

NIT FOR TENDER NO: CGI 5386P21

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(A Government of India Enterprise)
Pipeline Headquarters
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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 5386 P21	16-02-2021 At 11.00 A.M.	<i>HIRING OF VEHICLES WITH VINTAGE NOT MORE THAN 4 YRS. AS AND WHEN REQUIRED BASIS UNDER ADMIN. SECTION, PHQ FOR A PERIOD OF 2 (TWO) YEARS EXTENDABLE TO ANOTHER 1 (ONE) YEAR SUBJECT TO GOOD CONDITIONS OF VEHICLE & SATISFACTORY SERVICE</i>

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 / EVALUATION CRITERIA:

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 CAPABILITY: BIDDERS MUST HAVE;

Annual financial turnover as per Audited Annual Reports In any of preceding 3 financial years from scheduled bid opening date should be at least **Rs. 50,84,100.00**

1.1.1 For consortium:

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

1.1.2 Period for consideration :

In any of preceding 3 financial years

1.1.3 Net worth:

Positive for preceding financial / accounting year.

1.1.4 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.**

1.1.5 For Proof of Annual Turnover any of the following documents /photocopy must be furnished:

- a) A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
- b) Audited Balance Sheet and Profit & Loss account.

1.2 EXPERIENCE:

- (a) Bidders must have Experience of having successfully completed similar works (similar works means transport services provided with light passenger vehicles) with PSUs/Central Government/ State Government/ Other Reputed Private Organisations during last 7 years to be reckoned from original bid closing date. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which bids are invited should be of the following:
 - (i) One similar completed works costing not less than **Rs 84,73,400.00**
 - (ii) **FORM 16(A)** has to be submitted in case of private companies.
- (a) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.
- 1.2.1 The bidder offering their services must have their own fleet of light passenger vehicles (any model/ make) of minimum 10 (Ten) Nos. in compliance of prevailing MV Act and having insurance coverage for passengers also, in the firm/owner's name, the vintage of which should not be more than 4 years (i.e. Make not earlier than tender opening date). The bidders must submit along with their technical-bid, copies of Registration Certificate of the vehicles as documentary evidence. Bids without such documentary evidence will summarily be rejected.

1.2.2 **Local Establishment:** Bidder must have a permanent office establishment at Guwahati Municipal area, with landline phone and having Municipality Trade License etc. for last one year. The bidders must provide the proof of their establishment, failing which the bid will be ignored.

Bidders will have to submit documents having the detailed postal address in the name of the firm /owner which shall substantiate the proof of office establishment for at least 1 year within 50 KM of PL locations where the services need to be provided. (PHQ, GUWAHATI) For establishing proof of office establishment , any one of the following documents will have to be submitted:--

1. Trade License with detailed postal address in the name of the firm /owner.
2. GST Registration Certificate with detailed postal address in the name of the firm /owner.
3. Landline phone bill with detailed postal address in the name of the firm /owner.
4. Electricity Bill with detailed postal address in the name of the firm /owner.

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

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

1.2.5 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.

1.2.6 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.

1.2.7. The contract should be awarded of 60% Contract volume to L1 bidder and 40% to L2 bidder subject to L2 bidder matching his rate to the rate of L1 bidder. In case of receipt of single bid, 100% volume of the contract should be awarded to the lone participating bidder. If the participation is more than one and L2 bidder denies to lower down the rate to match with L1 bidder, the entire volume of the contract to be awarded to the L1 bidder.

1.3 BIDDER(S) MUST ALSO FURNISH THE FOLLOWINGS:-

1. NAME OF FIRM
2. DETAIL POSTAL ADDRESS
3. TELEPHONE NO.
4. CONTRACT PERSON#S CONTACT NO.
5. ~~TAX EXEMPTION CERTIFICATE NO. (Attested copy required).~~
6. ~~CST REGD. NO. (Attested copy required).~~
7. ~~LOCAL SALE TAX REGD. NO. (Attested copy required)~~
8. ~~PAN NO. (Attested copy required)~~
9. ~~VAT REGD. NO. (Attested copy required).~~

10. BANK ACCOUNT NO./Type
11. BANK NAME
12. BANK ADDRESS
13. GST REGD. NO. (Attested copy required)
14. P.F. CODE NO. (Attested copy required)

(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant))

1.4 BID REJECTION CRITERIA (BRC):

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.

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

1.4.2 The bids conforming to the 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 given below:

1.4.3 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 (i.e. schedule of works, units, quantity, rates) of the tender.

1.4.4. OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

1.4.5 Discount: Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken in to account for evaluation purposes. However, in the event such offer without considering discount is found to be the lowest, OIL shall avail such discount at the time of award of contract.

4.0 COMPLIANCE OF CONTRACTORS:

- 4.1 Bidders must quote for all items in accordance with the price schedule outlined in schedule of rates against all category of vehicles as stated, otherwise the Bid will be rejected.
- 4.2 ~~Bidders shall have to furnish an amount of **Rs 3.27 Lakhs** as “Bid Security” and the same should be in the form of a Demand Draft/online transaction in favour of Oil India Limited payable at Guwahati or a Bank Guarantee issued by a Scheduled Bank. The Bank Guarantee should be valid one month beyond the Bid validity period. Any Bid not accompanied by Bid Security will be rejected.~~
- 4.3 Any Bid containing a false statement shall be rejected.
- 4.4 Offers received in any form other than through OIL’s e – portal will not be accepted. Bidders have to submit their offer in Single Stage Two Bid System as described in this tender document, otherwise the offer will be rejected.
- 4.5 Prices and rates quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.
- 4.6 There must be no exception to the following Clauses including sub-clauses, as applicable; otherwise the Bid will be rejected.
 - Performance Security Deposit Clause
 - Penalty Clause
 - Taxes and Duties Clause
 - Force Majeure Clause
 - Termination Clause
 - Arbitration Clause
 - Liability Clause
- 4.7 No deviation or exception will be accepted in the clauses covered under BRC/BEC.

NOTE: If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

4.0 BID EVALUATION CRITERIA (BEC)

- 4.1 Bids will be technically evaluated on the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.
- 4.2 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender and conforming to the Bid Rejection Criteria will be evaluated using the Bid Evaluation Criteria.
- 4.3 The Priced-Bids will be evaluated using the rates quoted in the PRICE BID FORMAT

For the purpose of bid evaluation, the estimated quantities against each item will be multiplied by the rates quoted by the bidders and the total amount against each category of vehicle will be added to evaluate the total estimated value of the contract to determine the lowest bid. The lowest bidder will be determined based on overall evaluated contract value considering the estimated requirement given in the price bid format. For evaluating the total estimated contract value for the services indicated in Proforma-A1 to A4, the distance from the garage to the point of reporting (PHQ) and from point of release to the garage will be added to the total estimated kilometers. For evaluating the total estimated contract value, for the services the following will be considered.

Sum Total for all types of vehicles for both local and outside duty.

Fixed charge x corresponding estimated Quantity (days, trips, month as the case may be) + Running charge x (corresponding estimated KM) + (twice the distance from the Bidder's Garage to OIL Office at PHQ) + Airport pickup charge x corresponding estimated duty days + Airport dropping charge x corresponding estimated duty days + OT charge x corresponding estimated hours + Halting charge x corresponding estimated halting days.

- 4.4 The estimated quantities indicated in Proformas are for evaluation purposes only. The actual utilization of services may be more or less depending upon requirement during the contract period and payment will be made for the quantity of services rendered by the contractor.
- 4.5 ***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***
- 4.6 Any additional information, terms or conditions included in the Price-Bid will not be considered by OIL for evaluation of the Tender.

5.0 INTEGRITY PACT:

The Integrity Pact is applicable against this tender .OIL shall be entering into an Integrity Pact with the bidders as per Proforma enclosed in **Section-VII** 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. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. 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
