



ऑयल इंडिया लिमिटेड  
Oil India Limited  
A Maharatna CPSE under  
Government of India

Kerala-Konkan Basin Project  
Unit No. 403, 4th floor,  
Infra Futura, Seaport-Airport Rd,  
Opposite Bharat Matha College,  
Thrikkakara, Kakkanad, Kochi,  
Kerala, India - 682021  
Email : kkbpoffice@oilindia.in

### **NOTICE INVITING TENDER**

**Sub: OIL's Tender No. CEI1161L26 for 'Hiring of Service of Immigration Agency for Offshore Kerala-Konkan Block at Cochin International Airport for a period of 06 (Six) months, extendable by another 06 (Six) months at the same rate and terms and conditions.'**

Dear Sir/Madam,

- 1.0** Oil India Limited (OIL), a premier Indian National Oil Company under the administrative purview of the Ministry of Petroleum and Natural Gas, Government of India, is engaged in the business of exploration, development and production of crude oil and natural gas. Inter-alia, OIL has participating interest in OALP exploration blocks in Mahanadi Onshore, Andaman offshore, and Kerala-Konkan offshore basins and DSF Block in Krishna-Godavari (KG) offshore basin. The exploration activities in these blocks are presently being undertaken from OIL's KG Basin Project Office situated in Kakinada, Andhra Pradesh.
- 2.0** One complete set of bid documents for hiring of above services is being forwarded herewith. In case you are interested and meeting the tender qualifying criteria, you may submit most competitive bid well before the scheduled bid closing date and time. For your ready reference, few salient points (covered in detail in this Bid Document) are highlighted below:

(i) TENDER NO	:	<b>CEI1161L26 Dated 02/02/2026</b>
(ii) TYPE OF BID	:	Single Stage Composite Bid System
(iii) BID CLOSING DATE & TIME	:	<b>16/02/2026 (at 15:00 Hrs IST)</b>
(iv) BID OPENING DATE & TIME	:	<b>16/02/2025 (at 15:30 Hrs IST)</b>
(v) BID SUBMISSION PLACE	:	Bid should be submitted on/or before the Bid Closing date & time at the following address: <b>M/s. Oil India Limited Kerala-Konkan Basin Project Office Unit No. 403, 4th floor, Infra Futura, Seaport - Airport Rd, Opposite Bharat Matha College, Thrikkakara, Kakkanad, Kochi, Kerala, India - 682021</b>
(vi) BID OPENING PLACE	:	At above place.
(vii) DURATION OF CONTRACT	:	Six (06) months initially and may be extended for further period of six (06) months depending on the performance at same rates, terms & conditions
(viii) BIDS TO BE ADDRESSED TO	:	<b>The Chief General Manager (C&amp;P - KGB &amp; MBP) M/s. Oil India Limited Kerala-Konkan Basin Project Office Unit No. 403, 4th floor, Infra Futura, Seaport - Airport Rd, Opposite Bharat Matha College, Thrikkakara, Kakkanad, Kochi, Kerala, India - 682021</b>



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### **3.0 SUBMISSION OF BID:**

3.1 Offers should be sent in a sealed envelope. The offer should be submitted as per format given in **Annexure-I** (Price Bid Proforma) duly signed by bidder's authorized signatory and stamped. The offer should be put in a sealed envelope bearing the following details on the left-hand top corner:

- a) Oil India Ltd.'s Tender No.
- b) Bid closing date
- c) Brief Description of Service
- d) Bidder's Name, official address with Phone Nos. & Email address.

3.2 Bidders, in their own interest, are advised to drop their offers personally in the Tender Box at the office of "**The Executive Director (KGB & MBP), Oil India Limited, Kerala-Konkan Basin Project Office, Unit No. 403, 4th floor, Infra Futura, Seaport - Airport Rd, Opposite Bharat Matha College, Thrikkakara, Kakkanad, Kochi, Kerala, India - 682021**". Alternatively, they may send their offers through Registered Post/Courier services. OIL will not be responsible for any delay, wrong delivery or non-delivery of the offer.

3.3 Any offer not complying with the above submission procedure will be rejected.

3.4 Bids must be submitted in original. No offer should be sent by Telex / Cable / Fax / E-mail / telephone unless specifically asked for in writing. Bids not complying with above will be rejected.

### **4.0 DEADLINE FOR SUBMISSION OF BIDS:**

4.1 Offers must be received at this office before the Bid Closing date & time mentioned in the Notice Inviting Tender (NIT).

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

### **5.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS:**

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

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



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## **6.0 EXTENSION OF BID SUBMISSION DATE:**

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

## **7.0 RETURN OF LATE BIDS:**

7.1 Bids received after Bid Closing Date & time will be treated as “Late Bids”. In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders immediately. In all other cases, the late bids will be destroyed by OIL.

## **8.0 OPENING OF TENDERS:**

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

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

## **9.0 PERIOD OF VALIDITY OF BIDS:**

9.1 Bids shall remain valid for **90 days** after the date of bid opening prescribed by the Company.

9.2 In exceptional circumstances, the company may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax or e-mail). A Bidder may refuse the request. A bidder granting the request will neither be required nor permitted to modify their bid.

## **10.0 BID PRICE:**

10.1 Prices must be quoted by the bidders as per format vide **Annexure-I**.

10.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account.



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#### **11.0 AWARD CRITERIA:**

- 11.1** The Company will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Contract Form to be signed with successful bidder is provided in **Annexure-II**.
- 11.2** Price based System - Least Cost Selection (LCS) will be applicable against the tender. Under the LCS procedures, the financial bids will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract.
- 11.3** Oil India Limited reserves the sole rights to decide on the eligible bidder who respond against the tender for awarding contract.

#### **11.4 Instances of Multiple L1s:**

In case of a tie at the lowest bid (L-1) position between two or more start-up/ non-start-up bidders, Oil India Limited reserves the right to verify, determine whether it is a case of Cartel formation or anti-competitive practices, as per Cartel Formation/ Bid Rigging guidelines issued by Government of India from time to time, and if so, it will be dealt with accordingly. In case, if it is not a case of cartel formation, the following sequence of preference shall be adopted while considering the award of the contract:

- (i)** In case one of the L1 bidders is MSE owned by SC/ST or a Women Entrepreneur, then an order shall be placed on such bidder.
- (ii)** If one of the L1 bidders is MSE, then an order shall be placed on such bidders.
- (iii)** Otherwise, the order shall be placed on the L1 bidder having a higher turnover in the previous financial year. In case there is a tie at the lowest bid (L-1) position between only startup bidders and none of them has past turnover, the order will be placed on the startup that was registered earlier with the Department of Industrial Promotion and Policy.

#### **12.0 FURNISHING FRAUDULENT INFORMATION / DOCUMENTS:**

- 12.1** If it found that a bidder / Contractor has furnished fraudulent information / documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred as per OIL's Banning Policy (available in OIL's website) besides the legal action.



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12.2 Bidders should fill-up and submit along-with their bid an UNDERTAKING towards authenticity of information / documents furnished by them, as per enclosed **Annexure-III**.

**13.0 BIDDERS' AWARENESS ON THE COMPLETE REQUIREMENT:**

13.1 Bidders in their own interest are advised to visit the Project office of OIL in Kochi, Kerala to gather information about the quantum of Work and for preliminary assessment for preparing their bids and for subsequent execution of the Contract. However, all expenses of the personnel including but not limited to their to and fro fares, boarding, lodging etc. to Kakinada shall be to prospective bidder's account.

14.0 The Company reserves the right to cancel / withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder.

15.0 OIL now looks forward to your active participation in the Tender.

**All other terms and conditions are as per General Terms and Conditions for services available in Oil India Limited's official website ([www.oil-india.com](http://www.oil-india.com)) and various public procurement guidelines / policy issued by Oil India Limited / Government of India from time-to-time.**

Thanking you.

Yours faithfully,  
**OIL INDIA LIMITED**

**SATHIYARAJ.F**  
**Chief Manager (Materials)**  
**For Chief General Manager-C&P (KGB & MBP)**  
**For Executive Director (Offshore - OALP, MBP, KG, DSF)**

## SECTION – II

### SCOPE OF WORK / SERVICES AND SPECIFICATIONS

**Hiring of Service of Immigration Agency at Cochin International Airport for Offshore Kerala-Konkan Block for a period of 06 (Six) months, extendable by another 06 (Six) months at the same rate and terms and conditions.**

#### **1. INTRODUCTION:**

Oil India Limited (OIL) was awarded offshore block KK-OSHP-2018/1 in Kerala-Konkan under the OALP-III bidding round. The Company is the sole participant in the block with 100% participating interest. The drilling programme includes drilling, evaluation, plug and abandonment of one firm well and one optional well.

For transportation of crew/personnel to and from offshore drilling rig, OIL has signed a contract with M/s. Pawan Hans Ltd. for hiring of Air Logistics Services.

For crew movement to and from offshore installations, completion of immigration formalities at Cochin International Airport (CIAL) is mandatory. Further, OIL requires end-to-end coordination, including pickup and drop of crew/personnel between OIL's empanelled hotels/guest houses and Cochin International Airport to ensure smooth and timely crew change operations.

Keeping above in view, OIL intends to hire an Immigration Agency for hassle free immigration of OIL's personnel/crew travelling to and from the offshore rig. This is in order to ensure that entire process of road travel, immigration and helicopter travel completes in the same day. The period of hiring is proposed for a period of 06 (six) months extendable by another 06 (six) months (or part thereof) at the discretion of OIL.

#### **2.0 SERVICE REQUIREMENT:**

The Service Provider shall provide the following services for Indian crew/personnel of Oil India Limited travelling to and from offshore drilling rigs in Kerala-Konkan Block:

- a. Immigration (sign-on and sign-off) of OIL crew/personnel at Cochin International Airport (CIAL).
- b. Pickup of on-signers from OIL's empanelled hotels/guest houses in Kochi / Ernakulam District, Kerala, and drop at Cochin International Airport for immigration and onward helicopter/air travel.
- c. Pickup of off-signers from Cochin International Airport after completion of immigration formalities and drop at OIL's empanelled hotels/guest houses in Kochi / Ernakulam District.
- d. Coordination with immigration authorities, airport authorities, and other stakeholders to ensure timely completion of the process.

<b>Sl. No.</b>	<b>Services</b>	<b>No. of crew/ personnel per month</b>	<b>Total No. of Crew / personnel for 06 Months</b>
<b>1</b>	Immigration (Sign-On), Indian crew	15	90
<b>2</b>	Immigration (Sign-Off), Indian crew	15	90

## SECTION - II

### SCOPE OF WORK / SERVICES AND SPECIFICATIONS

#### **3.0 ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER:**

The Successful bidder/service provider shall carry out the following:

- 1) On receipt of instruction for immigration of crew/personnel, the successful bidder/service provider will advise Oil India Ltd. for the information and documents required for crew immigration (sign-on/sign-off).

**Note:**

The company Oil India Ltd. will inform the Service Provider about immigration service requirement at least 03 hours in advance.

- 2) Receive the information and documents online/offline from Oil India Ltd. and process the immigration formalities seamlessly.
- 3) Coordinate and complete the online or offline immigration process, as applicable.
- 4) As per travel schedule and sortie time of the crew/personnel, take accurate time slot and appointment from immigration authorities for the immigration process.
- 5) Guide the crew in the completion of formalities during the sign-on and sign-off movements.
- 6) The service provider shall arrange necessary entry/exit gate pass for Airport premises required for the crew/personnel.
- 7) The service provider shall carry out Immigration (sign-on/sign-off) of crew/personnel during Public Holiday & weekends also. Provide suitable road transportation (AC vehicles) for:
  - On-signers: Hotel/Guest House → Airport
  - Off-signers: Airport → Hotel/Guest House
- 8) The bidder/service provider shall render transportation service of pick-up and drop of the authorised personnel of OIL or its contractors who requires immigration services and stays in either Oil India Limited's empanelled hotels or it's transit house or both locations in Kochi, Ernakulam District, Kerala.
- 9) The bidder / service provider shall be responsible and accountable for the transportation of personnel from Hotel / Transit House to Airport and all allied immigrations services and vice-versa. The bidder shall be considered in their quoted price for all cost components /charges pertains to transportation charges, port fee, immigration related charges, parking fee for vehicles, etc.
- 10) Ensure punctuality, discipline, and professional conduct of deployed manpower and drivers. Maintain confidentiality of crew details and operational information.

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**Tender No. : CEI1161L26**

**Description : Hiring of Services of Immigration Agency in Kochi International Airport**

**Special Conditions of Contract (SCC)**

- 1.0** The Contract shall become effective as of the Date Company Oil India Ltd. notifies Contractor in writing (through Letter of Award) that it has been awarded the Contract. The date of issue of Letter of Award (LOA) by Company to the Contractor/service provider shall be the Effective Date of the Contract.
- 2.0** The advice for mobilization/deployment of the service will be issued by Company Oil India Ltd. (OIL) at the time of actual requirement of the service after issuance of the Letter of Award (LOA). Alternatively, the mobilization advice may be combined with the LOA.
- 3.0** De-mobilization/withdrawal of service will be notified by the Company Oil India Ltd. on completion of required services.
- 4.0** The contract will be initially for a period of 06 (six) months, further extendable by another 06 (six) months at the same rate and terms and conditions at the sole discretion of the company, Oil India Limited.
- 5.0** The successful bidder/service provider will be responsible for carrying out the immigration (both sign-on and sign-off) as well as providing required transportation between airport and hotel/guest house of crew/personnel of Oil India Limited (OIL) or its contractor's as per instruction received from the Company.
- 6.0** The service provider shall carry out Immigration (sign-on/sign-off) & required transportation of crew/personnel during Public Holiday & weekends also.
- 7.0** In case, during the period of the contract, the Service provider fails to deploy manpower/agent as per OIL's instruction for 02 (two) consecutive occasions or 03 (three) total occasions, Oil India Ltd. shall have, without prejudice to any other provision in the contract, the right to invoke the performance security, forfeit the amount of performance security and terminate the contract.
- 8.0** OIL shall intimate the successful bidder/service provider about the requirement of immigration of crew/personnel at least 03 hrs. in advance.
- 9.0** Services will be required for Indian crew/personnel only.
- 10.0** Heli base is at Cochin International Airport and immigration will take place at Cochin International Airport Port.
- 11.0** Average monthly immigration (sign-on and sign-off) shall be about 30 (thirty) nos., i.e. 15 nos. sign-on and 15 nos. sign-off.

- 12.0** The communication between the service provider's agent and OIL's crew/personnel will take place mostly in English/Hindi. Service provider shall engage their agent accordingly.
- 13.0** Contractor/Service Provider shall submit monthly invoices supported by documents (original vouchers, records, receipts or other supporting evidence for the work performed) to Company only after the end of each calendar month for all immigration charges due to the Contractor/service provider. In case the Contractor/service provider does not submit the required documents along with the invoices, then he shall not be entitled to any payment till such time the required documents are submitted. The Contractor shall not be entitled to any interest payments for any such delays.
- 14.0** The vehicle deployed for transportation of authorised personnel of OIL or its contractors who requires immigration services shall be of good running condition of minimum Sedan or higher configuration preferably having maximum of five (05) years from operational period.
- 15.0** In the event of denial, cancellation, deferment, or withdrawal of immigration clearance and/or sortie for any reason beyond the control of Oil India Limited and/or the Service Provider, including but not limited to instructions from immigration authorities, airport authorities, aviation constraints, weather conditions, or force majeure events, the Service Provider shall:
- a)** Arrange safe drop of the affected crew/personnel back to their respective OIL empanelled hotels/guest houses in Kochi / Ernakulam District, Kerala; and
  - b)** Ensure completion of the above transportation in a timely and orderly manner.
- 15.1** In such cases, since the Service Provider would have already mobilized manpower, vehicles, and initiated required coordination, 50% of the applicable contract rates shall be payable to the Service Provider by OIL.

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## **SECTION-I**

### **GENERAL CONDITIONS OF CONTRACT**

#### **1.0 COMMENCEMENT OF SERVICE:**

The Contractor must be in a position to provide the requisite service **within 7 days** from the notification of award of Contract. Tentatively the service will be required from **February 2026** onwards.

#### **2.0 DURATION OF CONTRACT:**

The initial duration of the Contract shall be for a period of **06 (six) months initially** located at **Cochin Airport, Kochi, Kerala** with a provision for extension by **another six (06) months at the same rates, terms, and conditions.**

#### **3.0 LIQUIDATED DAMAGE:**

Time will be the essence of the Contract. In case of failure of the Contractor to render contract stipulated services within the time specified in the notification of award of Contract, liquidated damage @ 0.5% of the total Contract value per week or part thereof will be levied subject to a maximum of 7.5% in respect of which default in completion takes place. Thereafter, OIL reserves the right to take appropriate action as deemed fit.

#### **4.0 PENALTY:**

If the Contractor contravenes any of the provision hereof or neglect to carry out their obligations hereunder, Oil India Limited (OIL) may give notice in writing thereof instructing the Contractor to remedy the breach within 7 days or within such period as OIL may agree to be reasonable. In the event of the Contractor's failure to do so, OIL will be at liberty to arrange the services from an alternative source of its choice or may terminate the Contract. The additional expenses arising out of such alternative arrangement of the services, or any part of the services hereof will be to the Contractor's accounts.

#### **5.0 BID SECURITY: Not applicable**

#### **6.0 PERFORMANCE SECURITY DEPOSIT: Not applicable**

#### **7.0 PAYMENT TERMS:**

Payment will be made on monthly basis. Payments will be made within 30 days from the date receipt of the undisputed bills of the Contractor along with documents called for herein. Payments shall also be subject to TDS and other deductions, if any. Contractor/Service Provider shall submit monthly invoices supported by documents (original vouchers, records, receipts or other supporting evidence for the work performed) to Company only after the end of each calendar month for all immigration charges due to the Contractor/service provider. In case the Contractor/service provider does not submit the required documents along with the invoices, then he shall not be entitled to any payment till such time the required documents are submitted. The Contractor shall not be entitled to any interest payments for any such delays.



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## **8.0 TERMINATION:**

OIL reserves the right to terminate the Contract, any time with 30 days' written notice without assigning any reasons whatsoever. The Contractor will however be paid for the period of services rendered before termination. OIL shall not compensate any claim of the Contractor arising from such termination.

## **9.0 ARBITRATION:**

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provisions of the Arbitration and Collection (Amendment) Act 2015 of India as amended up-to-date or any statutory modification or re-enactment thereof for the time being in force. The venue of arbitration shall be at KAKINADA/NOIDA unless otherwise agreed by OIL.

## **10.0 STATUTORY VARIATION:**

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

## **11.0 ASSIGNMENT:**

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

## **12.0 APPLICABLE LAW:**

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

## **13.0 SET OFF:**

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

## **14.0 TAX LIABILITY:**

All statutory taxes / levies by the Central / State Govt. or other authority from time to time will be borne by the Contractor. GST rate / amount applicable under the Contract is to be indicated in Price Schedule (Annexure-I) separately.

**Annexure-I**

**Price Bid Format**

**(To be typed on the letter head of the bidder)**

Tender No.	:	<b>CEI1161L26</b>
Description	:	<b>Hiring of Services of Immigration Agency at Cochin International Airport</b>
Name of the bidder	:	
Address of the bidder	:	
E-mail id of the bidder	:	
Phone No.	:	
Currency of quote	:	INR
Applicable SAC code	:	

<b>Sl. No.</b>	<b>Services</b>	<b>A</b>	<b>B</b>	<b>C (= A x B)</b>	<b>D (= C x 7)</b>
		Unit Rate, excluding GST (INR)	No of crew/personnel per month	Total rate per month, excluding GST (INR)	Total rate for <b>07 (seven)</b> months, excluding GST (INR)
<b>1</b>	Immigration (Sign-On), Indian crew		15		
<b>2</b>	Immigration (Sign-Off), Indian crew		15		
<b>3</b>	<b>Total rate of immigration (both sign-on and sign-off) for 06 (six) months, excluding GST (INR): (1D+2D)</b>				
<b>4</b>	<b>Applicable rate of GST (%)</b>				
<b>5</b>	<b>Total rate of immigration (both sign-on and sign-off) for 06 (six) months, including GST (INR):</b>				

**Note: Services in Sl. No. 1 and 2 above shall cover the activities mentioned in Clause 2.0 (SERVICE REQUIREMENT) in Scope of Work (SoW), which includes transportation of crew members.**

**Signature of authorized signatory with seal**

**ANNEXURE-III**

**Format of undertaking by Bidders towards submission of authentic information / documents**

**(To be typed on the letter head of the bidder)**

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

Date \_\_\_\_\_

To,

**The Executive Director (Offshore), OALP, MBP, KG, DSF  
Oil India Limited  
Kerala-Konkan Basin Project Office  
Unit No. 403, 4th floor, Infra Futura, Seaport - Airport Rd,  
Opposite Bharat Matha College,  
Thrikkakara, Kakkanad, Kochi, Kerala, India - 682021**

**Sub.: Undertaking of authenticity of information / documents submitted**

**Ref.: Your Tender No. CEI1161L26**

Sir,

With reference to our Bid / Offer 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)**

**EXCEPTION / DEVIATION PROFORMA**  
**(To be submitted in the letter head of the bidder)**

**Tender No. : CEI1161L26**

**Description : Hiring of Services of Immigration Agency in Kochi International Airport**

OIL expects the bidders to fully accept the terms and conditions of the bidding documents. However, should the bidder experience some exception and deviations to the terms of the bidding documents, the same should be indicated here and put in unpriced bid. In order to be considered responsive, Bidder's offer must specifically include the following statement:

**(a)** We certify that the rate(s) quoted by bidder against the tender is/are the same and not higher than those quoted with other Government, public sector or private organisations (Fall Clause).

**(b)** We certify that our offer complies with all NIT requirements and specifications without any deviations.

Or

**(c)** We certify that our offer complies with all NIT requirements and specifications with the following deviations:

<b>Clause No. of Bidding Document</b>	<b>Full compliance/ not agreed</b>	<b>Exception/ deviations taken by the Bidders</b>	<b>Remarks</b>

**Signature of Bidder**

**Name :**

**Designation :**

**For & on behalf of :**

***Seal of the company***

**PROFORMA OF DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY LIST/ DELISTED/ BLACKLISTED/ DEBARRED**

**(To be submitted in the letter head of the bidder)**

To,  
The Executive Director (Offshore), OALP, MBP, KG, DSF,  
Oil India Limited,  
Kerala-Konkan Basin Project Office,  
Unit No. 403, 4th floor, Infra Futura,  
Seaport - Airport Rd, Opposite Bharat Matha College,  
Thrikkakara, Kakkanad, Kochi, Kerala, India – 682021

**Tender No. : CEI1161L26**

**Description : Hiring of Services of Immigration Agency in Kochi International Airport**

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

**Ref : Tender No. CEI1161L26**

- a) We, M/s. \_\_\_\_\_ (Name of the bidder) 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 bidder)

**CONTRACT FORM**

This Contract is made on \_\_\_\_ day of \_\_\_\_\_ between Oil India Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the State of Assam and Project Office at **The Executive Director (Offshore), OALP, MBP, KG, DSF, Oil India Limited, Kerala-Konkan Basin Project Office, Unit No. 403, 4th floor, Infra Futura, Seaport - Airport Rd, Opposite Bharat Matha College, Thrikkakara, Kakkanad, Kochi, Kerala, India - 682021** hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. \_\_\_\_\_ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

WHEREAS the Company desires that Services \_\_\_\_\_ (brief description of services) should be provided by the Contractor as detailed hereinafter or as Company may requires;

WHEREAS, Contractor engaged themselves in the business of offering such services represents that they have adequate resources and equipment, material etc. in good working order and fully trained personnel capable of efficiently undertaking the operations and is ready, willing and able to carry out the said services for the Company as per Section-II attached herewith for this purpose and

WHEREAS, Company had issued a firm Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_ based on Offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted by the Contractor against Company's Tender No. \_\_\_\_\_.

All these aforesaid documents shall be deemed to form and be read and construed as part of this Contract. However, should there be any dispute arising out of interpretation of this Contract in regard to the terms and conditions with those mentioned in Company's Bid Document and subsequent letters including the Letter of Award and Contractor's Offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the Contract shall be authorized solely by an amendment to the Contract executed in the same manner as this Contract.

NOW WHEREAS, in consideration of the mutual covenants and agreements hereinafter contained, it is hereby agreed as follows –

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract referred to.

2. In addition to documents herein above, the following Sections and Annexures attached herewith shall be deemed to form and be read and construed as part of this Contract viz.:

- (a) Section-I indicating the General Conditions of this Contract.
- (b) Section-II indicating the Scope of Work / Services and Specifications.
- (c) Annexure-I indicating the Price Schedule.

3. In consideration of the payments to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to provide the Services and to remedy defects therein in conformity in all respect with the provisions of this Contract.

4. The Company hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS thereof, each party has executed this Contract at Kakinada as of the date shown above.

Signed, Sealed and Delivered,

for and on behalf of Company  
(Oil India Limited)

for and on behalf of Contractor  
(M/s. \_\_\_\_\_)

Name:  
Status:

Name:  
Status:

In presence of

- 1.
- 2.

In presence of

- 1.
- 2.