

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

WORKS CONTRACT

Special Conditions of Contract(SCC)

Tender No.: DCO0441P11/SS

1.0 TECHNICAL SPECIFICATIONS :

1.1 The welding sets should be of either of the following make and model:

- i) ADOR SILENT CHALLENGER 301
- ii) ESAB EDW 350
- iii) Equivalent model of reputed make

In case of equivalent model, contractor must submit list of customers (must include PSU / Central / State Govt. Undertaking) and performance certificate of the equipment from OEM of the offered model. Further, 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 mobilization period.

1.2 The broad technical specifications of each welding / cutting / brazing set should be as under:

Portable trailer mounted brand new diesel engine driven DC arc welding generator unit with acoustic enclosure conforming to latest Central Pollution Control Board(CPCB) norms for noise (75 dBA at 1 m distance) and exhaust emission level conforming to IS:10002/81 for engine and IS:2635/75 for welding generator fitted on two pneumatic wheels with heavy duty spring loaded axles and with parking brake.

The unit should have a brushless type welding generator capable of providing welding current in the range of 15 - 300 Amp (DC). Maximum continuous hand welding current @60% duty cycle should be 300 Amp (DC)@32 Volts max. Maximum current @100% duty cycle is 235 Amp (DC)@35 Volts. The open circuit voltage should be maximum of 90 volts & minimum 40 volts for easy arc striking even for cellulose electrodes. The welding machine should be capable of supplying uniform welding current for metallic arc welding in three different ranges or precise current setting in all type of light duty and heavy duty applications including cross country pipelines with bare or coated electrodes. Welding set should be designed with high frequency controller to ensure high quality welding performance. The engine should be water cooled, diesel engine capable of developing sufficient power to drive the generator at the maximum welding current and corresponding load voltage as cited above of IS:2635/75 with built in auxiliary power source unit of 8 KVA, 3PH, 415V, 50 HZ and 3 KVA, 1 PH, 230V, 50HZ which can be used simultaneously during welding for other lighting or grinding operations. Engines should have the running hour meter and the same must be incorporated in the instrument panel of the engine and 12 volts electric starting equipment. The engine should be generally conform to specification IS:10002/81 and rated for continuous operation.

1.3 Each Oxygen acetylene cutting unit (trolley mounted) comprising as under :

- i)1 no. Oxygen Gas cylinder as per IS:309:1974 (Latest addition)
- ii)1 no Acetylene gas cylinder as per IS:8433:1977 (Latest edition).
- iii)1 set of Oxygen Hose 3/8" ID, 7/8" OD, 3 ply, length 40 metres as per IS:9857/1990(Latest edition).
- iv)1 set of Acetylene Hose 3/8" ID, 7/8" OD, 3 ply, length 40 metres as per IS:6016:1992(Latest edition).
- v)1 set of Oxygen and Acetylene regulator as per IS:6901:1973 fitted with Flash Back Arrestor for each regulator.
- vi)1 no. Cutting Torch (Nozzle mixed type) as per IS:7653 fitted with Flash Back Arrestors.
- vii)1 no. Portable trolley for provision of one oxygen cylinder and one acetylene cylinder and other accessories for welding and cutting operations.

1.4 40 mtrs of standard welding and earthing cables conforming to IS:9857/1990. Alongwith the sets the contractor shall supply additional length of 40 mtrs welding and earthing cables of above specification whenever required on instruction from company's engineer in writing at no additional cost.

1.5 1 no. welder having three (03) years of experience of welding and oxy acetylene gas cutting. Valid documentary evidence in support of experience of welding and oxy acetylene gas cutting in PSU / Central / State Govt. Undertakings / reputed private sector shall have to be submitted if asked for by the Company. 1 no. unskilled helper to assist the welder for carrying out the operational requirements. The welder & helper engaged by the contractor should be of good character, discipline and in good health. In company's opinion, if a welder or helper is not attending duty properly or having bad credentials or found involved in theft or any other unlawful activities, he may not be issued any entry pass. In that event the contractor has to remove the welder / helper on getting advice from the company.

2.0 MOBILIZATION :

- i) The contractor has to place the welding set within the mobilization period of 3 (three) months from the date of issue of LOI). In the event of the Contractor's default in timely mobilization, the Contractor will be liable to pay liquidated damages at the rate of ½% of the total contract value per week delay subject to maximum of 7.5%.
- ii) If the Contractor fails to mobilise within 15 (Fifteen) days after the stipulated date, then the Company reserves the right to cancel the Contract without any compensation whatsoever and to forfeit the security deposit / Earnest Money.
- iii) The agreement will be for brand new welding / cutting sets. Hence prior to placement, sale documents (certifying the cost of equipment), test certificate and other relevant documents in regards purchase of the equipment from the manufacturer/ authorized dealer in original are to be submitted for verification by OIL. Placement will be allowed only after it is established by the contractor to the satisfaction of OIL that welding /cutting sets are brand new and procured on or after the bid opening date.

3.0 PLACEMENT OF THE SETS :

Welding, cutting & brazing sets under different contracts will be primarily based at different operating stations as under:

- i) 43 Nos. at Naharkatiya Field (Priority No. 1 to 43)
- ii) 02 Nos. at Digboi Field (Priority no. 44 & 45)
- iii) 04 Nos. at Moran Field (Priority no. 46 to 49)
- iv) 01 Nos. at Arunachal Pradesh Field (priority no. 50)

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

NOTE:- As the present requirement is 50 nos. welding sets, contract shall be awarded to first fifty bidders in order of priority. The remaining bidders shall be kept in the waiting list for 01 year from the date of lottery and shall be considered for award of contract in case of any future requirement by the Company.

4.0 CONTRACTOR'S OBLIGATION :

- i) The Contractor undertakes to strictly observe all the Rules and Regulations promulgated from time to time by Assam & Arunachal Pradesh Administration. He would be required to arrange Inner Line Permits, Rations, accommodation etc. for his workmen.
- ii) The Contractor shall obtain requisite license from appropriate authority, under Contract Labour (Regulations & Abolitions) Act,1970 and he shall fulfill all other requirements (as a Licensed Contractor), he has to carry out under the said Act and the Rules framed there under to engage workmen to carry out the obligations hereunder undertaken.
- iii) Registration of these welding sets under any Act/ Regulation will have to be arranged by the Contractor at his cost from the MVI of the concerned District Transport Office (DTO). This is required for plying their welding sets on the road while transporting the same from one location to another location in different field areas of OIL

activities.

- iv) For smooth execution of the work under this agreement, the Contractor's representative shall every day contact the office of the concerned officer of the department where the set is deployed.
- v) The Contractor should produce, without fail, the Daily Time Allocation Sheets (separate sheet for each welding set) to the Departmental Officers under whom the Welding Sets / Units worked, on the following day for certification. Delay in submission of statement will not be honoured.
- vi) The Contractor and his workman shall strictly observe the rules and regulations as per Mines Act (Latest Amendment).
- vii) The Contractor shall not engage minor labour below 18 (eighteen) years of age under any circumstances.
- viii) The Contractor shall pay to his crew wages which are not less than the wages payable under the Minimum Wages Act as applicable to the crew members in the area of operations of the Company as may be in force from time to time during the currency of this agreement.
- ix) The contractor shall pay the monthly wages to his welder and helper through cheque and keep a record of the same.

5.0 SAFETY APPLIANCES :

The Contractor shall ensure that all men engaged by him are provided with appropriate protective clothing and safety wear in accordance with Oil Mines Regulation 1984. The Company's representative shall not allow / accept those men who are not provided with the same.

6.0 APPLICABLE LAWS :

The Contractor hereby undertakes to indemnify the Company against all claims, which may arise under the following acts :-

- i) The Mines Act
- ii) The Minimum Wage Act.
- iii) The Workman's Compensation Act.
- iv) The payment of wages Act.
- v) The payment of Bonus Act, 1995
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Family Pension Scheme.
- viii) Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979.
- ix) The Employees Provident Fund and Miscellaneous Provision Act 1952 or any other Acts or Statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of works / services.

7.0 INSURANCE :

The Contractor shall arrange comprehensive insurance to cover all risks in respect of the personnel, materials and equipment belonging to the contractor during the currency of the contract. The Contractor shall at all times during the currency of the contract would provide, pay for and maintain workman compensation, insurance and employers liability insurance as required by the law in the country of origin of employee and would indemnify the Company for any loss by the Company in connection with the above.

8.0 TAXES :

All statutory taxes levied by the Company and State Government or any other competent authority on the day of opening of tender will be borne by the Contractor. However any increase on statutory taxes or introduction of new statutory taxes after opening of tender will be borne by the Company except Income tax which will be borne by the Contractor.

9.0 PROVIDENT FUND :

Contractors whosoever is liable to be covered under the PF Act, must ensure strict compliance of provisions of

Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various act mentioned elsewhere in the Agreement. Any contractors found violating these provisions will render disqualification from any future tendering. The Company also reserves the right to withhold the amount payable towards Provident Fund in case any complaint of violation of the above Act is received from Regional Provident Fund Commissioner.

10.0 SAFETY PRECAUTIONS :

- i) The contractor personnel have to abide by all relevant statutory safety and environment rules, regulations, applicable codes and standards (i.e. OMR, OISD standards, BIS,EP Act etc.). Also the contractor will have to supply the necessary PPE's like safety boots, hand gloves,Welding screen, safety goggles,safety helmet,safety belts,Apron, disposable mask etc. to his workmen and should ensure strict use of the same. If the contractor fails to provide the safety items as mentioned to his workers, then on written request OIL may provide the same if available, but in turn OIL will recover the actual cost of the items by deducting from the contract's bill. Without proper PPE the Contractor's personnel will not be allowed to worksite by respective Company Engineers.
- ii) Necessary Cold/Hot work permits are to be obtained from authorized personnel before starting of the job(s) as and when required.
- iii) Before starting the job contractor's personnel have to undergo safety awareness program which will be conducted by DSO/MVT program conducted by OIL and same to be recorded in writing.
- iv) The contractor shall engage capable and competent personnel who are fully conversant with the job. Before starting the job, the contractor shall submit the list of competent personnel with valid certificates, who will carry out the job.
- v) First-aid box with necessary medicine e.t.c. is to be provided by the contractor to his working personnel at site while carrying out the job.
- vi) The contractor shall clear away all the rubbish and surplus materials from the site on completion of work and shall have to leave the site clean and tidy.
- vii) The contractor has to ensure complete safety of the personnel engaged by him, and of all the equipment they will handle and must take full responsibility for their safety.
- viii) The contractor has to ensure the quality and reliability of all the tools, equipment and instruments they use.
- ix) The contractor personnel have to take every possible care to keep the environment clean and free from pollution.
- x) The contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan ready to counter them, should anything go wrong.
- xi) While providing the services, the contractor personnel have to follow the procedures and systems taking all control measures in all the stages of works to avoid any untoward incidents/accidents.
- xii) The contractor shall have to report all sorts of near misses, incidents and accidents to the Installation Manager / departmental representative of Field Engineering Dept and concerned Department where set is deployed.
- xiii)The contractor has to keep a register of the persons employed by him/her.
- xiv) The health check up of the Contractor's personnel is to be done by the contractor in Authorized Health Centers as per OIL's requirement and proof of such test(s) is to be submitted to OIL.
- xv) For working at elevated locations, use of approved Full Body Harness as specified in OMR-1984, is mandatory.
- xvi) Any compensation arising out of the job carried out by the contractor wheather related to Pollution, Safety or Health will be paid by the contractor only.
- xvii) Any compensation arising due to accident of the contractor's personnel while carrying out the job will be payable by the contractor.
- xviii) The contractor shall inspect and have certification of all tools (hand operated as well as mechanically operated) being used. Defective tools shall be immediately removed. The contractor to ensure that workers understand the work to be done, the hazards that may be encountered and the proper precautions / procedure for carrying out the work safely.
- xix) To arrange daily Tool Box meeting and regular site safety meetings and maintain records.
- xx) The contractor has to submit the Mines return to the Mine Safety Directorate in the prescribed format. While carrying out welding/cutting jobs the contractor should strictly enforce the guidelines as stated in OMR-1984 and SOP-OIL, Volume-II. The Oxy-Acetylene cutting sets will have to be fitted with Flash Back arrestors in the regulator side as well as nozzle side.
- xxi) To assess the hazards associated with jobs in consultation with all concern of the concerned department and

establish safe working procedure including identification of the escape routes.

xxii) Similar HSE plan should be implemented and compliance with the HSE plan is to be sole responsibility of the contractor.

xxiii) MVT (Mines Vocational Training) will be provided by OIL.

xxiv) Under no circumstances LPG should be used for gas cutting purposes.

xxv) Smoking is not permitted by the workman or welder while handling gas cylinder and carrying out welding/cutting jobs at work places.

xxvi) All torches, regulators, cylinders and other associated equipment should be of an approved design and in good condition.

xxvii) Prior to taking up the job, Departmental Safety Officer/MSO of the concerned deptt. will conduct an orientation program on safety and precautions to be observed by the contractor's personnel during execution of the jobs.

xxviii) All the contractor personnel should undergo safety training. Contractor's personnel without safety training will not be allowed to work.

xxix) Spark arrestor to be fitted in the exhaust of the welding machine engine/air compressor/genset.

xxx) For any clarification with regard to the above, the contractor should contact Head-Field Engineering / concerned Engineer / Installation Manager of the concerned Department / MSO / DSO of Field Engineering and concerned Department.

xxxi) For the above jobs, the contractor's representative is required to visit every day to the Field Engineering / Concerned Departments for the allocation of jobs to be assigned to him and accordingly manpower has to be arranged. Although normal working hour is from 7 am to 3 pm, depending on requirement, services has to be provided beyond 3 pm and in Sunday / Holidays.

11.0 MAINTENANCE :

The company will not accept any responsibility for the maintenance of the Contractor's equipment.

12.0 MATERIALS :

i) The Contractor shall supply at his cost sufficient consumables such as fuel and lubricating oil, welding rods, oxygen gas, acetylene gas etc. for the efficient operations / functioning of the welding sets. However, in case of emergency the company may provide consumable to the contractor on recoverable account as evaluated (including 25% overhead). Company accept no responsibilities for such supplies and the contractor shall be bound to render the services under the agreement.

ii) The welding electrodes to be supplied by the Contractor are generally mild steel electrodes E6013 as per IS:814:1991-ER 4222X of different sizes depending on the nature of the works.

If any special welding rod such as low hydrogen electrodes E 7016 & E-7018-1 as per IS:814-1991-EB 5426 H3X & EB5629 H3JX, cast iron, SS electrode and alloy steel electrodes, if required for any specific job, will be supplied to the contractors by OIL. For such jobs, relevant payable rate for welding shall be applicable.

iii) The contractor shall supply the welding sets with all necessary plant, equipment and tools which must be kept in good condition for efficient operation. Any defective materials must be replaced as and when necessary at the contractors expense, failing which, the welding / cutting set will be treated as shut down.

iv) The contractor shall keep provision for brazing materials as and when required.

v) The contractor shall provide all the safety appliance (PPE) required by the welder and helper.

13.0 TRANSPORTATION :

i) Contractor will be responsible to obtain the necessary certificate form the MVI of the concerned District Transport Office (DTO) for plying their welding set on the road while transporting the same from one location to another location in different field areas of the Company's activities.

ii) The company shall assist, for transportation of welding / cutting sets to and from works location within an area or from one area to another area. However, company will not be responsible for any damage, accidental or otherwise occurring to the contractor's equipment during transportation.

iii) The company shall assist the contractor in transporting his labourer and materials to the work site within an area or from one area to another area wherever required. However, overall responsibility for keeping contractor's men

and materials ready at the central place and at particular time, as specified by the Company's Engineer for onward transportation to the work site shall rest with the contractor.

14.0 SECURITY :

Security of the contractor's welding sets, cutting sets or any other appliances / materials will be contractor's responsibility. Company will not be responsible for the security, theft or damage of contractor's machines, equipment and any other materials. However, for Company's operational requirement if a set is required to remain outside company's premises overnight (with due permission from the officer concerned), security charge @ Rs. 149.00 per day per set shall be payable by the Company.

15.0 DEFAULT IN SUPPLY AS PER DEMAND OF THE COMPANY :

i) Any delay in timely execution of individual jobs within the stipulated time period due to delay in mobilization to work-site or due to failure of equipment of the Contractor or non-availability of consumables and / or personnel will be considered as shut down and the Company will recover liquidated damages at a rate of Rs.200.00 (Rupees two hundred) only for every 8 (eight) hours per unit or set in default for any day or part of the day according to non availability / shut down period of the machines. If the total number of such shut down period exceeds continuous 5 (five) days in a month, the Contractor will be liable to pay a liquidated damage of Rs.500.00 (Rupees five hundred) only per day effective from the initial day of shut down of the machine.

ii) However, for normal maintenance, servicing and repairs of the units 2 (two) days shut down or shut down on any 2 (two) occasions not exceeding 48 hours will be allowed with prior approval of the engineer concerned and no liquidated damage shall be charged for the above mentioned shut down per calendar month. This shut down period will not be cumulative and will not be carried over to the next month.

16.0 WORKMANSHIP :

All works shall be carried out to the instructions and specifications laid down by the Engineer In-charge, failing which the welding / cutting set will be treated as shut down.

17.0 SUB-CONTRACTING :

The contractor shall not subcontract or assign, in whole or in part, his / her obligations to perform under this contract.

18.0 DUTY TIMING :

i) A day shall normally mean the Company's working day of 8 hours beginning from 7.00 am to 3.00 pm. However, any alteration in definition of company's working hours would be intimated to the contractor and the same shall be binding upon him/her.

ii) Aforementioned welding services for the Company will be on a day to day basis, by which it is meant that the company will expect the contractor to supply the welding sets to meet all the demands. The contractor shall, if and when called for by the engineer, make welding sets specified in Clause 1.1 available at any time. For this period, contractor will be paid for the actual hours of running of the welding sets together with applicable OT for the welder & helper for carrying out the job beyond normal working hours.

19.0 ISSUE OF WORK ORDER :

Work Order will be issued subject to compliance of the following:

i) Completion of all contractual formalities like submission of Labour Clearance, Insurance coverage for Men and Machine.

ii) Inspection Report of the offered welding /cutting sets from Head (Field Engineering).

20.0 FACILITIES FOR OUTSTATION AREAS :

The contractor shall provide housing etc, to his welders and helpers as may be necessary for operations at Digboi, Moran and Arunachal Pradesh. The contractor will also be responsible for arranging inner line permits for operations at Arunachal Pradesh. Company shall pay camp allowance for one welder and one helper against each set as per the amount specified in clause no. 22.0 (iii) (b) below.

21.0 TERMINATION OF AGREEMENT :

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

22.0 PAYMENT :

i) Fixed charge mentioned in this contract includes capital cost, all applicable taxes (including VAT @ 13.5% but excluding service tax), fees, insurance premium, safety items etc. This is payable to the Contractor on a monthly basis after deducting from it the pro-rata fixed charge per hour for the period the welding sets are declared shut down for whatsoever reasons other than authorized shutdown for normal maintenance / servicing / repairing etc. as per clauses mentioned in this contract. Any subsequent change in VAT shall be adjusted by the Company during release of bills.

ii) The present monthly wages of welder (Rs. 6600.00) and helper (Rs. 4680.00) is based on wage rate of Rs. 220.00 (Skilled, for welder) and Rs. 156.00 (Unskilled, for helper). However, in case of non availability of service, the same will be paid on pro-rata basis (same as fixed charge) after deducting the period the welding sets are declared shut down for whatsoever reasons other than authorized shutdown for normal maintenance / servicing / repairing etc. as per clauses mentioned in this contract.

The contractor shall have to make payment accordingly to his welder and helper through cheque and shall have to submit copy of the cheque / undertaking along with the bill of subsequent month.

ii) Operating charges (welding) are based on tendered fuel (HSD) price of Rs. 38.44 per litre. and fuel consumption @ 3.2 litres per hour.

iii) The charges towards security and camp allowance are not included in the above fixed charges. The same will be paid as extra on case to case basis after due certification from the controlling officer of the operating department.

a) Security charges per day per machine = Rs.149.00

b) Camp allowance per month(for one Welder & one Helper) = Rs.1825.20

iv) The contractor shall be paid the operating charges on hourly basis as per actual hour-meter reading of the welding machine used for welding jobs and as per actual hours used of the cutting / brazing set for Cutting / brazing jobs.

v) The applicable rates after finalisation shall be fixed and firm for the entire tenure of the agreement and shall be binding on both the parties except in the event of the following:

a) Variation in the offered fixed charges based on the internal rate will be effective provided placement of the equipment is within stipulated time as mentioned in the tender documents. The variation will be @ Rs.168.00 (Rupees one Hundred & sixty eight only) per set per month in the fixed charges against variation of equipment price (welding and cutting set) 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 equipment at Rs. 5,80,100.00 up to the due date of placement on production of documentary evidence.

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

b) Variation in the offered welding rate (for both with and without rods) will be effective provided fuel (Diesel) price changes plus or minus 5%(Five percent) over the tendered price of Diesel @ Rs.38.44 per litre. The variation will

be calculated @ Rs. 3.2/hour for variation of Rupee 1.00 per litre of fuel price. For this purpose, the prevailing rate on the first day of the month shall only be considered for payment for the monthly bill.

c) The wages of welder and helper shall be reviewed as and when the same is revised by the competent authority (as that of minimum wages of skilled and unskilled category of other scheduled employments as per ALC (Central) notification.

vi) If the machine(s) remain shut down (either welding or cutting set) for any reason for part of the day, the Contractor shall be paid for the actual period of operation of the day on pro-rata basis and liquidated damage as per Clause 15.0(i) above shall be applicable for the shut down period. However, if the shut down period is more than 4 (four) hours on a particular day, the set shall be marked shut down for the complete day i.e. 8 (eight) hours.

vii) Service must be available whenever required as per company's requirement including Sundays, Holidays, round the clock etc.

viii) The payment will be made on monthly basis after due certification by the Engineer in charge stating availability of the welding set, the number of hours worked by the set in each day of the month, shut down etc.

ix) In case the contract is extended by the Company beyond regular four years term, fixed charge (excluding wages part) shall be reduced by 10% for first year extension. In case of further extension of the service beyond one year, fixed charge (excluding wages part) shall be reduced further by another 5%.

BEC/BRC

One-man-one-machine basis as detailed below.

Only one application in standard format (as given below) in duplicate, duly signed by the applicant will be received from one applicant at a time. Each applicant will have to personally submit the application with his / her photograph attached in the original application. Applications will be accepted only after verification of the photograph with the applicant. Original copy of the application must accompany the documents as mentioned below

(a) Copy of Pay-in-slip as a proof of submission of EMD of Rs. 10,000.00

(b) Applicant should be above the age of 18 years on the date of submission of application. Attested copy of any of the following document to be submitted as age proof certificate:

i) Birth certificate issued by the district office of registrar of births and deaths, municipal authority or any other competent govt. authority ii) Passport or driving license iii) School certificate from the school last attended iv) An affidavit sworn before an executive magistrate / notary stating the place / date of birth v) PAN card.

(c) As a proof of address, attested copy of any of the following document to be submitted:

i) Ration card ii) Passport iii) Voter identity card, iv) Current electricity bill, v) Recently paid telephone bill (DOT-landline), vi) Current water bill, vii) Latest income tax assessment order, viii) Driving license, ix) Statement of running bank account, (x) Permanent Resident Certificate (PRC). However, PRC stamped as "FOR EDUCATION PURPOSE" will not be acceptable. (xi) Address proof issued by Village Head-Gaon Burah / Gaon Panchayet / Circle officer / BDO / Deputy commissioner.

2.0 Salient Selection Procedure for award of contract:-

(a) On receipt of an application, a serial number will be allocated to each applicant. The allocated no. will be considered for the draw of lots to be held to select 75 nos. applicants provisionally against the tender. It must be understood that the provisionally selected applications will be strictly scrutinised as per para 3.0 below and only those applicants fulfilling the conditions will be considered for further processing.

(b) Eligible applicants (as per 2.0a above) will be considered for further processing (no. of applicants depending upon Company's requirement) and shall be asked to submit an affidavit in the prescribed format. In addition, non-dependent son(s) / daughter (s) of OIL employee shall have to submit a joint declaration by the applicant & parent as per format. If the same is found to be in order, the party shall be considered for issuance of LOI.

(c) A Tender Fee of Rs. 500/- will be deducted from EMD of the parties to whom LOI shall be issued.

(d) Contracts on the basis of "One-man-one-machine" will be awarded to the successful (as detailed above) parties as per priority of the draw-of-lots against actual requirement of the Company. The contract shall be as per offered rates and other terms and conditions of the tender. The detailed rates, terms and conditions of the tender may be viewed at OIL's website www.oilindia.nic.in and also may be seen at the office of the Head-Contracts, Duliajan.

(e) Remaining Successful parties will be kept in a priority list with validity till one year from the date of

"Draw-of-lots" for any future requirement.

3.0 Applications will be rejected and will not be considered for issue of tender document in the following cases:-

- (a) If not duly signed and not accompanied with (i) EMD amount in the prescribed manner & (ii) age proof and address proof document as noted in para 2.0 above.
- (b) If the address happens to be of OIL's quarters / Settlement area / OIL premises (excluding 'OIL market' & 'Public Bus stand', Duliajan). However, this clause shall not be applicable for son(s) / daughter(s) of OIL employee in service are not dependent of OIL employee as per OIL's policy.
- (c) If the age of the applicant is found to be below 18 years on the date of submission of application.
- (d) If the applicant happens to be an OIL employee in service or dependent of any OIL employee in service.
- (e) If the applicant happens to be an employee or dependent of any employee of any Government / Quasi Government / Public Sector Undertaking.
- (f) Application shall be received from individuals only. If any application is found to be from any firm / organization / enterprise / company, the same shall be rejected.