

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

M/s.
India

TENDER NOTICE NO.: DCO7824P11/BB

Date: 23.04.2010

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
HIRING OF ELECTRICAL SERVICES IN OIL/GAS PRODUCTION INSTALLATION	Various field installations within the states of Assam and Arunachal Pradesh.	104 weeks (2 years)	08.06.2010 89,000.00 (RUPEES EIGHTY-NIN E 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

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

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

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

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 HEAD-CONTRACTS

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

WORKS CONTRACT

DCO7824P11/BB

DESCRIPTION OF WORK/SERVICE :-

HIRING OF ELECTRICAL SERVICES IN OIL/GAS PRODUCTION INSTALLATION

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 : DULIAJAN .

22. FORCE MAJEURE :

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

23. LB VERIFICATION REPORT AND SECURITY REVIEW :

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

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

25. SET OFF CLAUSE :-

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

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,
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ASSAM, PIN: 786602

WORKS CONTRACT

Tender No. DCO7824P11/BB

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	providing Electrical Services in Operation , breakdown and preventive maintenance & of all electrical equipments like light fittings (FLP/NFLP), DG sets, motors etc. for ensuring uninterrupted performance including maintenance of all type of statutory records in OIL 's Production installations including transportation of man & materials to & fro the designated area and also from base office to the site (e.g OCS ,GCS,EPS,QPS,FGU,GSS etc. etc.) on daily basis deploying manpower as per ANNEXURE:I The details of jobs & duties and responsibilities are given in ANNEXURE:II AND ANNEXURE:III	Days	9,490.000		
20	Service Tax	Activity unit	1.000		

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.: DCO7824P11/BB

PART-III: Particular Specifications , terms and conditions and instructions

1) The Contractor

- a) The Contractor should possess valid electrical contractor license issued by Govt. of Assam
- b) The contractor should have at least 3 (three) years of experience in executing various similar nature jobs (similar nature job means electrical works involved with substation equipments such as switch gears,transformers,motor control center, power control center,CFS Boards,Switch boards and other electrical equipments such as motors, generators ,light fittings,internal illumination , area and street light illumination. Experience in all of the above mentioned electrical equipments is essential) successfully in the last 7 (seven) years in Industrial Installations in Central Govt./ State govt. and PSUs. The contractor should submit documents in support of various jobs carried out in Central Govt./ State govt. and PSUs.
- c) The contractor should have an experience of handling contract engaging minimum 35 (thirty five) persons comprising of qualified electrical Supervisor, Electrician (Technician) and helpers (Tradesman).

2) Mode of Operation

- a) The scope of work and mode of operation under this contract is given in ANNEXURE I to X.
- b) The Contractor shall or his authorized representative should collect all reports in different report sheets every day at 7 AM from all concerned Installation Manager / Operators / Electrical Enquiry . The Contractor or his authorized representative shall be constantly in touch with enquiry and DyCEE(M&S) / CEE(M&S) during daily normal maintenance period (from 7:00 AM to 4:00 PM)for reports / instructions. The Contractor/ Contractor's representative shall return the completed daily report sheets(ANNEXURE-VIII) to the Company's Electrical engineer/ supervisor on the following day except on Sundays/national holidays. In such cases the computed report sheets should be given on the next working day.
- c) The Contractor / Contractor's authorized representative shall report to the Company's Electrical Engineer/Electrical supervisor TWICE DAILY at 07:00 AM and 01:00 PM to collect reports (if any) between 4pm to 7am to be attended. However , any break down, safety, security , loss of production related reports to be attended immediately on receipt of such reports from shift in-charge, IMs, OIL's Engineer and as per instruction from DyCEE(M&S)/CEE(M&S) during any time of the day.
- d) The Contractor shall have to provide THIRTEEN TEAMS every day ZONE wise as Indicated in Annexure-I (DETAILS OF ZONES AND ATTACHED INSTALLATIONS) and each team should comprise of at least one Electrician (Technician) and one helper (Tradesman) to carry out the maintenance job. The jobs of these 13 gangs shall be supervised by (one) no. of Supervisor from contractor side.Contractors shall arrange for replacement of his men in case of sick, leave etc. to maintain manpower of his crew as per contract to avoid any interruption / hindrance to OIL's operations.
- e) Contractor should ensure adequate Supervision in each team to supervise all the jobs performed by the thirteen gangs so that all jobs are up to the satisfaction of the customers.
- f) Contractor personnel shall get the signature of the Installation Manager / JE / Operator or any other authorized person on his behalf after completion of the job in the report sheet.The quality of jobs completed will be ratified by Electrical Engineer or his representative.
- g) Contractor personnel must be familiar with OIL's ERP system and may have to carry out the required documentation in ERP system for corrective and breakdown maintenance jobs and materials related transaction.
- h) The Contractor should immediately report to the OIL's engineer /JE/ Supervisor regarding shortage / additional requirement of materials / infrastructure in case of major reports beyond the capability of the gang so that the job is

not suffered and for arranging back up services which shall be catered from base office, Duliajan.

i) The contractor must complete all daily reports as per standard practices. No job should be kept pending. In case of difficulty in attending any report, the contractor should immediately inform DyCEE(M&S)/CEE(M&S) for necessary guidance.

j) In case the contractor required to work beyond normal working period (i.e 7AM to 4pm with one hour break) for any break down, safety, security, loss of production related reports received from shift In-charge of any installation and as instructed by Installation Manager / CEE(M&S), payment will be paid on daily prorata contractual value.

3) MANPOWER

Contractor shall engage the manpower as per the following list .

I. Supervisor- 1 No.

The person should be Diploma in Electrical Engineering having minimum 3 (three) years experience in related electrical works with valid Electrical Supervisor's certificate of competency (parts 1,2,3,4 & 8 (mining part)) issued or recognized by State Electrical Licensing board.

Or

The person should be ITI in Electrical Engineering having minimum 5 (five) years experience in related electrical works with valid Electrical Supervisor's certificate of competency (parts 1,2,3,4 & 8 (mining part)) issued or recognized by State Electrical Licensing board.

II. Technician (Electrician) - 16 (sixteen) nos.

The person should have passed at least class X / ITI in Electrical Engineering having minimum 3 (three) years experience in related electrical works with valid permit for workman clauses - (i)& (ii) issued or recognized by State Electrical Licensing board.

III. Helper (Tradesman) - 16 (sixteen) nos.

The person should have passed minimum class VIII and should be able to read and write simple English/Hindi/Assamese with minimum one year experience in electrical works.

4) TRANSPORTATION:

- a) Maintenance services shall have to be provided at various field installations within the states of Assam and Arunachal Pradesh.
- b) Transportation to and from site for man and materials shall be within the scope of the Contractor.
- c) Loading and unloading of materials/ equipments shall be within the scope of the contractor.
- d) The contractor shall engage minimum 3 (three) nos brand new vanette/pickup (EXACTLY SIMILAR TO TATA SFC 709/38CLB) and 3 (three) nos brand new tata 207 or bolero camper or Mahindra utility for carrying out day to day job.
- e) The contractor should submit the details of the vehicles (Registration no.,name and bio-data of the driver including reliever driver etc.) and arrange for gate pass / entry passes to different OIL installations at least two weeks before commencement of the contract.

5) QUALITY OF WORK:

Contractor shall abide by all instructions of OIL's engineer and carry out standard quality jobs/works to the satisfaction of OIL . The quality of all the jobs shall be assessed by competent person like Electrical Engineer or his representative.

6) TOOLS AND TACKLES:

- a) All tools and tackles shall be of standard make and must conform to IS or relevant standard.
- b) Whenever OIL inspector/ Engineer wishes to inspect, contractor shall produce the tools and tackles for inspection. Items must be replaced suitably whenever found defective.
- c) Any additional Tools/ Instruments required for working shall have to be arranged by the contractor.
- d) Intrinsically safe insulation tester to be used in hazardous areas.
- e) Contractor should keep the following minimum tools and instruments in good working condition during the contract period.

Sl. No.	Name of Instrument/Tools	Quantity
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1. 18/24 feet double ladder	13	
2. 8 feet, 4 legged ladder	13	
3. Box wrench boxes (both mm & inch size)		8
4. Crimping tool with lugs	8	
5. Insulation tester	13	
6. Digital or Analogue Multi meter		13
7. Digital Clamp Tester	13	
8. Standard tool kit (with different sizes of tools)	13	
9. Drill m/c light	8	
10. Drill m/c heavy	8	
11. Intrinsically safe insulation tester		2
12. Earth test meter	3	
13. Tachometer	3	

7) SAFETY, STATUTORY OBLIGATIONS AND PERSONAL PROTECTIVE EQUIPMENT (PPE):

a) The Contractor must follow safety instructions given in ANNEXURE:VII

b) Contractor shall have to provide all safety gadgets as listed in para 7(f) below to his work-persons before the commencement of works as per statutory requirement and as per OIL's safety policy. The condition of all PPE and other safety gadgets provided by the contractor to his work persons shall be in proper/ good condition. Safe and proper working procedure shall be followed while carrying out jobs to ensure safety of equipment and personnel.

c) Contractor shall ensure compliance of all safety and statutory rules and regulations(DGMS ,OISD, IE Rules and all other applicable acts).

d) The contractor personnel must use the PPE's and other gadgets during duty. Contractor's persons shall not be allowed to work in the fields or in operational areas without the safety gadgets (PPE) .

e) Contractor shall hold full responsibility for safety of his employed personnel while on duty. Company shall not be held responsible for any work accident to any of his employed persons. Appropriate compensation should be paid by the contractor to his employees for any work accident met by him/them.The contractor should arrange for life and accident insurance of his personnel.

f) The contractor's personnel while on duty/ work must use the following personal protective equipment.

Srl.

No. Item

i. Safety Shoe

ii. Helmet

iii Safety belt

iv Safety Goggles

v Hand Gloves

vi. Insulation rubber gloves

vii Dungree

8) SPARES:

a) The OIL will provide all major Electrical spares for maintenance and repairing. But the contractor has to provide minor spares like Small cable lugs, various types of fasteners, all types of nut/bolts, screws, wiring materials ,fixing compounds, insulating tapes etc. required for the completion of the jobs.

b) Contractor shall quote for maintenance Contract taking the above into consideration.

c) The Company shall supply all the electrical materials on weekly basis.

d) The Contractor shall have to return defective materials replaced in lieu of all new materials issued to him by the Company.

e) The Contractor shall be responsible for the safe custody of the materials issued to him at locations provided by OIL to carry out the jobs. He shall make good of any of the material lost or damaged while in his custody. Alternatively, the Company reserves the right to recover from the Contractor the cost of such materials as per the market price.

f) The materials shall be deemed to be in the custody of the Contractor from the time he signs the receipt for the issue of materials till the job is completed, tested to the satisfaction of the engineer. Any discrepancy (of the materials issued) detected when the measurement are taken shall be made good by the Contractor failing which the cost of materials shall be recovered from the Contractor.

9) ADMINISTRATION , OFFICE ETC.

a) The Contractor should provide authorized identity card along with photographs duly attested by the contractor to all workmen engaged for the job. List of personnel engaged by the Contractor along with Police verification and their permanent address & license No ,experience , qualification should be submitted to the electrical department. Photo copies of relevant documents also to be submitted. Originals of all documents must be presented for verification at the time of assesment for appointment. This list of personnel is to be submitted at least two weeks before the commencement of work. The Contractor shall inform in advance to the engineer if he wishes to replace any person in advance deployed by him (in case of theft, negligence of duty , or any other valid reason). The license, Identity card etc. of new person will have to be submitted in office if such change is made.

b) All employees of the contractor must carry his valid identity card while visiting locations for carrying out the job.

c) Contractor must instruct his employees to maintain decorum while carrying out jobs. In no case any of his team members shall enter into any argument or dispute with the any person.

d) The Contractor must have his office in Duliajan and should have a telephone connection and a Mobile phone (preferably BSNL) , the details of which should be provided to Electrical Department at least two weeks before commencement of the works. Also each of the 13 teams should be provided with a mobile connection.NOTE:Mobile phone can not be used in hazardous areas inside OCS/GCS etc. where these mobile phones must be kept in switched off mode.Guidelines for use of mobile phone as per the existing practices of OIL should be followed.

e) The Contractor must ensure that the personnel engaged by him are of good character and integrity. If any contractor person is found to indulge in theft, misbehavior, negligence of duty etc. Contractor will have to replace him with in twenty-four hours of complaint lodged verbally or in writing by the Company's Engineer.

f) If any of the contractor's persons is found to work under the influence of alcohol, he will be immediately debarred from the working place and the contractor shall have to replace him within twenty-four hours of complaint lodged verbally or in writing by the Company's Engineer.

g) The Contractor has to maintain records of monthly payments made to his employed persons in a format & a declaration there of certifying full payment to the employed person shall be submitted to OIL along with the monthly bill.

h) The contractor has to maintain daily attendance of his work persons in Form XVII (Register of wages) & Form XIX (Wage slip)& submit the same along with the bill.

10) PENALTY:

Failure to provide required Electrical Services in any installation and /or unsatisfactory performance will attract following penalty:

a)Unsatisfactory performance (as per ANNEXURE-IX) in a particular Zone will attract deduction of 10 % of contractual cost / day /zone against the Zone for a period starting from day of the unsatisfactory performance till to the day of rectification. The decision of OIL's Engineer regarding unsatisfactory/satisfactory performance will be final and binding.

b)Non performance (as per ANNEXURE-X) in services will attract deduction of 20% of contractual cost / day /zone for the nonperformance period .

c)Failure to provide necessary transport facility causing nonperformance will attract deduction of prorata transportation component declared by the Bidder.

d)In case of absence of any working personnel, the contractor should arrange for suitable reliever accordingly without affecting the operation. In case of failure to provide suitable reliever, a penalty of @20% of contractual cost / day /zone will be deducted from the contractor against absence of each personnel.

11)UNIT OF MEASUREMENT : UOM is DAY. 1(one) unit of DAY means services (mentioned in Annexures : II to

X) provided in 1 (one) day in 1 (one) Zone (Zones are mentioned in Annexure :I) (e.g if services provided in 13 zones in 1 day, the total measurement will be 13 DAYS).So, the contractor is to quote for cost per day per zone
NOTE: Bills for sundays and holidays will only be paid for the particular zones where actually services provided on advice from OIL' Engineer.

12.0 **Salient Features Of Eligibility Criteria :For IFB No. DCO7824P11**

Bid Rejection Criteria & Bid Evaluation Criteria for the Services above

AAA) BID REJECTION CRITERIA (BRC):

The bids shall conform generally to the terms and conditions given in the Bidding Documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

I) BIDDER'S EXPERIENCE

i) Bidder must have relevant experience in successfully carrying out similar nature of job(s) of the following magnitude with PSUs / Central Govt. /State Govt. Organization in last 7(seven) years from date of bid opening.

1. Single contract of minimum value of Rs. 1, 42,94,880/-
OR
2. Two contracts of minimum value of Rs. 89, 34,300/- each.
OR
3. Three contracts of minimum value of Rs. 71, 47,440/- each.

Note- "**Similar nature of job**" mentioned above means, experience in carrying out electrical works involved with substation equipments such as switch gears, transformers, motor control center, power control center, CES Boards, Switch boards and other electrical equipments such as motors, generators, light fittings, internal illumination, area and street light illumination overhead lines job.

ii) The Bidder's Average Annual financial turnover during the last 3(Three) years, ending 31st March 2009, should be at least Rs. 53, 60,580/-

iii) Bidder must submit all necessary documents (duly self certified) related to experience and turnover in duplicate, otherwise bid will be rejected.

iv) **The tender is of SINGLE STAGE-TWO BID SYSTEM. The bidder has to submit the Technical bid as per Scope of Work & Technical Specification of the tender and COMMERCIAL BID as per Part -II(SOQ) of the tender document.**

The "TECHNICAL" and "COMMERCIAL" bids shall be prepared separately and should be kept in two separate envelopes subscribing the tender no., brief description, bid closing date and clearly writing on the cover of the two envelope as "TECHNICAL" and "COMMERCIAL".Both the envelope should then be kept in one envelope, duly sealed, subscribing the tender no., Brief Description and Bid closing date on the cover.

The date and Time of Commercial Bid opening will be announced later on. The Earnest money to be deposited with Technical Bid only, not to attach in the Commercial bid else it will be rejected.

OIL shall be entering into an Integrity Pact with the bidders as per formate enclosed annexure of the tender

document. Each page of this Integrity Pact proforma has been duly signed by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the technical bid) duly signed by the same signatory who signed the bid i.e. who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact to be signed by the bidder's authorized signatory who sign the bid, shall be rejected.

A) For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid: -

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm, with membership no. certifying the Annual Turnover and nature of business.

ii) Audited Balance Sheet and Profit and Loss account.

B) For proof of requisite Experience, any one of the following document/photocopy must be submitted along with the bid: -

ii) In case of OIL contractors, copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)' of jobs successfully completed, during last 07 years, showing gross value of job done ending bid closing date. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

ii) Certificate issued by any other Public Sector Undertaking/ Govt. Department in last seven years ending bid closing date showing:

(a) Gross value of job done; and

(b) Nature of job done; and

(c) Time period covering the financial year(s) as per the NIT.

II) TECHNICAL REQUIREMENT FOR BIDDERS

AA) Bidder must submit all necessary documents related to experience and turnover. The experience details of the contractor should be given in the following format with documentary evidence.

- i. Sl.no.
- ii. Contract no.
- iii. Organization /company
- iv. Contract description
- v. Contract Value
- vi. Period of contract
- vii. Value of job actually executed

BB) In case of Joint Venture Company, either the Indian company/Indian Joint Venture Company or its technical collaborator/ joint venture partner should meet the Bid Rejection Criteria on work(s)/ job(s) done of similar nature in the past as above and should fulfill experience requirement indicating contractual commitments, areas and clients are to be submitted along with the bid.

CC) In case the bidder is a consortium of companies, the following requirement should be satisfied by the bidder.

A1) The leader of the consortium should satisfy the minimum experience requirement as detailed above.

B1) The leader of the consortium should confirm unconditional acceptance of full responsibility of executing the ' Scope of work' of this tender. This confirmation should be submitted along with

the techno-commercial bid.

C1) All the members of the consortium must undertake in their MOU that each party shall be jointly and severally liable to OIL for any and all obligations and responsibilities arising out of this contract.

DD) The contractor / Party shall submit an "UNDERTAKING" on deployment of man power in the following format along with the bid given below:-

"UNDERTAKING ON MANPOWER"

Tender No.:- _____

I/We.....hereby declare that,

a) I /We shall employ 33 nos. of persons comprising of 01 no. Supervisor, 16 nos. of Technicians (Electricians) and 16 nos. of Helpers (Tradesman) once the contract is awarded to me/us.

b) The qualification and experience of the persons to be employed by me / us shall confirm to the following:

1.0 Supervisor- 1 no.

The person should be Diploma in Electrical Engineering having minimum 3 (three) years experience in related electrical works with valid Electrical Supervisor's certificate of competency {parts 1,2,3,4 & 8 (in mining part)} issued or recognized by State Electrical Licensing Board.

Or

The person should be an ITI in Electrical Engineering having minimum 5 (five) years experience in related electrical works with valid Electrical Supervisor's certificate of competency { parts 1,2,3,4 & 8 (in mining part)} issued or recognized by State Electrical Licensing Board.

2.0 Technician (Electrician) - 16 (sixteen) nos.

The person should have passed at least class X / ITI in Electrical Engineering having minimum 3 (three) years experience in related electrical works with valid permit for workman clauses - (i)& (ii) issued or recognized by State Electrical Licensing Board.

3.0 Helper (Tradesman) - 16 (sixteen) nos.

The person should have passed minimum class VIII and should be able to read and write simple English/Hindi/Assamese with minimum one year experience in electrical works.

c) I/We.....shall submit the list of Supervisor -1 No, Technicians (Electricians)-16 nos. & Helpers (Tradesman) -16 nos with all detailed information (Bio-data with documentary evidence on valid Supervisor's certificates of competency, permit for Workman, Educational Qualification, Certificate on experience,) before signing the formal agreement with Oil India Limited (If the contract is awarded to me/us) in the following format.

Srl. No.:-

Name and Designation:-

Qualification:-

Supervisor's certificate of competency / permit for Work man and validity:-

Experience:-

List of Documentary evidence enclosed:-

Remarks:-

d) I/We hereby confirm to abide the above declaration without any deviation.

SEAL OF COMPANY / FIRM

Signature.....

Name.....

EE) The contractor must indicate following components of the contractual value quoted by him/her.

a.1) Wage component indicating daily basis charges against Supervisor, Electrician (Technician) and Helpers (Tradesman).

a.2) Transportation component with break up.

FF) The bid will be summarily rejected if the quoted value is more or less than 15% of OIL's internal estimated price.

GG) The Bidder should have valid Electrical Contractor's License issued or recognized by Govt. of Assam.

III) The bidder must also provide documents regarding P.F. Code, Service tax No, PAN details, VAT regd. No, Bank details, solvency certificate etc.

BBB) BID EVALUATION CRITERIA (BEC):

The bids conforming to the terms and conditions stipulated in the Bid Documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of Part-II (i.e. schedule of works, units, quantity, rates) of the Bid Documents.

2. OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

CCC) GENERAL:

A PRE BID CONFERENCE WILL BE CONDUCTED 07 DAYS BEFORE THE BID OPENING DATE AT DULIAJAN TO DISCUSS THE JOB INVOLVEMENT AND TECHNICAL AND COMMERCIAL ASPECTS OF THE CONTRACT.

a) In case bidder takes exception to any clause of Tender Document not covered under BEC / BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.

b) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.

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

d) Any exceptions / deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their 'Techno-Commercial' bid only.

e) The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and

when asked for.

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

WORKS CONTRACT

Schedule of company's Plants, Materials and Equipments

Tender No.: DCO7824P11/BB

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO7824P11/BB

Description of work/service :

HIRING OF ELECTRICAL SERVICES IN OIL/GAS PRODUCTION INSTALLATION

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