



Oil India Limited
(A Govt. of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.
Phone: 0120 - 2488333 to 2488347 (EPABX)
Fax: 0120 - 2488310
E-mail: oilindia@oilindia.in
Web Site: www.oil-india.com

Enquiry No. & Date	OIL/62/07/Enq - 532 dated 23.12.2010
Bid Closing Date	11.01.2011
Bid Closing Time	14 : 30 Hrs (IST)
Bid Opening Date	11.01.2011
Bid Opening Time	14 : 30 Hrs (IST)

Sirs,

- 1.0** We, Oil India Limited (OIL) is a premier Public Sector oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India, invite you to submit your firm quotation for **“Providing Transport Service (2 No.s , 8 persons capacity (with driver), of make Innova /Qualis /Travera /Sumo) for pick up and drop facility for employees”** as specified in the enclosed Annexure – II complete in all respect without keeping any ambiguity and conforming to the "General Terms & Conditions" (enclosed Annexure - I) and Annexure – III. Please quote your most competitive rates on monthly basis as per Annexure - III for providing the said services as per the scope of work enclosed herewith as Annexure-II. The quoted rate should be inclusive of all taxes, duties and charges etc. Your special attention is drawn to the following:
- 2.0** You may submit your most competitive offer in a sealed envelope super scribing the following details on the right hand top corner:

OIL's Enquiry No. _____
Bid closing date _____
Brief description of the job _____
Bidder's Name _____

- 3.0** Offers must be addressed to:
Senior Advisor(C&P)
Oil India Limited
Plot No. 19, Sector-16A,
NOIDA-201 301

- 4.0** The sealed envelope containing the offer must be delivered at the Office of Senior Advisor (C&P) at above address positively within 14 : 30 Hrs (IST) on the Bid Closing Date.
- 5.0** Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of Senior Advisor (C&P) at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.
- 6.0** In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date and time will get extended up to the next working day.
- 7.0** Offers or modifications to offers received after the Bid Closing date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken into cognizance of or responded to.
- 8.0** All entries in the offer must be made in English. The offered rate(s) must be firm and shall be both in figures and words. Deviations/conditions, discounts if any, should be high-lighted. Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all charges / expenses for completing the job in all respect at the required place / location.

9.0 VALIDITY OF OFFERS:

Offers must be valid for acceptance for a minimum period of 60 (sixty) days from the Bid Closing date.

- 10.0** OIL reserves the right to reject any or all tenders or to accept any tender either in full or in part without assigning any reason whatsoever. OIL also reserves the right to accept more than one offer and to split the services amongst two or more Contractors.
- 11.0** By submitting a bid, a bidder will be deemed to have understood and satisfied himself about the nature of service to be rendered and they have taken into account all conditions and difficulties that may be encountered during execution of the contract.

12.0 BID SECURITY & OTHER DOCUMENT :

- 12.1 Bids must be accompanied by Bid Security for an amount of Rs. 35,000.00 (Rupees Thirty Five Thousand only) only and shall be in one of the following forms:
- 12.2 A Bank Guarantee from any scheduled Bank with a validity of at least 3 (three) months from the date of Bid Closing and shall be enforceable at NOIDA / New Delhi.

- 12.3 Cashier's Cheque payable to OIL INDIA LIMITED, NOIDA.
- 12.4 Bank Draft in favour of OIL INDIA LIMITED and payable at NOIDA / Delhi.
- 12.5 Unsuccessful bidder's Bid Security will be returned soon after the finalization of this Tender.
- 12.6 Successful bidder's Bid Security will be returned after receipt of Performance Security from them.
- 12.7 Bid Security will not accrue any interest.
- 12.8 The Bid Security will be forfeited :

12.8.1 If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder.

or

12.8.2 If the successful Bidder does not accept the Contract or fails to furnish the Performance Security within 30 days of the receipt of the notification of award of the Contract or before the expiry of Bid Security (unless extended) , which is earlier.

13.0 DURATION OF THE CONTRACT :

The initial duration of the contract will be for a period of 2 (two) years extendable by another 1 (one) year at the same rate, terms and conditions at OIL's option. The quoted rate shall remain firm throughout the duration of the contract.

14.0 BID REJECTION CRITERIA :

The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case the equipment and 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.

- 14.1 The bidder offering their services must have at least 2(two) No.s of required type of vehicles registered as Taxi in the firm/owner's name. Registration Certificate of the vehicles as documentary evidence. Bids without such documentary evidence will summarily be rejected
- 14.2 The bidder must have Average Annual financial turnover as per Audited Annual Reports for the last three accounting years, should be at least Rs. 5 lakhs.

14.3 Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which bids are invited should be either of the following:

- a) Three similar completed works each costing not less than Rs. 6.9 Lakhs .
or
- b) Two similar completed works each costing not less than Rs. 8.6 Lakhs.
or
- c) One similar completed work costing not less than Rs. 13.8 Lakhs.

N. B.– “Similar Work” means transport services provided with passenger vehicles to Government Departments, PSUs or any other reputed private sector organizations during the last 7 (seven) years ending last day of month previous to the one in which bids are invited. Documents establishing successful execution of above jobs must be submitted along with the bid. These documents should be in the form of copies of relevant pages of Contract / Completion Certificate / Payment Certificate issued by the client(s).

14.4 Bidders must quote in accordance with the price schedule outlined in **PRICE BID FORMAT** in Annexure - III of tender, otherwise the Bid will be rejected.

14.5 Bidders shall furnish the “Bid Security” for the amount as specified in the above. Any Bid not accompanied by Bid Security will be rejected

14.6 Any Bid containing a false statement shall be rejected.

14.7 Any Bid received by Company after the deadline for submission of Bids prescribed herein will be rejected and returned unopened.

14.8 Prices and rates quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.

14.9 No deviation or exception will be accepted in the clauses covered under BRC/BEC.

14.10 To determine the substantial compliance of a Bid, Company reserves the right to ask the Bidder for clarification of clauses covered by the BRC/BEC. Such clarifications to ensure compliance with the BRC/BEC clauses must be received on or before the deadline given by Company or the Bid will be rejected.

NOTE: If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

15.0 BID EVALUATION CRITERIA :

15.1 The comparison of the responsive bids will be made on the basis of total amount quoted for the service(s) mentioned above.

- 15.2 In the event of discrepancy between quoted rates in words and in figure, the rate quoted in words will prevail.
- 15.3 In the event of computational error between monthly rate and total price, monthly rate shall prevail and will be adopted for evaluation.

16.0 PERFORMANCE SECURITY DEPOSIT:

- 16.1 Successful bidder shall be required to furnish a Bank Guarantee towards Performance Security, for an amount equivalent to 2.5% of the total estimated Contract value. The Bank Guarantee shall have to be furnished within 30 (Thirty) days from the date of receipt of the notification of award of Contract, failing which the award of Contract may be cancelled. The Bank Guarantee issued by any Nationalized Bank should be kept valid for six more month than the validity of the Contract and extensions thereto.
- 16.2 The Bank Guarantee will be discharged after successful completion of the Contract and subsequent extensions if any. In the event of default in the execution of the Contract by the Contractor as per the terms and conditions of the Contract, the Bank Guarantee will be invoked either in part or in full.
- 16.3 The proceeds of the Performance Security shall be payable to Oil India Limited as compensation for any loss resulting from the Contractor's failure to complete his obligations under the Contract.

17.0 RETENTION MONEY :

A Retention Money equivalent to 7.5 % of each running account bill will be deducted till final completion of the Contract. This amount will be released to the Contractor along with the Performance Security i.e. after 6(six) months but within 7(seven) months from Completion of the Contract period. Retention Money will not accrue any interest.

18.0 COMMENCEMENT OF SERVICE :

The successful bidder must have to provide transportation service as per the tender with effect from 01.03.2010 or earlier as per notification of award of Contract / Contract.

19.0 LIQUIDATED DAMAGES:

Time is the essence of the contract and the commencement of services must be as stipulated in para 18.0 above. For any default in timely commencement of services as per the tender, Liquidated Damages at the rate of 0.5% (half percent) per week or part thereof upto a maximum of 7.5% (seven point five) of the total evaluated value of the contract will be recovered from the Contractor's bill or bid security.

20.0 PENALTY :

In the event of any mechanical failure or break down, the Contractor must arrange a replacement vehicle(s) within reasonable time not exceeding one hour. If the Contractor fails to provide alternate vehicle(s) , taxi fare as

applicable for transportation of all the passengers will be recovered from the Contractor's outstanding bills.

21.0 Payment Term :

Payment will be made on monthly basis for each completed calendar month after deducting penalty/liquidated damages, if any, within 30 days from submission of undisputed bills.

22.0 TERMINATION :

OIL reserves the right to terminate the contract by giving one month written notice without assigning any reasons whatsoever. The contractor will, however, be paid for the period of services rendered before termination.

23.0 ARBITRATION:

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the contract or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings. The venue of arbitration shall be NOIDA / New Delhi.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

(N. Sarmah)
Purchase Officer
For Chief Materials Manager
For Senior Advisor (C & P)
For Chairman & Managing Director

OIL INDIA LIMITED

(A Government of India Enterprise)
Plot No. 19, Sector 16A, Noida - 201301
Phone: 0120 - 2488333 to 2488347 (EPABX)
Fax: 0120 - 2488310
E-mail: oilindia@oilindia.in
Web Site: www.oil-india.com

GENERAL TERMS AND CONDITIONS

1.0 TRANSFERABILITY OF BID DOCUMENTS :

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

2.0 COST OF BIDDING :

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.0 AMENDMENT TO BIDDING DOCUMENTS :

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

4.0 CONTENTS OF OFFERS :

- 4.1 Offer should be in English . The Price Schedule shall be furnished by the bidder as per proforma vide Annexure – III. The prescribed proforma duly filled in and signed should be returned intact whether quoting for any service or not. When any service is not being quoted by the Bidder, the corresponding space should be filled up by the words “Not Quoting”. The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 Offered rates must be kept firm through completion of the Contract duration.

4.3 Taxes, duty etc, if any, should be shown separately. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

4.4 STATUTORY VARIATION:

Any statutory variation (increase/decrease) in the rate of any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence.

4.5 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

4.6 Bidders should offer firm prices.

Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

4.7 VALIDITY OF OFFERS:

Offers must be valid for acceptance for the minimum period of 60 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be liable for rejection. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept the contract, if any, when placed within such validity.

4.8 VAGUE AND INDEFINITE EXPRESSIONS:

Any vague and indefinite expressions will not be considered.

5.0 CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

6.0 DOCUMENTS COMPRISING THE BID :

6.1 The bid prepared by the bidder shall comprise the following components, duly completed:

a) Price schedule [Refer Annexure-III]

b) Bid must accompany necessary literature/catalogue of the product , wherever required.

c) Exceptions/Deviations Statement, if any

d) Authorisation letter for attending Tender Opening (Refer Annexure IV)

7.0 SUBMISSION OF OFFER :

7.1 Bidders, in their own interest, are advised to drop their offers personally in “LOCAL TENDER BOX” at C & P department at NOIDA. Alternatively they may send the same through Registered Post/courier. Oil India Limited will not be responsible for any delay, wrong delivery or non-delivery of the offers. No offer will be accepted after the bid closing date and time.

7.2 Bids must be submitted in original. No offer should be sent by Fax / e-Mail/telephone unless specifically asked for in writing. Bids not complying with above will be rejected

7.3 In the event of receipt of only a single offer against the tender within the B.C. date OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date , shall not be permitted to revise their quotation.

8.0 DEADLINE FOR SUBMISSION OF BIDS :

8.1 Offers must be received at the office of the Sr. Advisor(C & P), Oil India Limited at NOIDA by the Bid Closing Date & time mentioned in the Notice Inviting Tender (NIT).

8.2 Timely delivery of the offer at the above address is the responsibility of the bidder.

9.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS :

9.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.

9.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification against the bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply from the bidder should be restricted to the clarifications sought.

10.0 EXTENSION OF BID SUBMISSION DATE :

Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.

11.0 RETURN OF LATE BIDS :

11.1 Bids received after Bid Closing Date & time will be treated as “Late Bids”. In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders.

12.0 OPENING OF TENDERS :

12.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter (in the form as per Annexure IV enclosed) must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.

12.2 In case of any unscheduled holiday/Bandh on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date and time will get extended up to the next working day.

13.0 COMPLIANCE WITH TENDER :

13.1 Bidder’s offer must conform in all respects with the applicable specifications, terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. In order to be considered responsive, bidder’s offer must specifically include the following statement :

We certify that our offer complies with all NIT requirements and Specifications except for the following :

List exception

If none, state “None”

13.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the terms and conditions stipulated in this tender without assigning any reason .

14.0 OIL’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

14.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for OIL’s action. OIL also reserves the right to split the order between two or more parties.

15.0 BID SECURITY :

15.1 All the Bids must be accompanied by Bid Security for the amount as mentioned in the Forwarding Letter and shall be in one of the following forms:

- i) A Bank Guarantee(As per the format enclosed vide Annexure V) from any scheduled Indian Bank. The Bank Guarantee shall be valid for four months from the bid closing date and shall be enforceable at NOIDA/Delhi.
 - ii) Cashier's Cheque payable to OIL INDIA LIMITED, NOIDA
 - iii) Bank draft in favour of OIL INDIA LIMITED and payable at NOIDA/DELHI.
- 15.2.1 The bidders will have to submit the Bank Guarantee from Scheduled Indian Bank and on non - judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.
- 15.2.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank :
- (a) Full Address
 - (b) Branch Code
 - (c) Code Nos. of the authorized signatory with full name and designation
 - (d) Phone Nos./Fax Nos./e-Mail address
- 15.2.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.
- 15.3 Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 15.1 and 15.2.1 will be rejected outright without any further reference.
- 15.4 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format (Annexure V) against the Contract secured by the bidder within the stipulated time frame. The successful bidder will however, ensure that the validity of the Bid Security till such time the Performance Security in conformity with Clauses 16.0 below as the case may be, is furnished.
- 15.5 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 15.6 Bid Security will not accrue any interest during its period of validity or extended validity.
- 15.7 The Bid Security will be forfeited:

a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,

OR

b) If the successful Bidder does not accept the Contract or fails to furnish the Performance Security within 30 days of placement of Contract or before the expiry of Bid Security (unless extended), whichever is earlier

16.0 PERFORMANCE SECURITY :

- 16.1 The successful bidder shall furnish the Performance Security in the form enclosed (Annexure VI) herewith within 30 days of the receipt of the notification of award of Contract, failing which OIL reserves the right to cancel the award of Contract and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above. Performance Security should be for an amount as mentioned in the Forwarding Letter.
- 16.2 The Performance Security should be valid for 6(six) months after the Completion of the Contract period.
- 16.3 In the event of Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be encashed and the proceeds thereof shall be forfeited without any further reference to the Bidder.
- 16.4 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee.
- 16.5 The Bank Guarantee will have to be given from the Scheduled Bank on non judicial stamp papers of requisite value, as per the Indian Stamp Act, and stamp papers should be in the name of the issuing bank.
- 16.6 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank :
- (a) Full Address
 - (b) Branch Code
 - (c) Code Nos. of the authorized signatory with full name and designation
 - (d) Phone Nos./Fax Nos./E-mail address
- 16.7 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOA/Contract issued/placed on the Contractor shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future

tenders. Further, the Bid Security submitted by such Contractor shall be invoked without any further reference.

16.8 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the Tender/Contract.

16.9 Performance Security & Retention Money will be discharged by OIL and returned to the Contractor, within 30 days after the expiry of the Performance Security and subsequent extensions if any in case of no claim on the Contractor by OIL. In the event of default in the execution of the Contract by the Contractor as per the terms and conditions of the contract, the Bank Guarantee will be invoked either in part or in full.

16.10 Performance Security amount will not accrue any interest.

16.11 The bidders will extend the validity of the Performance Security, if and whenever specifically advised by OIL, at the Bidder's cost.

17.0 RETENTION MONEY :

A Retention Money equivalent to 7.5 % of each running account bill will be deducted till final completion of the Contract. This amount will be released to the Contractor along with the Performance Security i.e. after 6(six) months but within 7(seven) months from Completion of the Contract period. Retention Money will not accrue any interest.

18.0 BANKING CHARGES :

All banking charges will be to the bidder's account.

19.0 ASSIGNMENT :

The Bidder/ Contractor shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/ Contractor of any of his obligations which might have arisen before such permission was given.

20.0 APPLICABLE LAW :

The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India.

21.0 ARBITRATION :

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL

1. Scope of Services :

- 1.1 Oil India Limited (OIL) requires vehicles for transportation of its employees from specified pickup point to their place of work and vice versa.
- 1.2 The vehicles should be available for morning pickup at Mandi House Metro Station, New Delhi between 8.45 A.M. and 9.00 A.M.
- 1.3 The vehicles should reach the destination i.e. OIL House, Plot No. 19, Sector – 16 A, NOIDA – 201301 , U. P. by 9.30 A.M.
- 1.4 For evening drop the vehicle should be available at OIL House , Plot No. 19, Sector – 16 A, NOIDA – 201301 , U. P. by 5.30 P.M. to drop the employees at Mandi House Metro Station , New Delhi.
- 1.5 The vehicles will be required for the above mentioned pickup and drop services on all days except Saturdays, Sundays and OIL's Official Holidays. The vehicles will be required on an average of 22 days per month.
- 1.6 The number of passengers to be transported both in the morning and evening will be approximately 12 to 16 nos.
- 1.7 Vehicles (Non AC) should be Qualis / Travera / Tata Sumo / Innova or equivalent with minimum passenger capacity of 8 persons.

2. Special Conditions :

- 2.1 The vehicles provided shall be brand new or vintage not older than 2(two) years at any point of time during the Contract period and must be in sound mechanical as well as physical conditions.
- 2.2 The vehicles must have necessary permits as required under Motor Vehicle Act or any other regulations, rules, laws etc. of Govt. to run as hired vehicle in Delhi, U.P. as applicable. The Contractor shall be fully liable/ responsible, whatsoever in this regards.
- 2.3 Maintenance of the vehicles shall be provided by the Contractor at his own cost to keep the vehicle in sound mechanical and physical conditions.
- 2.4 The drivers while on duty should be well mannered.
- 2.5 The drivers must have uniform and mobile phone. They must possess valid driving licenses and also all documents like registration certificate of the vehicles, comprehensive insurance certificate, pollution under control certificate, permit and vehicle fitness certificate, interstate permits as applicable to the route.

- 2.6 The drivers should be conversant with various routes/roads of Delhi / NOIDA.
- 2.7 The driver should be medically fit for driving and should not have any permanent disability which can affect driving.
- 2.8 The drivers should not smoke , eat / chew tobacco while driving. The drivers should adhere to all traffic rules and regulations of Delhi and U.P.
- 2.9 The log books will be maintained in the vehicle which records the date, time, kilometer run, numbers of passengers, model and brand of vehicles etc. at the end of each day and the same will be duly certified by the authorized representative of OIL. The Contractor shall report to the designated officer of OIL regarding any abnormal event or matter occurring during the period of duty.

Schedule of Rates

Sl. No.	Service	No. of Vehicles	Rate per Month (Rs.)	Total for 2 years (Rs.)
1	Pickup and drop from Mandi House Metro Station , Delhi to OIL House, Sector 16A, NOIDA	2		

1. Bidders have to quote strictly as per the above format. Rate should be inclusive of all taxes , statutory levies , out of pocket expenses etc.
2. **Adjustment of Rates due to Change in Fuel Price:** The Rates shall remain firm throughout the duration of the Contract. However, in the event of any change in Petrol/Diesel/CNG price in Delhi during the currency of the contract, per KM rates in the contract shall be adjusted (increased/decreased) by 0.3% (zero point three percent) for every 1% (one percent) of increase or decrease of fuel price at Delhi. The base rates of fuel for this purchase will be the rates prevailing at Delhi on the bid closing date of the tender. Fuel price on the 1st day of each month will be considered for payment for the respective month.

.....

To,
Sr. Advisor(C & P)
OIL INDIA LIMITED
Plot No. 19, Sector 16A
Noida - 201301

Dear Sir,

Sub : Your Enquiry No.....

For

Mr. /Ms.. has been authorised to be present at the
time of opening of the above Enquiry due on
At NOIDA on my/our behalf.

Yours faithfully,

(Name)
Designation
Stamp / Seal

FORM OF BID SECURITY (BANK GUARANTEE)

To : Senior Advisor(C & P)
OIL INDIA LIMITED
Plot No. 19
Sector-16 A,
NOIDA-201 301
Fax No. 91-120-2488327

WHEREAS, (Name of Bidder) _____ (hereinafter called "the Bidder") has submitted their offer Dated_____ for the provision of certain oilfield services (hereinafter called "the Bid") against OIL INDIA LIMITED, Noida, India (hereinafter called the Company)'s tender No. : _____. KNOW ALL MEN BY these presents that we (Name of Bank) _____ of (Name of Country) _____having our registered office at _____ (hereinafter called "Bank") are bound unto the Company in the sum of (*) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the said Bank this _____ day of _____ 20_.

THE CONDITIONS of this obligations are :

- (1) If the Bidder withdraws/modifies their Bid during the period of Bid validity specified by the Bidder; or
- (2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:
 - (a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or

(b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter / fax/e - Mail), 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 (**) and any demand in respect thereof should reach the Bank not later than the above date.

SIGNATURE AND SEAL OF THE GUARANTORS : _____

Name of Bank & Address : _____

Witness: _____

Address : _____

(Signature, Name and Address)

Date : _____ Place : _____

* The Bidder should insert the amount of the guarantee in words and figures.

** Date of expiry of Bank Guarantee should be minimum 90 days from the date of Bid Closing.

PERFORMANCE BANK GUARANTEE

Oil India Limited,

Plot No. 19, Sector 16A

NOIDA-201301

Attn: Senior Advisor (Contracts & Purchase)

WHEREAS _____ (Name and address of Contractor) (hereinafter called "Contractor") had undertaken, in pursuance of Contract No. _____ to execute (Name of Contract and Brief Description of the Work) _____ (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) _____ (in words)(_____), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date _____ (calculated at 6 months after Contract completion date).

SIGNATURE AND SEAL OF THE GUARANTORS _____

Designation _____

Name of Bank _____

Address _____

Date:

Place: _____

List of parties to whom tender is issued

1. M/s. AVM Travels
229, Defence Colony Flyover Market
Jangpura Site
New Delhi – 110 024

2. M/s. Orix Auto Infrastructure
7 B , Sector – 18
Maruti Industrial Area
Gurgaon – 122015

3. M/s. RUBY Bus Service
3 / 5960 , Dev Nagar , Karol Bag
New Delhi – 110 005
Mobile : 9868107833

4. M/s. Chadha Travels
Shop No. 26, Plot No. 24
Garg Plaza Comlex
Sant Nagar Road
Rani Bagh
Delhi – 110 003

5. M/s. L. D. Tourist Tax Service
Opp. Prgati Vihar
Lodhi Road
New Delhi – 110 003
Mobile : 9810469278

6. M/s. V – Link Taxis Pvt. Ltd.
Bimal Plaza, 1 st Floor
Plot No. 9 , Pocket – IV
Sector – 11 , Dwaraka
New Delhi – 110075
Tel : 91 – 11 – 45620000
Mob : 9899704782

7. M/s. Bharamputra Enterprises
B – 413 , Sarita Vihar
Mathura Road
New Delhi – 110044
Ph No. : 011 – 26973708 , 32419828

8. M/s. Aman Services
24, Andrewsganj Market,
South Extension – I
Delhi
Contact No. 011-26250017, 011-26250021, 011-26250144

9. M/s. Avtar Travels
Shop No. 10 , Community Centre
Yusuf Sarai , New Delhi - 110049