

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

M/s.
India

TENDER NOTICE NO.: DCO3710L12/SS

Date: 20.10.2011

OIL INDIA LIMITED invites SEALED TENDERS from experienced and approved Contractors/Firms for the under mentioned work:

DESCRIPTION OF WORK/ SERVICE.	LOCATION	CONTRACT PERIOD	i)Bid Closing/ Opening date ii)Earnest money deposit
Industrial Hygiene Survey Including monitoring,estimation of hazards analysis and documentation as per the guidelines in 20 numbers of installations of OIL INDIA LIMITED,Duliajan, Assam.	OIL Operational areas at Duliajan & Moran	3 (THREE) MONTHS	29.11.2011 6,000.00 (RUPEES SIX THOUSAND ONLY)

- a) Earnest money deposited/Not deposited vide D.Draft/B.Cheque/Money Receipt
No. _____ dated _____ of _____
- b) Security Deposit will be Non-interest bearing 2.1/2% of the total contract price.
- c) Conditional/Non Conditional offer as per letter attached.

2.0 SEALED ENVELOPES Containing the Tender shall be marked with the above Tender Number and description of work and addressed to the

HEAD-CONTRACTS
OIL INDIA LIMITED
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Contracts Department,
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All tenderers shall deposit the requisite EARNEST MONEY alongwith the Tender in the form of Demand Draft/Banker's Cheque/Bank Gurantee in favour of M/s Oil India Limited and payable at DULIAJAN. This Earnest Money shall be refunded to all unsuccesssful tenderers, but is liable to be forfeited in full or part, at Company's discretion , as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected.

The bids are to be submitted in duplicate. (One in original and one photocopy of the original).

3.0 Tenders will be received upto 12:45 PM (IST) on the date as mentioned above and opened on the same day at 01:00 PM (IST) at HEAD-CONTRACTS's office before any attending tenderers.Tender box is placed at the office of Head(Contracts). However, if the above mentioned closing / opening day of the tender happens to be non-working day due to Bundh / Strike or any other reason,the tenders will be received and opened on the following working day at the same time except on Saturdays.

4.0 The rates shall be quoted per unit as specified in the Schedule of Work (Part II) and shall be in words as well as in figures. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word / figure and must be initialed. In case of discrepancy the unit rate quoted in words shall be

considerated to be correct.

5.0 The Company reserves the right to reject any or all the tenders or accept any tender in full or in part, without assigning any reason.

6.0 (a) No Tenderer must withdraw the tender after its public opening. Any such withdrawal will make the tenderer liable of forfeit his/her/their Earnest Money in full and debarred from further tendering at the sole discretion of the company and the period of debarment will not be less than 6 (six) months.

(b) Once a withdrawal letter is recived from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

7.0 The tender must be valid for 180 (One hundred & eighty) days from the date of opening of the tender.

8.0 Conditional tenders are liable to be rejected at the discretion of the Company.

9.0 Tenders can be dropped at the box placed at the office of Contract Department or can be sent by registered post addressed to

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so as to reach his office before scheduled closing date and time. Company will not be responsible for any postal delay or non-receipt of the same.

10.0 The work may be split up amongst more than one contractor at the sole discretion of the Company.

11.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased/issued along with one or more of the following documentary evidences(which are applicable to the bidder) in support of the same.

01. In case of Sole Proprietorship Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

02. In case of HUF-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.

03. In case of Partnership Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

04. In case of Co-Operative Societies-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

05. In case of Societies registered under the Societies Registration Act -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

06. In case of Joint Stock Companies registered under the Indian Companies Act -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

07. In case of Trusts registered under the Indian Trust Act - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed

and copies Service Tax and Central Excise Registration Certificate.

12.0 The selected tenderer will be required to enter into a formal contract, which will be based on their tender i.e O.I.L's Standard Form of Contract.

13.0 The successful tenderer shall furnish a Security Deposit in the form of Demand Draft / Banker's Cheque / Cash as specified above before signing the formal contract. The Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Security Money shall not earn any interest.

14.0 The amount of retention money shall be released after 6 (six) months from the date of completion certificate from the concerned department.

15.0 The work shall have to be started within seven days from the date of work order.

16.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

17.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

18.0 DISCOUNTS / REBATES.

1.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.

1.2 Post bid or conditional discounts / rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate, the contract shall be awarded after taking into consideration such discount / rebate. These provisions shall be incorporated suitably in the Bid Document

19.0 BACKING OUT BY BIDDER

In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

20.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA

In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be debarred for 2(two) years from the date of default.

21.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

HEAD-CONTRACTS
For HEAD-CONTRACTS

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

WORKS CONTRACT

Tender No. DCO3710L12/SS

SOQ - Schedule of Work, Unit, Quantities, Rates and Prices.

Service Line No.	Description of Work	Unit in Words	Quantity	Rate per Unit (Figures & Words)	Amount
10	Industrial Hygiene Survey, including, monitoring, estimation of hazards, analysis and documentation as per the guidelines in 20 (twenty) numbers of installations of OIL INDIA LIMITED; Duliajan, Assam	Number	20.000		
20	Travel (To and fro) (From the place of origin to Duliajan)	Number	2.000		
30	Accommodation in Duliajan for 7(Seven) days	Number	7.000		
40	Submission of report (10 copies)	Number	10.000		
50	Service Tax (10.3% on the total amount against Service Line No. 10	Number	1.000		
				Total Amount(Rs):	

Note :- Bidder must include all liabilities including statutory liabilities in their quoted rates.

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WORKS CONTRACT

Special Conditions of Contract(SCC)

Tender No.: DCO3710L12/SS

Scope of work :

A. Area to be covered under scope of work : 20 number of OIL installations under Duliajan and Moran OIL Operational areas. The installations shall be as follows :

- i) OIL Collecting Stations : 07 Nos.
- ii) Gas collecting Stations : 07 Nos.
- iii) Water injection : 01 No.
- iv) Drilling Rigs : 04 Nos.
- v) Power House : 01 No.

B. (a) Evaluate/Measure the magnitude of the various hazards at the identified work areas within the installation.

(b) Assess potential health risk and to differentiate between acceptable and unacceptable exposure in compliance with the OISD-GDN-166, First Edition , July 1997 Guideline for Occupational Health Monitoring in Oil and Gas Industry, American Conference of Governmental Industrial Hygienist (ACGIH) a professional agency.

(c) Evaluate the adequacy and efficiency of design suggested, if any and implement control measure.

(d) Provide information to co-relate between work environmental condition and health.

(e) Suggest Remedial measures to reduce the hazard on account of the above, wherever appropriate.

1.0 Period of Contract : 03 (three)months only.

2.0 Service Required :

2.1 (16) Numbers of installations, as specified above(under scope of work), are located in and around Duliajan, which is our field headquarter.

Another 04 numbers of OIL installations are located in Moran. The installations are i) Power House-01 No. ii) OCS-01 No. iii)GCS-1No. and iv) Water injection 1 no.

2.2 The Industrial Hygiene Survey shall include the following measurement in the installations (wherever advised by the company).

- i)Noise,
- ii) Illumination.
- iii) Ambient Air Quality (e.g. to measure O₂, CO₂, CO, SO₂, Benzene),
- iv) Measurement of Hydrocarbon (e.g Methane, Butane, Pentane, n. hexane)
- v)Measurement of particulates [Chemical mud, Cement, Carbon-black(smoke)]

2.3 **Noise dosimetry is to be done in 04 installations** and these are : i) Power House in Moran 1 No. ii) 3(three) nos. GCS in Duliajan Area.

2.4 The number of samples to be collected during the survey shall be as per the following table :

Details of the Sample Collection Plan

Location	Work Areas	Measurement			
		Noise	Illumination	Particulate	Gases
GCS	Compressor Shed	5	5	Nil	3
	Operator Room	1	1	Nil	1
	Maintenance Room	1	1	Nil	1
	Glycol Plant	2	2	Nil	2
	Air Compressor Shed	1	2	Nil	1
OCS	ET Area	3	3	Nil	2
	Separator Area	3	3	Nil	2
	CODP Area	2	2	Nil	2
	Formation Water				
	Disposal Pump Area	2	2	Nil	2
	Operator Room	2	2	Nil	2
Water Injection	Pump House	4	4	Nil	2
	Operator Room	1	1	Nil	1
Drilling Rig	Derrick Floor	2	2	Nil	1
	Dog House	1	1	Nil	1
	Generator	4	4	Nil	1
	ACPC	1	1	Nil	1
	DCPC	1	1	Nil	1
	Between AC & DC PCR	1	1	Nil	1
	Chemical Hut	1	1	Nil	1
	Mud Pump Area	1	1	2	1
	Shale Shaker Area	2	2	2	1
Power House	Control Room	4	4	NIL	1
	Battery Room	2	2	NIL	1
	LV Switch Gear Room	4	4	NIL	1
	Generator-1	4	4	NIL	2
	Generator-2	4	4	NIL	2
	HV Switch Gear Room	4	4	NIL	1
	Emergency Generator Room	2	2	NIL	1
	Surrounding Area	6	6	NIL	2

2.5 The survey should be completed within 09(nine)working days.

2.6 **Submission of Report** : A complete report of the investigation should be submitted within 45 days from the date of completion of the field study.

2.7 10(ten) copies of final Report should be submitted after completion of the field study to the Head-Medical Department, OIL INDIA LTD.; Duliajan.

2.8 **The report should include the following :**

- a) **Method of Survey**
- b) **Observations**
- c) **Recommendation(s)**

3.0 Other details :

3.1 The equipments used for measurement should be standard Industrial Hygiene equipments as per the prevailing practices in Industrial hygiene. All equipments should be duly calibrated as per SOP.

3.2 Instrument should be intrinsically safe as many of the measurements shall have to be taken in an environment which may have hydrocarbon vapor.

3.3 All prevailing Safety Norms and other relevant laws will have to be followed during the survey.

3.4 Transport : (i) The to and from traveling time shall be approximately 2 to 4 hours by road.

(ii) Vehicle shall be made available from the base in Duliajan to the Installation and back.

3.5 Accommodation : The Industrial Hygiene team carrying out the Survey shall have to make their own arrangement for accommodation during their stay in Duliajan. Accommodation will be provided in Moran if the situation demands overnight stay.

3.6 Payment terms : Payment will be released after completion of the survey as specified above and submission of the report.

BEC/BRC : A.A Bid Rejection Criteria (BRC)

1. The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following will have to be particularly, met by the bidders without which the same will be considered non-responsive and rejected.

i) **The bidders must have requisite qualification and experience to do the similar nature of job and should be Govt. approved Industrial Hygiene Surveyor.**

ii) The bidder must have the relevant experience in carrying out similar nature of job with PSUS/ Central Govt./ State Govt. organizations in last 7(seven) years from the date of bid opening and should have successfully executed similar works of value :

1. Single contract of minimum value of Rs. 9,17,068/-
or,
2. Two contracts of minimum value of Rs. 5,73,168/- each
or,
3. Three contracts of minimum of Rs. 4,58,534/- each.

Note : Similar works mentioned above means, experience in Industrial Hygiene Survey, including monitoring, estimation of hazards, analysis and documentation, in Industries.

A. **For proof of Annual Turnover,** any one of the following document / photocopy must be submitted along with the bid :

i) Average Annual Financial Turnover during the last 3 (three) years ending 31st March, 2010, should be at least R. 3.44 lakhs. The proof of Annual Turnover should be either in the form of Audited Balance Sheet or Certification from Chartered / Cost Accountant firm alongwith Profit/ loss A/C indicating their membership/ Code Number.

B. For proof of requisite experience, any one of the following document/ photocopy must be submitted along with the bid :

(i) In case of OIL contractors, copy of certificate of completion (CoC) / Service Equity Sheet (SES) of jobs successfully completed, showing gross value of job done. It must be clearly noted that simply mentioning of OIL CCO number will not be accepted.

(ii) Certificate issued by / any other Public Sector Undertaking / Govt. Department in last seven years ending bid closing date clearly showing the following:

- a) Gross value of job done,
- b) Nature of job done; and
- c) Time period covering the financial year(s) as per the NIT.

(iii) Non-submission of the documents as specified in the BRC above will result in rejection of bids.

(iv) Bidders should provide Service Tax No., PAN No., Bank Account Details including MICR Code and IFSC Code.

TECHNICAL:

1.0 Bidder must have the requisite equipment and other resources/facilities as required to carry out the Survey job, should be readily available with them. **Details to be furnished along with the Bid.**

2.0 The bidder should be able to mobilized all their resources and start the work at location mentioned in the tender within three weeks from the date of issuing work order. Categorical confirmation in this regard must be provided in the offer.

3.0 Any offer which does not include all the jobs mentioned in Scope of Work under special terms & conditions will be considered as incomplete and rejected.

B.B Bid Evaluation Criteria (BEC):

The bid conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the bid Rejection criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below.

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of Part II (i.e. Schedule of works, units, quantity, rates) of the tender.

C.C General :

a) OIL will not be responsible for delay, loss or non-receipt applications (for bidding documents) send by mail and will not entertain any correspondence in this regard.

b) In case bidders takes exception to any clause of Tender Document not covered under BEC/BRC, then the company has the discretion to load on or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when / as advised by the company. The loading so done by the company will be final and binding on the bidders. No deviation will however be acceptable in the clauses covered under BRC.

c) To ascertain the substantial expensiveness of the bid the company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses must

be received on or before stipulated days from the date of clarification sought by the company, failing which the bid will be rejected.

d) In case any of the clauses in the BRC contradicts with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

e) The originals of such documents (furnished by bidders) shall have to be submitted by bidder(s) to OIL as and when asked for.

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO3710L12/SS

Description of work/service :

Industrial Hygiene Survey Including monitoring, estimation of hazards analysis and documentation as per the guidelines in 20 numbers of installations of OIL INDIA LIMITED, Duliajan, Assam.

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorised persons who would be supervising the jobs on day to day basis from our end are the following

- i) _____
- ii) _____
- iii) _____

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations, 1984 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.

f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date _____

M/s _____

CONTRACTOR
 FOR & ON BEHALF OF