



NOTICE INVITING E-TENDER

Digitally signed and sealed (encrypted) E-Tenders are invited in **Care Taking & Allied Jobs at IOCL Officers Colony at Kalyani** with Price-Bid; from Enlisted Bidders for as detailed below:

SL	DESCRIPTION	DETAILS
1	TENDER NO.	KLN/110/2018/LT-07
2	E-TENDER ID:	2018_WBSO_75390_1
3	NAME OF THE WORK	Care Taking & Allied Jobs at IOCL Officers Colony at Kalyani
4	TYPE OF TENDER	Electronic Bid under single bid system Price Bid
5	ESTIMATED COST	INR 17,74,956/- (Rupees Seventeen Lac Seventy Four Thousand Nine Hundred Fifty Six) Only inclusive of all outgoings both Statutory & Non-Statutory; and GST @ 18%.
6.0	EARNEST MONEY DEPOSIT	INR 17800/- (Rs Seventeen Thousand Eight Hundred only).
6.1	MODE OF PAYMENT OF EMD	<ul style="list-style-type: none"> • ONLY BY ONLINE THRU E-TENDER PORTAL. • Bank Guarantee as an instrument towards Earnest money deposit shall be accepted only if amount of EMD is more than Rupees One Lac. • For detail about process of payment of online EMD, bidders shall refer “Special Instructions to the Bidder (SITB)” and “FAQs - Online EMD Facility in IOCL e-Tendering” documents attached separately along with the tender. • Offline EMD payment through Demand Draft (DD), Bankers Cheque (BC) shall not be accepted. • Acceptance of BG: Bank Guarantee for value up to Rs Two Crores can be accepted if it is issued by an Indian Branch of any Scheduled Bank appearing in the Second Schedule to the RBI Act of 1934. • Bank Guarantee for EMD should be valid for the period of six months or till validity of offer plus 2 months, whichever is later. If needed, validity of BG should be extended by the Party /

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		<p>Bank.</p> <ul style="list-style-type: none"> Bank Guarantee should be submitted as per enclosed proforma only If BG towards EMD is submitted in any manner other than aforesaid, the Tender is liable to be rejected. In case EMD is submitted through BG: (a) The bidder will upload scan copy of BG along with the other required document (b) the original instrument (BG) in physical form must be deposited in sealed envelope clearly mentioning the tender reference <u>KLN/LPG/BP/COLONY-TRANSIT/2018-19/LT-02</u> within 7 working days from the date of opening of technical bids at the address given below: Shri Shikharan Dakua Indian Oil Corporation Ltd. (Marketing Division), LPG Bottling Plant, Kalyani District: Nadia, State: West Bengal Only those physical BG instruments found matching with the copy submitted in the e-portal shall be considered as valid. Exemption from submission of EMD: Exemption from payment of EMD shall be allowed to all parties registered with the below mentioned bodies as per Public Procurement Policy for Micro & Small Enterprises (MSE) order 2012. The exemption shall be irrespective of their status as micro, small or medium enterprises. The exemption shall also be irrespective of whether they are registered for the tendered item. <ul style="list-style-type: none"> District Industries Centers (DIC) Khadi and Village Industries Commission (KVIC) Khadi and Village Industries Board Coir Board National small Industries Corporation (NSIC) Directorate of Handicraft and Handloom Udyog Aadhar Memorandum (UAM) Any other body specified by Ministry of MSME. <p>Note: Against UAM copy of acknowledgement generated online shall be acceptable.</p> <ul style="list-style-type: none"> MSEs participating in the tender must submit the certificates of registration with any one of the above agencies along with their bid. The registration certificate issued from any one of the above

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		<p>agencies must be valid as on close date of the tender. The MSEs who have applied for registration or renewal of registration with any of the above agencies/ bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption.</p> <ul style="list-style-type: none"> • PSUs (Central & State) and JVs of IOCL. • A scanned copy of the EMD instrument or exemption certificate in case of NSIC or exempted categories shall be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate link. <p>Tenderers not paying EMD or not uploading the scanned copy of requisite BG towards EMD or valid exemption certificate on or before tender submission date and time will be summarily rejected.</p> <p>Note: The Permanent EMD, submitted towards Empanelment shall not be considered valid for this tender. EMD for this Tender shall be submitted separately.</p>
7	SALE OF TENDERS	Tender documents to be downloaded from the e-tendering portal https://iocletenders.gov.nic/ free of cost using digital signature & registered used ID.
a)	TENDER DOWNLOAD START DATE	As per the E-Tender Portal
b)	TENDER DOWNLOAD CLOSE DATE	As per the E-Tender Portal
8.0	PRE-BID MEETING DATE	As per the E-Tender Portal
8.1	VENUE OF PRE-BID	Not Applicable
9 a)	BID SUBMISSION START DATE – ONLINE ONLY	As per the E-Tender Portal
9 b)	BID SUBMISSION END DATE – ONLINE ONLY	As per the E-Tender Portal
10	BID OPENING DATE (Techno-commercial Bid Only)	As per the E-Tender Portal

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11	VERIFICATION OF ORIGINAL DOCUMENTS	As required.
13	VALIDITY OF OFFER	6 months from the date of opening of technical bid
14	CONTACT PERSON	Ch. Mgr. (P), IOCL Kalyani BP Tel. No. 033 – 25828638 / 8766 Email: baruaa@indianoil.in
15	ANNUAL TURNOVER	The annual turnover during the last three preceding financial years ending in 31 st March, 2017 (FY 2015-16, 16-17 & 17 - 18) need to be uploaded.
i)	ANNUAL TURNOVER DEFINITION	<ul style="list-style-type: none"> • Total revenue as per schedule III of Companies act, 2013 (Earlier revised Schedule VI of Companies Act, 1956) shall be considered as Turnover. • The turnover for this purpose should be as per audited balance sheet of the tenderer. However, if the tenderer is not required to get its accounts audited under section 44AB of the Income Tax Act, 1961, certificate from a practicing Chartered Accountant towards the turnover of the tenderer along with copies of its Income Tax return for the respective Financial Year to be uploaded. • If the tender is invited during April - September, in case of non-availability of audited balance sheets (Profit and Loss account Statement) / published accounts of the immediate preceding year, the audited balance sheet (P & L statement) / Published account of 4th preceding financial year shall be acceptable. • Audited balance Sheet/ published accounts on a calendar year basis shall also be acceptable. • In case of non submission of any of the Balance sheet the same shall be treated as NIL.
ii)	ANNUAL TURNOVER DOCUMENTS REQUIRED	Relevant pages of Audited Balance Sheets and Profit & Loss Statements as specified in [15] above.

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16	OTHER IMPORTANT DOCUMENTS	<ul style="list-style-type: none"> PAN: Party should have valid Permanent Account Number (PAN) under the Income Tax law. PF No: Party should have valid Provident Fund registration number. (For works) ESIC No: Party should have valid ESIC registration number. (For works) GST Number: The tenderer should have valid GST Registration number. The Parties without valid GST Number need not quote. Power of Attorney / Board Resolution (as applicable) in favour of Tender Signing Authority All Standard declarations (as applicable) enclosed with Tender Documents. Acknowledgement copies of IT Returns for the last 3 assessment Years i.e. AY 2015-16, AY 2016-17 & AY 2017-18. HSN / SAC Code & Applicable GST Rate declaration in the Format specified.
17	AUTHENTICITY OF UPLOADED DOCUMENTS	<ul style="list-style-type: none"> The responsibility of authenticity of the documents being submitted by the bidders in the tender shall be solely with the respective bidders. However, IOCL reserves the right of getting the document cross verified, at their discretion from the document issuing authority or with original. The bidder shall have to produce the original documents whenever asked by IOCL for verification purpose. In the event document / information submitted by the tenderer is found to be forged or incorrect, the tender will be rejected and / or the contract with such tenderer shall be terminated and EMD and / or SD submitted shall be forfeited. Such tenderer may also be put on Holiday List by IOCL. IOCL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise.

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18	EVALUATION CRITERIA	<ul style="list-style-type: none"> • Only the Technical Bid, of those parties submitting their tenders before due date and time of submission, shall be opened on the due date & time of opening. • The tenders will be rejected if requisite EMD instrument or valid Exemption document is not uploaded on or before the due date/time of submission. • The Techno-Commercial & Price Bid of only those parties shall be opened who has not imposed any counter conditions & completed all required documentation including response of Techno-Commercial queries at IOCL e-tender portal. • After opening the price bid, party who has quoted the lowest rate (L1 rate) will be considered for award of work with or without negotiation as per the policy of the Corporation. • In case of identical quotes at L1 position, all the L-1 bidders shall be asked to submit discount bid in terms of percentage discount over previous quoted amount in a sealed envelope. • The bidder whose discount is more will be considered as L-1 bidder. The bidders can witness the opening of sealed covers. In case there is a tie again, the bidder with the highest turnover worked out to three decimal points in any of the last three years as submitted against turnover criteria shall be considered as L1 bidder. Party with higher annual turnover during any of the last three financial years shall be given preference.

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19	GENERAL GUIDELINES	<ul style="list-style-type: none"> Physical Bids will not be accepted. Tender Documents can be downloaded from https://iocletenders.nic.in and on-line bids are required to be submitted with Digital signatures on the website. Help files to upload the bids are available on the website. EMD to be deposited online thru e-tender portal only within the Tender Due Date & Time. Offline EMD instruments & late receipt of EMDs shall not be accepted & Tender will be treated as without EMD. TENDER WITHOUT REQUISITE EARNEST MONEY DEPOSIT WILL BE SUMMARILY REJECTED. Foreign Currency Conversion Rates: In case the credentials submitted in foreign currencies, the same will be converted to INR based on SBI TT Selling rate as on the last day of the month previous to the one in which the Tender was invited. All intending bidders who view / download the tender document are advised to visit our website till the end date of sale of tender document for any changes or addendums. Indian Oil reserves the right to accept or reject any or all tenders at any time, at their sole discretion without assigning any reason whatsoever. In such a situation, IOCL will not be liable to pay any cost incurred by the bidder for the Tender. Any query with regard to rejection of the tender may be forwarded to Sh. Shikharan Daku, CPM at sdakua@indianoil.in. In case of any legal dispute the same shall be within the jurisdiction of Kolkata, West Bengal.

**Indian Oil Corporation Limited
(Marketing Division)
LPG Bottling Plant, Kalyani**

E- TENDER NOTICE

NIT No./ Name of the work	Tender documents Download Period	Contact Person
E-TENDER NO. (Tender ID) for Care Taking & Allied Jobs at IOCL Officers Colony at Kalyani.	15.05.2018 To 24.05.2018	Ch. Mgr. (P) Tel. No. 033 – 25828638 / 8766 E-mail: baruaa@indianoil.in
Please visit our website https://iocletenders.gov.nic/ for further details		