

OIL INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
DULIAJAN-786602, ASSAM

NOTICE INVITING TENDER

OIL INDIA LIMITED invites sealed tender in duplicate under single stage single bid system from Experienced Contractors / Firms for the following services in OIL's operational areas in Assam and Arunachal Pradesh.

Tender No.	Description of service	Earnest money	Bid closing/ opening date	Tender Fee
DCO 7171P10/BD	HIRING OF SERVICES FOR INSPECTION, SERVICING, LOAD TESTING & CERTIFICATION OF LIFTING TOOLS & TACKLES AT LPG RECOVERY PLANT, DULIAJAN	Rs.1,750.00	30.03.2010	Rs.500.00
DCL 7172P10/BD	Hiring of services(unskilled) for Cementing/ Tubular Handling jobs in Drilling/Work-over Wells and yards within NHK (N/S), Shalmari, Dikom, Kathanoli, Hapjan, Kharsang, Kumchai, Digboi, Moran area etc.	Rs. 32,500.00	06.04.2010	Rs.2000.00
DCL 7173P10/BD	HIRING OF SERVICES FOR LOADING/UNLOADING/SCREENING/ RE-SCREENING/ BLENDING, STACKING OF OIL WELL CEMENT OF 35 KG. BAGS AT COMPANY'S CEMENT GODOWN/BULK HANDLING PLANT AND CLEANING, PAINTING OF CEMENT SILOS & LINES, ATTENDING TELEPHONE AT YARD AND MISCELENEOUS JOBS	Rs.83,000.00	06.04.2010	Rs.5000.00
DCO7181P10/BD	Hiring of 2 (two) nos. of 20 kl capacity bowsers with self loading and unloading facilities for transportation of static water/ kill fluid to well site for a period of 2 (two) years extendable by another one year for Assam Field.	Rs.24500.00	06.04.2010	Rs. 500.00

The bidding documents (Non-Transferable) may be purchased from the office of Head-Contracts, Oil India Limited, Duliajan-786602 from **05.03.2010** on submission of an application along with Tender Fee (non-refundable) through a crossed Demand Draft / Banker's Cheque from any Nationalized Bank in favour of OIL INDIA LIMITED and payable at Duliajan.

The details of the tenders may be viewed at OIL's website www.oi-lindia.in

SALIENT ELIGIBILITY CRITERIA

For Tender No. DCO 7171 P10/BD:

A.BID REJECTION CRITERIA (BRC):

The bid shall conform generally to the specifications and terms and conditions given in the Bidding Documents. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

1. Average annual financial turnover during the last three years ending 31st March,2009 or previous financial year should be at least **Rs.100,000.00**.

2. Experience of having successfully completed similar work during last seven (7) years ending 31st March, 2009 with **PSUs/ state Govt./Central Govt. organizations** should be either of the following:

- a) Three completed works of minimum value **Rs. 0.650 Lakh** each
- b) Two completed works of minimum value **Rs.0 .850 Lakh** each
- c) One completed work of minimum value **Rs. 1.350 Lakh.**

Note - Similar work mans the following nature of jobs -

- i) Inspection, testing, servicing & certification jobs of Lifting Tools and Tackles up to the maximum capacity of 15 Ton. Credential to this must be submitted along with offer document without which the offer will not be considered.
- (ii) The contractor must be a **Govt. Authorized Competent Person** to carry out and certify load testing of lifting Tools and tackles. Copy of such certificate must be attached along with offer document without which offer will not be considered.

3. The bidder must submit P.F. code, VAT NO., Service Tax Regd. No., Bank A/c. No & Vendor Code(if any). Documentary evidence in support of above, must be submitted, otherwise the bid will summarily be rejected.

B. Bid Evaluation Criteria(BEC)

The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per Bid Evaluation Criteria as given below:

I. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted in Part - II of the tender.

II. Interested bidders may purchase the complete set of tender documents (non-transferable) from the following address (during working hours) on submission of application and tender fee of Rs. 500.00 (Non-refundable) in the form of a crossed Demand Draft / Banker's Cheque from any Nationalized Bank in favour of OIL INDIA LIMITED and payable at Duliajan.

For Tender No. DCL 7172 P10/BD & Tender No. DCL 7173 P10/BD:

A) BID REJECTION CRITERIA (BRC):

I) 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:

i) Bidder must have relevant experience in carrying out "similar nature of job" with PSUs / Central Govt. /State Govt. Organization in last 7(seven) years from date of bid opening.

Should have successfully executed similar works of value-

1. Single contract of minimum value of Rs. 40, 00,000/-

OR

2. Two contracts of minimum value of Rs. 25, 00, 000/- each.

OR

3. Three contracts of minimum value of Rs. 20, 00, 000/- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2007, should be atleast Rs.15,00,000/-only.

iii) Bidder must submit all necessary documents related to experience and turnover in duplicate.

Note-

"Similar nature of job" mentioned above means experience in handling all types of LABOUR ORIENTED CONTRACTS.

In case of OIL contractors providing services of listed / unlisted labours who currently have one or more than one labour contract with OIL and total no of labours (having key nos.) under different contracts of the

individual contractors is 10 or more , are exempted from submission of documents required by clause (i) & (ii).

Documentary Evidence :

(1) In case of OIL contractors, copy of 'Certificate of Completion (COC)'/ 'Service entry Sheet (SES)' of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

(2) The names of Listed / Unlisted labours with key nos. against the contract must be submitted.

II) For proof of annual turnover, 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 no. certifying the Annual Turnover and nature of business.

ii) Audited Balance Sheet and Profit and Loss Account.

III) For proof of requisite Experience, any one of the following document/photocopy must be submitted along with the bid: -

i) Certificate issued by any other Public Sector Undertaking/ Govt. Department in last seven years ending bid closing date showing:

(a) Gross value of job done;

(b) Nature of job done; and

(c) Time period covering the financial year(s) as per the NIT.

IV) Bidder(s) must also furnish the followings:

1. NAME OF FIRM
2. DETAIL POSTAL ADDRESS
3. TELEPHONE NO.
4. MOBILE NO.
5. E-MAIL
6. FAX NO.
7. CONTACT PERSON
8. CONTACT PERSON'S CONTACT NO.
9. TAX EXEMPTION CERTIFICATE NO. (Attested copy required)
10. CST REGD.NO. (Attested copy required)
11. LOCAL SALE TAX REGD.NO. (Attested copy required)
12. PAN NO. (Attested copy required)
13. VAT REGD, NO. (Attested copy required)
14. BANK ACCOUNT NO.
15. BANK ACCOUNT TYPE.

16. BANK NAME
17. BANK ADDRESS
18. SERVICE TAX REGD.NO. (Attested copy required)
19. P.F.CODE NO. (Attested copy required)

(Or a declaration by the bidder that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be the responsible of the successful bidder only and not the company)

20. VENDOR NO. (IF AVAILABLE)

V) Solvency Certificate from Bank

VI) Non - submission of the documents as specified in BRC above will result in rejection of bids.

B) BID EVALUATION CRITERIA (BEC):

The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. 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 Part-II (i.e. schedule of works, units, quantity, rates) of the tender.
2. 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.
3. **Discount:** Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted offer. Discount of any type indicated separately will not be taken in to account for evaluation purposes. However, in the event such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.

C) GENERAL

1. 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.
2. 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 ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.
3. 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.
4. Any exceptions / deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their 'Techno-Commercial' bid only.
5. The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

For Tender No. DCO 7181 P10/BD:

1.1 BID REJECTION CRITERIA (BRC):

The bid shall conform generally to the specifications and terms and conditions given in the Bid Documents. Bids will be rejected in case 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.

1.2 TECHNICAL

The bidder must meet the following criteria:

1.2.1 The bidder shall have DIRECT experience in carrying out 'SIMILAR NATURE' of jobs in PSUs/ Central Govt./ State Govt./ State Govt. Enterprises. The bidder shall provide necessary documentary evidence for the same.

'SIMILAR NATURE' means the bidder must be in the business (in his/her own name) of providing services for transportation of crude oil / condensate / other petroleum products / hazardous chemicals/water/kill fluid through tanker(s) / bowzer(s) (having capacity not less than 9 Kls) and have the experience of 2 (two) years in successfully executing contract for such transport services during last 7 (seven) years (ending bid closing date).

1.2.2 The Bidder should have an average annual turnover during the last 3(three) years ending 31.03.2009 at least Rs.15.00 lakh (Rupees Fifteen lakhs only).

1.2.3 Bid will be rejected if not accompanied with adequate documentary proof (Refer Note 1 below) in support of experience and turnover as mentioned in Para 1.2.1 and 1.2.2.

Note -1:

A) For proof of Annual turnover, the following documents/ photocopies must be submitted along with the bid: -

- i) A certificate issued by a practicing Chartered/ Cost Accountants' Firm, certifying the Annual Turnover and nature of business. and
- ii) Audited Balance Sheet and Profit and Loss account.

B) For proof of requisite Experience, the following document(s) shall be submitted along with the bid: -

- In case of OIL contracts, photocopy of any one of the following documents to be submitted:

Copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)'/ 'Service Entry Sheet (SES)' of jobs successfully executed during the last seven years ending bid closing date, showing gross value of job done.

OR,

- In case of contracts of other Central Govt./ State Govt./ PSUs/ State Govt. Enterprises, photocopy of the following documents to be submitted:

(i) Contract document or work order document showing details of work,

AND

(ii) Completion Certificate issued by Central Govt./ State Govt./ Public Sector Undertaking/ State Govt. Enterprise showing:

- (a) Gross value of job done during last seven years ending bid closing date.
- (b) Nature of job done and contract/ work order no.
- (c) Contract period and date of completion.

1.2.4 The bidder shall submit Bank Account number, VAT Regd. number, Provident Fund Code number (Direct Code)/ or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them, Vendor Code (if with OIL). In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

1.2.5 All the bowzer(s) / tanker(s) to be offered for the service must be of model (year of manufacture) not earlier than 01.01.2006. Valid documentary evidence from the appropriate authority in support of ownership, year of manufacture, Road Permits, Registration, Road Tax, Fitness, Comprehensive insurance, Tank calibration certificate, Pollution Certificate and Stamped dip stick for all the tanker(s) / bowzer(s) offered by the bidder shall be provided along with the bid and also to be shown in Format in Annexure-I. However, the bidders who propose to offer new

bowser(s)/ tanker(s) (to be built) must produce documentary evidence of purchase of the brand new chassis indicating make, model, engine number, and chassis number. But, all the documents mentioned herein above must be produced at the time of placement of the bowser(s)/ tanker(s).

1.2.6.

1.2.6.1 In case of attached tanker(s), owner of the tanker(s) should execute Affidavit attaching the tanker(s) with the bidder for the entire period of the proposed contract agreement. Format of the Affidavit is enclosed along with this Tender document (Annexure- II).

1.2.6.2 If the same tanker(s)/ bowser(s) found to be included in more than one offer, such bowser(s) will not be considered for award of contract.

1.2.6.3 The bidder must confirm to mobilise within 30(thirty) days (in case of old bowsers)/ within 75 (seventy five) days (in case of brand new bowsers) from the date of issue of Letter Of Intent (LOI) and start the job accordingly.

1.3 PENALTY :

i) For non-deployment of tanker(s)/ bowser(s) (excluding the allowable time for maintenance & refuelling time) penalty shall be levied at the rate of Rs. 1000 (Rupees one thousand) per day on pro-rata basis for up to 2 (two) hours delay for the period of non-deployment of the bowser(s)/tanker(s). Additionally, the pro-rata fixed charge for the period of non-deployment of the bowser(s)/tanker(s) will not be payable. Beyond 2 (two) hours of delay, penalty shall be levied at the rate of Rs. 1000.00 per day for the period of non-deployment in addition to the deduction of pro-rata fixed charge for the period of non-deployment of the bowser(s)/ tanker(s).

ii) In case of default as mentioned below, penalty shall be levied as per sub-clause 1.3(i) above.

a) Unsuitability of the Driver or Attendant and/or working crew.

b) Drunkenness and intoxication of the driver and/or the Attendant/crew.

c) Non-availability of tanker(s)/bowser(s) due to any reason, whatsoever, including but not limited to the following conditions:

i) Deteriorated mechanical condition of the tanker(s)/bowser(s) and/or breakdown.

ii) Due to inadequate routine maintenance.

iii) Time taken for routine serving/maintenance in any particular month in excess of time allowed for such maintenance in any month.

d) Non-possession of the valid permits and licenses for the crew and tanker(s)/bowser(s).

e) Non-supply of fuel.

f) Delay in placement of tanker(s)/bowser(s) on any day as per the instruction of the Company Engineer and/or unauthorised and un-timely release of tanker(s)/bowser(s) on any day without prior permission and authorization from the Company /engineer during the tenure of this Agreement.

g) If the Contractor bases the tanker(s)/bowser(s) at a station other than the stipulated Base Station without the authorization of the Company Engineer.

h) Non-availability of tanker(s)/bowser(s) due to defects detected upon periodic inspection/tests by the Company.

i) Non-rectification of defects expeditiously upon detection by the Company Engineer upon inspection/test undertaken by the Company.

j) Non-availability of tanker(s)/bowser(s) or crew when required by the Company Engineer.

k) Failure on the part of contractor to discharge his/her obligations as set out in Clause 4.0 hereof and/or failure on part of the contractor to abide with particular instructions as set out in clause 5.0 hereof and/or failure on part of the contractor to obey the instructions of the company engineer as set out in clause 6.0 hereof.

l) Any other acts or commissions by the Contractor or his/her crew whether specified or not hereof which disrupt the continuity of the service envisaged under this Agreement.

m) Non-availability of tanker(s)/bowser(s)/crew when the Company's operations are normal :

n) Non-availability of services due to unauthorised/lightening strike by Contractor or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown.

iii) In case, the Contractor fails to place the bowser/tanker for duties in time on any particular day, without prior permission from Company, then delayed placement/duty timings will not normally be accepted. On such occasions bowser/tanker will be treated as shut-down and the same will attract pro-rata deduction of fixed charge and also

imposition of penalty at rates given above.

iv) Similarly, if the tanker/bowser is found to be deployed for any other duties during the period when released for parking at the base station and/or during the period when allowed for routine, Servicing/maintenance, then also tanker/bowser(s) will be treated as shutdown and the same will attract pro-rata deduction of fixed charge and also imposition of penalty at rates given in clause 1.3 of BRC/BEC.

1.4 COMMERCIAL:

1.4.1 Bidders shall have to categorically quote the rates for their offer and confirm that the rates shall remain firm during the contract period and not subject to variation on any account except for increase/ decrease of diesel price.

1.4.2 The bidder shall furnish Bid Security for the amount as indicated in the forwarding letter along Bid. Any bid not accompanied by a proper bid security will be rejected.

1.4.3 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.

1.4.4 The bid shall be typed or written in indelible ink and the original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected.

1.4.5 The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections must be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

1.4.6 Any bid containing false statement(s) will be rejected.

1.4.7 Bidders must quote clearly and strictly in accordance with the price schedule of Bidding Documents; otherwise, the bid will be rejected.

1.4.8 The Bid Documents are not transferable. Bids submitted by parties who have not been issued the Bid Documents from the Company will be rejected.

1.4.9 Any bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.

1.4.10 The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected.

- Performance Security Clause
- Tax liabilities Clause
- Insurance Clause
- Force Majeure Clause
- Termination Clause
- Liquidated damages Clause
- Penalty clause

1.5 GENERAL:

1.5.1 In case bidder takes exception to any clause of Bidding 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.

1.5.2 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 ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.

1.5.3 In case, any of the clauses in the BRC contradict with other clauses of Bidding Document elsewhere, then the clauses in the BRC shall prevail.

1.5.4 Bidder in their Technical bid only must spell out any exceptions/deviations to the tender. Any additional information/ terms/ conditions furnished in the "Price Bid" will not be considered by OIL for evaluation/ award of contract.

1.6 BID EVALUATION CRITERIA (BEC):

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

1.6.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

1.6.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.