

NIT FOR TENDER NO. CGI 5951P21

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
P. O. –Udayan Vihar, Guwahati-781171, Assam, India
E mail: ellora@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	Bid Closing Date & Time	Service Description
CGI 5951P21	23-04-2021 At 11.00 A.M.	SERVICES FOR OUTSOURCING OF PHARMACY FOR SUPPLY OF MEDICINE AND CONSUMABLES at OIL INDIA LTD, PIPELINE, GUWAHATI

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 & BID EVALUATION CRITERIA.

Bid Rejection Criteria & Bid Evaluation Criteria.

BID REJECTION CRITERIA (BRC):

1.0 BID EVALUATION CRITERIA:

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids shall 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 shall have to be particularly met by the bidders without which the same shall be considered as non-responsive and shall not be considered for evaluation. All the documents related to BEC shall be submitted along with the Technical Bid.

A. TECHNICAL CRITERIA:

1.1 The Bidder should be a Proprietorship / Partnership firm in India or a Company registered in India under Indian Companies Act and shall fulfil either of the following qualification criteria in order to qualify for this work:

- a. Bidder must have following licenses issued by various Statutory/Government Authorities:
 - i. A valid registered pharmacist license
 - ii. A valid Drug License

iii. A valid Trade License.
(Documents must be submitted along with Technical Bid)

- b. The Bidder should have experience of “Supply and Dispensing of Medicine in a PSU/ Central Government / State Government Organization / Public Limited Company/Private Company during the last 7 (seven) years reckoned from the due date of submission of bid.

For proof of requisite experience, self-attested photocopies of following documents shall be submitted along with the bid –Contract Agreement document / Work Order showing details of works as mentioned supported with Completion Certificate issued by the PSU/ Central Government / State Government Organization / Public Limited Company/Private Company for whom the work has been executed confirming the following –

- a. Value of job done
- b. Nature of job done.
- c. Contract start and completion date.

Note: In case the prospective bidder is executing the similar work which is still running and the contract value / quantity executed prior to original bid closing date 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 the end user.

- c. The Bidder should have minimum 02 (Two) years of running pharmacy/ Retail within India:. Necessary documentary evidence must be submitted with details along with the technical bid.
- d. Bidder must have registered office, proper office set-up and proper storage office in Kamrup metro within 50 kms of OIL PHQ office at Narengi. Documentary evidences in support of the above must be submitted along with technical bid. In case, the party does not have existing set up, proper storage and necessary licenses, same have to be done within thirty (30) days of awarding the contract. An undertaking in this regard must be submitted along with technical bid. Offer without the undertaking will be rejected straight way.

B. FINANCIAL CRITERIA

1.1.1 Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least INR 78,76,713.00

1.1.2 Net Worth of bidder must be positive for preceding Financial / Accounting Year.

Note: The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.

A. For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid:

(i) A certificate with valid UDIN issued by a practicing Chartered /Cost Accountant* (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in PROFORMA-I.

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 is not available. However, bidder to provide documentary evidences for the same.

- 1.2 Price Bid shall be opened in respect of only the techno-commercially acceptable bidders whose bids have been found to be substantially responsive as well as qualifies as per conditions defined in Clause. A substantially responsive bid is one that meets the terms and conditions of the Tender and / or the acceptance of which bid will not result in indeterminate liability on OIL.

- 1.3 Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder shall be straightway rejected.
- 1.4 If there is any discrepancy between the Unit Price and the Total Price, the Unit Price shall prevail and the Total Price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and shall be adopted for evaluation.
- 1.5 The quantities shown against each item in the Price Bid Format shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of jobs / works done, as the case may be.
- 1.6 The bidders are advised not to offer any discount / rebate separately and to offer their prices in the Price Bid Format after considering discount / rebate, if any.
- 1.7 Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be one of the successful bidders to whom the contract is going to be awarded, unsolicited discount without any condition will be considered for computing the final contract price / quoted price for price matching.
- 1.8 In the system, as the evaluation of the bids is based on total score i.e. the Combined Score of both Quality & Quoted Price, Purchase Preference Policy for MSE shall NOT be applicable.
- 1.9 EVALUATION OF BIDS–
- a. Bids qualifying as per terms of **Technical Criteria** and **Financial Criteria** above shall be eligible for this evaluation.
- b. Bids shall be evaluated both in terms of Quality as well as Quoted Price i.e. Quality & Cost Based Selection (QCBS) methodology. The relative weightage assigned for Quality is 70 and the weightage for the Quoted Price is 30 (Quality: Quoted Price = 70: 30).
- c. The marks allocated against various parameters under Quality Criteria of bids are as hereunder –

I: QUALITY CRITERIA

Experience of the Bidder's			100 (Max)
A	Work Experience	30 (Max)	
For 1.1(b) of Technical Criteria	The Bidder should have experience of “Supply and Dispensing of Medicine and Hospital Consumables” in a PSU/ Central Government / State Government Organization / Public Limited Company/Private Company during the last 7 (seven) years reckoned from the due date of submission of bid.		
iii)	Experience of completion of three jobs.	30	
ii)	Experience of completion of Two job.	20	
i)	Experience of completion of One job.	10	
B	Number of years of operation in Retail within India:	30(Max)	

For 1.1(c) of Technical Criteria	The Bidder should have minimum 02 (Two) years of running pharmacy/ Retail within India		
i)	Above 7 (Seven) Years	30	
ii)	More than 5 years & upto 7 years	20	
iii)	More than 2 years & upto 5 years	10	
C For 1.2(i) of Financial Criteria	Annual Financial Turnover of the bidder in any of the preceding 3 (three) Financial / Accounting Years reckoned from the original Bid Closing Date.	40(Max)	
i)	Annual Turnover equal to or more than 1.5 Crore in all the 3 (three) years.	40	
ii)	Annual Turnover More than 1 Crore upto 1.5 crore Rupees in all the 3 (three) years.	30	
iii)	Annual Turnover More than INR 78,76,713.00 upto 1 crore Rupees in all the 3 (three) years.	20	
	TOTAL=		100 (Max)

Note –

- (a) It shall be the bidder's responsibility to ensure submission of unambiguous/clear and sufficient documentary evidence in support of the evaluation criteria.
- (b) Bidder must provide duly attested copies of Qualification Certificate(s) in support of qualification of the Key Personnel.
- (c) OIL reserves the right to verify all data / documents / information provided by the bidder. False statement by bidder, if any, shall make it liable for appropriate action.

1.10 Price Bids shall be opened in respect of only the technically qualified bidders who have scored **Minimum Qualifying Marks of 50** in Technical Evaluation of bids as per above Quality Criteria to fulfil the technical & financial criteria.

1.11 INTER-SE-RANKING OF THE QUALIFIED BIDS:

1.0 To ascertain the inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology shall be adopted as under.

2.0 The evaluation of bids with respect to Quality Criteria (Technical and Financial Parameters as in Clause 1.10) vis-à-vis Cost Criteria (Quoted Price) shall be done on the ratio of 70:30 i.e. 70% weightage on Quality Criteria and 30% weightage on Cost Criteria. During the Technical Bid evaluation stage, each bidder shall be assigned marks out of total 100 marks against Quality Criteria stipulated in Clause 1.10 above.

3.0 In order to qualify for price bid opening, a bidder should mandatorily score minimum 45 out of 100 marks in Quality Criteria.

4.0 After price bid opening, Combined score i.e. Total Score (B) of bid against Quality Criteria and Cost Criteria shall be counted as under –

$$B = C / C_{\text{high}} \% * X + T / T_{\text{high}} * (1 - X)$$

where,

C = Evaluated Bid Price

C_{high} = the highest discount % quoted among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the Bid. i.e; X=0.3

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

As an example, the following procedure can be followed. In a particular case of In response to the tender, three offers, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 45 (Fourty five) thus, all the three proposals were found technically suitable. Using the formula T / T_{high} , the following technical points are awarded by the evaluation committee:

A: $75 / 90 = 83$ points

B: $80 / 90 = 89$ points

C: $90 / 90 = 100$ points

The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices (Discount) as under:

A: 5%

B: 20%

C: 10%

Using the formula $C / C_{\text{high}} \%$, the committee gave them the following points for financial proposals:

A: $5 / 20 \% = 25$ points

B: $20 / 20 \% = 100$ points

C: $10 / 20 \% = 50$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $25 \times 0.30 + 83 \times 0.70 = 65.6$ points.

Proposal B: $100 \times 0.30 + 89 \times 0.70 = 92.3$ points

Proposal C: $50 \times 0.30 + 100 \times 0.70 = 85$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 83 points: H-3

Proposal B: 92.3 points: H-1

Proposal C: 97.3 points: H-2

Proposal B at the evaluated cost of Discount of 20% was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

C. COMMERCIAL EVALUATION CRITERIA.

- 1.0 Bids are invited under SINGLE STAGE TWO BID SYSTEM. Bidders shall quote accordingly. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The “Unpriced Bid” shall contain all techno-commercial details except the prices, which shall be kept blank. The “Price Bid” must contain the price schedule and the bidder’s commercial terms and conditions. Bidder not complying with above submission procedure will be rejected. Bids shall be submitted under single stage Two Bid System i.e. Technical Bid and Priced Bid separately in the OIL’s e-Tender portal. The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in “Technical Attachments” Tab and Priced Bid uploaded in the “Notes & Attachments” Tab. Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this two-bid system shall be rejected outright.
- 2.0 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 E. Any bid not accompanied with Bid Security Declaration (As per Format) will be rejected without any further consideration.
- 3.0 MSME Bidders are also required to furnish the Bid Security Declaration as per format.
- 5.0 The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 6.0 Validity of the bid shall be minimum 120 days from the final Bid Closing date. Bids with lesser validity will be rejected.
- 7.0 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with ‘Certificate Type: Organization Certificate’ as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” and “Organization” digital certificate, will be rejected.
- 8.0 Successful bidder will be required to furnish a Performance Bank Guarantee @03% of the order value.
- 9.0 The bid documents are non-transferable. Bid can only be submitted in the name of the bidder in whose name the User ID and Password have been issued & purchased the tender document online.
- 10.0 Bids containing incorrect statement will be rejected.
- 11.0 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- 12.0 The following points are deemed as “non-negotiable” and offer shall be rejected straightaway without seeking clarification:
 - i. Validity of bid shorter than validity indicated in the tender.
 - ii. Bid Security declaration not received as per format (As per Annexure AA1)
 - iv. In case the party refuses to sign Integrity Pact.
- 13.0 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
 - a. Firm price
 - b. EMD / Bid Bond Bid Security Declaration
 - c. Scope of work
 - d. Specifications
 - e. Price schedule
 - f. Delivery / completion schedule
 - g. Period of validity of bid
 - h. Liquidated Damages

- i. Performance bank guarantee / Security deposit
- j. Guarantee of material / work
- k. Arbitration / Resolution of Dispute
- l. Force Majeure
- m. Applicable Laws
- n. Integrity Pact, if applicable

14.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made as per clause no. 1.10 EVALUATION OF BIDS mentioned above.

14.1 In case of identical lowest offered rate by more than 1 (one) bidder, the selection of priority1 and priority 2 bidder will be made by draw of lots amongst the parties offering the same lowest price. The tender shall be awarded to priority 1 bidder only, but if priority1 bidder fails to accept the LOI/found non-eligible/ fails to execute the job, then Company reserves the right to award the same to priority 2 bidder after taking management approval for the same.

15.0 PRICE SCHEDULE:

Bidder shall submit the Price Break up as per Proforma-B. Bidders should fill up the annexure, sign and upload under “Notes & Attachments” > “Attachments” only. Evaluation of offers shall be done on as per price bid format.

15.1 Comparison of offers shall be done as per clause no. 1.10 EVALUATION OF BIDS mentioned above..

15.2 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

15.2 Price bids of only those bidders will be opened whose offers are found to be techno-commercially acceptable.

15.3 Purchase Preference (Linked with Local Content) (PP-LC) is applicable against this tender. Bidders to note that Ministry of Petroleum & Natural Gas, Government of India implemented PPLC Policy to provide Purchase Preference (linked with local content) by notification no. Ref. FP-20013/2/2017-FP-PNG dtd.17.11.2020 and amended from time to time. Bidders are requested to take note of the same and to submit their offers accordingly wherever applicable. The bids shall be evaluated as per applicability of policy.

16. The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL’s competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder’s authorized signatory who sign the Bid. The name of the OIL’s Independent External Monitors at present are as under:

a. Shri Sutanu Behuria, IAS (Retd.),
E-mail: sutanu2911@gmail.com

b. Shri Rudhra Gangadharan, IAS (Retd.); Ex-Secretary,
Ministry of Agriculture
E-mail id: rudhra.gangadharan@gmail.com

c. Shri Om Prakash Singh, IPS (Retd.),
Former DGP, Uttar Pradesh
E-mail: Ops2020@rediffmail.com

17. No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL’s website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.

18. Other terms and conditions of the enquiry shall be as per General Terms and Conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

19. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable.

20. Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.

21. There should not be any indication of price in the Un-priced Techno-Commercial Bid. If there is any indication of price in the Un-priced Techno-Commercial Bid, Such Bid will be rejected straightway.

22. Bidder must accept and comply with the following provisions as given in the tender document. Deviations to such provisions shall make the bid liable for rejection.

- a. Firm price
- b. Bid Security Declaration (As per Annexure AA1)
- c. Scope of work
- d. Specifications
- e. Price schedule
- f. Delivery / completion schedule
- g. Period of validity of bid
- h. Liquidated Damages
- i. Performance bank guarantee / Security deposit
- j. Guarantee of material / work
- k. Arbitration / Resolution of Dispute
- l. Force Majeure
- m. Applicable Laws
- n. Integrity Pact

GENERAL:

- 1.0 In case bidder takes exception to any clause of bid document not covered under BEC, 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 company. The loading so done by the Company will be final and binding on the bidders.
- 2.0 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 also and such clarifications fulfilling the BEC clauses in toto must be received on or before the deadline given by the Company, failing which the offer will be summarily rejected.
- 3.0 If any of the clauses in the BEC contradict with other clauses of the Bid Document elsewhere, then the clauses in the BEC shall prevail.

*****END OF BEC/BRC*****

