

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

M/s.  
India

TENDER NOTICE NO.: DCO3790P10/BB

Date: 13.06.2009

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

| DESCRIPTION OF WORK/<br>SERVICE.   | LOCATION              | CONTRACT<br>PERIOD | i)Bid Closing/<br>Opening date<br>ii)Earnest money<br>deposit                         |
|--|-----------------------|--------------------|---|
| To Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for 2 years. | Contractor's Workshop | 104 Weeks          | 25.08.2009<br>16,500.00<br>(RUPEES<br>SIXTEEN<br>THOUSAND<br>FIVE<br>HUNDRED<br>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  
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All tenderers shall deposit the requisite EARNEST MONEY alongwith the Tender in the form of Demand Draft/Banker's Cheque/Bank Gurantee in favour of M/s Oil India Limited and payable at DULIAJAN. This Earnest Money shall be refunded to all unsuccessfull tenderers, but is liable to be forfeited in full or part, at Company's discretion , as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13.0 The successful tenderer shall furnish a Security Deposit in the form of Demand Draft / Banker's Cheque

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

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

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

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

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

HEAD-CONTRACTS  
For HEAD-CONTRACTS

OIL INDIA LIMITED  
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## WORKS CONTRACT

DCO3790P10/BB

## DESCRIPTION OF WORK/SERVICE :-

To Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for 2 years.

PART -I CONDITIONS OF CONTRACT

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

WITNESSETH:

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

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

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

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

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

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

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

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

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

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

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

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

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

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

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

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

8. The Contractor must complete the work within 104 weeks of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 15% (fifteen p.c) of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 15% (fifteen percent) of total contract cost.

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

The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the

Company whose decision in this regard will be final.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20. Special Conditions

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

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

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

21. ARBITRATION :

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

Place of Arbitration : DULIAJAN .

22. FORCE MAJEURE :

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

23. LB VERIFICATION REPORT AND SECURITY REVIEW :

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

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

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

SIGNED & DELIVERED FOR AND ON BEHALF OF

-----  
(Signature of Contractor or his legal Attorney)

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----- 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:

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(Signature of Acceptor)

Designation \_\_\_\_\_

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

Date \_\_\_\_\_

OIL INDIA LIMITED  
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**WORKS CONTRACT**

Tender No. DCO3790P10/BB

Part II - Schedule of Work, Unit, Quantities, Rates and Prices.

| Service Line No. | Description of Work   | Unit in Words | Quantity | Rate per Unit (Figures & Words) | Amount |
|------------------|---|---------------|----------|---------------------------------|--------|
| 10               | To Rewind 3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor from 0.25HP to 1HP                 | Number        | 20.000   |                                 |        |
| 20               | 0.25HP to 1HP   | Number        | 30.000   |                                 |        |
| 30               | 0.25HP to 1HP   | Number        | 20.000   |                                 |        |
| 40               | 0.25HP to 1HP   | Number        | 8.000    |                                 |        |
| 50               | 0.25HP to 1HP   | Number        | 6.000    |                                 |        |
| 60               | 0.25HP to 1HP   | Number        | 30.000   |                                 |        |
| 70               | 0.25HP to 1HP   | Number        | 8.000    |                                 |        |
| 80               | 0.25HP to 1HP   | Number        | 4.000    |                                 |        |
| 90               | 0.25HP to 1HP   | Number        | 8.000    |                                 |        |
| 100              | 0.25HP to 1HP   | Number        | 30.000   |                                 |        |
| 110              | 0.25HP to 1HP   | Number        | 4.000    |                                 |        |
| 120              | 0.25HP to 1HP   | Number        | 4.000    |                                 |        |
| 130              | 0.25HP to 1HP   | Number        | 6.000    |                                 |        |
| 140              | To Rewind Submersible Pump Motor in the ranges from 1 HP to 5 HP                                  | Number        | 10.000   |                                 |        |
| 150              | to 5 HP   | Number        | 10.000   |                                 |        |
| 160              | To Repair Submersible Pump Motor in the range of 1 HP to 5 HP                                     | Number        | 6.000    |                                 |        |
| 170              | 5 HP  | Number        | 6.000    |                                 |        |
| 180              | To Rewind the Armature of 3 Phase, 400Volts, 50Hz, 6 KVA/7.5 KVA Alternator                       | Number        | 2.000    |                                 |        |
| 190              | Alternator  | Number        | 6.000    |                                 |        |
| 200              | Alternator  | Number        | 4.000    |                                 |        |
| 210              | Alternator  | Number        | 6.000    |                                 |        |
| 220              | Alternator  | Number        | 6.000    |                                 |        |
| 230              | Alternator  | Number        | 2.000    |                                 |        |
| 240              | To Rewind the Field Coil of 3Phase,400Volts,50Hz,6KVA/7.5KVA Alternator comprising 4 nos.of coils | Number        | 2.000    |                                 |        |
| 250              | comprising 4 nos.of coils   | Number        | 6.000    |                                 |        |
| 260              | comprising 4 nos.of coils   | Number        | 6.000    |                                 |        |

Contractor

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Company

|     |   |        |         |
|-----|---|--------|---------|
| 270 | comprising 4 nos.of coils   | Number | 6.000   |
| 280 | comprising 4 nos.of coils   | Number | 6.000   |
| 290 | comprising 4 nos.of coils   | Number | 2.000   |
| 300 | To Rewind Exciter Armature of<br>15KVA Alternator   | Number | 30.000  |
| 310 | 15KVA Alternator  | Number | 16.000  |
| 320 | 15KVA Alternator  | Number | 6.000   |
| 330 | 15KVA Alternator  | Number | 6.000   |
| 340 | 15KVA Alternator  | Number | 6.000   |
| 350 | To Rewind Exciter Field of<br>15KVA Alternator  | Number | 4.000   |
| 360 | 15KVA Alternator  | Number | 4.000   |
| 370 | To Rewind Exciter Field of<br>63KVA Alternator  | Number | 6.000   |
| 380 | To Rewind Exciter Field of<br>125KVA Alternator   | Number | 4.000   |
| 390 | 125KVA Alternator   | Number | 2.000   |
| 400 | To Rewind of<br>1Phase,230V,Transformer of<br>36-72 Battery Charger                                       | Number | 6.000   |
| 410 | To rewind Field Coils of<br>1Phase,230V,0.5KVA Alternator   | Number | 6.000   |
| 420 | To Rewind Armature of<br>1Phase,230V,0.5KVA Alternator  | Number | 4.000   |
| 430 | To Repair & Rewind of<br>1Phase,230V,50Hz,Squirrel<br>Cage Induction Motor of<br>0.08 HP to 2 HP capacity | Number | 80.000  |
| 440 | 0.08 HP to 2 HP capacity  | Number | 100.000 |
| 450 | 0.08 HP to 2 HP capacity  | Number | 50.000  |

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Total Amount(Rs):

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

OIL INDIA LIMITED  
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**WORKS CONTRACT**

Particular Specifications and Instructions

Tender No.: DCO3790P10/BB

1.The contractor shall supply all the materials required for rewinding e.g. supper enameled copper wires, slot insulation, varnish and other insulating materials.

2.Supper enameled copper wire shall be of reputed make like "USHA" or "NICCO" or equivalent, conforming to IS-4800 with latest amendments. Class of insulation of copper wires shall be F/H or as per class of insulation of the equipment.

3.Insulating varnish shall be of reputed make and conform to IS specification.

4.Slot insulation shall be class F/H or as per class of insulation of the equipment.

5.Scrap copper wires generated from the burnt out/old defective winding shall be retained by the contractor. Accordingly, the quoted rate shall take into consideration the cost of scrap copper retained by the contractor.

6.For item No. 160 & 170 the contractor shall have to supply materials like thrust bearing, bush bearing, top covers, circlip, ball retainer and other materials required for repairing the submersible motors.

7.For item No. 430 the contractor shall have to supply materials like Capacitor, Centrifugal Switch, Bearing, Terminal Block & other materials required for repairing the 1 Phase, 230Volts,50Hz, Squirrel Cage Induction Motor.

8.Before taking delivery of the equipment from OIL, the components are to be checked and defective parts are to be recorded.

9.The contractor shall undertake the following works during rewinding.

- i) Open up the motor/alternator etc. and remove old/burnt windings.
- ii) Remove old slot insulation and clean the slots thoroughly.
- iii) Use new approved insulating materials in the slots as per class of insulation.
- iv) Rewind with supper enamalled copper wires of correct gauges, weight and of reputed make. As and when required, OIL engineer will inspect the repair job/materials at the repairer's workshop.
- v) Varnish the winding. Varnish is to be thoroughly impregnated by approved method and dry out properly.
- vi) Carry out IR test and submit the test results along with the equipment after rewinding.
- vii) Deliver the equipment in working condition.

10.The equipment will be assembled & tested by our Workshop's personals for checking the performance.If the performance is found unsatisfactory, the contractors shall take back the equipments for rewinding/repairing at their own cost.

12.No work shall be eligible for payment till the same is accepted as satisfactory by the engineer who will certify for payment.

13.Once the material is handed over to the contractor, the contractor shall be responsible for the safe custody of the materials. Any loss or damage of materials in his custody, the contractor will compensate the cost against the claim made by the company for loss or damage materials.

14.Contractor shall collect the materials to be rewound from the Oil's Electrical Workshop as and when required and shall return the same within four weeks after rewinding. However in case of emergency the materials should be returned in three days after rewinding. Transportation to & fro from Electrical Department to contractor's works shall be sole responsibility of the contractor.

15.The rewound/repaired items should be guaranteed for period of one year against poor quality of materials/poor repair/rewinding.

16.The contractor should have necessary workshop facilities and competent manpower to carry out the jobs satisfactorily.

17.At the time of delivery of the equipment after repair /rewinding, the party shall furnish all the information and data related to the equipment repair.

**18. Safety points** : While collecting & returning the materials at Electrical Workshop as mentioned in point no.14 above, the contractor's persons shall handle the materials.They should operate our lifting equipment for loading & off-loading.For safe operation of above,the following points shall be included in the contracts documents.

- i.Safety appliances like Protective footwear,Safety Helmet & Hand gloves must be used.
- ii.Before entering the vehicle inside the workshop,ensure that the brake of the vehicle is in working condition.
- iii.The vehicle should not crossed beyond the permitted/Earmark area.
- iv.Put stopper below the front & rear wheel of the vehicle.
- v.Tie the lifting sling &"D" shackle to the lifting hook of the equipment properly
- vi.No body should stand nearby/below the crane,while lifting the equipments.
- vii.Lift the equipments with slow speed.
- viii.Materials should be lifted vertically & horizontally avoiding angular pulling
- ix. Remove the Sling & Shackle after proper placing of the equipments on the vehicle/floor.
- x.The lifting tackles, equipment should be physically checked before its use & the defect if any should be rectified.
- xi.The entire loading/unloading operation is to be carried out under the constant supervision of a competent person.
- xii.Contractor has to maintain a record of persons employed by him & inform the company.
- xiii.Contractor shall have to report all sorts of nearmisses,incident, accidents that may occur during the execution of the job to the company's representative/installation manager at Electrical Workshop.
- xiv.Any compensation arising out of any accident of the contractor's personnel while carrying out the job will be paid by the contractor.
- xv.Any compensation to the contractor personnel arising out of the job whether related to pollution,safety,or health will be paid by the contractor only.
- xvi.A contractor employee must,while at work,take reasonable care for the health and safety who are at the employee's place of work and who may be affected by the employee's act or omissions at work.
- xvii.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.
- xviii.In case contractor is found non-compliance 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 penalised prevailing relevent Acts/Rules/Regulations.
- xix.The contractor should prevent the frequent change of his contractual employees as far as practicable.
- xx.For any HSE matters not specified in the contract document, the contractor will abide the relevent and prevailing

Acts/Rules/Regulations pertaining to Health.Safety and Environment.

**19.0 Bid Rejection Criteria & Bid Evaluation Criteria for the tender.**

**A) BID REJECTION CRITERIA (BRC):**

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

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

Should have successfully executed similar works of value-

1. Single contract of minimum value of Rs. 27, 10,000/-  
OR
2. Two contracts of minimum value of Rs. 16, 93,750/- each.  
OR
3. Three contracts of minimum value of Rs. 13, 55, 000/- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2008, should be at least Rs. 10, 16,250/-

iii) Bidder must submit all necessary documents related to experience and turnover, otherwise bid will be rejected.

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

v) Any offer containing incorrect information will be rejected.

**II) TECHNICAL PART**

1) The bidder should have a registered workshop with the required infrastructure for at least 5 years (minimum), well-trained, experienced personnel and resources to carry out the job satisfactory. Documentary evidence should be submitted.

2) The bidder should submit credentials to justify that they have carried out similar type of job/contracts for Public sector/ Central Govt. /State Govt. Organization

3) The bidder should submit the list of Equipment, Machine, Plants, and Testing Instrument etc. available in their workshop.

4) The bidder should submit a certificate (legible signed by a high level officer of reputed organization to justify that they have carried out rewinding of minimum 180 HP motors and minimum 270 KVA alternators of brushless type/slip ring type.

5) The offer will be summarily rejected if the quoted price more or less than 15% of our estimated value.

**Note-**

**"Similar nature of job"** mentioned above means, experience in Repairing/Rewinding of Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc.

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

- i) A certificate issued by a practicing Chartered/ Cost Accountants Firm, with membership no. certifying the Annual Turnover and nature of business.
- ii) Audited Balance Sheet and Profit and Loss account.

**B) For proof of requisite Experience**, any one of the following document/photocopy must be submitted along with the bid: -

- i) In case of OIL contractors, copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)' of jobs successfully completed, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.
- ii) Certificate issued by any other Public Sector Undertaking/ Govt. Department in last seven years ending bid closing date showing:
  - (a) Gross value of job done; and
  - (b) Nature of job done; and
  - (c) Time period covering the financial year(s) as per the NIT.
- v) Non- submission of the documents as specified in BRC above will result in rejection of bids.

**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.
3. **Discount:** ~~Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken in to account for evaluation purposes.~~ However, in the event such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.

**4.0 a. Bidder(s) must also furnish the followings.**

1. NAME OF FIRM
2. DETAIL ADDRESS
3. TELEPHONE NO.
4. MOBILE NO.
5. E-MAIL

6. FAX NO.
7. CONTACT PERSON
8. CONTACT PERSON'S CONTACT NO.
9. TAX EXEMPTION CERTIFICATE NO.(Attested copy required)
10. CST REGD.NO. (Attested copy required)
11. LOCAL SALE TAX REGD.NO. (Attested copy required)
12. PAN NO. (Attested copy required)
13. VAT REGD, NO. (Attested copy required)
14. BANK ACCOUNT NO.
15. BANK ACCOUNT TYPE.
16. BANK NAME
17. BANK ADDRESS
18. SERVICE TAX REGD.NO. (Attested copy required)
19. P.F.CODE NO. (Attested copy required)  
(Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).
20. VENDOR NO. (IF AVAILABLE)  
**4.0 b.** Solvency Certificate from Bank

#### **5.0 CC) GENERAL**

- a) In case bidder takes exception to any clause of Tender Document not covered under BEC / BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the **Company**. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- b) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before stipulated days from the date of clarification sought by the Company, failing which the bid will be rejected.
- c) In case any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.
- d) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.



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

**WORKS CONTRACT**

Schedule of company's Plants, Materials and Equipments

Tender No.: DCO3790P10/BB

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To  
 HEAD-CONTRACTS  
 Oil India Limited  
 DULIAJAN

SUB:SAFETY MEASURES  
Tender No : DCO3790P10/BB

Description of work/service :

To Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for 2 years.

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