

NIT FOR TENDER NO. CGI 5090 L21

OIL INDIA LIMITED
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E-Tender

OIL INDIA LIMITED invites Competitive Domestic Bid through its e-procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following Services:

Tender No	Bid Closing Date & Time	Service Description
CGI 5090L21	29.09.2020 At 11.00 A.M.	Necessary upkeep of domestic area with cleaning of jungle/debris, trimming of Trees, maintaining of Company's Fruits Gardens, Ponds, Nurseries, Making Temporary kitchen sheds for various socio-cultural activities including touch-up painting of domestic/Industrial area with petty repairing works etc and works related to printing of drawing at Civil Engineering Department, PHQ-Noonmati.

The details of IFB and procedures for applying & participation can be viewed using “Guest Login” provided in the e-procurement portal and also in OIL’s web site www.oil-india.com. The link to OIL’s E-Procurement portal has also been provided through OIL’s website.

All corrigenda, addenda, amendments, time extension, etc. to the tender will be hosted on above Website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

BID REJECTION CRITERIA & BID EVALUATION CRITERIA FOR THE TENDER

BID REJECTION CRITERIA (BRC):

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC shall be submitted along with the Techno-Commercial Bid.

A) BID EVALUATION CRITERIA (BEC):

1.0 All the documents related to BEC must be submitted along with the Techno-Commercial Bid. Otherwise, the bid will be considered as non-responsive and rejected.

2.0 Interested bidders shall have to submit the following documents to qualify for opening of the Price Bid:

1.0 TECHNICAL CRITERIA

- (a) One successfully completed similar contract work of value **Rs.16,63,100.00** under tender with CPWD, Railways, APWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking during the last seven (07) years reckoned from the original bid closing date.
- (b) For proof of requisite experience of SIMILAR work, Job Completion Certificate clearly mentioning Gross value of job done, Nature of works, Contracts period/Contract Start and Completion date issued by CPWD, Railways, APWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking must be submitted along with the bid.
- (c) SIMILAR work) executed by a bidder for its own organization / subsidiary will not be considered as experience for the purpose of meeting BEC.
- (d) If the prospective bidder is executing SIMILAR work which is still running and the contract value 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 submits satisfactory work execution certificate issued by end user.

"Similar work" mentioned in Paragraph 2.1 above means the following:

"Upkeepment of area with cleaning of jungle/debris, trimming of Trees, maintaining of Fruit Gardens, Ponds, Nurseries, Making Temporary sheds or painting jobs"

2.0 FINANCIAL CRITERIA

- a) 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 of **Rs. 9,97,900.00**

b) Net worth of firm/bidder must be positive for preceding financial/ accounting year.

Note to Clause 2.1.1 (a) & (b) above: For proof of Annual Turnover & Net worth any one of the following document/ photocopy 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.

2.1.1. Considering the time required for preparation of Financial Statements, if the last date of preceding financial/ accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/ accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial/ accounting year will be considered. In such cases, the Net worth of the previous financial/ accounting year excluding the preceding financial/ accounting year will be considered. **However, the bidder has to submit an affidavit/ undertaking certifying that the balance sheet/ Financial Statements for the financial year (as the case may be) has actually not been audited so far.**

2.1.2. Documentary evidence: For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:

2.1.3. A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth.

OR

2.1.4. Audited Balance Sheet along with Profit & Loss account.

2.1.5. 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 is not available. However, bidder to provide documentary evidence for the same.

2.1.6. The Bidder must possess PF Code number, PAN , GST Registration Number issued by appropriate Govt. Authority.

3.0 GENERAL

3.1 Bids must be valid for minimum 90 days from the date of Technical Bid opening. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is 90 days.

Note: In case of extension of Bid Opening Date, bid validity should be extended suitably by the bidder, as and when advised by OIL.

3.2 The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Evaluation Criteria will be considered for further evaluation given below:

- i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made.
- (ii) In case of identical lowest offered rate by more than 1 (one) bidder, the selection of priority-1 and priority-2 bidder will be made by draw of lots amongst the parties offering the same lowest price. The tender shall be awarded to priority-1 bidder only, but if priority-1 bidder fails to accept the LOI/found non-eligible/ fails to execute the job, then Company reserves the right to award the same to priority -2 bidder after taking management approval for the same.
- i) Company's internal estimate (IE) is prepared inclusive of all cost of materials, labours, tools & equipment, PPE, machinery and all taxes except PF & GST. PF can be reimbursed on submission of valid documents/voucher from appropriate authority.
- (iv) Bidders must fill up the Technical compliance evaluation sheet for BEC / BRC and the format is attached under "Notes and Attachments" tab in the main bidding engine of OIL's e-Tender portal

"OIL registered bidder are exempted from submitting document fulfilling their experience & turnover criteria as well as depositing bid security amount as specified in the clause no 2.1, 2.1.1 of BEC/BRC, providing submission of his/her/their" One-time Security deposit in the line with Integrated Procedure/Manual for Procurement of Goods and services clause no 43.2.

3.1 Other Information /Documents: All Bidders including OIL registered bidder with one time security deposit must have to furnish the following information with relevant documents wherever necessary:

- a) Tax Exemption Certificate, if any, if /applicable.
- b) PAN no.(photocopy of the PAN card required).
- c) Goods & Service Tax registration No.
- d) Bank account No. with name of Bank, Type of account, Bank address.
- e) P.F. Account No. / Code or affidavit for applying P.F as per Annexure-I
- F) ESI Registration Number.

4.0 COMMERCIAL CRITERIA

a. BID REJECTION CRITERIA (BRC):

1. The tender is invited under SINGLE STAGE - COMPOSITE BID SYSTEM. The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's E-Procurement portal within the Bid Closing Date and Time stipulated in the E-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents

related to the tender and uploaded under "Technical Attachment" Tab only. Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page. Details of prices as per Price Bid format/Priced bid to be uploaded under "Notes and Attachment" Tab. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.

2. Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the NIT. Any bid not accompanied by proper bid security will be summarily rejected.
3. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable. Bid submitted by parties who have not submitted the requisite tender fees will be rejected.
4. Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.
5. Bidders must quote clearly and strictly in accordance with the price schedule outlined in Price Bidding Format attached under "Notes and Attachments" tab in the main bidding engine of OIL's e-Tender portal; otherwise the bid will be rejected. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement in the c-Folder link (collaboration link) under "Technical RFx Response" Tab Page only.
6. There should not be any indication of price in the Un-priced Techno-Commercial Bid. If there is any indication of price in the Un-priced Techno-Commercial Bid, Such Bid will be rejected straightway.
7. Bidder must accept and comply with the following provisions as given in the tender document. Deviations to such provisions shall make the bid liable for rejection.
 - a. Firm price
 - b. EMD / Bid Bond
 - c. Scope of work
 - d. Specifications
 - e. Price schedule
 - f. Delivery / completion schedule
 - g. Period of validity of bid
 - h. Liquidated Damages
 - i. Performance bank guarantee / Security deposit
 - j. Guarantee of material / work
 - k. Arbitration / Resolution of Dispute
 - l. Force Majeure
 - m. Applicable Laws
 - n. Integrity Pact, if applicable