

**NIT FOR TENDER NO. CGI 1228 P20**

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

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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>CGI 1228 P20</b>	<b>18-06-2019</b> <b>At</b> <b>11.00 A.M.</b>	“Renewal AMC for SCADA Servers, Workstation PC's, Laptops, Printers and Network elements at MCS and other stations for a period of two years Under Telecom Section, Oil India Limited, PHQ, Guwahati, Kamrup, Assam

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 Bidders must meet the following BEC/BRC criteria:

1.1 The bidder must be an authorized service provider of the OEMs for IBM servers, Cisco, HP workstations and laptops and printers with service base at Guwahati.

1.2 The bidder should have minimum 5 (five) years of experience in providing maintenance/repair services for IBM Hardware and peripherals, (such as IBM X3650 or higher end server).

1.3 The bidder should have performed maintenance work for at least 25 nos. of servers, workstations with monitors, 10 Laptops and 20 Printers in a single contract.

1.4 Necessary documentary evidence in support of all the above eligibility criteria is to be submitted by the bidder along with the bid.

**(A)Bid Evaluation Criteria (BEC):**

1.0 All the documents related to BEC must be submitted along with the Techno-Commercial Bid. Otherwise, the bid will be considered as non-responsive and rejected.

2.0 Interested bidders shall have to submit the following documents to qualify for opening of the Price Bid:

## 2.0 FINANCIAL CRITERIA

### **Financial capability: Bidders must have**

(a) Annual financial turnover as per Audited Annual Reports in preceding three financial years preceding scheduled bid opening date should be at least **Rs 3,13,600.00**

### **FOR CONSORTIUM :**

i) 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.

ii) Net Worth should be positive for preceding financial year.

iii) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

a) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth

**OR**

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

c) 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 (Firm Registration Number)

(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) has actually not been audited so far.**

e) Bids must be valid for minimum 90 days from the date of Technical Bid opening. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is 90 days.

Note: In case of extension of Bid Opening Date, Bid validity should be extended suitably by the bidder, as and when advised by OIL.

f) The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Evaluation Criteria will be considered for further evaluation given below:

i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made.

(ii) In case of identical lowest offered rate by more than 1 (one) bidder, the selection of priority-1 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 priority-1 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.

(iii) Bidders must fill up the Technical compliance evaluation sheet for BEC / BRC and the format is attached under "Notes and Attachments" tab in the main bidding engine of OIL's e-Tender portal

### **3. Technical Requirement For Bidders:**

i) Bidder must have relevant experience in carrying out similar nature of jobs and successfully completed one similar work costing not less than the amount equal to **Rs. 5,22,700.00** in the last 7 (seven) years from the bid closing date.

ii) A job executed by a bidder for its own organization/ subsidiary cannot be considered as experience for meeting the experience criteria of BRC.

"Similar Work" refers to the "AMC of IBM servers & workstation PC's, Network elements, Laptops & printers".

#### 4. Documentary Evidence:

A) Bidders must submit all necessary documents related to experience and turnover.

B) For proof of Annual turnover and Average Annual financial turnover during the last 3(Three) accounting years reckoned from the bid closing date, any of the following documents/photocopies must be submitted along with the bid:

i) A certificate issued by a practicing Chartered/Cost Accountants Firm, with membership no. certifying the Annual turnover and nature of business.

ii) Audited Balance Sheet and Profit & Loss account.

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

i) In case of Oil contractors, 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.

ii) 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.

e) Non-submission of the documents as specified in BRC above will result in rejection of bids.

f) If any of the clauses in the BRC contradict with the other clauses of bid documents elsewhere, then the clauses in the BRC shall prevail.

### **2.2 COMMERCIAL CRITERIA**

#### a. BID REJECTION CRITERIA (BRC):

1. The tender is invited under SINGLE STAGE - COMPOSITE BID SYSTEM. The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's E-Procurement portal within the Bid Closing Date and Time stipulated in the E-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded under "Technical Attachment" Tab only. Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page. Details of prices as per Price Bid format/Priced bid to be uploaded under "Notes and Attachment" Tab. A screen shot in this regard is shown below. Offer not

complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.

2. Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the NIT. Any bid not accompanied by proper bid security will be summarily rejected.

3. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable. Bid submitted by parties who have not submitted the requisite tender fees will be rejected.

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

5. Bidders must quote clearly and strictly in accordance with the price schedule outlined in Price Bidding Format attached under "Notes and Attachments" tab in the main bidding engine of OIL's e-Tender portal; otherwise the bid will be rejected. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement in the c-Folder link (collaboration link) under "Technical RFX Response" Tab Page only.

6. 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.

7. 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. EMD / Bid Bond
- 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

**CERTIFICATE OF ANNUAL TURNOVER & NETWORTH**

(To be issued by practicing Chartered/Cost Accountant Firm  
on their Letter Head)

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statement of M/s\_\_\_\_\_ (Name of the bidder) for the last three(3) completed accounting years up to \_\_\_\_\_ (as the case may be) are correct.

YEAR	TURNOVER(₹)	NETWORTH(₹)

Place:

Date:

Seal:

Membership Code and Registration No.

Signature

\*\*\*End of BEC-BRC\*\*\*  
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