

NIT FOR TENDER NO: CGI7763P22

OIL INDIA LIMITED
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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 |
|-------------------|---|---|
| CGI7763P22 | 19.10.2021 At 11.00 A.M. | HIRING THE SERVICE OF 1(ONE) BRAND NEW MAHINDRA SCORPIO S5 2WD BS VI WITH DRIVER AND ALL FITTINGS & ACCESSORIES FOR A PERIOD OF 4(FOUR) YEARS FOR TELECOM SECTION, PUMP STATION-3 JORHAT |

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 CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

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 CRITERIA: ANNUAL TURN OVER

- a) Annual financial turnover as per Audited Annual Reports in any of the preceding 3 financial years to be reckoned from the original bid closing date should be at least **Rs. 356,000.00**

b) For consortium

i) At least one member of the consortium to meet the above criteria of **Rs 178,000.00** turnover.

ii) The other members of consortium should meet minimum **Rs 89000.00** turnover requirement.

b) Period for consideration: In any of preceding 3 financial years

c) Net worth: Positive for the preceding financial / accounting year.

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 2020-2021 (or as the case may be) has actually not been audited as on original bid closing date.

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

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

OR

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

iii) **Mentioning of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice**

f) 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) is not available. However, bidder will have to provide documentary evidence for the same.

1.2 TECHNICAL CRITERIA:

A) **EXPERIENCE:** Bidders must have:

Relevant experience of having successfully completed one "similar work" of value **Rs. 5,93,300.00** with PSUs / Central Govt. Org. / State Govt. Organization/ Semi State Govt. Organization or any other Central/ State Govt. Undertaking in India or

Reputed Organization in last 7(Seven) years to be reckoned from date of bid closing.

“Similar work mentioned above means bidder shall have the experience of providing hired vehicle services in with PSUs / Central Govt. / State Govt. Organization in last 7(Seven) years to be reckoned from date of bid closing”

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 which such services have been rendered.

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

1. In case of OIL's registered vendors, who are providing similar services for at least six months in the last three years as on Bid closing date (BCD) in any organizations will be exempted from submission of documents under clauses of Financial and Experience criteria of BRC conditions. Bidder must have registered as transport service. They will have to provide the following documentary evidence.

i) Copy of Certificate of Completion (COC)/ Work Orders /Certificate of Payments (COP) / Service entry Sheet (SES) of jobs successfully executed during the last seven years ending bid closing date, showing gross value of the job done, Nature of job done and Time period covering the financial year(s) as per NIT. It may be clearly noted that simply mentioning of OIL Contract Number or Work order will not be accepted.

2. In case of a bidder NOT being an OIL Contractor, then a relevant Certificate issued by PSUs or Central Govt. or State Govt. or Reputed Private Organization in last seven years from date of original 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) **FORM 16(A)** has to be submitted in case of private companies.

NON- SUBMISSION OF THE DOCUMENTS AS SPECIFIED IN BRC ABOVE WILL RESULT IN REJECTION OF BIDS.

NOTE-:

- (i) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.
- (ii) 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.

- 1.3 All the supporting documents in compliance to BEC requirements above shall be scanned and uploaded along with the technical bid. Non-submission of the documents will result in rejection of bids.
- 1.4 Any bid not complying BEC requirements shall be summarily rejected.
- 1.5 Bidders must have **PF Account** in their name issued by Regional Provident Fund Commissioner. Bidders must have **ESI Account** in their name. Documentary evidence of the same is to be submitted.
- 1.6 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.
- 1.7 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) GST registration No.
 - d) Bank account No. with name of Bank, Type of account, Bank address.
 - e) P.F. Account No. / Code.
 - f) ESI registration no.
 - g) ***Price quotation of the offered vehicle from the Authorized Motor Vehicle Dealer along with the offer.***
- 1.8 The successful bidder /contractor shall undertake to indemnify the company against all claims which may arise under the under noted Acts during signing of the contract:
 - a) The FACTORY Act - 1948
 - b) The Minimum Wages Act 1948
 - c) The Workman's compensation Act 1923
 - d) The payment of wages Act 1963
 - e) The payment of Bonus Act 1965
 - f) The Contract Labour (Regulation and Abolition) Act 1970 and the rules framed thereunder.
 - g) Employees' Pension Scheme 1995.

- h) Interstate Migrant (regulation of Employment and Condition of Service) Act 1979
- i) The Employees Provident Fund and Miscellaneous Provisions Act 1952
- j) AGST Act/VAT
- k) GST Act

1.8. COMMERCIAL:

- 1.8.1. Bidder shall submit the offer under "**Single Stage Single Bid** "**System** - "Technical bid" and the "Price Bid".
- 1.8.2. The Integrity Pact (if applicable) as per Section-V 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. 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.
- 1.8.3. The Technical Bid should not have any price indication.
- 1.8.4. Bidder shall upload Bid Security Declaration as referred in Relevant Section of the Bid document along with technical bid. Any bid for which bid security declaration is not received before due Date of Bid Closing will be rejected.
- 1.8.5. Validity of the bid shall be minimum **90 days**. Bids with lesser validity will be rejected.
- 1.8.6. Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.
- 1.8.7. 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.
- 1.8.8. Any bid containing false statement will be rejected.
- 1.8.9. The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.
- 1.8.10. Any Bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.
- 1.8.11. 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.
- 1.8.12. 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

1.9. GENERAL:

1.9.1. 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.

1.9.2. 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.

1.9.3. In case, any of the clauses in the BEC/BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BEC/BRC shall prevail.

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

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

1.10 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 reckoned from the original BCD within 50 KM of PL locations where the services need to be provided i.e. (PS3/ JORHAT, ASSAM) Documentary evidence must be provided in the form of Municipality trade license or other such documents as per the following which satisfies as a proof of having the office establishment: --

- 1. Trade License with detailed postal address issued by the local authority 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 for last one year in the name of the Firm with detailed postal address in the name of the firm /owner.**

“Additionally, the names of the areas covering the 50 Km radius may be mentioned”.

2. BID EVALUATION CRITERIA (BEC):

- 2.1. The bids conforming to the technical specifications, 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.
- 2.2. 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 (i.e. fixed monthly charge X **48months**, Running Charge per KM X the Estimated KM indicated i.e. **3000 Km/month**) for each vehicle of the tender.
- 2.3. Quoted rates must be in conformity with the applicable minimum wage as applicable otherwise bid will be rejected.
- 2.4. **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.**
- 2.5. **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.**
- 2.6. **Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.**
