



Name of Work
Agency for Physical verification of Furniture & Fixtures Assets & marking of Asset No. at Panipat Refinery.

Tender No.
RPNC220037

INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
Panipat Refinery and Naphtha Cracker Complex

NOTICE INVITING TENDER (E-Tender)

1.	Tender No.	RPNC220037
2.	Type of Bid	Domestic BIDDING Under Two Bid System
3.	Name of Work	Agency for Physical verification of Furniture & Fixtures Assets & marking of Asset No. at Panipat Refinery.
4.	Time Schedule	3 (Three) Months from the date of issue of LOA/handover of work at site by Engineer-In-Charge.
5.	Tender download schedule	From 12-03-2022 to 19-03-2022 upto 2.30 p.m. Tender documents can be downloaded free of charge from the website https://iocletenders.nic.in during the above period.
6.	Pre-Bid Meeting	NA
7.	Last date of submission of tender	19-03-2022 Time : 2:30 PM.
8.	Techno-Commercial Tender opening date	21-03-2022 at 3:00 pm or at a later date/time convenient thereafter. Date & Time of Price bid opening will be communicated only to techno-commercially acceptable bidders.
9.	Earnest Money Deposit (EMD)	Nil
10.	Pre-qualification Criteria(PQC):	<p>The intending tenderers shall have to furnish proof of their pre-qualification and experience along with the Part-I (Techno-commercial bid).</p> <p>Since the nature of job is Non-Critical, Therefore, Bidder registered under "Start-up India" are relaxed for "100%" PQC criteria and MSME registered bidder are relaxed for "15%" PQC criteria.</p> <p>Bidders will be recognized as Start-ups (as per Start-up India Action Plan of Govt of India) subject to Submission of Certificate of recognition as Start-up from DIPP (Department. Of Industrial Policy & Promotion), Ministry of Commerce & Industry, Govt of India.</p> <p>Note: Start-ups and MSE bidders shall be required to submit an undertaking stating that they will comply to all quality requirements and technical specifications of the tender during execution and adhere with the completion schedule & statutory compliance as mentioned in tender.</p> <p>Note: Processing of PF and ESI have been relaxed for participation in this job and bidders are permitted to obtain PF and ESI after award of job but prior to release of payment.</p>



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10.1	Annual Turnover (ATO)	<table border="1"> <thead> <tr> <th>For Non-MSME and Non-Start-up registered bidders</th> <th>For MSME registered bidder</th> <th>Start-up registered bidders</th> <th>India registered bidders</th> </tr> </thead> <tbody> <tr> <td>Minimum Rs. 0 Lacs</td> <td>Minimum Rs. 0 Lacs</td> <td>Minimum Rs. Nil Lacs</td> <td></td> </tr> </tbody> </table>			For Non-MSME and Non-Start-up registered bidders	For MSME registered bidder	Start-up registered bidders	India registered bidders	Minimum Rs. 0 Lacs	Minimum Rs. 0 Lacs	Minimum Rs. Nil Lacs	
		For Non-MSME and Non-Start-up registered bidders	For MSME registered bidder	Start-up registered bidders	India registered bidders							
Minimum Rs. 0 Lacs	Minimum Rs. 0 Lacs	Minimum Rs. Nil Lacs										
During any of the preceding three financial years i.e., 01.04.2018 , onwards). Proof of ATO shall be submitted in form of Audited Balance Sheet & profit and loss account.												
10.2	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 (In case of extended bid submission date, original bid submission date shall be considered) falls]		For Non-MSME and Non-Start-up registered bidders	For MSME registered bidder	For Start-up India registered bidders							
		Three (03) similar completed works each costing not less than OR	Rs. 0 Lacs	Rs. 0 Lacs	Rs. Nil Lacs							
		Two (02) similar completed works each costing not less than OR	Rs. 0 Lacs	Rs. 0 Lacs	Rs. Nil Lacs							
		One (01) similar completed work costing not less than	Rs. 0 Lacs	Rs. 0 Lacs	Rs. Nil Lacs							
(The above values of completed works is exclusive of Service Tax/GST).												
10.3	Similar nature shall be defined as	Not Applicable										
10.4	Additional Technical Requirement	<p>Technical Prequalification shall be as follows:</p> <p>1) Partner / Proprietor of the Chartered Accountant or Cost Accountants firm must hold a valid Certificate of Practice (CoP) issued by ICAI.</p> <p>2) The firm must have existence for five years or more as on 31.03.2021 as per Certificate of Practice (CoP) and non-submission of CoP by Chartered Accountant or Cost Accountants firm will result in disqualification.</p> <p>3) The bidding firms are required to submit the following documents along with their bids:</p> <p>a) Latest firm constitution Certificate from the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India</p> <p>b) Information as specified in Annexure - B.</p>										
11.	Mode of Submission	Offer must be uploaded on e-tender website https://iocletenders.nic.in before the last date & time of submission of tender. Offer submitted using any other mode will not be										





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		accepted.
12.	Other requirements	<p>Following additional documents shall be uploaded by the bidder along with the bid.</p> <p>1. PF Code Allotment letter/ PF registration. 2. Independent ESI Code or undertaking for Independent ESI code in the Format given in Exhibit Formats PART-2. 4. Assessment Order or copy of Income Tax Returns (duly acknowledged by Income Tax Department) for last 3(three) financial years. 5. Power of Attorney in favour of person authorized to submit the bid. 6. Copy of PAN card 7. Certificate of Incorporation / Partnership deed/ Proprietor ship affidavit</p>
13.	Tender Inviting Authority	<p>CMCC (HOD)-Contract Cell, Panipat Naphtha Cracker Indian Oil Corporation Limited, Panipat-132140 Contact details : Tel. :+91-0180-252-6615/0180-252-6617 E-mail: sinkum@indianoil.in/singh.p@indianoil.in</p>
14.	Integrity Pact Agreement	Not Applicable
15.	Reverse Auction	Not Applicable
16.	Purchase preference to MSE bidder for this Tender job	It is Pure Service Contract. Refer 'Instruction to Tenderers' in this regards.
17.	Purchase preference Linked with Local Content (PP-LC) for this Tender job	Not Applicable
18.	Splitability of Job	<p>No, The subject work is indivisible which means it shall be awarded to single successful bidder unless stated otherwise elsewhere in the tender document. However, award of work to the single successful bidder in one or more part and/or in one or more instalments is at sole discretion of IOCL.</p>

18. General: Bidder to note the followings before bidding

i) Bidder to declare the GST rate in BOQ excel sheet (as per provision given in BOQ sheet) and accordingly the Quoted price shall be inclusive of GST and evaluation shall be done based on the Landed cost (i.e inclusive of GST).

- ii) Offer from following types of bidder will not be accepted
- Who are in the Holiday / Negative list of IOCL or its Administrative Ministry, MoPNG.
 - Who are under liquidation, court receivership or similar proceedings.
 - Consultant or their subsidiary Company or companies under the management of consultant for execution of the same project for which they are working as consultant.
 - Bidder(s) who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code).
 - Bidder(s) whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the Code at any stage of evaluation of the bid.”



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- iii) Offer from Joint Bidders / Consortium will not be acceptable unless stated otherwise elsewhere in the tender document.
- iv) 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.
- v) Detail work order qualifying for similar in nature as described including covering letter and schedule of rates and completion certificate containing executed value of similar nature of work as defined above shall be required. 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.
- vi) If the documentary evidence of executed value is submitted by the bidder along with his bid then the work order value or executed value, whichever is higher, shall be considered for meeting PQC requirement and his offer will be evaluated accordingly. If no documentary evidence is submitted by the bidder for the completion value then his offer will be considered on the basis of the work order value with amendments if any, of successfully completed work and no further query in this regard will be made. **However, certificate for successful completion of job is mandatory.**
- vii) For experience purpose (1/2/3 Work Order) the Work Order with completion date within last five years (irrespective of work order issue date and date of commencement) shall be acceptable.
- viii) 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'.
- ix) 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.
- x) 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.
- xi) 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. In this regards, bidder may submit filled up **Annexure-J of 'Instructions to Tenders' of tender document** (available in the tender) with duly certified by the competent authority of the work order issuing client.



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- xii) In case the Tender job is ARC/AMC/CAMC in nature then evaluation for experience criteria shall be based on annualized value of work order or annualized executed value, whichever is higher and submitted by the bidder (where the work order completion period submitted by the bidder is more than one year).
- xiii) In case of foreign bidders, if the value indicated is in currency other than USD the same shall be converted in equivalent USD considering the conversion rate as on the date of issue of the reference order(s) based on SBI bill selling rate.
- xiv) Relevant supporting documents towards other requirements specified are also to be uploaded along with Techno-commercial bid failing which bid is liable for rejection.
- xv) 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.
- xvi) Bidder to note that the amount considered for meeting the experience criteria of PQC shall be exclusive of Service Tax/GST. In case the value of job submitted by the bidder does not have clarity with regard to inclusion/exclusion of Service tax/GST, the amount appearing in the certificate shall be considered exclusive of tax and shall be evaluated accordingly.
- xvii) 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.
- xviii) IOCL will allow Purchase Preference to MSE as per applicable guidelines.
- xix) 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.
- xx) Legal dispute, if any, shall only be within the jurisdiction of Local Court unless mentioned otherwise.
- xxi) All communication will be made through e-Tendering web site (<https://iocletenders.nic.in>). However, IOCL reserve the right to take cognizance of the communication made outside e-Tendering Portal under exceptional circumstances.
- xxii) 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.
- xxiii) 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).
- xxiv) 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.



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- xxv) 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 after the issue of the tender enquiry.
- xxvi) Offers not meeting statutory requirement are liable for rejection.
- xxvii) Bidders are advised to visit Announcement section/ Information for DSC/ Bidders Manual Kit/ FAQ of e-Tender Portal before bidding.
- xxviii) Bidders will have to upload the duly signed (by authorized signatory as per Income tax Act 1961) audited balance sheet along with profit and loss account of last 03 (Three) financial year for meeting ATO requirement as specified in NIT. Published Annual report available in the public domain shall also be acceptable. ATO document must contain the Name, Signature and membership no. of Chartered Accountant.
- xxix) 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.
- Notwithstanding any other provision mentioned elsewhere in the tender document that may contradict the above clause, this clause shall supersede its applicability in all respects. No claim on contradiction or ambiguity on whatsoever ground shall be entertained.
- xxx) Refer ITB of the tender document/Special instruction to bidder (SITB)/Supplementary instruction to tenderers of e-tender web site for more details.
- xxxi) Bidders have to upload the valid duly notarized, authorization document on stamp paper, in favour of signatory to tender (like Proprietorship Affidavit, Partnership deed, Power of Attorney, Copy of memorandum & Article of associate etc as the case applicable).
- xxxii) Any Addendum/Corrigendum/Sale date extension in respect of above Tender shall be issued on our website: <https://iocletenders.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.
- xxxiii) 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.
- xxxiv) In case, any bidder or a foreign bidder submits any of the Pre Qualification supporting documents in any language other than English, then it will be the responsibility of such foreign bidder to also provide the English translation copy of the same duly certified, stamped and signed by their Local Chamber of Commerce/ Notary.



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xxxv) Foreign bidders are not permitted to bid against domestic tender. Foreign bidders are permitted to bid only against Global Tender.

xxxvi) 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 recognised by DIPP, Central/State PSU and JVs/ Subsidiary companies 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.
- After the due date of bid submission, suo-motto submission of MSE certificate / DIPP certificate / any documentary proof against EMD exemption will not be considered for EMD exemption and/or Price preference.
- BG in prescribed format from a scheduled bank is acceptable provided EMD amount is not less than Rupees One Lac.
- Wherever applicable, scanned copy of EMD Instrument (i.e. B.G /MSE Certificate/DIPP.) 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, preferably before the deadline of submission but not later than 7 (seven) days from tender opening date.

xxxvii) Document for Purchase Preference:

- MSE registered agencies covered under MSMED act are eligible for Purchase preference in Pure Service Contract only. Bidder claiming such Purchase Preference needs 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.
- After the due date of bid submission, suo-motto submission of Startup Certificate (DIPP) for EMD exemption/MSE certificate for EMD exemption as well as Purchase Preference will not be considered for any evaluation.

(Manoranjan Sinku)
CMCC (HOD)-Contract Cell
Panipat Naphtha Cracker





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Annexure-B

ADDITIONAL INFORMATION TO BE SUBMITTED BY THE BIDDERS

S. No.	Particulars	Response
1	Name of the CA firm	
2	Firm Registration No. (issued by ICAI)	
3	Whether the status of the firm is 'Partnership'? (Yes/No)	
4	Whether the firm has an office in Panipat or Karnal and the same is headed by one/ more partner(s) of the firm? (Yes/No)	
5	If 'yes' , complete address with phone number(s) of such office at Panipat/ Karnal.	
6	No. of Partners	
7	Name of Partners with ICAI membership No.	
8	Is the experience of the CA firm more than ten years? (Yes/No)	
9	Name of the partner who will be handling this assignment, if awarded.	
10	Address of such partner	
11	Contract No. (s)	
12	e-mail address	



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