

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

M/s.
India

TENDER NOTICE NO.: DCO7127P10/AG

Date: 26.02.2010

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

DESCRIPTION OF WORK/ SERVICE.	LOCATION	CONTRACT PERIOD	i)Bid Closing/ Opening date ii)Earnest money deposit
Annual Maintenance Contract (AMC) for Hardwares in the seismic Data Processing & Archival Centre	Seismic Data Processing Centre, R & D Building, Duliajan	Two(2) years From 17.06.2010 to 16.06.2012	06.04.2010 24,000.00 (RUPEES TWENTY-FOU R THOUSAND ONLY)

- a) Earnest money deposited/Not deposited vide D.Draft/B.Cheque/Money Receipt
No. _____ dated _____ of _____
- b) Security Deposit will be Non-interest bearing 2.1/2% of the total contract price.
- c) Conditional/Non Conditional offer as per letter attached.

2.0 SEALED ENVELOPES Containing the Tender shall be marked with the above Tender Number and description of work and addressed to the

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All tenderers shall deposit the requisite EARNEST MONEY alongwith the Tender in the form of Demand Draft/Banker's Cheque/Bank Gurantee in favour of M/s Oil India Limited and payable at ASSAM. This Earnest Money shall be refunded to all unsuccesssful tenderers, but is liable to be forfeited in full or part, at Company's discretion , as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected.

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

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

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

considerated to be correct.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and copies Service Tax and Central Excise Registration Certificate.

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

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

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

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

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

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

18.0 DISCOUNTS / REBATES.

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

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

19.0 BACKING OUT BY BIDDER

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

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

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

21.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

HEAD(CONTRACTS)
For CONTRACTS

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

WORKS CONTRACT

DCO7127P10/AG

DESCRIPTION OF WORK/SERVICE :-

Annual Maintenance Contract (AMC) for Hardwares in the seismic Data Processing & Archival Centre

GENERAL CONDITIONS OF CONTRACT(GCC)

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

WITNESSETH:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. The Contractor must complete the work within 104 weeks of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost.

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

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

Company whose decision in this regard will be final.

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

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

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

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

On account payment may be made, not oftener than monthly, upto the amount of 92.5% of the value of work done. Final payment will be made only after satisfactory completion of the work . Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

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

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

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

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

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

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

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

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

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

20. Special Conditions

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

b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect

of the workers' payment.

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

21. ARBITRATION :

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

Place of Arbitration : ASSAM .

22. FORCE MAJEURE :

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

23. LB VERIFICATION REPORT AND SECURITY REVIEW :

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

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

25. SET OFF CLAUSE :-

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

26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

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

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

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

SIGNED & DELIVERED FOR AND
ON BEHALF OF

(Signature of Contractor or

Contractor

4

Company

his legal Attorney)

----- by the hand

of -----
its Partner/Legal Attorney

(Full Name of Signatory)

(Seal of Contractor's Firm)

And in presence of

(Signature of witness)

Date : _____

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Designation _____

Date _____

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

WORKS CONTRACT

Tender No. DCOZ127P10/AG

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

Service Line No.	Description of Work	Unit in Words	Quantity	Rate per Unit (Figures & Words)	Amount
10	<p>1) SCOPE OF WORK</p> <p>1.1) The job involves carrying out preventive as well as corrective maintenance of the hardware devices as mentioned in Annexure - I of Special terms & Conditions.</p> <p>1.2) The job involves supplying and replacing of all the spare parts for equipment listed in Annexure-I of Special terms & Conditions.</p> <p>1.3) The contractor should also keep spares at site as mentioned in Annexure II & III to minimize the repairing/maintenance downtime of all equipments of Special terms & Conditions.</p>	Quater	8.000		

Total Amount(Rs):

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

OIL INDIA LIMITED
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WORKS CONTRACT

Special Conditions of Contract(SCC)

Tender No.: DCO7127P10/AG

TIME FRAME

1.1 The contract will start from 17/06/2010 for AMC against items mentioned in Annexure - I and the contract will be valid for 2 (Two) years with scope of extension for another one year at the same terms & conditions as stipulated in the NIT.

PERSONNEL

1.2 Contractor should deployed at least 1 (one) qualified and trained engineer at Duliajan exclusively for this contract. The engineer has to be available at site during prime-shift (7.00 AM to 3.30 PM).

1.3 The bio-data of the engineer to be posted at Duliajan should be provided. However, OIL will have the right to ask for replacement if he is not found suitable to carry out the maintenance services at any time during the contract period

SCOPE OF EQUIPMENT SUPPLY

1.4 All equipment and machinery necessary to carry out the maintenance job will be contractor's responsibility.

PERFORMANCE OF WORK

2.0 Contractor shall submit a weekly progress report about various aspects of the job to company as per the scope of work and the review meeting shall be conducted monthly to discuss the various issues. The periodicity of such report may be changed by the company at its option. All the materials, equipment, spares etc. be provided by the contractor and the manner and speed of execution and maintenance of operations are to be conducted in a manner to satisfaction of the company's representative. Should the rate of progress of the job be at any time is too slow in the opinion of the company's representative, to ensure the completion of the operations by the prescribed time for completion, company's representative may so notify the contractor in writing. The contractor shall reply to the written notice giving details of the measures the proposes to take to expedite operation in time. If no satisfactory reply to company's notice is received within a period of seven days, the company shall be free to terminate the contract.

SAFETY

3.0 The contractor shall take all measures necessary to protect the personnel, work and facilities and shall observe safety rules and regulations of company provided to contractor in writing. No smoking or open flames shall be permitted on the operation unit and nearby except in areas marked by contractor and approved in writing by company. The contractor shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and then immediately take the first emergency control steps confirming to good operation practice and safety regulation.

PROTECTION OF PROPERTY & EXISTING FACILITIES

4.0 The contractor shall perform each work in such a manner as will prevent damage to the company's property and shall carry on the works in such a manner as to conform to, and consistent with, and not to interfere in any way with continuous and safe operation of the computers. Any permanent damage/loss to the company's installation, assets and equipment due to the operation of the services envisaged under this contract shall have to be remedied by the contractor entirely at its own cost, which to be include and not to be limited to actual replacement of such damaged assets and equipment, or payment of actual replacement cost in relation there to as may incurred by the company.

PENALTY

5.0 In case the contractor fails to repair any equipment listed in Annexure - I within 48 hours from the time of reporting the breakdown or in case of absence of the station engineer for more than 24 hours or failure to replenish the spare part consumed from the spares stocked at the site within ten days, a penalty of RS. 10000/- per day will be levied subject to a maximum of 25% of the contract value. If for any reason, the contractor fails to repair the equipment within seven successive days from the date of reporting, the contract will be extended by said period at no extra cost in addition to the above penalty.

OBLIGATION OF THE CONTRACTOR

6.0 Contractor at his own cost shall arrange the clearance of spare parts, equipment etc. from customs and port authorities in India and shall pay all requisite duties including custom duty, demurrages, if any, clearance fees, charges, post fees, clearing and forwarding agent fees/charges, inland transport charges etc. Company will provide all reasonable assistance but the responsibility for clearance will rest on the contractor.

7.0 Contractor will have to arrange P&T telephone facilities at the residence and office of the engineer to facilitate immediate contact from OIL's Geophysics Department.

8.0 Contractor will have to arrange its own transport facility for the maintenance engineers to attend to the maintenance calls, and for movement of spare parts within Duliajan.

9.0 Contractor will have to maintain all hardware installed on items in Annexure -I along with interface and power cables.

10.0 No cannibalization of any equipment will be permitted to carry out the maintenance services.

11.0 Disk media is to be maintained within the scope of the maintenance services. Formatting of hard disk is to be done by the contractor whenever necessary. Contractor will have to take backup of hard disk before formatting and restoring after formatting.

12.0 Contractor will have to follow the preventive maintenance schedule given for each item, strictly throughout the period of the contract. The schedule will be finalized in consultation with OIL after the contract is awarded.

13.0 Contractor will arrange for office space at Duliajan for its engineer.

14.0 Contractor will have to arrange its own accommodation for its engineer at Duliajan.

15.0 The contractor will be responsible for any property of OIL sent by the contractor to outside OIL premise for repair. Any loss or damage of such property has to be borne by the contractor.

16.0 Any defective hard disk replaced by the contractor will remain property of OIL for data security purpose. After replacement the contractor has to deposit the defective disk to OIL's representative.

17.0 Contractor will have to submit the call reports for the calls attended by them in standard format. The call reports have to be dully signed by the respective customers.

18.0 Contractor will have to submit a weekly report on the first working day of every week regarding the list of spares stocked at site as per Annexure II & Annexure III. The report should include spares consumed, spares replenished and present stock of spares.

19.0 The contractor will have to maintain an attendance register at Seismic Data Processing Centre at Geophysics Department. The date and time of reporting of station engineer has to be logged on the register on all working days of OIL.

20.0 The station engineer will not be allowed to leave station without prior permission of OIL's reporting authority.

21.0 During the course of the contract, company will have the option to upgrade the peripherals as mentioned in Annexure-I.

22.0 The quality of the replacement items that may be replaced during the course of AMC has to be better than or equal to the replaced unit.

23.0 The Contractor must have back to back maintenance agreement with SGI (Silicon Graphics System). The Contractor must submit a letter to this effect duly certified by Silicon Graphics System.

OBLIGATIONS OF COMPANY

23.0 Company shall provide the contractor access to all the computers, peripherals and related equipments under contract for the purpose of maintenance.

24.0 The company shall provide, if required all necessary documents for clearance from Govt of India or States or their departments or undertaking and will extend all assistance and necessary help to the contractor.

25.0 The company will also assist contractor in obtaining Essentiality certificate authority for import of equipments, spares etc. needed for the entire period of contract under concessional rate of customs duty, payment of which is contractor's responsibility.

26.0 The company shall assist contractor for arranging necessary entry permits, if required, for personnel belonging to the contractor and its sub contractors engaged with the consent of the company, provided contractor gives full particulars of such personnel in advance. However, the primary obligation in this regard shall be on contractor.

27.0 Company shall organize all possible help from local government/administration to contractor's personnel in case of natural disasters, civil disturbances and epidemic.

Annexure-I

1) B/W OYO THERMAL PLOTTER:Model No. GS636-V2-E Network sharable, 400 dpi resolution, Media 36" width, 500 ft paper/film roll length, 3.2 MILS (0.081 mm) thickness and thermal roll paper or film. Dots per scan # 14207; density # 1.0 9(Typical).. interface:i) type-parallel, full scan buffer II) compatibility-versatec (standard), SCSI (Optional), Centronics (Optional-under development)
Quantity:01(One) no.

2) IBM-3490E Drive Model: CD490E, FUJITSU LIMITED, IBM 3490E Drive, SCSI Network sharable
Quantity:04(Four) nos.

3) UNIX (RISC): Server SGI Origin 3900
Serial No: Origin3900:c1002412
Exabyte drive:8906867
DAT Drive: 040300002139
Intel Console Workstation: QDE190035ABC 01
Quantity :01 (One)no.

4) Direct Attached Storage SGI Total Performance RAID TP 9500
Serial No: 0350030529
Quantity:01 (One) no.

5) UNIX (RISC) Workstation: SGI Fuel Workstation each with 2 nos. of Exabyte 8900 drives.
Fuel: 69106F25
Exabyte:8906224
8905570
Fuel: 69106F28
Exabyte:8906870
8906172
Fuel: 69107401
Exabyte: 8537147
8906860

Exabyte cassette Drive: 8mm, Model:8705 DX 5/7 GB, Archival Centre

Exabyte Cartridge Drive: 8mm, Model:8505, Archival Centre

Quantity:05 (Five)nos.

6) UNIX (RISC) Workstation SGI Fuel Workstation :

69106F2F
69106F39
69106F2D
69106F0B
69106F18

Quantity:05 (Five) nos.

7) Automatic Backup/Restore System StorageTek L20 Library with DLT 8000 drives 460000108199

Quantity:01(One) no.

8) A3 & A4 Size Colour Printer HP DesignJet 30n SG45J1786H

Quantity:01(One) no

9) Large Format Printer HP Designjet 500 SG3CG6204T

Quantity:01(One) no

10) Network Switch Cisco Catalyst 2950 series :
F0C0818X0KF

F0C0818X0KK

Quantity:02 (Two) nos.

11) HP ScanJet 3970 Scanner S/N: CN45DB20WX

Quantity:01(One) no.

12) DLT Drives

- a) 40/80 GB DLT Drive (Make: Compaq)
- b) 20 GB DLT Drive (Make: Transtec)

Quantity:02 (Two) nos.

13) Work Station (Desktop)

- a) HP WorkStation (Model: XW6000)
- b) IBM WorkStation (Model: X3200M2)

Quantity:02 (Two) nos.

14) NAS (Network Area Storage)

- Disk Storage: 2TB
- Make: Transtec

Quantity:01(One) no.

Annexure-II

Spares to be stocked at site

- 1. Powe Supply Units for OYO Plotter : 01 No.
- 2. 3490 E Tape Drive : 01 No.

Annexure - III

List of Critical Items to be stocked

- 1. Internal SCSI HDD (36 GB) for SGI Origin 3900 : 01 No.
- 2 21 inch Colour Monitor : 01 No.
- 3. Internal SCSI HDD (73 GB) for SGI Fuel Workstation : 02 Nos.
- 4. Exabyte Drives (8900) : 02 Nos.
- 5. SCSI HDD (73 GB) for SGI TP9500 RAID box : 02 Nos.
- 6. SGI Keyboard & Mouse Set : 01 No.

To
 CONTRACTS
 Oil India Limited
 ASSAM

SUB:SAFETY MEASURES
Tender No : DCO7127P10/AG

Description of work/service :

Annual Maintenance Contract (AMC) for Hardwares in the seismic Data Processing & Archival Centre

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorised persons who would be supervising the jobs on day to day basis from our end are the following

- i) _____
- ii) _____
- iii) _____

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations,1984 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.

f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date_____

M/s_____

CONTRACTOR
 FOR & ON BEHALF OF