

NIT for Tender No. CGI 9352P19

OIL INDIA LIMITED
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Pipeline Headquarters
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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	Tender Fee	Tender Fee(Rs.) Bid Closing Date & Time	Service Description
CGI 9352 P19	NIL	22-11-2018 At 11.00 A.M.	“HIRING THE SERVICES OF AN OFFICE ASSISTANT (DATA ENTRY), (HAVING BASIC COMPUTER KNOWLEDGE) FOR VARIOUS JOBS RELATED TO LAND MATTERS OF NSPL PROJECT (ROU) AT PHQ, NOONMATI FOR A PERIOD OF 4 (FOUR)YEARS WITH EFFECT FROM 01.03.2019”

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(BRC) / BID EVALUATION CRITERIA (BEC)

1.0 The bid shall conform to the specifications and terms and conditions given in the Bidding 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 **BRC** 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 Bid.

1.1 [A] Financial capability: Bidders must have

- (a) Annual financial turnover as per Audited Annual Reports in **any of preceding three financial years** preceding scheduled bid opening date should be at least **Rs 1,54,100.00,**

FOR CONSORTIUM :

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

- (b) **Net Worth should be positive for preceding financial year.**
- (c) For proof of Annual Turnover & Net worth any one of the following document 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.

(d) 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 (Firm Registration Number)** is not available. *However, bidder to provide documentary evidence for the same.*

(e) 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) have actually not been audited so far.

[B] Experience: Bidders must have;

Experience of having successfully completed similar works (**Similar completed work means “Providing man power service”**) with **PSUs/Central Govt./ State Govt. Organizations** in previous **7(seven)** years to be reckoned from the original bid closing date should be the following: :

- i) One similar completed work costing not less than **Rs. 2,56,800.00**
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.
- ii) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.
- iii) 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.

[C] Deviation to the following provision of the tender document shall make the bid

liable for rejection:

- 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.

[D] 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 as per the following which satisfies as a proof of having the office establishment.

- (i) Trade License issued by the local authority or**
- (ii) Landline phone number in the name of the bidder or**
- (iii) Electricity bill for last one year in the name of the bidder**

Note: All documents relating to above clause No. (A),(B) and (D) must be submitted along with techno-commercial bid. These documents shall have to be produced by the bidder as and when asked for. All the supporting documents in compliance to BRC requirements above shall be scanned and uploaded along with the technical bid. Non-submission of the documents will result in rejection of bids.

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

1.3 Relaxation for OIL's existing contractors :

In case of contractors who are providing similar services of listed/unlisted labours to OIL (Pipeline Department at PHQ or Pump Stations) for at least six months in the last three years as on Bid Closing date (BCD) will be exempted from submission of documents under clauses of Financial and Experience criteria of BEC/BRC conditions. However, they will have to provide the following documentary evidence:

- i) Copy of OIL's Work Order or*
- ii) Copy of OIL's Contract copy.*

Simply mentioning of OIL Contract Number or Work Order Number without the copy will not be acceptable.

1.4 COMMERCIAL:

1.4.1 Bidder shall submit the offer under "Single Stage Single Bid System" Technical bid" and the "Price Bid".

- 1.4.2 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.
- 1.4.3 The Technical Bid should not have any price indication.
- 1.4.4 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.
- 1.4.5 **Validity of the bid shall be minimum 90 days.** Bids with lesser validity will be rejected.
- 1.4.6 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 1.4.7 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.
- 1.4.8 Any bid containing false statement will be rejected.
- 1.4.9 The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
- 1.4.10 Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
- 1.4.11 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.
- 1.4.12 Bids shall be typed or written in indelible ink and shall be digitally signed by the bidder or his authorized representative.
- 1.4.13 Any physical documents wherever called for, submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.
- 1.4.14 Bidder shall fulfill all the relevant clauses applicable for this e-Tender.
- 1.4.15 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

2.0 **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) Bank account No. with name of Bank, Type of account, Bank address
- e) P.F. Account No. / Code.
- f) ESI registration no.

3.0 **BID EVALUATION CRITERIA (BEC) :**

- 3.1 Bids conforming to the terms and conditions stipulated in the bid document and considered responsive and subject to qualifying the Bid Rejection Criteria will be considered for further evaluation.
- 3.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of commission rates (% , percentage) quoted by the bidders.
- 3.3 ***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***
- 3.4 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.
- 3.5 ***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.***
- 3.6 ***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.***
- 3.7 ***Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.***

4.0 **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 BEC/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 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.

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

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.

