

IFB REFERENCE NO.: DCT2410P09

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

COVERING LETTER

Document Serial No. _____ at the office of Head-Contracts, DULIAJAN

Signature of Issuing Officer _____ Date of Issue _____

Designation: _____

Office Seal:-

1.0 IFB REFERENCE NO. : DCT2410P09

2.0 DESCRIPTION OF SERVICES : Hiring the services of brand new **22-26 seater** fully built diesel buses (to be purchased after issuance of LOA from the chassis manufacturer as a bus) Model: **TATA CITY RIDE (6 wheels), M&M TOURISTER (6 wheels), Swaraj Mazda WT50 TCA** or equivalent model bus (with wire mesh protection on side glass windows & rear wind shield) with latest emission norms to be stationed at any place of OIL's operational areas in Assam & Arunachal Pradesh for a period of 4(four) years for round the clock duties authorised by the Company.

3.0 Sealed Bids are invited from reliable, experienced and resourceful bidders for the above-mentioned services. This Bid Document is non-transferable.

4.0 TYPE OF BID: SINGLE BID ()

5.0 BID CLOSING DATE & TIME : 27.09.2011 (1245 HRS IST)

6.0 ~~TECHNICAL~~ / COMPOSITE BID OPENING DATE & TIME : 27.09.2011 (1300 HRS IST)

7.0 ~~COMMERCIAL/PRICE BID OPENING DATE & TIME: (1300 Hrs. IST)~~

8.0 EARNEST MONEY /BID SECURITY: RS. 36000.00 (RUPEES THIRTY SIX THOUSAND) ONLY.

9.0 BID OPENING PLACE:

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

10.0 MOBILISATION PERIOD : Six months from the date of issue of LOA.

11.0 DURATION OF THE CONTRACT : Four years from the date of placement of the first Bus(s).

12.0 BID SUBMISSION:

12.1 The detailed Bid Document consisting of Covering letter, GCC(Part-I), SOQ(Part-II), SCC(Part-III), SM, Annexure-A(Details of Bidder), Annexure-B (format for affidavit), Annexure-C (Format for joint declaration in the form of affidavit for non dependent Sons/Daughters of OIL employee), Format for Bank Guarantee, Checklist for Bidders, Integrity Pact Annexure is supplied herewith by the Company bearing seal & signature of OIL's authorised person. The detailed Bid Documents duly signed by the Bidder in all pages as a token of acceptance of the offered rates, terms & conditions and duly filled up (wherever necessary) by the Bidder is to be submitted along with all requisite supporting documents in a sealed envelope on or before 12:45 PM(IST) on the Bid closing date.

12.2 Bidder(s) may send their offers to the address mentioned below by post or submit the same in the tender box situated at the same address.

HEAD-CONTRACTS
CONTRACTS DEPARTMENT
OIL INDIA LIMITED
DULIAJAN, DISTRICT: DIBRUGARH
PIN- 786 602 (ASSAM)

Company will not be held responsible for any postal delay or non-receipt of the same. Any offer received after the appointed time on the bid closing date shall be summarily rejected.

IFB REFERENCE NO.: DCT2410P09

12.3 In case the bid closing date happens to be a bundh / holiday, the same will be deferred to the same time of the next working day (except Saturday).

12.4 The following should be written on the sealed envelope containing the offer:

IFB No.	: DCT2410P09
Description of Service	: Hiring of brand new 22-26 seater Buses
Bid Closing Date & Time	: 27.09.2011 AT 12:45 PM (IST)
Bidder's name	: _____
Mailing address	: _____
Phone No. (if available)	: _____

12.5 Offers without IFB No. / Description of Service written on the sealed envelope shall not be opened and shall be summarily rejected.

13.0 EARNEST MONEY DEPOSIT (EMD):

13.1 The EMD (Bid Security) for the requisite amount must be submitted with the offer in the form of BANK DRAFT / BANKER'S CHEQUE favouring OIL INDIA LIMITED payable at DULIAJAN / BANK GUARANTEE (in specified format or any other format acceptable to OIL and valid for minimum 210 days from the date of Bid opening) issued from a Nationalised Bank / Pay-in-Slip (available at designated banks at Duliajan) for the amount applicable as per Para 8.0 above. NO OTHER MODE OF PAYMENT WILL BE ACCEPTED BY THE COMPANY. The EMD shall not earn any interest to the bidder(s) from the Company.

13.2 Any offer not accompanied with the EMD in specified manner shall be treated as invalid and summarily rejected. Any subsequent deposit of EMD after the bid closing date shall not be permitted. Also, adjustment of EMD due against the instant tender, against dues from the Company or on any account shall not be permitted.

13.3 The EMD will be forfeited in case the bidder(s) withdraw their offer for any reason whatsoever after the appointed time on the bid closing date and before the validity period of the offer which shall be 180(One Hundred Eighty) days from the date of Bid opening. Any such withdrawal will make the bidder(s) liable to be debarred from further tendering at the sole discretion of the Company and the period of debarment will not be less than 1(one) year.

14.0 Any offer received after the appointed time on the Bid closing date shall be summarily rejected and returned to the bidder(s) unopened.

15.0 No modification or alteration to the offer shall be permitted after the appointed time on the bid closing date. NO CLARIFICATION ON WHATSOEVER REASONS THEREOF WILL ALSO BE ENTERTAINED AFTER THE BID CLOSING DATE.

16.0 BID OPENING AND EVALUATION:

16.1 BID OPENING AND EVALUATION:

16.1.1 The ~~Technical~~ Composite bid will be opened on **27.09.2011 (Bid opening date) at 1300 hours (IST)** in the presence of any attending bidder(s) or their Authorized Representative. However, an authorized letter from the Bidder must be produced by Bidder's representative at the time of Bid opening, without which such representative won't be allowed to attend the Bid opening. Only one representative against each Bid will be allowed to attend the bid opening. Attending bidder(s) & Authorized Representative(s) will have to sign a register evidencing their presence. In case it happens to be a bundh / holiday, the Bid(s) will be opened on the next working day (except Saturday).

16.1.2 Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

16.2 OPENING OF PRICE BID:

~~16.2.1 In case of Two bid system, after the evaluation of the Technical Bids, the Price (Commercial) Bids of the technically qualified Bidders will be opened. The opening Date and Time will be intimated to the technically qualified Bidders in due course. Price bids will be opened in the same procedure as mentioned in Para 16.1.1 above.~~

16.2.2 The rates shall be quoted per unit as specified in Part-II (SOQ) hereof and shall be in words as well as in figures. No overwriting shall be allowed but all corrections must be initialed on the blank space above. In case of discrepancy, rates quoted in words shall be considered to be correct.

16.2.3 The offer must be valid for acceptance up to 180(One Hundred Eighty) days from the date of Bid opening.

17.0 RESPONSIVENESS OF BID: For the purpose of determining the responsiveness of a bid, it must conform to all the terms and conditions of the bidding document without any material deviation.

18.0 SALIENT ELIGIBILITY CRITERIA AND BID REJECTION CRITERIA (BRC):

The bid shall conform generally to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

18.1 SALIENT ELIGIBILITY CRITERIA OF THE BIDDER(S):

18.1.1 The Bidder must have minimum **03 (three) years working experience in transport business during last 7 (seven) years preceding bid closing date** and average annual financial turnover during last **03 (three) financial years ending 31.03.2010** must be minimum of **Rs. 11 (eleven) lakh.**

or

The Bidder must have average annual financial turnover of minimum **Rs.22 (twenty two) lakhs** during last **03 (three) financial years ending 31.03.2010.**

Note: Adequate documentary evidence in support of experience in transport business and turnover / turnover must be submitted along with the bid.

1(A): The proof of annual turnover must be as follows:

The proof of annual turnover should be either in the form of **audited Profit & Loss account and Balance sheet or certification** from registered Chartered / Cost Accountant firm **indicating the code number.**

1(B): The proof of working experience in transport business must be as follows:

(i) Certificate issued by the organization where the job(s) is/was done showing:

(a) Description of job done.

(b) Time period covering as per IFB.

(ii) In case of OIL contractors, copy of 'Certificate of Completion (COC)/Execution; 'Certificate of Payment (COP)' showing **description of job done and time period covering as per IFB. It may be clearly noted that simply mentioning of OIL CCO (contract) Number will not be accepted.**

18.2 BID REJECTION CRITERIA (BRC):

18.2.1 If not accompanied with adequate documentary proof in support of experience & turnover as specified.

18.2.2 If the Bidder does not fulfill the salient eligibility criteria.

18.2.3 Bid received without earnest money deposit (**EMD**) as specified will be rejected.

18.2.4 If the address of the bidder happens to be of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market" & "Public Bus Stand", Duliagan). However, this clause shall not be applicable for Son(s)/ Daughter(s) of OIL employees in service who are not dependent of OIL employee as per OIL's policy.

18.2.5 If the bidder is employed in Government / Quasi Government / Public Sector Undertaking and/or dependant of OIL employee in service.

18.2.6 If received without properly filled up the declaration in the form of a registered **Court affidavit (in original) as in enclosed Annexure-B (Format for affidavit).**

Also, if received without properly filled up **joint declaration** (by the bidder's parent who is an OIL employee & the bidder **in case the bidder is Son/Daughter of OIL employee**) in the form of a registered **Court affidavit (in original) as in enclosed Annexure-C.**

18.2.7 Received without **registered deed of Partnership**, specifying "Power of Attorney" in case bid is submitted in the name of partnership firm.

18.2.8 Bids **not specifying the model(s) of buses** offered (**in Para-15 of Part II-SOQ**).

18.2.9 Bidders must **quote rates** clearly and strictly in accordance with the price schedule outlined in **Price Bid Performa (Part-II: SOQ; Para-14)** of bidding documents; otherwise the bid will be rejected.

18.2.10 The bids are to be submitted in the original bid document supplied by the Company and as prescribed.

18.2.11 Any bid received by the company after the deadline for submission of bids prescribed by the Company will be rejected.

18.2.12 Any bid received in the form of Telex/Cable/Fax/E-Mail will not be accepted.

IFB REFERENCE NO.: DCT2410P09

18.2.13 Bid shall be typed or written in indelible ink and original bid shall be signed by the bidder or their authorized representative on all pages, failing which the bid will be rejected.

18.2.14 Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections shall be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting the requirement shall be rejected.

18.2.15 Any bid containing false statement will be rejected.

18.2.16 The bid documents are not transferable. Offers made by Bidders who have not purchased the bid documents from the Company will be rejected.

18.2.17 The quoted rates by the bidder(s) must be firm during the performance of the contract and not subject to variation on any account except as specifically mentioned in SOQ of the bid document. Any bid submitted with an adjustable price quotation other than the above will be treated as non-responsive and rejected.

18.2.18 Bid must be valid for minimum 180 (one hundred eighty) days from the date of Bid opening, otherwise the Bid will be rejected.

IMPORTANT NOTE TO BIDDERS : IN CASE THE BIDDER SUBMITS EMD/BID SECURITY IN THE FORM OF BANK GUARANTEE (BG), THE BG MUST BE VALID FOR MINIMUM 210 DAYS FROM THE DATE OF BID OPENING, OTHERWISE BID WILL BE REJECTED.

18.2.19 OIL shall be entering into an **Integrity Pact** with the bidders as per format enclosed Annexure of the Bid Document. Each page of this Integrity Pact proforma has been duly signed by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the bid) duly signed by the same signatory who signed the bid i.e. who is duly authorized to sign the bid. **Any bid not accompanied by Integrity Pact Proforma duly signed by the bidder shall be rejected straightway.** All pages of the Integrity Pact to be signed by the bidder's authorized signatory who sign the Bid.

19.1 BID EVALUATION CRITERIA (BEC):

19.1.1 The bids conforming to the technical specifications, terms and conditions stipulated in the bidding 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:

(i) Fixed charge per bus per month ----- (A)

(Duty hours for the bus/ driver(s)/attendant(s) will be for 24 hours i.e. 02(two) shifts of 12 hours each on all days of the month. The crew to be engaged by the contractor for everyday duty of twenty four hours is to consist of one driver(s) & one attendant(s) per shift of twelve hours duty)

(ii) Running charge per Km per bus ----- (B)

(At tendered cost of fuel)

(iii) Additional parking rate per bus per month (for leased/ rented/ owned land for parking) -----(C) = Rs.315/- (fixed)

19.1.2 For ascertaining overall ranking, the total bid price per bus per month will be worked out taking the quantum indicated above and the rates quoted for the particular item. The Bid Price per bus per month will be worked out as below:

$$\text{BID PRICE PER BUS PER MONTH} = [A + \{B \times 4000\} + C].$$

(Considering uniform quantity of average monthly run of **4000 Km** per bus).

19.1.3 Only one bid against a party offering individually as well as under Proprietorship/Partnership firms shall be accepted. In case any bidder is found to submit separate bids under proprietorship as well as under any Partnership firm then the acceptable bid made in the name of the Partnership firm will only be considered for further evaluation.

19.2 AWARD OF CONTRACT:

Award of contract will be done as under:-

19.2.1 Contracts will be awarded on the basis of "**one-bidder-two-buses**" basis as indicated below. The total number of buses to be hired under this IFB is approximately **44(forty four)** numbers. However, the total buses under the IFB or the number of buses to be hired under each contract may increase/decrease depending on requirement:

(a) The status of the successful bidders will be determined as L1, L2, L3, L4 etc. on the basis of acceptable lowest quoted bid price per bus worked out as per clause no. **19.1.2** under the "BID EVALUATION CRITERIA".

(b) The lowest evaluated bidder (L1) based on the above will be awarded the first contract.

IFB REFERENCE NO.: DCT2410P09

- (c) The L2 and the other bidders will be subsequently be awarded one contract each for the remaining buses, subject to the condition that all such bidders match the L1 rates in totality.
- (d) On failure of the above bidders to comply as above, their offers will be rejected and remaining bidders, if any, will be considered for award of contracts with the condition as above.
- (e) After complete award of the contracts as per the requirement of the IFB, remaining bidders will be kept in a priority list for award of contract with the above condition as per their status for future requirement if any, up to a period of one year from the date of issue of 1st LOA/ Draw of Lots whichever is earlier.
- (f) In case of identical situations, for any of the above, the award of contracts at the lowest acceptable rates will be decided on the basis of Draw of Lots.
- (g) Only **30(thirty)** numbers of bidders shall be selected & empanelled through Draw of Lots. However, contract shall be awarded as per the requirement only.
- (h) Selection of Contractors for Placement of their Buses:
The buses under the different contracts will be primarily based at different operating stations as under:
- (i) First **28 Nos.** of buses at Duliajan.
 - (ii) Next **08 Nos.** buses at Moran.
 - (iii) Next **04 Nos.** buses at Digboi.
 - (iv) Next **01 No.** bus at Digboi and **01 No.** bus at Arunachal Pradesh.
 - (v) Next **02 Nos.** buses at Arunachal Pradesh
- The order of priority will be maintained from the L-1 bidder onwards. Once the buses are in these stations, same will be operated there itself. However, if required the same may be altered as per discretion of the company.
- (i) Depending upon Company's requirement, only one bus may also be hired from a bidder and subject to maximum of 02(two) Nos. per bidder and the transport supplier(s) shall have no objection to it.

20.0 The successful bidders(s) shall be notified by the Company of its intention to enter into an Agreement with him/her/them on the basis of his/her/their acceptance of the offer. Such notification shall be treated as a "Letter of Award (LOA)".

20.1 Within two weeks of issue of "Letter of Award (LOA)", the successful bidder(s) will required to pay an interest free Security Money amounting 2.5% of total contract value by way of DEMAND DRAFT/ BANKER'S CHEQUE favouring "OIL INDIA LIMITED" payable at "DULIAJAN" / BANK GUARANTEE (in specified format or any other format acceptable to OIL) / Pay-in-slip (available at designated banks at Duliajan) from any Nationalised Bank. Upon furnishing of the Security Deposit, the successful bidder(s) will be required to enter into a formal Service Agreement based on the instant tender on the O.I.L Standard forms of Agreement.

20.2 This Security Deposit must be valid for six months after the date of expiry of the tenure of the contract. In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "Security Deposit" for the extended period.

20.3 The Security Deposit will be refunded to the contractor within six months of satisfactory completion of works under the contract (including extension, if any), but part or whole of which shall be used by the Company in realisation of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason.

20.4 Failure of the successful bidders to comply with the conditions as specified in para 20.1 hereof would render him liable for rejection and in turn forfeiture of Earnest Money Deposit (EMD) apart from any other actions the Company may take against him at its sole discretion.

20.5 The EMD of the bidders shall be refunded to them as under;

- (a) To the technically unsuccessful bidders after the commercial bid opening in case of Two Bid systems only.
- (b) To others after the date issue of LOA to the successful bidders.
- (c) To the successful bidders only after submission of the Security Deposit as specified in para no. 20.1 above.

21.0 The Bidder(s) may consult Head-Transport or his Representative(s) to assess the nature and extent of the services and the conditions under which it would be carried out he/she/they may also seek such clarifications from these Officers as are deemed necessary for his/her/their offer. All the terms and conditions of the existing transport service contract will be applicable.

22.0 GENERAL CONDITIONS:

22.1 In case bidder takes exception to any clause of the bidding document not covered under BEC / BRC, then the Company has the right 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 bidder.

22.2 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 and such clarification fulfilling the BRC clauses must be received within the date fixed by the Company, failing which the bid will liable to be rejected.

22.3 In case, any of the clauses in the BRC contradict with other clauses of the bid document elsewhere, the clauses in the BRC shall prevail.

23.0 The Company reserves the right to reject any or all of the Bids or accept any Bid, in full or in part without assigning any reason.

~~**24.0 DISCOUNTS / REBATES.**~~

~~24.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.~~

~~24.2 Post bid or conditional discounts / rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate, the contract shall be awarded after taking into consideration such discount / rebate. These provisions shall be incorporated suitably in the Bid Document.~~

25.0 BACKING OUT BY BIDDER

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

26.0 Backing out by bidder/ L1 bidder after issue of LOI/ LOA: In case LOI / LOA issued is not accepted by the bidder / L1 bidder or the Security Money / Performance Security is not submitted as per terms of the tender/ contract within the time specified in the Bid Document, the Earnest Money/ Bid Bond/ Bid Security shall then be forfeited and the bidder/firm shall be debarred for 02(two) years from the date of default.

27.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

HEAD – CONTRACTS

**OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT
DULIAJAN, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602**

IFB No.: DCT2410P09

DESCRIPTION OF SERVICES:

Hiring the services of brand new **22-26 seater** fully built diesel buses (to be purchased after issuance of LOA from the chassis manufacturer as a bus) Model: **TATA CITY RIDE (6 wheels), M&M TOURISTER (6 wheels), Swaraj Mazda WT50 TCA** or equivalent model bus (with wire mesh protection on side glass windows & rear wind shield) with latest emission norms to be stationed at any place of OIL's operational areas in Assam & Arunachal Pradesh for a period of 4(four) years for round the clock duties authorised by the Company.

GENERAL CONDITIONS OF CONTRACT (GCC) - PART: I

This service contract agreement (herein after referred to as Contract') made on this _____ day of _____, 20__ between OIL INDIA LTD, a body corporate and established under the Companies Act 1956, having its registered office at Duliajan, Assam, PIN - 786602 (hereinafter called 'Company' which expression shall unless otherwise provided, include its executors, successors, administrators and permitted assignees) on one part

AND

Shri/Smti/M/s..... carrying on business as proprietor/partners/Company under the name and style of _____ and having his/her/their Registered/Main Office in the State of _____ and governed by the Indian Laws (hereinafter called the "Contractor") which expression unless repugnant to the context shall include its Executors, Successors, Administrators and permitted Assigns on the other part.

Whereas, the Company desires to hire the above mentioned services.

Whereas, the Contractor represents that he/she/they has/have adequate capacity to undertake the aforesaid service and is equipped with fully trained personnel capable of adequately operating and providing the required services.

NOW IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1.0 DEFINITION AND CONDITIONS GOVERNING THE SERVICES

In this contract, unless the context otherwise requires:

1.1 "AGREEMENT" means this service agreement.

1.2 "AREA OF OPERATIONS" means the Company's oilfield operations in the States of Assam and Arunachal Pradesh.

1.3 "BASE STATION" means the station as set out in Part-II hereof where the vehicle(s)/equipment shall be permanently based, (i.e. based for minimum period of 10 (Ten) days at a stretch) which may be changed at the discretion of the Company.

1.4 "BID OPENING DATE" means the date on which the Bid was opened by the Company against the finalisation of this agreement.

1.5 "BREACH OF CONTRACTUAL OBLIGATION" means amongst others also the following:

i) Carriage of unauthorised passengers by the Transport Supplier while under this agreement with the Company:

ii) Unauthorised use of the vehicle(s)/equipment when released to the Transport Supplier for undertaking its deployment for any other business purpose;

iii) Withdrawal of vehicle(s)/equipment from the service before expiry of the term of this Agreement for any reason whatsoever without the consent/instruction of the Company Engineer and;

iv) Failure of the Transport Supplier to place the vehicle(s)/equipment for periodic inspection as per schedule as directed by Company's Engineer.

v) Failure to park the vehicle(s)/equipment after release on close of working hours at place designated by Company's Engineers.

vi) The vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any.

1.6 "COMPANY" means Oil India Limited.

1.7 "COMMENCEMENT OF SERVICE" means the date of placement of the first vehicle/equipment under this Agreement.

IFB REFERENCE NO.: DCT2410P09

1.8 "COMPANY ENGINEER" means the following:

- i) Head-Transport or his nominee in case of the following events:
 - a) Initial and subsequent inspection of vehicle(s)/equipment ;
 - b) Scrutiny of documents regarding Transport Supplier's compliance with the requirements under this agreement for permits, licenses, insurance documents, employees roster etc.;
 - c) Initial placement of vehicle(s)/equipment with a user departmentor
Daily allocation of vehicle(s)/equipment in the area of operations of the Company;
 - d) Release of vehicle(s)/equipment upon conclusion of this agreement;
 - e) Assessment of time to be allowed for repairs in case of accident;
 - f) Release of vehicle(s)/equipment and termination of this agreement in case of complaints as to its deteriorated mechanical condition
- or
-
- Unruly behavior of the crew or repeated defaults by the Transport Supplier; and
- g) Instruct Transport Supplier to replace by more suitable hand of Driver(s)/crew engaged for operating the vehicle/equipment.
- ii) The head of the user department or his/her nominee in case of the following :
 - a) Normal day-to-day operation of service after placement under the respective department;
 - b) Release of vehicle(s)/equipment for maintenance/inspection/fuelling
 - c) Release of vehicle(s)/equipment for daily/periodic fuelling;
 - d) Allotment of daily duties and timings for reporting and release;
 - e) Certification of daily log sheets;
 - f) Authentication of monthly statement-cum-bill
 - g) Determination of undisputed instances of shutdown or standby, liquidated damages and penalties for defaults on breach of contract.
- iii) Head-Contracts in case of the following events :
 - a) Release/forfeiture of Security Deposit/Earnest Money;
 - b) Any dispute under this Agreement as to the Transport Supplier's obligations or otherwise;
 - c) Determination of instances of shut down or stand by due to Force Majeure, Bundhs etc. or defaults or otherwise in case of dispute by the Transport Supplier.

1.9 CREW: Means Supervisors, Operators, Drives, Handyman/ Helper(s)/Jugalees attached to the vehicle(s)/equipment, as defined in the Clause: 1.13, 4.10.

1.10 "DUE DATE OF PLACEMENT" means the date stipulated in Clause No.8, Part-II hereof.

1.11 "DETERIORATED CONDITION OF VEHICLE/EQUIPMENT" means any vehicle(s)/equipment found not acceptable to Company's Engineer after mechanical inspection or/and vehicle(s)/equipment found to be unworthy of undertaking the services envisaged under the provisions of this Agreement or/and vehicle(s)/equipment which is/are facing repeated breakdown due to inadequate, improper and timely repairs and maintenance and / or vehicle(s)/equipment refused by the Company's Engineer/user department as being unfit.

1.12 "DAILY LOG BOOK" means the format as may be certified by the Company's Engineer on a day-to-day basis during the tenure of these Agreement.

1.13 "DRIVER / OPERATOR" means an individual possessing sound mental and physical health who must be in possession of an appropriate professional Driving License and P.S.V. Badge issued by the Regional Transport Authority who is having jurisdiction over the area of operations of the Company, who is (are) engaged by the Transport Supplier and provided with the service envisaged under this Agreement, cost whereof included in the fixed charge per month.

1.14(A) "DEFAULT" means any of the following commissions or omissions by the Transport Supplier or his/her crew which will lead to shut down of vehicle(s) and/or breach of contractual obligations :-

- a) Delay in initial placement of vehicle(s) beyond the stipulated date;
- b) Unsuitability of the Driver or assigned/Attendant and/or working crew;
- c) Drunkenness and intoxication of the driver and/or the Attendant/crew;
- d) Non-availability of vehicle(s)/equipment due to any reason, whatsoever, including but not limited to the following conditions:-
 - i) Deteriorated mechanical condition of the vehicle(s)/equipment and/or breakdown;
 - ii) Due to inadequate routine maintenance
 - iii) Time taken for routine servicing / maintenance in any particular month in excess of time allowed for such maintenance in any month
- e) Non-possession of valid permits and licenses for the crew and vehicle(s)/equipment;
- f) Non-supply of fuel;

IFB REFERENCE NO.: DCT2410P09

g) Delay in placement of vehicle(s)/equipment on any day as per the instruction of the Company's Engineer and or unauthorised and untimely release of vehicle(s)/equipment on any day without prior permission and authorisation from the Company Engineer during the tenure of this Agreement;

h) If the Transport Supplier bases the vehicle(s)/equipment at a station other than the stipulated Base Station without the authorisation of the Company Engineer;

i) Non-availability of vehicle(s)/equipment due to defects detected upon periodic inspection/tests by the Company;

j) Non-rectification of defects expeditiously upon detection by the Company Engineer upon inspection/test undertaken by the Company;

k) Non-availability of equipment/vehicle(s)/ crew beyond 48(Forty Eight) Hours allowable for repair / maintenance time per month;

l) Non-availability of the vehicle(s)/equipment or crew when required by the Company's Engineer; and

m) Failure on part of the Transport Supplier to discharge his/her obligations as set out in Clause 4.0 hereof and/or failure on part of the Transport Supplier to abide with particular instructions as set out in Clause 5.0 hereof and/or failure on part of the Transport Supplier to obey the instruction of the Company's Engineer as set out in Clause 6.0 hereof.

n) Any other acts or omissions by the Transport Supplier or his/her crew whether specified or not hereof which disrupt the continuity of the service envisaged under this Agreement.

o) Non-availability of equipment/vehicle(s)/crew when the Company's operations are normal;

p) Non-availability of services due to unauthorised/lightening strike by Transport Supplier or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown.

1.14(B) In case of default not leading to shutdown, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s)/equipment shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

1.15 "FIXED CHARGE PER MONTH" means fixed charge mentioned under of Part-II hereof which will be inclusive of depreciation, all applicable taxes & duties including VAT as applicable, insurances, wages and other emoluments of Operator/Driver(s) / Helper(s) / Jugalees and other operation staff/crew inclusive of relief Operator/Driver(s)/Helper(s)/ and other operating staff/crew, which the Transport Supplier will have to engage and provide at all times essentially for the continuous operation of the service envisaged under this Agreement. The Transport Supplier shall have to ensure full compliance with Motor Vehicles Act 1988 and Motor Transport Workers Act 1961 and the Rules framed there under all other applicable statutory acts as may be in force from time to time governing the engagement of staff, their conditions of service which must include minimum wages as per the aforesaid Acts, Statutory/weekly offs, holiday, overtime, annual leave, uniforms etc. No other separate charges on such accounts will be payable by the Company at any point of time during the tenure of the Contract and same, if any, shall have to be borne entirely by the Transport Supplier. The Fixed Charges payable under this Agreement shall be deemed to be inclusive of all payments to be borne by the Transport Supplier on all such accounts. Fixed charge also includes the cost of consumables and fuel as may be required for stipulated normal hours of duty at a stationary place when there is no km run.

1.16 "HOLIDAY" means the National Holiday defined under the Motor Transport Workers Act, 1961 as may be in force from time to time, which the Transport Supplier would be required to give to his/her Crew as per the aforesaid Act.

1.17 "NORMAL HOURS/TIMINGS OF DUTY" means the duty hours, which may be stipulated or instructed by the Company's Engineer.

1.18 "HANDIMEN/HELPER/JUGALEE" means such crew engaged by the Transport Supplier and provided with the vehicle/equipment, cost whereof is included in the Fixed Charge per month.

1.19 "INSPECTION" means initial/periodic inspection carried out by the Company's Engineer to ascertain road worthiness of the vehicle(s)/equipment along with necessary Permits, Insurance etc. for the vehicle(s)/equipment as well as all the Crew engaged against this contract. The Company's decision in this regard shall be final.

1.20 "INSURANCE" means comprehensive insurance of the vehicle(s)/equipment and shall include insurance of the crew.

1.21 "LICENCE AND PERMITS" means any and all of the following which must be valid and updated periodically by the Transport Supplier to the satisfaction of the Company:-

a) Professional driving license(s) and P.S.V. badge(s) for the driver(s)/Operator(s);

b) Registration Book(s) with endorsement of Road Tax;

c) Permits for plying the vehicle(s)/equipment for commercial purpose as may be required;

d) Road permits;

e) Fitness certificate

f) Innerline permit(s) for Arunachal Pradesh.;

g) Comprehensive insurance certificate(s) both for vehicle(s)/equipment as well as Crew;

h) Any other as required under law in force;

i) Pollution under control certificate

1.22(a) "LIQUIDATED DAMAGES" means pro-rata fixed charge per hour rate payable by the Transport Supplier in case of Default as mentioned in Para 1.14(A) sub clause (b) to (n) which shall be levied for the shutdown period on the basis of 0.5(Zero Point Five) times the rate subject to maximum of 12(Twelve) hours in a month arrived at on a cumulative basis. In case of continuing default beyond 12(Twelve) cumulative hours in a month, it would be treated, as breach of Contract and penalty as per clause No.1.27 will only be applicable.

1.22(b) "SPECIAL LIQUIDATED DAMAGES" means the amount payable by the Transport Supplier in case of default as mentioned in para 1.14 (A) sub clause (o) & (p) which shall be levied at the rate of twice the prorata fixed charge per day. Special L.D. shall be levied irrespective of whether such default resulted in a shutdown for the whole day or part thereof.

1.23 "LEAVE" means Annual Leave to be granted to the Crew who is employees of the Transport Supplier as per the stipulations of The Motor Transport Workers Act, 1961 as may be in force from time to time.

1.24 "MONTHLY KILOMETREAGE STATEMENT CUM BILL" means the format specified by the Company.

1.25 "HELPER/MAZDOOR" means an unskilled labourer employed by the Transport Supplier who may be engaged as per the requirements of the Company from time to time along with vehicle/equipment, in respect of whom payment shall be made as per the rates of Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time in force under the MTV Act from time to time.

1.26(a) "PRO-RATA FIXED CHARGE PER DAY" means the Fixed Charge per month as per Item 11(10) of Part-II, divided by 30(Thirty) days.

1.26(b) "PRO-RATA FIXED CHARGE PER HOUR" means the amount accrued at per Clause 1.26(a) divided by 24 (Twenty Four) hours.

1.27 "PENALTY" means the amount payable by the Transport Supplier in the event of breach of contract as stated in clause 1.14 which shall be at a rate of the pro-rata fixed charge per day. Penalty shall be levied irrespective of whether such breach resulted in a shut down or otherwise.

1.28 "REGISTRATION" means the vehicle(s)/equipment having registration in the name of the Supplier(s)/Firm with the R.T.O. /D.T.O. having jurisdiction in the area of operations of the Company.

1.29 "RUNNING CHARGE PER KILOMETER" means the rates stipulated in Item-11(20) of Part-II hereof and shall be deemed to include all the expenditures of the Transport Supplier viz., cost of fuel, tyre/tube, battery & consumables like lubricants etc. and other maintenance expenditures including accessories involved as applicable towards movement of the vehicle(s)/equipment.

1.30 "STIPULATED HOURS OF SERVICE PER DAY" means hours of duty per day, normal hours/timings of duty whereof shall be determined by the Company's Engineer for which fixed charge shall be payable.

1.31 "STATUTORY ACTS" means all the State and Central Government statutes and regulations effecting the operation of the services under this Agreement as may be in force from time to time and shall particularly include but not be limited to the following;

- a) The Motor Vehicle Act, 1988,
- b) The Motor Transport Worker's Act, 1961,
- c) The Contract Labour (Regulations & Abolition) Act, 1970,
- d) The Minimum Wages Act, 1948,
- e) The Employees Provident Fund & Miscellaneous Act, 1952,
- f) The Oil Mines Act, 1972 and Oil Mines Regulation, 1984,
- g) The Workmen Compensation Act, 1923 &
- h) Industrial Disputes Act, 1947
- i) Industrial Employment (Standing Order Act, 1946)
- j) Inter-state Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979
- k) Payment of Wages Act, 1936
- l) Any other Act as applicable from time to time.

The Transport Supplier shall be solely responsible for compliance with all statutory acts at all time during the tenure of the service Agreement.

1.32(a) "SHUT DOWN" means disruption/non-availability of the Transport Service due to any of the defaults in Clause 1.14(A).

1.32(b) "SHUT DOWN" shall also mean the non-availability of the Transport service due to an accident.

1.33 "STAND BY" means any of the following "-

a) Payable fixed charge although the services are not available due to the following:-

i) For maintenance up to 48(Forty Eight) hours per month, counted from the beginning of the month, the Company shall pay the fixed charge on certification from the Head of the User Department that the shut down was due to maintenance of the vehicle(s)/equipment. This facility will be limited to maximum of 4(Four) instances in calendar month. Any excess shut down over 48 hours for maintenance shall be treated as default and Clause No.1.22 shall be applicable. Shut down due to minor breakdown of the vehicle(s)/equipment (i.e., punctured tyre, minor mechanical adjustment etc.) involving downtime up to a maximum of 1(one) hour shall not be included in the 48 (Forty Eight) hours time or counted towards shutdown which shall be allowed not more than 3(Three) instances in a calendar month.

ii) Re-fuelling time for the vehicle(s)/equipment stationed at Duliajan which shall not be more than 30(Thirty) minutes and not involving more than 5(Five) km at any instance subject to a maximum of 8(eight) re-fuelling in a calendar month. For vehicle(s)/equipment stationed at other base station the time and kms will be determined by the Company's Engineer considering the distance from the nearest petrol pump and subject to the maximum of 8(Eight) re-fuelling in a calendar month. In exceptional cases where running of the vehicle(s)/equipment is/are more than 3500(Three Thousand Five Hundred) Km/month, the Head of the user department will determine the additional no. of re-fuelling required. This Kilometer and time will not be charged to the Transport Supplier.

1.34 "STATUTORY OFF" means the off day per week or the compensatory off day in lieu thereof which the Transport Supplier is required to give to his/her operating crew as per the Motor Transport Workers Act, 1961 in respect of which adequate relief driver/crew shall be provided at no extra cost.

1.35(a) "TAXES AND DUTIES" means Road Tax, Fitness Fee, Road Permit Fee, Registration Fee, Inter-State Permit Fee, VAT for vehicle(s)/equipment and crew etc. as may be due and payable by the Transport Supplier entirely at his/her own cost towards operation of the services envisaged under this agreement.

1.35(b) Taxes and duties shall also mean deduction of Tax at source from the payments made to the Transport Supplier towards operation of the services envisaged under this Agreement at the rates as may be in force from time to time under the Income Tax Act, 1961 & VAT or any other Act where requires deduction of tax at source which may be in force from time to time.

2.0 DESCRIPTION OF WORK: -

2.1 All work performed by the Transport Supplier shall be continuous, on day to day basis as set down in Schedule of Service, Units and Rates described in Part-II hereof which Part-II forms and constitutes part and parcel of this Agreement, read in conjunction with the particular specification and instruction contained in Part-III hereof which Part-III also forms and constitutes a part and parcel of this Service Agreement. All the 3(Three) Parts of this service agreement will be read and construed together with the related Annexure.

2.3 Transport Supplier shall provide the transport service with vehicle(s)/equipment as determined in Part-II hereof and shall be responsible for all actions necessary for day to day running and maintaining the services on a continuous basis in an efficient and adequate manner. The Transport Supplier shall be responsible for timely payment of all applicable taxes, fees, insurances for smoothly operating the services envisaged under this agreement including all capital investments and operating expenses as may be necessary and incidental in relation thereto.

2.4 The rates agreed/accepted by the Transport Supplier as set-out in Part-II hereof are inclusive of all expenses mentioned hereof and such other similar charges as may be required including payment to his/her operator(s), Driver(s), Crew and other staff as per the provisions of the Motor Vehicles Act, 1988 and other Statutory Acts. The rates stipulated in Part-II hereof shall be firm and final and no escalation whatsoever except as may be stipulated otherwise shall be admissible on any account.

2.5 The Transport Supplier shall supply and maintain the services of all vehicles EVERY DAY with Operators, Driver(s), Attendant(s), Helper(s) / Jugalees/Mazdoor(s) (wherever applicable) as may be required by the Company.

2.6 The Transport Supplier shall hereby undertake to pay to his/her Crew/Staff reasonable/fair wages which are not less than the wages payable under the Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time during the Currency of this Agreement. He further undertakes to pay all his/her operating staff working under this Agreement the due wages in time including any arrears of wages which may arise due to amendments in future to the above mentioned Act.

3.0 MANNER OF CONDUCTING WORK: The Transport Supplier shall carry out all operations hereunder with due diligence, in a safe and workmen like manner and in accordance with the accepted practice and safety rules of the Company in the area of its operations.

4.0 OBLIGATIONS OF THE TRANSPORT SUPPLIER:

4.1 The Transport Supplier shall observe and abide by all the Statutory Acts and shall be primarily and solely responsible for observance of the rules and regulations stipulated hereunder.

4.2 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of vehicle(s)/equipment or operations of the services envisaged under this agreement including liability under the Statutory Act or any other liability as may arise due to operation of this agreement and the Company shall not be held liable or responsible for any such claim in any manner whatsoever. The Statutory requirements and obligations to be performed under the Statutory Acts affecting the operations of the services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility. Be it stated particularly that the Transport Supplier hereby undertakes to fully implement entirely at his/her own cost all the provisions of the Motor Transport Workers Act, 1961 and other Statutory Acts as may be in force from time to time and the rules framed there under as may be applicable to the operation of the service envisaged under this agreement in the area of operations of the Company.

4.3 The Company shall not be liable for any dues, statutory or otherwise claimed by the employees/workmen employed by the Transport Supplier for the services rendered under this agreement and all such claims, statutory or otherwise or operation of any settlement or award in favour of the employees/workmen employed by the Transport Supplier will be solely against the Transport Supplier and not against the Company. Be it expressly stated that any demands whether present or future by the employees deployed by the Transport Supplier against the services envisaged under this agreement shall have to be settled and satisfied by the Transport Supplier solely and in the event of any loss or inconvenience or disruption that may result because of any non-settlement of such demands which may lead to a disruption of service envisaged under this Agreement shall also be deemed as a default.

4.4 The Company shall neither entertain any demands from the employees of the Transport Supplier nor deal directly or indirectly with any recognised or un-recognised unions of such employees. Be it expressly stated that it shall be primarily and solely the responsibility of the Transport Supplier to deal, interact and settle any demands or disputes of his/her employees individually or through any unions or otherwise and the Company shall not mediate in this matter at all.

4.5 Any unsettled disputes between the Transport Supplier and his/her employees leading to a legal or illegal strike by them would have to be settled by the Transport Supplier expeditiously. In the event of such a strike, whether legal or illegal, the vehicle(s)/equipment shall be treated as shut down. Any failure on the part of the Transport Supplier to settle the disputes expeditiously or with reasonable dispatch which results in interruption of the services envisaged under this Agreement would be considered as a default under this agreement and the agreement would be terminated at the discretion of the Company. The Transport Supplier shall, however, be given reasonable opportunity by the Company to explain that the cause of the dispute was not due to delay on his/her part or due to failure to implement the statutory obligations under the Statutory Acts as stipulated hereof. In the event if it is proved that the Transport Supplier was in default as mentioned here above, the Company shall have the option to terminate the Agreement forthwith and the Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.

4.6 The Transport Supplier shall ensure that the vehicle(s)/equipment deployed under this service agreement do not cause any damage to the Company's properties. In the event of any such damages, the cost of repair in respect thereof as determined by the Company's Engineer shall be deducted from the Transport Suppliers outstanding bills. The Company's decision in this regard shall be final and binding.

4.7 Any normal hours/timings of duty if applicable will be decided by the Company's Engineer and shall be binding on the Transport Supplier. The normal hours of duty/timings may be changed from time to time at the discretion of the Company and the Transport Supplier shall be obliged to accept such changes.

4.8(a) The Transport Supplier will park the vehicle(s)/equipment at his/their own parking yard or at Company's yard as directed by the Company's Engineer at the end of the day's work. The Transport Supplier found violating, this will be liable for breach of Contract.

4.8(b) The Transport Supplier may be asked by Company's engineer to make his/their own arrangement for parking the vehicle/equipment within 3(three) km. from the Industrial Gate of the base station on round the clock basis with ready availability of the services of the crew in such a manner that the vehicle(s)/equipment can be deployed for any specified duties immediately on receipt of the instructions from the Company's Engineer.

4.9 The Transport Supplier must place the vehicle(s)/equipment for duties in time on any particular day as per the instructions of the Company's Engineer. In the event of failure to adhere to the foregoing or in the event of unauthorised release of vehicle(s)/equipment before completion of the normal duty hours, the vehicle(s)/equipment shall be treated as shut down and will attract the liquidated damages for each such failure.

4.10 The vehicle/equipment should be supplied with the services of Operator / Drivers / Handymen / Helpers / Supervisor /Attendant on duty hours basis, cost in respect thereof is included in that fixed charge per month as per clause No.1.15.

4.11 The Transport Supplier shall keep the vehicle(s)/equipment roadworthy throughout the contract period by complying with the statutory requirement, failing which the vehicle(s) will be treated as shut down.

4.12 The Transport Supplier should ensure that the Driver(s)/Helpers/Jugalees/Mazdoors (as applicable) are available every day, i.e. on Holidays, Sundays, off days or during leave of the regular drivers/crew as per the requirements of the Company's Engineer. In the event of failure to do so would tantamount to a default and the vehicle(s)/equipment shall be treated as shut down, in which case the liquidated damages shall be deducted from the Transport Supplier.

4.14 The Transport Supplier must maintain a register incorporating particulars with the name(s) of the Operator / driver(s) / handymen / Attendant(s) / Crew engaged by the Transport Supplier and the aforesaid be required to sign the register maintained for this purpose, for monitoring their daily attendance, off days; holidays and leave roster etc. This will ensure proper roster of the crew in respect of compliance with the various Statutory Acts. This register must be available for inspection by the appropriate authorities as and when required. The Transport Supplier will be required to submit a certificate to the Company every month along with the Monthly Statement-Cum Bill in the specified format to the effect that all statutory requirements effecting the operations of the service under this agreement under various Statutory Acts have been complied with.

4.15 The Transport Supplier shall undertake only journeys authorised by the Company's Engineer. Any unauthorised journeys shall be treated as breach of Contract and shall attract penalty for each such occurrence without prejudice to the Company's right to terminate the agreement without any compensation to the Transport Supplier on any account whatsoever.

4.16 The Transport Supplier would be required to submit the statement of payments made to his/her crew employed on the Service envisaged under this agreement as and when required by the appropriate authorities.

4.17 The Transport Supplier shall indemnify the Company against any claims by the driver(s)/crew on account of payment of wages, bonus, perquisites etc.

4.18 The Transport Supplier shall operate the service envisaged under this Agreement in an efficient, workmen like manner as per the instructions of the Company's Engineer. The Transport Supplier shall abide by the Company's Engineer instructions always and ensure continuous uninterrupted service on day-to-day basis.

5.0 PARTICULARS, SPECIFICATIONS AND INSTRUCTION TO THE TRANSPORT SUPPLIER:-

5.1 The Transport Supplier shall instruct his/her crew suitably to ensure that while driving speed limits as enforced are necessarily observed. Any breach of law due to violation of the speed limits shall have to be redressed by the Transport Supplier entirely at his/her own cost.

5.2 The vehicle(s)/equipment described/set out in Part-II hereof must be equipped with all standard fittings, instruments etc., and shall be at all times fully conform with all provisions of the Motor Vehicles Acts, 1988.

5.3 The vehicle(s)/equipment must all times be comprehensively insured against all risks.

5.4 The Operators / Driver(s) must possess valid and relevant permits and professional licenses. Also, the contractor(s)/supplier(s) should ensure that the buses deployed for duties are not driven by drivers who have-

(i) Less than 05(five) years of experience of driving heavy vehicles.

(ii) Been *challaned* more than twice in a year for minor offences of jumping red lights, improper or obstructive parking, violating the stop line, violating the rule requiring driving within the bus lane, violating restricting the overtaking, allowing unauthorized person to drive.

(iii) Been *challaned/* charged even once for the offence of over speeding, drunken driving and driving dangerously.

5.5 The vehicle(s)/equipment must be registered with the DTO and periodic requirements of fitness, test, must be complied with the evidences produced to the Company's Engineer in this regard as and when required by him.

5.6 The vehicle(s)/equipment must at all times be licensed by the appropriate Govt. authority having jurisdiction in the operating areas of the Company to ply on commercial basis and to carry passengers including crew and goods as applicable and within the designed load capacity.

5.7 The Transport Supplier must ensure timely renewals of all licenses and permits within the due dates.

5.8 The Transport Supplier shall provide at his/her own cost the accommodation/housing for his/her employees, sheds for repairing and servicing of vehicle(s)/equipment, land/garages for parking of the vehicle(s)/equipment (wherever applicable) in and around the base station.

5.9 During the course of the day-to-day operations, the vehicle(s)/equipment may be required to ford or ferried through various rivers. The Transport Supplier will not object to such crossing and shall not be entitled to any additional charges.

IFB REFERENCE NO.: DCT2410P09

5.10 The vehicle(s)/equipment must be maintained in first class road worthy condition along with uniform standards of safety and comfort to passengers as initially provided for at the time of acceptance of the vehicle(s) on the date of placement.

5.11(a) Hour meter, Speedometer and kilometreage gauge must be maintained at a high standard of accuracy. Any defects noticed by the Company's Engineer at the initial and subsequent periodical inspection must be rectified forthwith by the Transport Supplier at his/her own cost. Until such rectification, the readings of the instrument will be subject to such correction factor as may be determined by the Company's Engineer. The Company's decision in this regard shall be final and binding on the Transport Supplier.

5.11(b) Monthly payments shall accordingly be regulated according to the corrected readings.

5.12 All employees of the Transport Supplier who are deployed under this service agreement must observe the security and safety rules of the Company when working inside the declared prohibited areas or otherwise. Any individual found to be objectionable from security considerations must be replaced by the Transport Supplier.

5.13 All vehicles / equipment must carry special nameplates or marking for the purpose of identification as directed by the Company's Engineer. Wherever required, all vehicles must also be provided with the towing hook. All expenses on account of the foregoing shall be borne by the Transport Supplier entirely on his/her own cost.

5.14 The Transport Supplier shall not refuse the vehicle(s)/equipment to be driven by the Company's operator / driver(s) / officer(s) in case of emergency when Transport Supplier's operator / driver(s) is/are not available for any reason.

5.15 The Transport Supplier shall not refuse parking of any vehicle at such places as may be directed by the Company's Engineer.

5.16 "OIL INDIA LIMITED" must be painted prominently in the wind glass frame and number plate of all vehicles.

5.17 The Transport Supplier, if applicable, shall furnish together with related power of attorney the names and specimen signature(s) of the authorised representative(s) who will be overall in charge of the Transport Supplier's organisation to carry out its obligations including preparation of bills, receipts of cheques etc.

5.18 The Transport Supplier's representative(s) shall report every day to the Transport Office of the Company for receiving instruction for duties of equipment / vehicle allotted for the day-to-day operations.

5.19 The Transport Supplier must furnish to the Company upon initial placement of the equipment / vehicle(s), the name(s) of the Operators, Supervisor(s), Driver(s), Handymen, Helper(s), crew as may be applicable together with particulars of their driving license(s) etc. In case any changes are made in the crew deployed under this agreement at any time during the tenure of this contract, the Transport Supplier must notify the Company in writing and furnish similar particulars as required hereof in respect of the replacement(s).

6.0 RIGHTS OF COMPANY'S ENGINEER:-

6.1 The Company's Engineer shall upon initial placement of equipment / vehicle(s) check all the relevant documentation and duly inspect/test the same before accepting it for the services under this agreement. Such inspection/test shall be carried out entirely at the Transport Suppliers' risk and cost. Any equipment / vehicle found deficient or defective in any manner will not be acceptable till such deficiency is completely rectified to the satisfaction of the Company's Engineer.

6.2 The Company's Engineer shall arrange for allocation of the equipment / vehicle(s) duty to the various departments if so desired.

6.3 Upon deployment of the equipment / vehicle(s) to a specified department if required, the transport service shall have to be provided by the Transport Supplier to the satisfaction of the Company's Engineer.

6.4 The Company's Engineer shall have power amongst others as follows:-

- a) Fix the normal duty hours/timings of the Transport Supplier and regularly monitor the same;
- b) Instruct the Transport Supplier from time to time for such further inspection as may be necessary for the proper and adequate supply of services and for keeping such records as are deemed necessary.
- c) Instruct the Transport Supplier to replace by more suitable hands any of his/her crew engaged for running/operating the equipment / vehicle(s) or for general management of the service. When such person is found unsuitable for the purpose of rendering efficient service to the Company under this agreement. Be it expressly stated that the Company shall not be responsible or liable in the event of any action by the Transport Supplier against his/her employees or workmen in any manner whatsoever arising out of their removal or replacement.
- d) Instruct the Transport Supplier to remedy breach of contract and levy any penalty in relation thereto.
- e) Refuse the services of any equipment / vehicle(s) found in deteriorated conditions and orders the Transport Supplier to rectify the defects or arrange for replacement till such default is remedied.

- f) Instruct the Transport Supplier to park the equipment / vehicle(s) at a specified place within the Company's premises or at the Transport Supplier's works.
- g) Instruct the Transport Supplier to utilise the services beyond the stipulated hours of service.
- h) Instruct the Transport Supplier to undertake authorised journeys to specified destination(s) and carry the authorised passengers or goods as the case may be.
- i) Instruct the Transport Supplier to go out of station for overnight halt(s).
- j) Undertake periodic inspection of the equipment / vehicle(s) as per programmed as may be decided by him/her. Such inspection shall be carried out in the presence of the Transport Supplier or in presence of his / her authorised representative. Such inspection/ test carried out by the Company shall be at the Transport Supplier's cost and risk.
- k) Instruct the Transport Supplier to remedy/rectify expeditiously and defects revealed upon periodic inspection/test carried out by the Company. Such rectification shall be at the Transport Supplier's cost entirely.
- l) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which the defects as aforesaid which have been detected upon inspection/test periodically by the Company which have remained unrectified.
- m) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which defects have been found upon periodic inspection from the service under this agreement till such time as the same are rectified.
- n) Check the hourmeter, speedometer and kilometer readings and notify any defects and determine any correction factor on the statement-cum-bill in case the readings are found to be defective.
- o) Instruct the Transport Supplier to furnish the names of all operator, driver(s) and crew with full particulars at the time of commencement of the service or on any occasion when such operator / driver(s)/crew are required to be replaced for any reason.
- p) The Company's Engineer shall clearly indicate the total shut down hours in a month due to maintenance of the equipment / vehicle(s) and/or default with reason in the monthly statement which will be treated as final for determining liquidated damages or penalty, if any.

6.5 The Transport Supplier would at all times obey the instructions of the Company's Engineer and ensure compliance of the above mentioned orders and instructions.

7.0 SECURITY DEPOSIT:

7.1 The transport supplier shall upon acceptance of the offer, pay to the Company within two weeks of issue of Letter of Award(LOA) a Security Deposit amounting to 2.5% of total contract value by way of DEMAND DRAFT/ BANKER'S CHEQUE/ BANK GUARANTEE valid beyond six months of the full tenure of the contract, in favour of OIL INDIA LIMITED, DULIAJAN and payable at Duliajan from any Nationalised Bank as a guarantee against timely placement of all vehicles in an acceptable condition and as a guarantee towards smooth operation of the services envisaged under the agreement. This money shall not bear any interest and will be refunded only upon successful completion of the tenure of the contract (including any extension being granted) after deduction/recovery, if any. Failure to provide the aforesaid security amount would render the party liable for rejection and in turn forfeiture of EMD apart from any other actions the company may take at its sole discretion.

7.2 The Security Deposit shall be forfeited in case of the occurrence of the following events:-

- (a) In case of non placement of equipment/ vehicle(s) as per agreement, in full at the sole discretion of the Company.
- b) In case of any event occurring as envisaged in clause No.8.1 hereof;
and/or
- c) In case of any event occurring as envisaged in clause No.9.0 hereof, where the outstanding bills are not adequate to recover the damages to the extent of such shortfall;
- d) In case of premature termination due to default or breach of contract by the Transport Supplier.

7.3 In the event of an occurrence as envisaged in clause No.7.2 (b) & (c), the Transport Supplier will have to furnish additional Security Deposit in the manner prescribed to the extent of amount forfeited. Failure on the part of Transport Supplier to comply with this would render this agreement liable for termination whether partially or fully at the sole discretion of the Company, without prejudice to the right of the Company to take any other action or such default including but not limited to forfeited of the entire security deposit. The Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.

7.4 Provided that in case of delay beyond 3(Three) months from the due date of placement, this agreement shall automatically stand terminated to the extent of the non-performance. This will be without prejudice to the right of the Company to terminate the agreement earlier with 1(one) month's due notice. The Transport Supplier will not be entitled to any damages or compensation whatsoever on account of such termination.

8.0 The Transport Supplier shall commence the supply of regular and continuous service by placing the equipment / vehicle(s) as per this agreement on and with effect from the due date of placement. Any delay in placement of equipment / vehicle(s) for whatsoever reasons beyond the stipulated due date of placement will call for forfeiture of Security Deposit as stipulated hereof without prejudice to any other rights of the Company reserved in this Agreement.

8.1 The Transport Supplier shall supply and maintain the services of all the equipment / vehicles in normal service EVERY DAY with drivers and attendant crew (wherever applicable) as required by the Company. In the event of a default leading to a shut down the Transport Supplier shall not be paid the daily pro-rata fixed charge for the day(s) or part thereof and also be liable to pay to the Company liquidated damages. Such damages will be recovered normally from the Transport Supplier's outstanding bills for the specific shut down vehicle(s). However, in case the outstanding bill for such shut down vehicle(s) (kept off road) is not adequate for such recovery, the Company will have the right to recover the damages from the bills of other vehicles under the agreement, if any. This is without prejudice to the Company's right to recover the amount in any other manner as laid out in the law including appropriation of the Security Deposit towards such outstanding.

8.2 In case of default not leading to shut down, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s) shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

8.3(a) In case of accidents and consequent non-availability of equipment / vehicle(s), pro-rata fixed charges will be deducted and also the same will attract liquidated damages. The Transport Supplier may notify in writing to the Company with adequate proof about the accident, copy of FIR (FIRST INFORMATION REPORT) lodged by the Transport Supplier, MVI(Motor Vehicle Inspector) report and copy of garage certificate(in case of damage of vehicles) shall be required as mandatory in addition to other proof to be submitted. If satisfied with the documents submitted, Head-Transport may recommend waiver of liquidated damages / penalty for approval of management. However, this will not be applicable in case of

(i) Accidents caused by rough/rash driving or because of negligence of the driver engaged

(ii) Where a FIR is lodged by a third party and services of the equipment / vehicle(s) is/are not available for formalities to be observed as per the laws of the land. In such a situation the equipment / vehicle(s) will be treated as shut down and will attract liquidated damages in addition to deduction of pro-rata fixed charges.

8.3(b) In case of accidents or otherwise leading to damage/breakdown of the equipment / vehicle(s) the time required to repair and place back the equipment / vehicle(s) into Company's service shall be decided by the Company's Head-Transport which shall be final and not alterable. On expiry of such allotted time, pending placement of equipment / vehicle(s) liquidated damages will be recovered in addition to the deduction of pro-rata fixed charges.

8.3(c) In case of Bundhs, Rasta Roko, and Strike etc. called by other organisation and if the equipment / vehicle(s) is/are not available for operations due to absence of operator / driver or otherwise the equipment / vehicle(s) will be treated as shut down and pro-rata fixed charge will be deducted. However, if Company feels such shut down could have been avoided liquidated damages will be imposed and shall be recovered from the subsequent bills of the Transport Supplier with proper intimation. It is to be clearly understood that 48(Forty Eight) hours time allotted per month for general maintenance without deduction of pro-rata fixed charge will not be adjusted against such bandh/strike period.

9.0 TERMINATION:

In the event of the Transport Supplier's failure to place equipment / vehicles in due time or render proper services as per terms of this Agreement, the Company reserves the right to terminate wholly or partially the Agreement with 30(Thirty) days notice in writing and on the expiry of this notice period, this service Agreement shall stand terminated or modified for the reduced number of equipment / vehicle(s) and Transport Supplier shall not be entitled to any damage or compensation on account of such termination or reduction in number of equipment / vehicle(s) or otherwise from any cause arising whatsoever.

9.1 The Company may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Transport Supplier to terminate this Agreement in whole or in part if the Transport Supplier fails to perform any of his/her obligations under this agreement or if the Transport Supplier does not cure his/her failure immediately upon receipt of notice from the Company or during any such time as the Company may authorise in writing after receipt of default notice from the Company.

9.2 In the event of Company terminates the contract in whole or in part pursuant to clause No.9.1, the Company may procure, upon such terms and in such manner as may deem appropriate similar services shall be liable for any excess costs incurred by the Company in this regard. However, the Transport Supplier shall continue performance of the Contract to the extent not terminated.

9.3 The Company may at any time terminate the contract giving a written notice to the Transport Supplier without compensating him, if the Transport Supplier becomes bankrupt or otherwise insolvent, provided such termination will not prejudice or effect any right of action or remedy which occurred or will occur thereafter to the Company.

9.4 The Company may send written notice to the Transport Supplier, terminate the agreement, in whole or in part at any time for its convenience. The notice of termination shall specify that the termination is for Company's convenience, the extent to which performance of service under this agreement is terminated and the date which such termination becomes effective, which will be at least 45(Forty Five) days after the date of the notice of termination. If the Company exercises this right, it shall pay the Transport Supplier in accordance with the provisions of this agreement for the services satisfactorily rendered up to the date of termination. The Transport Supplier will not be entitled to any damages or compensation on account of such termination.

9.5 This Agreement shall stand partially or fully terminated in case of default due to delay in placement of vehicle beyond 3(Three) months from the due date of placement stipulated hereof and the Transport Supplier shall be debarred at the discretion of the Company from quoting against any future contract for a period not exceeding 2(Two) years for such default. Such termination will be without prejudice to the Company to forfeit the Security Deposit also.

10.0(a) The Company will make monthly payment subject to adjustment / deduction as necessary for the services rendered in each calendar month and will endeavor to pay before expiry of 30 (Thirty) days from the date of submission of monthly statement-cum-bill for the month for every equipment / vehicle on the basis of accepted rates calculation as mentioned in Part-II of this Service Agreement. The above period shall be counted from day when all statements in respect of all equipment / vehicles to be deployed under this Agreement are received by the Company.

10.0(b) At the end of the month, the Transport Supplier will have to submit the monthly statement-cum-bill in triplicate. Along with the monthly statement-cum-bill, the Transport Supplier will also submit to the user department a certificate every month confirming compliance with the statutory requirement and in absence of the said certificate, bill will not be processed for payment and any delay arising out of the same shall be attributable to the Transport Supplier.

10.0(c) Monthly statement / bills submitted by the Transport Supplier will be cross checked by the Company with the records maintained by the Company. Wherever discrepancies are found the Company would have right to make necessary corrections in the statement/bill submitted by the Transport Supplier before certifying/countersigning the same for processing payment.

10.0(d) A daily logbook will be maintained in triplicate. The Transport Supplier's representative or his/her operator / driver should collect the original and a copy of the daily logbook has to be submitted with statement-cum-bill for claiming payment.

STATUTORY OBLIGATIONS OF TRANSPORT SUPPLIER:

11.0 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of the equipment / vehicles or operation of the services envisaged under this Agreement including liability under the Motor Vehicles Act, Payment of Bonus Act, Workmen's Compensation Act, Payment of Wages Act or any other statutory liabilities as may be in force from time to time and whatsoever. The Statutory requirements and obligations to be performed under the above Acts or any other enactment affecting the operation of services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility.

12.0 FORCE MAJEURE: means except or otherwise specified in the event of either party being rendered unable by force majeure to perform any obligations required to be performed by them under this Agreement, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts. The terms "Force Majeure" as employed herein shall include Acts of God, War, Revolt, Riots, Fire, Flood, illegal & unlawful Strikes, Bundhs, Sabotage, failure or destruction of roads, culverts or bridges over or on which Transport Supplier's equipment / vehicle(s) is/are or are to travel. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 48(Forty Eight) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of his/her claim. The Force Majeure (Exemption) clause of International Chamber of Commerce (ICC Publication No. 421) will be applicable under this contract.

13.0 ARBITRATION AND CONCILIATION:

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of arbitration will be Duliajan, Assam. The award made in pursuance thereof shall be binding on the parties.

14.0 LIABILITY & INDEMNITY:

14.1 Except as otherwise expressly provided, neither the Company or its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss or damage to the equipment / vehicle(s) or loss or damage to the property of the Transport Supplier or his/her contractors, sub-contractors, irrespective of how such loss is caused and even if caused by the negligence of the Company and/or his/her servants, agents, nominees, assignees unless caused by willful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.

14.2 Neither the Company nor its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever from injury to, illness, or death of any employee of the Transport Supplier irrespective how such injury, illness or death is caused by willful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.

14.3 Except as otherwise, expressly provided, neither the Transport Supplier nor his/her servants, agents, nominees, contractors or sub-contractors shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss of or damage to the equipment and/or loss to the property of the Company irrespective of how such loss or damage is caused unless caused by willful or gross negligence of the Transport Supplier or his/her servants, agents, nominees, assignees, contractors and sub-contractors. The Company shall protect, defend, indemnify and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

14.4 Neither the Transport Supplier nor his/her servants, agents, nominees, assignees, contractors, sub-contractors shall have any liability or responsibility to whomsoever for injury to, illness, or death to any employee of the Company, irrespective of how such injury, illness or death is caused unless caused by willful or by gross negligence by or his/her servants, agents, nominees, assignees, contractors or sub-contractors and assignees and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

14.5 INDEMNITY AGREEMENT:

14.6 The Transport Supplier agrees to protect, defend, indemnify and hold the Company harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, costs, liens and judgment of every kind and character, without limit, which may arise in favour of the Transport Supplier's employees, agents, contractors and sub-contractors or their employees on account of bodily injury or death, or damage to personnel/property as a result of the operations / services contemplated hereby, regardless of whether or not the said claims, demands or causes of action arise out of negligence or otherwise, in whole or in part, or other faults.

14.7 The Company agrees to protect, defend, indemnify and hold the Transport Supplier harmless from and against all claims, suit, demands, and causes of action, liabilities, expenses, costs, liens and judgment of every kind and character, without limit, which may arise in favour of the Company's agents, contractors and sub-contractors or their employees on account of bodily injury, death or damage to personnel/property as a result of the operations contemplated hereby regardless of whether or not the said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part, or other faults.

14.8 INDEMNITY APPLICATION:

The indemnities given herein above, whether given by the Company or the Transport Supplier shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

14.9 INSURANCE:

The Transport Supplier shall arrange comprehensive insurance to cover all risks in respect of their personnel, materials equipment and vehicle(s) belonging to the Transport Supplier or his/her contractors or sub-contractors during the currency of the agreement and shall provide certificates of such insurance.

15.0 TAXES & LEVIES:

15.1 Corporate taxes and other duties including Income-Tax arising out of this agreement shall be borne by the Transport Supplier as per the laws that may be in force from time to time.

15.2 Company shall withhold Income tax as per rates, which may be in force from time to time as may be applicable to the operational services under this agreement.

16.0 ASSIGNMENT:

16.1 The Transport Supplier shall not assign his/her rights, duties and obligations arising under this agreement and sublet to any third person or party except in respect of payments to be received by Transport Suppliers, if acceptable to the Company.

17.0 SUB-CONTRACT:

17.1 The Transport Supplier shall not sub-contract all or any part of the work envisaged under this Agreement.

18.0 STATUTORY OBLIGATIONS:

18.1 The Transport Supplier shall bear all other expenditure, which may be deemed necessary or required towards fulfillment of his/her obligations under the Statutory Acts during the tenure of this service agreement.

19.0 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)."

20.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

21.0 LIQUIDATED DAMAGES FOR DELAY IN PLACEMENT/ MOBILISATION OF EQUIPMENTS/ VEHICLES AND/OR COMPLETION OF WORKS AND SERVICES: Liquidated Damages will be applicable @0.5% of the contract value per week or part thereof, for delay in placement of vehicle(s)/ equipments(s) for Company's services/ Contract mobilization/completion date subject to a maximum ceiling of 7.5% of estimated total contract value.

IN WITNESS whereof the parties hereinto set there hands and seals the day and year first above written.

SIGNED & DELIVERED FOR AND ON BEHALF OF _____
(Signature of Contractor or his/her/their Legal Attorney)

BY THE HAND OF HIS/HER/THEIR PARTNER/
LEGAL ATTORNEY _____
(Full Name of Signatory)

(Seal of Contractor's Firm)

And in presence of

(Signature of Witness)

(Name of Witness)
Date _____

(Full Name of Signatory)

Address: _____

(Signature of Acceptor)

SIGNED & DELIVERED FOR AND ON

Date: _____

BEHALF OF OIL INDIA LIMITED

Designation: _____

IFB No. DCT2410P09**1.1 SCHEDULE OF SERVICES:-**

Hiring the services of brand new **22-26 seater** fully built diesel buses (to be purchased after issuance of LOA from the chassis manufacturer as a bus) Model: **TATA CITY RIDE (6 wheels), M&M TOURISTER (6 wheels), Swaraj Mazda WT50 TCA** or equivalent model bus (with wire mesh protection on side glass windows & rear wind shield) with latest emission norms to be stationed at any place of OIL's operational areas in Assam & Arunachal Pradesh for a period of 4(four) years for round the clock duties authorised by the Company.

2. **Vintage of Equipment / Vehicle(s)** : Brand new buses to be purchased from the manufacturer as a bus after issuance of LOA.
3. **Tenure of Agreement** : **Four years** from the date of placement of the first Bus(s).
4. **Area of operations** : Assam and Arunachal Pradesh.
5. **Bid Opening Date** : 01.00 P.M. (IST) on **27.09.2011**
6. **Tendered Cost of Fuel per Litre** : **Rs.36.49**
7. **Rated consumption of fuel** : Not applicable.
8. **Mobilisation Period** : **Six months from the date of issue of LOA.**
9. **Periodic inspection / test** : a) On initial placement; and
b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.
10. **Normal hours/timings of duty / day** : As may be stipulated by the Company's Engineer.
(Subject to change depending upon the requirement).

11. SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES:-

Item No.	Description of Service	Unit of Measurement	Rate per Unit (Figs & Words) Rs.
10	Fixed Charge per bus per month [The bus is for 24 hours with services of 02(two) sets of crews for 12 hours duty each. Each set of crew consist of one HMV driver(s) and one attendant(s). Fixed Charge is inclusive of AVAT @13.50%, Service Tax @4.12% (after 60% abatement), wages, cost of uniform etc.]	Months	**<u>(To be quoted by the bidder)</u>
20	Running Charge per Km per Bus (At tendered cost of fuel per litre) Inclusive of Service Tax @4.12% (after 60% abatement)	Kilometer	**<u>(To be quoted by the bidder)</u>
30	Additional rate payable for parking per bus per month (For leased/rented/owned land)	Months	Rs.315.00 (Fixed)

NOTE: - The above rates include all liabilities including statutory Liabilities at the time of Bid opening.
- ****FOR QUOTING RATES BIDDER(S) MUST REFER PARA- 14 BELOW "INSTRUCTION TO BIDDER(S) FOR QUOTING RATES".**

12. The above rates shall be fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement except in respect of the following: -

a) Variation in the offered fixed charges based on the internal rate will be effective provided placement of the vehicle is within stipulated time as mentioned in the Bid Documents. The variation will be **@ Rs.217.00 (Rupees Two Hundred & Seventeen only) per month** in the fixed charges against variation of vehicle price in blocks of **Rs.10, 000/ (Rupees TEN THOUSAND only)**. The increase / decrease will be affected based on the price variation over the cost of vehicle at **Rs. 863492.00** up to the due date of placement on production of documentary evidence.

Any claim towards increase/decrease in the price of vehicle must be made with all documentary evidence at the time of placement of the vehicle into OIL's service. Belated claims will not be entertained.

b) Variation in the offered running charge per Km per bus will be effective provided fuel (Diesel) price changes plus or minus **5%(Five percent)** over the tendered cost of fuel per litre. The variation will be calculated @ **0.13/Km** for variation of **Rupee 1.00** per litre of fuel price.

c) Reimbursement, recovery on account of subsequent increase / decrease in road tax / insurance / any other taxes and duties will be allowed subject to satisfactory documentary evidence. For reimbursement / recovery of the above, the basic values of different parameters per month are given below:

- (i) Insurance (Average) = Rs.1658.17 /- month
- (ii) Road tax = Rs.696.59 /- month
- (iii) Fitness/pollution etc. = Rs.609.52 /- month

d) The Company reserves the right to extend the contract beyond four years at its own discretion. In case of such extension, the fixed charge excluding wage part shall be reduced by 10 %(ten percent) for the fifth year & by another 05 %(five percent) for subsequent extension, if any, and such extension shall be binding on part of the contractor.

13. The above rates include all liabilities including statutory liabilities. Running charge per Km is inclusive of Service Tax @**4.12% (after 60% abatement)**. Fixed charge is inclusive of **AVAT @13.50% & Service Tax @4.12% (after 60% abatement)**. The Fixed Charge will be adjusted with VAT at actual rate at the date of payment / providing services. Fixed charge also includes insurance, cost of uniform for crew, safety etc. and all of the wages of 02(two) sets of crews, each consisting of at least one driver(s) & one attendant(s) based on round the clock duty of each bus. The rates of wages of driver(s)/attendant(s) have been considered for a shift of 12 hour are as mentioned below:

- (a) HMV Driver(s) : **Rs.8000/-** per month.
- (b) Attendant(s) : **Rs.3500/-** per month.

14. INSTRUCTIONS TO BIDDER(S) FOR QUOTING RATES:

a) The bidders must quote the rates in Para-11 (SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES) at column "Rate per unit (Figs & Words)" against Item No. 10, 20 in SOQ (Part-II) above.

The rates (Fixed Charge per bus per month, Running Charge per Km per Bus) are to be quoted by the bidder and must be within the range (including the upper & lower limit) of the rates as mentioned below:

Item Number	Description of Service	Limits (Including the upper & lower limit)	
		Upper Limit	Lower Limit
01.	Fixed Charge per bus per month [The bus is for 24 hours with services of 02(two) sets of crews for 12 hours duty each. Each set of crew consist of one HMV driver(s) and one attendant(s). Fixed Charge is inclusive of AVAT @13.50%, Service Tax @4.12% (after 60% abatement), wages, cost of uniform etc.]	Rs.51001.82	Rs.45901.64
02.	Running Charge per Km per Bus (At tendered cost of fuel per litre) Inclusive of Service Tax @4.12% (after 60% abatement)	Rs.6.31	Rs.5.68

(b) For the purpose of quoting the rates, the bidders are expected to consult with all relevant factors, parameters and conditions as indicated in the Bid Document.

(c) The rates should be written or typed in figures as well as words. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word/ figure and must be initialed by the bidder. In case of any discrepancy, the rates quoted in words will be considered authentic & correct. Any bid not meeting this requirement may be rejected.

(d) Bidder(s) are required to quote the rates up to two decimal places only.

15. BIDDER(S) ARE REQUIRED TO SPECIFY THE FOLLOWING:

(A) MAKE & MODEL/S OF BUSES OFFERED (MUST BE AS PER SPECIFICATION IN THE IFB):

[TO BE FILLED BY THE BIDDER(S)]

16. I / We, the Bidder confirm that my / our offer is valid for 180 days from the date of Bid opening.

17. Bidder(s) are required to fill up, duly sign and enclose the Checklist (provided herewith) with the Bid.

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

SPECIAL CONDITIONS OF CONTRACT (SCC) - PART: III

1.0 The final agreement shall consist of GCC (Part-I), SOQ (Part-II), SCC (Part-III), SM and related Annexures. This Bid Document contains **Covering letter, GCC (Part-I), SOQ (Part-II), SCC (Part-III), SM, Annexure-A (Details of Bidder), Annexure-B (format for affidavit), Annexure-C (Format for joint declaration in the form of affidavit for non dependent Sons/Daughters of OIL employee), Format for Bank Guarantee, Checklist for Bidders, Integrity Pact Annexure.**

2.0 The buses under different contracts will be primarily based at different operating stations and tentatively as under:

- (i) First **28 Nos.** of buses at Duliajan.
- (ii) Next **08 Nos.** buses at Moran.
- (iii) Next **04 Nos.** buses at Digboi.
- (iv) Next **01 No.** bus at Digboi and **01 No.** bus at Arunachal Pradesh.
- (v) Next **02 nos.** buses at Arunachal Pradesh

However, Company reserves the right to place/relocate the buses at any place of Company's operational areas in Assam and Arunachal Pradesh.

3.0 The approximate present requirement of being **44(Forty Four) Nos.** buses. Moreover, depending on Company's requirement more buses may be hired in future from the waiting list under this IFB which shall remain valid till 01(one) year from date of issue of 1st LOA/ Draw of Lots whichever is earlier. Depending upon Company's requirement, only one bus may also be hired from a party and the transport supplier shall have no objection to it.

4.0 Specification of the Bus:

(i) Brand new **22-26 seater** fully built buses to be purchased after issuance of LOA from the chassis manufacturer as a Bus.

Model:

- (i) **TATA CITY RIDE (6 WHEELS)**
- (ii) **M&M TOURISTER (6 WHEELS)**
- (iii) **SWARAJ MAZDA WT50 TCA**
OR
Equivalent model of buses.

(With latest Emission Norms)

(ii) **The buses should have seats with preferably seat belts.**

(iii) **Front windshield glasses should have readily mountable wire mesh nets for its protection and to be used as and when required during emergency. Necessary mounting frames for the same should be provided.**

(iv) **Wire mesh nets also to be provided to the window glass of driving seat in addition to rear glass and side windows.**

5.0 In case of equivalent model, prior to procurement, the contractor/supplier will have to first get approval in writing from OIL with proper documentary evidence regarding the equivalent model. However, there will be no relaxation in mobilisation period.

6.0 The contractor should be personally present at the time of placement of the vehicle.

7.0 The drivers and the attendants engaged by the contractor should be of good character, disciplined and in good health. If the drivers or the attendants indulge in theft, or other unlawful activities, action will be taken as per the law of the land. If the vehicle is seized by the Police or any other law enforcing agency for such activities, while on Company's duty, it will be the responsibility of the contractor to deal with the matter.

8.0 In company's opinion, if a driver is not attending duty properly or having bad credentials or found involved in theft or any other unlawful activities including drunken driving, he may not be issued any entry pass. In that event the contractor has to remove the driver on getting advice from the company.

9.0 The crew should always wear proper uniform while attending duties.

10.0 Notwithstanding with any clause of the contract, it will be terminated on account any one of the following situation-

- a) Deteriorated mechanical condition of the vehicle.
- b) Frequent shutdown due to non-availability of fuel etc.
- c) During the currency of the contract, if it is found that the contractor submitted any false statement/ document in the application/ Bid document.
- d) The vehicle (buses) must be owned and registered in the name of the contractor during entire tenure of the contractual period including extension period, if any. Change of ownership of the vehicle at any time during the tenure of the contract period will lead to termination of the contract.

IFB REFERENCE NO.: DCT2410P09

- 11.0 The company reserves the right to change the base station of the vehicle operation whenever necessary.
- 12.0 Entry passes for OIL's protected areas will be issued by the company against written request from the contractor with full details, photograph etc. of the personnel to be engaged under this contract considering at least 01(one) driver & 01(one) attendant per shift of 12 hour & also for 01(one) authorised representative only for both the buses.
- 13.0 On placement of the vehicle, the speedometer and odometer will be sealed by Transport department against any tempering. If at any time, the seal is found broken or damaged or tampered with, the contractor will be issued a letter asking for explanation. If the reply is not satisfactory, the contract is liable to be terminated.
- 14.0 Refund of security deposit, outstanding monthly bill or any claim for reimbursement on account of increase in Road Tax etc. must be made within two months from the date of release of the vehicle. Any belated claim will not be entertained.
- 15.0 Payment shall be made for the days / kilometrage actually logged on Company's duties as per instructions of the Company's Engineer and as reflected in the Daily Log Book.
- 16.0 (a) For the days or part thereof when the services envisaged under this agreement are disrupted due to default / shutdown etc. Clause nos. 1.27 and 1.32 of Part-I of the agreement will be applicable.
(b) In case any situation not provided under this Agreement, the Company's Engineer or any other person authorised on his/her behalf by the Company, shall have the right to decide upon any further claim on the facts and circumstances, which shall be binding upon the Transport Supplier.
- 17.0 TERMS OF PAYMENT:
- 17.1 On receipt of the Monthly statement-cum-kilometerage bill, the Company's Engineer shall verify the same with Daily Log Book and forward the same after making adjustment as may be necessary to the Finance Department of the Company for Payment. The Bill must be accompanied with the following:
i) Daily Log Book in original for the month.
ii) Declaration of Payment of wages to the drivers and attendants engaged for operation of bus (es) in the previous month.
- 17.1.1(a)The aforesaid declaration must be signed by the contractor as well as by the driver(s)/attendant(s).
(b)The payment declared should not be less than that of the rate(s) mentioned in Para20.0.
(c)The above declaration on payment of wages should be for the previous month only e.g. the declaration to be submitted along with the bill of May2009 should be for the payment of wages for the month of April2009.
- 17.2 The company shall pay the Transport Supplier during the term of the contract the amounts due from time to time calculated according to the rates of payment set out hereof and in accordance with the other provisions of this agreement.
- 17.3 Payment of monthly bills, if undisputed, shall be made within 30(thirty) days following the date of receipt of the same by the Company. The company shall within 30(thirty) days of receipt of invoice notify the Transport Supplier or any item under dispute, specifying the reasons thereof, in which event, the disputed amount may be withheld till settlement of the dispute, but payment shall be made for the disputed portion on or before the due date.
- 18.0 For the purpose of payment for the service rendered the Transport Supplier shall:
i) Accept as final daily logbook which must be signed on daily basis by the Company's Engineer. Any deletions and/or over writings on the Daily Log Book must be avoided as far as practicable and if such deletions and over writings are incidenced, the same must be countersigned by the Company's Engineer, otherwise the Monthly kilometerage Statement-cum-bill shall not be accepted. Proforma-I must be made out in triplicate of which second copy be retained by the Transport Supplier for preparing the monthly kilometerage statement-cum-bill only at the end of each month. The original should be sent to Accounts Department and the first copy be retained by the user / Transport department.
ii) (a)Prepare monthly kilometerage statement-cum-bill and submit the same to the Company's Engineer for verification within 10(ten) days following the last date of the month. The monthly kolimeterage statement-cum-bill must be accompanied with a certificate every month furnished by the Transport Supplier as per Proforma-IV towards his/her compliance with the Statutory Acts affecting the operation of this Service Agreement.
iii) (b)The monthly kilometerage statement-cum-bill must include a factual record based on daily log sheet for services rendered as per instructions of the Company's Engineer, i.e. for Company duty only and should exclude for payment the following:
----- Such kilometreage and time as may be involved on standby where kilometreage done for refueling is in excess of 5(Five) kms. Or time taken is more than 30(Thirty) minutes. In case a vehicle is allocated for operation in Arunachal Pradesh, Company may have to supply fuel for the vehicle allocated against written request of the contractor and security money deposited for this purpose due to non availability of public fuelling station in near by area (within 5Km range). In the event of above, Company will not charge any additional amount over the prevailing fuel price.
----- Such hours/days or part thereof as may be involved on standby per month where time taken for routine servicing and maintenance exceeds 48(forty eight) hours (02days).
----- Such hours/days or part thereof as may be involved in any month when the vehicle(s) was/were shutdown due to default or otherwise.

iv) (c)Accept such adjustments on the monthly kilometerage statement-cum-bill as the Company's Engineer may make on account of all or any of the following:

- A) Deductions for defaults/shutdowns not shown correctly.
- B) Deductions for liquidated damages & penalty for shut downs.
- C) Deductions for penalties in case of breach of contract.
- D) Adjustment of kilometerage and corrections as per Clause 5.11 of Part-I under General Terms and Conditions of Transport Contract.

E) Such other adjustments as the Company's Engineer shall consider necessary as per the requirements of the situation prevailing, the Company's decision in which regard shall be final.

v) Monthly statement of kilometers/ bills can not be accumulated by the supplier(s) for more than 02(two) months. Such kilometer statement / bills to be submitted for processing payment. Belated submission of kilometer statements/bills will not be processed or will get lapsed.

19.0 The Company reserves the right to extend the contract beyond four years at its own discretion. In case of such extension, the fixed charge excluding wage part shall be reduced by 10 %(ten percent) for the fifth year & by another 05 %(five percent) for subsequent extension, if any.

20.0 The Fixed charge per month includes the wages of 02(two) sets of crews (each set of crew consisting of at least 01(one) driver & 01(one) attendant) based on the round the clock duty of each bus. The rates of wages of Drivers/Attendants have been considered for a shift of 12 hours as mentioned below:

- a)HMV Driver----- Rs.8000/- per month.
- b)Attendant----- Rs.3500/- per month.

21.0 MODE OF PAYMENT:

21.1 The payment of monthly Salary/ Wages to the driver/drivers/attendant/attendants must be made through A/C payee Cheque. The contractor must also submit a certificate (declaration as per format) duly signed by both the contractor & driver/ drivers/ attendant/attendants along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the wages to driver/ drivers/ attendant/attendants as mentioned in this Bid Document.

22.0 The supplier/ contractor has to declare a parking yard for the Buses he/she runs under Company's agreement within a radius of not more than 03(three) Kms from Industrial Gate of the base station and the supplier/ contractor shall have to submit a declaration to this effect prior to placement of the buses. The same will inspected by Company's Engineer for acceptance.

23.0 Buses will be normally released for servicing/ repairing in Tinsukia/ Dibrugarh & Sivasagar districts of Assam considering the Base Stations of the buses. For any major repairing/ servicing of the Buses in other places depending upon the requirement, the contractor will have to take written permission from Head-Transport for carrying out such repairing / servicing. In such cases, Head-Transport will inspect the Bus/es prior to release/ allowing for repairing/ servicing/ time allowed for any repairing/servicing will be as per the existing clause of the agreement.

23.1 Late reporting of the buses on any day for the assigned duty will not be acceptable. Such cases will be dealt strictly as per terms of the contract.

23.2 Contractor shall have to ensure effective supervision/ monitoring of the operation of their buses. The contractor has to arrange to collect the day-to-day duty slips for the buses from Head-Transport and ensure that the assigned duties are carried out without fail. In case of break down of buses, it should be immediately communicated to Transport Department without fail. Also, the contractor has to ensure the attendance of his/ their representative as and when required at Company's bus stands for execution of each allotted duty.

23.3 Bus/es will not be allocated duty and will be made shut down as decided by Company's Engineer, in case, Bus/es are found without spare wheels/ necessary tools and accessories required to be kept at all times with the buses.

23.4 In case of exigencies, Company's representatives will change the allocated duties of the Bus/es, which the crew must perform. Refusal to perform such duties will be dealt as per term of the contract.

23.5 Bus/es at all times must be kept roadworthy, safe and comfortable for the passengers & crew and updated with all necessary Documents/Permits etc. for carrying out round the clock duties in all seasons and to all areas authorize by OIL.

23.6 Before engaging any new crew member, contractor will have to obtain prior permission from Head-Transport. In such case the contractor will have to produce such crew members before the representative of Head-Transport along with required documents.

23.7 The contractor has to register his/her/their firm with Assistant Labour Commissioner (Dibrugarh) State and must produce the copy of registration certificate to Head-Transport prior to placement of buses.

24. The Bidder(s)/Contractor(s) shall submit the PAN, VAT registration number, Service Tax registration number with documentary evidences (attested copies) from appropriate authority. In case Bidder does not have VAT registration number and/or Service Tax registration number, the same must be submitted by the Bidder(s)/Contractor(s) on issuance of LOA.

To
HEAD- CONTRACTS
OIL INDIA LIMITED
DULIAJAN

SUB: SAFETY MEASURES
IFB No: DCT2410P09

Description of work/service:

Hiring the services of brand new **22-26 seater** fully built diesel buses (to be purchased after issuance of LOA from the chassis manufacturer as a bus) Model: **TATA CITY RIDE (6 wheels), M&M TOURISTER (6 wheels), Swaraj Mazda WT50 TCA** or equivalent model bus (with wire mesh protection on side glass windows & rear wind shield) with latest emission norms to be stationed at any place of OIL's operational areas in Assam & Arunachal Pradesh for a period of 4(four) years for round the clock duties authorised by the Company.

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 person 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

Dated: _____

M/s _____

CONTRACTOR
FOR & ON BEHALF OF

DETAILS OF BIDDER (TO BE FILED UP BY THE BIDDER)

ANNEXURE-A

To,
The Head-Contracts
Oil India Limited
Duliajan

To affix passport size
photograph(s) of
Proprietor/
Partner/Director

Dear Sir,

Please find enclosed herewith the following documents for your perusal and necessary action:-

Name of the bidder / firm: _____

Nature of the firm: _____
(Limited Company / *Partnership / Sole Proprietor etc.)

Year of establishment: _____

Registered postal address with PIN code: _____

Name of Directors (in case of Company): _____

Name of Proprietor (in case of sole proprietor): _____

Name of the partners (In case of partnership): _____

Permanent Account No. _____

Name of Bank & Branch _____

Bank Account No. & Type _____

VAT Regn. No. _____

Service Tax Regn. No.: _____

Contact Phone No.: _____

Vendor Code with OIL (if available): _____

*Copy of Partnership Deed (in case of Partnership) to be enclosed along with the bid.

Yours faithfully,

Signature: _____

Name in Block letters: _____

For M/S. _____

ANNEXURE-B (FORMAT FOR COURT AFFIDAVIT)

(TO BE SUBMITTED IN ORIGINAL ALONGWITH THE BID)

In the Court of the Magistrate at
Date.....
I, Sri / Smti S/o / D/o / W/o Sri/Late by religion,
aged..... years, by occupation, resident of P.S.....
Dist State, does hereby solemnly affirm and declare an oath as follows:

- 1) That the deponent is permanently residing at the above address with the family members.
- 2) That the deponent is not an OIL employee in service or dependent of any OIL employee in service.
- 3) That the deponent is not an employee of any Government / Quasi Government / Public Sector Undertaking.
- 4) That the deponent has not submitted any other bid as a proprietor or partner of any other firm or against the name of deponent against **IFB No. DCT2410P09**.
- 5) That the deponent is sole proprietor / partner of M/s at (if applicable).
- 6) That the deponent desires to supply of **02(two) numbers of brand new 22-26 seater buses (to be purchased from the manufacturer as fully built bus after issuance of LOA) as specified in the Bid document, to be stationed at any place of OIL's operational areas in Assam and Arunachal Pradesh.**

7) That the deponent's address is not the same with any of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market & "Public Bus Stand").

Or

That the deponent's address is one of the OIL's quarters/ Settlement area/OIL Premises as the deponent is Son/Daughter residing with OIL employee but not dependent on the said employee as per OIL's policy. (Separate joint declaration by the deponent & the said employee of OIL INDIA LIMITED is attached)

8) That the deponent has fully understood & agreed to accept the rate limitations, terms and conditions of the above IFB, is fully conversant with the general terms and conditions of transport service contracts and also agrees to abide by the same throughout the contract period (including any extension of the contract if granted by OIL in future).

The above statements are true to the best of my knowledge, belief and information.

In case of the above statement of mine is found to be false / incorrect at any point of time, the contract shall stand terminated and Company shall be at liberty to initiate necessary action as deemed fit against me.

The deponent Sri / Smti signs as



.....
.....

Passport size photo affixed herewith.

Identified by Advocate

Signed and sworn before me by the above named deponent on being Identified by Sri
Advocate on

MAGISTRATE / NOTARY (SIGNATURE WITH SEAL)

ANNEXURE-C (APPLICABLE IF THE APPLICANT/BIDDER IS SON/DAUGHTER OF OIL EMPLOYEE IN SERVICE)

FORMAT FOR JOINT DECLARATION BY THE APPLICANT'S/ BIDDER'S PARENT WHO IS AN OIL EMPLOYEE & APPLICANT/BIDDER

(TO BE SUBMITTED IN THE FORM OF AFFIDAVIT IN ORIGINAL ALONGWITH THE BID, IF APPLICABLE)

IFB NO. DCT2410P09-HIRING THE SERVICES OF 22-26 SEATER BUSES

We, (1) Sri/Smt _____, age _____, son of Sri _____, and (2) Sri/Smt..... both resident of _____ P.S. _____ & P.O. _____, District _____, State _____ do hereby solemnly affirm and declare on oath as follows:

- (i) That, above named deponent at (1) is an employee of Oil India Limited (OIL) having OIL Regd. No. /Salary Code..... and resides at OIL Qtr No..... (detail address) at Duliajan/Moran/Digboi.
- (ii) That, above named deponent at (2) is the son/daughter of the above named deponent at (1).
- (iii) That, aforementioned son/daughter is residing together with his/her parent at the aforesaid OIL Qtr.
- (iv) That, aforementioned son/daughter has participated in the IFB No.DCT2410P09 floated by Oil India Limited for Hiring the Services of brand new 22-26 seater Buses.
- (v) That, aforementioned son/daughter is not a dependent son/daughter as per the existing OIL policy.

The above statements are true to the best of our knowledge, belief and information and nothing material has been concealed.

The Deponents Sri _____ and Sri _____, signs as

DEPONENTS

- 1) _____
- 2) _____

VERIFICATION

We, Sri _____ and Sri.....the above named deponents, do hereby verify on oath that the contents of the affidavit above are true to my personal knowledge and nothing material has been concealed or falsely stated. Verified at _____ this _____ day of _____

DEPONENTS

- 1) _____
- 2) _____

IDENTIFIED BY:

(_____)

ADVOCATE:

Signed & sworn before me by the above named deponents on being identified by Sri _____, Advocate.

NOTARY (SIGNATURE WITH SEAL)

FORMAT OF BANK GUARANTEE OR IN ANY OTHER FORMAT ACCEPTABLE TO OIL

To,

OIL INDIA LIMITED
DULIAIJAN – 786602
ASSAM

ON NON – JUDICIAL STAMP PAPER OF ADEQUATE VALUE AS PER STAMP DUTY ACT

WHEREAS, (Name of Bidder) _____ (hereinafter called the "Bidder") has submitted Bid on _____ for the provision of "*Hiring the services of brand new 22-26 seater fully built diesel buses (to be purchased after issuance of LOA from the chassis manufacturer as a bus) Model: TATA CITY RIDE (6 wheels), M&M TOURISTER (6 wheels), Swaraj Mazda WT50 TCA or equivalent model bus (with wire mesh protection on side glass windows & rear wind shield) with latest emission norms to be stationed at any place of OIL's operational areas in Assam & Arunachal Pradesh for a period of 4(four) years for round the clock duties authorised by the Company*" (hereinafter called "the Bid" against OIL INDIA LIMITED, DULIAIJAN, ASSAM, INDIA hereinafter called "the Company") under **IFB No. DCT2410P09**.

KNOW ALL MEN BY those presents that we (Name of Bank) _____ having our registered office at _____ (hereinafter called "The Bank") are bound unto the Company, in the sum of ***Rs.36000.00 (Rupees Thirty Six Thousand) only** for which payment well and truly to be made to Company, the Bank binds itself, its successors and assigns by those present. SEALED with the common seal of the said Bank this _____ day of _____ year _____.

THE CONDITIONS of these obligations are:

- (1) If the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
Or
If the Bidder, having been notified of acceptance of his Bid by the Company during the Bid validity:

- (a) Fails to refuses to execute the form of agreement in accordance with the instructions to Bidders, if required; or
(b) Fails or refuses to furnish the performance Security in accordance with the instructions to Bidders:

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

This guarantee will remain in force up to and including the date 23.04.2012 (minimum 210 days from the date of Bid opening) or as extended by the Company at any time prior to this date, notice of which extension to the Bank being hereby waived, and any demands in respect thereof should reach the Bank not later than the above date.

DATE _____

SIGNATURE OF THE BANK

WITNESS _____

SEAL _____

(Signature, Name and Address)

*The bidder should insert the amount of the guarantee in words and figures denominated in the currency of the Company's country.

CHECKLIST FOR BIDDER(S)

Sl. No.	Checklist Item	Bidder's Remark (YES/ NO)
1.	Have you submitted documentary evidences along with the Bid in support of working experience in transport business [minimum 03 (three) years working experience in transport business during last 7 (seven) years preceding bid closing date] as per eligibility criteria? <u>(If applicable)</u>	
2.	Have you submitted documentary evidences along with the Bid in support of average annual financial turnover during last 03 (three) financial years ending 31.03.2010 as per eligibility criteria?	
3.	Have you submitted EMD (Bid Security) as specified along with the Bid?	
4.	In case you submit the EMD/Bid Security in the form of Bank Guarantee (BG); is it valid for minimum 210 days from the date of Bid opening i.e up to 23.04.2012 ?	
5.	Does your address belong to OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market" & "Public Bus Stand", Duliajan)?	
6.	Are you employed in Government / Quasi Government / Public Sector Undertaking?	
7.	Are you dependant of OIL employee in service?	
8.	Have you filled up Annexure-A (Details of Bidder) of Bid Document?	
9.	Have you submitted Court Affidavit in original as per enclosed format in Annexure-B of Bid Document along with the Bid?	
10.	Have you submitted Court Affidavit in original as per enclosed format in Annexure-C of Bid Document along with the Bid? <u>(Applicable in case the bidder is Son/Daughter of OIL employee)</u>	
11.	Have you submitted registered Deed of Partnership along with the Bid <u>in case Bid is submitted in the name of partnership?</u>	
12.	Have you quoted rates in PART-II (SOQ) at Para-11(Item No.10 & 20) as per instruction in Para-14 of PART-II (SOQ) of Bid Document?	
13.	Have you specified the model of the Bus offered by you in Para-15 of PART-II (SOQ) of Bid Document?	
14.	Have you submitted the Bid in the original Bid Document supplied by OIL?	
15.	Have you submitted the INTEGRITY PACT duly signed in all pages & filled up along with the Bid?	
16.	Have you signed in all pages of Bid Documents?	
17.	Have you sealed the (i) duly signed & filled up Bid Documents (ii) EMD/ Bid Security (iii) all requisite supporting documents (iv) Integrity Pact annexure in an envelope?	
18.	Have you written the following on the sealed envelope containing the offer? IFB No.: DCT2410P09 Description of Service: Hiring of brand new 22-26 seater Buses Bid Closing Date & Time: 27.09.2011 AT 12:45 PM (IST) Bidder's name : _____ Mailing address : _____ Phone No.(if available) : _____	