

NIT FOR TENDER NO. CGI3755P24

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

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
CGI3755P24	25.07.2023 At 11.00 A.M.	Hiring Services for Upkeepment and Maintenance of newly constructed Industrial Area under UGPS II Project and Employee Guest House at PS7, Madarihat for a Period of Two years.

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)

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 preceding 3 financial years to be reckoned from the original bid closing date should be at least 30 % of the annualized value of estimated work i.e. Rs3,41,639.03.

b) For consortium

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

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

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

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 and Firm Registration Number), certifying the Annual Turnover,Net worth and nature of business. 'UDIN' along with membership and firm registration number of CA issuing the certificate for turnover & net worth of the bidder must be provided.

OR

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

(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) have not been audited so far.

1.2 TECHNICAL CRITERIA :

A) EXPERIENCE: Bidders must have:

Experience of having successfully completed similar works during last 7 years to be reckoned from the original bid closing date should be of the following :

(i) One similar work of 50% of annualized value of estimated work i.e. Rs. 5,69,398.38.

(Similar completed work:Providing the services of sweeping/cleaning/Sanitation/grass cutting/upkeepment in industrial area and Housekeeping services in Guest House/Transit Camp/Transit Accommodation" for any Central Govt./ State Govt./ Semi-Govt./ Public Sector Undertaking/ State Govt. Enter-prise/ any Public Limited Company in India.

)

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.

iii)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.

1.3 The Bidder must have a business office establishment for a least one year within 50 Km radius of the area of operation where the services need to be provided. 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.

(i) Trade License issued by the local authority in the name of the Firm or

(ii) Landline phone number in the name of the Firm or Electricity bill for last one year in the name of the Firm

Note :

1. All the supporting documents in compliance to BEC/BRC requirements under clause 1.1,1.2,1.3 above shall be scanned and uploaded along with the technical bid.

2 Any bid not complying BEC/BRC requirements shall be summarily rejected.

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 BEC/BRC 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 rejected.

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

5. Bidders must have PF Account in their name issued by Regional Provident Fund Commissioner.

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 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 No..
- d) Bank account No. with name of Bank, Type of account, Bank address.
- e) P.F. Account No. / Code.

1.6 Bidders must quote rates against the individual services which includes wages, PF, ESIC, PME, PPE, Insurance, Contractor's commission etc.

2.0 BID EVALUATION CRITERIA (BEC) :

2.1 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.

2.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of commission rates (% , percentage) quoted by the bidders.

2.3 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

2.4 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.

C) COMMERCIAL EVALUATION CRITERIA.

3.0 Commercial Criteria

- 3.1 Bids are invited under SINGLE STAGE COMPOSITE BID SYSTEM. Bidders shall quote accordingly.
- 3.2 Bid security/EMD is not required against the tender. However, Bid Security Declaration is required and same must be submitted along with technical bid. The Bid Security Declaration format is attached vide Proforma E. Any bid not accompanied with Bid Security Declaration (As per Format) will be rejected without any further consideration.
- 3.3 MSME Bidders are also required to furnish the Bid Security Declaration as per format.
- 3.4 The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 3.5 Validity of the bid shall be minimum 90 days from the final Bid Closing date. Bids with lesser validity will be rejected.
- 3.6 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with 'Certificate Type: Organization Certificate' as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than "Class 3" and "Organization" digital certificate, will be rejected.
- 3.7 Successful bidder will be required to furnish a Performance Bank Guarantee @03% of the order value.
- 3.8 The bid documents are non-transferable. Bid can only be submitted in the name of the bidder in whose name the User ID and Password have been issued & purchased the tender document online.
- 3.9 Bids containing incorrect statement will be rejected.
- 3.10 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- 3.11 The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification:
- i. Validity of bid shorter than validity indicated in the tender.
 - ii. Bid Security declaration not received as per format (As per Proforma E)
 - iii. In case the party refuses to sign Integrity Pact.
- 3.12 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
- a. Firm price
 - b. EMD / Bid Bond Bid Security Declaration
 - 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

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

4.0 Price Schedule:

4.1 Bidder shall submit the Price Break up as per Proforma-B (Annexure DD). Bidders should fill up the annexure, sign and upload under "Notes & Attachments" > "Attachments" only. Evaluation of offers shall be done on as per price bid format.

4.2 Comparison of bids shall be done on Total Evaluated Cost on the basis of rates quoted in the Price Bid Format and contract shall be awarded to the L1 bidder.

4.3 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

4.4 Price bids of only those bidders will be opened whose offers are found to be techno-commercially acceptable.

4.5 No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL's website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.

4.6 Other terms and conditions of the enquiry shall be as per General Terms and Conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

4.7 Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable.

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

4.9 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.

D) EVALUATION OF BIDS

4.10 Bids qualifying as per terms of Technical Criteria (Para A above) and Financial Criteria (Para B above) shall be eligible for Price Bid Opening for financial evaluation (Price Bid Evaluation) of the bid subject to complying other commercial criteria. Decision of the owner in this regard shall be final and binding on all.

E) EVALUATED BID PRICE:

5.0 Qualified Bids and conforming to the terms & conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:

a) Commercial Bids shall be evaluated taking into account the Price quoted against

as per Proforma-B (Annexure DD) excluding GST. Evaluation will be done on total cost basis.

b) Contract will be awarded for all the items as per Price Bid Format.

c) Lump sump cost (if any) must include all liabilities and taxes including statutory liabilities but excluding GST which shall be quoted separately in the Price Bid format.

F) INTER-SE-RANKING OF THE QUALIFIED BIDS:

5.1 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

5.2 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

G) GENERAL:

6.0 In case bidder takes exception to any clause of bid document not covered under BEC, 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 company. The loading so done by the Company will be final and binding on the bidders.

7.0 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 also and such clarifications fulfilling the BEC clauses in toto must be received on or before the deadline given by the Company, failing which the offer will be summarily rejected.

8.0 If any of the clauses in the BEC contradict with other clauses of the Bid Document elsewhere, then the clauses in the BEC shall prevail.