

INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
(Paradip Refinery)
(Regd. Office: G-9, Ali Yavar Jung Marg, Bandra (East)
Mumbai-400051 (India) CIN - L23201MH1959GOI011388)

NOTICE INVITING GeM

1.	Tender No.	PDO1V22301
2.	Type of Bid	DOMESTIC BIDDING Under Two Bid System ARC Job; Service Contract
3.	Name of Work	Physical verification of Assets at Paradip Refinery, Paradip, Odisha.
4.	Work Time Schedule	From 01.04.2023 to 31.03.2026.
5.	Tender download schedule	Tender download schedule as per GeM Portal
6.	Pre-Bid Meeting	NIL
7.	Last date of submission of tender	As per GeM Portal
8.	Techno-commercial Tender opening date	As per GeM Portal or at a later date/time convenient thereafter. Date and time of Priced Bid opening will be communicated only to techno-commercially acceptable bidders.
9.	Earnest Money Deposit (EMD)	NIL
10.	Pre-qualification Criteria(PQC):	The intending tenderers shall have to furnish proof of their pre-qualification and experience along with the Part-I (Techno-commercial bid).
10.1.a	Annual Turnover (ATO)	Minimum ₹1.00 Lakh during any of the three preceding financial years. For fulfilling the financial criteria (ATO), an audited balance sheet and profit and loss account of the bidder shall be considered as acceptable proof. Published Annual report available in the public domain shall also be acceptable.
10.1.b	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) The completion date should fall within the qualifying period.	Three completed works each costing not less than ₹76,562.08 (annualized) OR Two completed works each costing not less than ₹1,02,082.77 (annualized) OR One completed work costing not less than ₹1,27,603.47 (annualized) (The above values of completed works are exclusive of GST).
10.2	Similar nature shall be defined as	Physical verification of Assets, Store items or stock by a chartered or cost accountant firm.
10.3	Additional Technical Requirement	NIL

11	Tendering/Awarding Methodology	Selection Criteria for this tender shall be based on Combined Quality and Cost Based Selection (QCBS) System as per methodology provided in tender documents. Tender on GeM portal (https://gem.gov.in/)
12	Mode of Submission.	Offer must be uploaded on <u>GeM Portal</u> website before the last date & time of submission of tender. Offer submitted using any other mode will not be accepted.
13	Other requirements	<ol style="list-style-type: none"> 1. PF Code Allotment letter/ PF registration. 2. Independent ESI Code or undertaking for Independent ESI code in the Format given as Annexure to ITB. 3. Assessment Order or copy of Income Tax Returns (duly acknowledged by Income Tax Department) for last 3 (three) financial years. 4. Power of Attorney in favour of person authorized to submit the bid. 5. Copy of PAN card & GSTIN. 6. Certificate of Incorporation / Partnership deed/ Proprietorship affidavit 7. Valid UDYAM certificate, start-up certificate for start-up bidders. (applicability as per clause no. 17. xxxiv)
14	Tender Inviting Authority	Deputy General Manager (Contracts) Indian Oil Corporation Limited Paradip Refinery PO- Jhimani, Via-Kujang, District-Jagatsinghpur Odisha-754141 Tel No- +91 6722-252063/252088/252058 Email: pdrpcontractcell@indianoil.in dwivedyg@indianoil.in
15	Integrity Pact Agreement	N.A.
16	Undertaking from bidder sharing land border with India	Undertaking from bidder sharing land border with India shall be applicable to this tender. Format is enclosed separately as annexure-1 (Bidders are required to submit/upload the signed undertaking in the appropriate space provided in GeM portal).

17. General

Bidder to note the followings before bidding:

- i.) Offer 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, insolvency resolution process or similar proceedings.
 - c) 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.
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 subcontractor, 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.
- ii.) Offer from Joint Bidders / Consortium will not be acceptable unless stated otherwise elsewhere in the tender document.
- iii.) The subject work is indivisible and shall be awarded to single successful bidder unless stated otherwise elsewhere in the tender document.

- iv.) The experience of bidding entity will only 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.) **For fulfilling the experience criteria against work order(s) following documents may be considered as valid proof for meeting the criteria:**
- a. Purchase/ Work Order copy with Schedule of Rates/ Scope of Works.**
- b. Satisfactory Completion certificate by client with executed value, date of completion of the job and reference work order number. 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.**
- vi.) **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. 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 of successfully completed work and no further query in this regard will be made.**
- 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.**
- 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.**
- x.) **In case of ARC nature of tender, evaluation for experience criteria for bidders shall be based on annualized value of work order or annualized executed value, whichever is higher and submitted by the bidder.**
- xi.) 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.
- xii.) Relevant supporting documents towards other requirements specified are also to be uploaded along with Techno-commercial bid failing which bid is liable for rejection.
- xiii.) **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.**
- 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 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. For details, please refer to pt. no. 5 of the Special Conditions of Contract, Part-I of the techno-commercial bid.
- 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. The bidders to quote competitive prices considering the fact that price negotiations, if required, to be held with the lowest tenderer only.

- 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 (GeM portal). However, IOCL reserve the right to take cognizance of the communication made outside (GeM 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) contains 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 after the issue of the tender enquiry.
- 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 GeM 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 ITB 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: (E-tender Portal) 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.) In case, 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.
- xxx.) Foreign bidders are not permitted to bid against domestic tender.
- xxxi.) In case of involvement of foreign contractors, tenders can be submitted either by the contractor directly OR by their Indian Agent on behalf of them, but not both. The Indian Agent should represent only one contractor and he will not be allowed to quote on behalf of another contractor for subsequent or parallel tender for the same job. (Applicable only for Global Tender).
- xxxii.) PF & ESI is not mandatory for Foreign bidders, foreign bidders are required to submit an undertaking clearly stating that they will not employ any man-power from India OR in case they will employ the man-power from India, they will comply with the PF & ESI requirements.
- xxxiii.) OWNER reserves the right to reject, accept or prefer any tender or to abort the bidding process without assigning any reason whatsoever. Although ordinarily the lowest responsive bid amongst the bids submitted by tenders and considered by the OWNER to qualified and competent shall be preferred, 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.
- xxxiv.) As the job is of critical nature, PQC relaxation for start-up& MSE bidders shall not be applicable.
- xxxv.) 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,

Central/State PSU and JVs of IOCL are exempted from submission of EMD. Bidders 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 bid submission date. In absence of same their offer are liable for rejection. Su motto submission of MSE certificate after the due date of bid submission will not be considered for EMD exemption / 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 /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, preferably before the deadline of submission but not later than 7 (seven) days from tender opening date.
- EMD is not required, in case of start-up recognized by DIPP.

**Deputy General Manager (Contracts)
Indian Oil Corporation Ltd.,
Paradip Refinery**