


NOTICE INVITING E-TENDER

Indian Oil Corporation Limited invites electronic bids through its website <https://iocletenders.nic.in>, under two-bids system for the work as detailed below from indigenous bidders fulfilling the qualifying requirements as stated hereunder:

1.	TENDER NO.	:	RCC/NR/HR/PT-184/2022-23
2.	E-Tender ID	:	2023_NRO_166966_1
3.	NAME OF WORK	:	HIRING OF ACCOMMODATION & TRAINING FACILITIES IN SAME PREMISES FOR CONDUCTING INDUCTION PROGRAMME FOR IOCL OFFICERS DURING 2023-24
4.	LOCATION OF WORK	:	Northern Region Office
5.	ESTIMATED VALUE OF WORK		Rs 5,35,82,368/- (Inclusive of GST at present applicable rate of 12%)
6.	TENDER FEE	:	Nil Bidders are required to download the tender documents free of cost from IOCL e-tender website (https://iocletenders.gov.in)
7.	EARNEST MONEY DEPOSIT	:	Bidders to note that there shall be no requirement of paying EMD against this GeM-Bid. However, all bidders shall be required to be mandatorily submit the Bid Security Declaration in lieu of EMD as per standard format attached as Annexure-H . The requirement of submission of Bid Security Declaration shall also be applicable on bidders who are exempted from payment of EMD (MSEs as per PPP, Startups, CPSEs and JVs). The bid shall be summarily rejected if Bid Security Declaration in lieu of EMD is not uploaded in GeM portal on or before tender submission date and time.
8.	TENDER DOWNLOAD PERIOD FROM e-TENDER PORTAL:		
	a) Starts on	:	07.06.2023 @ 1100 hrs
	b) Ends on	:	03.07.2023 @ 1100 hrs
	Pre-Bid Conference Date, Time and Place		14.06.2023 @ 1100 hrs Bidders are advised to note that no pre-bid meeting shall take place in person. All bidders intending to raise queries shall do so either through e-mail to the contact person as given in this tender or through seek clarification option on e-tender portal, on or before the due date & time of pre-bid meeting.
9.	SUBMISSION OF TENDER IN e-TENDER PORTAL:		
	a) Starts on	:	15.06.2023 @ 1100 hrs
	b) Ends on	:	03.07.2023 @ 1100 hrs
10.	DUE DATE FOR OPENING OF TENDER:		
11.	Opening of Tender		04.07.2023 @ 1100 hrs
12.	TENDER VALIDITY	:	Offer shall be valid for 180 Days from date of opening of technical bid. In case of requirement, IOCL may seek further extension of the validity of the offer from the bidders.
13.	PERIOD OF CONTRACT	:	Contract shall be valid for 1 year from the date of issuance of Letter of Acceptance/ Work Order
14.	MODALITIES FOR FINALIZATION OF TENDER		The tender shall be finalized on LOT system. The job shall be divided in two lots, Lot 1 = 2009 Room Nights and Lot 2 = 1339 Room Nights, out of the total tendered quantity of 3348 room Nights (accommodation with lunch). Similarly, for hiring of accommodation without lunch Lot 1 shall comprise of 3091 Room Nights and Lot 2 shall comprise of 2061 Room Nights out of the total tendered quantity of 5152 Room Nights. Same approach shall be adopted in respect of the hiring of training facilities for 72 days.

		<p>The agency quoting the lowest rate shall be ordered for 5100 room nights of the tendered quantity (2009+3091). L2 and thereafter (L3, L4 etc.) shall be asked to meet their price with L1 price. Balance 3400 (1339+2061) room nights shall be ordered on 2nd agency agreeing to accept this rate. In case only one offer is technically acceptable or other agencies do not agree to match their process with L1 price the total indented quantity (i.e.100%) shall be ordered on L1 agency.</p> <p>The modalities shall be as follows:</p> <ul style="list-style-type: none"> • Offer for balance quantities shall be subject to their consent to deliver the additional quantity also within the scheduled completion period. • The offer of balance quantities shall be distributed between L-1 & L-2 typically in the ratio of work being originally awarded as per tender i.e ratio of 60:40. In case no bidder agrees to match the L-1 rates, balance quantity shall be offered to L-1 bidder.
15.	MODE OF TENDER SUBMISSION	<p>You may please note that this is an e-Tender and can only be downloaded and submitted in the manner specified in 'Special Instructions to bidders for participating in e-tender' attached separately in this tender.</p>
16.	CONTACT PERSON	<p>Subhal Kumar Senior Manager (Contracts) NRO 3rd Floor Indian Oil Bhavan 1 SriAurobindo Marg Yusuf Sarai New Delhi 110016</p>

Corporation reserves the right to revise/extend any Date/time from scheduled timelines of published tender.

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PRE-QUALIFICATION CRITERIA (PQC)

Prequalification criteria for evaluation of tenders

The total estimated cost of the work is **Rs 5,35,82,368/-** (inclusive of all taxes).

A. Similar Work Criteria:

Sr · N o	Description	Technical estimate Rs 5,35,82,368/- (inclusive of all taxes)	
1	Experience of having successfully completed similar works during last 5 (Five) years up to the last day of the month previous to the one in which tenders are being invited:	One similar completed work costing not less than Rs. 2,67,91,184/- (inclusive of GST) for General Bidders or 2,27,72,506/- (inclusive of GST) for MSE bidders. OR	Each 50% of annualized estimated cost including GST for General Bidders or 42.5% of the annualized estimated cost including GST for MSE bidders.
		Two similar completed works costing not less than Rs. 2,14,32,947/- each (inclusive of GST) for General Bidders or 1,82,18,005/- (inclusive of GST) for MSE bidders OR	Each 40% of annualized estimated cost including GST for General Bidders or 34% of the annualized estimated cost including GST for MSE bidders.
		Three similar completed works costing not less than Rs 1,60,74,710/- each (inclusive of GST) for General Bidders or 1,36,63,504/- (inclusive of GST) for MSE bidders.	Each 30% of annualized estimated cost including GST for General Bidders or 25.5% of the annualized estimated cost including GST for MSE bidders.
2	Annual Turnover (in Rs.) (During any of the three financial years 2019-20, 2020-21 & 2021-22)	Not less than Rs 3,21,49,421/- for General Bidder or should be at least Rs 2,73,27,008/- (for MSE bidders) i.e. 51% of the annualized estimated value of work.	60% of annualized estimated cost including GST for General Bidders or 51% of the annualized estimated value of work for MSE bidders

B. Additional Prequalification Criteria: -

- The hotel/ education Institution/ training center shall be situated in Delhi/Gurugram/Faridabad/Noida.
- The hotel/education Institution/ training center should have minimum 60 rooms with attached bathroom on twin sharing basis. – An undertaking to this effect shall be submitted by the bidder.
- The hotel/ education Institution/ training center should have minimum one AC conference hall for accommodating 70 participants in classroom mode with one Overhead Projector and compatible display screen; one PC/Laptop compatible with OHP; Audiovisual system supporting two cordless microphones and one collar mike; whiteboard and flipchart facility (Conference hall should be pillar free space of minimum 250 Sq.m. for conference hall) - An undertaking to this effect shall be submitted by the bidder.

- d. The hotel/ education Institution/ training center should have inhouse catering facility to serve atleast 100 participants. - An undertaking to this effect shall be submitted by the bidder.

The bidder need to submit the above mentioned details on the letterhead as per the format mentioned in

Annexure-O.

C. Definition of Similar Works: -

Similar completed Work Order related to providing accommodation or conference hall for any type of corporate trainings/ Conferences/Workshops.

Clear documentary proof of completion of work has to be uploaded to meet above criteria, such documents may be as per following:

- a. Work Order copy(ies)
- b. Completion certificates from the client against respective completed similar work(s) which should inter-alia include work order reference & date, completion date, completed value of work.
- c. In case of Work Order from Government Bodies/ PSUs - Copies of Contract Document along with either completion certificates OR duly Certified copy of bill/Invoice. Copy of contract document may not be insisted if completion certificate/ Bill / Invoice copy specifies details otherwise required like Date of PO/contract agreement, Contract Value, Execution value, date of completion and other requirements if any.
- d. In case of Work Orders from Private Parties- Certificate from CA certifying value of work done with TDS certificates (where applicable)/ bank statement shall be required in addition to the completion certificate mentioned above)

Bidders to note that:

1. The completion certificate, submitted by the bidder shall indicate the total value of completed job, inclusive of all taxes .

2. In case Service Tax amount / component is not included in the indicated total value of completed job as submitted completion certificate, a separate certificate from the respective client, mentioning the service tax amount if any, paid separately extra over and above the value of completed job under consideration, should be submitted by the bidder. This amount needs to be added to the value of completed job mentioned in the completion certificate to arrive at the value of the completed job inclusive of service tax.

Turnover over Criteria

- a) The annual turnover of the Tenderers during any of the preceding three financial year (i.e. **FY 2019-20, 2020-21, 2021-2022**) should not be less than Rs 3,21,49,421/- (60% of the monetary ceiling) for general bidders and Rs 2,73,27,008/- for MSE bidders i.e. 51% of the annualized estimated value of work.
- b) For Tenders invited during April – September, in case of non-availability of audited balance sheets (Profit & Loss Account Statement)/ published accounts of the immediate preceding year, the audited balance sheet
- c) (P&L Statement)/ Published account of 4th preceding financial year shall also be acceptable i.e. FY 2018-19 shall also be acceptable in mentioned case.
- d) Turnover for this purpose should be as per audited Balance Sheet including P&L Statement/ Published Account / Profit & Loss Account Statement of the tenderer.
- e) 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 should be obtained.
- f) Total Revenue as per Schedule III of Companies act, 2013 (Earlier revised Schedule VI of Companies Act, 1956) shall be considered as Turnover. Audited Balance Sheet / Published accounts on a calendar year basis

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shall also be acceptable. (The balance sheet copy MUST bear the Registration Number of the authorized Chartered Accountant and its SEAL. This is not applicable for published annual reports).

AMBIGUITY/INCOMPLETE DOCUMENT AGAINST PQC DOCUMENTS:-

“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 / without seeking any additional supporting documents/clarification”.

D. Methodology to be followed in finalization of Tender: -

1. Only the Technical Bid, of those parties uploading their tenders before due date and time of submission, shall be considered for opening.
2. The techno-commercial bid shall be scrutinized & evaluated based on the qualifying parameters mentioned elsewhere in NIT and on the basis of the uploaded documents (for PQC as well as other mandatory documents) in e-tender portal. Documents uploaded in support of above mentioned PQC shall be self-certified by the tenderer. Inspection of the facilities claimed shall be done before techno-commercial approval.
3. The Price Bid of only those parties shall be opened who qualify as per the qualifying parameters after evaluation as mentioned above. Prior intimation will be sent to the qualifying parties regarding due date and time of opening of Price Bid.
4. Bidder is required to confirm their status on composition scheme along with documentary evidence.
 - a. In case bidder confirms the status as “Yes” under composition scheme, bidder need not to fill GST rate & Compensation Cess in BoQ, evaluation shall be done considering both GST rate & Compensation Cess as 0.00%.
 - b. In case bidder confirms status as “No” under composition scheme, bidder is to indicate GST rate & Compensation Cess (if applicable) in the BoQ as per their understanding of applicable HSN. In the absence of these details in the BoQ, evaluation shall be done considering current GST rate envisaged by IOCL as shown in the BoQ. However, in such instances, Compensation Cess shall be considered as 0.00%.
5. Bidder is required to confirm the location of their hotel/ education Institution/ training center i.e. either Delhi or Haryana or Uttar Pradesh. In case the bidder confirms the location as “Delhi” or “Haryana” or “Uttar Pradesh” the applicable ITC reverse ratio is taken as 25.10%, 31.65% and 32.9% respectively.
6. Evaluation will be carried out on the basis of net landed cost considering GST, Cess and estimated Input Tax Credit (ITC) available to Indian Oil as envisaged and indicated in the BoQ for evaluation purpose. In case, there is any change in ITC rate after award of contract, same will have no effect on evaluation done. GST is payable as extra at indicated rate by bidder.
7. After opening the price bid, party who has quoted the lowest rate (L1 rate) derived on the basis of net landed cost basis will be considered for award of work, with or without negotiation as per the policy of the Corporation. Evaluation criteria in case of tie i.e. identical rates quoted by more than one party : a) In case of tie between two or more bidders at L-1 position, all the L-1 bidders shall be asked to submit discount bid in terms of percentage discount over previous quoted amount.

The bidder quoting more discount shall be considered as L1. In case there is a tie again between the bidders, the bidder with more no of rooms shall be considered as L1 bidders. The net amount worked out after taking into cognizance the Quoted Rate plus indicated GST less ITC (if any) shall be considered as net landed cost in order to arrive at L1 bidder. To elaborate the same, a sample is given below for your reference:

Percentage BOQ with the tender

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ESTIMATED AMOUNT 'A' SAY:	100
QUOTED RATE (%) 'B' SAY:	(-) 10
NET AMOUNT 'C' = $A*(1-B/100)$	90
GST (%) INDICATED BY THE BIDDER 'D' SAY :	18
APPLICABLE CESS (%) IF ANY 'E' SAY:	0
(GST PLUS CESS) AMOUNT 'F' = $90*(18+0)/100$	16.2
ITC (%) 'G' SAY:	27
ITC AMOUNT 'H' = $D*C*G/100$	$18*90*0.27/100 = 4.374$
NET LANDED COST 'I' = $C + F - H$	101.826

8. The tender shall be finalized on LOT system. The job shall be divided in two lots, Lot 1 = 2009 Room Nights and Lot 2 = 1339 Room Nights, out of the total tendered quantity of 3348 room Nights (accommodation with lunch). Similarly, for hiring of accommodation without lunch Lot 1 shall comprise of 3091 Room Nights and Lot 2 shall comprise of 2061 Room Nights out of the total tendered quantity of 5152 Room Nights. Same approach shall be adopted in respect of the hiring of training facilities for 72 days.
9. The agency quoting the lowest rate shall be ordered for 5100 room nights of the tendered quantity (2009+3091). L2 and thereafter (L3, L4 etc.) shall be asked to meet their price with L1 price. Balance 3400 (1339+2061) room nights shall be ordered on 2nd agency agreeing to accept this rate. In case only one offer is technically acceptable or other agencies do not agree to match their process with L1 price the total indented quantity (i.e.100%) shall be ordered on L1 agency.

The modalities shall be as follows:

- a. Offer for balance quantities shall be subject to their consent to deliver the additional quantity also within the scheduled completion period.
 - b. The offer of balance quantities shall be distributed between L-1 & L-2 typically in the ratio of work being originally awarded as per tender i.e ratio of 60:40. In case no bidder agrees to match the L-1 rates, balance quantity shall be offered to L-1 bidder.
10. In case only one offer is technically acceptable or other agencies do not agree to match their process with L1 price the total indented quantity (i.e.100%) shall be ordered on L1 agency.
 11. After award of work, in case party/s are not able to provide required no of roomnights as per IOCL terms and conditions, IOCL reserves the right to reallocate i.e. increase or decrease the room night allocation between L1 and 2nd agency i.e. no. of roomnights in Lot-01 or Lot-02 can be reallocated (i.e. increased or decreased) between the two parties.
 12. Negotiations shall not be conducted with the bidders as a matter of routine. However, Corporation reserves the right to conduct negotiations. Tenderers will have to attend the Office of INDIAN OIL CORPORATION LIMITED as informed by Tender Issuing Authority for negotiations/clarifications as required in respect of their quotation without any commitment from INDIAN OIL CORPORATION LIMITED.
 13. In case there is a tie between the bidders, the bidder with more no of rooms shall be considered as L1 bidders.
 14. Bidders are informed that Reverse Auction will be conducted for finalizing this Tender.
 - Qualifying Criteria for Reverse Auction:
 - a) H1 bidder will be rejected if he is a non-preferential bidder.
 - b) In case if H1 bidder is a preferential bidder, H1 bidder will be rejected if his quote is beyond the defined tolerance limit of L1 price as per his preferential category.
 - In case of more than one H1 bidders (H1 tie), latest bid received (bidder whose bid is received at the last) out of all H1 bidders will be rejected as per provisions mentioned above.
 - An intimation by mail/SMS shall be provided to the eligible bidders for Reverse Auction.



- The lowest price as well as bidder's latest price shall be available on the Reverse Auction screen at any point of time during the Auction process. This displayed price is the evaluated price based on which the lowest bid is determined as per evaluation criteria of BOQ / Tender Terms & conditions. Accordingly the bidder will put his quote in the Auction window if he wants to offer the reduced price considering the evaluation criteria as per Price Bid (BoQ) / Tender Terms & Conditions.
- Wherever required, the Evaluation factor/criteria shall be informed to the bidders before start of RA. In other cases the bidder shall calculate his final evaluated price as per BoQ or evaluation criteria mentioned in the tender document and quote accordingly.
- The lowest quote after end of Reverse Auction shall be considered for further processing.

15. Relaxation in norms on prior experience and prior turn over criteria for micro & small enterprises (msec) & startups. The purchase preference shall be as under: -

- When MSE is L-1: 100% order to MSE
- When MSE is not L-1 but within a price band of L-1+15%: - 20% of tender quantity through MSE subject to matching of L-1 rates.
- In case more than 1 MSE within price band of +15%, work to be split equally among all parties agreeing to match the L-1 rates subject to 4% allocation to MSE owned by SC/ST entrepreneurs.
- For claiming purchase preference as MSE, the bidder's registration shall cover the tendered item. The registration certificate submitted must also specify the category of enlistment as "Micro or Small Enterprise".
- The relaxation shall be subject to meeting the quality and technical specifications of the tendered item

IMPORTANT INSTRUCTIONS

1. The subject tender is being invited seeking accommodation in Hotels situated in Delhi, Gurugram, Faridabad and Noida. Common technical bid is uploaded against this tender, however, in Price Bid, 3 BoQs (separate worksheets in the same excel file) are given (one for each State (i.e State of Delhi, Haryana & Uttar Pradesh). Bidders have to quote in the respective BoQ worksheet for the opted State applicable for the Hotel proposed by the bidder.

It is clarified that a person shall be deemed to have submitted multiple bids if he submits more than one bid either individually or in any combination of person (individual capacity, proprietor, affiliates, partnership, association of persons, Company). All such multiple bids shall be liable for rejection.

(a) A person shall for this purpose mean an individual, proprietor, any partner, association of persons, affiliate and company.


(b) A company shall for this purpose include any artificial person whether constituted under the laws of Indian or of any other country.

(c) A person shall be deemed to have bid in a partnership format or in association of persons format if he is a partner of the firm which has submitted the bid or is a member of any association of persons which has submitted a bid.

(d) A person shall be deemed to have bid in a Company format if, the person holds more than 10% (ten percent) of the voting share capital of the company which has submitted a bid, or is a Director of the Company which has submitted a bid, or holds more than 10% (ten percent) of voting share capital and/or is a Director of a holding Company which has submitted the bid.

(e) Affiliates of a firm are not permitted to make separate bids directly or indirectly. Two or more parties who are affiliates of one another can decide which affiliate will make the bid. Only one affiliate may submit a bid. If two or more affiliates submit more than one bid, then all such bids shall be liable for rejection.

(f) Bids from Consortium or MOU parties shall not be accepted.

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(g) Bidders not quoting for a particular State must select “NOT QUOTED” from the dropdown, and write name of the bidder in the field where bidders name is required to be written in BOQ to give indication for having not quoted for particular State.

DECLARATION REGARDING FACILITIES BEING OFFERED: Details to be filled in **Annexure O and uploaded separately by the bidder**

Note:

- 1) Bidder should ensure that they have uploaded all supporting documents against above Pre-Qualification requirements and Additional Pre-Qualification requirements. In case of non-uploading of documents as mentioned above the bidder’s offer may be rejected without further correspondence.
- 2) Documents in support of Additional Pre-Qualification requirements shall be submitted in the format as per Annexure shall be self-certified by the tenderer.
- 3) Inspection of the facilities claimed shall be done before techno-commercial approval.

E. OTHER COMMERCIAL CRITERIA:


Following other criteria shall also be considered for evaluation:

- a) PAN
- b) GST Registration Number
- c) Partnership deed or Certificate of Incorporation with memorandum & articles of association
- d) Power of attorney/Board Resolution (as applicable) in favour of tender signing authority
- e) Standard declarations primarily including the following
 - (i) Undertaking by Tenderers in lieu of tender documents
 - (ii) Declaration of Blacklisting/Holiday listing
 - (iii) Declaration of A, B, C, D forms as attached in the tender document.
 - (iv) Declaration on NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation.
 - (v) Declaration for Non Tampering of tender.

F. OTHER POINTS:

Original verification of Documents:

- a. Document verification with originals shall be carried out only for the successful bidders (s) after opening of price bids. The technical qualification of the bidders shall be based on the document submitted by bidders in the tender. Recommendations for award of contract shall be made only after verification of documents with originals of the successful bidder (s).
- b. In the case of empanelment tenders, document verification with originals shall be carried out for all the technically qualified bidders before making recommendations for empanelment.
- c. As the documents are being submitted by the bidders in tenders, the responsibility of authenticity of documents shall be with bidders.
- d. Only documents against Pre-Qualification criteria shall be verified with originals.
- e. In case it is observed that the L1 party has submitted forged documents, besides cancellation of tender, necessary action for holidays listing of the party in line with guidelines shall be carried out including forfeiture of EMD.
- f. However statutory documents may be verified from online portal.
- g. The bidders shall be required to present their original documents to tender inviting authority within a period of 7 days from date of opening of Price bids or date of intimation as specified in the tender.


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- h. Please note that in event of failure of the bidder to get the documents verified as per the specified schedule, the EMD of the party shall be forfeited.

Original documents verification shall be done during the prescribed time at the following address:

**Regional Contract Cell, 3rd floor, INDIAN OIL
CORPORATION LIMITED(MARKETING DIVISION)
NORTHERN REGION
1, AUROBINDO MARG, YUSUF SARAI, NEW DELHI-
110016**


- 1) Tenderers to please note carefully the above schedule for Pre-Bid Conference since all the clarifications, if any, with regard to Technical/ Commercial conditions shall be given therein. Tenderers are advised to ensure that their queries must reach by e-mail addressed to the Contact person as specified in NIT at least two working days in advance for this purpose. Tenderers may also note that after the clarifications are given against the points discussed in Pre Bid conference, no further deviation shall be permitted and such clarifications shall be binding on all bidders. All are requested to attend the Pre Bid conference at their own cost.
 - 2) Any Addendum/ Corrigendum/ Sale Date Extension in respect of the tender shall be issued on GeM portal only & no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.
- All bidders must login and visit their DASHBOARD on regular basis to get the timely updates related to any communication sent in the form of e-mail/SMS by system.
- 3) Legal dispute, if any, arising during the evaluation of the tender shall be within the jurisdiction of local courts.
 - a) For disputes up to stage of LOA – New Delhi
 - b) For disputes during execution stage – New Delhi

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ANNEXURE-2

GENERAL INSTRUCTIONS TO BIDDERS (GITB)

1. Tender document has to be downloaded from <https://iocletenders.nic.in> free of cost using their digital signature and registered user ID.
2. Tender will not be available for purchase from any of our offices.
3. There is no Tender Fee.
4. Technical Bid and Price Bid to be submitted online only.
5. The tender document and supportive document of tender should be submitted online only.
6. Indian Oil Corporation Ltd. reserves the right to accept or reject any tender or all Bidders without assigning any reason whatsoever and may or may not accept the lowest quotation at the sole discretion of the corporation.
7. **VALIDITY:** Bidders who are willing to accept our tender condition stated in this tender should only quote for this tender. Rates quoted would remain valid for 180 days from the date of opening of tender unless extended by sole discretion of the corporation. in writing. During the validity period, tenderer will not be allowed either to withdraw or revise his offer on his own. Once the tender is accepted and work awarded, the rates will be valid for the entire contractual period except the escalation clause as mentioned under special terms and conditions. Breach of this provision will entail forfeiture of the Earnest Money.
8. The bidder quoting for this tender may be of proprietor / registered companies or registered partnership firms.
9. Firms having Partners /Directors / Proprietor who has been convicted in criminal cases or blacklisted or facing following Actions by any of the PSU Oil Companies are not eligible to submit their offers:
 - i. Termination of Contract
 - ii. Withdrawal of LOI / Work Order, have been taken for malpractices while undertaking the job as defined under similar works under PQC.
10. Tenderer / Bidder should not be under liquidation, court receivership or similar proceedings.
11. Each bidder can submit only ONE bid. In case any bidder submits more than ONE bid as clarified below, then all the bids submitted by the bidder shall be rejected.
12. Clarification on biddings aspects:
 - (a) It is clarified that a person shall be deemed to have submitted more than one bid if a person bids in an individual or proprietorship format and/or in a partnership or association of persons format and/or in a Company format.
 - (b) A company shall for this purpose include any company registered under Indian Laws.
 - (c) A person shall be deemed to have bid in a partnership format or in association of persons format if he is a partner of the firm which has submitted the bid or is a member of any association of persons which has submitted a bid.
 - (d) A person shall be deemed to have bid in a Company format if, the person holds more than 10% (ten percent) of the voting share capital of the company which has submitted a bid, or is a Director of the Company which has submitted a bid, or holds more than 10% (ten percent) of voting share capital and/or is a Director of a holding Company which has submitted the bid.

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(e) The Vendors / Firms having common Director / Partners can be considered but vendors have to submit their quotation from any one of the Firm. The quotation of another firm, if submitted will be rejected.

13. Bids from consortiums shall not be accepted.
14. Indian Oil Corporation Ltd. reserves the right to accept or reject any tender or all Bidders without assigning any reason whatsoever and may or may not accept the lowest quotation at the sole discretion of the corporation.

15. Near relatives (as per list enclosed) of an employee responsible for award and execution of this contract in the Corporation are **NOT PERMITTED** to quote. Bidder shall be obliged to intimate Corporation the names of persons who are near relatives of any employee of Corporation and who are working with the bidder in their employment or are subsequently employed by them. A retired employee of the Corporation cannot bid within 2 years of his retirement without obtaining written permission from GM (HR), HO. A copy of such permission should be attached with the tender. Any violation of this condition, even if detected subsequent to the award of contract, would amount to breach of contract on bidder's part entitling the Corporation to all rights and remedies available thereof.

16. **Contract Period** – Contract shall be valid for 1 year from the date of issuance of Letter of Acceptance/ Work Order. The contract will be effective from the date of placement of the work order.


17. Bidder should clearly state the constitution of their firm as specified in **Annexure-A**.

18. **HOW TO APPLY:**

All the required documents shall be submitted online as per checklist.


All the enclosed tender documents shall form part of the Contract. The Bidder should study all the operations/ local conditions of the location. Tenderer would be presumed to have acquainted themselves with working conditions existing at the location, before submission of tender.

19. Bidder is advised to refrain from submitting any false, forged documents during the entire tendering / later process, the penalty for which shall be termination of contract / holiday listing of Bidder at any stage and SD submitted shall be forfeited.
20. During evaluation of technical bids or price – bids of the bidders participated in the tender, if it is found that any bidder is Blacklisted / holiday listed by Corporation or MoP&NG, then bid of such bidders will be out-rightly rejected.
21. Bidders having MSE registration for services covering the tendered item will be considered for qualifying under MSE category, but selection will be based as per tender evaluation. This document may be verified from the respective Website / Department / Issuing authority for the authenticity by Corporation and invalid document may lead to disqualification of the bidder from the tender. The bidder's MSE registration should be valid on the closing date of this tender.

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22. Bidder is also advised to go through the tender documents carefully and understand these completely before quoting.
23. The estimated room-nights are only directional and the successful bidders cannot claim it as their right. The quantities can increase or decrease at the sole discretion of IOCL. Payments will be made based on actuals.
24. Price Bid is to be uploaded online only in the excel file format in IOCL E-TENDER website. No scan copies of price bid document is acceptable and in case any party submitting the price bid other than through on-line in excel file provided for the purpose, then such bid will be summarily rejected.
25. Bidders have to quote in terms of percentage (%) in the price bid. No individual item wise quote is allowed.
26. **Negotiations with the bidders will not be conducted as a matter of routine. However, Corporation reserves the right to conduct negotiations.**
27. **Pre- Bid Conference:**
Subsequent to opening of bids, IOCL will not entertain clarifications. Therefore, clarifications, if any, may be sought by the bidders during the pre-bid conference. Pre-bid conference is scheduled as given in Notice Inviting Tender (NIT).

All intending Tenderers are requested to attend the pre-bid conference. This pre bid conference minutes issued will form part of the tender documents already issued.
28. **Verification of Original Documents:**
Bidders through their authorized representatives should submit the documents asked anywhere in this tender document for verification / submission to the concerned Tender calling Authority within the time specified in the intimation failing which the defaulting bidder's bid shall be rejected:
29. Technical bids shall be opened on the due date and time.
30. After scrutiny of the Technical Bids, the eligible Bidders who meet all technical requirements shall be notified regarding the date and time for opening the price bid through e-portal.
31. **Government Guidelines:**
IOCL will be at liberty to follow any guidelines issued by the Ministry of Petroleum & Natural Gas, Government of India for award of any contract to any tenderer.

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32. Bidder has to submit signed copy of IP Agreement during Tender submission (if applicable).


33. Additional Performance Guarantee: NIL

34. Negotiations:

- a) Negotiations will not be conducted with the bidders as a matter of routine. However, Corporation reserves the right to conduct negotiations.
- b) Negotiations, if any, will be conducted with L-1 Bidder(s).
- c) Corporation may offer the rate in writing to such bidders for their acceptance / response.
- d) Any offer received from the bidder without being asked by the Corporation shall be treated as unsolicited offer from bidder and same shall be rejected summarily. Similarly, any offer received after due date and time stipulated by Corporation, shall not be considered.
- e) Only the proprietor of the firm OR the legally authorized representative of the firm may personally attend such negotiations, as commitments made and / or clarifications given during the negotiations will be binding on the Tenderer/s. He/ She should carry the necessary authorization to attend such negotiations and to hand over an authenticated copy of the same to the Corporations' representative/s participating in negotiations.

35. The Corporation reserves the right to:

- a) To reject any or all tenders either in full or in part without assigning any reason what so ever, and
- b) To engage additional contractors at any time without giving any notice whatsoever to the contractor/s already appointed against this tender.

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Annexure-3

LIST OF DOCUMENTS REQUIRED TO BE UPLOADED

1. DOCUMENTS FOR PRE QUALIFYING CRITERIA:

S. No	Description
1	<p><u>Documents required for Similar Work PQC:</u></p> <p>Work Order(s) in support of Qualifying Work Order(s) value as per NIT & it's completion certificate to prove completion of works.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. In case of Work Order from Government Bodies/ PSUs - Copies of Contract Document along with either completion certificates OR duly Certified copy of bill/Invoice. In case of Work Orders from Private Parties- Relevant TDS certificates (where applicable) OR bank statement showing the transaction for the completed work order along with a separate certificate from CA certifying the work completion amount for the work order shall be required additionally. Please note that CA certificate in this case should clearly mention the value of work completed along with work order reference number. 2. The completion certificate of the work order should include work order reference, date of completion & final completed value of work. If required, IOCL shall seek additional documents and the bidder is required to provide the same. 3. In case of foreign currency transaction to Indian firms, proof of remittance shall also be required. For the works carried out abroad and payments received by the Bidder in foreign currency, exchange rate as per SBI TT Selling rate as on last day of the month previous to one in which tender is being invited should be considered.
2	<p><u>Document Required for Annual Turnover:</u></p> <p>Copy of Audited BALANCE SHEET and PROFIT & LOSS account statements of last three preceding financial years (FY 2021-22, 2020-21, 2019-20). Published annual report is also acceptable. Audited Balance Sheet should carry the Audit Remark by CA along with CA signature and CA Membership Number OR a separate audit report by CA should be submitted.</p> <p>For Govt /PSU firms, original letter from Company Secretary certifying the annual turnover for the applicable financial years may also be accepted. Original letter will have to be produced at the time of verification of documents.</p> <p>In case, 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 full Income Tax Return (only ITR-V is not sufficient) is to be submitted. In this case please submit certificate from a Practicing CA towards the turnover along with copies of its Income Tax Return (complete Income Tax Return along with online generated documents from Income Tax Website) showing</p>



	<p>the turnover of the FY is to be submitted. Only acknowledgement page submission will not be sufficient as stated herein.</p> <p>The relevant page of ITR showing Gross Receipts/ Gross turnover of respective Assessment Year needs to be compulsorily uploaded. This page should be from the online generated documents from Income Tax website.</p> <p>Note: Provisional Balance Sheet and P&L account statement will not be considered for evaluation, even if the same is uploaded</p> <p>Definition of Turnover: Total Revenue as per Schedule III of Companies act, 2013 (Earlier revised Schedule VI of Companies Act, 1956) shall be considered as Turnover.</p>
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4. OTHER MANDATORY DOCUMENTS:

S. No	Description								
1	PAN								
2	PF Registration Certificate								
3	ESI Certificate								
4	GST Registration Certificate (GSTIN no.) - The party should submit valid GSTIN number. In case GSTIN no is not available, an undertaking (on letter head) must be uploaded along with the bid as per format given in the tender.								
5	Partnership deed or Certificate of Incorporation with Memorandum & Articles of Association								
6	<p>Power of Attorney (POA) (on non-judicial stamp paper of appropriate value duly notarized): Authority of the person uploading the bids shall be required to be submitted in the bid.</p> <p>Document required showing the authority of the person uploading & submitting the bid shall be as given in the following table.</p> <table border="1"> <tr> <td>In case of Proprietary Concern</td><td> <ul style="list-style-type: none"> If the bid is submitted by the proprietor, no POA is required. However, he will have to upload undertaking certifying that he is sole proprietor, as per format given in the tender. If the bid is submitted by person other than proprietor, POA authorizing the person to submit bid on behalf of the concern is to be submitted. </td></tr> <tr> <td>In case of Company</td><td> <ul style="list-style-type: none"> Certified copy of Board Resolution authorizing the person submitting the bid on behalf of the company. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> POA and the supporting Board Resolution authorizing the person submitting the bid on behalf of the company. </td></tr> <tr> <td>In case of Partnership Firm / LLP</td><td>POA along with Deed of Partnership / LLP Agreement.</td></tr> <tr> <td>In case of Co-Operative Society</td><td>Copy of resolution passed as per Society Rules authorizing the person submitting the bid on behalf of the Society.</td></tr> </table>	In case of Proprietary Concern	<ul style="list-style-type: none"> If the bid is submitted by the proprietor, no POA is required. However, he will have to upload undertaking certifying that he is sole proprietor, as per format given in the tender. If the bid is submitted by person other than proprietor, POA authorizing the person to submit bid on behalf of the concern is to be submitted. 	In case of Company	<ul style="list-style-type: none"> Certified copy of Board Resolution authorizing the person submitting the bid on behalf of the company. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> POA and the supporting Board Resolution authorizing the person submitting the bid on behalf of the company. 	In case of Partnership Firm / LLP	POA along with Deed of Partnership / LLP Agreement.	In case of Co-Operative Society	Copy of resolution passed as per Society Rules authorizing the person submitting the bid on behalf of the Society.
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In case of Partnership Firm / LLP	POA along with Deed of Partnership / LLP Agreement.								
In case of Co-Operative Society	Copy of resolution passed as per Society Rules authorizing the person submitting the bid on behalf of the Society.								



7	Declarations for non tampering of tender (on letter head) as per format given in the tender.
8	Declarations for “Holiday Listing” (on letter head) as per format given in the tender.
9	Declarations “A, B, C & D” as per format given in the tender.
10	Bid Security Declaration in lieu of EMD waiver, as per format attached as Annexure-H.
11	Undertaking (on letter head) for Acceptance of Tender Terms and Conditions in lieu of tender documents, as per format attached as Annexure-W. Bidders shall upload this document against submission of complete set of technical bid documents as a token of their acceptance.
12	Undertaking (on letter head) related to Insolvency & Bankruptcy Code, 2016
13	Undertaking for Declaration Form for availing purchase preference
14	Undertaking (on letterhead) for availing PPP MII ORDER 2017

5. **OTHER DOCUMENTS:** Following copy of documents are to be submitted by the successful bidder prior to placement of work order.

S. No	Description
1	Undertaking for non-engagement of child labor
2	Calculation of Local Content to be submitted after award & during execution
3	<p>Contract Agreement Form</p> <p>It is for the information of the bidder that “negotiations will not be conducted with the bidders as a matter of routine. However, Corporation reserves the right to conduct negotiations”. In case of negotiations, confirmation of the negotiations should be received from the bidder within 07 days from the date of negotiations failing which the Corporation reserves the right to ignore the quotation.</p> <p>In case of irreconcilable conflict in technical matters between the provisions in the separate contract documents concerning or governing the same aspect precedence shall be given to the provisions contained in the documents mentioned below in the order in which they are set out below:</p> <ol style="list-style-type: none"> Minutes of Pre Bid Meeting Standard taxation Clause (STC) Notice Inviting Tender Formal contract Acceptance of tender Price Bid Price schedule annexed to the letter of acceptance Agreed variations annexed to the letter of acceptance Addenda to tender documents Special terms and conditions of contract Special instructions to Bidders Instructions to Bidders and particular conditions of contract General conditions of contract. <p>Any variation or amendment issued after the execution of the formal contract shall take precedence over the formal contract and all other Contract Documents.</p>

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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.

Tender Inviting Authority

Chief General Manager (Contract Cell)

Regional Contract Cell, 3rd floor,
Indian Oil Corporation Limited Marketing Division,
Northern Region 1, Aurobindo Marg, Yusuf Sarai,
New Delhi-110016