

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

M/s.  
India

TENDER NOTICE NO.: DCO0148P11/BB

Date: 22.11.2010

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
Maintenance and extension of fiber optic cabling for OIL's computer network	Duliajan	Two Years	28.12.2010 12,000.00 (RUPEES TWELVE 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 unsuccessful tenderers, but is liable to be forfeited in full or part, at Company's discretion , as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected.

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

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

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

considerated to be correct.

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

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

(b) Once a withdrawal letter is recived from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

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

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

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

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.

#### 18.0 DISCOUNTS / REBATES.

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

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

#### 19.0 BACKING OUT BY BIDDER

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

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

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

#### 21.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

HEAD-CONTRACTS  
For HEAD-CONTRACTS

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

WORKS CONTRACT

DCO0148P11/BB

DESCRIPTION OF WORK/SERVICE :-

Maintenance and extension of fiber optic cabling for OIL's computer network

GENERAL CONDITIONS OF CONTRACT(GCC)

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 duration of the contract shall be 104 weeks from the commencement date mentioned in the work order. The contractor must complete the work within the contract period. 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 7.5% 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 7.5% 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 92.5% 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)."

#### 26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

#### 27.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/ OR COMPLETION OF WORKS AND SERVICES

27.1 In normal case of works /service contracts, liquidated damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in contract mobilization /completion date subject to a maximum ceiling of 7.5% of contract value .

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

SIGNED & DELIVERED FOR AND

-----

Contractor

4

Company

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

-----  
(Signature of witness)

-----

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

-----  
(Full Name of Signatory)

Address:

-----

-----  
(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

Designation \_\_\_\_\_

Date \_\_\_\_\_

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

**WORKS CONTRACT**

Tender No. DCO0148P11/BB

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

Service Line No.	Description of Work	Unit in Words	Quantity	Rate per Unit (Figures & Words)	Amount
10	Maintenance of Outdoor FO Cable	Meter	40,000.000		
20	Maintenance of Indoor FO Cable	Meter	5,000.000		
30	Outdoor Trenching & Trench filling	Meter	10,000.000		
40	Outdoor Cable laying	Meter	12,000.000		
50	Road Crossing (through boring)	Meter	400.000		
60	Road Crossing (through road cutting)	Meter	400.000		
70	Drain/Culvert/River crossing	Meter	200.000		
80	Indoor saddling inside & outside building	Meter	2,000.000		
90	Fixing of LIU	Number	40.000		
100	Fixing of FO to UTP media converter	Number	50.000		
110	Fiber Termination	Number	300.000		
120	Fiber Testing and Certification	Number	75.000		
130	Fiber optic cable splicing	Number	80.000		
140	Supply & fixing of cable route marker	Number	300.000		
				<b>Total Amount(Rs):</b>	

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

### Special Conditions of Contract(SCC)

Tender No.: DCO0148P11/BB

---

Maintenance and extension of fiber optic cabling for OIL's computer network

#### 1.0 Scope of Work

Maintenance and extension of outdoor and indoor fiber optic (FO) cable for computer network in the field headquarter of Oil India Limited at Duliajan and other operational areas of Oil India Limited in Assam as per responsibilities of contractor mentioned in clause 2.0 of this document.

#### 2.0 Responsibilities of Contractor

##### 2.1 Maintenance

2.1.1 The contractor shall be responsible for maintaining outdoor fiber optic cable, both single mode and multimode, laid between various installations/ buildings of OIL in its field headquarter through trench at Duliajan, Moran, Digboi and remote production installations like OCS and GCS in Assam. The total length of outdoor fiber optic cable segments (single mode and multimode) is 40,000 mtrs. Outdoor Fiber Optic cable maintenance shall include the following:

- \* Detection of fault location of cable;
- \* Replacement of faulty cable;
- \* Splicing of fiber optic cable, if necessary.
- \* Fiber preparation and Termination of replaced cable;
- \* Any other job required for restoring network connectivity between the end points of the fiber optic cable segment.

2.1.2 The contractor shall be responsible for maintaining indoor fiber optic cable (single mode and multimode) laid inside various buildings of OIL in its field headquarter at Duliajan, Moran, Digboi and remote production installations like OCSs and GCSs in Assam. The total length of indoor fiber optic cable segments (single mode and multimode) is 5,000 mtrs. Indoor fiber optic cable maintenance shall include the following:

- \* Detection of fault location of cable;
- \* Replacement of faulty cable;
- \* Splicing of fiber optic cable, if necessary.
- \* Fiber preparation and Termination of replaced cable;
- \* Saddling of cable on wall with proper saddle.
- \* Replacement of PVC Channel, if necessary.
- \* Any other job required for restoring network connectivity between the end points of the fiber optic cable segment.

##### 2.2 Extension

2.2.1 The cable route for any extension of the fiber optic cable network will be surveyed by the contractor jointly

with OIL's representative and has to be suitably tagged before start of trenching.

2.2.2 OIL shall arrange for site clearance, wherever necessary for the cable route.

2.2.3 The outdoor cable has to be laid along a trench along the surveyed route. Surface clearance of the route including jungle / tree cutting, removal of any pillars etc., trenching of fiber route as per specification provided in this document, laying of fiber optic cable and refilling the trench, etc., will be within the scope of work.

2.2.4 The trench should have minimum depth of 90 cm from surface and minimum width of 45 cm.

2.2.5 The bottom of the trench has to be free from any hard object like brick or stone. In case such hard objects cannot be removed, an adequate layer of sand has to be provided by the contractor, wherever necessary so as to protect the cable from such objects.

2.2.6 The right to change the cable route for administrative or operational reasons before actual laying of cable rests with OIL.

2.2.7 At no point along the cable route, the cable bend should cross the maximum bending radius specified for the cable. Necessary support at the bends to protect the cable from bending stress has to be provided by the contractor.

2.2.8 In case of any road crossing, underground boring has to be employed for crossing the road. The bore hole needs to be at least 90cm below the surface of the road. In case a bore hole is not possible, the contractor needs to obtain prior permission for road cutting from concerned authority. In case of an OIL road, permission shall be arranged by OIL. In case permission from any third party is required, then such permission has to be obtained by the contractor. However, OIL may assist in providing necessary documents for the same.

2.2.9 For crossing any drain or river, the cable has to be crossed by means of proper overhead support, through GI conduit, as per industry standards and to the satisfaction of OIL.

2.2.10 The contractor will have to carry out necessary saddling outside and inside the buildings at end points up to the location of LIU.

2.2.11 The cable ends has to be properly terminated at LIU by the contractor as per industry norms and to the satisfaction of OIL.

2.2.12 Before accepting the fiber optic cable from OIL for laying, in case of extension or for maintenance, the contractor shall jointly test the cable with Fiber Optic cable tester, along with OIL representative. The Fiber Optic cable tester has to be provided by the contractor. Once the cable is accepted by the contractor in good condition, he shall bear the cost of any loss or damage to the cable till the time of completion of the extension or repair job. After completion of the cable laying job, the contractor shall have to test the cable again with fiber optic cable tester, as per industry norms and to the satisfaction of OIL. The final acceptance after layout will be jointly carried out by both the contractor and OIL's representative and if any core of the fiber optic cable does not pass the acceptance test, necessary repair/ splicing job will have to be carried out by the contractor, at his own cost.

2.2.13 Permanent cemented route markers with "OIL FO CABLE" marking has to be fixed all along the cable route, at an interval specified by OIL. The posts shall have to be 1 (One) mtr long and rectangular in shape (150 mm x 75 mm) made of 4 nos. 8 mm torque bar and concrete mixture ratio of 1:2:4.

2.2.14 The contractor has to provide 6 (Six) months warranty period for the cable terminations. Any fault in cable termination during the warranty period will have to be rectified/ replaced by the contractor, at his own cost.

2.2.15 The necessary tools for cable termination have to be provided by the contractor. However, necessary network devices, Fiber Optic cable, Line Interface Unit (LIU), FO Patch Cord, connector and couplers shall be provided by OIL.

2.2.16 All jobs allocated to the contractor shall have to be completed to the satisfaction of OIL.

2.2.17 The contractor shall be permitted a mobilization period of 1 (One) week from the date of allocating an extension job.

2.2.18 The contractor has to submit periodic status/ progress reports of job being carried out by him against this contract. The reporting interval shall be decided mutually by OIL and the contractor.

2.2.19 The contractor shall provide all necessary tools, ladders and fiber testing equipment and other accessories for carrying out the job.

2.2.20 The contractor shall arrange to collect necessary network devices, Fiber Optic cable, Line Interface Unit (LIU), FO Patch Cord, connector and couplers required for the cabling job from OIL's IT department and carry them at his own cost and own risk to the worksite, using his own transport. Any damage or loss of issued cable, network device, etc. during transit shall have to be borne by the contractor.

2.2.21 For any indoor fiber extension job, the fiber has to be laid through industry standard good quality PVC casing. The PVC casing has to be properly saddled on wall.

2.2.22 The contractor has to provide 1 (One) year warranty from the date of completion of the job, for any indoor saddling job carried out by him for the purpose of laying indoor FO cable. Any defect in saddling during one year has to be repaired/ replaced by the contractor at his own cost.

2.2.23 The contractor has to take care not to damage any walled surface during laying of indoor fiber optic cable. In case of any such damage, the contractor has to repair the same and repaint the wall surface, at his own cost.

2.2.24 The contractor shall be responsible for fixing of LIU (Line Termination Unit), FO to UTP Media converter, etc. on wall.

2.2.25 The contractor shall be responsible for running Fiber Optic Patch cord from LIU to FO to UTP Media converter.

2.2.26 The extension job shall be carried out as per OIL's requirement from time to time subject to the maximum limit as specified in the bid document.

2.3 The contractor has to post one technician trained on carrying out fiber termination, fiber splicing, fiber testing, conversant with operations of FO to UTP media converter and other network devices like switch, hub etc. at Duliajan during the period of this contract. Oil shall have the right to ask the contractor to replace the technician if he is not found suitable for the job.

2.3.1 The technician has to report to OIL's IT department as per OIL's office timings. Also, in case of emergency, the technician should be available on call basis after OIL's office timing and also during Sundays and holidays.

### 3.0 Time Frame

3.1 The contract will start within maximum of 1 (one) month from the date of issue of LOI and will be valid for 104 (One Hundred and Four) weeks.

### 4.0 Extension

4.1 OIL shall have the option to extend the contract by an equal or reduced quantity as may be required by the company, on the same terms and conditions, for a further period of 2 (two) years.

### 5.0 Award of Job and Penalty

5.1 The contractor will be requested to carry out the jobs under the scope of the contract with a written request by OIL mentioning details including the expected start and completion date for the job, estimated quantum of job etc.. The mobilization period as applicable as per this contract shall be considered while giving such dates.

5.2 After completion of the job, the contractor shall return the job card mentioning actual quantum of work carried out by him and duly certified by OIL's IT engineer. Any excess material issued to the contractor by OIL for carrying out the job, has to be returned by the contractor.

5.3 For any extension job, if the contractor cannot complete the job within seven days of requested completion date, then a penalty of Rs. 1000/- (Rupees One Thousand Only) per day will be levied for every single day exceeding seven days from the requested completion date subject to a maximum amount of 15% of the contract value.

5.4 For any maintenance job, if the contractor cannot complete the job within 1 day of requested completion date, then a penalty of Rs. 1000/- (Rupees One Thousand Only) per day will be levied for every single day exceeding 1 (One) day from the requested completion date subject to a maximum amount of 15% of the contract value.

## 6.0 Warranty

6.1 The contractor shall provide 6 (Six) months warranty for any fiber termination carried out by him. In case of any fault in termination within warranty period, the contractor has to repair/ replace the termination at his own cost.

6.2 The contractor has to provide 1 (One) year warranty for any splicing job carried out by him. In case of any fault in splice within warranty period, the contractor has to repair/ replace the splice at his own cost.

6.3 The contractor has provide 1 (One) year warranty for any saddling job carried out by him for indoor fiber laying. In case of any fault in saddling within warranty period, the contractor has to repair/ replace the saddles at his own cost.

## 7.0 Safety

7.1 The contractor shall take all measures necessary to protect the personnel, work and facilities and shall observe safety rules and regulation of OIL while carrying out the job against this contract.

7.2 All protective gears like safety belt, safety helmet, safety boot etc. , as stipulated by safety guidelines of OIL has to be provided by the contractor to his personnel, as and when required. In case the contractor fails to provide such safety gears, OIL shall provide the same and the cost for the same shall be deducted by OIL from the contractor's bill against this contract.

7.3 The contractor shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and then immediately take the first emergency control steps conforming to good operation practice and safety regulation.

7.4 The contractor shall perform each work in such a manner as will prevent damage to the company's property.

7.5 Any permanent damage/loss to the company's installation, assets and equipment due to negligence of contractors personnel at operation under this contract, shall have to be remedied by the contractor entirely at his own cost.

7.6 The contractor has to obtain written approval/ security pass for his personnel from concerned authorities before carrying out jobs within the provision of this contract in any protected area of OIL.

## 8.0 Responsibilities of OIL

8.1 OIL shall provide access to the locations wherever cabling is to be carried out . However, in case a security pass is required from OIL's security department or OIL's CISF unit to work in the area, the contractor has to apply to the concerned authority through IT department providing all necessary details of personnel employed by him for this contract.

8.2 OIL shall provide Fiber Optic Cable, Fiber Optic connectors, LIU, Fiber Optic Couplers, FO to UTP media converter to the contractor for carrying out the jobs under this contract. All other tools, equipment and material required for carrying out the job has to be provided by the contractor.

## 9.0 Bidding Format

9.1 The contractor will quote for the maintenance services in the following format:

- a) Rate for maintenance of outdoor Fiber Optic Cable for a period of two years - per meter.
- b) Rate for maintenance of indoor Fiber Optic Cable for a period of two years- per meter.
- c) Rate for placement of Technican for maintenance for a period of two years - per No.

9.2 The contractor will quote for the extension services in the following format:

- a) Rate per meter for outdoor trenching and trench re-filling.
- b) Rate per meter for outdoor cable laying.
- c) Rate per meter for road crossing (through boring).
- d) Rate per meter for road crossing (through road cutting).
- e) Rate per meter for drain/culvert/river crossing.
- f) Rate per meter of outdoor or indoor saddling in building.
- g) Rate per unit for fixing of LIU.
- h) Rate per unit for fixing of FO to UTP media converter.
- i) Rate per unit of Fiber Termination.
- j) Rate per unit of Fiber Testing and Certification.
- k) Rate per unit of Fiber Optic Cable Splicing (Both single mode and multimode)
- l) Rate per unit of fixing Cable route marker.

## 10.0 Terms of Payment

a) The Fixed charges against Maintenance services shall be paid on quarterly basis after successful completion of each quarter. The contractor shall submit bill against maintenance services after every quarter from the date of start of the contract.

b) The charges against extension services (13c to 13n) shall be paid against actual amount of job carried out. The contractor shall submit a bill, mentioning job done in the previous quarter against extension services.

11.0 Salient Features Of Eligibility Criteria :For IFB No. DCO DCO0148P11/BB

Bid Rejection Criteria & Bid Evaluation Criteria for the tender.

### AA) 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/ MNCs Private Sector/ State or Central Government organisation/ Public limited company in last 7 (Seven) years from date of bid opening.

Should have successfully completed similar works of value-

- a. Single contract of minimum value of Rs.19, 00,000.00  
OR
- b. Two contracts of minimum value of Rs. 12, 00,000.00/- each  
OR
- c. Three contracts of minimum value of Rs. 9, 50,000.00/- each

ii. Average annual financial turnover during the last 3 (three) financial years, ending 31st March 2010, should be at least Rs. 7, 20,000.00.

iii. Bidder must submit all necessary documents related to experience and turnover in duplicate.

Note :

I. " Similar nature of Job" mentioned above means experience in laying of outdoor and indoor fiber optic cabling, splicing and termination and associated jobs.

## II TECHNICAL REQUIREMENT FOR BIDDERS (eligibility criteria)

1.1 The bidder must have minimum one year experience of laying of outdoor and indoor fiber optic cabling, splicing and termination and associated jobs.

1.2 The bidder must have experience of laying and termination of an outdoor FO cable through trench, not less than 5 (Five) km in length.

1.3 Documentary evidence against clause 1.1 and 1.2 above, in the form of contract document, order, etc. in the name of the bidder has to be submitted along with the bid.

1.4 Bids submitted without documentary evidence mentioned in clause No. 1.3 above Eligibility Criteria of this document will be rejected.

1.5 Bids not quoted as per the bidding format mentioned in clause 9.0 of Special Terms and conditions section will be rejected.

1.6 The bidder must quote against all items as per the bidding format mentioned in clause 9.0 of Special Terms and conditions section, failing which the bid will be rejected.

III. For proof of Annual Turnover, any one of the following documents/ photocopies 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.

IV. For proof of requisite experience, any one of the following documents/photocopies must be submitted along with the bid:-

- i) The bidders to provide copy of Certificate of Completion (COC/ Certificate of Payment (COP)) of Jobs successfully completed, ending bid closing date, 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 company/ organisation in last 3 (three) years, ending bid closing date, showing :

- a) Gross value of the job done and
- b) Nature of Job done
- c) Time period covering the financial years as per NIT.

V) Non submission of documents as specified in BRC above will result in rejection of bids.

VI) Documents purchased from OIL only will be considered as valid. Documents directly downloaded from "OIL website" or any other source will be summarily rejected.

**BB) 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.

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.: DCO0148P11/BB

---

To  
 HEAD-CONTRACTS  
 Oil India Limited  
 DULIAJAN

SUB:SAFETY MEASURES  
Tender No : DCO0148P11/BB

Description of work/service :

Maintenance and extension of fiber optic cabling for OIL's computer network

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