Semi-Qualified Assistants/Employees	Number of semi qualified assistants (Intermediate pass Cost/ Chartered accountant) in the Firm.	Name & Qualification of each Semi-Qualified Assistant/Employee specifying levels of Exams passed of	1 Mark per semi qualified assistant / employee	8

Sl. No.	Parameter	Evaluation Criteria	Basis of Marks	Point(s) per Criteria	Maximum Marks
			respective ICAs		
3. Firm Exposure/ Experience during last 5 years					
	Cost Audit Experience	The Firm having the experience in conducting statutory Cost Audit in Central /State PSUs / Private sector Companies			
3(a)	In Public Sector Companies	For Cost Accounting Records (Petroleum Industry) Rules, 2002 / 2011.	Number of Companies audited during the preceding 5 financial years i.e., 2009-10 to 2013-14.	3 marks per company and maximum 6 marks per financial year will be given	15
3(b)	In Private Sector Companies whose turnover is equal to or more than ₹ 250 Crore.	For Cost Accounting Records (Petroleum Industry) Rules, 2002 / 2011.	Number of Companies audited during the preceding 5 financial years i.e., 2009-10 to 2013-14.	2 marks per company and maximum 4 marks per financial year will be given	10
3(c)	In Public Sector Companies whose turnover is equal to or more than ₹ 250 Crore.	Other than Petroleum Industry Records Rules as above	Number of Companies audited during the preceding 5 financial years i.e., 2009-10 to 2013-14.	2 marks per company and maximum 4 marks per financial year will be given	10
3(d)	In Private Sector Companies whose turnover is equal to or more than ₹ 250 Crore.	Other than Petroleum Industry Records Rules as above	Number of Companies audited during the preceding 5 financial years i.e., 2009-10 to 2013-14.	1 mark per company and maximum 2 marks per financial year will be given	5
4. Exposure to Cost Auditing under ERP environment					
	Proficiency in System	Exposure in SAP Environment – For Cost Audit	Number of Companies where Audit of cost record maintained in SAP based environment has been done during the preceding 5 financial years i.e., 2009-10 to 2013-14.	0.5 marks per company and maximum 1 marks per financial year will be given	5
Grand Total					100

Format of the Offer		
1	Name of the Cost Auditor /Firm of Cost Auditor (Indicate whether Proprietary Concern or Partnership Firm)	
2 i)	Registration number of the Cost Audit Firm with Institute of Cost Accountants of India (ICAI)	
ii)	Permanent Account Number (PAN) of the Firm	
iii)	Service Tax Registration Number of the Firm	
3	Particulars of the Cost Audit Firm:-	
i)	Address of the Firm as registered with Institute of Cost Accountants of India (ICAI)	
ii)	Telephone number with STD Code/Mobile Number(s)	
iii)	Fax number with STD Code	
iv)	Email address of the Firm	
v)	Website of the Firm	
vi)	Bank Account no / IFSC code	
4	Whether Cost Audit of Oil India Ltd. has been conducted earlier. If yes, the financial years for which the cost audit has been conducted shall be given.	

All the pages of offers and documents are to be signed by the partner/owner of the firm along with seal of the firm.

Declaration:-

I, _____ Partner / owner of the Firm _____, hereby declare that the above information furnished by me is true & correct to the best of my knowledge. I have read and will abide by all the Terms & Conditions set by the Company empanelment as Cost Auditor.

Place:

Date :

Signature and seal of the firm

Annexure II						
TECHNICAL EVALUATION CRITERIA FORMAT						
SL No.	Parameter	Description of Parameter	To be filled by the bidder			Document Submitted
1. Strength of Firm						
1(a)	Firm's Experience	Number of years since the Firm's Registration in the present name without any break.	Number of years			
1(b)	Numbers of Fellow/Associate Membership of Partners	Name, Qualification, membership number and experience of each Partner specifying Fellow or Associate	FCMA (full time) / FCMA (part time):- 1. 2. 3. so on			
			ACMA (full time):- 1. 2. 3. so on			
1(c)	Turnover of the Firm	Turnover in ₹ Lakh	FY 2013-14 :			
2. Manpower Strength of the Firm						
2(a)	Qualified Assistants/Employee	Name & Qualification of each Qualified/Semi-Qualified Assistant, Employee	Qualified Assistant / Employee:- 1. 2. 3. so on			
2(b)	Semi-Qualified Assistants/Employee		Semi-Qualified Assistant / Employee:- 1. 2. 3. so on			
3. Firm Exposure/ Experience during the preceding 5 financial years i.e., 2009-10 to 2013-14.						
3(a)	In Public Sector Companies	Cost Audit done for the records covered under CARR (Petroleum Industry)	Name of Company	Year of Audit	Name of the Record Rule	
3(b)	In Private Sector Companies whose turnover is equal to or more than ₹250 Crore.	Cost Audit done for the records covered under CARR (Petroleum Industry)	Name of Company	Year of Audit	Name of the Record Rule	

3(c)	In Public Sector Companies whose turnover is equal to or more than ₹ 250 Crore.	Cost Audit done for the records other than CARR (Petroleum Industry)	Name of Company	Year of Audit	Name of the Record Rule	
3(d)	In Private Sector Companies whose turnover is equal to or more than ₹ 250 Crore.	Cost Audit done for the records other than CARR (Petroleum Industry)	Name of Company	Year of Audit	Name of the Record Rule	
4. Exposure to Cost Auditing under SAP-ERP environment						
	Proficiency in System	Number of Companies where Audit of cost record maintained in SAP based environment has been done during the preceding 5 financial years i.e., 2009-10 to 2013-14.	Name of Company	Year of Audit		

Place:

Date :

Signature and seal of the firm

SELF DECLARATION FORM

I Shri/Smti..... partner/proprietor of.....
(name of firm) hereby declare and certify the following:

1. Our appointment as Cost Auditors for the Audit of Cost Records maintained by Oil India Limited for the year ended 31st March 2016 will be in accordance and within the limits specified under section 141(3) (g) of the Companies Act, 2013.
2. Our appointment as Cost Auditors for the year ended 31st March 2016 will be free from any disqualification as specified in Subsection (3) of Section 141 of the Companies Act, 2013.
3. No partner of our Audit Firm is related to Managing Director/whole time Director or part time Director of the Company within the meaning of section 2 (77) of the Companies Act, 2013;
4. Neither our firm nor our partners or associates have any interest in the business of Oil India Limited;
5. We are an independent firm of Cost Accountants and are at arm's length relationship with Oil India Limited;
6. The Audit Jobs will not be sub-contracted by us to some other Audit Firm;
7. It is hereby declared that a certificate towards maintaining confidentiality of cost data, cost statement and cost information in respect of the operation of the location / work center / Company shall be provided on receipt of appointment letter and before commencement of Audit;
8. We are not holding any assignment as Statutory Auditor or Internal Auditor of Oil India Ltd. or its Joint / Overseas Ventures;
9. We shall abide by any other compliances/declaration, if any, required under Companies Act, 2013.

Signature & Seal of the Firm

TO,
HEAD-CONTRACT
OIL INDIA LIMITED
DULIAJAN-786602

SUB: SAFETY MEASURES

Description of work/service: Appointment of Cost Auditor for Financial Year 2015-16

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorized persons who would be supervising the jobs on day to day basis from our end are the following:

i) _____

ii) _____

iii) _____

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. Any violation pointed out by the Company's engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date _____

M/s _____
FOR & ON BEHALF OF BIDDER

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Duliajan, Assam

Description of Service: Appointment of Cost Auditor for FY 2015-16 .

Part-II Schedule of Work, Unit and Quantity (SOQ):

Sl. No	Description of Service	Quantity	UOM	Amount (₹)
1	Cost Audit Fees for conducting Audit for FY 2015-16 including Fees for converting audit report along with annexure in XBRL mode and e-filing thereof. (Fees mentioned is excluding applicable service tax)	1	Lumsum	

Amount in Words:

(Rupees.....
.....)

Signature & Seal of the Firm

Note:

1. The Fee is exclusive of out-of-pocket expenses & Service Tax. Out-of-pocket expenses shall be paid on actual basis.
2. Service Tax if applicable shall be to the company's Account. However, Service Tax portion payable directly by the service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.
3. Apart from the remuneration (Fee), the Company will provide Boarding & Lodging in its Guest House/Hotel and train/air ticket for the members of Audit as per the Company's rule.