

**NIT FOR TENDER NO.: CGI 1562 P20**

**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
<b>CGI 1562 P20</b>	<b>12-07-2019</b> <b>At</b> <b>11.00 A.M.</b>	<b>“Hiring the services of as and when required vehicle for visiting officials and guests and other non regular administrative requirements (Vintage not older than 4 years) for a period of 2 Years extendable by another 1 year under Operation Section, PS-3 Jorhat, Assam</b>

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](http://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(BRC) / BID EVALUATION CRITERIA (BRC)**

**BID REJECTION / EVALUATION CRITERIA:**

**1.0. 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.

**1.1 Financial capability: Bidders must have;**

Annual financial turnover as per Audited Annual Reports of preceding 3 financial years preceding scheduled bid opening date should be at least **Rs. 3.78 Lakh**.

For consortium:

- a. At least one member of the consortium to meet the above criteria of 50% turnover.
- b. The other members of consortium should meet minimum 25% turnover requirement.

Period for consideration:

In any of preceding 3 financial years

Net worth:

Positive for preceding financial / accounting year.

For Proof of Annual Turnover any of the following documents /photocopy must be furnished:

- o A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
- o Audited Balance Sheet and Profit & Loss account.

## **1.2 Experience:**

(a) Bidders must have Experience of having successfully completed similar works ( similar works means transport services provided with light passenger vehicles) with PSUs/Central Government/ State Government/ Other Reputed Private Organisations during last 7 years to be reckoned from original bid closing date with value not less than:

- (i) One similar work of **Rs. 6.30 Lakh** of value.

Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with completion certificate from the organization to whom such services have been rendered.

(b) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

1.2.1 All the supporting documents in compliance to BRC requirements under clause 1.1, 1.2 above shall be scanned and uploaded along with the technical bid.

1.2.2 Any bid not complying BRC requirements shall be summarily rejected.

1.2.3 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.

1.2.4 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.

### **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) For proof of requisite experience and relevant technical requirements, any one of the following documents/photocopies must be submitted along with the bid:

1. In case of OIL contractors, copy of 'Certificate of Completion(COC)'/ 'Certificate of Payments(COP)'/ 'Service Entry Sheet' of jobs successfully completed, during last 7(seven) years ending bid closing date, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

2. Relevant certificate issued by any other Public Sector Undertaking/Govt. Department in last seven (07) years ending bid closing date showing:

- a) Gross value of job done; and
- b) Nature of job done; and
- c) Time period covering the financial year(s) as per NIT; and
- d) Clearly mentioning job completion date.

1.3 All the supporting documents in compliance to BEC requirements above shall be scanned and uploaded along with the technical bid.

1.4 Any bid not complying BEC requirements shall be summarily rejected.

1.5 Bidders must have **PF Account** in their name issued by Regional Provident Fund Commissioner. Bidders must have **ESI Account** in their name. .Documentary evidence of the same is to be submitted.

1.4 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.

1.5 The Bidder must have a business office establishment for at least one year within 50 Km radius of the area of operation where the services need to be provided (i.e. Pump Station No.3, OIL, Chengeligaon, Jorhat). 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
- (iii) Electricity bill for last one year in the name of the Firm

1.6 Other Information /Documents: Bidders must 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) GST registration No.
- d) ~~VAT registration no., if applicable.~~
- e) Bank account No. with name of Bank, Type of account, Bank address.
- f) P.F. Account No. / Code.
- g) ESI registration no.

#### 1.7. COMMERCIAL:

- 1.7.1. Bidder shall submit the offer under "**Single Stage Single Bid "System - "Technical bid"** and the "Price Bid".
- 1.7.2. 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. A scanned copy of this document should also be uploaded along with the Un-priced bid.
- 1.7.3. The Technical Bid should not have any price indication.
- 1.7.4. 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.
- 1.7.5. Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.
- 1.7.6. Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 1.7.7. 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.
- 1.7.8. Any bid containing false statement will be rejected.
- 1.7.9. The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
- 1.7.10. Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
- 1.7.11. 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.
- 1.7.12. The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected. To this effect Bidder shall submit an undertaking along with the Technical Bid.
  - a) Performance Security Clause

- b) Force Majeure Clause
- c) Termination Clause
- d) Settlement of disputes Clause
- e) Liquidated Damages Clause.
- f) Acceptance of Jurisdiction and applicable law.
- g) Tax liabilities clause.
- h) Insurance clause.
- i) With holding clause.
- j) Liability clause.
- k) Set off clause

#### 1.9. GENERAL:

1.9.1. 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 BEC/BRC.

1.9.2. **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 BEC/BRC also and such clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily be rejected.**

1.9.3. In case, any of the clauses in the BEC/BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BEC/BRC shall prevail.

1.9.4. Bidder shall fulfill all the relevant clauses applicable for this e-Tender.

1.9.5. The original copy of documents [submitted by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

**1.10 The Bidder must have a business office establishment for at 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 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*

*“Additionally, the names of the areas covering the 50 Km radius may be mentioned”.*

#### **1.11 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:*

- i) Copy of the work completion certificate for providing similar services for at least six months in the last three years as on Bid Closing date (BCD) in any organizations.*

2. BID EVALUATION CRITERIA (BEC):

- 2.1. The bids conforming to the technical specifications, 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.
- 2.2. 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 (i.e. fixed monthly charge X **24months**, Running Charge per KM X the Estimated KM indicated of the tender.
- 2.3. Quoted rates must be in conformity with the applicable minimum wage as applicable otherwise bid will be rejected.
- 2.4. **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.**
- 2.5. **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.**
- 2.6. **Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.**

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