

CHAPTER-1

**INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
GUWAHATI REFINERY, NOONMATI GUWAHATI-20
(Regd. Office : G-9, Ali Yavar Jung Marg, Bandra (East) Mumbai-400051 (India) CIN - L23201MH1959GOI011388)**

NOTICE INVITING e-TENDER

1.	Tender No.	GC24CLT030
2.	Type of Bid	DOMESTIC BIDDING Under Two Bid System
3.	Name of the Job	ARC for Hire charges for Erection of Pandal, Floral Decoration, Providing Chairs, Table etc. to facilitate different Functions/ Festivals in Guwahati Refinery.
4.	Time Schedule / Duration of Contract	24(Twenty Four) Months from the date of Site handover.
5.	Tender download schedule	From (19.03.2024; 12:00 hrs. (IST)) To (02.04.2024; 15:00 hrs. (IST)) Starting & End Date for Clarifications: From (19.03.2024; 12:00 hrs. (IST)) to (26.03.2024; 15:00 hrs. (IST)). Tender documents can be downloaded free of charge from the website www.iocletenders.nic.in during the above period.
6.	Pre-Bid Meeting	NA
7.	Bid Submission Start Date & Time	27.03.2024; 12:00 hrs. (IST)
8.	Last date of submission of tender	02.04.2024; 15:00 hrs. (IST)
9.	Techno-commercial Tender opening date	Tender (Techno-commercial) shall be opened on 03.04.2024 at 15:00 hrs. (IST) or at a later date/time convenient thereafter. Date and time of Priced Bid opening will be communicated only to techno-commercially acceptable bidders.
10.	Earnest Money Deposit (EMD)	Not Applicable, However, in lieu of this, all bidder has to submit a "Bid Security Declaration" as per the format provided in the tender (Refer Proposal form V) Bids submitted without Bid Security Declaration shall be treated as bid without EMD / Bid Security and shall be liable for outright rejection as per the terms and conditions specified in Techno Commercial Bid for treatment of any bid submitted without EMD.
11.	Pre-qualification Criteria(PQC):	The intending tenderers shall have to furnish proof of their prequalification and experience along with the Part-I (Techno commercial bid).
11.1	Annual Turnover (ATO)	Minimum Rs. 16,98,000/- . during any of the three preceding financial years. Proof of ATO shall be submitted in form of Audited Profit and Loss account statement of the bidder.

11.2	Value of Single Work (SWO) executed by the bidder as main contractor or sub contractor for similar nature of work (during any of the last five years ending on last day of the month immediately previous to the month in which last date of bid submission falls)	Three completed works each costing not less than Rs. 8,49,000/- OR Two completed works each costing not less than Rs. 11,32,000/- OR One completed work costing not less than Rs. 14,15,000/- (The above value of completed works is exclusive of service tax/GST). Note: In case of extended bid submission date, original bid submission date shall be considered.).
11.3	Similar nature shall be defined as	Any job comprising of erection of pandal/ Shamiyana/ Tent house for organizing any event
11.4	Whether the Tendered Job is a ARC / AMC [If ARC / AMC job then the work experience value submitted by the bidder shall be annualised]	Annual Rate Contract
12.	Additional Technical Requirement(if any)	NA
13.	Mode of Submission.	Offer must be uploaded on e-tender website www.iocletenders.nic.in before the last date & time of submission of tender. Offer submitted using any other mode will not be accepted.
14.	Other requirements	1. PF code allotment letter/PF registration. 2. Independent ESI Code or undertaking for Independent ESI code in the Format given as Proposal Form-K. 3. Assessment Order or copy of Income Tax Returns (duly acknowledged by Income Tax Department) for last 3(three) financial years. 4. Proof of Authority in favour of person authorized to submit the bid. 5. Copy of PAN card 6. Certificate of Incorporation / Partnership deed/ Proprietor ship affidavit/Societies Registration Certificate. 7. GST Registration Certificate.
15.	15.1 Tender Inviting Authority	Deputy General Manager(Contracts) IOCL, Guwahati Refinery, Phone- 0361-2597830 / 7835 E-mail : a_ojah@indianoil.in
	15.2 Contract Person	Manager (Contracts) IOCL, Guwahati Refinery 0361-2597833 nathanjan@indianoil.in
16.	Integrity Pact Agreement	NA
17.	Criticality of work	Critical
18.	Split-ability	Not Splitable
19.	Reverse Auction	Not Applicable
20.	Job category: (Pure Service / Works contract)	Works Contract



21.	Purchase Preference to Micro and Small Enterprises (MSEs) Bidders (PPP-2012)	Not Applicable
22.	Public Procurement (Preference to Make in India), 2017 and amendments thereof (PPP-MII)	Not Applicable
23.	Any Other Criteria	NA

24. General

Bidder to note:

- i) **Provisions/Conditions stipulated in NIT supersedes all of the sections of Tender document**
- ii) **Offers from following types of bidder will not be accepted:**
 - a) Who are in the Holiday list of IOCL or its Administrative Ministry, MoPNG
 - b) Who are under liquidation, court receivership or similar proceedings
 - c) Who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code) or any other applicable law (in case where Code is not applicable).
 - d) Whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the Code or any other applicable law (in case where Code is not applicable) at any stage of evaluation of the bid. In case where the bid of the L-1 bidder is rejected on the aforesaid grounds during the period between Price-Bid-Opening and Award-of-Contract, then the bid of the next eligible bidder will be considered for further processing.
 - e) Consultant appointed for the project / work shall not be allowed to participate in the tender either directly or indirectly for the same project for which they are working as consultant.
 - f) Foreign bidders are participating in Domestic / National tender
 - g) Offer from Joint Bidders / Consortium.
 - h) Offer from bidders who are on Watch List of IOCL.
- iii) In case the NIT publication date is within 09 (Nine) months from close date of preceding financial /accounting year, the bidder can submit the balance sheets of any of the previous three years (excluding the immediate preceding year), if the balance sheet of immediate preceding year is not available.
- iv) The subject work is indivisible and shall be awarded to single successful bidder unless stated otherwise elsewhere in the tender document.
- v) Experience of only the bidding entity shall be considered, unless specifically permitted in the tender document to use the credentials of its parent or any group company to meet the Experience Criteria. A work executed by a bidder for its own plant/projects shall not be considered as experience for the purpose of meeting requirement of experience criteria of the tender. However, jobs executed for Subsidiary / Fellow Subsidiary / Holding company will be considered as experience for the purpose of meeting experience criteria subject to submission of tax paid invoice(s) duly certified by Statutory auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow Subsidiary /Holding company. Such bidders shall submit these documents in addition to the documents specified in the PQ Documents to meet Experience Criteria.

Consultant appointed for the project / work shall not be allowed to participate in the tender either directly or indirectly. An indirect participation shall include participation through an affiliate or as a sub-contractor, consultant or supplier. The expression 'affiliate' for the purpose of this clause will include any person, or company or association (howsoever designated) who/which is a member of the consultant (if the consultant is a joint venture or consortium or who or which directly or indirectly holds 10% (ten percent) or more of the capital or voting capital of consultant (if the consultant or any of its members is a company or a body corporate) or who or which is a consultant or sub-contractor of the consultant with regard to the project.
- vi) Detail work order qualifying for similar in nature as described including covering letter and schedule of rates and satisfactory completion certificate containing executed value & date of completion of similar nature of work as

defined above shall be required. However where the executed value is not mentioned in the completion certificate, the copy of certified bill shall also be acceptable for determining value if submitted along with completion certificate. In case executed value is not mentioned in the completion certificate issued by the client, work order value with amendments, if any, shall be considered for the purpose of evaluation. Executed value or work order value, whichever is higher shall be considered for evaluation of pre-qualification.

In case, the executed value of job is more than work order value and bidder claims for meeting the PQC requirement on the basis of executed value then it is the responsibility of the bidder to submit the documentary evidence of final executed value (such as copy of final bill, executed value mentioned in completion certificate etc.) along with his bid.

- vii) In case of Sub contract works, the bidder is also required to submit a Certificate from the end user / Owner / Consultant of the Owner stating that the main contractor has intimated them about the engagement of sub-contracting OR have been allowed/ permitted as a sub-contractor.

In case any bidder submits work order and completion certificate of any executed contract where the bidder had worked as a leader / member of Joint Venture / Consortium / Joint Bidder, the work value shall be worked out as per the percentage share of the bidder in the JV / Consortium / Joint bidding agreement. Further in case the bidder had executed only a certain portion of the composite job through such agreement, his experience shall be counted for that particular portion of the job executed by him only, as specified in the JV/ consortium/joint bidder agreement. For such cases, in addition to work order and completion certificate(s), bidder will also submit copy of JV / consortium / joint bidder agreement and work order & completion certificate(s) has to be issued in the name of such JV / consortium / Joint bidder OR in the name of the Leader with brief details of JV / consortium / joint bidder specified in the work order.

In case the bidder submit a copy of composite work order containing the supply, installation and AMC/CAMC/PWAMC/O&M contract for a certain period of contract. In case the AMC/CAMC/PWAMC/O&M is going on and supply installation part is completed by the Contractor well within the time limit specified in the tender and submitted completion certificate towards supply & installation indicating the AMC/CAMC/PWAMC/O&M part i.e. balance part of the work order is going on, the same is to be considered as completed work and the amount towards supply installation shall be considered for qualifying the bidder in PQC towards experience criteria. Such work orders in which both supply & installation and AMC/CAMC/PWAMC/O&M is completed, the same shall be treated 'At Par' with the other work orders and bidder is required to submit the copy of work order and completion certificate for the complete work including AMC/CAMC/PWAMC/O&M part.

- viii) The offers with incomplete /irrelevant documents or anomalies are liable to be rejected without any communication. Hence, bidders are advised to take utmost care while uploading their prequalification documents.
- ix) In case of Rate Contracts, which are running under extension after original contractual completion period, suitable document (certified by "WO issuing company" / Engineer-In-Charge) indicating executed value up to the original/extended completion period along with extension letter will be treated as proof of successful completion of work. For Rate Contract tender of duration one year or more, evaluation of the experience criteria will done based on annualized value of the Rate Contract.
- x) If the value indicated is in currency other than INR the same shall be converted in equivalent INR considering the conversion rate as on the date of issue of the reference order(s) based on SBI bill selling rate.
- xi) Relevant supporting documents towards other requirements specified are also to be uploaded along with Techno-commercial bid failing which bid is liable for rejection.
- xii) The completion certificate, submitted by the bidder shall separately indicate the Service Tax/GST amount included in the value of completed job OR a separate certificate from the respective client, mentioning the service tax/GST amount , if any, included in the value of completed job under consideration should be submitted by the bidder.
- xiii) The amount considered for meeting the experience criteria of PQC shall be exclusive of Service Tax/GST. In case proof /certificate submitted by the bidder does not have clarity regarding taxes i.e.The value of work specified in order /certificate is whether inclusion or exclusion of Service tax/GST, the amount appearing in the certificate/order shall be considered exclusive of tax and shall be evaluated accordingly.



- xiv) IOCL reserves the right to reject any or all of the tenders or any parts of the tender so received and may cancel the tender in part or full, extend the due date of Tender submission etc. without assigning any reason.
- xv) IOCL will allow Purchase Preference to MSE or other Organization as per applicable Govt. guidelines. IOCL reserves the right to allow purchase preference to Micro and Small Enterprises (MSEs) or other organizations as per Government policy prevailing at the time of floating the tender.
- xvi) Bidders are to quote their most competitive rates. Negotiations will not be conducted with the bidders as a matter of routine. However, Owner reserves the right to conduct negotiations. Ordinarily the lowest responsive bids shall be preferred. However, the OWNER reserves the right not to accept the lowest bid, if in its opinion this would not be in the interests of the works/IOCL.
- xvii) Legal dispute, if any, shall only be within the jurisdiction of Local Court unless mentioned otherwise.
- xviii) All communication will be made through e-Tendering web site (www.iocltenders.nic.in). However, IOCL reserve the right to take cognizance of the communication made outside e-Tendering Portal under exceptional circumstances.
- xix) Bidder cannot make any claim against IOCL towards its expense incurred in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during bidding process.
- xx) Bidder should make sure that their priced bid (Part-II/BOQ) contain only prices. Rates mentioned elsewhere shall not be taken into cognizance. Offer shall be liable for rejection if any condition directly or implied, recorded in Priced Bid (Part-II/BOQ).
- xxi) Submission of authentic documents is the prime responsibility of the bidder. Wherever IOCL has concern or apprehension regarding the authenticity/ correctness of any document, IOCL reserves the right to get the documents verified from issuing authority/any relevant source. If documents (part or full) are found forged, such offers will be summarily rejected and EMD will be forfeited and may be debarred from future tenders.
- xxii) After opening of the technical bids but before the opening of the price bids, the bids may be rejected for unsatisfactory performance or adverse comments which have come to the notice of the tender inviting authority.
- xxiii) Offers not meeting statutory requirement are liable for rejection.
- xxiv) Bidders are advised to visit Announcement section/ Information for DSC/ Bidders Manual Kit/ FAQ of e-Tender Portal before bidding.
- xxv) Notwithstanding any other condition/ provision in the tender documents, bidders are required to submit complete documents pertaining to PQC along with their offer. Failure to meet the PQC will render the bid to be summarily rejected. IOC reserves the right to complete the evaluation based on the details furnished by the bidder, with or without seeking any additional supporting documents/ clarifications.
- xxvi) Refer SITB of the tender document /Special Instruction to Bidder (SITB) of e-tender web site for more details.
- xxvii) Any Addendum/Corrigendum/Sale date extension in respect of above Tender shall be issued on our website: <https://iocltenders.nic.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated. Failure of Bidder to submit tender without taking cognizance of Corrigendum / Amendment (if any) issued by IOCL shall make bid liable for rejection.
- xxviii) IOCL does not take any responsibility for the correctness of tender documents obtained from any other source. Bidders are advised to visit above mentioned website before submitting their offer for official version of the tender document including any corrigendum / amendment if any, which shall be binding to the bidder.
- xxix) EMD:**



- **EMD must be submitted online by Indian bidders.** EMD in the form of Demand Draft / Banker's cheque, Swift Transfer will be accepted only from Foreign bidders. Tenders without Earnest Money are liable to be rejected. However, MSE registered agencies covered under MSMED act/ Start up (recognized by DIIT), Central/State PSU and JVs of IOCL are exempted from submission of EMD. Bidder claiming such exemption need to submit necessary documentary proof of their eligibility along with their techno-commercial bid. The certificate must be valid on the original bid submission date. In absence of same their offer are liable for rejection. Suo-motto submission of MSE certificate after the due date of bid submission will not be considered for EMD exemption/ Purchase preference.
- BG in prescribed format from a scheduled bank is acceptable provided EMD amount is not less than Rupees One Lac. BG should be valid for a minimum period of Bid Validity plus three months.
- Wherever applicable, scanned copy of EMD Instrument (i.e. B.G /MSEs/NSIC certificate etc.) must be uploaded along with offer & original of BG should reach to the office of tender issuing authority in sealed envelope super-scribing tender name, tender number, date of opening and bidder's name, before the deadline of submission but not later than 7 (seven) days from tender opening date. Offers for which EMD BG is not received within 7 days from tender opening date, are liable for rejection.

xxx) In case, a bidder submits any of the Pre Qualification supporting documents in any Foreign language other than English, then it will be the responsibility of the bidder to also provide the English translation copy of the such document duly certified, stamped and signed by their Local Chamber of Commerce/ Notary.

xxxi) During the contract / engagement the organization, its employees, agents, other contractors, sub-contractors and their employees, etc., may be exposed to certain unpublished price sensitive information (UPSI), that is not generally available and which upon becoming generally available is likely to materially affect the price of the securities issued by IndianOil. Such UPSI shall be held by the organization, its employees, agents, other contractors, sub-contractors and their employees etc., in strictest confidence and shall not be disclosed to any other party except on need to know basis and with the prior consent of IndianOil. It is hereby further cautioned that, the organization, its employees, agents, other contractors, sub-contractors, their employees and immediate relatives thereof, should not trade in the securities of IndianOil while in possession of such UPSI or communicate such UPSI to any person except in furtherance of legitimate purposes, performance of duty or discharge of legal obligations. Any trades in securities of IndianOil, while in possession of any UPSI would be presumed to have been motivated by the knowledge and awareness of the UPSI and liable for penal action under this contract / engagement as well as under SEBI (Prohibition and Insider Trading) Regulations, 2015. It is therefore advised to familiarize with the "Code for Prevention of Insider Trading in the Securities of IndianOil", copy of which is hosted on the website www.iocl.com. Accordingly, it must be ensured that any UPSI, whenever received from the IndianOil,

- a. shall be used solely for the purpose for which it is being disclosed;
- b. shall be preserved and the secrecy of such information shall be maintained;
- c. shall not be disclosed to any third party;
- d. shall be kept securely and properly protected against theft, damage, loss and unauthorized access (including access by electronic means) by deploying means similar to those being used to secure their own confidential information;
- e. to notify IndianOil immediately upon becoming aware that any of the confidential information has been disclosed to or obtained by a third party.

The organization shall undertake that its employees & their immediate relatives, agents, sub-contractors and any other person associated with said contract / engagement does not violate any of the provision of the SEBI (Prohibition of Insider Trading) Regulation, 2015. Any violation shall be considered as breach of terms of contract / engagement and IndianOil shall take necessary action for such breach in addition to reporting to SEBI for taking necessary action under SEBI (Prohibition of Insider Trading) Regulations, 2015.

Dated:16.03.2024

Noonmati, Guwahati-781020

Notice Board – Contract Cell

Deputy General Manager (Contracts)

IOCL, Guwahati Refinery

Phone: 0361-259-7830/35