

NIT FOR TENDER NO. CGI 5905P21

OIL INDIA LIMITED
(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 5905P21	16-02--2021 At 11.00 A.M.	HIRING THE SERVICES OF VEHICLES (VINTAGE OF VEHICLES NOT MORE THAN 4 YEARS) FOR GENERAL MANAGERS AND ABOVE (PETROL DRIVEN VEHICLES) AT NARENGI PHQ FOR A TOTAL PERIOD OF 2 (TWO) YEARS EXTENDABLE FOR A PERIOD OF ANOTHER 1(ONE YEAR) SUBJECT TO GOOD CONDITIONS OF VEHICLES AND SATISFACTORY SERVICE UNDER ADMIN SECTION, PHQ, 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.

PART – II

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 preceding scheduled bid opening date should be at least **Rs. 30,48,800.00**

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:

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 50,81,300.00**
 - (ii) **FORM 16(A)** has to be submitted in case of private companies.

Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with completion certificate from the organization to whom such services have been rendered.

(b) 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 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.

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

1.2.3 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.

1.3.1 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.

1.3.2. The contract should be awarded of 60% Contract volume to L1 bidder and 40% to L2 bidder subject to L2 bidder matching their 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.

1.4 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 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.

1.5 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. 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) 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.**

1.7 Any Bid containing a false statement shall be rejected.

1.8 Offers received in any form other than through OIL's e – portal will not be accepted.

1.9 Bidders have to submit their offer in Single Stage Two Bid System as described in this tender document, otherwise the offer will be rejected.

1.10 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.

1.6 INTEGRITY PACT: (Applicable for this Tender)

1.6.1 OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide “**SECTION –VII- Integrity Pact**” of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory (Digitally Signed). The proforma has to be returned by the bidder (alongwith 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.

1.6.2 OIL has appointed SHRI SUTANU BEHURIA, IAS (Retd.), SHRI RUDHRA GANGADHARAN, IAS (RETD.) and SHRI OM PRAKASH SINGH, IPS (RETD.), , as Independent Monitors (IEM) for a period of 3 (three) years to oversee implementation of Integrity Pact in OIL . Bidders may contact the Independent External Monitors for any matter relating to the IFB at the following addresses:

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

3.0 BID EVALUATION CRITERIA (BEC)

- 3.1 Bids will be technically evaluated on the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.
- 3.2 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.

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-A, 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) + Running charge x (Corresponding Total No. of Trips from Proforma A) x (twice the distance from the Bidder's Garage to OIL Office at PHQ)

- 3.4 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.
- 3.5 Any additional information, terms or conditions included in the Price-Bid will not be considered by OIL for evaluation of the Tender.
- 3.6 In case of identical bidding for more than one bidder, lowest bidder will be selected by 'draw of lots'.

ANNEXURE-AA:

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
