

NIT for Tender No. GCO 1903L23

Oil India Limited, a Government of India Enterprise intends to float **Limited Tender** for **“Hiring of PF Consultant under ER Section, PHQ for a period of 02(two) years extendable by another 01(one) year upon review.”**

Interested bidder may collect the Bid Documents from the office of the **General Manager (Contracts) Guwahati-781171** from **05.11.2022 to 24.11.2022** during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is **25.11.2022 at 11:00 hrs.** and Bid Opening Date (BOD) is **25.11.2022 at 14.00 Hrs.**

The NIT is also available at OIL web site www.oil-india.com. All corrigenda, addenda, amendments, time extension, clarification etc. to the tender will be hosted on the Oil Website and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website. Tender Reference is **GCO 1903 L23.**

Tender document is LIMITED to following vendors:-

- 1. LDM Associates**
- 2. B K Bhattacharjee & Co.**
- 3. Leading Edge IT Solutions**
- 4. B&B Associates**

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.

[A] Financial capability: Bidders must have

- 1. (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 **Rs.4,100.00**

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

NOTE:-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.

1. For Proof of Annual Turnover & Net Worth any of the following documents /photocopy must be furnished—

i) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth. *In addition to membership number & Firm Registration Number, UDIN is also to be specified in the certificate of Turnover & Net worth issued by the CA.*

OR

ii) Audited Balance Sheet along with Profit & Loss account.

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 will have to provide documentary evidence for the same.

[B] Experience: Bidders must have:-

Experience of having successfully completed one similar work costing not less than Rs.7000.00 in previous 7 years to be reckoned from the original bid closing date .

Similar Works means:-

- **Updating WCL database in the PF systems with new PF requisite rules**
- **Issues arising from PF registration of WCLs as in new and old cases**
- **Filling of WCL's PF return on a monthly basis before due date**
- **Filling arrear returns or corrections for last years**
- **Payments of penalties are/or arrear fees liabilities (if any) to PF department**
- **Liaisoning with regional EPF office on a regular basis**

(i) NON- SUBMISSION OF THE DOCUMENTS AS SPECIFIED IN BEC ABOVE WILL RESULT IN REJECTION OF BIDS.

(ii) Bid documents collected from OIL only will be considered as valid. Documents directly downloaded from WEBSITE or any other source will be summarily rejected.

For proof of experience, the following document/photocopy must be submitted along with the bid:-

a) *Certificate issued by any other PSU/Government department/Reputed companies for last seven years' experience from the date of opening the bid, showing:-:*

i) *Gross Value of Job done;*

ii) *Nature of job done; and*

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

Note: - 1)A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC

2)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.

3) 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.

[C]Deviation to the following provision of the tender document shall make the bid liable for rejection, whichever applicable:

- 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.

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) Service Tax 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.

3. In case of OIL contractor, copy of certificate of completion (COC)/Work Order showing gross value of job. It may be clearly noted that simply mentioning of OIL COC/WO no. will not be accepted.

(D) GENERAL:

- a) 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.
- b) In case Bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company shall exercise its 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.
- c) 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.
- d) Any additional information/terms/ conditions furnished in sealed Price Bid will not be considered by Company for evaluation /award of contract.

(E) COMMERCIAL:

- 1 Bidder shall submit the offer under "*Single Stage Single Bid System*"- Technical bid" and the "Price Bid".
- 2 Bidder shall furnish Bid Security Declaration as per Proforma C along with Bid. Bid security Declaration shall be furnished as a part of 'Technical Bid'. Any bid not accompanied by a proper bid security declaration 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.
- 3 The Technical Bid should not have any price indication.
- 5 Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.
- 6 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 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.

8 Any bid containing false statement will be rejected.

9 The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.

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

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.

12 Bids shall be typed or written in indelible ink and shall be digitally signed by the bidder or his authorized representative.

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.

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

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) Clause Force Majeure

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

(F) BID EVALUATION CRITERIA (BEC):

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.

2 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 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.

Yours faithfully,

For OIL INDIA LIMITED

General Manager (Contracts)

For: CGM (Pipeline Services)

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

(To be issued by practicing Chartered/Cost Accountant Firm
on their Letter Head)

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statement of M/s _____ (Name of the bidder) for the last three(3) completed accounting years up to _____ (as the case may be) are correct.

YEAR	TURNOVER(₹)	NETWORTH(₹)

Place:
Date:
Seal:
Membership Code and Registration No.

Signature

Yours faithfully,
For OIL INDIA LIMITED

General Manager (Contracts)
For: CGM (Pipeline Services)
