

Matter of Advertisement

EXPRESSION OF INTEREST (EOI) No. EOI/PA/035/2016

Oil India Limited, a Government of India "NAVARATNA" Category Enterprise, engaged in the business of Exploration, Production & Transportation of Crude Oil and Natural Gas and Production of LPG invites EOI against EOI **No. EOI/PA/035/2016: from Indigenous service provider for 'Empanelment of parties for designing and fabrication of Stall for OIL at various exhibitions across India for a 2 (two) year period'**. Interested Parties having relevant experience and expertise (details are available at OIL's website- www.oil-india.com) are invited to submit their EOI(s) at our e-mail id: eo-contracts@oilindia.in within the stipulated date as indicated in the detailed EOI, followed by hard copies of the same through courier/post. The offer(s) may also be uploaded in Parties' FTP server/File sharing website (portal) and the link(s) may be provided to us at our e-mail within above specified period. All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the website and no separate notification shall be issued in the press. Prospective participants against the EOIs are requested to visit the website regularly to keep themselves updated.

EXPRESSION OF INTEREST NO. EOI/PDNO/035/2016 FOR 'EMPANELMENT OF PARTIES FOR DESIGNING AND FABRICATION OF STALL FOR OIL AT VARIOUS EXHIBITIONS ACROSS INDIA FOR A 2 (TWO) YEAR PERIOD'

1. Introduction

OIL INDIA LIMITED (OIL), a Government of India "NAVARATNA" Category Enterprise, engaged in the business of Exploration, Production & Transportation of Crude Oil and Natural Gas and Production of LPG in India with participating interest in Oil & Gas sector in various overseas projects intends to empanel of parties/firms **for designing and fabrication of stall for OIL at various exhibitions across India for a 2 (two) year period'**. OIL participates in various exhibitions in India especially in North East by putting up artistically designed fabricated stalls. The exhibition stall involves designing of panels, blowups, fascia, lighting, fabrication, etc. A number of other add-ons to decorate the stall are also installed at the venue during the conduct of the exhibition. Since notice period for installing such stall is too less, OIL intends to empanel reputed parties/firms to help in designing, fabrication and installation of OIL stall during various exhibitions at par with highest standards. Expression of interest (EOI) is therefore invited from reputed national parties having requisite experience, capability and specialization in carrying out similar assignments.

2. Brief description, work scope and services required:

- a. Stall structure construction with wood paneled wall and Flooring with wooden/steel stages / Carpet and Painted finish wall with POP or with wallpaper
- b. Fascia for frontage built up stall
- c. Designing and installation of blowups of different sizes. Display of blowups (backlit or front lit) with spotlights. Panels will be designed & fabricated by the agency
- d. Backdrop as per approved design with lights to project.
- e. Logos of OIL printed on vinyl pasted on sunboard and fixed on walls with glow lights/3D Foam Cut Logos
- f. Book racks
- g. Printing of leaflets/brochure, etc
- h. Glass fishbowl for dropping of business cards
- i. Visitors book
- j. Laptop in good condition with internet facilities
- k. Plasma TV/LCD/LED display with DVD players (size will be mentioned in RFP)
- l. PA system
- m. Additional spot lights on panels and displays
- n. Carpet/vinyl on floor
- o. Furniture
- p. Daily floral arrangement on table
- q. Hostess (Nos. will be mentioned in RFP)

- r. Promotional items like corporate gifts (Nos. will be mentioned in RFP)
- s. Low height potted plants with clean flower pots
- t. Arrangement of packaged drinking water

3. Vendor qualifying Criteria:

(A) The parties wishing to participate in the Expression of Interest (EOI) for empanelment must meet the following:

Bidder/party must have work experience of executing similar nature of job of designing and fabrication of national exhibition stalls for PSUs/Central govt. /State govt. in previous 7 (seven) years reckoned from the original proposal submission date fulfilling at least one of the following:

- a) One similar order of minimum 1000 sqft and job value of minimum Rs.20 Lakh
Or
- b) Two similar order of minimum 500 sqft and job value of minimum Rs.10 Lakh each
Or
- c) Three similar order of minimum 250 sqft and job value of minimum Rs 5 Lakh each

Against proof of work experience, the following self-attested documentary evidence must be submitted.

(i) In case the work experience is against OIL's Contract, copy of "Certificate of Completion" (COC)/ "Service Entry Sheet" (SES) of contracts successfully completed during the last 7 (Seven) years, showing gross value of job done.

Or

(ii) Work Order/Payment Voucher/completion certificate issued by competent authority of any other Public Sector Undertaking/Govt. Department (for jobs successfully completed during the last 7 (Seven) years ending bid closing date), showing:

- a) Gross value of job done; and
- b) Nature of job done with specification of the stall size;
- c) Place of job done; and
- d) Time period

Note: "SIMILAR NATURE" of Job means "experience in carrying out designing, fabrication and installation of stall during various exhibitions in any major town within India with specification like Stall structure construction with wood paneled wall and Flooring with wooden/steel stages / Carpet and Painted finish wall with POP or with wallpaper, Designing and installation of blowups (backlit or front lit)with spotlights, Plasma TV/LCD/LED display with DVD players, PA system, Printing of leaflets/brochure, etc."

(B) Financial:

- a. Annual Turnover of the bidder in any of preceding 3 financial years should be at least of Rs.50 lakh (Rupees Fifty lakh only).

For proof of Annual Turnover & Net worth, **self attested** photocopies of following documents must be submitted along with the bid:-

- (i) Audited Balance Sheet
and
(ii) Profit and Loss account.

- b. Net worth of the bidder should be Positive for preceding financial / accounting year.

For proof of Net worth a certificate issued by a practicing Chartered/ Cost Accountants Firm (with Membership Number and Firm Registration Number), certifying positive for preceding financial / accounting year.

(C) Other Terms

The party/firm should be registered/incorporated in India and is required to furnish the following:

- i. Company Profile details.
- ii. Company address, Contact No (Phone, Mobile) and Contact Person, email id.
- iii. Bank Details like Account Name, Type of account, Bank Name, Branch Name, Branch Address, IFS Code and Account Number.
- iv. Vendor Code with OIL INDIA LTD. (if any)
- v. List of important clients in India or abroad
- vi. List of important national/international exhibitions participated
- vii. Income Tax clearance certificate for last three years
- viii. Service Tax, Vat Registration, PAN No (Copies of each)
- ix. If empanelled as service provider with Public Sector Undertaking/Govt. Department for fabrication of exhibition stalls, the party must submit necessary certificates of satisfactory performance.

4. Documents to be submitted:

To qualify for consideration, service providers are required to supply one (1) set of the following documentation, with the specific chapters, separated by dividers, in the same order as set out here below (a) to (l) :

- a) A separate section summarizing the contents chapter by chapter of the prequalification document.
- b) Contractor's general structure and organisation, including the branch / sub-division dedicated to such activities.
- c) Details of relevant verifiable experience of similar services that has been undertaken as main contractor in the last 7 (seven) years in India. In support of the same, copy of self certified relevant pages of Purchase Order/Contract document, Completion Certificate issued by the Clients.
- d) Details of experience and past performance of the parties on works/ jobs done of similar nature in the past are to be submitted. Also, details of current work in hand and other contractual commitments of the parties (indicating areas and clients) are to be submitted.
- e) Details of capability and infrastructure.
- f) Reference (including emails and telephone numbers) of three major customer that can be contacted for information / reference.
- g) Description and brief specifications of services offered for this project.
- h) Resume of key personnel to be involved in the services with experience in their respective position.
- i) Audited accounts for the past three (3) years alongwith net worth.
- j) All relevant information concerning contacts, telephone, fax, e-mail of the participant's representative.
- k) Indicate tentative mobilization schedule.
- l) Undertaking towards participation against e-tendering.

Failure to provide any of the listed documents or information shall negatively affect the qualification to participate in the tendering process to be floated for next two years. Notwithstanding the submission of this documentation, OIL is neither committed nor obliged to include any contractor on the tender list or award any form of contract to any participant and/or associated companies.

Please note that this is not an invitation to tender. After receipt of offers, only responsive parties will be empanelled for two years. Thereafter, full tendering procedure will be followed to select the responsive participant/service provider, as & when required on case to case basis.

Interested Parties having relevant experience and expertise as above are invited to submit their EOI at our e-mail id: eo-contracts@oilindia.in within **5th July, 2016**, followed by hard copies of the same through courier/post super-scribing "**Expression of Interest No. EOI/PA/035/2016**" at the following address:

OIL INDIA LIMITED,
Contracts Department
Post Office- Duliajan-786602

The offer(s) may also be uploaded in Parties' FTP server/File sharing website (portal) and the link(s) may be provided to us at our e-mail within above specified period.

The offer(s) should have clear indication whether the same meet the requisite experiences as mentioned in Pre-qualifying criteria.

OIL reserves the right to (a) accept or reject any/all offers submitted by parties (b) cancel the process at any time without any liability and assigning any reason thereof.
