

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

M/s.
India

TENDER NOTICE NO.: DCO5669L10/BB

Date: 30.10.2009

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
Comprehensive maintenance of rig air conditioners for a period of 03 Years at Various drilling sites within the states of Assam and Arunachal Pradesh.	Various drilling sites within the states of Assam and Arunachal Pradesh.	03 Years	08.12.2009 24,000.00 (RUPEES TWENTY-FOUR 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
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

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 unsuccessfull 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.

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 considered 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 received 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

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

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.

HEAD-CONTRACTS
For HEAD-CONTRACTS

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

WORKS CONTRACT

DCO5669L10/BB

DESCRIPTION OF WORK/SERVICE :-

Comprehensive maintenance of rig air conditioners for a period of 03 Years at Various drilling sites within the states of Assam and Arunachal Pradesh.

PART - I CONDITIONS OF CONTRACT

MEMORANDUM OF AGREEMENT made this _____ day of _____ Between OIL INDIA LIMITED a Company incorporated under the Companies Act 1956 and having its Registered Office at Duliajan in the District of Dibrugarh, Assam (hereinafter called Company) of the one part and Shri/Smti _____ and Shri/Smti _____ carrying on business as partners /proprietor under the firm name and style of M/s. _____ with the main Office at _____ in the District of _____ aforesaid (hereinafter called 'Contractor') on the other part.

WITNESSETH:

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at _____ .

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

3. The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not upto the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be

demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.

d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed. The rates to be applied for such Deviation Order shall be the same for those appearing in Company's Schedule of Rate in force on the date of issue of such Deviation Order, to which the contractor has no objection.

4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract upto the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts :-

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1963.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed thereunder.
- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) Service Tax Act.

or any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work. The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the Contract Labour appointed by the Contractor. Such Statutory increase in the wage rates of Contract Labour shall be borne by the contractor.

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.

8. The Contractor must complete the work within 156 weeks of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 15% (fifteen p.c) of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 15% (fifteen percent) of total contract cost.

The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the Company whose decision in this regard will be final.

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots , or in any agitation prejudicial to the Company's interest and any such event taking shape or form at any place of the Company's works or and its neighbourhood.

10. The tendered all-inclusive Price (i.e. the Contract price) is Rs. _____
(Rupees _____

_____ only.) but the Company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

On account payment may be made, not oftener than monthly, upto the amount of 90% (ninty percent) of the value of work done. Final payment will be made only after satisfactory completion of the work . Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

11. The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

12. Wages shall be paid by the Contractor to the workmen directly without any intervention of any Jamadars or Thekadars and that the Contractor shall ensure that no amount by way of commission or otherwise be deducted/ recovered by the Jamadar from the wages of the workmen.

13. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalised.

14. The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.

15. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.

16. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount of the contract specified in the contract is inclusive of all tax liabilities.

17. The Contractor shall deploy local persons in all works.

18. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.

19. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act. (latest editions).

20. Special Conditions

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

b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.

c) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to applicable P.F. Contribution.

21. ARBITRATION :

Any dispute under this contract will be settled through Arbitration as per Indian Arbitration and Conciliation Act, 1996.

Place of Arbitration : DULIAJAN .

22. FORCE MAJEURE :

Force Majeure (exemption) Clause of the International Chamber of Commerce (ICC Publication No. 421) is hereby incorporated in this contract.

23. LB VERIFICATION REPORT AND SECURITY REVIEW :

Contractor will be required to submit the verification report to ascertain character and antecedents from the Civil Administration towards the persons engaged under this contract to the Head of the user Department before engagement.

24. In case of any doubt or dispute as to the interpretation of any clause herein contained, the decision of the Company's Engineer shall be final and binding on the contractor.

25. SET OFF CLAUSE :-

"Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited)."

IN WITNESS whereof the parties hereunto set their hands seals the day and year first written above :-

SIGNED & DELIVERED FOR AND ON BEHALF OF

(Signature of Contractor or his legal Attorney)

----- by the hand

(Full Name of Signatory)

of -----
its Partner/Legal Attorney

(Seal of Contractor's Firm)

And in presence of

Date : _____

(Signature of witness)

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Date _____

Designation _____

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

WORKS CONTRACT

Tender No. DCO5669L10/BB

Part II - 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	Annual Comprehensive Maintenance of Split type Air Conditioners (8 TR), Make: Mitsubishi Electric, Japan (Total 4 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000		
20	Annual Comprehensive Maintenance of Split type Air Conditioners (8 TR), Make: Mitsubishi Electric, Japan (Total 4 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000		
30	Annual Comprehensive Maintenance of Package type Air Conditioners (10 TR = 2 X 5 TR), Make: Blue Star (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000		
40	Annual Comprehensive Maintenance of Package type Air Conditioners (10 TR = 2 X 5 TR), Make: Blue Star (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000		
50	Annual Comprehensive Maintenance of Package type Air Conditioners (29 KW = 2 X 14.5 KW), Make: Environmental Cooling Systems	Years	3.000		

	Ltd., U.K. (Total 2 machines)given in special terms and conditions given in serial no.9 of PR.		
60	Annual Comprehensive Maintenance of Package type AIR CONDITIONERS 10 TR (2 X 5 TR), MAKE - CARRIER INDIA AC (Total 2 machines)given in special terms and conditions given in serial no.9 of PR.	Years	3.000
70	Annual Comprehensive Maintenance of Package type AIR CONDITIONERS 10 TR (2 X 5 TR), MAKE - CARRIER INDIA MAKE AC (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
80	Annual Comprehensive Maintenance of window type AIR CONDITIONERS 2 TR (Total 2 machines), MAKE - VOLTAS, SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR etc. as per special terms and conditions given in serial no.9 of PR.	Years	3.000
90	Annual Comprehensive maintenance of MULTI SPLIT TYPE air conditioners. 4 TR (2 X 2 TR), MAKE - Voltas AC (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
100	Annual Comprehensive Maintenance of 10 TR Package type AIR CONDITIONERS, MAKE: Trane, USA (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
110	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000

120	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
130	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
140	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
150	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
160	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
170	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
180	ANNUAL COMPREHENSIVE	Years	3.000

	MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 3 machines)as per special terms and conditions given in serial no.9 of PR.		
190	ANNUAL COMPREHENSIVE Years	3.000	
	MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 1 machine)as per special terms and conditions given in serial no.9 of PR.		
200	ANNUAL COMPREHENSIVE Years	3.000	
	MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 1 machine)as per special terms and conditions given in serial no.9 of PR.		
210	ANNUAL COMPREHENSIVE Years	3.000	
	MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 1 machine)as per special terms and conditions given in serial no.9 of PR.		
220	ANNUAL COMPREHENSIVE Years	3.000	
	MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS UP TO 2 TR, MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC.(Total 2 machines)as per special terms and conditions given in serial no.9 of PR.		
230	ANNUAL COMPREHENSIVE Years	3.000	
	MAINTENANCE OF MULTI SPLIT TYPE AIR CONDITIONERS 4 TR (2 X 2 TR), MAKE - VOLTAS(Total 2 machines)as per special terms and conditions given in serial no.9 of PR.		
240	ANNUAL COMPREHENSIVE Years	3.000	
	MAINTENANCE OF MULTI SPLIT TYPE AIR CONDITIONERS 4		

	TR (2 X 2 TR), MAKE - VOLTAS,CARRIER ETC. (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.		
250	ANNUAL COMPREHENSIVE MAINTENANCE OF MULTI SPLIT TYPE AIR CONDITIONERS 4 TR (2 X 2 TR), MAKE - VOLTAS (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
260	ANNUAL COMPREHENSIVE MAINTENANCE OF MULTI SPLIT TYPE AIR CONDITIONERS 4 TR (2 X 2 TR), MAKE - VOLTAS, SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC. (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
270	ANNUAL COMPREHENSIVE MAINTENANCE OF MULTI SPLIT TYPE AIR CONDITIONERS 4 TR (2 X 2 TR), MAKE - VOLTAS, SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR ETC. (Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000
280	ANNUAL COMPREHENSIVE MAINTENANCE OF WINDOW TYPE AIR CONDITIONERS (UP TO 2 TR), MAKE - SAMSUNG, CARRIER, LG, FEEDER'S LLOYD, BLUE STAR, VOLTAS ETC.(Total 2 machines)as per special terms and conditions given in serial no.9 of PR.	Years	3.000

Total Amount(Rs):

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

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

WORKS CONTRACT

Particular Specifications and Instructions

Tender No.: DCO5669L10/BB

1.0 SCOPE OF WORK:

1.1 Comprehensive maintenance includes replacement of defective spare parts like control transformers, thermostats, capacitors, overload protectors, relays, contactors, timers, 3/4- core wires, control wires, TBs, MCBs, plugs and sockets (metal clad/ surface mounted), indication bulbs, lugs, remote control units, filters, electronic cards, belts, pulleys, rubber components, nut-bolts, screws, copper tubes, insulated foams, thermo-col, HP/LP switches, worn-out fan motors/impellers/blowers, compressors, expansion valves/capillaries, strainers, solenoid valves, condenser coils, evaporator coils and gas charging, paintings wherever necessary etc.

1.2. On site comprehensive maintenance contract of rig air conditioners of different makes and capacities in drilling locations. Comprehensive maintenance means inclusive of replacement of all defective parts, consumables including gas charging and following maintenance i.e. Half yearly maintenance and Breakdown maintenance.

A) Half yearly Maintenance:

Half yearly (02 times in a year) comprehensive maintenance to be carried out for each machine as per the jobs mentioned in ANNEXURE # A and a maintenance report in prescribed format enclosed in ANNEXURE # A shall be submitted after completion of job.

The following minimum jobs shall be carried out in each machine during half yearly comprehensive maintenance.

- # Cleaning of all the components, inlet outlet ducts etc. of the Air Conditioners.
- # Refrigerant piping shall be checked for sign of leaks and rectify if required.
- # Motors, compressors and other drives shall be checked for undue vibration and rectify
- # Air filters shall be replaced / cleaned.
- # Evaporator coils shall be cleaned.
- # Condensate drain shall be checked for any clogging.
- # Blower & motor pulleys shall be checked thoroughly.
- # Maintenance of condenser assembly shall be done as listed in table: 1 in Annexure A.
- # Maintenance of starters shall be done as per table: 1 in Annexure A.
- # Operation of HP/LP switches and rectify if necessary.
- # Any other job as recommended by O&M Manual of a particular machine.
- # Any other job which have not been specified either in the contract or in the manual but required for smooth & trouble free operation/performance of a machine shall be attended.
- # Painting

B) Breakdown maintenance:

- # Any numbers of breakdown reports/ calls have to be attended at site.
- # The air conditioner will be checked for its proper performance/functioning and if any defect is found, the same shall be replaced/ repaired with components of same capacity, make and type.
- # If different make/ types of components are to be used then prior permission from OIL's Engineer in charge should be obtained in writing.
- # For each breakdown report, job completion certificate shall have to be submitted to OIL's Engineer in-charge as per ANNEXURE # B.

No modification will be allowed in the cooling circuit and electrical circuit.

Frequent break down/poor performance of the machine shall be analyzed by qualified/expert /competent engineer.

2.0 MANPOWER:

2.1. The manpower engaged by the contractor should have full knowledge of various makes, types of Air Conditioning systems/ components used in OIL Rigs equipment like power control room etc.

2.2. Contractor shall obtain OIL's approval of technical personnel engaged before deployment in this contract.

2.3. Bio-data of all the personnel must be submitted before 15 days from the date of deployment for approval.

2.4. Extra helper if required shall have to be engaged by the contractor.

2.5. If any of the manpower as per the following table is absent for more than three (3) days, the contractor shall have to arrange for replacement otherwise penalty will be applicable as per 12.4.

2.6. Contractor shall engage the manpower as per the following list (Table-1) and the persons listed should always be available for attending break down & periodic maintenance jobs.

Table: 1

Sl. No Designation Qualification Experience Qty. of Manpower

1 Supervisor Diploma in Mechanical, Electrical Engineering with additional certificate from a recognized Institute for Refrigeration and Air Conditioning / ITI in Air Conditioning and Refrigeration trade. In case of Diploma holder, minimum 03(three) years, In case of ITI holder minimum 05 (five) years in related jobs. 01(one)

2 Technician (Air Conditioning) ITI in Air Conditioning and Refrigeration trade. Minimum 03 (three) years in related jobs. 01 (one)

3 Technician (Electrical) ITI in Electrical trade with valid workman permit I and II OR supervisory license Part I,II,III & IV issued by the State Licensing Board, Govt. of Assam Minimum 02(two) years in related jobs. 01(one)

4 Helper NA NA Minimum 01(one)

2.7 Qualified refrigeration and air conditioning engineer for trouble shooting and system study shall have to be arranged by the contractor as and when required from time to time for smooth and uninterrupted service during the operation of the contract.

2.8 PROFORMA UNDERTAKING FROM CONTRACTORS PERSONNEL as per Annexure-D shall have to be submitted by the entire work person engaged in the contract along with the bio data for OIL's approval.

3.0 TRANSPORTATION:

Maintenance services shall have to be provided at various drilling site within the states of Assam and Arunachal Pradesh.

3.1. Transportation to and from various drilling sites for contractor's crew and materials shall be in the scope of the Contractor.

3.2. Loading and unloading of materials/ machines shall be the scope of the contractor.

4.0 TOOLS AND TACKLES:

4.1 All tools and tackles shall be of standard make and must conform to IS or relevant standard and shall be in the scope of the contractor.

4.2 Whenever OIL inspector/ Engineer wishes to inspect, contractor shall produce the tools and tackles for inspection. Tools must be replaced suitably whenever found defective.

4.3 Contractor should keep the following minimum tools and instruments (Table-2) in good working condition during the contract period. Any special tools, instruments required for trouble shooting and repair/maintenance of the air conditioners shall have to be arranged by the contractor.

Table: 2

Sl. No. Name of Tools / Instruments

- 1 High Pressure Gauge
- 2 Low Pressure Gauge
- 3 Gas Charging Pipe
- 4 Vacuum Pump
- 5 Leak Detector Unit
- 6 Gas welding and Cutting Set
- 7 Digital Multi meter
- 8 Insulation Tester
- 9 Digital Clamp Tester
- 10 Temperature Meter
- 11 Standard tool kit (with different sizes of tools)
- 12 Soldering and De-soldering Unit and crimping tool
- 13 First Aid Box
- 14 Refrigerant Gas Cylinder
- 15 Nitrogen Gas Cylinder
- 16 Acetylene Gas Cylinder
- 17 Oxygen Gas Cylinder
- 18 Any other equipment /tool/ instruments which may required for maintenance

5.0 PERSONAL PROTECTIVE EQUIPMENT (PPE):

- 5.1. Contractor shall have to provide all safety gadgets to his work-persons. The condition of all PPE and other safety gadgets provided by the contractor to his work persons shall be in proper/ good condition.
- 5.2. Safe and proper working procedure shall be followed while carrying out jobs to ensure safety of equipment and personal.
- 5.3. Contractor shall ensure compliance of all safety and statutory rules regulations.
- 5.4. The contractor's personnel while on duty/ work must use the following minimum personal protective equipment (Table-3).

Table: 3

Sl. No.	Item
1	Safety Shoe
2	Helmet
3	Safety Goggles
4	Hand Gloves

6.0 SPARES:

- 6.1. The contractor shall have to provide all spares and consumables during maintenance and repairing of Air Conditioners. All spares shall be brand new having same capacity, same make and type whenever replacement is made during the maintenance.
- 6.2. The spares mentioned in Table: 4 below, have been categorized as high value spares and the estimated maximum quantity of these high value spares that may be required for breakdown/ routine maintenance of the Air Conditioners during the contract period of 3 (three) years shall be considered as under.

Table: 4

Item	Service line. no. (as per part Schedule of this contract)	Name of high value items	Unit	Maximum quantity required during contract period of 3(three) years
10 & 20	Compressor for 8 TR Air Conditioner, Make- Mitsubishi Electric, Japan.	No 1		
	Motor for fan	No 1		
	Condenser coil/ evaporator coil	No 0		
30 , 40, 60 & 70	5.5 TR Compressor for 10 TR Air Conditioner, make- Blue Star, carrier	No 2		
	Condenser coil/ evaporator coil	No 0		
	Motor for fan	No 4		
50	Compressor for 29 KW Air Conditioner, Make- Environmental Cooling Systems Ltd. U.K	No 1		
	Condenser coil/ evaporator coil	No 0		

Motor for fan No 1
 80 & 90,110,120,230, 240, 250 & 260 2 TR Compressor for 4.0 TR Air Conditioner, Make- Voltas SPLIT TYPE No 6
 Condenser coil/ evaporator coil No 0
 Motor for fan No 10
 100 10 TR Compressor for 10 TR Air Conditioner, Make- Trane, U.S.A. No 1
 Condenser coil/ evaporator coil No 0
 Motor for fan No 1
 130,140,150,160,170,180,190,200,210,220 Compressor for 1.5/2 TR Air Conditioner No 6
 Condenser coil/ evaporator coil No 2
 Motor for fan No 3

6.3 Should additional requirement (quantity more than specified above Table-4) arise for any high value spares during execution of contract, OIL will supply the same or shall make additional payment to the contractor on actual against additional categorized high value spares.

If different capacity/make/ types of high value spares are to be used for any technical reasons then prior permission from OIL's Engineer in charge should be obtained in writing.

In case of motors, if new motor of same dimension is not available in the market and also mounting of the motor becomes a problem, repair may be considered, However, permission from OIL's Engineer in charge should be obtained in writing for doing so.

Supply of all other spares and consumables irrespective of their value, which do not appear in the above list (Table-4), shall be in the scope of the contractor and quantity shall be as per actual requirement and there shall be no maximum limit. Contractor shall quote for comprehensive maintenance Contract taking the above into consideration.

6.4 Contractor shall have to maintain sufficient stock of essential spares/ consumables of superior quality in his site store at Duliajan for replacement of defective/ worn out parts expeditiously.

6.5 Any spares/consumables including repairs etc. which may required for servicing/up-keeping /maintenance and have not been specified in the scope of work shall be in the scope of the contractor at no extra cost to OIL.

6.6 Supply/replacement of critical spares like compressors, fan motor etc. # Such spares should be accompanied by relevant documents to prove genuineness /new of the item.

6.7 Contractor to study list of compressors and verify/ ensure if spares are available before award of contract to avoid any delay.

6.8 If replacement of any defective parts is supplied by OIL (mainly high value items after exhausted the contractor quota) then the defective part shall be handed over to OIL after replacement.

7.0 OFFICE /WORKS/STORAGE:

Contractor should have/arrange proper works cum storage facility at Duliajan (within a radius of 4 Km from OIL industrial area), where he can be contacted in case of requirement/ emergency (24 hours a day) with a permanent telephone number, without which the contractor will not be allowed to start the contract.

7.1 OIL reserves the right to inspect and verify the compliance of point No. 7.0.

7.2 Contractor shall arrange boarding and lodging for his persons. All logistics arrangements shall be in the scope of the contractor.

8.0 QUALITY OF WORK:

8.1. Contractor shall abide by all instructions of OIL engineer and carry out standard quality jobs/works to satisfaction of OIL Engineer.

8.2. OIL shall reserve the right to ask the contractor to re-do poor quality job at no extra cost to OIL.

9.0 GUARANTEES OF WORKS & SERVICES:

The replacement/ repair of major equipment like compressor, fan motors, condenser coils etc. should be guaranteed for a period of one year from the date of replacement/ repair undertaken by the contractor.

10.0 COLLECTION/ATTENDING OF REPORT:

10.1. The contractor or his representative shall visit the office of Chief Engineer (Electrical - Rig) on all working days at 7:00 AM to collect breakdown report of machines.

10.2. Report shall be attended on daily basis.

11.0 BREAKDOWN:

11.1. The contractor should ensure that the equipments included in the service contract are in satisfactory working condition at all times.

11.2. Contractor shall attend all reports within 24 Hrs.

11.3. Contractor shall complete minor repairs within 24 Hrs.

11.4. Major repairs relating to parts like Compressor, Fan Motor, and Gas charging the maximum permissible period will be 120 hours.

11.5. In case of delay in attending breakdown report or if the contractor fails to complete repair/ breakdown maintenance job within stipulated time period of 120 hours and put back equipment to working condition, Oil reserves the right to carry out the same using OIL' s resources and recover the expenses from the contractor's bill.

12.0 PENALTY:

For unsatisfactory performance/ non-performance, delay in attending report, delay in completing breakdown report of the unit, penalty will be imposed as under:

12.1. More than 48 hours to 72 hours, deductions @ 0.5% per day per unit of the annual contract amount of the item.

12.2. More than 72 hours to 120 hours, deductions @ 1% per day per unit of the annual contract amount of the item.

12.3. More than 120 hours, deductions @ 3% per day per unit of the annual contract amount of the item.

12.4. The contractor shall not be allowed to work without the requisite manpower as mentioned under the clause 2.0.

a) Penalty as per clause 12.0 shall also be applicable for delay in attending report due to non availability of adequate/proper manpower crew and also non-compliance of safety norms.

b) In case the contractor is not allowed to work due to inadequate requisite manpower then OIL will reserves the right to carry out the job deploying its own manpower. In turn OIL will deduct the cost on the basis of the following from the contractor's bill.

i) Actual cost of material & spares PLUS

- ii) Manpower cost as per OIL employee wages PLUS
- iii) Supervision cost @ 20% of total of i & ii above.

13.0 CONDITION OF AIR CONDITIONERS AT THE BEGINNING AND AT THE END OF CONTRACT:

13.1.

- # At the beginning of the contract OIL shall hand over all air conditioners in running un-serviced condition.
- # At the end of the contract the contractor shall hand over all air conditioners to OIL in serviced and good working condition.

13.2. At the end of the contract if any air conditioner is found defective, the same must be repaired and its proper performance/functioning must be ensured by the contractor, otherwise, final bill will not be processed.

13.3. The vintage and approximate working hours of the air conditioners are as under.

Table: 5

Item Sl. no. (as per part Schedule of this contract)	Year of purchase	Approximate running hours
10 & 20	2000-2001	25920
30 & 40	2004 # 2005	18360
50	1996	36720
60 & 70	2009	<500
80 & 90	2009	<500
100	2009	<500
110,120,230,240,250,260	2009	<500
130,140,150,160,170,180,		
190,200,210,220	04 Nos.1988	56160
18 Nos.	2003-2004	34560

14.0 Repair / replacement required arising out of damage not attributable to the contractor shall be borne by company. In such event, OIL reserves the right to pay repair charges / carry out repair by OIL / or replace the unit in totality by a similar unit.

15.0 No sub contractor / franchisees shall be allowed to be engaged in this contract.

16.0 SAFETY AT RIG SITE:

- # The contractor shall take necessary work permits before starting any job from competent authority.
- # The contractor shall take necessary electrical shut down before starting their job from competent authority.
- # The contractor shall not operate any other equipment other than for which he has been given shutdown without permission.
- # The contractor shall make sure that all electrical circuits were dead before starting a job.
- # After completion of job for testing the equipment, he must ensure that no other person is working on the same circuit.
- # During gas charging, the contractor must follow the standard safety guidelines, approved SOP and use personnel protective equipment required for the job.
- # Supervisor shall conduct safety tool box meeting before starting any job.

17.0 Bid Rejection Criteria & Bid Evaluation Criteria for the tender

A) BID REJECTION CRITERIA (BRC):

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

i) Bidder must have relevant experience in carrying out similar nature of job with PSUs / Central Govt. /State Govt. Organization in last 7(seven) years from date of bid opening.

Should have successfully executed similar works of value-

1. Single contract of minimum value of Rs. 38, 40,000

OR

2. Two contracts of minimum value of Rs. 24, 00,000 each.

OR

3. Three contracts of minimum value of Rs. 19, 20,000 each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2009, should be at least Rs. 14, 40,000.00 /-

iii) Bidder must submit all necessary documents related to experience and turnover, otherwise bid will be rejected. (**Duely Attested by GAZETTED OFFICER**)

iv) Bidders shall quote directly and not through their agent. Offers made by their agents on behalf of their principals will be rejected. Similarly, bids received from unsolicited parties shall be rejected.

v) Any offer containing incorrect information will be rejected.

Note-

"Similar nature of job" mentioned above means, experience in maintenance of rig air conditioners

A) For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid: -

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm, with membership no. certifying the Annual Turnover and nature of business.

ii) Audited Balance Sheet and Profit and Loss account.

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)'/ 'Certificate of Payment (COP)' of jobs successfully completed, showing gross value of job done. It may 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 showing:

(a) Gross value of job done; and

(b) Nature of job done; and

(c) Time period covering the financial year(s) as per the NIT.

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

B) BID EVALUATION CRITERIA (BEC):

The bids 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.
2. OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.
3. Discount: Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken in to account for evaluation purposes. However, in the event such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.
4. a. Bidder(s) must also furnish the followings.
 1. NAME OF FIRM
 2. DETAIL ADDRESS
 3. TELEPHONE NO.
 4. MOBILE NO.
 5. E-MAIL
 6. FAX NO.
7. CONTACT PERSON
8. CONTACT PERSON'S CONTACT NO.
9. TAX EXEMPTION CERTIFICATE NO. (Attested copy required)
10. CST REGD.NO. (Attested copy required)
11. LOCAL SALE TAX REGD.NO. (Attested copy required)
12. PAN NO. (Attested copy required)
13. VAT REGD, NO. (Attested copy required)
14. BANK ACCOUNT NO.
15. BANK ACCOUNT TYPE.
16. BANK NAME
17. BANK ADDRESS
18. SERVICE TAX REGD.NO. (Attested copy required)
19. P.F.CODE NO. (Attested copy required)

(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

20. VENDOR NO. (IF AVAILABLE)
- b. Solvency Certificate from Bank

5.0 C) GENERAL

a) In case bidder takes exception to any clause of Tender Document not covered under BEC / BRC, then the Company has the discretion to load 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 accepted in the clauses covered under BRC.

b) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also and such clarification 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.

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

d) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

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

WORKS CONTRACT

Schedule of company's Plants, Materials and Equipments

Tender No.: DCO5669L10/BB

NIL

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO5669L10/BB

Description of work/service :

Comprehensive maintenance of rig air conditioners for a period of 03 Years at Various drilling sites within the states of Assam and Arunachal Pradesh.

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