

NIT for Tender No. CGI1797P23

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
P. O. –Udayan Vihar, Guwahati-781171, Assam, India
E mail:ramanujd@oilindia.in

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	Bid Closing Date & Time	Service Description
CGI1797P23	NIL	22.11.2022 At 11.00 A.M.	Service 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 .

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 BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

[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.3,09,300.00** .

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.

Period for consideration:

In any of preceding 3 financial years

(b) Net Worth should be positive for preceding financial year

(c) 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

" A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover, Net worth and nature of business.

OR

" Audited Balance Sheet and Profit & Loss account.

[B] Experience: Bidders must have;

Experience of having successfully completed similar works (Similar work mean providing manpower services) with PSUs/Central Govt./ State Govt. Organizations in previous 7 years to be reckoned from the original bid closing date should be of the following :

i) One similar completed work costing not less than Rs.5,15,500.00

(Similar completed work means providing manpower service)

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:

- 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 a 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 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**

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 produce by the bidder as and when asked for:

1.2 Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner and ESI registration no.

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.

3.0 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 CONTRACTOR'S COMMISSION (PROFIT, ESTABLISHMENT, HANDLING CHARGES ETC.) QUOTED BY THE SUCCESSFUL BIDDER MUST BE FIRM DURING THE PERFORMANCE OF THE CONTRACT AND NOT SUBJECT TO VARIATION ON ANY ACCOUNT WHATSOEVER. ANY BID SUBMITTED WITH ADJUSTABLE PRICE QUOTATION OTHER THAN THE ABOVE WILL BE TREATED AS NON-RESPONSIVE AND REJECTED.

3.6 THE BIDDERS MUST QUOTE THE PROFIT, ESTABLISHMENT & HANDLING ELEMENT IN PERCENTAGE TERMS ONLY WHERE THE LOWER CEILING OF THE MARGIN IS 5.00% (FIVE PERCENT) AND THE UPPER CEILING IS 7.5% (SEVEN POINT FIVE PERCENT) AND THE VALUE UP TO TWO DECIMAL PLACES WILL ONLY BE CONSIDERED. BIDDER QUOTING BELOW 5.00% AND ABOVE 7.5% 'PROFIT, ESTABLISHMENT AND HANDLING CHARGE' WILL BE SUMMARILY REJECTED.

4.0. COMMERCIAL:

4.0.1. Bidder shall submit the offer under "**Single Stage Single Bid System**".

~~4.0.2. Bidder shall furnish Bid Security along with 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 bid.~~

4.0.3. **Bid security/EMD is not required against the tender. However, Bid Security Declaration is required and same must be submitted along with technical bid. The Bid Security Declaration format is attached vide Proforma -EE. Any bid not accompanied with Bid Security Declaration (As per Format) will be rejected without any further consideration.**

4.0.4. 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.

4.0.5. Validity of the bid shall be minimum **120 days**. Bids with lesser validity will be rejected.

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

4.0.7. 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.

4.0.8. Any bid containing false statement will be rejected.

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

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

4.0.11. 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.

4.0.12. 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

5.10. GENERAL:

5.0.1. 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.

5.0.2. 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.

5.0.3. 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.

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

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