



# **OIL INDIA LIMITED**

(A Govt. of India Enterprise)

## **CONTRACTS DEPARTMENT**

P.O: DULIAJAN, DIST: DIBRUGARH

ASSAM (INDIA), PIN-786602

Tel: +91-374-280 0548

Fax: +91-374-280 3549

Email: [contracts@oilindia.in](mailto:contracts@oilindia.in)

Website: [www.oil-india.com](http://www.oil-india.com)

---

### **INVITATION FOR EMPANELMENT/ENLISTMENT**

### **AGAINST INVITATION NO. O/971/2025-2026-WSU**

**for**

### **HIRING THE SERVICES OF WELL SERVICING UNIT CONSISTING OF COILED TUBING UNIT (CTU), NITROGEN PUMPING UNIT (NPU), FLUID PUMPING UNIT (FPU) WITH HEATING FACILITY AND OTHER RELATED ACCESSORIES**

#### **Table of Contents:**

- a.** Section-I: Forwarding Letter/Introduction
- b.** Section-II: Instructions to Applicants
- c.** Section-III: Pre-Qualifying Criteria
- d.** Section-IV: Scope of Work/Technical Specifications
- e.** Section-V: Proformas/Annexures/Appendices/Exhibits

## SECTION-I: FORWARDING LETTER/INTRODUCTION

**Subject: Invitation for Empanelment of vendors against Invitation No. \_\_\_\_\_ for 'Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories'.**

M/s \_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

**1.0** OIL INDIA LIMITED (OIL), a “Maharatna” Category, Government of India Enterprise, is a premier oil Company engaged in exploration, production and transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport being at Dibrugarh, 45 km away.

**2.0** In connection with its operations, OIL invites applications from competent and experienced **Indian registered/incorporated** Applicants/Firms through **OIL’s Vendor Enlistment Portal** for empanelment **“Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories’**.

One complete set of Invitation covering the Pre-qualifying criteria and Scope of Work for hiring of above services is uploaded in OIL’s Vendor enlistment portal. Applicants are invited to submit their most compliant application on or before the scheduled submission date and time through OIL’s Enlistment portal. For ready reference, few salient points of the Invitation are highlighted below:

a)	Type of Invitation	:	Invitation for empanelment of vendors for future tenders for Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories.
b)	Application Submission Mode	:	Applications must be uploaded online on OIL’s Vendor Enlistment portal. <b>Applications submitted through any other mode (e-mail/Fax/Physical copies, etc.) shall not be accepted.</b>
c)	Place of opening of enlistment applications	:	Office of <b>Chief General Manager-Contracts</b> Contracts Department, Oil India Limited, Duliajan -786602, Assam, India.
d)	Period of empanelment	:	Three (03) years from the date of issue of enlistment letter.

e)	Applications to be addressed to	:	Chief General Manager-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam, India
----	---------------------------------	---	--

**3.0** “**Applicant**” referred to in this Invitation means the Vendor/Service Provider who submits/intends to submit their application against this invitation.

**4.0** OIL now looks forward to your active participation against the subject invitation.

Thanking you,

Yours faithfully,  
**OIL INDIA LIMITED**

**Sd/-**  
**(K.Doley)**  
**Manager- Contracts (Global)**  
**For Chief General Manager - Contracts**  
**FOR RESIDENT CHIEF EXECUTIVE**

**Date: 21.04.2026**

## **SECTION-II: INSTRUCTIONS TO APPLICANTS**

### **1.0 ELIGIBILITY OF THE APPLICANT:**

- 1.1 The eligibility of the applicant is listed under Section-III: PRE QUALIFYING CRITERIA of this Invitation.
- 1.2 Applicants shall bear all costs associated with the preparation and submission of applications. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment/enlistment process.

### **2.0 INVITATION DOCUMENTS:**

- 2.1 This Invitation includes the following:
  - i) Forwarding Letter
  - ii) Instruction to Applicants (ITA)
  - iii) Pre-Qualifying Criteria (PQC)
  - iv) Scope of Work (SOW)/Terms of Reference (TOR)
  - v) Proformas, Annexures, Exhibits etc.
- 2.2 The applicant is expected to examine all instructions, forms, terms and specifications in the Invitation. Failure to furnish all information required in the Invitation or submission of an application not substantially responsive to the Invitation in every respect will be at the Applicant's risk & responsibility and may result in the rejection of its application.
- 2.3 Applicants shall be deemed, prior to submitting their application, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

### **3.0 AMENDMENT OF INVITATION DOCUMENTS:**

- 3.1 At any time prior to the deadline for submission of application, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the Invitation through issuance of an Addendum(s)/Corrigendum(s)/Amendment(s).
- 3.2 The Addendum/Amendment will be uploaded in OIL's Vendor Enlistment Portal. The Company may, at its discretion, extend the deadline for submission of application. Applicants are expected to take the Addendum

into account in preparation and submission of their application. Applicants are to check from time to time the enlistment portal for any amendments to the documents before submission of their application. No separate intimation shall be sent to the applicants.

#### **4.0 PREPARATION OF APPLICATIONS:**

- 4.1 **Language of applications:** The bid prepared by the APPLICANT and all correspondence and documents relating to the **application** exchanged by the APPLICANT and the OIL shall be written in English language. Supporting documents and printed literature furnished by the APPLICANT may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, duly authenticated by local chamber of Commerce of APPLICANT's country, in which case, for purposes of interpretation of the bid, the translation shall prevail.
- 4.2 **APPLICANT's/Agent's Name & address:** APPLICANTS should indicate in their **applications** their detailed postal address including the Fax/Telephone / Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorized Agents in India, if any.
- 4.3 **Documents comprising the application:** The **application** to be uploaded by the APPLICANT in OIL's Vendor Enlistment Portal shall comprise of the following components:
- (A) Technical Bid (to be uploaded in 'Technical Attachments' tab)
    - a) Complete technical details of the services offered.
    - b) Documentary evidence established in accordance with PQC.
    - c) Statement of Non-compliance (if any) as per Proforma-D.

#### **5.0 DOCUMENTS ESTABLISHING APPLICANT'S ELIGIBILITY AND QUALIFICATIONS:**

These are listed in Section-II: PQC of the Invitation.

#### **6.0 MODIFICATION AND WITHDRAWAL OF APPLICATIONS:**

- 6.1 The Applicant after submission of applications may modify or withdraw its applications prior to final submission of the application. Withdrawal or modification of applications through physical correspondence shall not be considered and accepted.
- 6.2 No applications can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 6.3 No applications can be withdrawn in the interval between the deadline for submission of applications and the date of intimation by OIL about the applicant's status (Whether Accepted/Rejected).

**7.0 EXTENSION OF APPLICATION SUBMISSION DATE:**

Normally no request for extension of application Closing Date & Time will be entertained. However, OIL at its discretion, may extend the date of submission of Closing Date and/or Time due to any reasons.

**8.0 CONTACTING THE COMPANY:**

8.1 No Applicant shall contact Company on any matter relating to its application, from the time of the opening to the time the applicant is empanelled except as required by Company.

8.2 An effort by an applicant to influence the Company in the Company's evaluation, comparison or empanelment decisions may result in the rejection of their application.

**9.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY APPLICATION:**

Company reserves the right to accept or reject any or all applications and to annul the empanelment process and reject all applications, at any time prior to empanelment, without thereby incurring any liability to the affected applicant, or applicants or any obligation to inform the affected applicant of the grounds for Company's action.

**10.0 NOTIFICATION OF EMPANELMENT:**

10.1 Company will notify the successful applicant in writing by registered letter or by fax or E-mail that its application has been accepted.

10.2 The notification of acceptance of their application will constitute the empanelment of the applicant.

**11.0 IMPORTANT NOTES:**

- i After evaluation of the Applications received, a list of qualified service providers will be created as per OIL's eligibility criteria and all eligible vendors will be notified accordingly.
- ii. For service providers bidding as Joint Ventures (JVs) or utilizing other modes (Parent/Subsidiary) as specified in the pre-qualification criteria (BEC), the status of the JV or other arrangements should remain valid throughout the period of empanelment.
- iii. The empanelment of vendors does not guarantee of award of contract for the seismic survey. Evaluation and award of contract shall be done as per provisions of the respective tenders floated by OIL as and when services for 'Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories' are envisaged.

- iv. OIL reserves the right to (a) accept or reject any/all application) submitted by parties (b) cancel the process at any time without any liability and assigning any reason thereof.

## **SECTION-III: PRE-QUALIFYING CRITERIA (PQC)**

### **1.0 VITAL CRITERIA FOR ACCEPTANCE OF APPLICATION:**

Enlistment applications should be complete in all aspects covering entire scope of work of items/services applied for and should conform to the technical specifications specified herewith, duly supported with technical catalogues/ literatures (soft copy), wherever applicable. Incomplete and non-conforming applications may be rejected.

### **2.0 ELIGIBILITY CRITERIA**

The applicant must be incorporated/constituted in India and must maintain more than or equal to 20% local content (LC) for the offered services.

Regarding calculation of local content and submission of documents during bidding & execution of contracts, provision of Public Procurement (Preference to Make in India) Order, 2017 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India as revised vide Order No. P45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoP&NG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any), shall be applicable.

The applicant must submit an undertaking to comply with the above in their enlistment application.

### **3.0 PRE-QUALIFYING CRITERIA:** The applicants interested for enlistment in the Vendor Enlistment portal should fulfill the following condition:

#### **3.1 The bidder shall have experience of completing at least **15 (Fifteen) nos. of Well Stimulation/Well Servicing/Well Intervention jobs** relating to oilfield operations with the help of applicant/bidder's own/leased coiled tubing unit under a single contract for a continuous period of minimum 01 (One) year during the last 07 (Seven) years reckoned from the original bid closing date.**

##### **3.1.1 DOCUMENTS TO BE SUBMITTED FOR ENLISTMENT APPLICATION:**

The following documents shall be submitted in support of experience for Enlistment:

A. Contract document/Letter of Intent (LOI)/ Letter of Award (LOA)/ Work Order showing detailed scope of work in line with clause 3.1,

and

B. Job Completion Certificate issued by the Client Organization showing:

(i) Nature of job done and Work order no./Contract no.

- (ii) Volume/Quantum of Job done.
- (iii) Contract period and date of completion

3.2 Applicants who themselves do not meet the experience criteria as stipulated in Clause No. 3.1 above, can also quote under the categories listed below:

3.2.1 **APPLICATIONS FROM INCORPORATED JOINT VENTURE COMPANY**

(i) In case the applicant is Joint Venture Company, they must be registered in India and incorporated under the Companies Act 2013 and any amendment thereunder and shall comply to **Clause No. 1.0**. They should meet the technical qualification requirements as under:

(A) The JV on its own shall meet the experience criteria as per Clause No. 3.1.

OR

(B) Any member of the JV having a stake of at least 26% in the JV, on its own shall meet experience requirement as per Clause No. 3.1

Note:

- A. In case of (ii) above, an undertaking from the Joint Venture partner, based on whose experience the JV seek qualification, shall be submitted with the application stating that they shall maintain minimum 26% shareholding in the JV during entire duration of the empanelment and extension, if any, thereof, failing which application will be liable for rejection. Similarly, under such a situation the empanelment shall be liable for termination, if already awarded.
  - (B) The JV or its member (as the case may be) shall not rely on the experience of its supporting company/subsidiary/co-subsidiary/sister subsidiary /parent/ holding/affiliating/ associate company or through any other arrangement like technical collaborator for meeting the technical criteria.
  - (C) The documents establishing experience of the JV or its member (as the case may be) shall be submitted as per **Clause 3.1.1 above**.
  - (D) The documents showing the existing shareholdings of the JV Partners must be submitted.
- (ii) **Constitution of Joint Venture**: The members of the JV should not be more than three. If after submission of application, a JV leader effects any

alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the Joint Venture which had originally submitted the application, the application of such a JV shall be liable for rejection. Similarly, under such a situation the empanelment shall be liable for termination, if already empanelled.

- (iii) Indian applicants whose proposal for Joint Venture involves foreign equity participation or payment of royalty and / or lump sum for technical know-how and wherever Govt. approval is necessary, **are required to submit their application submitted to SIA/RBI along with the enlistment application** and copy of Govt. approval. Confirmation to this effect and declaration on the same should be provided as part of their technical offer. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (iv) Members of the JV are not allowed to quote separately/independently against this Application. All the bids received in such case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.

### **3.2.2 APPLICATIONS FROM CONSORTIUM OF COMPANIES:**

In case the applicant is a Consortium of Companies, the following requirements must be satisfied by the applicant:

- (a) Any member of the consortium on its own shall satisfy the minimum experience requirement as per Clause No. 3.1 above and should not rely on its consortium partners, subsidiary/parent company/co-subsubsidiary or through any other arrangement like Technical Collaboration agreement for meeting the experience criteria.
- (b) Consortium applications shall be submitted with a Memorandum of Understanding (MoU) among the consortium members duly executed by the Authorized Executives of the consortium members and notarized. This MoU must accompany the application. The MoU must state that the Consortium Member on whose experience/strength the Consortium is applying, is bound to execute the full part of the contract which falls under/related to the experience submitted by them against Clause No. 3.1 of PQC above. Moreover, the MoU must clearly define the role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MOU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the contract. However, the leader of the consortium must submit an undertaking along with the application towards unconditional acceptance of full responsibility for executing

the 'scope of work' of this invitation document. In case of enlistment, such MOU shall be kept valid through the period of empanelment, including extensions, if any. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**

- (c) Only the leader of the consortium shall register in the Vender Enlistment portal and submit application on behalf of the consortium. The other members of the consortium shall ratify all the acts and decisions of the leader of consortium, which are taken in connection with and/or during the evaluation of the tender and execution of the contract.
- (d) The leader of the consortium on behalf of the consortium shall coordinate with OIL during the period the application is under evaluation and he shall also be responsible for resolving dispute/ misunderstanding/ undefined activities, if any, amongst all the consortium members.
- (e) Any correspondence exchanged with the leader of consortium shall be binding on all the consortium/joint venture members.
- (f) In case of consortium bids, the application shall be signed/digitally signed by the leader of consortium. The power of attorney from each member authorizing the leader for signing and submission of application on behalf of individual member must accompany the application.
- (g) Documents/details submitted with the bid pertaining to qualification of the Applicant must be furnished by each partner/ member of consortium and should be complete in all respects clearly bringing up their experience especially in the form of work in their scope.
- (h) The leader of the consortium must confirm unconditional acceptance of full responsibility of executing the “Scope of Work” of this tender. This confirmation must be submitted along with the technical bid.
- (i) **Constitution of Consortium:** The members of the consortium should not be more than 03 (Three). If during evaluation of application, a consortium leader proposes any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the consortium which had originally submitted the application, to drive some advantages/benefits based on any development(s) having come to his knowledge at any time, the application of such a consortium shall be liable for rejection. Similarly, under such a situation the empanelment shall be liable for termination, if already enlisted.
- (j) **Signing of Contract/Empanelment agreement:** In the event of award of contract to the consortium, the contract to be signed by all the members of the consortium and the liability of each one of them shall be jointly and severally.
- (i) Members of the consortium are not allowed to quote separately/independently against this application. All the bids received in such case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.

(j) Certified copies (attested by Director/Company Secretary/Authorised Signatory) of Board resolutions/Partnership resolutions passed by respective Board of Directors of the companies/Partners of the LLP agreeing to enter into such consortium with each other for submission of bid for the NIT and also authorizing designated executives of each company/LLP to sign the MOU, to be provided along with the technical bid.

(k) The MOU/Agreement should be legally valid i.e. it should be on a non-judicial stamp paper and notarized. In case of involvement of overseas bidder/consortium partner, the MOU/Agreement need not be on a non-judicial stamp paper, however it should be notarized.

**Note:**

**(1)** Applicants quoting on the technical strength of Parent/Subsidiary/Sister-Subsidiary/Consortium member/Joint Venture partner Company's experience (who qualifies the technical requirement as per the qualifying criteria) should provide the respective services from the identified party (Supporting Company) on whose strength the applicant meets the qualifying criteria including key personnel for a minimum duration of 50% of the Contract period during execution of the contract. Declarations in this regard from the applicant as well as the Supporting Company are required to be submitted along with the application as per attached Proforma.

**(2)** Applicants to note that "If any applicant (individual/Parent/Subsidiary/Sister-Subsidiary/Co-Subsidiary/ Joint Venture/Consortium) provides documents of jobs/contracts executed outside India against **PQC clause no. 3.1 above**, then OIL reserves the right to ask the applicant to get the aforesaid documents endorsed by Indian Embassy of the country where the job/contract was executed and it will be binding on the applicant to provide the same to OIL within stipulated time period."

**3.2.3 ELIGIBILITY CRITERIA IN CASE APPLICATION IS SUBMITTED ON THE BASIS OF THE TECHNICAL EXPERIENCE OF THE PARENT/SUBSIDIARY COMPANY**

Offers of those Applicants (other than JV) who themselves do not meet the experience criteria as stipulated in clause no. 3.1 above can

also be considered provided the Applicant is a subsidiary company of the parent company [supporting company, which holds more than fifty percent of the paid-up equity share capital of the Applicant] who fulfils the experience criteria. Similarly, bid from parent company can also be considered on the strength of requisite experience of its subsidiary [supporting company, in which the Applicant holds more than fifty percent of the paid-up equity share capital]. However, the parent/subsidiary company (as the case may be) of the Applicant should on its own meet the experience as stipulated in the PQC and should not rely for meeting the experience criteria on its sister subsidiary/co-subsidiary company or through any other arrangement like Technical Collaboration agreement.

In case of Applicant who is a subsidiary company dependent upon the experience of the parent company or vice-versa with a view to ensure commitment and involvement of the parent/subsidiary company (Supporting Company) for successful execution of the contract, the participating Applicant should enclose a Parent/Subsidiary Agreement (as per **PROFORMA-Q**) between the parent and the subsidiary company or vice-versa and Parent/Subsidiary Guarantee (as per **PROFORMA-R**) from the parent/subsidiary company to OIL for fulfilling the obligation under the Agreement, along with the technical bid. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**

#### **3.2.4 IN CASE APPLICATION IS SUBMITTED ON THE BASIS OF THE TECHNICAL EXPERIENCE OF SISTER SUBSIDIARY/CO-SUBSIDIARY COMPANY**

Offers of those Applicants who themselves do not meet the technical experience criteria as stipulated in Clause No. 3.1 above can also be considered based on the experience of their Sister Subsidiary/Co-Subsidiary company (Supporting Company) within the ultimate parent/holding company subject to meeting the following conditions:

- (i) Provided that the sister-subsidiary/co-subsidiary company and the bidding company are both wholly owned subsidiaries of an ultimate parent/holding company either directly or through intermediate wholly owned subsidiaries of the ultimate parent/holding company or through any other wholly owned subsidiary company within the ultimate/holding parent company. Documentary evidence to this effect to be submitted by the ultimate parent/holding company along with the application. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (ii) Provided that the sister subsidiary/co-subsidiary company on

its own meets the experience criteria stipulated in the BRC and not through any other arrangement like Technical Collaboration agreement etc.

- (iii) Provided that with a view to ensure commitment and involvement of the ultimate parent/holding company for successful execution of the contract, the participating Applicant must submit an agreement, as per format furnished, between them, their ultimate parent/holding company, along with the application. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**

3.2.5 In the situations mentioned in Clause No. 3.4.2 and 3.4.3 above, following conditions are required to be fulfilled/documents to be submitted:

- (a) A certificate from the statutory Auditor of the bidding company to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificate should be duly concurred/endorsed by the Company Secretary or one of the Directors of the company concerned. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (b) The supporting company shall not be allowed to submit their separate/independent application against this invitation. In such case, all such applications shall be rejected. Also, applications having technical support from the same entity shall be rejected.

3.2.6 In case of situations mentioned in Clause 3.2.3 / 3.2.4 above, Applicants shall submit following:

- (i) Undertaking by the Supporting Company to provide an additional Performance Security (as per format and instructions enclosed), equivalent to 50% of the value of the Performance Security which is to be submitted by the bidding company in case the bidding company is the successful Applicant. In cases, the Supporting Company do not have Permanent Establishment in India, the bidding company can furnish this additional Performance Security on behalf of the supporting company in addition to their own Performance Security as per tender. In such case, bidding company shall furnish an undertaking that their foreign based supporting company / ultimate parent company is not having any Permanent Establishment in India in terms of Income Tax Act of India. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**

- (ii) Undertaking from the supporting company to the effect that in addition to invoking the Performance Security submitted by the Contractor, the additional BG provided by the supporting company shall be invoked by OIL due to non-performance of the Contractor. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (iii) Applicants quoting on the technical strength of Parent/Subsidiary Company (Supporting Company) should provide the respective services including key personnel for a minimum duration of 50% of the Contract period during execution of the contract. A declaration as per **Annexure-VIII** in this respect to be submitted as part of technical bid.

Note: (i) Applicant(s) quoting in collaboration/joint venture partnership/consortium with any firm are not allowed to quote separately/independently against this tender. The collaborator is also not allowed to quote separately /independently against this tender. All such bids including the partnership bids shall be summarily rejected against the tender.

### 3.3 **MOBILISATION TIME:**

The mobilization is to be completed within 120 days from the date of issue of the Mobilization Notice, (at the tendering stage).

(The Applicants must confirm to comply with the mobilization time stipulated above).

### 3.4 **Vintage of Equipment Offered:**

- 3.4.1 The vintage of the equipment along with the major components shall have minimum residual life of at least **five (05) years** reckoned from the original date of submission of enlistment application. The bidder shall submit relevant documents of the units which shall contain the make & model details, the date of manufacture of the equipment and proof of ownership.

During the formal tender, the bidder shall submit an undertaking with technical bid confirming to provide a certificate issued by Third Party Inspection (TPI) agency certifying a minimum 05 years' residual life of individual equipment to be reckoned from the original BCD, during mobilization of contract.

- 3.4.2 In case of **brand-new equipment** for which the bidder has placed purchase order but awaiting its delivery, the bidder shall submit the following along with the technical bid:

- a) scanned copy of original certificate from the OEM clearly indicating the committed date of readiness of the equipment for shipment after due inspection.

b) An undertaking confirming that the provided equipment & accessories are brand new, unused and is not in any manner refurbished in part or in whole.

3.4.3 In case of **leased units or proposed purchase of the units (other than brand new)**, bidder shall submit the following along with the technical bid:

a) scanned copy of duly Notarized original Memorandum of Understanding (MOU)/ Agreement of Lease/Purchase of unit, concluded with the owner of the units especially for this tender clearly stating that all the offered equipment shall have a minimum five (05) years residual life of individual equipment to be reckoned from the original BCD.

**Note:** The above MOU/ Agreement (*in case of leased equipment*) must be valid for the period of contract and any extension thereof. In case of purchase of unit, documentary proof of ownership shall suffice.

b) an undertaking confirming to provide a certificate issued by Third Party Inspection (TPI) agency, for a minimum 05 years' residual life of individual equipment to be reckoned from the original BCD, before mobilization of contract.

**Note: In support of the above-mentioned clauses, the Applicant shall submit self-certification confirming to comply with above mentioned clauses i.e. 3.4.1, 3.4.2 & 3.4.3.**

**At the time of formal tender, the applicant shall submit the documents mentioned in the clauses 3.4.1, 3.4.2 & 3.4.3 duly verified and certified by OIL's empaneled Third Party Inspection Agencies mentioned under Clause no.6.0.**

#### **4.0 FINANCIAL EVALUATION CRITERIA:**

**4.1 Annual Financial Turnover from Operations** of the Applicant during any of the last three (03) completed financial/accounting years preceding the date of submission of enlistment application must be at least **INR 75,00,00,000.00**.

[**Annual Financial Turnover** of the Applicant from operations shall mean- "Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (Applicant) during a financial year" as per the Companies Act, 2013 Section 2 (91).]

**4.2** The **Net Worth** of the Applicant must be **positive** for the financial/accounting year preceding the submission of enlistment application.

[**Net worth** shall mean: "Share capital + Reserves created out of profits and securities Premium - Aggregate value of accumulated losses (excluding revaluation reserves) - deferred expenditure - Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation".]

**Note: Annual Financial Turnover may vary depending upon the actual tender estimate. If the turnover value pertaining to a tender exceeds the above value, separate financials shall be sought during tendering.**

**4.3** In case the Applicant is a subsidiary company (should be a wholly owned subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits bid based on the financial strength of its parent/ultimate parent/holding company (supporting company), then documents need to be submitted along with the technical bid in support of the following:

- (i) The parent/ ultimate parent / holding company (supporting company) should meet the Financial Evaluation Criteria stipulated in Clause Nos. 4.1 & 4.2 above.
- (ii) **Corporate Guarantee** on parent/ultimate parent/ holding company's (supporting company) letter head signed by an authorized official undertaking that they would financially support their subsidiary company for executing the project/job in case the same is awarded to them. **The applicant must submit an undertaking to comply with the above in their enlistment application.**
- (iii) A certificate from the Statutory Auditor of the bidding company to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificate should be duly concurred/endorsed by the Company Secretary or one of the Directors of the company concerned. **The applicant must submit an undertaking to comply with the above in their enlistment application.**

**4.4** If the Applicant is an Incorporated Joint Venture (JV) and does not meet financial criteria (BEC Clause Nos. **4.1 & 4.2**) by itself, it can submit the bid based on the financial strength of its JV member having more than 50% stake in the JV and the following needs to be complied/submitted:

- (i) The member having more than 50% stake in the JV should meet the Financial Evaluation Criteria stipulated in Clause Nos. **4.1 & 4.2** above.
- (ii) **Corporate Guarantee** on the letter head of the member having more than 50% stake in the JV signed by an authorized official undertaking that they would financially support their JV for executing the project / job in case the same is awarded to them. **The applicant must submit an undertaking to comply with the above in their enlistment application.**

- (iii) A certificate from the statutory Auditor of the JV on the shareholding pattern of the JV. The certificate should be duly concurred/ endorsed by the Company Secretary or one of the Directors of the company concerned or Managing/Authorised partner of the LLP. **The applicant must submit an undertaking to comply with the above in their enlistment application.**
- (iv) An undertaking from the Joint Venture partner, based on whose financial strength the JV seek financial qualification, shall be submitted with the techno commercial bid stating that they shall maintain more than 50% shareholding in the JV during the entire period of empanelment.

**4.5** In case of bid from Consortium of Companies, any one of the consortium members shall have an annual financial turnover from operation of minimum **INR 75,00,00,000.00** and other members of the consortium shall have an annual financial turnover from operation of minimum **INR 37,50,00,000.00**, during any of the preceding 03 (Three) financial/accounting years reckoned from the date of **submission of enlistment application**. Net worth of all the members must be Positive for the financial/accounting year preceding the submission of enlistment application.

All the consortium members shall meet the financial criteria as indicated above on their own and shall not rely on the strength of their parent/ultimate parent/holding company to meet the financial criteria. Otherwise, their bid shall be categorically rejected.

**4.6 Notes to Financial Evaluation Criteria:**

**a.** For proof of Annual Turnover from Operation and Net worth, any one of the following documents/photocopies must be submitted along with the bid:

(i) A certificate issued by a practicing Chartered/ Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual Turnover & Net worth as per format prescribed (PROFORMA).

OR

(ii) Financial Statements (Balance Sheet & Profit & Loss account **along with all the schedules/notes forming part of the Balance sheet & Profit and Loss Account**) audited by the auditors appointed under the statute like Companies Act etc. wherever applicable. In cases where the bidding/ supporting company (as applicable) are not required to prepare Audited Financial Statements as per the Law of the Land of the country of the bidding/supporting company as applicable, the Applicant shall provide documentary

evidence for the same along with a certificate from a practicing Chartered Accountant or equivalent to this effect. The Applicant must also submit the financial statement as per the accounting standards of the country of the bidding/supporting company as the case may be, duly certified by the practicing-chartered accountant or equivalent.

**Note:** Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.

- b.** Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the date of submission of enlistment application/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) and the Financial Statements of the preceding financial/accounting year are not available with the Applicant, then the Net worth of the previous financial/ accounting year excluding the preceding financial/accounting year will be considered. However, the Applicant has to submit an undertaking in support of the same along with their technical bid as per format enclosed.
- c.** In case the Applicant is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, Applicant to provide documentary evidence for the same.
- d.** In case the Audited Balance sheet and Profit Loss Account submitted along with the bid are in currencies other than INR, the Applicant shall have to convert the figures in equivalent INR considering the prevailing conversion rate on the date on which the Audited Balance Sheet and Profit & Loss Account is signed. A CA Certificate (with Valid UDIN) is to be submitted by the Applicant regarding converted figures in equivalent INR. Else, the Audited Balance Sheet and Profit & Loss Account shall be evaluated by considering the BC selling rate declared by State Bank of India (on the date on which the Audited Balance Sheet and Profit & Loss Account is signed) for conversion to INR.

## **5.0 GENERAL:**

- 5.1 To ascertain the substantial responsiveness of the application, the Company reserves the right to ask the applicant for clarification in respect of clauses covered under PQC also and such clarifications fulfilling the PQC clauses in toto must be received on or before the deadline given by the Company, failing which the applications will be summarily rejected. Company is not obligated to seek any post-application clarification. However, clarifications if decided to be sought at the option of Company, the same shall be limited to the original submissions only and no independent fresh submission shall be called for/permitted.
- 5.2 If any of the clauses in the PQC contradict with other clauses of the Invitation for enlistment elsewhere, then the clauses in the PQC shall prevail.
- 5.3 Applicant(s) must note that requisite information(s)/financial values etc. as required in the PQC & Tender are clearly understandable from the supporting documents submitted by the Applicant(s); otherwise applications shall be rejected.
- 5.4 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the application sent by mail and will not entertain any correspondence in this regard.
- 5.5 The originals of such documents [furnished by applicant(s)] shall have to be produced by applicant(s) to OIL as and when asked for.
- 5.6 Applicants shall submit duly filled checklists on PQC & other relevant technical criteria as prescribed in the tender along with their application. If any applicant fails/declines to submit the same, their application shall not be considered for further evaluation.
- 5.7 **Land Border Sharing:** Applicants should submit an Undertaking that, their application is compliant to Order No. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from an applicant of a country which shares land border with India. [Submit undertaking as per Format A7.1 to A7.4]
- 5.8 **Document Authenticity Undertaking:** Applicants should note that Company (OIL) may verify authenticity of all the documents /certificates / information submitted by the applicant(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that applicant has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the application of such applicant(s) or cancel / terminate the contract besides taking action as per OIL's Banning Policy available in the OIL's website. Accordingly, service provider/vendor to submit the Undertaking of authenticity of information/documents submitted as per **Proforma-J**.
- 5.9 Applicants should not be under liquidation/bankruptcy/undergoing any insolvency resolution process as on date of submission of enlistment application. Applicants shall submit undertaking towards compliance of above as per

**Appendix-1** along with the application. **If any applicant declines to submit the above undertaking, their applications shall be liable for rejection.**

**5.10** The applicant shall submit an undertaking/declaration as per format **A2**, confirming that they have read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the applicant shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The applicant shall also disclose details of all such allied entities, if any, as required under the Banning Policy.

**6.0 VERIFICATION AND CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD-PARTY INSPECTION AGENCIES:**

6.1 All documents submitted in support of the Technical Criteria for **Enlistment** should be verified and certified by any one of the following independent third-party inspection agencies:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. Alfred H Knight India Private Limited	a. <a href="mailto:rkjain@ahkgroup.com">rkjain@ahkgroup.com</a> ; b. <a href="mailto:Pradeep.mathur@ahkgroup.com">Pradeep.mathur@ahkgroup.com</a> ; c. <a href="mailto:info@ahkgroup.com">info@ahkgroup.com</a> ;
ii.	M/s. TUV India Private Limited	a. <a href="mailto:noida@tuv-nord.com">noida@tuv-nord.com</a> b. <a href="mailto:mumbai@tuv-nord.com">mumbai@tuv-nord.com</a> c. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a>
iii.	M/s Conformity India International Private Limited	a. <a href="mailto:mktg@ciindia.in">mktg@ciindia.in</a>
iv.	M/s Ravi Energic Private Limited	a. <a href="mailto:baroda@ravienergic.com">baroda@ravienergic.com</a> b. <a href="mailto:tpia@ravienergic.com">tpia@ravienergic.com</a>
v.	M/s SGS India Private Limited	a. <a href="mailto:dhaval.vora@sgs.com">dhaval.vora@sgs.com</a> b. <a href="mailto:sgs.india@sgs.com">sgs.india@sgs.com</a>
vi.	M/s Assure Quality Management Certification Services Private Limited	a. <a href="mailto:aqmcs@aqmcs.com">aqmcs@aqmcs.com</a>
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a> b. <a href="mailto:Bhavesh.satam@irclass.org">Bhavesh.satam@irclass.org</a>
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.deotale@ind.tuv.com">Shailesh.deotale@ind.tuv.com</a> b. <a href="mailto:Kaushal.gohil@ind.tuv.com">Kaushal.gohil@ind.tuv.com</a> c. <a href="mailto:info@ind.tuv.com">info@ind.tuv.com</a> d. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a>

ix.	M/s Gulf Lloyds (India) Limited	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a>
x.	M/s Baltic Testing India Pvt. Ltd.	a. <a href="mailto:office@balticcontrolindia.com">office@balticcontrolindia.com</a>
xi.	M/s Sanmarg Engineering Validation & Assessment	a. <a href="mailto:Amitra@sanmargeva.com">Amitra@sanmargeva.com</a>
xii.	M/s Meenar Global Consultants LLP	a. <a href="mailto:sales@mgellp.in">sales@mgellp.in</a>
xiii.	M/s Rites Limited	a. <a href="mailto:nrinspn@rites.com">nrinspn@rites.com</a> b. <a href="mailto:info@rites.com">info@rites.com</a> c. <a href="mailto:sbu.ninsp@rites.com">sbu.ninsp@rites.com</a>
xiv.	M/s Bureau Veritas (India) Private Limited	a. <a href="mailto:bvindia.corporate@bureauveritas.com">bvindia.corporate@bureauveritas.com</a>
xv.	M/s TUV SUD South Asia Private Limited	a. <a href="mailto:Hemant.chavan@tuvsud.com">Hemant.chavan@tuvsud.com</a> b. <a href="mailto:Jayashree.rane@tuvsud.com">Jayashree.rane@tuvsud.com</a>
xvi.	M/s Adornment Engineers India Private Limited	a. <a href="mailto:jks@adornmentengineers.com">jks@adornmentengineers.com</a>
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. <a href="mailto:admin@tereinspections.com">admin@tereinspections.com</a> b. <a href="mailto:ashismallick@teregroup.com">ashismallick@teregroup.com</a> c. <a href="mailto:tenders@teregroup.com">tenders@teregroup.com</a>

**6.2** Applicants are required to have their documents, as mandated under the Pre-Qualifying Criteria (PQC) of the Invitation, verified and certified by any one of the empanelled Independent Third-Party Inspection Agencies listed above. The Inspection Certificate, duly issued by the selected agency, must be submitted along with the enlistment application. All costs related to verification and certification by the Third-Party Inspection Agencies shall be borne solely by the respective applicants. Payments in this regard shall be made directly by the applicants to the Inspection Agencies. OIL shall not be held responsible for any payment-related dispute between the applicants and the inspection agencies.

**6.3** The verified and certified documents must be submitted along with the application. Any application submitted with un-verified supporting documents shall not be considered. However, in case a applicant submits its application along with all relevant supporting documents as per PQC without getting all/some of them verified by the designated Independent Inspection agency, such application can be provisionally considered, provided it is accompanied by an **Undertaking by the**

**Applicant on their official letterhead towards submission of the duly verified and certified copies/ Inspection Certificate within 07 (Seven) days from the actual date of submission of enlistment application.** No reminders or clarifications will be issued by the Company in this regard, and failure to submit the verified/ certified documents within the stipulated time shall result in outright rejection of the application, at the sole risk and responsibility of the applicant.

**6.4** The methodology of verification/certification of documents followed by the agencies is broadly as under, but not limited to:

- (a) It is the sole responsibility of the applicants intending to participate in the enlistment invitation to thoroughly understand the requirements of the tender, particularly the documents required under PQC. The applicants must present all relevant documents to any of the empanelled third-party certifying agencies for verification/certification. Neither OIL nor the Inspection Agencies shall be responsible for the selection or appropriateness of the documents submitted for verification. It is entirely the applicant's responsibility to ensure that the appropriate documents are verified/certified in support of PQC compliance.
- (b) The concerned Independent Third-Party Inspection Agencies shall depute their qualified/competent inspector to the Applicant's premises to check the original documents and certify the copies which the applicant shall submit along with their application. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL. Verification/Certification of documents by OIL's empanelled third-party inspection agencies shall not automatically make the applicant techno-commercially-acceptable or eligible for empanelment.
- (c) Verification/Certification of documents are normally categorized as under:

**i General Requirement:**

- Check Applicant's PAN Card
- Check Applicant's GST Certificate
- Check Applicant's Certificate of Incorporation
- Power of Attorney

**ii Additional Documents: (If applicable against the tender)**

- Applicants general structure and organization
- Joint Ventures Agreements – To cross-check with JV Partners
- Consortium Agreements – To cross-check with Consortium Partners
- Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company – To check the Share Holding pattern, Corporate Guarantee etc.

**iii Technical Criteria**

- To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide PQC/BRC of the Tender.
- Health, Safety and Environmental Management Policy

**iv Financial Criteria**

- Line of credit, if incorporated in the tender.

**Notes:**

- (i) Applicant's self-declared undertakings, Audited Balance Sheet & Profit-loss statement and/or CA certificate having UDIN are not required to be verified by the TPI agency. If any documents, LOI/LOA/Contracts, etc., submitted towards PQC/BRC experience criteria are issued by Oil India Limited, such documents need not be verified by TPI agency.
- (ii) Undertaking from TPI Agency as per format (**Proforma-V**) enclosed should be submitted along with the application.

In case of clarifications sought by OIL against PQC, supporting documents (historical in nature) to those submitted in the application will also have to be verified from the same TPI agency which has originally verified their application documents. OIL shall categorically mention the documents that are to be submitted with TPI verification in the clarification sought. In case the applicant fails to submit the TPI verified documents, as sought by OIL, as part of their clarification, their application will be liable for rejection.

- 7.0 COMPLIANCE OF THE COMPETITION ACT, 2002:** The Applicant shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation the provisions of the Act shall attract penal action under the Act.

\*\*\*\*\*

**SECTION-IV: TERMS OF REFERENCE (TOR)/ SCOPE OF WORK  
(SOW)/TECHNICAL SPECIFICATIONS**

**(This Scope of Work is only indicative in nature. However, the applicant must confirm their compliance with all the clauses mentioned below. The Scope of Work may vary at the time of actual tendering. Applicants to note the same)**

**1.0 INTRODUCTION:** This section establishes the scope and describes the specifications, instructions, standards and other documents including the specifications for any tools or equipment, which the Applicant shall satisfy or adhere to in the performance of the work. The application is for 'Hiring the services of well servicing units consisting of coiled tubing unit (CTU), nitrogen pumping unit (NPU) and fluid pumping unit (FPU) with heating facility and other related accessories'.

**2.0 DEFINITION OF WORK:**

The Applicant is to provide equipment as per the list given below with associated equipment/tools & services. The Applicant shall render services for carrying out necessary well serving operations in vertical wells, high angle deviated wells (S-bend, J-bend, extended reach, horizontal) and wells involving drilling or work-over rigs. Well depths where necessary operations are to be carried out are in the depth range of 0-4500 meters. Depths of the wells, where operations are to be carried out, may somewhat increase or decrease. Maximum working pressure will be 10,000 psi.

The major components of the offered packages shall include:

1. Coiled Tubing Unit: Injector, Stripper, BOP, Deck Engine/Engine with PTO etc.
2. Nitrogen Pumping Unit: Deck Engine/Engine with PTO, Pumps, Nitrogen Tank etc.
3. Fluid Pumping Unit: Deck Engine/Engine with PTO, Pumps, Heating System, Pumps.

Each set of well servicing package will consist of the following:

<b>Sl.No</b>	<b>Description</b>	<b>No. of Unit</b>
1	Coiled Tubing Unit with down-hole tools.	01 (One) no.
2	Nitrogen Pumping Unit with provision of supply of liquid nitrogen and all treating irons and fittings.	01 (One) set
3	Fluid Pumping unit with heating Facility and with provision for supply of water and all treating irons and fittings.	

**2.1 WELL SERVICING JOBS INCLUDING BUT NOT LIMITED TO THE FOLLOWING JOBS:**

a) **Oil/Gas Well activation with CTU and NPU units**

The job will involve unloading and activation of new/work-over/shut in/ceased wells using CTU and NPU units. It involves lowering of coiled tubing in stages to the bottom of the well or to the final depth as decided by the Company and displace the well fluid with nitrogen to the desired volume/depth and make the well displace on its own. The job will also be applicable for unloading and lowering of fluid levels of wells prior to perforation.

b) **Sand cleaning (fill removal) with CTU, NPU/FPU**

The job involves cleaning of sand particles deposited inside the well bore up to the bottom of the well or to the desired depth by using CTU, NPU and FPU etc. The circulation medium may be water, formation water, foam and other viscous nitrified gel etc. determined by reservoir/formation parameters. The actual medium to be used for a particular job will be decided as per requirement.

c) **De-waxing of well with CTU, FPU/FPU with heating facility (HOCU)**

De-waxing of well with CTU, FPU/FPU with heating facility (HOCU)

The job involves circulating of hot oil or other circulating fluid through coiled tubing and simultaneously running the coiled tubing down the well judiciously. Utmost care to be taken during the job so that at no stage the tubing stuck up in wax or other materials takes place in the hole.

Only LWC and chemicals will be provided by OIL. MSDS will be provided to the Bidder/Applicant.

d) **Well killing/well fluid change over with FPU & CTU (optional)/FPU with heating facility (HOCU)**

The job involves pumping of water to replace drilling fluid or work-over fluid or vice versa using FPU & CTU (optional)/**FPU with heating facility (HOCU)**. For killing a well, requisite amount of suitable killing fluid at desired pressure should be pumped into the well bore to suppress inflow from the reservoir.

In an unlikely situation like blow out and uncontrollable release of well fluid, the well needs to be killed with the help of various units. In such an adverse situation and after assessing the situation, Applicant/Bidder may be advised to carry out well killing operation. In such a situation job will be carried out in presence and supervision of the Company's representative.

e) **Fish recovery using CTU&NPU/FPU**

Fishing operation involves recovery of down hole fish lying inside the well bore using CTU and NPU/FPU and different fish recovery tools.

f) **Drilling/Milling of compact fill or scales with CTU, FPU**

Drilling/Milling of compact fill or scales with CTU, FPU. The job involves running in Coiled Tubing with proper drilling bits/nozzles and drill down the fill or scale to the target depth by flushing out the cuttings with a circulating fluid.

g) **Deviated Well CT intervention for Sand cleaning, water unloading,**

**chemical treatment etc.**

The job involves intervention of CT up to the bottom of the well or to the desired depth (as per Company's advice) by using CTU, NPU and FPU etc. in an objective to clean sand, unloading of water or chemical treatment etc. Necessary tools and attachments required for deviated intervention shall be arranged by the Applicant/Bidder.

- h) **Back washing of Water Disposal Well using CTU & NPU**  
Back washing of disposal wells involves unloading of well fluid using CTU & NPU. Unloading of fluid must be carried out with a control rate so that there is no ingress of sand during the operation.
- i) **Injectivity testing of the well using FPU**  
The job involves injecting suitable liquid to the formation by pumping with FPU. The Applicant/Bidder shall ensure proper record of pumping rates (i.e., injectivity) at different pumping pressures.
- j) **Any other job not covered above**  
Any other similar type of job, not spelt out above but, which can be carried out with the use of the offered CTU, NPU or/and FPU with heating facility and other equipment shall have to be carried out by the Applicant/Bidder as and when necessary.

For all the above jobs, in certain times Company may ask for the simulation results in Cerberus/Orion or any similar stimulation software for Coiled Tubing.

- (v) **GUIDELINES:** Recommended Safe Operating Procedures & guidelines should be followed while carrying out well stimulation operation. [OISD-182]

**B. AREA OF OPERATION:**

- (i) The area of the operation as planned is in Assam & Arunachal Pradesh.
- (ii) The following information is for reference to the Applicants:
  - a) Minimum width of the well site approach road: 3.50 m
  - b) Turning Radius: 16 m approximately
  - c) **Maximum allowable unit load inclusive of tare weight for Class AA loading: 45 T**
  - d) Maximum overhead clearance: 4.5 m.
  - e) Highest recorded wind velocity in Assam: 80km/hour (60 MPH).
  - f) Max. Recorded ambient temp: 42° Celsius
  - g) Min. recorded ambient temp: 8° Celsius.
  - h) Weather Pattern: Frequent rains from March to September and occasional during the remaining period.
  - i) Nature of top soil: Usually Clay/Alluvium/Unconsolidated.
  - j) Source of water: Only the water source will be shown by the Company. The transportation shall have to be arranged by the Applicant/Bidder.
  - k) Average annual rainfall: 250/300 cm.
  - l) Humidity: Max. 98%.

- C. **SCOPE OF WORK:** The work is defined and described by, but not necessarily limited to, any or all the following:

- (i) To provide good quality equipment and skilled personnel required to unload well fluid for reducing head during well activation, for well stimulation by MEOR/solvent or any other non-acid solution, required for well stimulation having sandstone and limestone reservoir pay zone.
  - (ii) To provide coiled tubing services (including requisite surface pipings, and pressure control devices), pumping services and other related equipment for well activation, dewaxing, fish recovery, sand cleaning, water disposal wells back washing, debris & scale clean out, circulation, milling etc., as required.
  - (iii) To provide continuous supply of Liquid Nitrogen at well sites during well intervention jobs.
  - (iv) To Supply of water with tankers for carrying out services using FPU.
  - (v) To receive job advice from concerned OIL representative.
  - (vi) Job plan mentioning the BHA shall be provided upon request from OIL representative.
  - (vii) To provide final report and all relevant data gathered at the end of each operation.
  - (viii) Illumination requirement, if any during the execution of the contract will be under the scope of the Applicant/Bidder.
  - (ix) Dedicated Tractor for each Well Servicing Unit.
- D. The successful bidder/Applicant shall provide spares for the units with maintenance crew at all times for uninterrupted operation.
- E. **PRESENCE OF CO<sub>2</sub> & H<sub>2</sub>S:** H<sub>2</sub>S/CO<sub>2</sub> in minor amount may be present in the wells. The Applicant/bidder is required to arrange necessary PPE/safety gears for their personnel for working in such an environment.
- F. **TECHNICAL SPECIFICATION OF EQUIPMENT TO BE OFFERED BY APPLICANT/BIDDER:** The Applicant/Bidder shall mobilize all necessary equipment, tools and spares for successful and uninterrupted operation of the well servicing operation.
- G. **TECHNICAL GUIDELINES FOR SELECTION OF THE UNITS AND ACCESSORIES TO BE PROVIDED BY APPLICANTS:**

**A. Coiled Tubing Unit:**

Coiled Tubing Unit of size 1½” OD CT mounted on an oil field truck/trailer along with following dimensions accessories should meet the following minimum requirement:

Engine: The applicant shall provide engine(s) with BHP as per the design load suitable for operation enumerated above under **clause 2.0** and should adhere to applicable emission norms as per Govt. of India guidelines.

Exhaust system should be installed as per standard OEM design and material conforming to the emission norms and safety requirements, through proper design of exhaust system or suitable incorporation of spark arresters. Exhaust system of the vehicle should be made spark free, to meet the norms for operation in oilfield area. The engine should be provided with adequate safety system like emergency kill / rig saver.

Coiled Tubing shall have Data acquisition and retrieval system. Applicant/Bidder shall provide the data as and when requested by OIL's representative.

**DIMENSION (COMPLETE UNIT/INCLUDING TRAILER)**

The Unit shall comply all norms under MV Act of GOI. However, Applicant/bidder shall note that dimension of the units shall not be a hinderance for mobilization to different well site as referred in **Clause No. 3.2. For information purpose, OIL India follows the following unit dimension.**

Overall Width (max) -	2.9 meter
Overall Height (max) -	4.5 meter
Overall Length (max) -	12.0 meter for Rigid Vehicles
-	<b>18.75 meter</b> for Tractor Trailer Combination
Ground Clearance -	Approx. 25.0 cm. (10 inch)

1. **Coiled Tubing:** The Applicant/Bidder shall offer 1½” continuous coiled tubing.
2. **Tubing Reel:** The tubing is to be placed in a suitably sized skid mounted tubing reel assembly along-with the following minimum features.
  - a. **1½” OD Tubing Reel assembly:** The unit shall have the provision for adapting 1½” OD (Wall thickness 0.109”) coiled tubing of minimum length of 5000 meters. The CTU shall be equipped with an attachment to adapt 1½” OD CT. As such, the Bidder shall keep the following equipment ready in hand:
    - i) 1½” CT Reel X 5000 m (of QT 800 or equivalent) = 01 (one) no.
    - ii) **Additional Tube Reel assembly for 1½” CT:** 01 No. of 1.5" CT of wall thickness 0.109" of grade QT800 or equivalent. The Applicant/Bidder shall keep One (01) reel of minimum length 5000 m and meeting the above specification as backup for replacement of the working CT reel, if required. If the backup CT reel is consumed, the Applicant/Bidder shall arrange to replenish the stock of the backup CT reel within **90 days** from the day of replacement. In the event of failure to replenish the CT reel within stipulated time, an amount shall be recovered from monthly bill of Applicant/Bidder on daily basis till the backup CT reel arrives at Bidder's base and made available for use, as per **clause no. 29.0 (b) Part II of SCC.**

**NOTE:** Due to operation wear and tear of the coil string, certain length is to be discarded over time. For uninterrupted CTU operations, sufficient length of CT string needs to be maintained by the Applicant/Bidder and upon advised by OIL representatives shall replace the CT string.

3. **Tubing Injector:** The tubing injector shall be suitable for 1½” OD Coiled tubing and be driven by hydraulic motor with 60,000 lbs continuous pull capacity.

4. **Blow Out Preventor (BOP):** Hydraulically operated 2.9/16" bore X 10,000 PSI (API 6A) flange ended BOP having quad ram provision, one for 1½" OD tubing, one for 1½" OD slip, one for 1½" OD shear ram and one for 1½" OD blind ram.

BOP with size 3.1/16" X 10,000 psi or 4.06" X 10000 psi with suitable adapter to match with the well head as specified is also acceptable.

Combi BOP having all the four provisions of rams is also acceptable.

The Applicant/Bidder is to supply necessary well head adapters required for installation of the BOP on to the top flange of the well heads specified as:

- a) 2.9/16" X 3,000 PSIG WP flanged (API 6A) X-mas tree assembly.
  - b) 2.9/16" X 5,000 PSIG WP flanged, RJG: RX-27 (API 6A) X-mas tree assly.
  - c) 3.1/8" X 5,000 PSIG WP flanged, RJG: RX-35 (API 6A) X-mas tree assly.
  - d) 2.9/16" X 10,000 PSIG WP flanged, RJG: BX-153 (API 6A) X-mas tree assly.
  - e) 3.1/16" X 10,000 PSIG WP flanged, RJG: BX-154 (API 6A) X-mas tree assly.
  - f) 4.1/16" X 5000 psi WP flanged, RJG: BX-155 (API 6A) X-mas tree assly
  - g) Note: Applicant/Bidder to arrange for additional adapters for erection of afore-mentioned BOPs on 3.1/16" & 4-1/16" 15000 Psi WP, RJG: BX-154 & BX-155 rated flanged of X-Mass.
  - h) The vertical height of the top flange of well heads from ground level is in the range of 3.00 meters to 3.5 meters.
5. **Stuffing Box:** A hydraulically actuated side loading stripper/packer shall be fitted with the injector. There should be a provision for tandem stripper for any well intervention operation with WHP 3500 psi and above.
6. **Crane Assembly:** Crane (Minimum capacity 45 MT) for rigging up/down of the lubricator assembly shall be provided as an integral part of CTU or separately.
7. **Accumulator System/ System Back Up:** The Applicant/Bidder is to provide a suitable high pressure system with a sufficient volume capacity to constant back-up for hydraulic system, BOP & Strippers in addition to hand pump back up system for BOP, Stripper & Injector Traction & Tension.  
**The BOP should have accumulators with pre charge of sufficient capacity for three operations (close, open, close) of each ram plus 25% of the volume of one closing operation for each of the rams**
8. **Riser/CTU Lubricator:** The Applicant shall arrange for suitable number of risers/lubricators for a total length of 30 feet, of appropriate sizes & pressure rating for carrying out different CT operation. The Applicant shall note the different specifications of the downhole tools while selecting the risers. The riser/lubricator section joints shall have the standard quick union connection of OTIS/BOWEN/TOT or equivalent types. Welded and flanged joints in the riser/lubricator sections joints is not acceptable. The bottom section of the riser/lubricator shall have pressure bleed point.

**Note: 1) The package shall be inclusive of high pressure 10K/15K rated internal & External Plumbing system and pressure control devices etc.**

**2) At the time of tendering, the applicant to provide technical literature & COC from the manufacturer of all the proposed items to be supplied. Bidders/Applicants to provide confirmation for the same.**

**B. NITROGEN PUMPING UNIT**

Nitrogen pumping Unit (NPU) mounted on an Oil field truck/skid/trailer capable of pumping and vaporizing 180000 SCFH (MAX) and pressure upto 10,000 psi. The Applicant/Bidder shall be responsible for the supply of liquid nitrogen to carry out NPU operation at well site. The Applicant/Bidder shall ensure availability of liquid nitrogen (at any point of time) throughout the period of the contract.

**1. DIMENSION (COMPLETE UNIT/INCLUDING TRAILER)**

The Unit shall comply all norms under MV Act of GOI. However, Applicant/bidder shall note that dimension of the units shall not be a hinderance for mobilization to different well site as referred in Clause No. 3.2. For information purpose, OIL India follows the following unit dimension:

Overall Width(max)	-	2.9 meter
Overall Height(max)	-	4.5 meter
Overall Length(max)	-	12.0 meter for Rigid Vehicles
	-	18.0 meter for Tractor Trailor Combination
Ground Clearance	-	Approx. 25.0 cm. (10 inch)

**2. ENGINE**

Engine: The Bidder shall provide engine(s) with BHP as per the design load.

**B.1 LIQUID NITROGEN:**

Applicant/Bidder shall arrange continuous supply of Liquid Nitrogen at well sites during well intervention jobs.

**B.2. LIQUID NITROGEN TRANSPORTER TANK**

The applicant/bidder shall provide 01 (one) no. of liquid nitrogen tank mounted on an Oil field truck/trailer. The unit should be placed in a suitable truck fit for Indian road condition with having 2,000 US gallon capacity and all the safety features on the tank.

**Note: Applicant to provide technical literature & COC from the manufacturer of all the proposed items to be supplied at the time of actual tendering. Bidders/Applicants to provide confirmation for the same.**

**C. FLUID PUMPING UNIT WITH HEATING FACILITY WITH SUPPLY OF WATER:**

Oil Field Truck/Skid/Trailer Mounted Multi-purpose Pumping Unit with maximum discharge rate **337 GPM** (1275 LPM) at **2745 psi** (193 kg/cm<sup>2</sup>) pressure and Minimum discharge = **75 GPM** (284 LPM) at **10000 psi** (703 kg/cm<sup>2</sup>) and Maximum working temperature of **100 deg C**. The unit shall be complete with Blender/Batch Mixture unit with a fluid capacity tank (Minimum capacity 4 KL) and necessary piping, fittings & tools. The pump shall be suitable to handle fluid viz. Crude oil, HSD, water, saline water, mineral oils, high viscous fluids etc.

The Thermal capacity of the heating facility/burner system of the unit should be minimum 8 million BTU/HR.

The Applicant shall arrange for transportation of water to the pumping unit using water tankers (using 02 nos. of 20KL capacity water bowser) to carry out relevant well servicing job, at well site. Only the water source will be provided by OIL. However, LWC (low wax crude) for de-waxing operation and Chemicals for sand cleaning operation will be provided by OIL.

The unit shall have Data acquisition and retrieval system. Bidder shall provide the data as and when requested by OIL's representative.

The majority of jobs likely to be assigned for FPU shall with Low Wax Crude (LWC) only. The detailed properties of LWC used are:

Water Content, % (v/v): 0.2

Oil Content, % (v/v): 99.8

Density at 150C, gm/cm<sup>3</sup>: 0.8568

API Gravity @ 600F: 33.6

Pour Point, 0C: < 9

Flash Point, 0C: 12

Asphaltene Content, % (w/w): 0.68

Resin Content, % (w/w): 18.29

Wax Content, % (w/w): 4.23

#### **DIMENSION (COMPLETE UNIT / INCLUDING TRAILER)**

The Unit shall comply all norms under MV Act of GOI. However, bidder shall note that dimension of the units shall not be a hinderance for mobilization to different well site as referred in **Clause No. 3.2**. For information purpose, OIL India follows the following unit dimension.

Overall Width (max)	-	2.9 meter
Overall Height (max)	-	4.5 meter
Overall Length (max)	-	12.0 meter for Rigid Vehicles
	-	<b>18.75 meter</b> for Tractor Trailer Combination
Ground Clearance	-	Approx. 25.0 cm. (10 inch)

#### **ENGINE**

Engine: The Applicant shall provide engine(s) with BHP as per the design load suitable for operation enumerated above under **clause 2.0** and should adhere to applicable emission norms as per Govt. of India guidelines.

Exhaust system should be installed as per standard OEM design and material conforming to the emission norms and safety requirements, through proper design of exhaust system or suitable incorporation of spark arresters. Exhaust system of the vehicle should be made spark free, to meet the norms for operation in oilfield area. The engine should be provided with adequate safety system like emergency kill / rig saver.

**Note: Applicant to provide technical literature from the manufacturer of all the proposed items to be supplied at the time of tender. Bidders/Applicants to provide confirmation for the same.**

**D. DOWNHOLE SERVICING TOOLS:**

The Applicant shall provide the following necessary downhole servicing tools, suitable to run in hole with 1.1/2" CT including but not limited to for uninterrupted operation of the equipment, during the contractual period for single set.

<b>Sl. No</b>	<b>Description of the tool</b>	<b>Specifications</b>	<b>Minimum Quantity (Number)</b>
1.	Dual action hydraulic jar or Coiled tubing bi-directional hydraulic jar	Max. OD : 1.11/16" & 2.125 " Tensile strength: Minimum 55,000 lbs. Stroke length: Minimum 8 "	01 each
2.	Dual action intensifier or Coiled Tubing intensifier	Max. OD : 1.11/16" & 2.125 " Tensile strength: Minimum 60,000 lbs Stroke length : 6 "	01 each
3.	ROTO Hammer or impact drill jar	a) Size: 2 1/8" Tool OD:2.125" b) Size: 1 11/16" Tool OD:1.685" Operating Pressure: 500-2500 psi Maximum Pull: 30,000 lbs. Hits per minute: 25-800 Bit size: 1 7/8" to 2 1/4" Bit Type: Chisel, Ballistic Button, Star Application: to be used for clean out, shifting stubborn sliding sleeves, driving debris down hole.	01 each
4.	Roto hammer intensifier	a) Size: 2 1/8" Tool OD: 2.125" b) Size: 1 11/16" Tool OD:1.685" Tensile Strength: Minimum 43000 lbs. Stroke length; 6" Application: to be used in conjunction with the ROTO hammer to provide necessary tool movement and acceleration.	01 each
5.	Knuckle joint	a) CT Knuckle Joint, 1 11/16" b) CT Knuckle Joint, 2 1/8": 1 no Tensile strength: Minimum 43,000 lbs Angle of deviation:15°	02 each

6.	Flow activated heavy duty running/pulling tool	Nominal size : 2" Max. OD : 1.875 " Tensile Strength : 50,000 lbs Fish neck catch size : 1.375 "	02 nos
7.	Single Port Nozzle (Downward direction)	OD: 1.687" Nozzle Size: 0.75"	02 nos
8.	Multiple flow port nozzle	Max OD: 1.687" & 2.125" Nozzle configuration: 1 x 0.250" and 4 x 0.250" @ 45°	02 each
9.	Multiple up flow port nozzle	Max OD: 1.687" & 2.125" Length: 6" Nozzle Configuration: 1x 0.500", 4x 0.187"@45°, 4x 0.187"@90°	02 each
10.	Multiple side port nozzle	Max OD: 1.687" Length: 6" Nozzle Configuration: 1 x 0.250", 4 x 0.250"@90°	02 nos
11.	Flow Activated coiled tubing releasable overshot	Max. OD: 2.125 " Fish catch range: 1 3/6"- 1 5/16", 1 5/16" - 1 7/16 ", 1 7/16" - 1 9/16" Tubing size : 2 7/8 " N-80 EUE Casing size : 5.1/2 "	Overshot: 01 each Fish Catch: 02 each
12.	Three pronged Fishing grab with flow through facility suitable for recovering Wireline fish	Simple flexible design and robust construction for Tubing size : 2 7/8 " N-80 EUE	02 nos
13.	Single pronged Fishing grab (Spear) with flow through facility suitable for recovering Wireline fish	Simple flexible design and robust construction for Tubing size : 2 7/8 " N-80 EUE	02 nos
14.	Slim hole Motor with different sizes bits	Slim hole motor Size : 1 11/16 " & 2.125" Maximum diameter of motor at upset : 1.75 " (44 mm) 2.125" Torque at full load : 140 lb feet Maximum weight on bit : 6000 lb For Coil tubing size: 1.5"OD x .109" wall Drill bit sizes: 1 7/8", 2 1/8", 2 3/16" with standard carbide inserts (2 nos. each). Out of the above drill bits, two nos. of tapered mill shall be provided.	Slim hole motor: 01 each Drill bits: 02 each
15.	Lead Impression Block with flow through facility	Size: 1 3/4", 2", 2 1/8", 2 3/16", 2 1/4"	02 each

16.	Flow Activated Deep Catch continuous tubing releasable overshot to fish parted Coiled Tubing	OD: 2" or 2 1/8" Catch size: 1. 25" OD & 1.5" OD Coiled Tubing	01 no
-----	---	--	-------

**Note: a)** Down hole servicing tool should be in workable condition during the contractual period. Hence, adequate spares are to be kept accordingly. Bidder should note that there will not be any differentiation in rate in operating and standby status of the tools. **The Applicant shall provide the following of connectors/adaptors along with 1½ inch sized coiled tubing.**

Sl. No	Description of the tool	Specifications	Minimum Quantity (Number)
1	CT End Connector for 1-11/16" BHA	a) Roll On Connector: 2 no b) Heavy Duty External Slip Type Connector: 1 no c) Heavy Duty Dimple Connector: 1 no	01 set
2	CT End Connector for 2 1/8" BHA	a) Roll On Connector: 2 no b) External Slip Type Connector: 1 no c) Dimple Connector: 1 no	01 set

**b)** Every BHA should contain **either a double flapper check valve with hydraulic disconnect or Motor Head Assembly (Size: 1 11/16" & 2 1/8")**

**Note:** Applicant/Bidder to provide technical literature from the manufacturer mentioning the make of the all the proposed items to be supplied under **clause No. 8.0 D.** of this section of the tender document.

**E. SURFACE HOOK UP CONNECTION**

The Bidder shall supply, but not limited to the followings for laying of surface lines to carry out operations in the field:

1. Treating irons of minimum 100 feet in **each unit**
2. Unions (of appropriate sizes & Quantity)
3. Elbows (of appropriate sizes & Quantity)
4. Flanges (of appropriate sizes & Quantity)
5. Crossovers (of appropriate sizes & Quantity)
6. Swivel joint (of appropriate sizes & Quantity)
7. Valves (of appropriate sizes & Quantity)

2" x 15,000 psig (FIG 1502) treating irons and other fittings will be required under this tender. Necessary adapter/connectors/change sub shall be made available for use of the same irons & fittings for pressure ratings FIG 602 and FIG 1002.

**Note:** Applicant/Bidder to provide technical literature from the manufacturer of

the all the proposed items to be supplied under **clause No. 8.0 E.** of this section of the tender document.

**F. GENERAL NOTE:**

- (i) Applicant shall ensure that there shall not be any shut down of Coiled Tubing unit due to non-availability of continuous coiled tubing. Bidder shall keep at least one spare continuous coiled tubing in their stock.
- (ii) All the necessary pipes, fittings, valves, adequate length of high-pressure delivery lines etc. required for rigging up of the equipment and operations shall be provided by the Applicant/Bidder. The Applicant/Bidder shall provide requisite crossovers for adaptability of their equipment, tools, piping's etc. to the x-mass tree.
- (iii) Supply, storage, consumption of water, fuel & other consumables at the well sites as well as at the camp site shall be the Bidder's responsibility. Any shutdown of operation due to non-availability of above shall be on the Bidder's account.
- (iv) The Applicant/Bidder shall also provide fuel for all of their vehicles and other stationary engines.
- (v) All sorts of lubricants for day-to-day operation shall be supplied by the Bidder. Also, various spares required for uninterrupted operation shall be stocked/supplied by the Bidder.
- (vi) The Applicant/Bidder shall deploy individual units in different well locations on a single day based on job requirement to carry out more than one number of jobs simultaneously.
- (vii) **Maintenance of Well Servicing Units:** Applicant/Bidder shall be entitled for a maintenance period of 02 (Two) days (cumulative 48 hours) for the overall well service package in a calendar month. The maintenance of all the units should be carried out together at the Bidder's base. Maintenance period do not include the mobilization of the units from well site to base. If the Applicant/bidder fails to carry out the job withing this period of 02(Two) days, it will be treated as shutdown and penalty as pre-SCC will applicable.

**H. GENERAL STATUTORY REQUIREMENTS FOR SAFETY NORMS:**

- a. All the moving/rotating parts like belts, couplings, drive lines etc., of the equipment should be well guarded.
- b. SRV of the pumps and air reservoir tanks should be tested regularly and records of such testing should be kept available all the time.
- c. Proper color codes as per safety norms should be applied on the high pressure lines, gas lines and water lines.
- d. Anchoring and grouting of the delivery & bleed lines of the pumps should be done before running the pump.

**Note: Any other item/assembly not incorporated above and needed for meeting the scope of work in the tender should be provided by the Bidder.**

**I. TRANSPORTATION SERVICES:**

Transportation of Bidder's personnel & their material from camp site to well site and between work sites shall be the responsibility of the Bidder. All vehicles deployed for this purpose should be in prime condition.

**J. FIRE FIGHTING AND SAFETY EQUIPMENT/SERVICES:**

**Safety:** Applicant shall observe such safety regulations in accordance with acceptable oilfield practice and applicable Indian Laws. Applicant/Bidder shall take all measures reasonably necessary to provide safe working conditions and shall exercise due care and caution in preventing fire, explosion and blow out and maintain fire and well control equipment in sound condition at all times. Bidder shall conduct such safety drills, Tool box meetings, BOP tests, etc. as may be required by company at prescribed intervals.

- i) Applicant shall provide all Fire extinguishers DCP, Foam sprayer, Sand buckets etc. as specified under OISD - STD - 189 and OMR.
- ii) Fire protection at well sites shall be the responsibility of the Bidder. Necessary action shall be taken and prior arrangements to be made for providing competent persons trained in the field of fire-fighting (certificate/diploma holders) at the well site.
- iii) Documentation, record keeping of all safety practices should be conducted as per international/Indian applicable laws, act, regulations etc., as per standard Oilfield practice and these records should be made available for inspection at any point of time. The H.S.E (Health Safety and Environment) policy as well as emergency procedure manual should be kept at site. Compliance of these shall be the sole responsibility of the Bidder.
- iv) **First Aid Kit:** An adequate and approved first aid kit shall be provided at work site with all medicines as recommended by St. John Ambulance.
- v) **SECURITY SERVICES:** Bidder shall provide adequate security personnel to safeguard their own equipment & accessories at camp & work site. In case of any security issue, the Bidder has to lodge FIR in the nearby Police Station and submit a copy of receipt to OIL along with a forwarding letter, then only OIL may activate its security services to solve the situation.
- vi) **CAMP AND OTHER ESTABLISHMENT:** Suitable camp facilities for Bidder's personnel including catering services shall be Bidder's responsibility.
- vii) **COMMUNICATION SYSTEM:** Suitable communication system like WLL/ Cell phone is to be provided by the Bidder for effective communication from well as well as from base camp.

**K. PERSONNEL TO BE DEPLOYED (Per well servicing Package)**

- i) The Applicant will provide competent, qualified and adequately experienced personnel for carrying out jobs as mentioned in scope of work correctly and efficiently. Personnel provided by the Bidder must observe all safety and statutory norms applicable to the Company. Their performance must be to the satisfaction of the Company and the Bidder must be willing and ready to replace, at their own expenses, any of their personnel who are not found suitable by the Company.
- ii) Maintain a highly skilled technical staff to render the services and capable of making the best use of the equipment so as to ensure the highest degree of accuracy and reliability of the works/data gathered.
- iii) Applicant shall submit CVs of the personnel to the COMPANY for approval prior to the commencement of the operation.
  - The personnel of the Bidder other than Indian nationals shall possess MHA (Ministry of Home Affairs) clearance and the Bidder shall ensure that the MHA clearance is obtained at his own responsibility and cost prior to any expatriate personnel mobilized to the field.

- Personnel provided by the Bidder must observe all safety and statutory norms applicable to the Company.
- Personnel deployed by the Bidder should be fluent in English/local language.

The following skilled personnel required for execution of the contract shall have to be deployed by the Bidder.

<b>POSITION</b>	<b>MINIMUM EXPERIENCE</b>	<b>NUMBER OF PERSONNEL</b>
<b>Engineer In-Charge</b>	As per 13.1 below	<b>01 per contract</b>
Overall Supervisor	As per 13.1 below	01
Coiled Tubing Operator	As per 13.1 below	01
Nitrogen Pumper Operator	As per 13.1 below	01
Fluid Pumper Operator	As per 13.1 below	01
Asst. Operator for Equipment	As per 13.1 below	03
Helper	As per 13.1 below	03

**Note:**

The above list of personnel indicates the minimum requirement. The Bidder will need to make provisions for additional manpower that may be required for execution of the Contract smoothly.

One (01) set of unit comprises of one CTU, one NPU and one FPU with heating facilities.

The Engineer In-Charge, Overall Supervisor, Coiled Tubing Operator, Nitrogen Pumper Operator, Fluid Pumper Operator are categorized as key personnel. However, OIL shall have the discretion to review and identify the key personnel for execution of the contract prior to issuance of mobilization notice to the successful bidder.

**L. COMPANY'S REQUISITES**

- Applicant shall, prior to mobilization, furnish to Company a list of all personnel who are to perform the Services. The list shall show each person's qualifications, details of work history and previous employment with dates, training courses attended, and copies of all pertinent certifications. Personnel must have good skill in writing and speaking English.
- If the Applicant plans to change any personnel from the list submitted and approved during mobilization inspection, the Bidder shall notify Company in advance of the intended change and give Company the above-mentioned particulars of the new personnel. Only after getting the approval for change of personnel from OIL, the Bidder shall deploy such personnel for operation.
- Company reserves the right to reject any person on such list, and any subsequent changes to the list.

- (i) **QUALIFICATION AND EXPERIENCE OF PERSONNEL:** The qualification and experience of the personnel are to be as under:  
The age of the personnel should not be more than 60 (Sixty) years during the Contract period.

- 1) **ENGINEER IN-CHARGE:**
  - i) Shall be an engineering graduate (from an AICTE recognized institute, If graduated from India) with sound health, must have minimum 05 years experience in well servicing/Well Intervention operation.
  - ii) Shall be well conversant with operation and maintenance of equipment deployed and safety regulations.
  - iii) Shall possess valid **IWCF Level 4/IADC WellSharp Well Servicing Coiled Tubing** or equivalent certificate.
  - iv) Shall have good skill in writing and speaking English.
  
- 2) **OVERALL SUPERVISOR:**
  - i) Shall be an **engineering graduate** (from an AICTE recognized institute, if graduated from India) or equivalent with sound health, must have minimum of **05 years** of work experience in E&P business out of which **03 years**’ experience in well servicing operation with CTU, FPU with heating facility.  
or  
Shall be **Engineering Diploma** holder with sound health, must have minimum of **08 years** of work experience in E&P business out of which **05 years**’ experience in well servicing operation with CTU, FPU & NPU.
  - ii) Shall be well conversant with operation and maintenance of equipment deployed and safety regulations.
  - iii) Shall have good skill in writing and speaking English.
  - iv) Shall possess valid **IWCF Level 4/IADC WellSharp Well Servicing Coiled Tubing** or equivalent certificate.
  - v) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the Bidder that Bidder’s personnel shall be released for MVT training.
  
- 3) **COILED TUBING OPERATOR:**
  - i) Shall be science graduate/engineering diploma holder or equivalent, with sound health and have minimum of **03 years** of work experience in operation and maintenance of Coiled tubing Unit in oil/gas wells.  
or  
Shall be High School or equivalent passed with sound health, must have minimum of **05 years** of experience in operation and maintenance of Coiled tubing Unit in oil/gas wells.
  - ii) Should be capable of writing and speaking English.
  - iii) Should be conversant with well control methods to take independent decisions in case of well emergencies.

- vi) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the Bidder that Bidder's personnel shall be released for MVT training.

4) **NITROGEN PUMPER OPERATOR:**

- i) Shall be science graduate/engineering diploma holder or equivalent, with sound health and have minimum of 03 years of work experience in operation and maintenance of Nitrogen Pumping Unit in oil/gas wells.  
or  
Shall be High School or equivalent passed with sound health, must have minimum of 05 years of experience in operation and maintenance of Nitrogen Pumping Unit in oil/gas wells.
- ii) Should be capable of writing and speaking English.
- iii) Should be conversant with well control methods to take independent decisions in case of well emergencies.

5) **FLUID PUMPER OPERATOR:**

- i) Shall be science graduate/engineering diploma holder or equivalent, with sound health and have minimum of **03 years** of work experience in operation and maintenance of Fluid Pumping Unit in oil/gas wells.  
or  
Shall be High School or equivalent passed with sound health, must have minimum of **05 years** of experience in operation and maintenance of Fluid Pumping Unit in oil/gas wells.
- ii) Should be capable of writing and speaking English.
- iii) Should be conversant with well control methods to take independent decisions in case of well emergencies.
- iv) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the Bidder that Bidder's personnel shall be released for MVT training.

6) **ASSTT. OPERATOR FOR EQUIPMENT:**

- i) Shall be high school passed and ITI certificate holder or equivalent, with sound health and have minimum **03 years** work experience in operation and maintenance of Coiled Tubing Unit, and Fluid Pumping Unit in oil and gas wells.
- ii) Preferably should be capable of writing and speaking English and local language.
- iii) Valid MVT (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the Bidder that Bidder's personnel shall be released for MVT training.

7) **HELPER:**

- i) Shall be high school pass with sound health and have minimum **02 years** work experience in oil and gas industry.
- ii) Preferably should be capable of writing and speaking English and local language.
- iii) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the Bidder that Bidder's personnel shall be released for MVT training.

**NOTES:**

- 1) An undertaking from all the personnel as per ANNEXURE-II should be forwarded after deployment of manpower **prior to mobilization**.
- 2) Regarding the educational qualification and experience of the personnel, the Bidder shall substantiate their claim with valid educational and experience certificates.
- 3) For degree/diploma/certificate/standards awarded by any Educational Institutes other than Indian Institutes, the Bidder shall furnish a brief description about the educational system of that country.
- 4) The personnel deployed by the Bidder should comply with all the safety norms applicable during operation.
- 5) For driving the vehicles/units on road, the Bidder shall ensure that the driver possesses necessary valid and proper licenses conforming to Indian Motor Vehicle Act.

6) **Medical Fitness:**

The Applicant shall ensure that all the Personnel deployed under the contract shall have had a full medical examination from qualified and registered doctor in accordance with accepted medical standards prior to commencement of the Well Servicing Operation.

7) **Training Courses:**

- ❖ The Applicant shall ensure that all the Bidder Personnel performing services hereunder shall have attended all safety and operational training courses such as mines vocational training or equivalent required by applicable law and as is generally consistent with international petroleum industry practice and/or as otherwise required by the Company.
  - ❖ The Bidder shall, if requested, forthwith produce valid and current certificates of completion or attendance for the Company's inspection.
- 8) Personnel should be versed in fire-fighting etc.
  - 9) Overall Supervisor shall co-ordinate day to day operations smoothly and in professional manner. He shall visit Company's representative office everyday for taking necessary instruction for the operation.

- 10) Applicant should deploy other personnel which shall include drivers, security men, (both at well site and camp site), services of unskilled labour.
- 11) On/off duty details of well servicing and associated service personnel should be indicated.
- 12) Employment of personnel other than personnel mentioned in clause 12.0 & 13.0 above shall be at the discretion of the Bidder to run all operations at work site and camp successfully.
- 13) The Applicant shall forward the list of personnel deployed along with bio-data/qualification/experience/track record of the personnel prior to mobilization of the equipment with all supporting documents. Any additional manpower deployed by the Bidder shall be at the expense of the Bidder.
- 14) The age of the personnel should not be more than 60 (Sixty) years during the Contract period.
- 15) The Applicant 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 experience as indicated above. Moreover, the Bidder will have to obtain prior approval from the Company for the relief personnel of the Bidder at least 02 (Two) days in advance.
- 16) Company reserves the right to instruct for removal of any Bidder'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 Bidder and the Bidder shall have to replace within 15 (Fifteen) days for personnel of Indian origin and 45 (Forty five) days for foreign residents. The deported personnel shall be allowed to continue the job till the replacement arrives with the discretion of the Company.
- 17) All charges for personnel are included in Day rates. No separate charges shall be payable for the personnel deployed.

\*\*\*\*\*

**\*\*\*END OF SECTION-IV\*\*\***

**LIST OF PROFORMAS, EXHIBITS, APPENDICES, ETC. FOR THE TENDER**

***(Applicants are advised to submit all the proformas applicable to them and fill the table below)***

<b>Sl. No.</b>	<b>Proforma-No.</b>	<b>Form Description</b>	<b>Submitted (Yes/No/Not applicable)</b>
1.	<a href="#"><u>Proforma-D</u></a>	Statement of Non-Compliance (if any)	
2.	<a href="#"><u>Proforma-E</u></a>	Letter of Authorisation for attending Bid Opening format	
3.	<a href="#"><u>Proforma-F</u></a>	Letter of Authority format	
4.	<a href="#"><u>Proforma-H</u></a>	E-Remittance Form	
5.	<a href="#"><u>Proforma-J</u></a>	Format of Undertaking by Applicants towards submission of authentic information/documents	
6.	<a href="#"><u>Proforma-K</u></a>	Certificate of compliance to financial criteria	
7.	<a href="#"><u>Proforma-L</u></a>	Commercial Check List	
8.	<a href="#"><u>Proforma-Q</u></a>	Parent/Subsidiary Agreement	
9.	<a href="#"><u>Proforma-R</u></a>	Parent/Subsidiary Guarantee	
10.	<a href="#"><u>Proforma-S</u></a>	Sister subsidiary/Co-subsubsidiary company and the ultimate parent/holding company agreement	
11.	<a href="#"><u>Proforma-T</u></a>	Form of PBG by Supporting partner	
12.	<a href="#"><u>Proforma-U</u></a>	Declaration format	
13.	<a href="#"><u>Proforma-V1</u></a>	JV member having more than 50% stake Corporate Guarantee	
14.	<a href="#"><u>Proforma-V2</u></a>	PARENT/ULTIMATE PARENT/HOLDING COMPANY'S CORPORATE GUARANTEE TOWARDS FINANCIAL STANDING	
15.	<a href="#"><u>Proforma-X</u></a>	Certificate of Annual Turnover & Net Worth	
16.	<a href="#"><u>Proforma-Y</u></a>	Technical Evaluation Sheet for BEC	
17.	<a href="#"><u>Proforma-Z</u></a>	Undertaking from TPI agency	
18.	Proforma-A7.1	Undertaking towards compliance of provisions for restrictions on procurement from a applicant of a country which shares land border with India	
19.	Proforma-A7.2	Undertaking for works involving possibility of sub-contracting	
20.	Proforma-A7.3	Additional Undertaking by applicant in cases of Specified Transfer of Technology (ToT)	
21.	<a href="#"><u>Appendix-1</u></a>	Declaration about Applicant's Financial Standing	
22.	<a href="#"><u>Appendix-2</u></a>	Declaration that applicant is not under Holiday	

<b>Sl. No.</b>	<b>Proforma-No.</b>	<b>Form Description</b>	<b>Submitted (Yes/No/Not applicable)</b>
		List/Delisted/Blacklist/Debarred in OIL	

**STATEMENT OF NON-COMPLIANCE (IF ANY)**

**(Only exceptions/deviations to be rendered)**

**1.0** The applicant shall furnish detailed statement of **exceptions/deviations**, if any, to the invitation stipulations, terms, and conditions in respect of each Section of invitation Document in the following format:

<b>Section No.</b>	<b>Clause No. (Page No.)</b>	<b>Non-Compliance</b>	<b>Remarks</b>

**Signature of Applicant:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**NOTE:** OIL INDIA LIMITED expects the applications to fully accept the terms and conditions of the invitation document. However, should the applicants still envisage some exceptions/deviations to the terms and conditions of the invitation document, the same should be indicated as per above format and submit along with their applications. If the **“Statement of Non-Compliance”** in the above Proforma is left blank (or not submitted along with the application), then it would be constructed that the applicant has not taken any exception/deviation to the invitation requirements.

**PROFORMA LETTER OF AUTHORISATION FOR ATTENDING APPLICATIONS  
OPENING**

**TO  
CGM-CONTRACTS (HoD)  
OIL INDIA LIMITED  
P.O. DULIAJAN-786602  
Assam, India**

Sir,

**SUB:** Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories.

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB for **Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories.**

Yours Faithfully,

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



PROFORMA-F

**PROFORMA LETTER OF AUTHORITY**

**TO**  
**CGM-CONTRACTS (HoD)**  
**Contracts Department**  
**P.O. DULIAJAN PIN-786602**  
**Dist. Dibrugarh, Assam**  
**India**

Dear Sir,

**SUB:** \_\_\_\_\_

We \_\_\_\_\_ of \_\_\_\_\_  
Confirm that Mr. \_\_\_\_\_  
\_\_\_\_\_ (Name and Address) is authorised to represent us to Bid, negotiate  
and conclude the agreement on our behalf with you against IFB for '**Hiring the  
services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen  
Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other  
related accessories** for any commercial/ Legal purpose etc.

We confirm that we shall be bound by all and whatsoever our said  
representative shall commit.

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Yours faithfully,

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

For & on behalf of \_\_\_\_\_

**NOTE:** This letter of authority shall be on printed letter head of the applicant and shall be signed by a person competent and having the power of attorney (Power of attorney shall be annexed) to bind such Applicant.

PROFORMA-J

**Format of undertaking by Applicants towards submission of authentic information/documents (To be typed on the letter head of the applicant)**

Ref. No \_\_\_\_\_

Date \_\_\_\_\_

**Sub: Undertaking of authenticity of information/documents submitted against the tender for "Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories"**

**To,  
The CGM-Contracts (HoD)  
Contracts Department,  
OIL, Duliajan**

**Sir,**

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender / contract agreement, in case any of the information/documents submitted by us are found to be false / forged / fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and /or PBG and /or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

PROFORMA-K

**(TO BE EXECUTED BY THE AUTHORIZED SIGNATORY OF THE APPLICANT ON THE OFFICIAL LETTER HEAD OF THE APPLICANT)**

**CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA**

**Ref : Note 'b' under Clause 4.5 of Financial Criteria of BEC/BRC**

I \_\_\_\_\_ the authorized signatory(s) of \_\_\_\_\_ (Company or Firm name with address) do hereby solemnly affirm and declare/ undertake as under:

**The balance sheet/Financial Statements for the financial year \_\_\_\_\_ have actually not been audited as on the Original Bid Closing Date.**

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: This certificate is to be issued only considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original Bid closing date/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time).

PROFORMA-L

**COMMERCIAL CHECK LIST**

**Applicant's Name:** \_\_\_\_\_

This Questionnaire duly filled in should be returned along with each copy of Un-priced Bid. Clauses confirmed hereunder should not be repeated in the Bid.

<b>Sl. No.</b>	<b>Description</b>	<b>Applicant's Confirmation</b>
1.	Application structure	
2.	Applicant's name and address:	
3.	It is noted that deviations to Terms & Conditions shall lead to rejection of offer, as specified in the invitation.	
4.	Whether Mobilization and Completion period of contract is complied?	
5.	Confirm that you have submitted all documents as mentioned in the Tender/Annexures.	
6.	Confirm acceptance to all terms & conditions of the Invitation.	
7.	Confirm that all correspondence must be in English Language only.	
8.	Indicate Name & Contact No. (Telephone/Fax/E-mail) of person signing the bid.	Name: Contact No.: Fax: Email:
17.	Confirm that all Bank charges associated with Applicant's Bank shall be borne by Applicant.	
18.	Please indicate the following: (i) PAN No. (ii) GST Regn. No.	
19.	Confirm that you have duly filled up and submitted the Technical Evaluation Sheet for BEC	

Applicant confirms that in case of conflicting version of various terms & conditions at different places, the confirmation furnished as above shall be considered over-riding and final and any other deviation indicated elsewhere shall be treated as redundant.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_

PROFORMA-Q

**FORMAT OF AGREEMENT BETWEEN APPLICANT AND THEIR PARENT COMPANY/SUBSIDIARY COMPANY/SISTER-SUBSIDIARY/CO-SUBSIDIARY/MEMBER OF SAME NETWORK OR MEMBER OF SAME GLOBAL FIRM (As the case may be)**

**(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)**

This agreement made this \_\_\_ day of \_\_\_ month \_\_\_ year by and between M/s \_\_\_\_\_ (Fill in the Applicant's full name, constitution and registered office address) hereinafter referred to as applicant on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Parent Company/Subsidiary Company) hereinafter referred to as "Parent Company/Subsidiary Company/Sister-Subsidiary/Co-Subsidiary/Member of same network or Member of same global firm (Delete whichever not applicable)" of the other part:

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ (Applicant) intends to bid against the said tender and desires to have technical support of M/s \_\_\_\_\_ [Parent Company/Subsidiary Company -(Delete whichever not applicable)] and whereas Parent Company/Subsidiary Company (Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the applicant for successful execution of the contract, if awarded to the applicant. Now, it is hereby agreed to by and between the parties as follows:

1. M/s. \_\_\_\_\_ (Applicant) will submit an offer to OIL for the full scope of work as envisaged in the tender document as a main applicant and liaise with OIL directly for any clarifications etc. in this context.
2. M/s. \_\_\_\_\_ (Parent Company/Subsidiary Company (Delete whichever not applicable) undertakes to provide technical support and expertise, expert manpower and procurement assistance and project management to support the applicant to discharge its obligations as per the Scope of work of the tender/ Contract for which offer has been made by the Parent Company/Subsidiary Company (Delete whichever not applicable) and accepted by the applicant.
3. This agreement will remain valid till validity of applicant's offer to OIL including extension if any and till satisfactory performance of the contract in the event the contract is awarded by OIL to the applicant.

4. It is further agreed that for the performance of work during contract period applicant and Parent Company/Subsidiary Company (Delete whichever not applicable) shall be jointly and severally responsible to OIL for satisfactory execution of the contract.

5. However, the applicant shall have the overall responsibility of satisfactory execution of the contract awarded by OIL.

In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Applicant)

For and on behalf of  
(Parent Company/Subsidiary Company (Delete whichever not applicable))

M/s.  
Witness:

M/s.  
Witness:  
1) 1)  
2) 2)

**PARENT COMPANY/SUBSIDIARY COMPANY GUARANTEE (*Delete whichever not applicable*)**

**(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)**

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called “the Guarantor” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s Oil India Limited, a company duly registered under the Companies Act 1956, having its Registered Office at Duliajan in the State of Assam, India, hereinafter called “OIL” which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assigns, invited tender number ..... for ..... on ..... M/s ..... (mention complete name), a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... (give complete address) hereinafter called “the Company” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successor and permitted assigns, have, in response to the above mentioned tender invited by OIL, submitted their bid number ..... to OIL with one of the condition that the Company shall arrange a guarantee from its parent company guaranteeing due and satisfactory performance of the work covered under the said tender including any change therein as may be deemed appropriate by OIL at any stage. The Guarantor represents that they have gone through and understood the requirement of the above said tender and are capable of and committed to provide technical and such other supports as may be required by the Company for successful execution of the same.

The Company and the Guarantor have entered into an agreement dated ..... as per which the Guarantor shall be providing technical and such other supports as may be necessary for performance of the work relating to the said tender.

Accordingly, at the request of the Company and in consideration of and as a requirement for OIL to enter into agreement(s) with the Company, the Guarantor hereby agrees to give this guarantee and undertakes as follows:

1. The Guarantor (Parent Company/ **Subsidiary Company** (*Delete whichever not applicable*) unconditionally agrees that in case of non-performance by the Company of any of its obligations in any respect, the Guarantor shall, immediately

on receipt of notice of demand by OIL, take up the job without any demur or objection, in continuation and without loss of time and without any cost to OIL and duly perform the obligations of the Company to the satisfaction of OIL.

2. The Guarantor agrees that the Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Company.

3. The Guarantor shall be jointly with the Company as also severally responsible for satisfactory performance of the contract entered between the Company and OIL.

4. The liability of the Guarantor, under the Guarantee, is limited to the 50% of the annualized contract price entered between the Company and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Company.

5. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations hereunder.

6. The Guarantor also agrees that this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of ....., India.

7. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

8. The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For & on behalf of (Parent Company/Subsidiary Company (Delete whichever not applicable))

M/s \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Common seal of the Company: \_\_\_\_\_

Witness:

1. Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**FORMAT OF AGREEMENT BETWEEN APPLICANT, THEIR SISTER SUBSIDIARY/CO-SUBSIDIARY COMPANY AND THE ULTIMATE PARENT/HOLDING COMPANY OF BOTH THE APPLICANT AND THE SISTER SUBSIDIARY/CO-SUBSIDIARY** (Strike out whichever is not applicable between Ultimate Parent and Holding Company. Similarly strike out whichever is not applicable between Sister Subsidiary and Co-subsidiary Company)

(IN CASE OF INDIAN APPLICANT TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)

This agreement made this \_\_\_ day of \_\_\_ month \_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in Applicant's full name, constitution and registered office address) \_\_\_\_\_ hereinafter referred to as "Applicant" of the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Sister Subsidiary/Co-subsidiary Company of the Applicant) herein after referred to as "Sister Subsidiary/ Co-subsidiary" of the second part and M/s. \_\_\_\_\_ (Fill in the full name, constitution and registered office address of the Ultimate Parent/Holding Company's of both the subsidiaries) hereinafter referred to as "Ultimate Parent/ Holding Company" of the third part.

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s. \_\_\_\_\_ (Applicant) intends to bid against the said tender and desires to have a technical support of M/s. \_\_\_\_\_ (Sister Subsidiary/Co-subsidiary Company) and Sister Subsidiary/Co-subsidiary Company represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the applicant for successful execution of the contract, if awarded to the applicant.

Now, it is hereby agreed to by and between all the three parties as follows:

1. M/s. \_\_\_\_\_ (Applicant) will submit an offer to OIL for the full scope of work as envisaged in the tender document.
2. M/s. \_\_\_\_\_ (Sister Subsidiary/Co-subsidiary Company) undertakes to provide technical support and expertise and expert manpower, material, if any, to support the applicant to discharge its obligations as per the Scope of work of the tender / Contract for which offer has been made by the applicant.
3. This agreement will remain valid till validity of applicant's offer to OIL including extension if any and also till satisfactory performance of the contract in the event the bid is accepted and contract is awarded by OIL to the applicant.
4. Sister Subsidiary/ Co-subsidiary Company unconditionally agrees that in case of award of contract to the Applicant, if the Applicant is unable to execute the contract, they shall, immediately on receipt of notice by OIL, take up the job without any demur or objection, in continuation without loss of time and without any extra cost to OIL and duly perform the obligations of the Applicant/Applicant to the satisfaction of OIL.

5. The Ultimate Parent/Holding Company also confirms and undertakes that the commitment made by the Sister Subsidiary/ Co-subsidiary company in providing the technical support and technical expertise and expert manpower to support the applicant for execution of the contract are honoured.
6. The Ultimate Parent/Holding Company also takes full responsibility in getting the contract executed through the Sister subsidiary/ Co-subsidiary company in case the Applicant/Applicant is unable to execute the contract.
7. In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Applicant)

M/s.  
Witness

- 1)
- 2)

For and on behalf of  
(Sister Subsidiary/ Co-  
subsidiary)

M/s.  
Witness

- 1)
- 2)

For and on behalf of  
(Ultimate Parent /  
Holding Company)

M/s.  
Witness

- 1)
- 2)

**Note:** In case of contracts involving - (a) manufacture/supply (b) installation and commissioning (c) servicing and maintenance of any equipment, as the bidding company can draw on the experience of their multiple subsidiary sister/Co-subsidiary company (ies) specializing in each sphere of activity, i.e. (a) manufacture/supply (b) installation and commissioning (c) servicing and maintenance, therefore, in that case, the above format shall be signed by all the sister/Co-subsidiary company(ies) and necessary modifications may be made in the above format to include all sister subsidiaries.

**FORM OF PERFORMANCE BANK GUARANTEE BY SUPPORTING COMPANY**

**To**  
**M/s OIL INDIA LIMITED (OIL)**  
**CONTRACTS DEPARTMENT**  
**DULIAJAN, ASSAM, INDIA, PIN-786602**

WHEREAS \_\_\_\_\_ (Name and address of Applicant) (hereinafter called "Applicant", which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) had undertaken, in pursuance of Contract No. \_\_\_\_\_ to execute ----- (Brief Description of the Work)(hereinafter called "the Contract").

Further, M/s \_\_\_\_\_ (Name of the ultimate parent) having its registered/head office at \_\_\_\_\_ is the **"Ultimate Parent"** of **"Supporting Company"** M/s.....(Name of the supporting company with address)/M/s.....(Name of the Applicant with address, in case experience is taken from the ultimate parent) (hereinafter referred to as the 'SUPPORTING COMPANY'/ **"ULTIMATE PARENT"**, which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees). Based on the experience/technical strength of the **"Supporting Company"/ "Ultimate Parent"** (whichever is applicable), the APPLICANT has qualified for award of contract and has agreed to provide complete technical and other support to the APPLICANT for successful completion of the contract as mentioned above, entered between OIL and the APPLICANT and OIL having agreed that the **"ULTIMATE PARENT/SUPPORTING COMPANY"**, shall furnish to OIL a performance guarantee for Indian Rupees/US\$ ..... towards providing complete technical and other support to the APPLICANT for successful completion of the contract as mentioned above,

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_.

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Designation \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

a. The Bank Guarantee issued by the bank shall be routed through SFMS platform as per the following details:

- i) "MT 760/MT 760 COV" for issuance of bank guarantee.
- ii) "MT 760/MT 767 COV" for amendment of bank guarantee.

**Note: The above message/intimation shall be sent through SFMS by the BG issuing bank branch to ICICI BANK LTD., Duliajan Branch; IFS Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602.**

b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.

**DECLARATION FORMAT**

[On Applicant's Letter Head]

To,

M/s OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA, PIN-786602

Dear Sir,

This has reference to your Tender No. \_\_\_\_\_ Dated ..... 20\_\_ on the  
subject .....

We.....(Name of the Company) confirm that we will provide the  
services including the key personnel of the Subsidiary/Parent /Sister Subsidiary/Co-  
subsidiary company/JV Partner (strike out whichever is not applicable) on whose  
strength we are meeting the tender's Technical requirement as per the tender  
qualifying criteria.

Signature

(Name & Designation of Authorized person)

**JOINT VENTURE COMPANY'S CORPORATE GUARANTEE TOWARDS FINANCIAL STANDING**

(TO BE EXECUTED ON COMPANY'S LETTER HEAD)

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... [Name of JV member with more than 50% stake] a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called "the Guarantor" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ [Name of the incorporated Joint Venture Company] intends to bid against the said tender based on the financial strength of M/s \_\_\_\_\_ [Complete Name of JV member with more than 50% stake] and whereas M/s \_\_\_\_\_ [Complete Name of JV member with more than 50% stake] represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the Financial support as required by the applicant for qualifying and successful execution of the contract, if awarded to the applicant.

Now, it is hereby agreed by the Guarantor to give this Guarantee and undertakes as follows:

1. The Guarantor confirms it hold ..... (in percentage, should be more than 50%) stake in the M/s \_\_\_\_\_ [Name of the incorporated Joint Venture Company].
2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
3. The Guarantor have an annual financial turnover of minimum INR ..... during any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
4. **Net worth** of the Guarantor is minimum INR ..... for the accounting year preceding the original bid closing date.
5. The Guarantor undertakes to provide financial support to ..... [Name (s) of other JV members] for executing the project/job, in case the same is awarded to the M/s \_\_\_\_\_ [Name of the incorporated Joint Venture Company].

The Guarantor represents that:

- (a) This Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to ..... [Name of the incorporated Joint Venture Company].
- (b) The liability of the Guarantor, under the Guarantee, is limited to the 50% of the contract price entered between the M/s \_\_\_\_\_ [Name of the incorporated Joint Venture Company] and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Applicant.
- (c) This Guarantee has been issued after due observance of the appropriate laws in force in India.
- (d) This Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of New Delhi, India.
- (e) This Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
- (f) The Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For and on behalf of the applicant M/s .....	For and on behalf of M/s ..... (Name of JV member with more than 50% stake)
<u>Witness:</u>  1.  2.	<u>Witness:</u>  1.  2.

**PARENT/ULTIMATE PARENT/HOLDING COMPANY'S CORPORATE GUARANTEE  
TOWARDS FINANCIAL STANDING  
(Delete whichever not applicable)**

(TO BE EXECUTED ON COMPANY'S LETTER HEAD)

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called "the Guarantor" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ (Applicant) intends to bid against the said tender and desires to have Financial support of M/s \_\_\_\_\_ [Parent/Ultimate Parent/Holding Company(Delete whichever not applicable)] and whereas Parent/Ultimate Parent/Holding Company(Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the Financial support as required by the applicant for qualifying and successful execution of the contract, if awarded to the applicant.

Now, it is hereby agreed by the Guarantor to give this Guarantee and undertakes as follows:

6. The Guarantor confirms that the Applicant is a wholly owned subsidiary of the Guarantor.
7. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
8. The Guarantor have an annual financial turnover of minimum INR .....(or equivalent USD .....) during any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
9. **Net worth** of the Guarantor is positive for preceding financial/ accounting year.
10. The Guarantor undertakes to provide financial support to the Applicant for executing the project/job, in case the same is awarded to the Applicant.  
The Guarantor represents that:

- (a) This Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Applicant.
- (b) The liability of the Guarantor, under the Guarantee, is limited to the 50% of the annualized contract price entered between the Applicant and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Applicant.
- (c) This Guarantee has been issued after due observance of the appropriate laws in force in India.
- (d) This Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of New Delhi, India.
- (e) This Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
- (f) The Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For and on behalf of  
(Applicant)

For and on behalf of  
(Parent/Ultimate Parent/Holding Company)  
(Delete whichever not applicable)

Witness:

- 1.
- 2.

Witness:

- 1.
- 2.

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

TO BE ISSUED BY PRACTISING **CHARTERED ACCOUNTANTS' FIRM** ON THEIR LETTER HEAD

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s ..... (Name of the Applicant) for the last 03 (Three) completed accounting years upto.....**(as the case may be)** are correct.

<b>YEAR</b>	<b>TURN OVER In INR</b>	<b>NET WORTH In INR</b>

**Annual Financial Turnover of the applicant from operations shall mean: "Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (applicant) during a financial year" as per the Companies Act, 2013 Section 2 (91).**

**Net worth shall mean: "Share capital + Reserves created out of profits and securities Premium - Aggregate value of accumulated losses (excluding revaluation reserves) - deferred expenditure - Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation"**

Place:  
Date:  
Seal:

Membership Number:

Signature

Registration No.:

UDIN:

PROFORMA-Y

**TECHNICAL EVALUATION SHEET FOR PQC**

**Applicant's Name:** \_\_\_\_\_

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
1.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
40.					
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					
51.					
52.					
53.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
54.					
55.					
56.					
57.					
58.					
59.					
60.					
61.					
62.					
63.					
64.					
65.					
66.					
67.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
68.					
69.					
70.					
71.					
72.					
73.					
74.					
75.					
76.					
77.					
78.					
79.					
80.					
81.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
82.					
83.					
84.					
85.					
86.					
87.					
88.					

**PROFORMA FOR UNDERTAKING FROM THIRD PARTY INSPECTION AGENCY  
(to be submitted on official letter head of the TPI agency)**

**TO  
M/s OIL INDIA LIMITED  
P.O. DULIAJAN-786602  
Assam, India**

Sir,

**SUB:**

M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ intend to participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulates that the applicant shall submit documents pertaining to Bid Evaluation Criteria (BEC), duly verified and certified by designated independent Third Party Inspection Agency.

In this regard this is to certify that copies of documents pertaining to Bid Evaluation Criteria (BEC) submitted to us by the applicant have been verified and certified by us with originals and found to be genuine and authentic. We have signed and stamped on the copies of all the verified and certified documents having \_\_\_\_ nos. pages.

Note: In the event of any requirement, OIL reserves the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**UNDERTAKING TOWARDS COMPLIANCE OF PROVISIONS FOR RESTRICTIONS ON PROCUREMENT FROM APPLICANT OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA**

**(On Applicant's Letter Head)**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a applicant of a country which shares a land border with India; we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING**  
**(On Applicant's Letter Head)**

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from a applicant of a country which shares a land border with India and on sub-contracting to Applicants from such-countries, we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a Applicant from such countries unless such Applicant is registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**ADDITIONAL UNDERTAKING BY APPLICANT IN CASES OF SPECIFIED TRANSFER OF TECHNOLOGY(ToT)**

**(On Applicant's Letter Head)**

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from a applicant having Transfer of Technology (ToT) arrangement. We certify that we do not have any ToT arrangement requiring registration with the competent authority.

OR

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from a applicant having Transfer of Technology (ToT) arrangement. We certify that we have valid registration to participate in this procurement. *[Evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**DECLARATION ABOUT APPLICANT'S FINANCIAL STANDING**

**(On Applicant's Letter Head)**

**To,  
CGM-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN - 786602**

**Sub:** Undertaking/Declaration regarding financial standing.

**Ref: Invitation no. O/971/2025-2026-WSU for Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories**

We, \_\_\_\_\_ (name of applicant), hereby confirm that:

(1) We are neither bankrupt nor undergoing any insolvency resolution process or liquidation or bankruptcy proceeding under any law.

**(OR)**

(2) No insolvency resolution process or liquidation or bankruptcy proceeding is initiated under any law against us.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name & Signature of the authorised signatory of the applicant)

**DECLARATION THAT APPLICANT IS NOT UNDER HOLIDAY LIST/DELISTED/BLACKLISTED/DEBARRED**

To,  
M/s. OIL INDIA LIMITED

-----  
-----

**Invitation No.: O/971/2025-2026-WSU**

**Sub:** Undertaking/Declaration regarding Holiday List, debarment etc.

**Ref:** Tender No. \_\_\_\_\_

- a) We, \_\_ (Name of the applicant) solemnly affirm that we have read and understood OIL's Banning Policy as available at OIL's website <https://www.oil-india.com/banning-policy> and accept the Banning Policy in toto without any demur, protest, reservations and agree to be bound by the said Policy.
- b) We, hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debaring us/them from carrying on business dealings with OIL.
- c) We, also hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, have not been involved in any previous transgressions in the last 3 years with any other company in any country conforming to the TI (Transparency International) approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- d) We, disclose the following allied concerns, partners or associates or directors or proprietors involved in any capacity in terms of the definition of Allied firms given in the "Banning Policy" of Oil India Limited:

Sl. No.	Name	Address	PAN No.	GST No.	OIL Vendor Code

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name & Signature of the authorised signatory of the applicant)

**\*\*\*END OF PROFORMAS/ANNEXURES/APPENDICES\*\*\***