

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

M/s.
India

TENDER NOTICE NO.: DCO4964P10/BB

Date: 03.09.2009

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

DESCRIPTION OF WORK/ SERVICE.	LOCATION	CONTRACT PERIOD	i)Bid Closing/ Opening date ii)Earnest money deposit
ANNUAL CLEANING AND PAINTING OF TRIPLEX PLUNGER PUMP WITH PRIMEMOVER USED FOR CRUDE OIL HANDLING AND SECONDARY RECOVERY AND CAPTIVE POWER PLANT AT VARIOUS PRODUCTION INSTALLATION . FOR A PERIOD OF 2 (Two) YEARS WITH A SCOPE OF EXTENSION BY 1(ONE) MORE YEAR AT THE SAME RATES,TERMS & CONDITIONS.	VARIOUS PRODUCTION INSTALLATIONS SCATTERED IN AND AROUND DULIAJAN,EPA & SALMARI AREA.	THIS CONTRACT WILL BE INITIALLY FOR A PERIOD OF 2 (Two) YEARS WITH A SCOPE OF EXTENSION BY 1(ONE) MORE YEAR AT THE SAME RATES, TERMS & CONDITIONS.	13.10.2009 9,500.00 (RUPEES NINE THOUSAND FIVE HUNDRED 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
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Contracts Department,
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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 unsuccesssful 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

DCO4964P10/BB

DESCRIPTION OF WORK/SERVICE :-

ANNUAL CLEANING AND PAINTING OF TRIPLEX PLUNGER PUMP WITH PRIMEMOVER USED FOR CRUDE OIL HANDLING AND SECONDARY RECOVERY AND CAPTIVE POWER PLANT AT VARIOUS PRODUCTION INSTALLATION . FOR A PERIOD OF 2 (Two) YEARS WITH A SCOPE OF EXTENSION BY 1(ONE) MORE YEAR AT THE SAME RATES,TERMS & CONDITIONS.

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.

25. SET OFF CLAUSE :-

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

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

SIGNED & DELIVERED FOR AND ON BEHALF OF

(Signature of Contractor or his legal Attorney)

----- by the hand

(Full Name of Signatory)

of -----

its Partner/Legal Attorney

(Seal of Contractor's Firm)

And in presence of

(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
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 Contracts Department,
 Duliajan, DISTRICT: DIBRUGARH
 ASSAM, PIN: 786602

WORKS CONTRACT

Tender No. DCO4964P10/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	Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the GD(120T, 180T,200T MODEL) pump make used for crude oil dispatch along with skid and prime mover(G855 / G743 cummins engine) and associated fitting of total 58 sq. mtr surface area and apply one coat of anti rust primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative.Paint required for the job will be supplied by the contractor along with the necessary tools. Surface shall be free from grease , efflorescent and these should be removed prior to painting	Number	54.000		
20	Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the BPCL (63-10) make pump used for water injection along with skid , prime mover(G855 / G743 cummins engine) and associated fitting of total 54 sq mtr	Number	20.000		

30	<p>surface area and apply one coat of anti rust primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative . Paint required for the job will be supplied by the contractor along with the necessary tools. Surface shall be free from grease , efflorescent and these should be removed prior to painting</p>	Number	32.000
40	<p>Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the BPCL(63-10R)/ OIL WELL (336P, A344, A356) make pump used for crude oil dispatch along with skid , prime mover(G855 / G743 cummins engine)and associated fitting of total 52 sq. mtr surface area and apply one coat of anti rust primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative . Paint required for the job will be supplied by the contractor along with the necessary tools. Surface shall be free from grease , efflorescent and these should be removed prior to painting</p>	Number	50.000
<p>Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the BPCL (63-10R) pump used for water injection along with skid and prime mover(G855 / G743 cummins engine)and associated fitting of total 48 sq. mtr surface area and apply one coat of anti rust</p>			

	primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative . Paint required for the job will be supplied by the contractor along with the necessary tools. Surface shall be free from grease , efflorescent and these should be removed prior to painting		
50	Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the BPCL /OIL WELL (83-20R) make pump used for crude oil dispatch along with skid , prime mover(G855 / G743 cummins engine)and associated fitting of total 64 sq. mtr surface area and apply one coat of anti rust primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative . Paint required for the job will be supplied by the contractor along with the necessary tools.Surface shall be free from grease , efflorescent and these should be removed prior to painting	Number	14.000
60	Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the 125 KVA genset with alternator and associated fitting of approx. surface area of total 50 sq.mtr. and apply one coat of anti rust primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative . Paint required for the job will be	Number	50.000

70	<p>supplied by the contractor along with the necessary tools. Surface shall be free from grease , efflorescent and these should be removed prior to painting</p> <p>Cleaning , scrapping, brooming, removing all dust, dirt , loose material etc from the surface of the 270 KVA genset with alternator and associated fitting of total 64 sq mtr.. surface area. and apply one coat of anti rust primer & two coat of enamel paint at any height to the satisfaction of Head - FE's representative . Paint required for the job will be supplied by the contractor along with the necessary tools. Surface shall be free from grease , efflorescent and these should be removed prior to painting</p>	Number	30.000
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Total Amount(Rs):

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

OIL INDIA LIMITED
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Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
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WORKS CONTRACT

Particular Specifications and Instructions

Tender No.: DCO4964P10/BB

A. SCOPE OF WORK :

1. Scope of work includes. wire brushing , scrapping, brooming, cleaning, removing all dust, dirt, loose material etc from the surface of the triplex reciprocating pump sets with prime mover along with skid and associated fitting used for crude oil handling and secondary recovery & prime mover and alternator of captive power plant and apply one coat of red oxide primer & two coat of enamel paint . Primer & paint is under contractor's scope . The contract period shall initially be for a period of 2 (Two) years with a scope of extension by 1(one) more years at the same rates, terms and conditions.

Associated fitting means : Gas Line from filter to carburetor inlet, Water Line from skid point to radiator , Piping from suction stabilizer inlet flange to pump inlet& Piping from pump outlet to non return valve including discharge dampener.

2.Colour to be used : Engine : i)For Genset : Onan Green
ii) For COD/WI pump prime mover : Beige
Pump : Gray
Skid : Black
Engine radiator : Black

Associated fitting:

Gas Line (from filter to carburetor inlet): Yellow
Water Line :Green

Piping from suction stabilizer inlet flange to pump inlet : Red

Piping from pump outlet to non return valve including discharge dampener: Red

3.The detailed schedule of jobs is as per Part-II of this contract agreement.

4.It shall be mandatory for the contractor to take permission from the authorized representative of Field Engg Deptt to carry out the paint of each coat after checking of previous coat .Proper Record should be made for surface preparation and quality of paint for each coat . Proper time for drying of each coat should be allowed .

5.Contractors can use only 20 lit. sealed drum of Asian , Burger , Johnson make paint only . Contractor has to provide the batch certificate of paint to be used and contractor has to make proper arrangement/approach for the representative of Field Engg. Deptt to check/inspect the batch mark of each paint drum .

6.Contractors has to maintain log sheet (Format of which shall be approved by Engineer #in charge of OIL) for surface preparation and painting of each coat and fillup format to be submitted during billing .

7.Contractors has to intimate representative of Field Engg Deptt. atleast one day in advance for checking/inspecting of painting job .

8.The above jobs of cleaning and painting should be supervised by a competent person from the contractor's end and shall report to Field Engg Dept for allocation of jobs every morning at 7.00 A.M.

9.The contractor shall carry out the jobs as per requirement of OIL on day to day basis in consultation with concerned Departmental Engineer of Field Engg. Dept.

6. While quoting , the contractor must take into consideration all statutory laws for wages, taxes, duties, insurance, Provident Fund, bonus, compensation etc. as per State / Central Government laws applicable from time to time.

7.The personnel engaged for the job should be provided proper training pertaining to safety including first aid , electrical shock treatment and relevant IS / NEC codes. The responsibility of providing such training to the personnel shall lie on the successful contractor.

8. The onus of providing accommodation, medical facilities, transportation, food etc. to personnel shall lie on the contractor.

9. The contractor shall arrange all requisite tools, tackles, etc needed by the personnel, to effectively carry out their cleaning and painting job .
10. It shall be the responsibility of the contractor to ensure that the personnel engaged for the job shall be provided with protective equipment such as protective clothing , safety boots, safety helmet, hand gloves, ear caps etc. which they shall put on while on duty as per job assigned to them.
11. In the event of equipment damaged due to mishandling by the personnel, penalty shall be charged to the contractor amounting to the cost of equipment damaged.
12. There must be a code of conduct for working personnel of the contracting agency which is at par with the Company's (OIL'S) Modified Standing Order.
13. The contractor must ensure that all related personnel shall be available on duty , at any point of time , as per the terms of the contract, while carrying out the jobs assigned to them. This will be physically checked and monitored by Engineer-In-Charge, OIL from time to time. The contractor shall not engage minor laborer (below 18 years of age) under any circumstances.
14. Any work found defective/ unsatisfactory will have to be re-done by the contractor, at his own cost.
15. In case, the contractor fails to deploy personnel for the jobs as per requirements stated in the contractual clauses and in the event of non compliance of the contractor's personnel to carry out jobs as specified in the terms of the contract , " Liquidated Damages" has to be paid by the contractor at the rate of 1.5 times the normal rate charged for the said services.
16. It shall be mandatory for the contractor to maintain the following updated documents:
- a. Job Activities registers # to record the quality of paint after each coat and
 - b. Attendance register book.
 - c. First Aid Box
- B. Job Requirement :
- 1 Supervisor deployed for the day-to-day job requirement should have preferably with a minimum job experience of 2(Two) years in painting of Engines, Reciprocating Pump sets, & other ancillary equipment or similar nature of job
 2. Helpers engaged for the day-to-day shall be conversant with painting of Genset Engines, Reciprocating Pumpsets, or other type of similar equipment with 1 year job experience.
 3. The contractor should deploy personal with no past criminal record .
 4. OIL will not be responsible for any personal injury or loss to the representative of the contractor or any other loss to the contractor while they are on the job at OIL's premises.
 5. The persons engaged for the job must be conversant with the safety aspects of carrying out the particular job assigned to them.
 6. During duty hours persons engaged for the job shall not leave the worksite.
 7. All the jobs assigned on day to day basis are to be carried out under the supervision of an In-Charge employed by the contractor.
 8. It shall be the responsibility of the contractor to ensure that the assigned jobs are carried out properly and on time and are properly recorded on daily basis and feed back is given to the OIL's representative on completion of each job.
 9. For carrying out day-to-day activities, the contractor shall have sufficient vehicles including pick-up vehicle with qualified drivers for movement of men and materials to various locations at anytime as per requirement. The contractor must establish an Office at Duliajan with valid Telephone Nos for better communication purpose with concerned official of Field Engineering Department to receive instruction on day-to-day basis. Also, the contractor should visit the Office of HEAD (F.E.) every day morning at 7.00 A.M.
- C. CONDITION OF WORKS :
1. All tools and tackles including the loading and off-loading of paints will have to be arranged by the contractor. Suitable transportation media to be arranged by the contractor in consultation with Head-FE or his authorized representative.
 2. Security and responsibility of all Company's materials issued to the contractor will have to be borne by the contractor till completion of the job.
 4. At the time of painting / cleaning , contractor's authorized representative should be present at the site and should supervise the use of all safety appliances and safety procedures of executing the job. Necessary cold / hot work statutory permits from installation manager (of working site) to be obtained before executing the job at site.
 5. No. responsibility of contractor's materials and equipment will be borne by the Company.
 6. All safety regulations will have to be followed by the contractor while executing the job and to supply safety

appliances to the labourers engaged for the job.

7. Experienced supervisor (having knowledge of job) is to be engaged by the contractor to supervise the entire job and liaise with the Department every day.
8. The Company will not provide any transportation, accommodation, electricity and drinking water to the contractor's personnel. The contractor must have his own arrangements for accommodation, electricity and drinking water while working in the field installations
9. Any job found defective due to bad workmanship will have to be repainted by the contractor at his own cost
10. The contractor must be ready to work on Sunday and Holidays whenever required
11. The contractor must have the capability to work more from the daily requirement by deploying more labourers at a time in case of emergency.
12. The contractor must have sound financial backup and experience in executing such jobs as in this contract
13. The contractor should pay due consideration of Govt. labour wage rate while quoting rates.
14. The contractor must have capability to carry out the jobs under adverse conditions / situations, if any, arises during execution of the job..
15. Transportation of contractor's personnel and tools, paints to work site are to be done by the contractor on his own. Security of man and materials (paints, tools & tackles) including the company's material to worksite required for the job; are to be arranged by the contractor on his own.
16. The indicative manpower to carry out the day-to-day jobs as indicated in Part-II, Schedule of jobs shall be 6 (Six) persons viz., Supervisor # 1 No., Painter # 2 Nos and Multi skilled Helper # 3 Nos

CONTRACTOR'S SAFETY :

1. 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.
2. 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.
All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
3. 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.
4. 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.
5. Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.
6. 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.
7. 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.
8. 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

9.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.

10. 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.

11.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.

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

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

14.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.

15.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.

16.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.

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

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

19.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.

20.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.

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

23.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.

24.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.

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

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

27.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.

28.0 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 / 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. 16, 00,000/-
OR
- 2. Two contracts of minimum value of Rs. 8, 00,000 /- each.
OR
- 3. Three contracts of minimum value of Rs. 5, 50,000 /- each.

ii) Average Annual financial turnover during the last 3(Three) years, ending 31st March 2009, should be at least Rs. 10, 00, 000/-

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

II. TECHNICAL PART

- 1. Bidder must have vehicles for transportation of men, materials etc.
- 2. Bidder should have a local area office or a service set up in the vicinity of Duliajan and should have valid telephone connection.

NOTE: Bidder must submit all necessary documents related to experience, turnover, Local Office, Telephone No, vehicles.

- 3) Bidders# quoted amount for the contract value less than 15 % of Company's Internal Estimate will be rejected.
- 4) Bidders must possess the followings and declaration is to be attached with the bid. Otherwise, the bid will be rejected Annexure-B:

(a) Vehicles for transportation of men, material and other ancillary equipment, tools etc.

b) **THE QUOTED RATE SHOULD BE EXCLUSIVE OF SERVICE TAX.**

c) **THE BIDDER SHOULD NOT HAVE ANY OBJECTION IN CASE OF INCREASE OR DECREASE IN THE QUANTITY OF JOB.**

"Bidder must possess the followings and declaration as per attached format Annexure -B is to be submitted with the bid. Otherwise, the bid will be rejected".

#####

Annexure -B

Undertaking

Ref No :
To,
Head - Contracts
Oil India Ltd
Duliajan

Date :

Sub : Declaration

Tender No : _____

Dear Sir,

With reference to above noted tender . I/ we hereby confirm that if the contract under the above tender is awarded to me/us, I / We would carry out the jobs as per tender specification (detailed in tender) and all other terms & conditions of this tender document . (For transportation of men, material and other ancillary equipment, tools etc vehicle will be provided by me/us)

I / We are enclosing herewith all the documents, certificates etc as required under this tender .

Yours faithfully

(Signature)

Name : _____

For M/s : _____

Address :

#####

Note-

"Similar nature of job" mentioned above means experience in cleaning and painting of pump

I) 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 Accountant's Firm, with membership no. certifying the Annual Turnover and nature of business.
- ii) Audited Balance Sheet and Profit and Loss account.

II) 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.

iii) 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. A) Bidder(s) must also furnish the followings.

1. NAME OF FIRM
2. DETAIL POSTAL ADDRESS
3. TELEPHONE NO.
4. MOBILE NO.
5. E-MAIL
6. FAX NO.
7. CONTACT PERSON
8. CONTACT PERSON'S CONTACT NO.
9. TAX EXEMPTION CERTIFICATE NO. (Attested copy required)
10. CST REGD.NO. (Attested copy required)
11. LOCAL SALE TAX REGD.NO. (Attested copy required)
12. PAN NO. (Attested copy required)
13. VAT REGD, NO. (Attested copy required)
14. BANK ACCOUNT NO.
15. BANK ACCOUNT TYPE.
16. BANK NAME
17. BANK ADDRESS
18. SERVICE TAX REGD.NO. (Attested copy required)
19. P.F.CODE NO. (Attested copy required)

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

20. VENDOR NO. (IF AVAILABLE)

B) Solvency Certificate from Bank

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 date mentioned in the letter of clarification sought by the Company, failing which the bid will be summarily rejected.

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

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

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

WORKS CONTRACT

Schedule of company's Plants, Materials and Equipments

Tender No.: DCO4964P10/BB

Primer & Paint required for the job will be supplied by the contractor along with the necessary tools.

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO4964P10/BB

Description of work/service :

ANNUAL CLEANING AND PAINTING OF TRIPLEX PLUNGER PUMP WITH PRIMEMOVER USED FOR CRUDE OIL HANDLING AND SECONDARY RECOVERY AND CAPTIVE POWER PLANT AT VARIOUS PRODUCTION INSTALLATION . FOR A PERIOD OF 2 (Two) YEARS WITH A SCOPE OF EXTENSION BY 1(ONE) MORE YEAR AT THE SAME RATES,TERMS & CONDITIONS.

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