

## **NIT for Tender No. GCO 4518 P21**

Oil India Limited, a Government of India Enterprise intends to avail the services for  
“**Hiring Services to remove electrical poles/Transformers from RoW near Thanabihpur (BIHAR)**”

Interested bidder may collect the Bid Documents from the office of the **General Manager (Contracts) Guwahati-781171** from 15-06-2020 to **14-07-2020** during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) is **15-07-2020 at 13.30 hrs.** and Bid Opening Date (BOD) is **15-07-2020 at 14.00 Hrs.**

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 4518 P21.**

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

The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and shall be rejected.

#### **A. FINANCIAL CRITERIA**

(i) Bidder must have Annual financial turnover as per audited annual reports for any of the last 3(Three) accounting years, ending original bid closing date, of at least **Rs.2,42,500.00**.

#### **FOR CONSORTIUM BIDDER:**

At least one member of the consortium to meet the above criteria and have Annual financial turnover of at least 50%).

The other members of consortium to meet the above criteria and have Annual financial turnover of at least 25%).

(ii) The NET WORTH for the preceding financial/accounting year should be positive.

#### **B. TECHNICAL CRITERIA (PAST EXPERIENCE)**

(i) Bidder must have relevant experience of having successfully completed one "similar work" of **Rs. 4,04,100.00** in previous 7(Seven) years to be reckoned from the original bid closing date.

*" Similar work of job mentioned above means experience for dismantling and erection of Electrical poles and transformer."*

(ii) Bidder must have PF Code and documentary evidence shall be submitted.

#### **C. DOCUMENTRY EVIDENCE**

(i) For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid:

(a) A certificate issued by a practicing Chartered or Cost Accountants Firm or with membership no. certifying the Annual Turnover and nature of business.

(b) Audited Balance Sheet and Profit and Loss account.

(ii) For proof of requisite Experience, any one of the following documents or photocopies must be submitted along with the bid:

(a) In case of bidder being an OIL contractor, copy of 'Certificate of Completion (COC)' or final 'Certificate of Payment (COP)' of jobs successfully completed during last 7(seven) years ending Bid opening date showing gross value of job done. It may be clearly noted that simply mentioning of OIL Contract Number or Work order will not be accepted.

(b) Any such experience of executing rate or service contract which is still running and the contract value or quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC will also be taken in to consideration provided that the bidder has submitted satisfactory service execution certificate issued by end user.

In case of a bidder NOT being an OIL Contractor, then a Certificate issued by PSUs or Central Govt. or State Govt. or Reputed Private Organization in last seven years from date of bid opening, showing:

(a) Gross value of job done; and

(b) Nature of job done; and

(c) Time period covering as per the NIT.

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

(iv) Bidder(s) must also furnish PAN NO., GST REGD.NO, BANK A/C NO, Vendor Code(for existing vendors)

Note :

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

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 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.

3. 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.

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
- 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.

5.0. Bidders have to furnish the followings:-

- 1 NAME OF FIRM
- 2 DETAIL POSTAL ADDRESS
- 3 TELEPHONE NO.
- 4 MOBILE NO.
- 5 E-MAIL ID
- 6 FAX NO.
- 7 CONTACT PERSON
- 8 CONTACT PERSON'S CONTACT NO.
- 9 TAX EXAMPTION CERTIFICATE NO, if applicable. (Self-Attest copy required)
- 10 CST REGD. NO, if applicable . (Self-Attest copy required)
- 11 LOCAL SALE TAX REGD.NO if applicable. (Self-Attest copy required)
- 12 PAN NO. (Self-Attest copy required)
- 13 VAT REGD.NO, if applicable. (Self-Attest copy required)
- 14 BANK ACCOUNT NO.
- 15 BANK ACCOUNT TYPE
- 16 BANK NAME
- 17 BANK ADDRESS
- 18 GST. NO (Self Attest copy required)

6.0 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.

7.0 Other Information /Documents: Bidders must furnish the following information with For proof of experience, the following document/photocopy must be submitted along with the bid:-

- a) Certificate issued by any other PSU/Government department 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.
- b) 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.

#### 8.0 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 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.
3. 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. Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.
5. Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
6. 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.
7. Any bid containing false statement will be rejected.
8. The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
9. Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
10. 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.
11. Bids shall be typed or written in indelible ink and shall be signed by the bidder or his authorized representative.

12. 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.
13. Bidder shall fulfill all the relevant clauses applicable for this Tender.

## 8.0 Evaluation of Bids:

The Bids will be evaluated as per the Bid Evaluation Criteria (BEC) as stated herein under:

### 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 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of SOQ.
- 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.
- 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.
- 5 Company will open the Bids in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. Only one representative against each bid will be allowed to attend.
- 6 Bid for which an acceptable notice of withdrawal has been received shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.
- 7 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Security and such other details as the Company may consider appropriate.
- 8 Company shall prepare, for its own records, document containing the information disclosed to those present in accordance.

- 9 To assist in the examination, evaluation and comparison of bids the Company may at its discretion, ask the Bidder for clarifications of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- 10 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without deviations or reservation. A deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 11 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 12 The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

#### 9.0 OPENING OF COMMERCIAL/ PRICE BIDS:

- 1 Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.
- 2 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.
- 3 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If any Bidder does not accept the correction of the errors, their bid will be rejected.
- 4 All entries in the offer must be made in English. Rates quoted must be firm and shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail. No overwriting shall be allowed and all corrections must be initiated.
- 5 Bidders are requested quote their rates in the Price Format enclosed as per SOQ. Rates quoted shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail.

- 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.

#### 10.0 EXEMPTION OF EMD:

- (i) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme, MSMEs are exempted from payment of EMD for the items they are registered with NSIC, MSMEs. Valid registration certificate with NSIC, MSMEs must be enclosed along with the application for issuing tender documents.
  - (ii) Public Sector Undertakings (PSU) ,Central Govt. Departments are also exempted from payment of tender fee.
  - (iii) Firms registered with MSMEs, NSIC, PSU's & Government Departments claiming exemption from payment of EMD should submit their request with all credentials to the tender administrator at least 7 days in advance from the date of closer of sale of bid documents, to get access for participation in the tender.
  - (iv) Tender documents provided to SSI Units registered with NSIC on free of charge basis shall submit their offer for the service for which they are registered. Their offer for other than the registered service shall not be acceptable. Their offer as service provider also will not be acceptable and shall be rejected straightway.
  - (v) Public Sector Undertakings (PSU) , Central Govt. Departments , Small Scale Industries (SSI) registered with NSIC , MSMEs under Single Point Registration Scheme are exempted from payment of Earnest money deposit for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents
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