

NIT FOR TENDER NO. GCL2207L23

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

Oil India Limited, a Government of India Enterprises intends to float the following **LIMITED Tender:-**

| Tender No | Tender Fee(Rs.) | Bid Closing Date & Time | Service Description |
|-------------------|-----------------|---|--|
| GCL2207123 | NIL | 06.01.2023 At 11.00 A.M. | Providing services of WCL(P) payroll processing including Arrear/Bonus calculation/other payroll related jobs in FOXPRO and Processing of skilled office jobs in Finance and Accounts Section, Pipeline Headquarters, Narangi for a period of 2(two)years on limited tender basis. |

Bid documents will be issued to following bidders from the office of General Manager (Contracts) PHQ, Noonmati from **14.12.2022 to 06-01-2023** during office hours from 8.00 AM to 10.00 AM. The Bid Closing Date (BCD) and Bid Opening date (BOD) is as under:

- a) **Bid Closing Date Guwahati : 06.01.2022 at 13.30 Hrs.**
- b) **Bid Opening Date Guwahati : 06.01.2023 at 14.00 Hrs.**

Name of Bidders to whom tender document to be issued :

- 1 M/s. Sanat Kumar Kakati
- 2 M/s. Lakwa Construcion&Co
- 3 M/s. Software Centre
- 4 M/s. Steelsco

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

1. 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.

FINANCIAL REQUIREMENTS FOR BIDDERS:

1.1.1. Annual Financial Turnover of the bidder during any of preceding three financial/ accounting years from the original bid closing date should be at least Rs.1,15,200.00

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.

1.1.2. Net worth of bidder must be positive for preceding financial/ accounting year.

1.1.3. **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.**

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

1.1.4.1. A certificate 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 ANNEXURE.

OR

1.1.4.2. Audited Balance Sheet along with Profit & Loss account.

1.1.5. 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 needs to provide documentary evidence for the same.

1.2. TECHNICAL REQUIREMENTS FOR BIDDERS

1.2.1.1 Experience: Bidders must have: Experience of having successfully completed similar works (similar work means "Providing services of WCL(P) payroll processing including

Arrear/Bonus/other payroll related jobs in FOXPRO".) during last 7 years ending last day of month previous to the one in which applications are invited should be of the following :

i)One similar completed works costing not less than 50% of annualized value i.e. Rs.1,92,000/-

1.2.1.2. A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC/ BRC.

1.2.1.3. For proof of requisite experience and relevant technical requirements, any one of the following documents/photocopies must be submitted along with the bid:

1.2.1.4.1. In case of OIL contractors **in any sphere within the Company**, copy of 'Certificate of Completion(COC)'/ 'Certificate of Payments (COP)'/ 'Service Entry Sheet' of jobs successfully completed, during last 7(seven) years ending bid closing date, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

1.2.1.4.2. Relevant certificate issued by any other Public Sector Undertaking/Govt. Department in last seven (07) years ending bid closing date showing:

- a) Gross value of job done; and
- b) Nature of job done; and
- c) Time period covering the financial year(s) as per NIT; and
- d) Clearly mentioning job completion date.

1.2.1.4.3. 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.

1.2.2. Other Technical criteria for bidder to qualify:

1.2.2.1. The Bidder must have a business office establishment for a least one year within 50 Km radius of Pump Station 5, GUWAHATI. Documentary evidence must be provided in the form of Municipality trade license or other such documents which satisfies as a proof of having the office establishment.

- (a) Trade License issued by the local authority in the name of the Firm or
- (b) Landline phone number in the name of the Firm or
- (c) Electricity bill for last one year in the name of the Firm

All the supporting documents in compliance to BRC requirements above shall be scanned and uploaded along with the technical bid. Non-submission of the documents will result in rejection of bids.

1.3. Any bid not complying BRC requirements shall be summarily rejected.

1.4. Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner and ESI registration. Documentary evidence of the same is to be submitted.

1.5. 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.

1.8. The bidder must furnish the following:

- 1. Tax Exemption Certificate, if any, if applicable
- 2. Sales Tax Registration No., if applicable
- 3. PAN no. (Photocopy of the PAN card required)
- 4. Service Tax/ GST registration No., if applicable:
- 5. VAT registration no., if applicable
- 6. Bank account no. with name of bank, type of account, Bank address & IFSC code.
- 7. P.F. Code, if applicable

1.6. COMMERCIAL:

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

1.6.2. Bidder shall furnish Bid Security DECLARATION FORM. 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.

1.6.3. Validity of the bid shall be minimum 90 days. Bids with lesser validity will be rejected.

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

1.6.5. 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.

1.6.6. Any bid containing false statement will be rejected.

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

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

1.6.9. 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.

1.6.10. 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

1.7. GENERAL:

1.10.1. 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.

1.10.2. 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.

1.10.3. 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.

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

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

2.0 **BANNING POLICY:** Any action against the Bidder / Contractor related to violation of Terms & Conditions of this Tender or which warrants debarment of the bidder, will be taken as per Company's existing Banning Policy and as decided by the Company.

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 rates 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 **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 BRC and such clarification fulfilling the BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.**

3.6 **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.**

3.7 **Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.**

Yours faithfully,
For OIL INDIA LIMITED

**General Manager (Contracts)
For Chief General Manager (Pipeline Services)**
