



**Oil India Limited**  
(A Govt. of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.  
Phone: 0120 - 2488333 to 2488347 (EPABX)  
Fax: 0120 - 2488310  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)  
Web Site: [www.oil-india.com](http://www.oil-india.com)

Enquiry No.	OIL/62/07/Enq - 583
Date	02.06.2011
Bid Closing Date	17.06.2011 at 14 :30 Hrs (IST)
Bid Opening Date	17.06.2011 at 14 :45 Hrs (IST)
Bid Security	Rs. 19,600.00
Performance Security	2.5 % of the total Contract Value
Retention Money	7.5 % on the running bill(s)

Sirs,

We , **Oil India Limited (OIL), a Govt. of India Enterprise under Ministry of Petroleum & Natural Gas**, invite you to submit your firm quotation for “Annual Maintenance Contract for various window and split Air – Conditioners installed at various premises of OIL” as specified in the enclosed Annexure – II complete in all respect without keeping any ambiguity and conforming to the "General Terms & Conditions" (enclosed Annexure I) . Please quote your rates strictly as per the format enclosed as Annexure – III. A list of all the ACs is enclosed as Annexure – IV. It is also essential that your quotation must reach us on or before the bid closing date and time as indicated above otherwise the same will be rejected. Your special attention is drawn to the following:

**1.0 a)** The sealed quotation should be sent to the following address:

**Sr. Adviser(C &P)**  
**OIL INDIA LIMITED**  
**Plot No. 19, Sector 16 A**  
**NOIDA - 201301.**

**1.0 b)** Your offer must include:

- i)** Tender No. & Date
- ii)** Full description of the service offered.
- iii)** Your rates as per the format enclosed as Annexure – III.
- iv)** Any Deviation in specification.
- v)** Validity of minimum 60 days from the bid closing date.
- vi)** Any Tax, Duty etc if applicable(If taxes are not shown separately, the offer will be considered to be inclusive of all taxes, duties etc)

**2.0** Incomplete quotation will be summarily rejected.

**3.0** **Duration of the Contract :**

The initial duration of the contract will be for a period of 2 (two) years extendable by another 1 (one) year at the same rate, terms and conditions. The quoted rate shall remain firm throughout the duration of the contract.

**4.0 Addition and deletion of Air – Conditioners from the scope of work :**

The quantities of Air Conditioners (both window and split) shown in Annexure – IV may be increased or decreased. The company reserves the right to exclude/include any number of Air – Conditioners of similar specification/type within the scope of the work. It will be obligatory on the part of the Contractor to accept the same and to carry out the assigned job at the same rate, terms and conditions.

**5.0 Payment Terms:**

Payment will be made on monthly basis after completion of the job and within 30 days from submission of undisputed bills

**6.0 Contact Personnel :**

Bidders, in their own interest, are advised to visit the sites before submitting their quotation. In this regards and for any clarification please contact:

Ms. R. Saikia  
Manager (Admin)  
Oil India Limited  
Contact No. – 9873249469

**7.0 Penalty :**

In the event the contractor fails to perform the duties in the manner as desired and or does not comply with the contract provisions and terms and conditions, OIL shall have the right to deduct such amount as deemed appropriate as penalty. The amount of such deduction will be on pro-rata basis of the value of the contract. The decision of OIL in this regard will be final and binding on the contractor.

**8.0 Termination :**

OIL reserves the right to terminate the contract, any time with one week written notice without assigning any reasons whatsoever. The contractor will however be paid for the period of services rendered before termination.

Yours Faithfully,  
OIL INDIA LIMITED

(N. Sarmah)  
Purchase Officer (C & P)  
For Sr. Advisor (C & P)  
For Chairman and Managing Director

**OIL INDIA LIMITED**  
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Web Site: [www.oil-india.com](http://www.oil-india.com)

**GENERAL TERMS AND CONDITIONS**

**1.0 TRANSFERABILITY OF BID DOCUMENTS :**

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

**2.0 COST OF BIDDING :**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**3.0 AMENDMENT TO BIDDING DOCUMENTS :**

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

**4.0 CONTENTS OF OFFERS :**

- 4.1 Offer should be in English . The Price Schedule shall be furnished by the bidder as per proforma vide Annexure – III. The prescribed proforma duly filled in and signed should be returned intact whether quoting for any service or not. When any service is not being quoted by the Bidder, the corresponding space should be filled up by the words “Not Quoting”. The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 Offered rates must be kept firm through completion of the Contract duration.

4.3 Taxes, duty etc, if any, should be shown separately. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

**4.4 STATUTORY VARIATION:**

Any statutory variation (increase/decrease) in the rate of any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence.

4.5 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

**4.6 Bidders should offer firm prices.**

Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

**4.7 VALIDITY OF OFFERS:**

Offers must be valid for acceptance for the minimum period of 60 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be liable for rejection. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept the contract, if any, when placed within such validity.

**4.8 VAGUE AND INDEFINITE EXPRESSIONS:**

Any vague and indefinite expressions will not be considered.

**5.0 CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS**

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

**6.0 DOCUMENTS COMPRISING THE BID :**

6.1 The bid prepared by the bidder shall comprise the following components, duly completed:

a) Price schedule [Refer Annexure - III]

b) Bid must accompany necessary literature/catalogue of the product , wherever required.

c) Exceptions/Deviations Statement, if any

d) Authorisation letter for attending Tender Opening (Refer Annexure - V)

**7.0 SUBMISSION OF OFFER :**

7.1 Bidders, in their own interest, are advised to drop their offers personally in “LOCAL TENDER BOX” at C & P department at NOIDA. Alternatively they may send the same through Registered Post/courier. Oil India Limited will not be responsible for any delay, wrong delivery or non-delivery of the offers. No offer will be accepted after the bid closing date and time.

7.2 Bids must be submitted in original. No offer should be sent by Fax / e-Mail/telephone unless specifically asked for in writing. Bids not complying with above will be rejected

7.3 In the event of receipt of only a single offer against the tender within the B.C. date OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date , shall not be permitted to revise their quotation.

**8.0 DEADLINE FOR SUBMISSION OF BIDS :**

8.1 Offers must be received at the office of the Sr. Advisor(C & P), Oil India Limited at NOIDA by the Bid Closing Date & time mentioned in the Notice Inviting Tender (NIT).

8.2 Timely delivery of the offer at the above address is the responsibility of the bidder.

**9.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS :**

9.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.

9.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification against the bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply from the bidder should be restricted to the clarifications sought.

**10.0 EXTENSION OF BID SUBMISSION DATE :**

Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.

**11.0 RETURN OF LATE BIDS :**

11.1 Bids received after Bid Closing Date & time will be treated as “Late Bids”. In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders.

## **12.0 OPENING OF TENDERS :**

- 12.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter (in the form as per Annexure - V enclosed) must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.
- 12.2 In case of any unscheduled holiday/Bandh on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date and time will get extended up to the next working day.

## **13.0 COMPLIANCE WITH TENDER :**

- 13.1 Bidder's offer must conform in all respects with the applicable specifications, terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. In order to be considered responsive, bidder's offer must specifically include the following statement :

**We certify that our offer complies with all NIT requirements and Specifications except for the following :**

**List exception**

**If none, state "None"**

- 13.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the terms and conditions stipulated in this tender without assigning any reason .

## **14.0 OIL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.**

- 14.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.

## **15.0 BID SECURITY :**

- 15.1 All the Bids must be accompanied by Bid Security for the amount as mentioned in the Forwarding Letter and shall be in one of the following forms:

i) A Bank Guarantee(As per the format enclosed vide Annexure - VI) from any scheduled Indian Bank. The Bank Guarantee shall be valid for four months from the bid closing date and shall be enforceable at NOIDA/Delhi.

ii) Cashier's Cheque payable to OIL INDIA LIMITED, NOIDA

iii) Bank draft in favour of OIL INDIA LIMITED and payable at NOIDA/DELHI.

- 15.2.1 The bidders will have to submit the Bank Guarantee from Scheduled Indian Bank and on non - judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.
- 15.2.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank :
- (a) Full Address
  - (b) Branch Code
  - (c) Code Nos. of the authorized signatory with full name and designation
  - (d) Phone Nos./Fax Nos./e-Mail address
- 15.2.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.
- 15.3 Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 15.1 and 15.2.1 will be rejected outright without any further reference.
- 15.4 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format (Annexure - VII) against the Contract secured by the bidder within the stipulated time frame. The successful bidder will however, ensure that the validity of the Bid Security till such time the Performance Security in conformity with Clauses 16.0 below as the case may be, is furnished.
- 15.5 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 15.6 Bid Security will not accrue any interest during its period of validity or extended validity.
- 15.7 The Bid Security will be forfeited:
- a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,
- OR
- b) If the successful Bidder does not accept the Contract or fails to furnish the Performance Security within 15 days of placement of Contract or before the expiry of Bid Security (unless extended), whichever is earlier

## **16.0 PERFORMANCE SECURITY :**

- 16.1 The successful bidder shall furnish the Performance Security in the form enclosed (Annexure - VII) herewith within 15 days of the receipt of the notification of award of Contract, failing which OIL reserves the right to cancel the award of Contract and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above. Performance Security should be for an amount as mentioned in the Forwarding Letter. The Bank Guarantee issued by any Scheduled Bank should be kept valid for six more month than the validity of the Contract and extensions thereto. Alternatively the successful bidder can submit the Performance Security in the form of Bank Draft for the amount mentioned above. Performance in any form will be returned to the Contractor only after six months after the validity of the Contract and extensions if any.
- 16.2 In the event of Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be forfeited in part or full without any further reference to the Bidder.
- 16.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee or Bank Draft.
- 16.4 The Bank Guarantee will have to be given from the Scheduled Bank on non judicial stamp papers of requisite value, as per the Indian Stamp Act, and stamp papers should be in the name of the issuing bank.
- 16.5 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank :
- (a) Full Address
  - (b) Branch Code
  - (c) Code Nos. of the authorized signatory with full name and designation
  - (d) Phone Nos./Fax Nos./E-mail address
- 16.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOA/Contract issued/placed on the Contractor shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Contractor shall be invoked without any further reference.
- 16.7 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the Tender/Contract.
- 16.8 Performance Security amount will not accrue any interest.
- 16.9 The bidders will extend the validity of the Performance Security, if and whenever specifically advised by OIL, at the Bidder's cost.

**17.0 RETENTION MONEY :**

A Retention Money equivalent to 7.5 % of each running account bill will be deducted till final completion of the Contract. This amount will be released to the Contractor along with the Performance Security i.e. after 6(six) months) months from Completion of the Contract period. Retention Money will not accrue any interest.

**18.0 BANKING CHARGES :**

All banking charges will be to the bidder's account.

**19. BID REJECTION CRITERIA :**

The bids must conform to the specifications, terms, and conditions given in the NIT. Bids shall be rejected in case the items offered do not conform to the required minimum / maximum parameters stipulated in the technical specifications and to the respective international /national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non-responsive and rejected:

- 19.1 Bidders shall offer firm price through delivery and not subject to variation on any account. Bids with adjustable price shall be treated as non responsive and rejected.
- 19.2 Offers with inadequate validity will be rejected.
- 19.3 Bids received after Bid Closing Date and time shall be rejected. Also, modification of Bids received after Bid Closing Date/time shall not be considered.
- 19.4 Offers received from unsolicited parties shall not be considered and rejected.
- 19.5 Bids shall be typed or written in indelible ink and Original bid shall be signed by the bidder or his authorized representative on all pages failing which the bid shall be liable for rejection.
- 19.6 Offers received through Telex / Cable / Fax / E-mail/telephone shall be rejected unless specifically asked for in writing. Similarly offers received as xerox/ photocopy which is not on original letterhead of the Bidder & not duly signed & stamped will be rejected.
- 19.7 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person (s) signing the bid. Any bid not meeting this requirement shall be liable for rejection.
- 19.8 Any offer containing incorrect statement will be rejected
- 19.9 Bids without original Bid Security of requisite amount shall be rejected.

**20.0 BID EVALUATION CRITERIA :**

- 20.1 Bids which are found to be responsive and meeting the requirement both specification wise and terms and conditions in the enquiry will be considered for final evaluation.

- 20.2 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 20.3 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.
- 20.4 At the time of evaluation of the offers, past performance of similar equipment supplied by the bidder as well as after-sales service, supply of spares, etc. in respect of such equipment by the concerned bidder will be considered / evaluated. If the same are not found to be satisfactory as already communicated to the bidder, the offer may be considered as unacceptable offer and rejected.

**21.0 ASSIGNMENT :**

The Bidder/ Contractor shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/ Contractor of any of his obligations which might have arisen before such permission was given.

**22.0 APPLICABLE LAW :**

The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India.

**23.0 ARBITRATION :**

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL

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Scope of Work

The service maintenance contract will cover the maintenance of the various types of Air – Conditioners installed at OIL’s office at Plot No.19, Sector 16A, Noida,U.P. , various premises located at Haus Khas , Asian Games Village, GK – II, sector 15A, Noida etc. A detailed list of Air – Conditioners located at various places is enclosed as Annexure – IV.

A. The Scope of Work will inter alia cover the followings :

- 1.0 Supply and refilling of refrigerant, replacement of defective parts including cooling coil, condenser, compressor, stabilizer, starting relay, wiring, repairing of compressors, transportation of defective Air – Conditioners to the contractor’s workshop(if required) and repaired Air – Conditioners from contractors workshop to the site. **For supply and refilling of refrigerant the Contractor has to provide warranty for 3 months.** For any problem due to refilling of the refrigerant within 3 months will be the rectified by the Contractor free of cost including free filling of the refrigerant otherwise payment for the same will be recovered from pending bills or performance security of the Contractor.
- 2.0 The Air – Conditioners shall be inspected and serviced/cleaned by the contractor through a trained/experienced/competent technician on quarterly basis as preventive maintenance. However, during the peak summer season the Air – Conditioners shall be inspected and serviced by the contractor every month.
- 3.0 In addition to the quarterly/monthly servicing, contractor shall have to attend and rectify all complaints of the Air – Conditioners within a stipulated time period considered to be reasonable by authorized OIL personnel.
- 4.0 Any complaint lodged/informed before 2 PM shall be attended to on the same day by competent technician of the contractor. However in the case of urgent complaints the contractor has to provide service technician round the clock to rectify the problem.
- 5.0 Repairing work shall have to be carried out at site to the extend possible except the repairs of the compressors which might require workshop facility. Transportation of the Air – Conditioners to the contractor’s responsibility and at his cost.
- 6.0 Contractor shall have to provide service units as replacement during the period of repairing of the Air – Conditioners.
- 7.0 The Air – Conditioning units shall be overhauled by the Contractor once a year. Overhauling shall include acid wash and painting.
- 8.0 Contractor has to do shifting and re – installation of ACs if required.

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**Schedule of Rates****A. Maintenance Charge : Preventive :**

Sl. No.	Item	Quantity (No.s)	Rate per Annum per A/C ( Rs.)	Total for 2 years (Rs.)
1.	Window mounted A/C capacity : 1 to 2 Tons	25		
2.	Split A/C capacity : 1.5 to 3.0 Tons	60		
Taxes, if any				
<b>Total including taxes (A) (Rs.)</b>				

**B. Shifting and re-installation charges :**

Sl. No.	Item	Quantity (No.s)	Rate per A/C (In Rs.)	Total (Rs.)
1.	Shifting & re-installation of A/C s from one room/place to another room/place in the same premises/location :			
	(a) Window A/C	30(Approx.)		
	(b) Split A/C	30(Approx)		
2.	Shifting & re-installation of A/C s from one premises/office/location to another premises/office/location :			
	(a) Window A/C	30(Approx.)		
	(b) Split A/C	30(Approx)		
Taxes, if any				
<b>Total including taxes (B) (Rs.)</b>				

**C. Supply and refilling of refrigerant :**

Sl. No.	Item	Quantity (No.s)	Rate per A/C (In Rs.)	Total (Rs.)
1.	Window mounted A/C capacity : 1 to 2 Tons	30(Approx.)		
2.	Split A/C capacity : 1.5 to 3.0 Tons	30(Approx)		
Taxes, if any				
<b>Total including taxes (C) (Rs.)</b>				

**Grand Total including Taxes (T)****= A + B + C****D. Spare Parts : Payment for Spare Parts will be made on MRP only.**

- (a) The Contractor will have to provide documentary evidence of any replacement of parts etc. to the satisfaction of OIL. Any replacement of parts will be as per the instructions of OIL's authorized personnel only.
- (b) Proof of MRP is to be provided and the same will be reimbursed by OIL, if found undisputed.

**Notes :**

- Evaluation will be on the basis of Grand Total including taxes(T) value. Grand Total including taxes (T) must be inclusive of all taxes , statutory levies ,duties, out of pocket expenses , transportation cost etc. No other payment except for spare parts will be made.
- Above mentioned quantities are approximate and for Bid evaluation purpose only. Actual requirement may differ from the above and payment will be made on actual basis.

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**LIST OF AIR CONDITIONERS**

Sl. No.	Location	Quantity	Capacity
<b>SPLIT UNITS</b>			
1	M – 125, GF, Greater Kailash - II	4	1.5 Ton
2	M – 125, FF, Greater Kailash - II	3	1.5 Ton
3	S-48, Greater Kailash – II	4	1.5 Ton
4	B – 12, Asian Games Village	1	3.0 Ton
5	B – 11, Asian Games Village	3	2.5 Ton
6	S – 1/523, Greater Kailash - II	4	1.5 Ton
7	S – 1/522, Greater Kailash - II	4	1.5 Ton
8	S – 1/393, Greater Kailash - II	4	1.5 Ton
9	B – 269, Sector – 50 , Noida	5	1.5 Ton
10	C – 8, Sector – 39, Noida	3	1.5 Ton
11	C – 8, Sector-39, Noida	1	2.0 Ton
12	Flat No. 90, Noida	1	1.5 Ton
13	OIL Residential Complex, Sector -15, Noida	6	1.5 Ton
14	OIL House, Sector – 16A, Noida	11	1.5 Ton
15	OIL House, Sector – 16A, Noida	6	1.5 Ton
	Total	60	
<b>Window Units</b>			
1	M – 125, GF, Greater Kailash - II	1	1.5 Ton
2	M – 125, FF, Greater Kailash - II	2	1.5 Ton
3	S – 48, Greater Kailash	1	1.5 Ton
4	B – 12, Asian Games Village	4	1.5 Ton
5	B – 11, Asian Games Village	1	1.5 Ton
6	Flat No. 74, OIL Residential Complex, Sector -15, Noida	5	1.5 Ton
7	Flat No. 84, OIL Residential Complex, Sector -15, Noida	1	1.5 Ton
8	Flat No. 89, OIL Residential Complex, Sector -15, Noida	5	1.5 Ton
9	Flat No. 90, OIL Residential Complex, Sector -15, Noida	3	1.5 Ton
10	Residential Complex auditorium, Sector -15, Noida	2	1.5 Ton
	Total	25	

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To,  
**Sr. Advisor(C & P)**  
**OIL INDIA LIMITED**  
**Plot No. 19, Sector 16A**  
**Noida - 201301**

Dear Sir,

Sub : Your Enquiry No.....

For .....

Mr. /Ms.. ..... has been authorised to be present at the time  
of opening of the above Enquiry due on .....  
At NOIDA on my/our behalf.

Yours faithfully,

(Name)  
Designation  
Stamp / Seal

**FORM OF BID SECURITY (BANK GUARANTEE)**

To : Senior Advisor(C & P)  
**OIL INDIA LIMITED**  
Plot No. 19  
Sector-16 A,  
NOIDA-201 301  
Fax No. 91-120-2488327

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated\_\_\_\_\_ for the provision of certain oilfield services (hereinafter called "the Bid") against OIL INDIA LIMITED, Noida, India (hereinafter called the Company)'s tender No. : \_\_\_\_\_. KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of ( \* ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_.

THE CONDITIONS of this obligations are :

- (1) If the Bidder withdraws/modifies their Bid during the period of Bid validity specified by the Bidder; or
- (2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:
  - (a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or

(b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter / fax/e - Mail), without Company having to substantiate its demand provided that in its demand Company will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including the date ( \*\* ) and any demand in respect thereof should reach the Bank not later than the above date.

SIGNATURE AND SEAL OF THE GUARANTORS : \_\_\_\_\_

Name of Bank & Address : \_\_\_\_\_

Witness: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

(Signature, Name and Address)

Date : \_\_\_\_\_ Place : \_\_\_\_\_

\* The Bidder should insert the amount of the guarantee in words and figures.

\*\* Date of expiry of Bank Guarantee should be minimum 90 days from the date of Bid Closing.

**PERFORMANCE BANK GUARANTEE**

Oil India Limited,

Plot No. 19, Sector 16A

NOIDA-201301

Attn: Senior Advisor (Contracts & Purchase)

WHEREAS \_\_\_\_\_ (Name and address of Contractor) (hereinafter called "Contractor") had undertaken, in pursuance of Contract No. \_\_\_\_\_ to execute (Name of Contract and Brief Description of the Work) \_\_\_\_\_ (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) \_\_\_\_\_ (in words)(\_\_\_\_\_), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date \_\_\_\_\_ (calculated at 6 months after Contract completion date).

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Designation \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date: .....

Place: \_\_\_\_\_

### **List of Parties to whom Tender is issued**

- 1) M/s. Asian Engineering Co.  
2151/17 – A – 12, New Patel Nagar  
Opp. Shadipur Depot  
New Delhi - 8
- 2) M/s. Blue Star Limited  
F – 44 / 12, Okhla Industrial Area  
Phase – II  
New Delhi - 110020
- 3) M/s. Maintenance Corporation  
1 / 35 / 2, Sher Singh Bazar  
Kotla Mubarakpur  
New Delhi - 110003
- 4) M/s. Voltas Limited  
A – 43, Mohan Co – op Industrial Estate  
Mathura Road  
New Delhi - 110044
- 5) M/s. Beauty Enterprises  
42, Ajit Arcade  
Kailash Colony  
New Delhi - 110048
- 6) M/s. A C Utilities  
289, Hog Market  
Rajendra Place  
New Delhi - 110008
- 7) M/s. G K Refrigeration  
60 – H, Arjun Nagar  
Safdarjung Enclave  
New Delhi - 110029
- 8) M/s. Ganapati Creations  
A-4/67, Amar Colony  
Lajpat Nagar  
New Delhi – 110024

- 9) M/s. Rajesh Maintenance Works  
409 B, Govindpuri, Gali No. 5  
Kalkaji  
New Delhi – 110019
- 10) M/s. R. K. Consultants  
C – 2D / 55 B Jankpuri  
New Delhi – 58
- 11) M/s. G – Tech Cooling Solution  
B – 1299, G. D. Colony  
Mayur Vihar Phase – 3  
New Delhi – 110096  
Phone : 011 – 22610165  
Mobile No. 9999785559, 9910098672  
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