

**EXPRESSION OF INTEREST (EOI)
FOR
OPERATION & MAINTENANCE (O&M) SERVICES OF 01 NO. HYDRAULIC WORKOVER UNIT
(HWU)
WITH SNUBBING CAPABILITY OF OIL INDIA LIMITED FOR A PERIOD OF 04 YEARS**

EOI No.: EOI/PSS/WO/HWU/001/2026

DESCRIPTION: Expression of Interest (EOI) for “Operation & Maintenance (O&M) Services of 01 no. Hydraulic Workover Unit (HWU) with Snubbing Capability of Oil India Limited for a period of 04 years.”

1.0 PREAMBLE:

OIL INDIA LIMITED (OIL), a Government of India Enterprise under the Ministry of Petroleum and Natural Gas, is a premier upstream Maharatna E&P Company engaged in the business of exploration, production and transportation of crude oil and natural gas as well as production of LPG. Its Field Headquarters (FHQ) is at Duliajan, Dibrugarh, Assam, India and Corporate Office is at Noida, Uttar Pradesh, India. OIL's operations are largely based in the North-Eastern parts of India, particularly in Assam and Arunachal Pradesh, besides operations in other parts of India and overseas.

OIL has placed an order for procurement of a Hydraulic Workover Unit with Snubbing Capability. The scheduled delivery date of the unit is 27.03.2027.

The Hydraulic Workover Unit with Snubbing Capability is a specialised well-intervention unit intended for carrying out workover and well-servicing operations, including operations under live-well conditions. Appropriate Operation & Maintenance (O&M) services will be required for safe, reliable and efficient operation of the OIL-owned unit after its delivery and commissioning.

2.0 OBJECTIVE:

OIL presently does not have previous experience, either in-house or through charter hiring services, for a Hydraulic Workover Unit with Snubbing Capability. Accordingly, this EOI is being floated to identify prospective and technically capable service providers available in the market and to obtain inputs regarding their technical capabilities, experience, deployment models and associated operational requirements.

The inputs received through the EOI will be used for suitably formulating and finalising the technical specifications, Scope of Work (SOW), qualification criteria, manpower requirements, operational responsibilities, maintenance provisions, spares and consumables requirements, performance parameters and other relevant contractual provisions for the proposed O&M service.

A tentative Scope of Work for “Hiring Services for Operation & Maintenance for 01 no. Hydraulic Workover Unit (HWU) of OIL for a period of 4 years” is enclosed as Annexure-I. Prospective service providers are requested to review the tentative SOW in detail and provide clause-wise comments, suggestions and recommended modifications, wherever considered necessary, based on their experience and industry practice.

3.0 DELIVERABLES / INPUTS EXPECTED FROM PROSPECTIVE SERVICE PROVIDERS:

- i. Company profile and organisational details, including relevant experience in Hydraulic Workover Unit / Snubbing / Workover operations and O&M services.
- ii. Details of similar contracts executed or currently under execution, including client, location, type/capacity of HWU, scope, duration and brief description of services.
- iii. Proposed technical methodology and deployment model for round-the-clock operation of an OIL-owned HWU, including proposed shift pattern and supervisory arrangement.
- iv. Proposed manpower organisation, minimum crew strength, qualification, experience, well-control certification and relief arrangement for key personnel.
- v. Proposed methodology for routine, preventive and breakdown maintenance of the HWU and associated equipment, including OEM / specialist support arrangement for major maintenance.
- vi. Recommended responsibility matrix for spares, consumables, tools, lifting accessories, cranes, trailers, ancillary equipment and other support services necessary for safe and efficient operation.

- vii. Proposed approach for rig-up, rig-down, Inter-Location Movement (ILM), well-control / pressure-control operations and associated site activities.
- viii. HSE management approach and compliance framework for applicable statutory and regulatory requirements, including OMR, DGMS, OISD and other applicable standards.
- ix. Clause-wise review of the tentative SOW attached as Annexure-I, indicating any suggested additions, deletions, modifications, practical constraints or industry-standard alternatives.
- x. Indicative mobilisation period and implementation plan from placement of Letter of Award / mobilisation notice up to readiness for commencement of operations.
- xi. Any other technical, operational, contractual or commercial inputs considered useful for preparation of a comprehensive and competitive tender document.

The prospective service providers may be called for a technical presentation / interaction with OIL after submission of the EOI for further discussion and clarification of their proposed methodology, capability and comments on the tentative SOW.

4.0 SELECTION / ASSESSMENT CRITERIA:

- i. Technical suitability, feasibility and completeness of the proposed O&M solution.
- ii. Proven experience and track record in Hydraulic Workover / Snubbing / Workover operations and similar O&M services.
- iii. Adequacy of proposed manpower, competency, certifications and deployment model.
- iv. Maintenance capability, technical support arrangement and readiness for breakdown / major maintenance support.
- v. Compliance with safety, environmental, statutory and regulatory requirements.
- vi. Ability to meet OIL's intended operational requirements in Assam and Arunachal Pradesh and support 24-hour operations.
- vii. Overall practicability, value for investment and usefulness of the inputs for finalisation of the tender specifications and SOW.

5.0 SUBMISSION OF EXPRESSION OF INTEREST:

Interested parties are requested to submit their EOI in electronic format and/or hard copy to the following address by the date to be notified in the published EOI:

GM-PSS (HoD)
PSS DEPARTMENT
OIL INDIA LIMITED
P.O. DULIAJAN - 786602
DIST. DIBRUGARH, ASSAM, INDIA
Email ID(s): [mostafa_skh@oilindia.in, hirakjyoti.nath@oilindia.in]
Last date for submission: [28/08/2026]

The EOI should, as a minimum, include the information and documents listed under Clause 3.0 above, along with supporting brochures, credentials and documentary evidence considered relevant by the prospective service provider.

Note: Based on the inputs received from prospective service providers, OIL may modify, refine or finalise the technical specifications, qualification criteria and Scope of Work before floating the subsequent tender. Submission of an EOI does not confer any right or preference in the subsequent tendering process.

6.0 TENTATIVE CONTRACT / OPERATIONAL FRAMEWORK:

- i. The intended duration of the proposed O&M contract is 04 (four) years, subject to finalisation in the tender document.
- ii. The HWU is proposed to be operated on a round-the-clock basis, 24 hours per day in two shifts of 12 hours each, as per the tentative SOW.
- iii. Operations are envisaged in OIL's operational areas in Assam and Arunachal Pradesh, including oil and gas wells up to 6,000 metres depth, as per the tentative SOW.

- iv. Prospective service providers shall indicate a realistic mobilisation period and key mobilisation activities required for deployment of competent manpower, tools, ancillary equipment and support services after award of contract.
- v. The final mobilisation period, contractual responsibilities, equipment responsibility matrix and performance provisions will be finalised based on EOI inputs and OIL's operational requirements.

7.0 GENERAL NOTES:

- a. All documents / brochures submitted along with the EOI shall be self-certified, clear and legible.
- b. The EOI is liable to be ignored in case of submission of misleading, false or materially incomplete information.
- c. OIL reserves the right to accept, reject or ignore any or all EOIs, in whole or in part, without assigning any reason thereof.
- d. OIL may seek clarifications, additional documents, technical presentations or meetings with any respondent for better understanding of the proposal.
- e. The tentative SOW attached with this EOI is issued for obtaining market inputs and shall not be construed as the final tender specification or contractual scope.
- f. This EOI is not an invitation to bid and does not constitute any commitment by OIL to award a contract, issue a tender or reimburse any cost incurred by a respondent in preparation or submission of the EOI.
- g. All costs associated with preparation, submission, presentation and clarification of the EOI shall be borne by the respondent.

8.0 CONFIDENTIALITY:

All information provided by OIL during the EOI process shall be used solely for the purpose of preparing the response to this EOI and shall be treated as confidential to the extent applicable. Likewise, information submitted by the respondents will be used by OIL for technical assessment, market understanding and preparation of the subsequent tender document, subject to OIL's applicable policies and procedures.

For any clarification regarding this EOI, prospective service providers may contact the designated OIL officials / email IDs to be specified at the time of issue of the EOI.

ANNEXURE-I

TENTATIVE SCOPE OF WORK (SOW)

Hiring Services for Operation & Maintenance for 01 no. Hydraulic Workover Unit (HWU) of OIL for a period of 4 years

The following Scope of Work is enclosed for review and technical comments by prospective service providers. It is tentative and may be modified / refined by OIL based on the responses received against this EOI and OIL's final operational requirements.



SCOPE OF WORK

Workover & Snubbing Operations

***Hiring Services for Operation & Maintenance for
01 no. Hydraulic Workover Unit (HWU) of OIL
for a period of 4 years.***

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1. INTRODUCTION AND DEFINITION OF WORK

1.1 INTRODUCTION

This Scope of Work (SOW) defines the requirements and responsibilities of the Contractor for the provision of manpower, operational execution, maintenance, inter-location movement, rig up, rig down, and all associated services for Hydraulic Workover and Snubbing operations in oil and gas wells of OIL India Limited (OIL) in its operational areas in the states of Assam and Arunachal Pradesh.

This document is intended to form part of the Tender or Contract package and shall be read in conjunction with the applicable Contract, Company Well Programmes, HSE Management System requirements, Oil Mines Regulations (OMR) 2017, DGMS requirements, and OISD standards. The scope covers all activities from receipt of mobilisation instruction to final site handover.

1.2 DEFINITION OF WORK

Under this contract, the Contractor shall provide man-management services for the Mobile Hydraulic Workover Unit (HWU), which shall be provided by OIL India Limited. Operations shall be carried out on a round-the-clock basis — 24 hours per day in two shifts of 12 hours each — in oil and gas wells up to a depth of 6,000 metres within OIL's oilfields located in the states of Assam and Arunachal Pradesh.

1.2.1 The Contractor shall provide cranes and trailers and shall execute Inter Location Movement (ILM) of Hydraulic Workover Unit (HWU) items, excluding the Unit and the working basket/floor, after completion of the workover job from one location to the next location within the stipulated time. OIL shall provide logistics services for inter-location movement of the HWU and the working basket/floor.

1.2.2 The Contractor shall also be responsible for all other associated works/services related to the HWU, such as rig-up, rig-down, dismantling and assembling of mud tanks, water tanks, fittings, pumps and engines, rig electrical wiring, restoration of power and water supply, and mud services.

1.2.3 The Contractor shall carry out routine, preventive, and breakdown maintenance of the HWU and its equipment.

1.2.4 Security, either in-house or through CISF, shall be provided by the Company at the worksite at its own cost. Erection and dismantling of security fencing shall be the Company's responsibility. Erection of all temporary sheds and plinth maintenance during HWU operations at the well shall also be the Company's responsibility.

1.2.5 The Contractor shall carry out all other works not specifically mentioned in the above paragraphs but relevant to HWU operations, testing, and completion of the well.

2. ABBREVIATIONS AND DEFINITIONS

Company / OIL	OIL India Limited — the oil and gas operating company owning the HWU and issuing this SOW.
Contractor	The service company engaged under this contract to provide manpower, operational, maintenance, and ancillary services.
HWU	Hydraulic Workover Unit — mobile, self-propelled — owned and supplied by OIL India Limited.
SOW	Scope of Work.
ILM	Inter-Location Movement — movement of the HWU and associated equipment between well sites.
BOP	Blowout Preventer.
PTW	Permit to Work.
JSA	Job Safety Analysis.
TBT	Toolbox Talk.
IWCF	International Well Control Forum.
IADC	International Association of Drilling Contractors.
NPT	Non-Productive Time.
P&A	Plug and Abandonment.
DWR / DDR	Daily Workover Report / Daily Drilling Report.
ERP	Emergency Response Plan.
PPE	Personal Protective Equipment.
HSE	Health, Safety, and Environment.
OISD	Oil Industry Safety Directorate.
OMR	Oil Mines Regulations 2017.
DGMS	Directorate General of Mines Safety.
CEA	Central Electricity Authority.
BCD	Bid Closing Date.

3. GENERAL OBLIGATIONS OF CONTRACTOR

Without limitation to any other obligations under the Contract, the Contractor shall, inter alia, undertake the following obligations:

1. Provide all required manpower, supervision, certified operators, tools, lifting accessories, auxiliary equipment, consumables, safety equipment, logistics, and ancillary services as defined in this SOW — excluding the HWU, its transport for ILM, wellbore fluids, spare parts, and other items listed under OIL Scope in Section 10.
2. Execute all workover and snubbing operations on a 24-hour, two-shift basis of 12 hours per shift as instructed by the OIL's Representative / Well Programme.
3. Provide cranes and trailers for all the units/equipment excluding Hydraulic Workover Unit (HWU) & the working basket/floor during ILM. Contractor shall execute Inter Location Movement (ILM) of Hydraulic Workover Unit (HWU) items, excluding the Unit and the working basket/floor, after completion of the workover job from one location to the next location within the stipulated time. OIL shall provide logistics services for inter-location movement of the Hydraulic Workover Unit and the working basket/floor.
4. During operations at any well site, the Contractor shall provide suitable cranes, trailers, lifting accessories and transportation equipment required for placement, re-placement, shifting, handling, loading, unloading or movement of any HWU ancillary equipment, tools, tanks, pumps, power packs, piping, well control equipment and other operational materials as required for safe and efficient execution of the work.
For avoidance of doubt, OIL's transport support shall be limited to Inter-Location Movement (ILM) of the Hydraulic Workover Unit (HWU) and the work basket. Any crane, trailer or transportation requirement arising during ILM, operations, rig-up, rig-down, maintenance activities, equipment repositioning or operational handling at the well site shall be the Contractor's responsibility and shall be deemed included in the Contract rates. Any support provided by OIL beyond the above shall be at OIL's sole discretion and subject to availability.
5. Prepare and submit all technical and safety documents prior to commencement —Risk Assessments, JSAs, Lifting Plans, ERP, Well Control Barrier Diagrams, and ILM plans.
6. Ensure all personnel hold valid qualifications, well-control certifications, statutory licences, and medical fitness certificates as required by applicable law and this SOW.
7. Execute all activities in accordance with approved well programmes, OMR 2017, DGMS requirements, OISD-STD-105, OISD-GDN-176, OISD-STD-154, OISD-STD-155, OISD-STD-189, API RP 54, OIL's HSE policies, as amended from time to time and engineering standards.
8. Replace any personnel deemed unfit, incompetent, or non-compliant by the OIL Representative within 10 days of instruction at no additional cost to OIL. Key personnel replacement requires prior OIL written approval.
9. Submit bio-data, qualifications, experience records, and notarised supporting documents for all deployed personnel to OIL's manpower scrutiny committee at least 30 days prior to mobilisation.
10. Comply with the Mines Act 1952, Mines Rules 1955, MVTR 1966, OMR 2017, Gazette Notification S.O.1658(E) dtd 30 June 2014 (working hours), and applicable minimum wage requirements at all times.
11. Not deploy personnel beyond excess working hours or days as per statutory guidelines.

12. Deploy one brand new factory-built ambulance with driver and all mandatory accessories per rig at all times, compliant with OMR-2017 requirements.
13. Enforce zero tolerance for alcohol consumption and unruly behaviour at the workplace.
14. Maintain good order, discipline, housekeeping, and safe working conditions at all work sites and accommodation areas and shall enforce zero tolerance towards alcohol consumption, intoxication, unsafe acts, violence, or unruly behaviour at the workplace.

4. DETAILED SCOPE OF WORK

4.1 Workover and Well Intervention Operations

The Contractor shall execute the following operations as per OIL's well programme with oil owned HWU, including but not limited to:

1. Snubbing operations under pressure — running and pulling tubulars into live wells.
2. Trip-in / trip-out operations of downhole tools including Rotovert, TCR bits, mills, packers, etc. with tubing or drill pipe
3. Working on stuck tubing / drill pipe and backing off when necessary
4. Fishing operations e.g. fishing of swabbing tools, logging tools, tubing, drill pipes, packers, piano wire, scrappers etc. using overshots, male taps (left-hand and right-hand), left-hand drill pipes, and other fishing tools
5. Recompletion of wells — with/without gas lift valves, packers, ESPs, and sucker rod pumps
6. Extension of perforation / reperforation with/without plugging back and subsequent recompletion
7. Isolation of zones — setting cement plugs, bridge plugs, packers, and repairs
8. Milling operations — bridge plugs, packers, metallic obstructions, cement retainers, and bottom-hole junk
9. Sand / cement cleaning and recompletion of wells
10. Stimulation jobs — acidization, hydro-fracturing, proppant operations (OIL to arrange specialist services; Contractor to provide rig-up support)
11. Sand control using gravel packing / screens / consolidated pack
12. Water shut-off jobs — cement squeeze, sodium orthosilicate, polymer solution, or other approved techniques
13. Drilling of cement plugs
14. Surfactant jobs and fluid diversion operations
15. Preparation, loading, and conditioning of workover fluid — brine or clay mud — as per OIL instructions (chemicals supplied by OIL)
16. Measurement and record of incoming and outgoing well fluid weight in a meticulous manner
17. Rig up and rig down of surface lines, pilot pit lines, pipe rack, catwalk, working platforms, and all ancillary equipment at site
- 18. Well Barrier Establishment and Well Securing Operations:** Prior to removal, rig-down, replacement, or any activity involving the Christmas Tree, wellhead equipment, or any pressure-containing component that may compromise well integrity, the Contractor shall establish, maintain, test, and verify the **required well barriers** as necessary for safe well control and well integrity, and as directed by the OIL Company Representative.

The Contractor shall carry out installation, retrieval, testing, and verification of subsurface well barrier devices, including but not limited to bridge plugs, tubing plugs, cement plugs, packers, mechanical plugs, wireline-set plugs, or other approved barrier devices, as required for the safe execution of Hydraulic Workover and Snubbing operations.

No Christmas Tree or pressure-containing wellhead component shall be removed, dismantled, or disconnected until the required well barriers have been successfully installed and verified. Any barrier failure, leakage, or inability to verify barrier integrity shall be immediately reported to the OIL Company Representative, and operations shall not proceed until the well is rendered safe.

Note: The above activities under Sl. No. 18 of clause 4.1 shall form part of the routine Hydraulic Workover and Snubbing operations under this Contract and shall not be construed as specialist emergency well control or blowout control services.

19. Rig up and rig down of Christmas tree, wellhead, and accessories as per well programme or as advised by OIL
20. Rig up and rig down of logging, coiled-tubing, and hydro-frac tools / surface gear of OIL or another contractor as and when required
21. Pressure testing of all surface connections and fittings to recommended limits as advised by OIL
22. Transfer of workover fluid to forward location and placement of statics / inter-tank connections / hook-ups as instructed by OIL
23. Any other well servicing tasks or well intervention jobs as directed by the OIL Company Representative.
24. Well enlivening by application of natural gas/Nitrogen/Coiled Tubing Unit along with nitrogen. [gas input gas, Nitrogen/Coiled Tubing Unit will be provided by OIL]. To collect WHTC and master samples in suitable containers during well activation operation and deposit the same at WC&I Section after completion of day's operation on daily basis.
25. Evacuation of Production Tank and loading to Bowsers [Bowser will be provided by OIL].

4.2 Routine, Preventive & Breakdown Maintenance

4.2.1 Routine Maintenance and Preventive Maintenance

The Contractor shall carry out routine and preventive maintenance of the HWU and its associated equipment, including:

1. Scheduled inspections as per OEM maintenance procedures and OIL's checklists, with proper records maintained.
2. Recording of engine running hours and periodic maintenance logs, fuel and lubricant consumption records, equipment performance monitoring, equipment condition monitoring, and preventive maintenance reporting.
3. The Contractor shall maintain records of economic consumption of diesel oil, lube oil, gear oil, hydraulic oil, and other day-to-day consumables utilized during operations and shall submit the same daily to OIL's Representative.
4. The Contractor shall check, fill up oil, start all engines at site, and keep all engines ready for operation. Diesel oil and lubricants shall be supplied by OIL.
5. Topping up and filling of lube oil, gear oil, hydraulic oil — greasing of the HWU and all ancillaries, engines, and pumps daily.
6. The Contractor shall be responsible for routine and pre-operational inspection, testing, and maintenance of all well control equipment, wellhead equipment, manifolds, control units, flow

lines, valves, vessels, safety devices, tubing strings, drill pipe strings, and associated pressure-control equipment as instructed by OIL.

7. Maintenance of all well control equipment throughout the contract period.
8. Servicing, handling, and painting of HWU and accessories as per standard oilfield practice (paint and materials supplied by OIL).
9. Calibration and functional checks of all instruments and safety devices on-site at required intervals.
10. The Contractor shall provide equipment condition monitoring, preventive maintenance reporting, troubleshooting, diagnostics, and repair recommendations for the HWU and associated equipment required for maintaining the operational readiness and reliability of the HWU and associated equipment as required by OIL.

4.3 Breakdown Maintenance

The Contractor shall carry out breakdown maintenance of the HWU and its associated equipment, including:

1. Maintenance and repair of all HWU-connected engines, compressors, well servicing pumps, water pumps, fire trailer pumps, blender units, and ancillaries.
2. Replacement of air valves, airline connections, fan belt and transmission chain adjustments, and minor site-repairable breakdown maintenance.
3. All repairs possible at site shall be carried out. For major repairs requiring OEM support, the Contractor shall provide technical advisory and supervisory support.
4. The Contractor shall provide troubleshooting, diagnostics, technical support during breakdowns, operational restoration support, failure analysis support, and repair recommendations to facilitate restoration of equipment to normal operating condition.
5. Major maintenance activities including hydraulic system overhauls, component replacements, system diagnostics, technical troubleshooting, and similar maintenance campaigns may require deployment of additional Contractor personnel beyond the routine crew strength. Such personnel and associated costs shall be provided on a separately reimbursable basis as agreed by OIL.
6. The Contractor shall provide technical support during breakdowns, operational restoration support, failure analysis support, system diagnostics, technical troubleshooting, and technical advisory and supervisory support during major maintenance activities including hydraulic system maintenance and component replacement.

4.3 Inter-Location Movement (ILM)

The Contractor shall plan and execute the inter-location movement of all Contractor-scope ancillaries, tools, consumables, and personnel. OIL shall provide transport for the HWU and working basket / floor. The ILM scope shall include:

1. ILM of all items — BOP equipment, tools, crew, consumables, support equipment, ancillaries and the ambulance, excluding the HWU & Work basket — using the Contractor's own cranes and trailers.
2. Providing all rigging and supervisory personnel, lifting plans, and rigging procedures for movement of OIL-supplied HWU and working basket using OIL's transport fleet. Placement of HWU at site in the well plinth, placement of HWU ancillaries, and equipment for snubbing operations in order at site. Necessary back up support for movement of HWU and basket and placement of HWU will be provided by transport fleet of OIL.
3. The ILM scope shall include dismantling and securing of equipment at the existing location; loading and unloading of the HWU and associated equipment; positioning, leveling, and re-commissioning of the HWU at the next location; and all pre-operational checks and load testing required prior to resuming operations.

4. ILM within 30 km shall be completed within 6 (six) days. For distance beyond 30 km, additional time shall be allowed at 1 (one) day per 30 km or part thereof. ILM within cluster locations shall be completed within 3 (three) days.
5. Any delay in ILM caused by the Contractor shall attract a 5% penalty on the ILM charge per day of delay beyond the stipulated time for that particular rig movement.
6. Safe handling of all HWU equipment during ILM. Cost of damage due to Contractor's mishandling / negligence shall be recovered from the Contractor.
7. All required leftover consumables, wellhead items, and tubulars at the completed location shall be collected, loaded, and transported to the forward location or as directed by OIL.
8. The contractor shall commence ILM operations after release of the forward location as per instruction of OIL's representative.
9. Any delay or additional cost arising from non-availability, unsuitability, or non-compliance of OIL-supplied trailers, cranes, or transport equipment shall be to OIL's account and shall not be treated as Contractor downtime.
10. In case ILM is delayed or suspended due to Force Majeure conditions, the stipulated ILM period shall be extended by the duration of such Force Majeure event. No day-rate payment shall be applicable for the extended period attributable to Force Majeure.
11. All ILM activities shall comply with OMR, DGMS requirements, OIL HSE standards, and OEM lifting and handling procedures.
12. No payment shall be made during ILM except the applicable ILM charges specified in the Contract.

4.4 Rig Up

The Contractor shall plan, supervise, and execute all rig-up activities with competent personnel. Rig up shall include:

1. Site preparation checks — wellpad stability, cellar integrity, wellhead condition, access and egress routes.
2. Spotting and positioning of the OIL-supplied HWU and all Contractor equipment at designated locations as per requirement.
3. Mast erection and guying / anchoring per manufacturer's procedure and approved lifting plan.
4. Installation of working platform, basket, access structures, handrails, staircases, and safety nets.
5. BOP stack assembly, installation, and wellhead integration — including spool pieces, spacers, adapter flanges, as applicable.
6. Connection of all hydraulic, pneumatic, and power-pack systems to the HWU — hoses, manifolds, and accumulators.
7. Installation and testing of choke and kill lines, surface piping, and all pressure-retaining connections.
8. Installation, commissioning, and testing of alternators, switchboards, motors, lighting (area, mast, bunkhouse, sheds), and overhead cabling per I.E.E. rules and Oil Mines Regulations.
9. Erection of light poles and overhead cable laying; breakdown and periodic maintenance of all electrical equipment during the operation.
10. Installation, calibration, and functional testing of all pressure gauges, safety valves, relief valves, CCTV system, gas detection systems, biometric device, and monitoring instruments.
11. Formal rig-up punch list, pressure test matrix completion, and pre-operational functional test of the HWU and all systems. The Contractor shall carry out all pre-operational checks, load testing, functional verification, and commissioning activities necessary to establish readiness of the HWU and associated systems prior to commencement of operations.

12. Written acceptance from OIL's Representative before commencement of any well operations.

4.5 Rig Down

Upon completion of all well operations, the Contractor shall:

1. Secure and isolate the well in a safe condition per approved rig-down procedure.
2. Bleed off and depressurise all pressure-containing systems.
3. Disconnect and dismantle BOP stack, choke and kill lines, wellhead spool pieces, hydraulic, pneumatic, and power connections.
4. Dismantle mast, basket, working platform, staircases, and safety structures.
5. Dismantle all electrical equipment, light fittings, poles, and cables.
6. Clean, preserve, and prepare all equipment for transport to next location.
7. Remove all waste, debris, fluids, and temporary materials from site and dispose per OIL and statutory environmental requirements.
8. Check and inform OIL of any materials left behind at the well site in the prescribed format.
9. Submit rig-down completion report and obtain written site release from OIL.

General Note on Rig-Up, Rig-Down and ILM

1. Rig-up and rig-down activities shall be performed by the operational crew . No separate dedicated rigging crew is included within the day-rate scope; should rig-move frequency or scope require mobilization of additional rigging personnel, the same shall be provided by the Contractor on a separately reimbursable basis as agreed with OIL.
2. The scope of Rig-Up, Rig-Down and Inter-Location Movement (ILM) described herein is indicative and not exhaustive and shall include all activities reasonably necessary for safe, efficient and timely relocation, installation, commissioning, dismantling and transportation of the HWU and associated equipment between locations.
3. Trailers, low-bed transporters, cranes and other heavy lifting and transportation equipment required for transportation of the OIL-supplied HWU and working basket/floor shall be provided by OIL at OIL's cost. The Contractor shall provide trained rigging and supervisory personnel, approved lifting plans, rigging procedures and coordination necessary for execution of such activities.
4. Rig-Up and Rig-Down activities shall normally be performed by the operational crew deployed under the Contract. No separate dedicated rigging crew is deemed included in the day-rate scope. In the event that the frequency, complexity or scope of rig moves necessitates deployment of additional rigging personnel beyond the normal operational crew strength, the same shall be provided by the Contractor on a separately reimbursable basis subject to prior approval of OIL.
5. All Rig-Up, Rig-Down and ILM activities shall be carried out in compliance with applicable Oil Mines Regulations (OMR), DGMS requirements, OIL HSE standards, approved lifting plans and OEM lifting, transportation and handling procedures.

4.6 Pressure Control and Well Control

1. Maintain a certified Well Control Supervisor on-site at all times during live-well operations.
2. In the event of any kick / inflow, the Contractor shall take initial control of the well immediately, inform OIL's Representative, and kill the well in consultation with OIL.
3. Test BOPs by pressure tests at least once every 21 days or as instructed by OIL. Comply with OISD-STD-174 and Mines Rules. Record all test results in the DWR.
4. Conduct pre-job well-control drills and maintain emergency well-control contingency procedures on-site at all times.
5. In the event of fire or blowout, the Contractor shall use all reasonable means to protect the well and bring the situation under control.

4.7 Associated Services

1. Maintain all OIL-supplied equipment in a tidy, cleaned, and serviced condition after each operation.
2. Crack laid-down doubles into singles on the rack and clean all tubulars with water after completion of jobs.
3. Ensure the engines are run in the most economic manner, keeping horsepower requirement vis-à-vis string weight in the hole.
4. After re-completion, divert the well to OCS / early production set-up as instructed by OIL.
5. Carry out simultaneous operations during well killing, circulation, WOC, or milling — subject to safety norms and OIL approval.
6. Submit all tally sheets, dimensional sketches, daily consumable lists, and miscellaneous spares consumed to OIL daily.
7. Prevent any pollution during operation. Resolve pollution problems (except noise) with outside parties if caused by Contractor negligence.
8. Ensure strict water management — control waste, check valves/hoses for leakages, direct effluents to the effluent pit channel.
9. Collect used / burnt lube oils separately in OIL-provided drums. Lift floating oil from effluent pits immediately.
10. Divert and engage manpower in other OIL-operated rigs as advised by OIL at short notice.
11. The Contractor shall maintain a complete and accurate tally of all tubulars, tools, and equipment run in hole or pulled out of hole, including dimensional sketches of the Bottom Hole Assembly (BHA). Tally books and formats shall be provided by OIL.
12. All tally sheets, dimensional sketches, daily consumable records, and miscellaneous spare parts consumed shall be handed over to OIL on a daily basis.
13. Upon completion of well intervention or workover operations and movement of the unit to the next location, the Contractor shall deploy one or two competent personnel, as instructed by OIL, for transfer of workover fluids between locations.
14. The Contractor shall similarly deploy one or two competent personnel to the forward location for placement of statics, inter-tank connections, hook-ups, receipt of workover fluid, and related preparatory activities without adversely affecting ongoing well operations.
15. The Contractor shall immediately report any theft, loss, or pilferage of materials occurring during operations or after completion of operations. Such reports shall be submitted within twelve (12) hours of occurrence in the format prescribed by OIL, including submission to the nearest police station with copy to OIL. Losses attributable to Contractor negligence shall be made good by the Contractor at its own cost.
16. The Contractor shall provide and maintain first-aid facilities, including stretchers and trained first-aid personnel, at all work sites.
17. OIL may provide emergency medical assistance at its hospital on a chargeable basis. Transportation of injured personnel from the accident site and any medical treatment outside OIL facilities shall remain the Contractor's responsibility.
18. The Contractor shall perform operations on a continuous twenty-four (24) hour basis utilizing two shifts of twelve (12) hours each per day, unless otherwise instructed by OIL.\
- 19. The Contractor shall arrange accommodation, boarding, lodging/accommodation, and transportation for its personnel at its own cost.**
20. Upon completion of the Contract, the Contractor shall thoroughly clean all equipment prior to handing over the same to OIL.
21. The Contractor shall clear away all rubbish, waste materials, and surplus materials from the worksite and leave the location in a clean and tidy condition upon completion of work.
22. Any other oilfield operation or associated service not specifically described herein but reasonably required for completion of the work shall be carried out by the Contractor as instructed by OIL's Representative.

4.8 Details of Electrical Services to be provided by contractor:

- i) Installation, connection and commissioning of alternator, switch board, motors, light fittings for area light, mast lighting, bunk house lighting, shed lighting etc.
- ii) Erection of poles for lights fittings and overhead cable laying.
- iii) Breakdown and periodical maintenance of all electrical equipment and light fittings etc.
- iv) Dismantling of all the electrical equipment, light, poles etc. after completion of work over operations.

Note: The installation of electrical equipment shall be done as per I.E.E. rule and Oil Mines Regulation.

5. PERSONNEL TO BE DEPLOYED BY THE CONTRACTOR

The Contractor shall deploy its employees as per the detailed list provided below for carrying out workover operations and other activities as defined under the scope of the contract.

Deployment of the crew, with the minimum numbers and pattern mentioned below, shall be mandatory for the Contractor from the commencement of workover operations until declaration of rig down. However, the Contractor shall remain fully responsible for the smooth and safe execution of all activities under the scope of the contract with deployment of at least the following minimum crew:.

Sl. No.	Key Personnel	No. on location / Shift	Working Hrs	Day Time Shift	Night Time Shift	Total Per day	Off	Allocated per Rig	Category of Work person
1	Rig Manager / Rig Superintendent	1	On Call 24 hours	-	1	1	1	2	Officer
2	Rig Supervisor / Tool Pusher	1	12 Hrs	1	-	1	1	2	Officer
3	Night Rig Supervisor / Night Tool Pusher	1	12 Hrs	-	1	1	1	2	Officer
4	HWU Operator Jack	1	12 Hrs	1	1	2	2	4	Officer
5	HWU Engineer	1	On Call 24 hours	1	-	1	1	2	Officer
6	HSE Officer	1	On Call 24 hours	1	-	1	1	2	Officer
7	HWU Electrical Supervisor	1	On Call 24 hours	1	-	1	1	2	Officer
8	Assistant Operator Jack	1	12 Hrs	1	1	2	2	4	Highly Skilled
9	Mechanic	1	12 Hrs	1	1	2	2	4	Highly Skilled
10	Electrician	1	12 Hrs	1	1	2	2	4	Highly Skilled
11	Heavy Crane Operator	1	12 Hrs	1	1	2	2	4	Highly Skilled
12	Deckhand / Floor Hand	3	12 Hrs	3	3	6	6	12	Skilled
13	Mud Attendant	1	12 Hrs	1	1	2	2	4	Skilled
14	Helper / Ground Support	2	12 Hrs	2	2	4	4	8	Semi-Skilled
15	Cleaner / Housekeeping	1	12 Hrs	1	-	1	1	2	Unskilled

TOTAL MINIMUM CREW — 24 HR OPERATION (BOTH SHIFTS)	29
TOTAL PERSONNEL ON PAYROLL	58

Important Notes on Manpower

I. Other staff shall include transport mechanics, office personnel, casual labour, etc. all in sufficient number to carry out the operations efficiently and safely.

II. CONTRACTOR SHALL BE RESPONSIBLE FOR DEPLOYMENT OF HIS PERSONNEL FOR THE CONTRACT IN COMPLIANCE WITH GUIDELINES OF MINES ACT, 1952 and all other Rules (Mines Rule, 1955, MVTR 1966) Regulation (OMR 2017) circulars and notification hereunder or any revision of these time to time without any additional cost. CONTRACTOR SHALL NOT BE ALLOWED TO DEPLOY HIS PERSONNEL BEYOND EXCESS OF WORKING HOURS/DAYS AS PER STATUTORY GUIDELINE. Working hours under the contract shall be in accordance with the Gazette Notification No S.O.1658(E) dtd 30th June, 2014.

III. CONTRACTOR SHALL ENSURE THAT PAYMENT TO PERSONNEL UNDER THE CONTRACT IS MADE IN COMPLIANCE WITH MINIMUM WAGE AS PER MINES (GYPSUM, BARYTES, ETC MINES) ACT OF GOVT AS REVISED TIME TO TIME AS PER CATEGORISATION.

IV. CONTRACTOR SHALL PAY AN ADDITIONAL ALLOWANCE OF **Rs 3000/- (RUPEES THREE THOUSAND ONLY)** PER PERSON PER MONTHS FOR UNSKILLED, SEMISKILLED, SKILLED AND HIGHLY SKILLED KEY PERSONNEL IN ADDITION TO THE MINIMUM WAGES AS PER THE MINES (GYPSUM, BARYTES etc.) RATE.

V. CONTRACTOR SHALL PROVIDE ONE NUMBER CLEANER/SWEEPER AGAINST EACH RIG TO CLEAN THEIR BUNK HOUSES, KITCHEN ROOM, PORTABLE TOILET PROVIDED BY OIL, ETC. CATEGORY OF CLEANER /SWEEPER: UNSKILLED

VI. The Rig Manager / Rig Superintendent has to be present at station all the times and should report to OGPS-W/O Deptt's office as and when asked for to receive instruction/resolving any issue on contractual obligation.

VII. Skill Training:

Title	Personnel	Initial Course Date	Frequency	Certificate Required
IWCF or IADC Well Control Certification	Rig Supervisor, Jack (HWU & Casing Jack) operators, Assistant Jack operator, HWU Engineer	To have valid Certificates before commencement date	As per IWCF/IADC certification requirements	Yes
Be conversant with COMPANY's Well Control and Blowout Prevention Policy and Procedures.	Rig Supervisor, Jack operator, Assistant Jack operator, HWU Engineer, HWU Electrical supervisor	Before commencement date		

Title	Personnel	Initial Course Date	Frequency	Certificate Required
Electrical Certification for working in mine	HWU Electrical supervisor, HWU Electrician	To have valid Certificates before commencement	As per certification requirements	Yes
Theoretical Contractor Courses appropriate to position	All	Before Commencement Date		
Rigging/Slinging Safety	Deck co-ordinator	Before Commencement Date		
Crane operations Safety course	All crane operators	Before Commencement Date	3 yearly	

VIII. Safety Training

Contractor's Personnel shall as a minimum have undertaken the following training:

Title	Personnel	Initial Course Date	Frequency	Certificate Required
Advance Firefighting Course	All personnel	Before Commencement Date	3 yearly	Yes
Emergency Response	30 % of Site Personnel	Before Commencement Date	3 yearly	Yes
Rig Floor Safety	All Drilling Crew	Before Commencement Date	Once	-
Use of Breathing sets	Rig Supervisor, Jack operator, Assistant Jack operator, HWU Engineer, Safety Officer	Before Commencement Date	Annually	Yes
First Aid (St. John's)	2 person per shift	Before Commencement Date	3 yearly	-

- IX. The Proforma for undertaking from the entire contractor's key personnel (as per **Annexure V**- Sample format attached) should be forwarded with their signature in presence of two-witnesses, prior to mobilization.
- X. The age limit of the key personnel, except the Tool Pusher and Tour Pusher should not be more than 50 years (documentary evidence to this effect should be submitted).

However, OIL reserves the right to accept the personnel of above 50 years with good health conditions.

- XI. The personnel deployed by the contractor should comply with all the safety norms applicable during operation.
- XII. Medical Fitness:
 - a. The Contractor shall ensure that all of the Contractor Personnel shall have had a full medical examination in the empanelled hospitals of Oil India Limited or government hospitals prior to commencement of the operation.
 - b. The reports need to be vetted by OIL doctor prior to commencement of operation.
 - c. A qualified and registered doctor shall conduct all such medical examinations in accordance with accepted medical standards.
- XIII. Training Courses:
 - a. The Contractor shall ensure that all of the Contractor Personnel performing services hereunder shall have attended all safety and operational training courses such as mines vocational training etc. required by applicable law and as is generally consistent with international petroleum industry practice and/or as otherwise required by the Company.
 - b. The Contractor shall, if requested, forthwith produce valid and current certificates of completion or attendance for the Company's inspection.
 - c. At least two personnel in each shift, deployed by Contractor, should be First Aid trained by St. John's.
- XIV. Relevant Key Personnel should be well versed in firefighting, H2S awareness and use of SCBA, BOP control (and should have valid well control certificate throughout the contract tenure), gas testing etc. The appropriate certificates to this effect, issued by ONGCL / OIL or any other organization, also should be submitted prior to mobilization.

NOTE: In case, the mentioned training course for contractor's personnel is/ can be arranged by OIL, the contractor will be charged accordingly.
- XV. While recruiting the personnel for execution of the contract, Contractor to give preference to the workers who have experience in working similar type of contracts in OIL and from the surrounding areas of OIL operational areas.
- XVI. Contractor may deploy additional manpower depending upon requirement of Workover operation.
- XVII. On/off duty details of rig and associated service personnel should be indicated.
- XVIII. Employment of personnel other than key personnel shall be at the discretion of the contractor to run all operations at well site and camp successfully.
- XIX. The Contractor shall forward the list of personnel deployed in each Rig to OIL's manpower scrutiny committee along with bio-data / qualification/ experience / track record of the personnel prior to mobilization of the Rigs with all supporting documents minimum 30 days prior to end of mobilisation period as per LOA. All the supporting documents submitted should be notarised. OIL shall not be responsible for any loss/ non-receipt of Bio-data.
- XX. Any additional manpower deployed by the contractor shall be at the expense of the Contractor.

- XXI. The contractor shall be responsible for arranging relief of personnel during vacation, statutory off days, sickness, etc., entirely at their cost. However, the relief personnel also must have the qualifications and experience as indicated above. Contractor shall submit the bio-data/ qualification/ experience/ track record of the relief personnel along with recent photographs for OIL's scrutiny. The contractor will have to obtain prior approval from the company for the relief personnel of the contractor.
- XXII. Company reserves the right to instruct for the removal of any Contractor's personnel who in the opinion of Company is technically not competent or not rendering the services faithfully, or due to other reasons. The replacement of such personnel will also be fully at cost of the Contractor and the Contractor shall have to replace this/these personnel within Ten (10) days of such instruction. The replacement personnel must have the requisite qualification and experience as indicated in the contract and their credentials along with recent photographs must be submitted to Company for Verification/Identification prior to their engagement,
- XXIII. Safety Aspects in functional training of contractor personnel should be as per OISD-STD-154 (Safety Aspects in Functional Training).
- XXIV. Functional training requirements intended to develop the skills for performance of jobs in the respective areas are the sole responsibility of the contractor, and a detailed training matrix is to be developed for the whole contract period so that overall development is addressed
- XXV. Health, Safety and environment training for contractor personnel should be in line with OISD-GDN-176.
- XXVI. Emphasis for acceptance of personnel shall be on the job performance & output. At Company's own discretion, may accept a person relatively under qualified & less experience based on his performance and output.
- XXVII. Action shall be taken for the consumption of alcoholic beverages at the workplace or working in inebriated condition and unruly behaviour with co-worker.
- XXVIII. The Contractor shall not engage minor laborer below eighteen (18) years of age under any circumstances.
- XXIX. The service provider must comply with all the labour codes, OISD standards, Mine regulations, environmental laws, etc and implement if any changes are made during the tenure of the contract.

5.1 DETAILED EXPERIENCE AND QUALIFICATION OF KEY PERSONNEL

5.1.1 Rig manager/Rig Superintendent

- i) Qualification and experience:

(a) Graduate Engineer having minimum 14(Fourteen) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 7 years in snubbing and 2 (two) years as Rig Manager / Rig Superintendent as on original Bid Closing Date (BCD).

OR

(b) 3 (three) Years Diploma in Engineering having Minimum 17 (Seventeen) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 10 years in snubbing and 3 (three) years as Rig Manager / Rig Superintendent as on original Bid Closing Date (BCD).

- ii) Must possess valid well-control certificate IWCF rotary drilling (Supervisory Level) and should be conversant with well control methods to take independent decisions in case of well emergencies.

5.1.2 Rig Supervisor / TOOLPUSHER

- i) Qualification and experience:

Graduate Engineer having minimum 12(Twelve) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 5 years in snubbing and 4 (four) years as Rig Supervisor / TOOLPUSHER as on original Bid Closing Date (BCD)

OR

(b) 3 (three) Years Diploma in Engineering having Minimum 15 (Fifteen) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 7 years in snubbing and 5 (Five) years as Rig Supervisor / TOOLPUSHER as on original Bid Closing Date (BCD)

- ii) Must possess valid well-control certificate IWCF rotary drilling (Supervisory Level) and should be conversant with well control methods to take independent decisions in case of well emergencies.

5.1.3 Night Rig Supervisor / Night TOOLPUSHER

- iii) Qualification and experience:

Graduate Engineer having minimum 10(Ten) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 5 years in snubbing and 2 (two) years as Night Rig Supervisor / Night TOOLPUSHER as on original Bid Closing Date (BCD)-

OR

(b) 3 (three) Years Diploma in Engineering having Minimum 13 (Thirteen) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 7 years in snubbing and 3 (Three) years as Rig Supervisor / TOOLPUSHER as on original Bid Closing Date (BCD).

- iv) Must possess valid well-control certificate IWCF rotary drilling (Supervisory Level) and should be conversant with well control methods to take independent decisions in case of well emergencies.

5.1.4 HWU Jack Operator

- i) Qualification and experience:

Graduate Engineer having minimum 7 (Seven) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 5 years in snubbing and 3 (three) years as HWU Jack Operator as on original Bid Closing Date (BCD)-

OR

(b) 3 (three) Years Diploma in Engineering having Minimum 9 (Nine) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 7 years in snubbing and 5 (Five) years as HWU Jack Operator as on original Bid Closing Date (BCD)

- ii) Must possess valid well-control certificate IWCF rotary drilling (Supervisory Level) and should be conversant with well control methods to take independent decisions in case of well emergencies.

5.1.5 HWU Engineer

i) Qualification and experience:
Graduate Engineer having minimum 10 (Years) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 7 years in snubbing HWU Engineer as on original Bid Closing Date (BCD)

5.1.6 HSE Officer

- a) Should be Graduate in engineering/B.Sc / Diploma in safety / Fire Engineering after completion of Class HS (10+2) or equivalent and having valid NEBOSH certification with minimum 4 (Four) years experience in snubbing / Drilling / Work-over wells as HSE officer as on original Bid Closing Date (BCD).

OR

- b) Class HS (10+2) or equivalent and having valid NEBOSH certification with minimum 6 (Six) years' experience in Snubbing/Drilling/Work-over wells as HSE officer as on original Bid Closing Date (BCD)

Job Description:

Duties & responsibilities include safety during workover site preparation, rig up, rig down & rig movement, raising & lowering HWU, rig floor operations like making & lowering BHA, cementing job, tripping in /tripping out tubular, safety meeting during crew change, pre job safety meetings, routine inspections, preparation of job specific SOP in local language, ERP (Emergency Response Plan), Risk Register, preparation of Job Safety Analysis, Permit to Work systems, investigation & analysis of accidents, incidents & near miss. To follow all DGMS, OISD & MoEF guidelines and submit return at specified intervals.

- a) Responsible for designating 'Safe Briefing Area' and advising all personnel of the 'current' safe briefing area.
- b) Responsible for issuing safety equipment to all personnel arriving at rig and ascertain that all personnel use and maintain this equipment properly.
- c) Responsible for designating the location entrance and exit.

5.1.7 HWU Electrical Supervisor

The minimum qualification and experience of electrical supervisor should be as under:

- i) Shall have Degree or Diploma in Electrical Engineering from a recognized institute or university.
- ii) Shall have minimum 5 yrs. (for Degree) or 7 years (for Diploma) of experience in Snubbing/workover/drilling rigs. He should be confident in

independently carrying out the fault-finding analysis, rectification of fault, operation and maintenance of all the electrical items of workover rig.

- iii) Must possess valid Electrical Supervisor's Certificate of Competency (with authorization for Parts -1,2,3,4&8) issued by State Licensing Board. [Ref: CEA (Measures relating to safety and electric supply) Regulations, 2023; regulation no. 3, 6, 7, 8, 31&117 and Oil Mines Regulations,2017; regulation no.114]

Job Responsibility:

Electrical Supervisor shall be responsible for supervising all the electrical works related to operation and maintenance of the HWU. He is responsible for all electrical jobs to be carried out during rig up, HWU operation and Rig down .

- He shall look for healthiness of all the Electrical Equipment at site, carry out schedule maintenance jobs. He shall be responsible for measurement and record of Earth Resistance and Insulation Resistance of all Electrical Items.
- He shall monitor the operation of the Generators and record operational parameters of Generators.
- He shall supervise installation & commissioning of new / additional electrical equipment gadgets
- He shall have to carry out routine day-to-day maintenance and keeping of all maintenance records.

5.1.8 Assistant Jack Operator

- i) Qualification and experience:

Graduate Engineer having minimum 6 (Six) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 4 years in snubbing and 1 (one) years as HWU Jack Operator as on original Bid Closing Date (BCD)

OR

(b) 3 (three) Years Diploma in Engineering having Minimum 8 (eight) years' experience in Snubbing/workover/Drilling operation in oil/gas wells out of which at least 6 years in snubbing and 4 (Four) years as HWU Jack Operator as on original Bid Closing Date (BCD)

- ii) Must possess valid well-control certificate IWCF rotary drilling (Driller Level) and should be conversant with well control methods to take independent decisions in case of well emergencies.
- iii) Should have knowledge and be efficient for operating the well servicing/kill pump

5.1.9 Mechanic

- (i) Qualification and experience:

- (a) Diploma in Mechanical/Automobile Engg/ Equivalent experience with minimum 5 (Five)years related experience in Snubbing/Drilling/Work-over wells, out of which at least (three) year as Asstt. Mechanic as on original Bid Closing Date (BCD)

OR

- (b) ITI Diesel Mechanic /Fitter /Motor Mechanic/Equivalent experience with minimum 8 (Eight) years related experience in Drilling/Work-over wells, out of which at least 5 years as Asstt. Mechanic as on original Bid Closing Date (BCD)

(ii) He should be able to detect the cause of breakdown of HWU unit engines, pump and other engines at well site and rectify the problems.

(i) Job Responsibility:

HWU Mechanic shall be responsible for operation, preventive maintenance and repair of all engines connected to HWU including Air Compressors, well servicing pump, water pump, Fire trailer Pump, Blender Unit etc. as per instruction of Company representative (Workover-TS). Preventive maintenance shall be carried out as per check list provide by Company representative (Workover-TS) and proper record shall be maintained. In addition to the above jobs, he will have to carry out minor maintenance jobs of all equipment of working basket/floor. The incumbent should be conversant with Safe Operating Procedures and oilfield related Safety & Environmental practices.

- He shall maintain record of running hours for periodic maintenance of engines and log sheets for engine performance monitoring. Use of proper personal protective equipment while at work shall be mandatory for him and must possess valid MVT certificate knowledge of firefighting at well site.

5.1.10 Electrician

Qualification and experience

(a) Diploma in Electrical Engg with minimum 3 (three) years related experience in Snubbing/Drilling/Work-over wells as on original Bid Closing Date (BCD).

OR

(b) ITI in Electrical with minimum 6(six) years related experience in Drilling/Work-over wells as on original Bid Closing Date (BCD).

(c) Must possess valid electrical workman permit (Part I & II) issued by Assam Licensing Board, Govt of Assam as on original Bid Closing Date (BCD).

(d) Should have knowledge on use of tools and instrument such as Avometer, megor etc. Should have knowledge about hazardous area and equipment used in hazardous area.

(ii) Job Responsibility: Electrician shall be responsible for carrying out all the electrical works related to operation and maintenance of the HWU. He is responsible for all electrical jobs to be carried out during rig up, HWU operation and Rig down .

- He shall look for healthiness of all the Electrical Equipment at site, carry out schedule maintenance jobs.
- He shall be responsible for measurement and record of Earth Resistance and Insulation Resistance of all Electrical Items.
- He shall monitor the operation of the Generators and record operational parameters of Generators.

- He shall have to carry out routine day-to-day maintenance and keeping of all maintenance records.

5.1.11 Heavy Crane Operator

Should be provided along with the Crane. The crane operator should have a minimum of 4 (Four) years work experience in operating a heavy crane and possess license for driving heavy motor vehicle.

On top of the experience of the personnel as listed above, they all should be conversant with BOP drill/Fire drill as per standard oilfield practice.

5.1.12 Deckhand

i) Qualification and experience:

- (a) Class HS (10+2) /ITI/ Equivalent qualification with minimum 4 (four) years' experience in Snubbing/Drilling/Work-over wells, out of which at least two years as Deckhand as on original Bid Closing Date (BCD).

OR

- (a) Class X / Equivalent qualification with minimum 6 (Six) years' experience in Snubbing/Drilling/Work-over wells, out of which at least three years as Deckhand as on original Bid Closing Date (BCD).

OR

- (b) Class VIII/equivalent with minimum 8 (eight) years' experience in Snubbing/Drilling/Work-over wells, out of which at least four years as Deckhand as on original Bid Closing Date (BCD).

(ii) The deckhand to carry out all operation at the deck and as instructed by seniors. Also senior most deckhand to assist the helpers on the ground as required or instructed by seniors.

5.1.13 Mud Attendant

i) Qualification and experience

- (a) B.Sc in Chemistry with minimum 4(Four) years experiences of handling mud system in Snubbing/Drilling/Work-over wells as on original Bid Closing Date (BCD).

(ii) Job Responsibility:

- To maintain parameters of Workover Well-Fluid as per Workover Program.
- To test all required parameters as specified at least once per shift.
- To measure important parameters of Well Intervention Well-fluid viz density, viscosity
- To monitor and ensure chemical treatment required for proper maintenance of parameters .
- To monitor critically loss or gain of Well-fluid/solution or any other
 - unusual changes in the Well-bore circulatory system.
- To maintain all adequate stock of Kill fluid as required.

- To measure and record cement slurry weight and viscosity during cementation
- To prepare Trip-sheets.
- Any other job assigned by the Jack Operator/Toolpusher/Night tool pusher / Rig Manager.

5.1.14 Helper / Ground support

i) Qualification and experience

a) Class X with minimum 3(three) years' experience in Snubbing/Drilling/Work-over wells, out of which at least 2(Two) year as Rig Man as on original Bid Closing Date (BCD).

OR

(a) Class VIII with minimum 4 years' experience in Snubbing/Drilling/Work-over wells, out of which at least 3 (Three) years as Rig Man as on original Bid Closing Date (BCD)

5.1.15 Cleaner

- (i) Job Responsibility: Ensure cleanliness of Bunk Houses, Kitchen Room, Toilets etc.
- (ii) Maintain Housekeeping: Ensure facility upkeep, manage site hygiene, oversee environmental services.

Notes to Clause 5.1:

- i) The experiences & qualifications are not exhaustive; however, company may reject or accept a person without assigning any reason.
- ii) If any vacancy arises during running of the contract at Company's own discretion, contractor can fill up the vacancy by promoting the one step lower rank person .
- iii) Multi skill jobs have to be performed by the Contractor`s personnel.

6. EQUIPMENT, FACILITIES & SPECIAL REQUIREMENTS

The table below summarises equipment and services to be provided by the Contractor and by OIL India Limited respectively:

6.1 Biometric Attendance Device: The daily attendance of crewpersons to be recorded in Biometric device with online internet connection at well-sites. The system should acknowledge physiological features such as thumb-impression/ face-detection etc to register the attendance. Monthly attendance sheet should be submitted along with the SES.

6.2 Brand new factory build ambulance: Contractor shall have to mobilise 1(one) brand new factory build ambulance with dedicated driver for deployment at well site against each Rig round the clock to meet any emergency situation with all mandatory accessories like stretchers, oxygen cylinders, first aid facilities, etc. The Ambulance facility should comply OMR-2017 requirement.

Note: Any changes in OISD-STD-189 which is under revision shall also to be complied in future.

6.3 CCTV System: A CCTV system comprising of minimum 6 Nos. of camera with suitable UPS (minimum 2 hours battery backup) and associated system along with recording facility shall be installed. The system suitable for oil and gas field (Hydrocarbon) for safety, security and monitoring operation of Rig floor area, monkey board, main entrance gate area and at two other suitable locations as per discussion with OIL representative at the time of Rig deployment. Camera / Camera housing should be Flame proof and PESO certificate should be provided for the same. Minimum 2 MP resolution IP66 rated camera/camera enclosure shall be used with night view capability (IR night vision), defogger etc. Recording unit shall be kept inside a key lockable CCTV cabinet of the Bunk house. The offered storage system shall provide sufficient storage for a minimum period of 90 days @ Full Resolution and highest video quality of camera @ 25/30FPS or better for all the cameras in each location using necessary compression technique. The video shall be compressed using H.265 or better compression technique and have capability to stream over the IP network. Two monitor (s) to be installed, one in the office of OIL representative (Bunk House) and other in the office of Contractor's Rig In charge (Bunk house) at the rig site. The entire operation area is to be kept under effective CCTV surveillance to monitor all operations closely. If any abnormality is observed, OIL Installation Manager should be informed, and video footage recording should be handed over to OIL.

Note:

i. The CCTV cameras should comply with the Essential Requirements (ERs) for Security of CCTV prescribed by MeitY to ensure the security of the CCTV systems, as per the Appendix-A (The Gazette of India no. CG-DL-E-08032024-252738 dtd. 6th March 2024 of MeitY), as amended from time to time. The security testing report for CCTV to be issued by Standardization Testing and Quality Certification (STQC) Laboratory or any other agency notified by MeitY from time to time. The validity of the test report issued by STQC Lab will be three years from the date of issue of the report.

ii. The installed CCTV system shall have two levels of user IDs:

Administrator User: Shall have full control and configuration rights of the CCTV system. The Administrator password shall be kept exclusively with the OIL Installation Manager and his/her authorized personnel.

Guest User: Shall have monitoring/view-only access without limited control privileges. The CCTV system shall normally be operated using the Guest User ID, and access through the Administrator User ID shall be restricted to authorized personnel only.

6.4 Breath Analyser: Three (03) Nos. of breath analyser of 300 bar need to be provided (Liquid filled type)

6.5 Portable Gas Detectors: Three nos. ATEX/IECEX/PESO certified portable Multi-gas detector capable of determining/ monitoring level of combustible gases in air should be made available at site. The gas detector should be able to detect concentration of H₂S, O₂ & CO also. Calibration kit with valid calibration gas cylinder should be available for time-to-time maintenance & calibration (every six months interval) of the Portable Gas Detectors. A record of monitoring / detection by portable spot gas detection system on hourly basis (or shorter interval as decided by OIL) shall be kept in a register kept for the purpose and shall be signed and dated by the person making the measurement.

6.6 Online Gas detection system (ATEX/IECEX/PESO certified components as per place of installation) for continuous monitoring of at least three different locations defined by Mines/ Installation manager based on type of operation and provide a common alarm (ATEX/IECEX/PESO certified minimum IP65 rated hooter & flasher)

at the rig floor. The measured readings shall be stored in a noneditable electronic form in the system for a minimum period of 30 days. The online gas monitoring system should have capability of detecting multi gases (Methane, Carbon Monoxide, Hydrogen Sulphide). ATEX/IECEX/PESO certified minimum IP65 rated sensors shall be used for Online Gas detection system. Calibration kit with valid calibration gas cylinder should be available for time-to-time maintenance & calibration (every six months interval) of the Gas Detection System.

- 6.7 **40 Ton Crane - 01(one) No.:** Diesel Hydraulic, Truck mounted, and Telescoping Boom mobile crane of 40 Tonne minimum capacity is to be made available at all times at well site for each Rig operations.
- 6.8 It is the responsibility of the Contractor to provide required Personal Protective Equipment (PPE) and gadgets to its employees deployed at Rig site. This should comply with OISD-STD-155 (Part-I & Part-II)
- 6.9 It is the responsibility of the Contractor to provide life cover of minimum 1 crore for each officer level employee and minimum 50 lakhs for all other regular employee working inside the premises of the mine (Including cook, ambulance driver, crane helper) if employed by the service provider.
- 6.10 **Paint and surface treatment consumables:** Contractor shall be responsible for cleaning and painting HWU equipment when required as per standard oilfield practice and as per OIL colour code policy.
- 6.11 **Computer with Laser Printer & Stationary:** A brand new computer with Laser Printer and stationery related to computer & Printer shall be provided by the contractor.
- 6.12 **Internet connection (dongle)** which will be in addition to OIL's internet facilities

Note: All Contractor-supplied equipment shall have valid inspection, pressure test, and calibration certificates. CCTV, gas detection, and biometric systems shall comply with MeitY, PESO, and OMR-2017 requirements respectively.

6.13 SAFETY:

1. Contractor shall take all necessary measures to protect the personnel, work and facilities and shall observe all safety rules and instructions.
 2. Contractor shall issue PPE and dungarees regularly to contractor's personnel and a register shall be maintained at well site with endorsement by employee and indicating date of issue/ replacement etc.
- (i) The Minimum PPE schedule to be followed for the personnel employed under the contract but excluding the unskilled and additional manpower as follows:

Sl No	PPE	Quantity per person	Periodicity
1	Safety Helmet (DGMS approved)	01 No	03 Year
2	Raincoat	01 No	01 year
3	Safety Boot	02 Pair	01 year
4	Leather hand gloves	01 pair at time	As and when required
5	Overall	02 (One half sleeve & one full sleeve)	01 year

6	Other PPE Other PPE- Electrical safety shoe for electrician, chemical handgloves for mud attendant, safety glass for all personnel etc. also any other PPE required as per job	As required	As and when required
7	Safety Belt	As required	As and when required

ii) However, when a PPE is damaged during its legitimate use, it shall be immediately replaced free of cost by the contractor.

(iii) The above is the minimum requirement, however depending upon the risk, suitable protective equipment including respiratory protective equipment, eye protectors, ear protection gloves and aprons should be given.

(iv) Contractor shall maintain a sufficient stock of PPE in order to ensure immediate supply as and when need for the same arises during the period of the contract.

(v) In the event of the contractor failure to adhere in providing the minimum PPE requirements of the personnel as set out in Clause under schedule of rates and payment, penalty on the Contractor shall be levied at the rate equivalent to 3% of ODR per person per day.

(vi) For unskilled and additional manpower following PPE schedule to be followed:

Sl No	PPE	Quantity per person	Periodicity
1	Safety Helmet(DGMS approved)	01 No	03 Year
2	Safety Boot	01 Pair	01 year
3	Overall	02 (One half sleeve & one full sleeve)	01 years
4	Leather hand gloves	01 pair at time	As and when required
5	Other PPE	As required	As and when required

7. RESPONSIBILITIES/OBLIGATIONS OF CONTRACTOR:

7.1 In the event of any fire or blowout, contractor shall use all reasonable means at their disposal to protect the well/ hole and bring the said fire or blowout under control.

- 7.2 Adverse Weather - Contractor, in consultation with company shall decide when, in the face of impending adverse weather conditions, to institute precautionary measures in order to safeguard the well, the well equipment, the Hydraulic Work-over unit and personnel to the fullest possible extent. Contractor and company shall each ensure that their representatives for the time being at well site will not act unreasonably in the exercise of the clause.
- 7.3 The contractor shall be responsible to report to company and evidences if identified which may indicate or is likely to lead to an abnormal or dangerous situation at the earliest opportunity, and immediately take the first emergency control steps.
- 7.4 In the event of difficulty which precludes either testing ahead under reasonable condition or performance of any other operation planned for a well, contractor may suspend the work in progress and shall immediately notify company and in the meantime exercise all reasonable efforts to overcome the difficulty, ensuring the safety of the well operation, personnel and equipment.
- 7.5 Amendments of Work-over and completion programme - Contractor shall be responsible to carry out normal round-tripping, completion, abandonment (if any) and all other associated operations including but not limited to rig down, assist in rig move etc. in accordance with the well policy which may be amended from time to time by reasonable modification as company deems fit and in consultation with contractor.
- 7.6 Contractor's Independent status - It is expressly understood that contractor is an independent contractor and that neither it nor its employees and its subcontractors are employees or agents of company provided, however, company is authorized to designate its representative, who shall at all time have access to the Hydraulic Work-over unit related equipment and materials and all records, for the purposes of observing, inspecting and designating the work to be performed here under by contractor. The contractor may treat company's Representative for the time being at well site as in charge of OIL. The company Representative may, amongst other duties, observe, test, check and control implementation of mud and testing programmes, equipment and stock, examine cuttings, inspect work performed by contractor or examine records kept at well site by contractor.
- 7.7 Records to be kept by contractor - contractor shall be responsible to keep and furnish to company an accurate record of the jobs performed on the daily Work-over report form. A legible copy of said form in duplicate signed by both contractor's and company's representative shall be furnished by contractor to company.
- 7.8 Confidentiality of information - All information obtained by contractor in the conduct of operations here under, including but not limited to, depth, formations penetrated, testing, surveying etc. shall be considered confidential and shall not be divulged by contractor or its employees to anyone other than Company's Representative. This obligation of contractor shall be in force even after the termination of the contract.
- 7.9 Contractor shall be responsible to carry out maintenance of the Hydraulic work-over unit & company's other items at well site excepting for those items which contractor is not qualified to do so, or cannot maintain or repair, with its normal complement of personnel and equipment.
- 7.10 Contractor shall be responsible to arrange and provide extra labour in exceptional or in emergency situation that may arise especially at the time of rig move /abnormal well condition with prior approval of the Company wherein Company agrees to reimburse costs for the same.

8. RECORDS, REPORTS, INSPECTION:

The contractor shall, permit the company and its authorized employees and representatives to inspect all work performed and to witness and check all measurements and tests made in connection with the said work during the entire period of the contract. The contractor shall be responsible to keep an authentic, accurate history and logs including Maintenance Records (as per OIL's advice), Safety Records, Applicable Statutory Records of each well including major items consumed and received on rig, which shall be open at all reasonable times for inspection by the company and its authorized employees and representatives. The contractor shall be responsible to provide the company designated representatives with a daily written report, on form prescribed by the company showing details of operations during the preceding 24 (twenty-four) hours and any other information related to the said well requested by the company whenever so requested. The contractor shall not, without company's written consent allow any third person(s) access to the said well or given out to any third person information in connection therewith.

9. WATER MANAGEMENT:

9.1 Strict control has to be made on the use of water. Wastage of water increases the effluent volume in the pit and may aggravate pollution problems.

9.2 The valves, glands, hoses etc. are to be checked for any leakages and the same is to be arrested if possible without delay, failing which contractor must inform immediately to Company's (OIL) representative for rectification

9.3 It has to be ensured that effluents from all the sources are directed towards the channel leading to the effluent pit.

9.4 Arrangements have to be made for pumping effluents into the nearest dry pit in case of emergency.

10. EFFLUENT PIT BUNDS:

- 10.1 Regular checks are to be made to ensure that there are no leakages /seepages /overflow of effluents from the pit into the surrounding areas.
- 10.2 The bunds/walls of the effluent pit are to be checked for any breaches/ integrity during the operation. Vulnerable condition (if any) has to be informed to Company's representative for immediate attention and repair as necessary.

11. COLLECTION OF USED/BURNT LUBE OIL:

- 11.1 The used lube oils are to be collected separately in drums provided by OIL for the purpose.
- 11.2 Floating burnt oil, if any, in the effluent pit has to be lifted and collected into drums immediately. All the necessary help for these jobs may be sought from the concerned department.

12. PREVENTION OF FIRE AND BLOW-OUTS:

- 12.1 Contractor shall be responsible to maintain well control equipment in good condition throughout the periods and shall take all possible steps to control and prevent fire and blowouts to protect the hole, Rig/Rig equipment and personnel working in the well site. The Contractor should be responsible for taking all

preventive and corrective measures for initial control of kick, inflow, fire and blowouts. After recognition of kick/ inflow, initial control of well to be taken up immediately and Contractor will inform the Company's Representative about the well condition and finally well will be controlled/ killed in consultation with the Company's Representative.

- 12.2 Contractor shall be responsible to test the BOPs by making pressure tests at least once in every 21 days or at such time as instructed by the Company representative. However, the testing procedure and frequency must comply with the Mines Rule. Contractor shall record the results of all such tests in the daily drilling report.
- 12.3 Contractor shall be responsible for performing testing of well control equipment as per OISD STD 174. Contractor shall record the results of tests in the daily progress report).

13. HSE REQUIREMENTS

13.1 HSE Management Plan

The Contractor shall prepare and implement a site-specific HSE Management Plan aligned with OIL's HSE Management System and OISD-GDN-176. The HSE Management Plan shall be submitted for OIL review and approval not less than 7 days prior to mobilisation.

13.2 GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS:

1. The Contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely: the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance of all HSE laws by the sub-contractors. It will be the responsibility of the Contractor/his supervisor/representative to ensure strict adherence to all HSE measures and statutory Rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by representative of OIL.
2. Contractor's arrangements for health and safety management shall be consistent with those for the company (OIL).
3. A Contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's Act or omissions at work.
4. The Contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment, they will handle and must take full responsibility for their safety
5. Every person deployed by the Contractor must use appropriate PPEs (Personal Protective Equipment) to be provided by the Contractor. The Contractor shall provide Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company's PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness, Fall Prevention Devices (FPD) shall conform to relevant IS codes. Necessary supportive document shall have to be available at site as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may request to the Company (OIL) for providing the same. In case of exigency OIL will provide the safety items if available. However, in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole

responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. Contractor employees should be trained in the proper use and maintenance of PPE. In absence of appropriate PPEs, the representative of OIL has the right to stop the work which will be binding for the Contractor. Moreover, the accountability towards any delay in work/ penalty due non-adherence to PPE shall be binding to the Contractor.

6. The Contractor should frame a mutually agreed bridging document between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.
7. The Contractor has to keep a register of the persons employed by him/her. The Contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.
8. Soft copy of the Standard Operating Procedures (SOPs) related to scope of work shall be handed over to the representative of OIL by Contractor including an assessment of risk, wherever possible and safe methods to deal with it/them. Printout of copy (spiral binding) of the SOP mentioned above is to be kept with all working teams at all times. The SOP clearly stating the risk arising to men, machineries & material from the mining operation / other operations to be done by the Contractor and how it is to be managed. However, in case of any doubts, the Contractor shall reconfirm the same from the Engineer In Charge (OIL).
9. Contractor has to ensure that all work is carried out in accordance with the Statute and the SOP for the job. For the purpose, he may deploy adequate qualified and competent personnel for carrying out the job in a safe manner. The work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.
10. In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (JSA) shall be carried out before commencement of the work.
11. Necessary cold and hot work permits including excavation clearance and permission for working at height, Confined Space Entry as applicable are to be obtained by the competent person of the Contractor from the site representative of OIL before start of the job(s). Work Permit System should be inline as per guidelines issued by HSE Department.
12. The Contractor's personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor. If the Company (OIL) arranges any safety awareness program / training for the working personnel at site (company employee, Contractor worker, etc.) the Contractor will not have any objection to any such training.
13. After receipt of the work order the Contractor shall have to submit authorized list of Contract Personnel, who will be engaged for the jobs including name of the Contractor's competent persons and every contact details. No person shall be engaged in any job in a mine unless his competency has been assessed and approved by the OIL Engineer In Charge.
14. The Contractor shall not engage minor laborer below eighteen (18) years of age under any circumstances.

15. The Contractor should prevent the frequent change of his deployed employees as far as practicable. The Contractor shall not employ or terminate his worker without the knowledge of the OIL engineer in charge. However, if OIL Engineer In Charge found any person not appropriate with respect to the job, the Contractor has to remove the person and replace a suitable person within the timeline as per the terms of the Contract.
16. OIL will communicate all information to the Contractor or his authorized representative only.
17. The Contractor shall have to report all incidents including near miss to the representative of OIL who shall be supervising the Contractor's work.
18. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the Contractor only.
19. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor and their medical treatment/ facilities in case of accidents should be provided by the same Contractor. The Contractor's personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor facilities in case of accidents should be provided by the same Contractor. The Contractor's personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor.
20. Contractor shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Disposal of solid wastes generated by the Contractor shall be in accordance with the company's Procedure for Solid Waste Management. The Contractor Personnel have to take every possible care to keep the environment clean and free from pollution.
21. The Contractor have to ensure the quality and reliability of all the tools, equipment and instruments they use. The supporting documents relevant to prove the above should be submitted. Defective tools shall be immediately removed.
22. Contractor's Supervisor/ Contractor's personnel needs to be aware about the site specific emergency response plan (which includes display of emergency contact nos., establish telephone communication, layout of working area, use of fire extinguisher, emergency exit, assembly point).
23. All Lifting equipment of the Contractor like Crane etc. shall have to be duly calibrated. Calibration Certificate of this equipment shall have to be submitted to the representatives of OIL and a copy of the same to be made available at site.
24. Necessary sign-board / warning signals like caution, "hot work" in progress, emergency telephone numbers, no entry without permission etc. should be used while working on tanks. The said signals / sign-boards shall have to be arranged by the Contractor and shall be in line with the circular of signboards issued by HSE Department, Oil India Limited.
25. Barricading of area to be done with reflecting tapes as applicable during work.
26. The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site throughout the working hours.

27. The availability of First-Aid Fire Fighting equipment should be ensured by the Contractor at all working hours.
28. Smoking is prohibited in all Company restricted areas except in authorized smoking areas/ shelters. Carrying of matches and lighters into the Hazardous Area is prohibited. Cellular phones shall not be used in operating areas / hazardous areas unless they have been classified as 'intrinsically safe' for use in that atmosphere. Consumption of alcohol and possession of non- prescribed drug in Company work site is strictly prohibited.
29. The Contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan approved by OIL to counter them, if anything goes wrong.
30. In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, company will have the right for directing the Contractor to take action to comply with the requirements, and for further non-compliance, the Contractor will be penalized as per the terms of the Contract.
31. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the Contractor to cease work until the non-compliance is corrected.
32. Considering the ongoing Covid-19 pandemic, those who are engaged in the above operations should follow the Covid-19 Protocol as per the prevailing Government Guidelines.
33. Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor.

B. Additional Points in case of Areas/ Installations under Mines

1. As per DGMS circular & Gazette Notification for maintenance of register as required by the Mines Act 1952 and Mines Rules, 1955, the forms A, B, D and E have been updated and modified. The above-mentioned forms need to be maintained as per the new format.
2. The Contractor shall submit to DGMS returns indicating — Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment work persons, Number of work persons deployed, how many work hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.
3. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.
4. The Contractor shall report all near misses, minor and reportable accident to the Engineer In Charge and maintain the record of near misses as per OIL's practice, and accidents in the Form – J for Reportable accident and Form – K for Minor Accidents as per The Mines Rules 1955 in consultation with the Engineer In Charge.
5. The Contractor engaged for any electrical installation, maintenance, repairs etc., should possess a valid electrical Contractor license issued by the State Electricity Licensing Board and engage adequate number of competent electrical personnel. All the

Competent persons shall have appropriate Work Permit/ Supervisory License issued by State Electricity Licensing Board. It shall be included in Terms and Conditions of contract agreement/NIT (Notice Inviting Tender) and shall be ensured by the OIL Engineer in charge.

6. Statutory forms to be maintained in respect to Mines Act, 1952, Mines Rules 1955, Oil Mines Regulations 2017, the Environment (Protection) Act-1986 and other applicable laws.
7. The Contractor, wherever applicable, shall obtain necessary hazardous waste authorization from the State Pollution Control Board for storage, handling and disposal of hazardous waste.
8. The health check-up of Contractor's personnel is to be done by the Contractor in OIL empaneled Hospital and the reports and statutory forms as applicable to be vetted from the OIL authorized Medical Officer. The frequency of periodic medical examinations should be every five years for the employees up to 45 years of age and every three years for employees of 45 years of age and above. Initial Medical Examination should be in line with the standard followed by OIL.
9. All persons deployed by the Contractor for working in a mine must undergo Mines Vocational Training, initial medical examination and Periodic Medical Examination (if required). They should be issued cards stating the name of the Contractor and the work and its validity period, indicating status of MVT, IME & PME.
10. Necessary facilities for monitoring the levels of parameters in respect of Methane, Oxygen, Hydrogen Sulphide and Carbon Monoxide should be provided at mines. Portable multi-gas detector (LEL/O₂/CO/H₂S) and FLP tool, torch light etc. to be made available at site.
11. The Contractor personnel shall arrange daily meeting and monthly pit level meeting headed by the OIL Engineer and maintain records accordingly. Safety Briefing, Evacuation plan in case of emergency and how to inform (in case of emergency) to be discussed during the Toolbox meeting.

14. REPORTING AND DOCUMENTATION

Report / Document	Frequency Timing	Remarks
Daily Workover Report (DWR / DDR)	Daily by 06:00 hrs	Signed by Rig Supervisor and OIL Company Representative. Include 24-hr operational summary, NPT, fluid records etc.
Biometric Attendance Sheet	Monthly with SES or as instructed by Company	Contractor to provide biometric device with online connectivity. Submit monthly attendance with Service Entry Sheet.
Rig-Up Report	On completion of rig-up	Signed by Rig Manager and OIL Representative before operations commence.

Rig-Down & Site Handover Report	On completion of rig-down	Includes site clearance, leftover materials checklist, and OIL counter-signature.
Pressure Test Records	After each pressure test	BOP tested minimum every 21 days or as instructed by OIL, in compliance with OISD-STD-174.
Equipment Maintenance Records	Ongoing / Monthly	Preventive maintenance records, engine running hours, lubrication logs, calibration records.
Consumable Consumption Records	Daily	Diesel, lube oil, gear oil, and consumables — submitted daily to OIL Representative.
Tubular Tally and BHA Sketches	Per trip	Detailed dimensional tally of all downhole assemblies. Tally books provided by OIL.
HSE Reports (TBT, PTW, Incidents)	Daily / As they occur	All incidents reported immediately. Formal report within 24 hours. Weekly HSE statistics to OIL.
ILM Completion Report	Per location move	Confirm equipment arrival, integrity checks, and readiness for rig-up.
Personnel and Competency Records	At mobilisation and on change	Certificates, medicals, IWCF, NEBOSH, trade licences — notarised copies submitted 30 days before mobilisation.
Theft / Loss Report	Within 12 hours of occurrence	Submit to nearest police station and copy to OIL in prescribed format.
Final Job Completion Report	Within 14 days of demobilisation	Hard copy and soft copy to OIL as directed.

All documents shall be prepared in English. Where local statutory requirements mandate another language, both English and local language versions shall be provided. All supporting documents submitted to OIL for personnel scrutiny shall be notarised.

15. EXCLUSIONS — OIL INDIA LIMITED (COMPANY) SCOPE

The following items are explicitly excluded from the Contractor's scope. The Contractor shall coordinate with the OIL Representative for timely availability of these items:

#	Excluded Item — Company (OIL) Scope	Remarks / Interface Responsibility
1	Hydraulic Workover Unit (HWU) — self-propelled mobile unit	Owned and supplied by OIL India Limited including prime mover, jacking system, mast, slip assembly, and working basket / floor
2	Trailers, Low-Bed Transporters and Cranes for HWU & Basket ILM	OIL to provide logistics for movement of HWU and working basket / floor. Contractor to provide rigging personnel and lifting plans for OIL-supplied transport equipment.
3	Wellbore Fluids (supply of)	Brine, kill fluid, base oil, chemicals — supplied by OIL at site. Contractor responsible for

		preparation, loading, conditioning, and management of fluids.
4	Spare Parts and Consumables (supply of)	All spare parts, filters, lube oil, consumables, and replacement components — procured by OIL at OIL cost. Contractor responsible for storage at well site, advisory, recommendations, and technical validation.
5	Security at Worksite	OIL to provide in-house or CISF security. Erection and dismantling of security fencing — OIL's responsibility.
6	Temporary Sheds, Plinth Maintenance, and Site Preparation	OIL's responsibility at each well location.
7	Emergency Medical Assistance / OIL Hospital	OIL to provide emergency medical assistance at Duliajan Hospital on chargeable basis. Contractor responsible for first aid at site and transport of injured to OIL hospital.
8	Diesel, Lube Oil, and Fuel for HWU Engines	Supplied by OIL. Contractor responsible for economic utilisation, record keeping, and daily reporting of consumption.
9	Well Data, Well Programmes, and Directional Surveys	Supplied by OIL prior to commencement of each well.
10	Cementing Services, Wireline / Slickline / Coiled Tubing	Arranged by OIL as third-party services or in-house services unless specifically included in the well programme as Contractor scope. However, contractor to provide all support required for rig-up/rig-down/placement of equipment for execution of these services.

16. COMPLIANCE AND REGULATORY REQUIREMENTS

The Contractor shall ensure full compliance with all of the following:

- Mines Act 1952 and Mines Rules 1955
- Oil Mines Regulations (OMR) 2017
- MVTR 1966 and Motor Vehicle Act
- Gazette Notification S.O.1658(E) dtd 30 June 2014 — Working Hours
- DGMS Circulars and Notifications as applicable
- OISD-STD-105 — Procedures for Well Workover Safety
- OISD-GDN-105 — Guidelines for Workover Operations
- OISD-STD-154 — Safety Aspects in Functional Training
- OISD-STD-155 (Parts I & II) — PPE Standards
- OISD-GDN-176 — HSE Training Guidelines
- OISD-STD-174 — Well Control Equipment Testing
- OISD-STD-189 — (and any revisions thereof)
- API RP 54 — Occupational Safety for Oil and Gas Well Drilling and Servicing
- API RP 53 — Well Control Equipment Systems
- IWCF / IADC Well Control Certification Standards
- CEA (Measures Relating to Safety and Electric Supply) Regulations 2023 — Regulations 3, 6, 7, 8, 31 & 117
- OMR 2017 — Regulation 114 (Electrical Supervisor Competency)

- MeitY CCTV Security Requirements (Gazette of India CG-DL-E-08032024-252738 dtd 6 March 2024)
- ISO 9001 — Quality Management Systems
- ISO 45001 — Occupational Health and Safety Management Systems
- PNGRB Regulations — as applicable
- All applicable OIL India Limited HSE Standards, Engineering Standards, and Well Control Procedures
- Any revision to the above standards during the contract period shall be complied with by the Contractor at no additional cost to OIL.

17. PERSONNEL CERTIFICATION, TRAINING AND COMPETENCY REQUIREMENTS

1. All certifications must be originals or notarised true copies. Photocopies not accepted without OIL's written authorisation.
2. Well-control certificates (IWCF / IADC) must be valid throughout the contract tenure. Expiry during the contract requires replacement or re-certification with OIL approval.
3. Medical Fitness Certificates must be renewed annually, certified by OIL-empanelled or government hospitals, and vetted by OIL's doctor before commencement.
4. Key personnel bio-data, qualifications, and notarised supporting documents shall be submitted to OIL's manpower scrutiny committee minimum 30 days prior to end of mobilisation period. OIL shall not be responsible for any loss / non-receipt.
5. OIL reserves the right to reject any personnel whose certifications cannot be verified, are expired, or are suspected of being fraudulent. Such personnel shall be removed from site within 10 days at the Contractor's cost.
6. At least two personnel in each shift shall be First Aid trained (St. John's Ambulance).
7. At least 30% of site personnel shall hold valid Emergency Response training certificates.
8. Key personnel must be versant with firefighting, H2S awareness, SCBA use, and BOP control, and shall hold valid certificates throughout the contract tenure.
9. The Contractor shall develop and maintain a detailed training matrix for the whole contract period per OISD-STD-154 requirements.
10. Role-specific qualification, experience and certification requirements shall be as specified under Section 5 (Personnel to be Deployed by the Contractor) and Clause 5.1 thereof.

18. GENERAL CONDITIONS

18.1 Key Personnel

The Contractor shall nominate Key Personnel as indicated under Clause 5 for OIL's approval prior to mobilisation. Key Personnel shall not be replaced without prior written OIL approval. A signed undertaking from each Key Personnel (as per Annexure V — Proforma for Bio-Data) shall be submitted prior to mobilisation.

18.2 Subcontracting

The Contractor shall not subcontract any part of the services without prior written approval of OIL. Where approved, the Contractor remains fully responsible for all subcontracted services, safety, and quality.

18.3 Variations and Change Orders

Any change to the agreed Scope of Work shall be agreed in writing before work commences. No additional payment shall be due for work carried out without prior written authorisation from OIL.

18.4 Confidentiality

All Company data, well data, operational information, and documents shall be treated as strictly confidential. No information shall be disclosed to any third party without prior written consent of OIL. This obligation continues after contract termination.

18.5 Intellectual Property

All proprietary methodologies, technical documentation, software, and operational procedures provided by either party shall remain the intellectual property of the originating party unless otherwise agreed in writing.

18.6 OIL's Reservation of Rights

OIL reserves the right to: accept or reject any bid; seek clarifications; modify scope requirements; cancel or suspend the tender; negotiate terms; award in whole or in part; and remove any Contractor personnel not meeting requirements — without assigning reasons.

18.7 Dispute Resolution

Any dispute shall be resolved by mutual negotiation in the first instance. If not resolved within 30 days, the dispute shall be referred to arbitration per the Contract provisions.