

**NIT FOR TENDER NO. CGI3754P24**

**OIL INDIA LIMITED  
(A Government of India Enterprise)  
Pipeline Headquarters  
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**E-Tender**

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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>CGI3754P24</b>	<b>28.07.2023 At 11.00 A.M.</b>	<b>Hiring for support services in operational activities under the jurisdictions of PS-10 Barauni and sweeping &amp; cleaning in domestic colony, upkeepment &amp; maintenance of staff guest house at PS-10 Barauni on as and when required basis for a period of two years.</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 (BEC)**

### 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 CRITERIA: ANNUAL TURN OVER

**a) Annual financial turnover as per Audited Annual Reports in any of preceding 3 financial years to be reckoned from the original bid closing date should be at least 30 % of the annualized value of estimated work i.e. Rs3,44,296.95**

b) For consortium

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

c) Period for consideration:In any of preceding 3 financial years

d) Net worth: Positive for the preceding financial / accounting year.

e) 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 and nature of business. 'UDIN' along with membership and firm registration number of CA issuing the certificate for turnover & net worth of the bidder must be provided.

OR

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

**(d) 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 not been audited so far.**

## 1.2 TECHNICAL CRITERIA :

A) EXPERIENCE: Bidders must have:

Experience of having successfully completed similar works during last 7 years to be reckoned from the original bid closing date should be of the following :

**(i) One similar work of 50% of annualized value of estimated work i.e. Rs. 5,73,828.25.**

("Similar nature of job" means the bidder shall have the experience of" **Providing the services OF sweeping/cleaning/Sanitation/grass cutting/upkeepment/Supply of Manpower "in Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking in India" during last 7 (seven) years ending bid closing date.)**

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) 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.

**1.3 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 Electricity bill for last one year in the name of the Firm**

Note :

1. All the supporting documents in compliance to BEC/BRC requirements under clause 1.1,1.2,1.3 above shall be scanned and uploaded along with the technical bid.

2 Any bid not complying BEC/BRC requirements shall be summarily rejected.

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 BEC/BRC 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 rejected.

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

5. Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner.

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 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 No..
- d) Bank account No. with name of Bank, Type of account, Bank address.
- e) P.F. Account No. / Code.

1.6 Bidders must quote rates against the individual services which includes wages, PF, ESIC, PME, PPE, Insurance, Contractor's commission etc.

1.7. GENERAL :

1.7.1. 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.

1.7.2. 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.

1.7.3. 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.

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

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

## 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. Quoted rates must be in conformity with the applicable minimum wage as applicable otherwise bid will be rejected.

2.3. 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.

2.4. 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.