

OIL INDIA LIMITED
(A Government of India Enterprise)

P.O. Duliajan - 786602, Assam, India.

E-mail : contracts@oilindia.in

e-Tender Notice

OIL INDIA LIMITED invites Indigenous Competitive Bid from experienced contractors/Firms through its e-Procurement portal: <https://etender.srm.oilindia.in/sap/bc/gui/sap/its/bbpstart/> for following services:

IFB No.	Description of services	Earnest money in Rs.
Cost of Bid Document		
CDI 3743P12/KB Rs.5000	Construction of 3 nos 795 kl capacity and 1 no 160 kl capacity crude oil storage tank at Barekuri EPS.	1,40,000/-
CDI 3773 P12/KB Rs. 2000	Collection of crude oil from effluent pits, cellars, sumps etc. of Wells, OCSs, EPSs, QPSs, WHSs and other installations in Assam Fields and transportation of collected crude oil to The Central Tank Farm at Duliajan or any other specified location for two years.	36,500/-
CDI 3748P12/KB Rs.2000	Carrying out Revamping / Repairing / Modification / Testing jobs in running Gas Compressor Stations of Production Gas Department.	47,500/-

- 2.0 Period of Sale of Bid document : From 31.10.2011 to 22.11.2011.
Technical Bid closing/opening date & Time : 29.11.2011 (11:00 hrs / 14:00 hrs)
- 3.0 Cost of Bidding Document (Non-refundable & Non-transferable) of Rs. 5,000.00/Rs.2000.00 (as the case may be) each by D/Draft in favour of M/s Oil India Limited and payable at Duliajan is to be sent to: Head-Contracts, Oil India Limited, P.O. Duliajan, Assam-786602. On receipt of requisite Bid Document cost, USER_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. No physical bid documents will be provided. **USER_ID AND INITIAL PASSWORD WILL BE ISSUED TILL ONE WEEK PRIOR TO THE BID CLOSING DATE.**
- 4.0 PSU's and SSI units registered with NSIC claiming exemption from payment of Bid Document cost should submit their request with all credentials at least 7 days in advance to get access for participation in the tender.
- 5.0 Eligibility criteria for Bidders and other details of Tender can be viewed using "Guest Login" provided in the e-Procurement portal. The link to OIL's e-Procurement portal has also been provided through OIL's web site www.oil-india.com.

1.0 BID REJECTION CRITERIA (BRC):

1.1 The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BRC must be submitted along with the Techno-Commercial Bid.

1.2.1 The bidder shall have minimum experience of successfully executing of "SIMILAR" nature of jobs of following magnitude in PSUs/ Central/ State Govt./ State Govt Enterprise/ Upstream E&P companies during the last 7 (seven) years ending Bid Closing Date.

i) One single contract of minimum value of Rs.58,40,000.00 (Rupees fifty eight lakh forty thousand only)

OR

ii) Two single contracts of minimum value of Rs.36,50,000.00 (Rupees thirty six lakh fifty thousand only) each

OR

iii) Three single contracts of minimum value of Rs.29,20,000.00 (Rupees twenty nine lakh twenty thousand only) each.

Note: "SIMILAR" nature of jobs mentioned in para 1.2.1 means

Handling/ transportation of crude oil/ petroleum products.

1.2.2 The bidder should have an average Annual Turn over during the last 3 (three) years ending 31.03.2011 at least of Rs.21,90,000.00 (Rupees twenty one lakh ninety thousand only).

1.2.3 Bid will be rejected if not accompanied with adequate documentary proof (Refer Note-1 below) in support of experience and turnover as mentioned in Para 1.2.1 and 1.2.2.

Note-1:-

A) For proof of Annual turnover, the following documents/ photocopy must be submitted along with the bid:

- i) Audited Balance Sheet and
- ii) Profit and Loss account.

B) For proof of requisite Experience, bidder should submit the following copies of documents along with the bid:

(i) Photocopy of Contract document showing details of work,

AND

(ii) Completion Certificate issued by Central Govt./ State Govt./ Public Sector Undertaking/ State Govt. Undertaking/ Upstream E&P company showing:

(a) Gross value of job done during last seven years ending bid closing date.

(b) Nature of job done and contract no.

(c) Contract period and date of completion.

1.2.4 The bidder shall submit PAN Card, Service Tax Regd. No, Bank Account number, VAT Regd. No., Provident Fund Code number (Direct Code)/ or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them (with documentary evidence). In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

2.0 BID EVALUATION CRITERIA (BEC):

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

2.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

2.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

2.4 Incomplete and nonconforming bids will be rejected outright.

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Duliajan, Assam

WORKS CONTRACT

Tender No.: CDI3773P12

Part-II Schedule of Work, Unit and Quantity

Item No.	Description of Work	Unit in Words	Quantity	Rate
1	COLLECTION & DISPOSAL: Collection and disposal of crude oil from effluent pits, cellars, sumps etc. of wells, OCS, EPS, QPS, WHS, Tank Farm & other Installations in Assam Field in 200 litres capacity crude oil casks. Cost of per Shot	KL	10,000	
2	TRANSPORTATION: Transportation of filled crude oil cask to Naharkotia Tank Farm or any other specified location and unloading of the casks there.	KKM	400,000	
3	SCRAPING & TRANSPORTATION: Scraping/ removing of oil soaked earth and transporting the same to the safe location within the distance of not more than 15.0 KM from the site of collection. The exact location will be shown by the departmental engineers.	KMK	5000	
4	SCRAPING & SPREADING OF SAND: Supply and spreading of sand at the various locations situated in an area maximum of 60.0 KM road distance from Duliajan.	M3	300	

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

**OIL INDIA LIMITED
(A Govt. of India Enterprise)
DULIAJAN(ASSAM)**

**WORKS CONTRACT
Particular Specifications and Instructions**

DESCRIPTION OF WORK/SERVICES:-

DESCRIPTION OF SERVICES

COLLECTION OF CRUDE OIL FROM EFFLUENT PITS, CELLARS, SUMPS ETC. OF WELLS, OCS, EPS, QPS, WHS & OTHER INSTALLATIONS IN ASSAM FIELD AND TRANSPORTATION OF COLLECTED CRUDE OIL TO CENTRAL TANK FARM AT DULIAJAN OR ANY OTHER SPECIFIED LOCATION FOR A PERIOD OF 2 (TWO) YEARS WITH A PROVISION FOR EXTENSION BY ANOTHER 1 (ONE) YEAR.

1.0 WORK ORDER:

i) Soon after this contract is signed by both the parties i.e. the Contractor and the Company, the contractor will apply for labour clearance with in 15 days of signing the contract to the concern authority and on receipt of the same the Company shall issue Work Order/ Purchase Order, specifying the actual date of commencement of the works/ service and the date of its completion based on the contract provisions.

ii) During the execution of the works, the Contractor must maintain a uniform rate of progress to complete the works within the stipulated scheduled time.

2.0 COMPLETION TIME:

The contractor has to complete the job within the given time period.

3.0 SCOPE OF WORK:

3.1 Collection and disposal of crude oil as per SOW of the contract.

3.2 Transportation of filled crude oil cask to Naharkotia Tank Farm as per SOW of the contract.

3.3 Scraping and transportation of oil soaked earth from the site of oil spillage.

3.4 Supply and spreading of sand at the site of oil spillage (after scrapping and removal of oil soaked earth) at a maximum distance of 60 km from Duliajan.

4.0 CONTRACTOR'S RESPONSIBILITY:

The contractor and/ or his/ her authorized representative/supervisor must have sufficient practical knowledge of the job given in Para 3.0 above and must know about the safety of the operations. The contractor shall have to provide the company minimum 04 (four) nos. of transportation trucks everyday during the contractual period.

5.0 CONVEYANCE:

The contractor must arrange conveyance (transportation) of his/her equipments and workmen to the place of work and back at the contractor's cost.

6.0 PENALTY:

In case of sudden withdrawal of transportation truck without prior permission, a penalty shall be levied @ Rs. 600.00 per day per truck. The contractor will be intimated lifting programme day to day basis by Production(Oil) Department. The contractor will accordingly deploy adequate no. of transportation trucks to meet the daily commitment.

7.0 BILLING:

- i) For each work advice letter, separate bill has to be made.
- ii) Each bill should be forwarded to GMP(Oil) for certification and onward processing the bill.
- iii) Each bill has to be accompanied by requisition slips issued from production(Oil) Office for transportation/collection of crude oil . No bill will be processed in absence of requisition slips

8.0 GENERAL:

8.1 All crude oil transportation from the area of collection must be made using truck with 25 nos. of 200 litres capacity sealed casks. Empty casks will be supplied by OIL.

8.2 The casks must be securely sealed during transportation of crude oil.

8.3 Company Official will initially brief the unskilled labour engaged for the job about the rules and regulations to be followed.

8.4 The contractor's workers shall have to follow instructions from the Engineer in-charge or his representative of respective section in regards to their duty work.

8.5 OIL Engineers will inspect & monitor the progress of job during job execution period.

8.6 The Contractor must obtain "Entry Permit" from CISF Commandant/ Head-Security of OIL for all his/ her workers to enable them to work inside the installations/ prohibited area.

8.7 The contractor must ensure that all safety norms & other statutory regulations related to Oil Mines and strictly adhered by his workers.

8.8 The Contractor shall not engage minor workers below 18 years of age under any circumstances.

8.9 All statutory taxes levied by the Central and State Government or any other competent authority from time to time shall have to be borne by the contractor and the amount of the contract specified in the contract is inclusive of all the tax liabilities.

8.10 The Contractor or his representative must report to GM(P-Oil)'s office regularly for overall supervision and liaison.

8.11 The contractor must have office with telephone facilities at Duliajan so that he may be contacted whenever required.

8.12 All employees of the Contractor must obey the security rules of the Company when working inside the declared prohibited areas or otherwise. Any individual found to be objectionable from the security considerations must be replaced by the Contractor.

8.13 The contractor should engage a supervisor under whose presence the job should be executed.

8.14 The contractor shall engage local persons to the extent possible for execution of the job.

8.15 The contractor shall have to provide all necessary safety appliances as per statutory regulations to the workers employed by his/ her own cost.

8.16 The contractor shall have to fulfill any additional requirement of transportation truck in an emergency period as per the instruction of General Manager Production (Oil).

8.17 The transportation truck must be equipped with safety appliances including fire-fighting equipment, spark arrestor, First aid box etc. as per statutory regulations.

8.18 The exhaust pipe of the engine of the truck must be laid underneath the driver's cabin for ultimate venting to atmosphere by the side of the driver's cabin. The exhaust must be provided with spark arrestor.

8.19 The transportation truck must be covered under comprehensive insurance against all risks during the contractual period.

8.20 The driver(s) of the truck must possess valid and relevant permits & licenses.

8.21 The transportation truck must be registered with competent authority and periodic requirements of fitness test, Pollution control certificate must be complied with the evidences to the Company's Engineer in this regard as and when required.

8.22 The following information should be written on the truck body in bold letters:-

(a) "ON OIL INDIA DUTY"

(b) TELEPHONE NO. OIL-7333 IN CASE OF FIRE ACCIDENT

(c) OWNER'S NAME, ADDRESS, TELEPHONE NUMBER

(d) NO NAKED LIGHT

8.23 The contractor will be given a time period of 2 (two) weeks for arranging the truck(s) from the date of award of contract.

8.24 Crude Oil transported from the oil field should not have free water content more than 20% of the total fluid transported. Any excess of water content with the crude oil transported will be drained out before gauging the casks.

8.25 Recoveries towards loss of crude oil in any manner will be made from Contractor's outstanding bill at the present rate of crude oil as decided by OIL at that time.

8.26 Normally crude oil will be lifted during day hours, however in case of emergency crude oil may have to be lifted during night hours as well.

8.27 The contractor will supply to his workmen the necessary protective gears like hand gloves, helmet, safety boots etc. at CONTRACTOR'S EXPENSES.

8.28 The contractor must have office with telephone facilities at Duliajan so that he may be contacted whenever required.

8.29 The Contractor will need to depute responsible representative/ supervisor at the office of General Manager Production (Oil) for taking day to day instructions.

8.30 The Contractor is to collect necessary requisition slips from Production(Oil) Office without which he/ she will not be allowed to load crude oil from the loading point.

8.31 The Contractor will insure proper safety to the loaded casks/ trucks from hazards of fire.

8.32 The Contractor must ensure that no loss of crude occurs during transportation.

8.33 The drivers and other personnel engaged for the service should not be under influence of any intoxicating item when carrying out the contractual obligation.

8.34 On completion of delivery, the Contractor is to obtain signature of the Company's representative on delivery challan in token of his delivery of the right quantity of crude oil.

8.35 In case of any dispute/ discrepancy in measurement and quality of crude oil arrival at the unloading point, the decision of OIL shall be final and binding on the Contractor.

8.36 Company's representative at the unloading point may refuse to accept casks if there is reasonable proof of tempering. In such occasions, Company will handover the case to Govt. Authority at the earliest possible time.

8.37 All employees of the Contractor must obey the security rules of the Company when working inside the declared prohibited areas or otherwise. Any individual found to be objectionable from the security considerations must be replaced by the Contractor.

8.38 The Contractor shall not engage the transportation truck engaged for transportation of crude oil of the Company for other work during the contractual period.

8.39 There will be no variation of rates during the currency of the contract due to change in POL and other prices.

9.0 AUTHORIZATION FROM POLLUTION CONTROL BOARD, ASSAM FOR HANDLING HAZARDOUS WASTE:

As per Hazardous/ Wastes (Management & handling) Rules, 1989, it is obligatory on the part of any operator engaged in the business of the collection, reception, treatment, transport, storage and disposal of hazardous wastes to make an application to the Pollution Control Board, Assam for the grant of authorization to carry out the above activities. The contractor must obtain the above permission from Pollution Control Board, Assam (PCBA)

before commencing the job. Workorder will be issued to the party only on producing the said permission from PCBA.

10.0 SAFETY MEASURES:

The following safety guide lines/ measures will be strictly followed by the contractor.

i. " Work Permit" , if required, shall be obtained from the concerned Section Engineer of the section before starting of the work and will be renewed from time to time as required. Further competent representative of the contractor with the approval of M/S OIL will have to be present at the work site throughout the working time to ensure compliance of safety measures while executing the job at site.

ii. Any other safety measures that might require to be adopted during the work will be intimated and shall be strictly followed by the contractor.

iii. Stand by fire fighting equipment, if required, will be deployed at the work site by OIL. However, at least two of the contractor's personnel deployed for the work must be capable of handling the fire fighting equipment at the time of emergency and the persons will have to be present at the work site throughout the working time. If required the contractor's nominated persons will be imparted training on handling such equipment by OIL's Fire Service department.

iv. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the contractor himself and shall be liable for ensuring compliance all HSE laws by the sub or sub-sub contractors.

v. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will

be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work.

vi. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

vii. The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/ them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation/ operations to be done by the contractor and how it is to be managed.

viii. The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.

ix. Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/ Agent/ Manager.

x. Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/ nature, he should develop and provide to the mine owner a site specific code of practice in line.

xi. All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT, IME & PME.

xii. The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons

xiii. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.

xiv. It will be entirely the responsibility of the Contractor/ his Supervisor/ representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager/ Safety Officer/ Engineer/ Official/ Supervisor/ Junior Engineer for safe operation.

xv. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

xvi. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

xvii. The contractor shall have to report all incidents including near miss to Installation Manager/ departmental representative of the concerned department of OIL.

xviii. The contractor has to keep a register of the persons employed by him/her. The contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.

xix. If the company arranges any safety class/ training for the working personnel at site (company employee, contractor worker, etc.) the contractor will not have any objection to any such training.

xx. The health check up of contractor's personnel is to be done by the contractor in authorized Health Centers as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.

xxi. To arrange daily tool box meeting and regular site safety meetings and maintain records.

xxii. Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor.

xxiii. A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.

xxiv. A contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

xxv. Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.

xxvi. In case Contractor is found non-compliant of HSE laws as required company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts/ Rules/ Regulations.

xxvii. When there is a significant risk to health ,environment or safety of a person or place arising because of a non-compliance of HSE measures company will have the right to direct the contractor to cease work until the non-compliance is corrected.

xxviii. The contractor should prevent the frequent change of his contractual employees as far as practicable.

xxix. The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.

xxx. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/ rules/ regulations/ pertaining to Health, Safety and Environment.
