

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-07-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Petroleum And Natural Gas
विभाग का नाम/Department Name	Oil India Limited
संगठन का नाम/Organisation Name	Oil India Limited
कार्यालय का नाम/Office Name	Oil India Limited
कुल मात्रा/Total Quantity	1
वस्तु श्रेणी /Item Category	Hydraulic Workover Unit with snubbing capability
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	HWU-SNUBBING UNIT
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Alarm Annunciator unit, Switch Fuse Unit, Driver Display Unit, Executive Table (V3), Thyristor Power Unit, Wall Bar Unit, Computer Table (V2), Ophthalmic Chair Unit, Portable Surface Roughness Tester, Interferential Therapy Unit
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	<ul style="list-style-type: none"> • Sewer inspection machinery
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	Yes
Inspection to be carried out by Buyers own empanelled agency	Yes
Type Of Inspection	Pre Dispatch
Name of the Empanelled Inspection Agency/ Authority	Board of Officers
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
वित्तीय दस्तावेज की आवश्यकता है / Financial Document Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	12700000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	22

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

GMFA

Oil India Limited, Duliajan, Assam 786602. Email : tuhin_roy@oilindia.in; Details of Beneficiary : OIL INDIA, Bank Name : ICICI BANK LTD, Branch Name : Duliajan, IFSC Code ICIC0000213, Unique identifier code (Field 7037) : OIL503988890, Company name : Oil India Limited Type of Account : Current (Gm Fa)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The

buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Inspection of Stores by Nominated Inspection Authority / Agency of buyer or their authorized representatives

An independent third party Professional Inspection Body can help buyer in mitigating buyer's risk with pre-dispatch/post-dispatch inspection in order to ensure that equipment, components, solutions and documentation conform to contractual requirements. The buyer has a right to inspect goods in reasonable manner and within reasonable time at any reasonable place as indicated in contract. Inspection Fee/ Charges (as pre-greed between buyer and Inspection Agency) would be borne by the buyer as per their internal arrangement but may be recovered from the seller if the consignment failed to conform to contractual specification and got rejected by the Inspection Officer .If so requested and accepted by the seller , initially seller may pay for inspection charges as applicable and get the same reimbursed from buyer if consignment accepted by the Inspecting Officer . For reimbursement seller has to submit proof of payment to Inspection Agency.

Seller/OEM shall send a notice in writing / e-mail to the Inspecting officer / inspection agency specifying the place of inspection as per contract and the Inspecting officer shall on receipt of such notice notify to the seller the date and time when the stores would be inspected. The seller shall, at his own expenses, afford to the Inspecting officer, all reasonable facilities as may be necessary for satisfying himself that the stores are being and or have been manufactured in accordance with the technical particulars governing the supply. The decision of the purchaser representative /inspection authority regarding acceptance / rejection of consignment shall be final and binding on the seller.

The Seller shall provide, without any extra charge, all materials, tools, labour and assistance of every kind which the Inspecting officer may demand of him for any test, and examination, other than special or independent test, which he shall require to be made on the seller's premises and the seller shall bear and pay all costs attendant thereon.

The seller shall also provide and deliver store / sample from consignment under inspection free of charge at any such place other than his premises as the Inspecting officer may specify for acceptance tests for which seller/OEM does not have the facilities or for special/ independent tests.

In the event of rejection of stores or any part thereof by the Inspecting officer basis testing outside owing to lack of test facility at sellers premises, the seller shall, on demand, pay to the buyer the costs incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work.

Inspector shall have the right to put all the stores or materials forming part of the same or any part thereof to such tests as he may like fit and proper as per QAP/governing specification. The seller shall not be entitled to

object on any ground whatsoever to the method of testing adopted by the Inspecting officer.

Unless otherwise provided for in the contract, the quantity of the stores or materials expended in test will be borne by seller.

Inspecting officer is the Final Authority to Certify Performance / accept the consignment. The Inspecting officer's decision as regards the rejection shall be final and binding on the seller.

The seller shall if so required at his own expense shall mark or permit the Inspecting officer to mark all the approved stores with a recognised Government or purchaser's mark.

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
17-07-2025 09:00:00	OIL INDIA LIMITED, GUWAHATI, ASSAM

Hydraulic Workover Unit With Snubbing Capability (1 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download
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उपरोक्त मद के लिए इंस्टॉलेशन कमीशनिंग एंड टेस्टिंग (आईसीटी) का विवरण / Installation Commissioning and Testing (ICT) details for the above item:

% of Product Cost Payable on Product Delivery	80%
Min Cost Allocation for ICT as a % of product cost	1%
Number of days allowed for ICT after site readiness communication to seller	दिन 30/Days/

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N O.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Ratandeep Gogoi	786602,Oil India Limited, Duliajan, Assam	1	240

Buyer added Bid Specific Additional Scope of Work

क्र.सं./S.No.	Document Title	Description	रिवर्स प्रभार के अनुसार जीएसटी/Applicable i.r.o. Items
1	SCOPE View	SCOPE	Hydraulic Workover Unit With Snubbing Capability(1)

The uploaded document only contains Buyer specific Additional Scope of Work and / or Drawings for the bid items added with due approval of Buyer's competent authority. Buyer has certified that these additional scope and drawings are generalized and would not lead to any restrictive bidding.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.

14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



MATERIALS DEPARTMENT
P.O. Duliajan, Dist. Dibrugarh
ASSAM, PIN – 786 602, INDIA

FORWARDING LETTER & INSTRUCTION TO BIDDERS

OIL INDIA LIMITED (OIL) is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Maharatna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), with its Headquarters at Duliajan, Assam. Duliajan is connected by Air with nearest Airport at Dibrugarh, 45 km away.

In connection to its operations, OIL invites **DOMESTIC COMPETITIVE BIDS** from competent and experienced bidders through GEM portal for the items mentioned below. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through GEM portal. For your ready reference, few salient points of the Tender are highlighted below.

TENDER INFORMATION SUMMARY

1A	Bid Security	:	Applicable Bid Security if submitted in the form of BG/e-PBG must be valid at least for a period of 6 months from the date of original bid closing date of the tender i.e. valid upto 31.01.2026 NOTE: Original Bank Guarantee will have to be submitted directly to OIL on or before the Bid closing date and time, failing which the bid may be rejected.
1B	Bid Security Declaration	:	Not Applicable
2	Performance Guarantee	:	Applicable @ 5 % of Order value for PO value more than Rs. 10.00 Lakhs
3	Integrity Pact	:	Applicable
4	MSE Purchase Preference	:	Applicable
5	PPP-MII Purchase Preference	:	Applicable
6	Preference to domestically manufactured Iron and Steel product (DMI&SP Policy)	:	Not Applicable
7	Restrictions on procurement from a bidder of a country which shares a land border with India	:	Applicable
8	Restrictions on procurement from a bidder of a country which shares a land border with India	:	Applicable
9	Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy	:	Applicable
10	Pre - despatch inspection	:	Applicable
11	Third party inspection (TPI)	:	Applicable-By Supplier

12	Installation & Commissioning	:	Applicable
13	Training	:	Applicable
14	Annual Maintenance Contract	:	Applicable
15	OIL's PR No.	:	1428284. FP-07 Quote this reference number for all correspondence with OIL.

LIST OF ANNEXURES/PROFORMAS

ANNEXURES			
Annexure - I	:	Technical Specifications, Scope of Work, Special terms & Conditions etc.	
Annexure - II	:	Price Break up	
Annexure - III	:	Bid Evaluation Criteria / Bid Rejection Criteria (BEC/BRC)	
Annexure - IV	:	Technical & Commercial Checklist	
Annexure - V	:	General Conditions of Contract (GCC) & Special Conditions of Contract (SCC)	
Annexure - VI	:	Bid Evaluation Matrix (Technical Specification)	
Annexure - VII	:	Bid Evaluation Matrix (Bid Rejection Criteria)	
Annexure - VIII	:	Policy for providing preference to Domestically Manufactured Iron & Steel Products (DMI & SP)	
Annexure - IX	:	General Conditions of Contract (<i>For all services to be rendered including AMC</i>)	
PROFORMAS			
Proforma - A	:	Format for undertaking towards compliance of Financial Criteria	
Proforma - B	:	Format for Annual Turn Over and Net Worth Certificate	
Proforma - C	:	Format for Corporate Guarantee towards Financial Standing	
Proforma - D	:	Format for Integrity Pact	
Proforma – E(I), E(II), E(III)	:	Formats for undertaking towards compliance of restriction on procurement from a bidder of a country which shares a land border with India	
Proforma - F	:	Format for Performance Security	
Proforma – G A	:	Format for Bid Security	
Proforma – G B	:	Format for Bid Security Declaration	
Proforma - H	:	Format for undertaking towards submission of authentic information/ documents	
Proforma - I	:	Format for Authorization letter For attending Tender Opening	
Proforma – J	:	Format for Exception / Deviation	
Proforma – K	:	Format for Undertaking For Local Content	
Proforma - L	:	Format for Power of Attorney / Authorization letter (Regarding authority for submission of bid)	
Proforma – M	:	Format for Bidders financial standing	
Proforma – N	:	Format for declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation	
Proforma – O	:	Format for Inspection Certificate to be issued by Independent Inspection Agencies against Document Verification Clause	
Proforma – P	:	Format for Bank Guarantee linked with Advance Payment	
Proforma -Q	:	Format for Insurance surety bond for Bid security and Performance security	
Proforma -R	:	Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy	

ANNEXURE – I

TECHNICAL SPECIFICATION/SCOPE OF WORK/SPECIAL TERMS & CONDITIONS

Item no.	Item Description	Qty
1	HYDRAULIC WORKOVER UNIT-SNUBBING UNIT	01 No.
2	Installation & Commissioning	01 AU

AA) TECHNICAL SPECIFICATIONS

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p><u>TECHNICAL SPECIFICATION & SCOPE OF WORK: HYDRAULIC WORKOVER UNIT, Qty = 1 No.</u></p> <p>1.0 BRIEF DESCRIPTION</p> <p>This specification describes a modular short stroke hydraulic work over (HWO) unit with snubbing capability which is capable of performing jobs on land. The main function of this unit is to service high pressurized wells without having to bleed off the pressure of the well. The major components include the hydraulic jack assembly, workbasket, riser, slip bowls, stripper bowl, work window, gin pole, counterbalance assembly, tong pole, rotary and power pack. Racking pans, extra tackle and guying kit will be included for pipe racking functions and securing unit once installed onto wellhead. The unit is normally transported to location by trailer (or barge) where it will be crane lifted into position. Modular installation of the unit is typically performed in the following order: work window, jack, work basket and so forth. This specification will give a detailed description of the unit regarding physical and operational requirements. In addition to this specification, all construction of jack shall consider API and NACE standards in the design where applicable.</p> <p>2.0 APPLICATIONS OF HYDRAULIC WORKOVER UNIT WITH SNUBBING CAPABILITY</p> <p>The HWO unit will be used for a variety of operations like:</p> <ul style="list-style-type: none">• Pulling and running completion strings• Milling and washing operation• Through tubing gravel packs• Cleaning out, proppants after frac jobs• Fishing• Cleaning out obstructions inside tubing, casing drill pipe and DST strings• Spotting and pumping acid and cement	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<ul style="list-style-type: none"> • Well control problems on drilling and work-over operations • Well abandonment. • Perforating and re-perforating - particularly using very long TCP guns • Running & pulling wireline and other mechanical tools particularly in highly deviated wells • Sand Washing • Resetting weight on packers • Drilling cement or bridge plug 	
<p>3.0 ENVIRONMENTAL PARAMETERS</p> <p>The following information is for general guidelines:</p> <ul style="list-style-type: none"> a) Minimum width of the well site approach road: 3.66 m b) Turning Radius: 15 m (Generally), 12 m (exceptionally) c) Maximum allowable unit load inclusive of fare weight for Class AA loading: 50 tones d) Maximum overhead clearance: 4.25 m. e) Highest recorded wind velocity in Assam 80km/hour (60 MPH). f) Max. Recorded ambient temp: 40° 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) Average annual rainfall: 250 / 300 cm. k) Humidity: Max. 98%. l) Allowable axle load rating of weakest section of road: 2 Tons/Sqm. 	
<p>4.0 OPERATIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> a) The unit must be capable of operating in harsh, land based, and oilfield environments. b) The unit must be designed in accordance with all applicable regulations that govern this industry. Specifically, the equipment must conform to all applicable API, OSHA and ANSI for fall protection. c) All manufactured components must be structurally built to withstand vibration/shock parameters and be as light as possible, keeping economical concerns in mind. d) All manufactured components must be structurally built to withstand vibration/shock parameters and be as light as possible, keeping economical concerns in mind. 	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>e) Dimension of the Celler and Well head</p> <ul style="list-style-type: none"> i. Cellar Pit Dimension: 2 Meter x 2 Meter ii. Cellar Surface To Tubing Head Spool top flange height:81 cm. iii. Gap between Cellar and Casing valve: 22 cm. iv. Height of the casing valve from cellar surface:28cm.(Considered maximum height for 7" completion casing) v. XMT height from Tubing head spool top flange:2.30 m. 	
<p>5.0 OTHER REQUIREMENT</p> <p>(a) The unit shall meet NACE specification MR-01-75 for H2S service.</p> <p>(b) Painting of all major components of the unit shall follow the latest revision of CES Specification No. 100259 "Paint, Land Equipment, New and Rebuilt", or Specification No. 100283 "Paint, Offshore Equipment, New and Rebuilt</p>	
<p>6.0 COMPONENTS OF HYDRAULIC WORKOVER UNIT</p> <p>The components making up the unit shall consist of the jack with 1 set pipe heavy slips (550FO or equivalent) and 1 set pipe light slips (Cavins or equivalent) slip bowls, workbasket, gin pole with counterbalance winch, tong arm, Fuel Tank and stripper bowl. In addition, a 10' work window and diesel power pack are to be provided. A data acquisition system shall be included with the unit. Additionally, following items have to be provided along with the unit:</p> <ul style="list-style-type: none"> a. Snubbing BOPs b. Winch Operator Panel c. Main Operator Panel d. Toolbox with Tool e. BOP Control Unit f. Kill Manifold g. Choke manifold h. Accessories i. Any other ITEMS/EQUIPMENT required to carry out live well workover operations snubbing operation. 	
<p>7.0 PERFORMANCE</p> <p>The unit must meet the following minimum performance specification:</p> <p>Maximum pull rating: 340,000 Lbs / 154,221 Kg Maximum push rating: 188,000 Lbs / 77,110 Kg Stroke length: minimum 10 feet / 3.96 M</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>Thru bore diameter: 11 inches / 279.4 MM Rotary torque: 10,000 Ft-Lbs. Maximum rotary speed: ~ 70 RPM Tubing size range: 1.315" to 7.625" pipe Maximum jack speed 4-leg up full: 14 seconds Maximum jack speed 4-leg up regen.: 6.2 seconds Maximum jack speed 4-leg down: 7.8 seconds</p>	
<p>8.0 DETAILED TECHNICAL SPECIFICATIONS OF HWO UNIT COMPONENTS</p> <p>8.1 HYDRAULIC JACK ASSEMBLY</p> <p>8.1.1 JACK</p> <ul style="list-style-type: none"> i. Four (4) 6" bore x 10' stroke cylinders, both ends with bolt on cap. End of cylinder rod is to be tapered for easy rotary alignment. Cylinders shall have hydraulic cushions on top and bottom and are to be protected by safety relief valves. ii. 10,000 Ft-Lb hydraulic rotary with safety lock. iii. Pilot flow operated, split spool 4-way directional flow control valve package with regeneration circuit. iv. 6500 Husco valve model (with two 2" hoses for supply & two 2" hoses for return) mounted on the rear of the jack (gin pole side). v. Ball valves for cylinder 4-leg selection. Operator has easy access to safely shift valves. vi. Removable guide tubes and rotary extension for use in four slip bowl operation only. vii. Stripper maintenance basket provided with fixed steel tubing construction caged ladder to workbasket. Platform to be three sided to allow jack to be laid down with platform installed Husco valve up. Platform to be also slotted to fit on Husco valve side of jack. Maintenance basket shall include legs to support it when resting on ground. viii. Two-stage extendable ladder to be provided to go from the stripper maintenance basket to the ground or workbasket to ground. Fall arrestor to be provided from the top for added safety. ix. Extended ladder. x. Removable platform mounted to jack underneath Husco valve for valve maintenance for easy access from the stripper maintenance basket. xi. Spreader bar and slings provided for lifting jack in horizontal to vertical position. Lift eyes swivel to be positioned so the slings do not touch jack cylinders. Sling length allows dual traveling slips to remain mounted while using spreader bar. xii. Four (4) lift eyes to be provided for lifting jack in horizontal position. xiii. Four (4) guy wire lift eyes located on the jack are to be rated for 14,000 Lbs. 9/16" guy wires 60' long to be provided with cable come-alongs or with 20' of 5/8" chain on the end and Crosby chain binder system. xiv. Jack to be four (4) slip bowl design including two (2) stationary (1 snub and 1 light) and two (2) traveling bowls. A slip interlock system is to be provided so that traveling slips cannot be 	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>opened if stationary slips are open, and vice-versa in the event 5 slip blow design will be implemented.</p> <p>xv. Pivoting gin pole mounting plate is to be located level with base of the jack with four (4) holes to adjust pole angle OR gin pole with sliding horse head.</p> <p>xvi. The gin pole pivot pin is to be accessible from the stripper maintenance basket as needed.</p> <p>xvii. Slip bowls hydraulic slide out for to provide full clearance of the slip bowl from jack bore. The slides to be bolted and located on the right side (helper's side) of the jack.</p> <p>xviii. Lower flange is pattern is 11" 5M R54 or provide with appropriate adapter.</p> <p>xix. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor</p> <p>8.2 WORK BASKET UNIT</p> <p>i. Minimum dimensions of Workbasket are to be 12' L x 8' W x 46" H with 2" or 3" box tubing construction and heavy-duty bar grating floor.</p> <p>ii. The basket shall support a tubing joint clamped to the handrail outside of basket near the V-door. Handrail around basket is to be minimum 3'-6" high.</p> <p>iii. A small grid expanded metal falling object fall protection screen is to be mounted under bar grating. Bolt-on and hinged extension to be provided for tong storage.</p> <p>iv. Four (4) 2' legs in corner of basket to support the basket when it is removed and placed on the ground.</p> <p>v. Operator's panel to include:</p> <p>a. Dual weight indicator gauge, for pipe heavy, (For 340,000 lbs the indicator gauge shall be 0 to 340,000 Lbs) with 2-leg / 4 leg scale and pipe light. (For pipe light, the indicator gauge shall be 0 to 188,000 Lbs) with 2-leg / 4 leg scale.</p> <p>b. Two (2) 3,000 PSI gauges for rig and slip pressure.</p> <p>c. Five-bank sectional slip valve, plumbed push-to-close slips. Valve banks are to be two-position without detent centred.</p> <p>d. Slip pressure reducing valve.</p> <p>e. Hydraulic rig control.</p> <p>f. Remote power pack kill.</p> <p>g. Remote power pack throttle.</p> <p>h. Rotary controls and torque gauge (PSI and Ft-Lbs) with chart for PSI vs Torque.</p> <p>i. 3/4" slip bowl open/close hoses are to be located on opposite side of slide outs.</p> <p>j. Chart in work basket to show ball valve position for the legs in operation.</p> <p>k. Operator panel to be removable for ease of rig up and down. Hoses are to be kept with the panel. Panel to include sling.</p> <p>vi. BOP panel (located in the front right corner of the workbasket) to include:</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<ul style="list-style-type: none"> a. One (1) 5,000 PSI gauge for BOP supply pressure and one (1) 3,000 PSI gauge for BOP stripper pressure. b. 6-bank BOP valve (2-bank and 4-bank with mid inlet) and 2-bank equalize and bleed-off valves. c. Pressure reducing valve to adjust the stripper ram BOP pressure. Single supply for both stripper rams. d. Separate annular BOP valve with adjustable pressure and gauge. e. BOP panel to be removable for ease of rig up and down. Hoses are kept with the panel. Panel includes sling f. One (1) 10,000 PSI (4:1 deboost) gauge for well head pressure. g. Tong arm pivot control valve Equipped with 2 cylinders below for brake-line purpose. vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor vii. Fabricated and Load Tested accordance to DNV 2.7.3 or 2.7.1 that witnessed by DNV Surveyor viii. Counterbalance control panel to include a two-bank valve with pressure reduction valve and pressure gauge for each CB circuit. ix. Roller at V-door to be provided for pipe handling, running full distance from V-door to edge of basket on side of counterbalance/payout winch control panel. The roller to be in three sections and includes greaseable roller bearings. x. Fall protection device to be located under work basket near stripper maintenance access ladder. 	

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<p>8.3 SLIP BOWLS</p> <ul style="list-style-type: none"> i. Four (4) slip bowls with slide arms. Rated for 340,000 Lbs (2-3/8" thru 7-5/8"). ii. Each bowl to contain four (4) slip carriers that are to be mechanically connected to ensure that they open and close evenly. iii. Mounting hardware with dual traveller tie rods. iv. One complete set of slip dies (size to be determined at time of order). <p>8.4 GIN POLE UNIT</p> <ul style="list-style-type: none"> i. Square or rectangular steel gin pole is to be two-section, telescoping design. ii. Large diameter sheaves with greaseable roller bearings or equivalent. iii. Locking pin to secure the pole in the erected position with release cables down to the stripper maintenance basket or dogs with hydraulic release. iv. Hydraulic raising and lowering winch to be located at a level for easy access while standing on workbasket floor. v. 5,000 Lbs capacity. vi. Gin pole to have dual lift eyes to move pole in horizontal position. Top lift eye also to be used to lift pole in the vertical position. vii. Lift cable assemblies with vendor certification. viii. Transport pin to be provided to prevent the pole from extending while being moved. Pin holds pole in retracted position. ix. Gin pole length to be designed so that it extends to 13 Meters above top travelling slip bowl in down position with rotary extension mounted. x. Aviation light at Crown Level. xi. Lightning Arrester at Crown Level. <p>8.5 COUNTERBALANCE/ PAYOUT WINCH</p> <ul style="list-style-type: none"> i. Dual counterbalance winch with single speed hydraulic motors mounts to gin pole assembly. Winch does not include brake or Payout winches including brake. ii. Each winch to include 200' of 3/8" wire rope cable. iii. two (2) bearing swivels. iv. 1,000 Lbs full drum pull capacity minimum each winch <p>8.6 TONG ARM</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<ul style="list-style-type: none"> i. 2,500 Lbs capacity. ii. Adjustable manual trolley assembly. iii. Independent pole mounted to work basket extension. iv. The trolley arm to include a 90° hydraulic pivot. Manual in/out and hydraulically powered rotate <p>8.7 STRIPPER BOWL</p> <ul style="list-style-type: none"> i. Minimum 11" bore. ii. 11.06" x 5,000 PSI flange connection R54. iii. All mounting and installation tools to be included. iv. Thru-bolt design, open face (not studded, no threads) flange design. v. Stripper rubbers to be included. <p>8.8 WORK WINDOW</p> <ul style="list-style-type: none"> i. Minimum 10' between top and bottom plate. ii. 340,000 Lbs capacity. iii. Minimum 11" bore. iv. Split tubing guide available for up to 3-1/8" tubing to be included with this specification. <p>8.9 HOSE KIT AND HOSE BASKETS</p> <ul style="list-style-type: none"> i. All air and hydraulic hoses necessary for rig operation. ii. All hoses from power unit to jack are 120' long. iii. Stucchi or equivalent quick disconnect mobile plates are to be affixed to the hoses for connection to equipment fixed Stucchi plates or equivalent. iv. Cradles to be included in baskets to support control panels. v. All hoses are to be rated at ≥ 3,000 PSI <p>8.10 POWER PACK</p> <ul style="list-style-type: none"> i. Skid mounted power pack to include protective covered roof, base and protective crash frame. Power pack's lift system to include a 4-point sling with vendor certification. The crash frame to be welded to the base. The base to include an integral sump with drain ports and forklift tubes. An integral ladder for allowing access to the top of the power pack, and to be covered with grating with openings for the fuel and hydraulic fluid filler ports. ii. The power pack to include a M/S Caterpillar make diesel fuel engine of adequate power of applicable duty rating (preferably of continuous duty) with a 3 or 4-pad pump drive. Engine certified emission shall be of TIER-IV (Final)/EURO-V (minimum)/BS-VI. Engine details with catalogue to be provided along with the technical bid. 	

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<p>iii. A covered stainless-steel hydraulic control panel (IP66 rating) including but not limited to following:</p> <ul style="list-style-type: none"> a. Jack system main pressure/vent valve with gauge. b. Jack system high flow pressure/vent valve with gauge. c. Jack system low flow pressure/vent valve with gauge. d. Tong/aux pressure/vent valve with gauge. e. Rotary pressure/vent valve with gauge. f. BOP/slip pressure valve with gauge. g. Counterbalance #1 pressure valve with gauge. h. Counterbalance #2 pressure valve with gauge. <p>iv. A covered stainless-steel control panel (IP66 rating) including but not limited to:</p> <ul style="list-style-type: none"> a. Throttle system for engine speed control. b. Engine fuel kill switch. c. Emergency engine air shutoff switch via air intake shutoff valve. d. Oil pressure gauge, water temperature gauge, air pressure gauge, and engine tachometer, e. oil temperature gauge, and fuel pressure gauge. <p>v. Engine system shutdowns are to be provided for low oil pressure, high coolant temperature, loss of coolant, and engine overspeed condition.</p> <p>vi. Engine package to include engine exhaust spark arrestor. (Engine fitted with exhaust gas treatment system, where the engine exhaust doesn't produce any spark is exempted provided M/S Caterpillar certifies that the offered engine doesn't produce any spark from its exhaust.)</p> <p>vii. Engine exhaust to silencer end must be covered with proper heat shield material of jacket type design (lagging with asbestos rope is not acceptable).</p> <p>viii. An air starter system including a 30 CFM air compressor, adequate capacity air reservoir (As per ASME SEC-VIII, DIVISION-I mentioning the make, model, serial no. & expiry date.), safety relief valve, pressure gauges drain valve, filter/regulator, and air dryer. An external air supply line with 1" NPT thread and pressure bleed off is to be located at the rear of the skid. Shutoff valves to be provided on air reservoir to lock in pressure during transportation.</p> <p>ix. A radiator sized as per design requirement is to be provided.</p> <p>x. The engine shall have both electric and air starting option.</p> <p>xi. Maintenance free batteries of adequate capacity with battery box (made of aluminium or stainless steel with rubber/PVC insulation on inside) and heavy-duty electric cables.</p> <p>xii. The batteries of the engine shall be charged by an alternator mounted and powered by the power pack engine.</p> <p>xiii. The air-to-oil heat exchanger system as per design requirement is to be provided.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>xiv. Denison or equivalent hydraulic pump(s) to provide power for rotary pressure, BOP/slip pressure, heat exchanger cooling fan, main system pressure, tong/auxiliary pressure, and counterbalance winches.</p> <p>xv. A 500-gallon hydraulic oil tank is to be provided.</p> <p>xvi. 160-gallon capacity BOP accumulators, with shutoff valves, are to be provided.</p> <p>xvii. The hydraulic circuit to include return line filters and suction filters.</p> <p>xviii. The power pack to include a 20-gallon maintenance diesel tank with remote fuel valve for connection to auxiliary fuel tank.</p> <p>xix. The hydraulic bulkhead to be provided to include Stucchi or equivalent fixed plates as required.</p> <p>xx. The following schedule maintenance spares for the Power Pack should be supplied along with the unit as below:</p> <p style="padding-left: 40px;">Engine air filter (Outer & Inner): 02 sets. Engine fuel filter (primary & secondary): 06 sets. Engine fuel water separator: 06 nos. Engine lube oil filter: 06 sets. Hydraulic Oil Filter (if present): 04 sets.</p> <p>Note: The complete hydraulic system should be of failsafe design for protection against hydraulic power failure/pressure drop. Details of the protection system to be provided</p> <p>8.11 AUXILIARY FUEL TANK</p> <p>i. Skid mounted with lift eyes. Includes lift sling with vendor certification.</p> <p>ii. 550-gallon capacity.</p> <p>8.12 DATA ACQUISITION SYSTEM</p> <p>i. An DAS HMI display mounts in the workbasket. DAS package includes Orion Net, CTES Live data transfer and web portal, snubbing cable kit, and snubbing sensor kit.</p> <p>ii. The DAS to monitor the following:</p> <ul style="list-style-type: none"> • Depth • Flow Rate • Aux Rate 1 • Aux Rate 2 • Traveling Slip Pressure (Snub) • Tong Pressure • Traveling Slip Pressure (Lift) • Rig Pressure • Rod End Snub 	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<ul style="list-style-type: none"> • Bleed Pressure • BOP Pressure • Air Pressure • Bag Pressure • Blind End Lift Pressure • Wellhead Pressure • Circulating Pressure • Rotary Pressure to Calculate Torque • Slip Pressure <p>iii. HMI display panel or workstation shall be supplied inside the Jack Basket. This panel shall be compatible to display all the workover parameters on the screens available. All settings, configuration, calibration, set point adjustment, alarm set points etc. shall be able to do from this unit.</p> <p>iv. HMI display panel of Jack Basket shall be Class 1, Zone 1 certified.</p> <p>v. One more Workstation/ HMI display Panel with printer shall be provided at DAS bunk house for viewing of all the drilling parameters. All settings, configuration, calibration, set point adjustment, alarm set points etc. shall be able to do from this workstation too.</p> <p>vi. One A3 size Laser colour Printer for printing Drilling graphical trend shall be supplied and to be placed in DAS bunk house. The printer which is available in the Indian market shall be provided so that cartridge can be purchased easily. Printer consumables (Cartridge and papers) shall be provided during commissioning.</p> <p>vii. All well data, real time and historical shall be stored in the server. Provision shall be given to view historical well data in the graphical format.</p> <p>viii. Industrial type, rugged, reliable and high-performance Server of reputed make with minimum configuration dual processor, 16GB RAM, 17" LCD Monitor, 1 TB HDD (02 Nos.), FDD, DVD +/- RW (Re- Write), LAN card and Internal Modem are to be provided. Licensed Windows based operating software, Antivirus Software and Drilling Application software shall also be provided along with the server. The server shall be delivered ready to run, installed with well tested software of OEM.</p> <p>ix. The server must have 5 years onsite OEM warranty with remote diagnosis.</p> <p>x. Data storage could be removed to take stored data to base office.</p> <p>xi. All the Instrumentation signal cables used shall be shielded. All cables i.e. Control cable, Signal cable, Ethernet cable or Coaxial cable, if any, which are passing through damage prone area shall be armoured.</p> <p>xii. Cable glands shall be suitable for using at classified hazardous area.</p> <p>xiii. 10% spare cable pairs/glands/connectors should be provided for future use.</p> <p>xiv. All cables shall have sufficient length.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>xv. All electronic equipment to be protected from power fluctuations and spikes by built in net filter and Online UPS. In case of power failure, the UPS after a defined time shall perform a safe shut down in order to protect the system, database and other software from data corruption.</p> <p>xvi. Proper rated UPS for the system and the same shall be housed preferably along with Data Acquisition system in the DAS House.</p> <p>xvii. Provide all the necessary operating software along with License to operate the Server, Display Monitor, Data Acquisition system and Signal Processing Unit as applicable. The licenses of all software's supplied shall be in the name of Oil India Ltd with lifetime validity.</p> <p>xviii. The system supplied by the bidder shall support WITSML format so that it can be communicated to external SCADA system.</p> <p>xix. Calibration and Configuration Unit (Laptop) for the system shall be supplied. Requisite calibrated application software to be loaded in the Laptop. The Laptop shall be of suitable configuration enabling it to load the all application Software so that; if required, the Laptop will be used by the OIL Engineers for configuration and viewing the parameters.</p> <p>8.13 BOP STACK</p> <p>Specification of entire BOPs for well pressure 5000 – 10,000 PSI</p> <ol style="list-style-type: none"> 1. Annular BOP, 7-1/16-inch X 5 M 2. Two (2) no. Ram type stripper BOP, 7-1/16-inch X 10M 3. Spacer Spool with 2" hydraulic plug valves for equalize and bleed off 4. Two (2) no. Ram type safety BOP, 7-1/16-inch X 10M 5. Blind Ram one (1) no, 7-1/16-inch X 10M 6. Shear Blind Ram (1) no., 7-1/16-inch X 10M <p>Make of the BOP: NOV/HYDRILL/SHAFFER/CAMERON/WOM</p> <p>Note: BOPs should be in accordance with latest API spec. 16A & 6A certifications. BOPs to be procured from OEM having valid API spec. 16A & 6A certifications. Bidder to submit API Spec. 16A & 6A certifications of the OEM.</p> <p>Other requirement of BOP stack</p> <ol style="list-style-type: none"> 1. A surge bottle should be installed immediately adjacent to the closing port on stripping annular BOP to compensate for tool joint entry. 2. BOP stack must be H2S certified –NACE MR -01-75. 	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>3. Two (2) Stripper BOPs are single Ram BOP separated by a spool of sufficient length for accommodating the tubular tool joint.</p> <p>4. Ram assembly set for 2.7/8" (73.025 mm), 3.1/2" (88.9 mm) OD Drill pipe / tubing, standard H2S Trim.</p> <p>5. Ram assembly set, for CSO (blind) standard H2S Trim.</p> <p>6. For blind shear Ram- large bore bonnet, booster, shear Ram 7.1/16" X10M upper, and lower assembly. (all hydraulic lines for shear Ram should be routed internally in order to avoid damage during handling of BOP).</p> <p>7. Accessories including RJG, necessary bolts & nuts, hammer wrenches etc.</p> <p>8. Stripping BOPs shall be standard ram type BOPs with special elements to enable them to seal on moving pipe. They shall be the two top rams, separated by a spool of sufficient length to allow the pipe to be pulled slowly through the BOPs while sequentially opening and closing them for accommodating the tool joint. They shall be furnished with an equalizing loop connected below each BOP with hydraulically operated valves controlled from the work basket. A bleed offline, with similar control valves, is to be connected between the two BOPs. The replaceable packer elements of these rams are specially designed for long stripping life.</p> <p>9. The primary power for the BOP control panel shall be from the main power pack.</p> <p>10. Adequate numbers of hydraulic hoses with fittings of requisite lengths for connecting the power pack to the BOPCU and BOPCU to the BOPs shall be supplied by the bidder as per the placement of the items.</p> <p>8.14 BOP Control Unit</p> <p>One 160-gallon capacity BOP control unit with 02 nos. of remote panel as per OMR-2017 and accessories for rig. The BOP CU should be in accordance with API Spec 16 D certification. It should be procured from OEM having valid API Spec 16 D certification certifications. Bidder to submit API Spec 16 D certifications of the OEM.</p> <p>8.15 KILL MANIFOLD</p> <p>2.1/16 inches x 10000 psi working pressure kill manifold in accordance with API Specification 6A and 16C with all necessary valves, studs, nuts, and ring joint gaskets. It should be procured from OEM having valid API spec. 6A and 16C certifications. Bidder to submit API spec. 6A and 16C certifications of the OEM.</p> <p>8.16 CHOKE MANIFOLD</p> <p>2.1/16" x 10000 psi Choke Manifold with Remote Choke Control Panel and Accessories in accordance with API specification 6A and 16C. It should be procured from OEM having valid API spec. 6A and 16C certifications. Bidder to submit API spec. 6A and 16C certifications of the OEM.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>8.17 ACCESSORIES</p> <ul style="list-style-type: none"> I. Specification for Option of Auto Spider Slip: # Spider Slip Type E OD Pipe to Handle: 2.3/8" – 7.5/8" or equivalent II. Capacity: 175 Ton III. Control: Hydraulic IV. standard: API Spec 7K, Monogrammed. V. Quantity as needed for Operation: VI. Remarks: Completed with Dies for all Size VII. # Spider Slip Type CHD OD Pipe to Handle: 1.315" – 5.1/2" VIII. Capacity: 120 Ton IX. Control: Hydraulic X. Standard: API7K Monogrammed XI. Quantity as needed for Operation: 2 Set XII. Remarks: Completed with Dies for all Size XIII. Specification of Power Tong: Application Range: Master Tong = 2.3/8" – 5.1/2" Backup Tong = 2.3/8" – 6.1/2" Tong Speed @40GPM with appropriate gear rpm and torque ratings for operations required. <p>8.18 TOOLBOX WITH TOOLS</p> <p>A fully equipped toolbox shall be supplied for the maintenance and servicing of the HWO Unit. The toolbox should include all necessary hand tools, and specialized equipment required for routine maintenance, troubleshooting, and repairs of the Hydraulic Workover Unit.</p> <p>8.19 ONLINE GAS MONITORING SYSTEM</p> <p>The online gas monitoring system shall consist of but not limited to the following-</p> <p>Two (2) nos. LEL sensors (Infra-Red Type) one each for Rig floor and riser mouth.</p> <p>Gas sensors shall be suitable for use in Hazardous Zone 1, IP 66 or higher.</p> <p>One controller along with storage device shall be provided so that data could be stored of at least last one month for retrieval whenever required in compatible formats.</p> <p>Two (2) nos. weatherproof and flameproof Hooter cum Flasher.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>Weather-proof panel with proper canopy and stand consisting of MCB, Safety switchgear, etc. shall be provided if the system is standalone.</p> <p>Cables: XLPE Insulated armoured Cable of proper sizing and of sufficient length (minimum 20 meter extra) Online UPS of proper rating shall be provided for uninterrupted operation of the system.</p> <p>8.20 INTERCOM/PUBLIC ADDRESSING SYSTEM</p> <p>One suitable wireless/wired intercom system for the rig shall be supplied as per following details- Jack basket and DAS bunk The system shall be certified for use in Hazardous Area in drilling locations as applicable. The system shall have protecting Covers. The system shall have capability of public address. All cables: power cables & signal cables used in PA system shall be armored. Online UPS of proper rating shall be provided for uninterrupted operation of the system.</p> <p>8.21 CCTV SYSTEM</p> <p>CCTV system for safety while operation and monitoring shall be provided. The details of the system is as follows:</p> <p>a) Camera: 3 Nos. PTZ (EX Proof) camera Display Monitor (for displaying video output) compatible for Hazardous area. Control Unit for storage and control of all cameras.</p> <p>The system shall be capable of storing CCTV footage in a storage device for at least last one-month period, which may be retrieved whenever required. Control of camera operation shall be provided as per OEM Rig Design.</p> <p>Note:</p> <p>a. CCTV-Camera:</p> <ol style="list-style-type: none"> 1. Shall be pan/tilt/zoom(PTZ) type. 2. Shall have certification for use in Hazardous Areas Zone 1 as applicable. 3. Shall be fitted with explosion proof fittings. 4. All camera enclosure shall have IP67 or higher. 5. Operation Temp: 4 to 47 Deg. C. 6. Capable for Day/Night Vision (Low flux). 7. All cables, power or signal shall be armoured. 8. All CCTV cables shall be routed separately in a channel/compartments of cable trays (not along with power cables). 	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>b. CCTV Display Monitor:</p> <ol style="list-style-type: none"> 1. Shall be able to display any one single camera view as well as all camera views in split screen. 2. Shall have certification for use in Hazardous Areas Zone 1 / Zone2, Class-I, Division-1 & 2, Group C&D with SIL 2/3 as applicable <p>8.22 LIST OF CALIBRATION EQUIPMENTS & SPECIAL TOOLS</p> <p>All special tools/calibration equipment required shall be supplied. The following are the list of calibration equipment & special tools that shall be supplied along with each Rig:</p> <p>One (1) Calibration Adapter for LEL Sensors with LEL Gas cylinder One (1) Sensor Calibration Hand Pump Kit with All The Fittings For 10000psi One (1) Calibrator, Volt/Ma, With Battery and Case One (1) RJ-45 Crimping Tool Standpipe pressure gauges- 02 Nos (1 No 0-5000 PSI & 1 No of 0-10000 psi) Choke manifold pressure gauge- 02 Nos (1 No 0-5000 PSI & 1 No of 0-10000 psi) One (1) 4 – 20 mA Source/Loop Calibrator with battery and case.</p> <p>8.23 CASING JACK / TENSION TABLE</p> <p>Casing Jack / Tension Table is used to enhance the pulling capacity of the HWO unit allowing it to pull more than the rated 340K lbs capacity. The Casing Jack / Tension Table will have 24” stroke, max pull 700K lbs, 11” bore and it requires hand slips of equal rating.</p> <p>8.24 TUBING PLUGGING DEVICES</p> <p>Tubing plugging devices along with setting tool will be required which are used to create a barrier of wellbore pressure inside the appropriate sized tubulars. They can be permanent or retrievable and can be wireline / coil tubing set. Redress kit should also be provided.</p> <p style="padding-left: 40px;">Setting Tool = 02 nos. Tubing Plugging Devices = 20 nos.</p> <p>Bidder to provide the technical specifications of each device to be offered in the technical bid.</p> <p>8.25 TEMP CONTROLLED STORAGE UNIT</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>Temp controlled storage unit for keeping recommended spares for 1 year.</p> <p>8.26 DOCUMENTATION:</p> <p>a. Process and Instrument diagram of the HWU systems – FOUR(4) sets</p> <p>b. Interconnection drawings and make and ratings of all components – Six (6) sets</p> <p>c. Packing lists(Bill of Material) and challans – Six (6) sets</p> <p>d. O&M manuals, equipment catalogues and test certificates. – Six (6) sets</p> <p>e. Final drawings - Six (6) sets along with soft copy – One(1) set</p> <p>f. Software Trouble Shooting Manual, Maintenance software package in the form of restore CDs, single line Wiring Diagrams, and Illustrated Parts List with Make and Model of all items and spares of the system to be maintained - Six (6) sets</p> <p>g. All the restore software, factory reset images and configurations to be provided after final commissioning.</p> <p>h. Hazardous Area certificates.</p> <p>i. Calibration/Test certificates of all sensors, gauges, pressure relief valves, systems and of item(s) mentioned elsewhere in this tender shall be supplied in original from competent certifying agencies.</p> <p>j. ISO 9001 Certificate / Compliance.</p>	
<p>9.0 SPECIAL NOTES</p> <p>1) GUARANTEE / WARRANTY</p> <p>(i) The complete package / unit shall be under guarantee / warranty by the supplier (or the successful bidder) for a minimum period of 01 (one) year from the date of successful commissioning of the complete unit at site.</p> <p>(ii) OIL reserves the right to inspect, test and if necessary, reject any part / parts after delivery at site (including incomplete manuals, catalogues, etc.) in case of any fault on the part of the supplier. It shall in no way be waived by the reason that the unit / item was previously inspected and passed by OIL as per Inspection Clause detailed elsewhere in the Tender.</p> <p>(iii) To keep the unit fully operational, in case of failure of any item during the warranty period, it is the supplier's responsibility to arrange replacement / repairing at site at their own cost including custom duty, freight, etc. within a period of maximum 3 (three) weeks from the date of notification of such failure. The warranty for the repaired item shall be correspondently extended by a period</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>equal to that from the date of failure to the date of re-commissioning. In case of replacements, the warranty shall be for (one) year from the date of commissioning of the replaced item.</p> <p>In case failure of any item is not rectified within 3 weeks of notification then penalty at the rate of 0.5% of PO value per week subject to a maximum of 5 % of PO value shall be levied and warranty for such items shall be extended accordingly. This penalty amount shall be recovered from Performance security amount submitted by the successful bidder.</p> <p>2) INSPECTION / Testing of equipment at manufacturing stage</p> <p>Inspection shall be carried by any one of the OIL's approved third party inspection agencies viz. Lloyds / BV /DNV /RITES /IRS as per requirements of various codes and standard mentioned in the supply order.</p> <p>All equipment of the Hydraulic Workover unit shall be tested as per standard test procedure of the unit manufacturer and equipment manufacturers and as per relevant API codes. Testing of the unit shall be carried out as per best engineering practices. Test certificates of equipment manufacturer for equipment & certificate of testing of unit after final assembly shall be submitted duly approved by TPI. Broad Scope of Third-Party Inspection for Rig and Equipment shall be as under: -</p> <p>(i) Inspection of the Hydraulic Workover unit and equipment shall be carried out as per standard test procedures of the unit / equipment manufacturing and as per relevant codes, components, as per requirement of API Q1 and relevant API Code.</p> <p>(ii) Review / approval of QA plan and manufacturing program indicating various stages of inspection on receipt from manufacturer.</p> <p>(iii) Upon approval of QA plan, manufacturer shall intimate readiness for inspection in stages to inspecting agency giving sufficient advance notice for deputing their inspectors.</p> <p>(iv) Carry out all necessary NDT, Visual, Dimensional, Functional checks / tests as per QA approved plan including chemical and physical checks for raw material.</p> <p>(v) Review / verification of material test certificate, QC documentations, material traceability records etc. by inspecting agency on receipt from manufacturer.</p> <p>(vi) Visual inspection of various assemblies and sub-assemblies as per the specifications given in purchase order.</p> <p>(vii) Inspection for proper workmanship of various welding jobs and mountings.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>(viii) Witness final testing / performance testing of equipment by inspecting agency as per approved QA plan.</p> <p>(ix) To witness load test of Hydraulic Workover unit at 340 K at manufacturer premises and the load test certificate at specified load are to be submitted with the unit. During the test all assemblies, sub-assemblies are to be monitored for proper functioning.</p> <p>(x) Inspection shall also be carried out for all items of the HWO unit and inspection certificate is to be issued.</p> <p>(xi) Issue of TPI certificate.</p> <p>Bidders will arrange and pay for Third Party Inspection charges.</p> <p>3) PRE-DESPATCH INSPECTION</p> <p>On satisfactory clearance of TPI (Third Party Inspection), pre-dispatch inspection call to be given to OIL. Complete unit along with other package should be offered for inspection & functional testing to OIL by the supplier at manufacturer's premises at least 45 days prior to dispatch. The HWO unit shall be offered in fully assembled condition with all accessories fitted and ready for function testing. OIL will complete Pre dispatch within a period of 15 days of receipt of intimation.</p> <p>A multidisciplinary team comprising of 8-9 personals of OIL will visit to the supplier's premises / manufacturing plant for inspection of complete package & functional testing of equipment prior to dispatch. The to & fro travelling expenses from Duliajan, Assam, India with boarding, lodging & food expenses of OIL's engineers will be to OIL's account. Cost related to inspection to be borne by the Supplier.</p> <p>The Inspection cum Acceptance process would include but not limited to the following minimum steps / tasks -</p> <p>a) Physical verification / inspection of all the items / fittings / accessories including Parts Catalogue, Maintenance & Service Manuals, Schematics, all tools under complete tool kit as well as other tools, all spares as per the Spare Parts List for engine etc.</p> <p>b) Any modification requirement arising out of design aspect consideration (on the part of the supplier) shall be in the scope of the supplier at no extra cost to OIL.</p> <p>c) The minutes of inspection process would be prepared at the end of the inspection and jointly signed by both the parties.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>d) Supplier shall confirm in writing compliance of all the points raised in the minutes of inspection as well as any other subsequent additions / changes, following deliberation with the inspector after arrival at Duliajan.</p> <p>e) Any other testing / joint inspection indicated elsewhere in this tender.</p> <p>4) TRAINING</p> <p>The supplier should arrange comprehensive training program for the multidisciplinary team of engineers (7-8 member team) and technicians from OIL immediately after Pre-dispatch Inspection at the manufacturing yard for a period of 2 weeks and should arrange training program after completion of installation and commissioning of the rigs at Duliajan for a period of 4 (four) weeks on Maintenance, Troubleshooting & Working Principle of equipment, systems, items etc of the unit amongst other relevant subjects. Cost related to imparting of training to be borne by the Supplier and should be indicated separately in the price bid only, which will be considered for bid evaluation.</p> <p>5) COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR 2 YEARS</p> <p>A comprehensive annual maintenance contract will be awarded to the successful bidder for carrying out maintenance of each component of HWO unit for a period of 2 years along with all spares. Bidder shall quote the price for AMC and same along with the HWU will be considered for price evaluation.</p> <p>Scope of AMC.</p> <ul style="list-style-type: none"> • Expatriate Maintenance Support: Bi-annual visits (approximately two weeks per visit) by an expatriate specialist to the maintenance unit in India. This includes: <ul style="list-style-type: none"> o Expatriate day rates o Travel & Expenses (T&E) o Insurance coverage during travel and deployment. • Scheduled Spares Replacement: Includes routine replacement of critical parts regardless of their wear condition, as part of preventive maintenance. <ul style="list-style-type: none"> o Local Crew Involvement: Includes provisioning for Day rates of the local crew, Their travel & expenses, Insurance and other applicable costs <ul style="list-style-type: none"> • comprehensive set of Major and Minor Repair Kits required for ongoing equipment maintenance. The kits are categorized by key components, including but not limited to: <ul style="list-style-type: none"> • Gin Pole • Westco and Other Slips • Rotary Table and Jack Cylinders • Hydraulic Power Units (HPU) / Engines 	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<ul style="list-style-type: none"> • Winches • Rubber Goods Spare Kits <p>6) RECOMMENDED SPARES</p> <p>Recommended spares list for carrying out maintenance of Hydraulic workover Unit for 5 years should be submitted alongwith the price bid. The quoted prices shall remain firm for next 5 years. Price of the Recommended spares parts will not be considered for evaluation of the bid.</p> <p>7) MANUALS & CATALOGUES</p> <p>The successful bidder shall also provide documented training modules as well as video & CD presentation of their equipment for operation & maintenance.</p> <p>Four (04) sets (hard copies & soft copies) of Operation & maintenance, repair / overhaul manuals, part books, P&ID,s / Drawings of all items of Unit</p> <p>8) COMMISSIONING, ON SITE PERFORMANCE DEMONSTRATION / TESTING</p> <p>OIL shall call the Supplier for Installation and Commissioning within 30 days of receipt of items at Duliajan. The HWO Unit along with its equipment to be Installed & Commissioned by the supplier within 60 days of notice / intimation at Location (designated site) by completing total assembling and installation of the unit (with its all ordered equipment) in presence of authorized representatives of OIL at that location.</p> <p>Bidders to confirm that Installation & Commissioning of the Hydraulic Workover Unit with all accessories would be carried out by their competent personnel at OIL's designated site, in Duliajan, ASSAM, INDIA. The installation and commissioning charges to be separately quoted and these charges should include amongst others to and fro fares, boarding / lodging, local transport at Duliajan inclusive of to & fro transportation to site from Duliajan and other expenses of supplier's commissioning personnel during their stay at Duliajan, Assam (India). However, the basic facilities required for installation & commissioning such as Crane service, electric power, water supply, pressurized air and welding & cutting set shall be provided by OIL.).</p> <p>The performance demonstration / testing of total system shall be conducted at OIL's designated well site after complete assembling of all components. The performance demonstration / testing shall be conducted for 1 month continuously establishing trouble free operation of the unit and is to be duly certified by the authorized representatives of OIL.</p> <p>Bidder to categorically confirm to the above and indicate the cost of commissioning in their offer, which will be considered for evaluation purpose.</p>	

Details of the clause	Bidder's Remarks (Complied/ Not Complied)
<p>9. NOTES TO BIDDER GUARANTYING SUPPLY OF SPARES.</p> <p>The bidder must guarantee uninterrupted supply of spares for 10 (Ten) years w.e.f. the date of installation & commissioning of the equipment. An undertaking in this regard must submitted along with the "Technical Bid" from the OEM of Hydraulic workover unit and BOP stack for HWO unit on their official letter head with sign and seal.</p> <p>10.0 DELIVERY PERIOD</p> <p>The unit must be supplied on FOR Duliajan basis within Eight (8) months of placement of detailed purchase order.</p>	
<p>11.0 TRANSPORTATION & LIFTING REQUIREMENTS</p>	
<p>11.1 TRANSPORTATION REQUIREMENTS:</p> <p>The hydraulic workover unit shall be transported in disassembled state. The components/subassemblies of the hydraulic workover unit shall be transported on transport vehicles. The components/subassemblies which shall be transported as a single load on a transport vehicle shall be guided by the following requirements:</p>	
<p>a) The transportation dimensions for each component/subassembly of the Hydraulic Workover unit which shall be transported as a single load on a transport vehicle shall be as per the following values:</p> <p>Overall Length: Within 9000 mm. Overall Width: Within 2600 mm. Overall Height from ground level: Within 3000 mm.</p>	
<p>b) The transportation weight for each component/subassembly of the Hydraulic Workover unit which shall be transported as a single load on a transport vehicle shall be within 20000 Kg</p>	
<p>c) Each component/subassembly exceeding the applicable limiting transport dimension(s) shall be provided with dismantlable provisions or collapsible provisions to meet the limiting dimensions for transportation of the item from one location to another.</p>	
<p>d) Each component/subassembly exceeding the applicable transportation weight shall be provided with dismantlable provisions to meet the applicable limiting weight so that the different sections of the item can be transported separately from one location to another.</p>	
<p>e) Each component/subassembly which shall be transported as a single load shall be provided with provision for connecting load binders/chains, etc. to secure the component /subassembly during transportation.</p>	
<p>11.2 LIFTING REQUIREMENTS:</p>	

Details of the clause		Bidder's Remarks (Complied/ Not Complied)															
<p>The assembly / disassembly of Hydraulic Workover unit may require lifting of different components/subassemblies at different heights. Each component/ subassembly which shall be lifted by a crane, in one go, by attaching wire rope slings at designated locations on the component/ subassembly is referred to as a single load. Each component/ subassembly which shall be lifted as a single load shall be guided by the following requirements.</p>																	
<p>a) The weight of major components/subassemblies of Hydraulic Workover unit (as mentioned in below table), during lifting, shall be within the following limits:</p> <table border="1"> <thead> <tr> <th>S.N.</th> <th>Name of Component</th> <th>Weight (kg)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Sub-structure</td> <td>10000</td> </tr> <tr> <td>2.</td> <td>Hydraulic Jack assembly</td> <td>10000</td> </tr> <tr> <td>3.</td> <td>Gin Pole assembly</td> <td>6500</td> </tr> <tr> <td>4.</td> <td>Hydraulic Power Pack</td> <td>20000</td> </tr> </tbody> </table>		S.N.	Name of Component	Weight (kg)	1.	Sub-structure	10000	2.	Hydraulic Jack assembly	10000	3.	Gin Pole assembly	6500	4.	Hydraulic Power Pack	20000	
S.N.	Name of Component	Weight (kg)															
1.	Sub-structure	10000															
2.	Hydraulic Jack assembly	10000															
3.	Gin Pole assembly	6500															
4.	Hydraulic Power Pack	20000															
<p>b) For all other components/subassemblies [except components mentioned in clause 11.2.(a) above], which shall be lifted as a single load, the weight of each such component/subassembly during lifting shall be within 7500 kg.</p>																	
<p>c) Each component/subassembly which needs to be lifted as a single load and exceeding the applicable lifting weight limit shall be provided with dismantlable provisions to meet the applicable limiting lifting weight so that the different sections of the item can be lifted separately.</p>																	
<p>d) Each component/subassembly which shall be lifted as a single load shall be provided with adequate number of suitable lifting lugs/eye/ provisions for attaching slings during lifting of the component/subassembly.</p>																	
<p>e) Bidder to submit technical document containing the following details along with the bid:</p> <p>i. Assembly and disassembly plan for the offered Hydraulic workover unit.</p> <p>ii. Lifting resources (Cranes etc.) required to carry out the assembly & disassembly of the offered Hydraulic Workover Unit.</p>																	

ANNEXURE- IA**HYDRAULIC WORKOVER UNIT COMPONENTS****PART-I: HYDRAULIC WORKOVER UNIT**

Sr. No	Description of Equipment/Item	Quantity	Unit	Make & Model
1	Hydraulic Jack Assembly	1	Set	
2	Work Basket with Operator Panel, BOP Panel, Counterbalance control panel, Roller at V Door, Fall Prevention Device etc.	1	Set	
3	Riser	1	Set	
4	Slip Bowls	4	No	
5	Gin Pole Unit	1	Set	
6	Counterbalance/ PAYOUT Winch	2	No	
7	Tong Arm	1	No	
8	Stripper Bowl	1	No	
9	Work Window	1	No	
10	Hose Kit and Hose Baskets	1	Set	
11	Diesel Power Pack	1	No	
12	Auxiliary Fuel Tank (550 gallons)	1	No	
13	Data Acquisition System Package	1	Set	

PART-II: BOP STACK OF HYDRAULIC WORKOVER UNIT

Sr. No	Description of Equipment/Item	Quantity	Unit	Make & Model
14	Annular BOP (7-1/16-inch X 5M)	1	No	
15	Ram Type Stripper BOP (7-1/16-inch X 10M)	2	No	
16	Spacer Spool with 2" hydraulic plug valves	1	No	
17	Ram Type Safety BOP (7-1/16-inch X 10M)	2	No	
18	Blind Ram (7-1/16-inch X 10M)	1	No	
19	Shear Blind Ram (7-1/16-inch X 10M)	1	No	
20	BOP Control Unit	1	No	

PART-III: ADDITIONAL ACCESSORIES

Sr. No	Description of Equipment/Item	Quantity	Unit	Make & Model
21	Kill Manifold (2.1/16" x 10,000 psi)	1	No	
22	Choke Manifold (2.1/16" x 10,000 psi)	1	No	
23	Accessories	As Req.	Set	
26	Toolbox with Tools	1	Set	
27	Online Gas Monitoring System	1	Set	
28	Intercom/Public Addressing System	1	No	
29	CCTV System with PTZ Cameras and Display Monitor etc.	1	Set	
30	Calibration Equipment & Special Tools	1	Set	
31	Auxiliary Fuel Tank (550 gallons)	1	No	
32	Casing Jack / Tension Table	1	No	
33	Tubing Plugging Devices	As Req.	Set	
34	Temp-Controlled Storage Unit	1	No	

PART-IV: ADDITIONAL SERVICES

Sr. No	Service Description	Duration
1	Comprehensive Annual Maintenance Contract	2 Years
2	Recommended spares list	5 Years
3	Training Program Charges for Engineers & Technicians	6 Weeks (2 + 4)
4	Installation & Commissioning Charges	One-time
5	Third-Party Inspection Charges	One-time

ANNEXURE- IB

RECOMMENDED SPARES FOR HYDRAULIC WORKOVER UNIT

(NOT FOR PRICE BID EVALUATION)

SL NO	CORRESPONDING TENDER SECTION/CLAUSE	DESCRIPTION OF RECOMMENDED OPERATIONAL SPARE FOR 5 YEARS	PART NO	QUANTITY	UNIT

(nos. of rows to be added as per requirement)

AC - GENERAL TERMS AND CONDITIONS.		
1.	The items shall be brand new, unused & of prime quality. Also, the party has to confirm to provide warranty that the product supplied will be free from all defects & fault in material, workmanship & manufacturing and shall be in full conformity with ordered specifications. This clause shall be valid for 18 months from date of shipment or 12 months from date of receipt/commissioning. The defective materials, if any, rejected by us shall be replaced by the supplier at their own expense. The bidder must confirm the same while quoting.	
2	Make & Model to be quoted compulsorily for the items. Bidder should forward relevant Catalogue, Drawing, and Literature (in printed form only) indicating the quoted items along with the technical bid.	
3.	The Bidder shall submit their bid in tabular form as per Annexure – I: Technical Specification & Annexure – III: Bid Rejection Criteria above.	
4.	PAYMENT TERMS – A) 80% payment will be made against supply of materials and balance 20% after satisfactory completion of installation & commissioning at site along with installation & commissioning & training charges after adjusting liquidated damages, if any. B) Payment for AMC shall be released annually after successful completion of AMC period.	
5.	Bidder to sign and submit completely filled up Technical Evaluation Matrix for Bid evaluation criteria and Technical specification.	
6.	Bidder should categorically confirm in the technical bid to deliver the items as per delivery schedule mentioned in the tender.	
7	In case the bidder has satisfactorily executed development order (i.e. including satisfactory inspection and Field Trial Testing) for each of similar tendered item of same or higher capacity in the past in OIL/ONGCL, then the bidder does not have to satisfy past supply experience criteria of BEC /BRC in OIL provided the specification of items matches to that of OIL.	

<p>8</p>	<p>Delivery: Materials must be delivered within delivery date mentioned in the tender.</p> <p>Unloading at Oil India Limited, Duliajan, Assam:</p> <p>All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF ITEMS ONLY. Supplier shall depute adequate crew, who has experience of unloading of items at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point.</p> <p>The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling the items.</p>	
<p>9</p>	<p>The bidder should indicate the name of the manufacturer, the country of origin and port of dispatch of the materials.</p>	
<p>10</p>	<p>Any deviation(s) from the tender specification should be clearly highlighted specifying justification in support of deviation.</p>	
<p>11</p>	<p>Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy</p> <p>Consequent to the implementation of Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy in OIL, effective from 28.08.2024. For purchase orders value INR 20 Crores and above the successful bidder shall be required to submit a duly filled ESG Questionnaire in the prescribed format within fifteen (15) calendar days from the date of issue of purchase order. Failure to submit the completed ESG Questionnaire within the stipulated timeline may be treated as non-compliance with contractual obligations and dealt with accordingly.</p> <p>The ESG Questionnaire, along with an Explanatory Note for guidance, is provided as Proforma - R of the tender document.</p>	

BB: PRE-BID CONFERENCE:

a) Pre-Bid Conference is scheduled to be held at **OIL INDIA LIMITED, GUWAHATI, ASSAM** tentatively **17.07.2025 & 18.07.2025** on to explain the requirements of OIL in details to the interested prospective Bidders and to understand bidders' perspective including exchange of views/clarifications, if any, on the Scope of Work, Bid Rejection/Bid Evaluation Criteria and other terms & conditions of the Tender.

Bidders interested to attend the pre-bid conference as above must send their confirmation to: Mr. Tuhin Roy, Deputy General Manager Materials (FD), Oil India Limited, P.O. Duliajan-786602, ASSAM, E-mail: tuhin_roy@oilindia.in at least 2 (Two) days prior to the date of pre-bid conference.

Those bidders who send their confirmation for participation at least 2 (Two) days prior to date of pre-bid conference shall be allowed to attend the pre-bid conference.

b) The prospective bidders shall submit their queries against tender conditions, through e-mail at least 2 (Two) days prior to the date of pre-bid conference. OIL expects that the Bidders should comply to the tender conditions in Toto. However, clarifications/exceptions /deviations, if required any, should be brought out by the bidders prior to or during the Pre-Bid Conference only. After processing these suggestions, as a sequel to the pre-bid conference, Company shall communicate the changes/modifications in this regard, if agreed any, through an addendum to tender document in e-portal and thereafter Company shall be at liberty to reject all such non-compliant Bids.

c) Maximum Three (3) representatives from each prospective bidder (authorized to participate in the tender), shall be allowed to participate in the pre-bid conference. All costs associated to attend the pre-bid conference by Bidders representatives shall be borne by the interested Bidders.

d) Details :

Pre Bid Queries/ Clarifications on the Tender	To submit through e-mail addressed to tuhin_roy@oilindia.in .
Date of Pre-bid Conference	17.07.2025 & 18.07.2025
Venue	OIL INDIA LIMITED, GUWAHATI, ASSAM
Last date for receipt of Pre-bid participation confirmation	15.07.2025
Time of Pre-bid Conference	09.00 Hours (IST)

ANNEXURE-II - PRICE BREAK UP**A) PRICE BREAK UP OF ITEMS WHOSE COST IS TO BE INCLUDED IN "GEM PRICE SCHEDULE"****HYDRAULIC WORKOVER UNIT COMPONENTS****PART-I: HYDRAULIC WORKOVER UNIT**

Sr. No	Description of Equipment/Item	Quantity	Unit	Make & Model	Unit Price including GST (In Rs)
1	Hydraulic Jack Assembly	1	Set		
2	Work Basket with Operator Panel, BOP Panel, Counterbalance control panel, Roller at V Door, Fall Prevention Device etc.	1	Set		
3	Riser	1	Set		
4	Slip Bowls	4	No		
5	Gin Pole Unit	1	Set		
6	Counterbalance/ PAYOUT Winch	2	No		
7	Tong Arm	1	No		
8	Stripper Bowl	1	No		
9	Work Window	1	No		
10	Hose Kit and Hose Baskets	1	Set		
11	Diesel Power Pack	1	No		
12	Auxiliary Fuel Tank (550 gallons)	1	No		
13	Data Acquisition System Package	1	Set		

PART-II: BOP STACK OF HYDRAULIC WORKOVER UNIT

Sr. No	Description of Equipment/Item	Quantity	Unit	Make & Model	Unit Price including GST (In Rs)
14	Annular BOP (7-1/16-inch X 5M)	1	No		
15	Ram Type Stripper BOP (7-1/16-inch X 10M)	2	No		
16	Spacer Spool with 2" hydraulic plug valves	1	No		
17	Ram Type Safety BOP (7-1/16-inch X 10M)	2	No		
18	Blind Ram (7-1/16-inch X 10M)	1	No		
19	Shear Blind Ram (7-1/16-inch X 10M)	1	No		

20	BOP Control Unit	1	No		
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PART-III: ADDITIONAL ACCESSORIES

Sr. No	Description of Equipment/Item	Quantity	Unit	Make & Model	Unit Price including GST (In Rs)
21	Kill Manifold (2.1/16" x 10,000 psi)	1	No		
22	Choke Manifold (2.1/16" x 10,000 psi)	1	No		
23	Accessories	As Req.	Set		
26	Toolbox with Tools	1	Set		
27	Online Gas Monitoring System	1	Set		
28	Intercom/Public Addressing System	1	No		
29	CCTV System with PTZ Cameras and Display Monitor etc.	1	Set		
30	Calibration Equipment & Special Tools	1	Set		
31	Auxiliary Fuel Tank (550 gallons)	1	No		
32	Casing Jack / Tension Table	1	No		
33	Tubing Plugging Devices	As Req.	Set		
34	Temp-Controlled Storage Unit	1	No		

PART-IV: ADDITIONAL SERVICES

Sr. No	Service Description	Duration	Unit Price including GST (In Rs)
1	Comprehensive Annual Maintenance Contract	2 Years	
2	Recommended spares list	5 Years	
3	Training Program Charges for Engineers & Technicians	6 Weeks (2 + 4)	
4	Installation & Commissioning Charges	One-time	
5	Third-Party Inspection Charges	One-time	

B) PRICE BREAK UP OF ITEMS WHOSE COST IS NOT TO BE INCLUDED IN "GEM PRICE SCHEDULE"

RECOMMENDED SPARES FOR HYDRAULIC WORKOVER UNIT (NOT FOR PRICE BID EVALUATION)

SL NO	CORRESPONDING TENDER SECTION/CLAUSE	DESCRIPTION OF RECOMMENDED OPERATIONAL SPARE FOR 5 YEARS	PART NO	QUANTITY	UNIT	Unit Price including GST (In Rs)

(nos. of rows to be added as per requirement)

Notes:

- 1. Price break-up to be provided as above, if asked for in the tender.***
- 2. Bidders should fill up, sign and upload this price break up under "Financial documents" of GEM Priced bid only. The price breakup should not be uploaded under GEM Technical bid as it shall lead to rejection of the bid.***

ANNEXURE - III

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

The bids shall in general conform to the specifications and terms and conditions given in the tender. Bids shall be rejected in case the goods offered do not conform to the required minimum/maximum parameters stipulated in the technical specifications and to the respective international / national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements will have to be particularly met by the bids, without which the same will be considered as non-responsive and be rejected.

Clause No	DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied / Deviation / Not Applicable) TO BE FILLED BY THE BIDDER
A.1	<p><u>BRC TECHNICAL:</u> The bids shall conform to the specifications and terms & conditions given in the Tender. Bids shall be rejected in case the items offered do not conform to the required parameters stipulated in the technical specifications and to the relevant international/national standards wherever stipulated. Notwithstanding the general conformity of the bids to the stipulated specifications and terms & conditions, the following requirements must be particularly met by the bidders, without which the offer shall be considered as non- responsive and rejected.</p>	
A	<p>TECHNICAL CRITERIA: Bidder must meet the following criteria failing which the bid shall be rejected:</p>	
1.0	<p>Qualification Criteria:</p>	
	<p>1.1 The bidder shall be an Original Equipment Manufacturer (OEM) of Hydraulic workover unit (HWU) <i>of capacity 225 k or 340 k or 460 k.</i></p> <p align="center">OR</p> <p>1.2 The bidder shall be a Sole Selling Agent/Dealer/Distributor/Supply House of OEM of Hydraulic workover unit (HWU) <i>of capacity 225 k or 340 k or 460 k.</i></p> <p>Note:</p> <p>a) Bidders other than OEMs must submit a valid Authorization letter and back-up warranty from the manufacturer. The Authorization letter must be duly sealed & signed by the Manufacturer on their official letter head and the status of the Bidder (whether Sole Selling Agent/Dealer/Distributor/Supply House) should be identified.</p> <p>b) The Sole Selling Agent/Dealer/Distributor/Supply House shall categorically confirm in their technical bid that there will be no change of the proposed OEM after submission of the bid.</p> <p>c) To establish the technical credibility and proven capability of the OEM in executing past orders or supplying quality equipment, the following documents must be submitted along with the bid:</p>	

- Valid API Q1 Certificate.
- Valid API 4F Certificate
- Valid ISO 9001 Certificate
- Third Party Inspection (TPI) Certificates issued by reputed international inspection agencies such as DNV, Lloyd's Register, Bureau Veritas (BV), SGS, TUV, etc., confirming compliance with design, manufacturing, and safety standards for the snubbing unit and its major assemblies.
- Load Test Certificates for key structural and mechanical components such as: Mast, Derrick, Jacking Cylinders, Draw Works.
- Type Test Reports / Factory Acceptance Test (FAT) Certificates or reports demonstrating performance validation of the complete Snubbing Unit and/or key components prior to dispatch. These should clearly indicate the test parameters, results, and conformance to specifications.

2.0 BIDDERS' EXPERIENCE:

2.1 In case the Bidder is an Original Equipment Manufacturer (OEM) of Hydraulic Workover unit (HWU), the bidder shall have the experience of successful execution (supply, installation and commissioning) of order(s) for 50% of tender item quantity rounded off to next higher integer (i.e. 01 No of Hydraulic workover unit (i.e., HWU) in last five (05) years preceding the bid closing date of this tender to any E&P company or reputed service provider of snubbing services. Documentary evidence in this regard must be submitted along with the Technical Bid as per Para 2.3.

2.2 In case the Bidder is a Sole Selling Agent/Dealer/Distributor/Supply House of the Original Equipment Manufacturer (OEM) of Hydraulic workover unit, the following criteria shall be met by the Bidder and the OEM:

- The Bidder as a Sole Selling Agent/Dealer/Distributor/Supply House shall have the experience of successful execution (supply, installation and commissioning) of order(s) for 50% of tender item quantity rounded off to next higher integer (i.e. 01 no) of tender item (i.e. HWU) (manufactured by either the proposed OEM or any other OEM) in last five (05) years preceding the bid closing date of this tender to any E&P company or reputed service provider of snubbing services. Documentary evidence in this regard must be submitted along with the Technical Bid as per Para 2.3.
- Their Original Equipment Manufacturer (OEM) must meet the experience criteria set out in para 2.1 above and documentary evidence in this regard must be submitted along with the Technical Bid as per para 2.3.

2.3 NOTES TO BIDDER REGARDING EXPERIENCE CRITERIA

2.3.1 The following documentary evidence to substantiate above experience records (2.1 and 2.2, as applicable) of the Bidder must be submitted along with the technical bid, failing which the Bid shall be treated as incomplete and rejected:

(a) Copy of Purchase order(s)/contract(s) awarded by Client(s)

(b) Any one or combination of the following documents that confirms the successful execution of each of the purchase order(s) / contract(s) - True copies of Original Signed and sealed Completion report/performance certificate from the clients (on Client's/User's official letter head with signature & stamp) duly notarized by Government Notary.

OR

Copy of Bill of Lading

	OR	
	Copy of Consignee delivery receipts/challans	
	OR	
	Copy of Tax Invoice/Excise Gate Pass issued under relevant Act/rules OR Copy of Commercial Invoice/Payment Certificate.	
	2.3.2 The date of purchase order(s)/contract(s) need not be within five (5) years preceding the original bid closing date of the Tender, but execution/ supply of required quantity must be within five (5) years preceding the original bid closing date of this tender.	
	2.3.3 In case experience credentials is submitted for past supply to a service provider, the submitted documents (as per para 2.3.1) should clearly indicate name of the Snubbing Services Company for which the tender item has been utilized. On the contrary, a declaration from the service provider (on their official letter head with signature & stamp) is required to be submitted stating the name of the Snubbing Services Company for which the tender item has been utilized for providing service.	
	2.3.4 In case of extension to the scheduled Bid Closing date of this tender, if any, the Original scheduled Bid closing Date shall be considered for evaluation of Bids.	
	2.3.5 Against all supporting documents submitted by the bidder along with the technical bid, originals must be kept ready and to be produced for verification of OIL, if called for.	

A.2 BRC -FINANCIAL

- 1.0** The bidder must have annual financial turnover from Operations of minimum **INR 31.55 Crores** in any of the preceding 3 (Three) financial/accounting years reckoned from the original bid closing date of the tender.

[Annual Financial Turnover of the bidder 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 (bidder) during a financial year" as per the Companies Act, 2013 Section 2 (91) .]

- 2.0** "Net Worth" of the bidder should be positive for the financial/accounting year just preceding to the original bid closing date of the tender.

[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"]

- 3.0** 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 and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered.

However, the bidder has to submit an affidavit/undertaking certifying (**PROFORMA - A**) that 'the balance sheet/Financial Statements for the financial year..... (As the case may be) has actually not been audited so far'.

Note:

a) For proof of Annual Turnover & Net worth any one of the following document 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 in **PROFORMA - B**.

OR

ii) Financial Statements (Audited 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 bidder shall provide documentary evidence for the same along with a certificate from a practicing Chartered Accountant or equivalent to this effect. The bidder 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.

b) In case the bidder 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, bidder to provide documentary evidence for the same.

4.0 In case the Audited Balance Sheet and Profit & Loss Account submitted along with the bid are in currencies other than INR or US\$, the bidder shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date of Balance Sheet and Profit & Loss Account. A CA certificate is to be submitted by the bidder regarding converted figures in equivalent INR or US\$.

5.0 In case the Bidder is 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 its bid based on the strength of parent/ultimate parent/holding company, then following documents need to be submitted:

- (i) Turnover of the parent/ultimate parent/holding company (supporting company) should be in line with Para **A.2 (1.0)** above.
- (ii) Net Worth of the parent/ultimate parent/holding company (supporting company) should be positive in line with Para **A.2 (2.0)** above
- (iii) Corporate Guarantee (**PROFORMA - C**) on parent/ultimate parent/holding company's (supporting company) letter head signed by an authorized official undertaking that they would financially support their wholly owned subsidiary company for executing the project/job in case the same is awarded to them.
- (iv) 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 above certificate should not be more than 30 days old as on the original bid closing date.

A3. **BRC - COMMERCIAL:**

- 1.0 Bids are invited under SINGLE STAGE TWO BID SYSTEM. Bidders should upload Techno-Commercial Bid (Unpriced Bid) and Priced Bid separately at the designated fields assigned in GeM Portal. Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid. The “Unpriced Bid” shall contain all techno-commercial details except the prices/costs. Bidder not complying with above submission procedure will be rejected.
- 2.0 The prices/rates offered against the tender must remain firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price condition shall be treated as non-responsive and rejected. No discount whatsoever should be quoted separately. Rates/prices quoted must be net of all discounts.
- 3.0 Bids received in physical form shall be rejected (except the documents specifically called for in hard copies, if any). Also, modifications to bids received after the bid closing date & time shall not be entertained.
- 4.0 Bids containing incorrect/ false/misleading statement(s) shall be rejected.
- 5.0 Validity of the bid shall be minimum 90 days from the date of actual Bid Closing Date. Bids with lesser validity shall be straightway rejected.
- 6.0 Bidders must confirm that goods/materials to be supplied against the order arising out of this tender shall be of recent make, unused, of the best quality & workmanship and free from defects. The Bidder must undertake to stand guaranteed for the materials as called for in the tender. Defective goods/materials rejected by OIL, whether the entire lot or part thereof, shall be replaced immediately by the supplier at the supplier’s expenses at no extra cost to OIL.
- 7.0 Successful bidder will be required to furnish Performance Security as below:

1st Performance Security @ 5 % of Purchase order value during warranty period to be submitted after receipt of PO. The 1st Performance Security must be valid for 3(three) months beyond the Warranty period indicated in the Purchase Order/contract agreement.

Bidders should also undertake that in the event of AMC contract of 2 years, 2nd Performance Security @ 5% of AMC cost of 2 years to be submitted prior to expiry of 1st PBG. The 2nd Performance Security must be valid for 3(three) months beyond the AMC period indicated in the Purchase Order/contract agreement. The 1st PBG shall be released after receipt of 2nd PBG only.

The Performance Security must be valid for a period as called for in the tender document. Bidder must confirm the same in their Technical Bid. Offers not complying with this clause will be rejected. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS). Non-submission of Performance Security as above by the successful Bidder shall lead to cancellation/termination of award including forfeiture of their Bid Security, besides other penal actions as per OIL’s Banning Policy.
- 8.0 Bids must be accompanied by Bid Security for the amount as mentioned in the tender document and shall be in the prescribed format (PROFORMA – G) if submitted in the form of Bank Guarantee (BG). Bid Security may also be paid through online payment mode. Bid Security must be submitted within the scheduled Bid Closing date and time of the Tender. The amount of Bid Security (EMD) must be strictly as specified in the tender document.

Bid Security if submitted in the form of BG/e-PBG must be valid at least for a period of 6 months from the date of original bid closing date of the tender. Bid shall be rejected without further reference, if the Bid Security (EMD) is not received strictly as above, except where exempted. OIL will not assume any responsibility whatsoever for submission of deficient/faulty Bid Security or for delay/non-delivery of the same. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS).

- 9.0 Bid must be uploaded together with the Integrity Pact (If applicable against the tender) and the same must be duly signed digitally. If any bidder refuses to sign Integrity Pact or declined to submit Integrity Pact, their bid shall be rejected straightway. (Please refer Annexure – III: GENERAL NOTES TO BIDDERS)
- 10.0 Bidders shall accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
- i) Liquidated Damages
 - ii) Warranty/Guarantee of material
 - iii) Arbitration / Resolution of Dispute
 - iv) Force Majeure
 - v) Applicable Laws
- 11.0 A bid shall be rejected straightway if it does not conform to any one of the following clauses:
- a) Validity of bid shorter than the validity indicated in the Tender.
 - b) In case the party refuses to sign Integrity Pact.
 - c) Original Bid Security not received within the stipulated date & time mentioned in the Tender.
 - d) Bid Security with (i) validity shorter than the validity indicated in Tender and/or (ii) Bid Security amount lesser than the amount indicated in the Tender.
- 12.0 Evaluation of Items shall be done total wise.

ANNEXURE-IV

TECHNICAL & COMMERCIAL CHECKLIST

A. COMMERCIAL CHECKLIST:

Sl. No.	Requirement	Bidder's Response
1	Whether quoted as manufacturer?	
2	Whether quoted as OEM Dealer/Supply House?	
	If quoted as OEM Dealer/Supply House -	
3	a) Whether submitted valid and proper authorization letter from manufacturer confirming that bidder is their authorized Dealer/supply House for the product offered?	
	(b) Whether manufacturer's back-up Warranty/Guarantee certificate submitted?	
4	Whether agreed to the tender warranty clause of the tender?	
5	Whether submitted EMD/Bid Security / Bid Security Declaration as per tender requirement?	
5.1	EMD/Bid Security (Amount & Validity)	
6	EMD/Bid Security exemption certificate with Validity	
7	Whether quoted a firm delivery period as per the tender requirement?	
8	Whether confirmed to submit PBG as asked for in tender?	
9	Whether confirmed Bid Validity as per the tender requirement?	
10	Whether confirmed Payment Terms as per the tender?	
11	Whether quoted as MSE unit? If yes, whether necessary document submitted?	
12	Whether submitted Integrity Pact duly signed and sealed as per PROFORMA – D? (<i>If applicable as per the tender</i>)	
13	<p>Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the office memorandum and submit their offers accordingly, wherever applicable.</p> <p>In this regard, bidders must submit duly sealed & signed undertaking as per format provided vide, PROFORMA – E(I), E(II) & E(III) along with the technical bid. Whether uploaded along with the bid?</p>	
14	Whether indicated the country of origin for the items quoted? Please mention the "Country of origin" under Remarks here.	
15	Whether submitted format of undertaking by bidders towards submission of authentic information/ documents as per PROFORMA - H	
	Whether indicated 'Local Content' required as per PPP-MII Policy?	
16	Local content amount and percentage. Details of locations at which the local value addition is made.	
17	Whether indicated the import content in Price Bid?	
18	Whether all documents have been submitted as required for fulfilling Experience criteria clause of BRC-Technical.	
19	Name and details of the company to whom the bidder has successfully executed orders / contracts for atleast 50% of the tendered quantity as per Experience criteria clause of BRC-Technical.	

20	Whether submitted the profile and other documents of the company for verification (viz. Annual reports, Memorandum of Association, Article of Association etc.)	
21	Name of Manufacturer	
22	Place of Despatch	
23	Name, Address, Phone No & E-mail id of Bidder	
24	Bank details of Bidder	
25	Whether submitted Proforma – J - Format for Exception / Deviation	
26	Whether submitted Proforma – K - Format for Undertaking For Local Content	
27	Whether submitted Proforma – L - Format for Power of Attorney / Authorization letter (Regarding authority for submission of bid)	
28	Whether submitted Proforma – M - Format for Bidders financial standing	
29	Whether submitted Proforma – N - Format for declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ Court Receivership/ Liquidation	

ANNEXURE – V

GENERAL CONDITIONS OF CONTRACT (GCC)

- 1.0 The bid is governed by GeM General terms & conditions (GeM GTC) prevalent on the bid closing date of tender.

SPECIAL CONDITIONS OF CONTRACT (SCC)

The SPECIAL CONDITIONS OF CONTRACT (SCC) shall supersede the GeM General terms & conditions (GeM GTC).

- 1.0 Bidders shall submit their offer mentioning pointwise compliance/noncompliance to all the terms & conditions, BEC/BRC, Specifications etc. Any deviation(s) from the tender terms & conditions, BEC/BRC, Specifications etc. should be clearly highlighted specifying justification in support of deviation.
- 2.0 To ascertain the substantial responsiveness of the bid, OIL reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by OIL, failing which the offer will be summarily rejected. However, bidder(s) must note that there should not be any additional financial involvement arising out of such post tender clarifications.

- 3.0 The Bidder to submit following Technical Evaluation Sheet along with technical bid -

Annexure – VI: Bid Evaluation Matrix (Technical Specification)

Annexure – VII: Bid Evaluation Matrix (Bid Rejection Criteria)

4.0 INTEGRITY PACT

OIL shall be entering into an Integrity Pact, **if applicable** with the bidders as per format enclosed vide **PROFORMA - D** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact have been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit Integrity Pact with the offer, their bid shall be rejected straightway.

OIL's Independent External Monitors at present are as under:

DR. TEJENDRA MOHAN BHASIN,
Former Vigilance Commissioner, CVC
E-mail: tmbhasin@gmail.com

SHRI RAM PHAL PAWAR, IPS (Retd.),
Former Director, NCRB, MHA
E-mail: rpawar61@hotmail.com
ramphal.pawar@ips.gov.in

Shri Ajit Mohan Sharan, IAS (Retd.)
Former Secretary, Ministry of Ayush, Govt. of India
E-mail: ams057@gmail.com

- 4.1 In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact.
- 4.2 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organisation may take further action as per the terms and conditions of the contract.

5.0 MICRO AND SMALL ENTERPRISES (MSE)

Categorisation and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 dated 16th June, 2021 , CG-DL-E-21032025-261838 elated 21.03.2025 issued by Ministry of Micro, Small and Medium Enterprises.

The bidder claiming as MSE status (MSE-General, MSE-SCIST, MSE -Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:

Udyam Registration Number with Udyam Registration Certificate.

Note: *In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or Woman Entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed.*

- 5.1 For availing benefits under Public Procurement Policy (Purchase preference), the interested MSE Bidders must ensure that they are the manufacturer of tendered item (Primary Product Category) and registered with the appropriate authority for the said item(s).**

6.0 PREFERENCE TO MAKE IN INDIA (MII)

Department for Promotion of Industry and Internal Trade (DPIIT), has issued the revised 'Public Procurement (Preference to Make in India), Order 2017" vide Order no. No. P-45021/2/2017-PP (BE-II) dated 04.06.2020. Bidders are requested to go through the policy and its subsequent amendments, if any, and take note of the same while submitting their offer.

7.0 DOMESTICALLY MANUFACTURED IRON & STEEL PRODUCTS (DMI & SP):

Steel Policy notified vide Notification No. CG-DL-E-01042025-262208 dated 01.04.2025 and as amended from time to time by Ministry of Steel, Government of India is applicable against this tender. The detailed policy may be referred in Ministry's website. Also, refer **ANNEXURE – VIII** to this tender in this regard.

8.0 RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY SHARING LAND BORDER WITH INDIA:

Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23rd July, 2020 and amended vide O.M. No. F.7/10/2021-PPD (1) dated 23.02.2023 (order public procurement no. 4) from Procurement Policy Division, Department of Expenditure, Ministry of Finance forwarded by Department of Public Enterprises vide O.M. No. F. No. DPE/7 (4)/2017-Fin dated 24.02.2023 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on

matters directly or indirectly related thereto including national security. Bidders are requested to take note of the following clauses and submit their offers accordingly wherever applicable.

- (1) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)]. Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority to be eligible to bid in this tender.
- (2) "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- (3) "Bidder (or entity) from a country which shares a land border with India" for the purpose of this Order means:
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- (4) The beneficial owner for the purpose of para (3) above will be as under:
 - (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company.
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
- (ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

- (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 - (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 - (v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- (5) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- (6) The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
- (7) **Validity of Registration:** The registration should be valid at the time of submission of bid and at the time of acceptance of bid. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.
- (8) **Undertaking regarding compliance:** The bidders are required to provide undertakings as per **PROFORMA – E(I), PROFORMA – E(II) & PROFORMA – E(III)** along with their bid towards compliance of the above guidelines for participation in this tender. If the undertakings given by a bidder whose bid is accepted is found to be false, this would be a ground for debarment/action as per OIL's Banning Policy and further legal action in accordance with law.

9.0 SETTLEMENT OF DISPUTES AND ARBITRATION:

9.1. ARBITRATION (APPLICABLE FOR SUPPLIER/CONTRACTOR OTHER THAN PSU/GOVT. DEPARTMENTS AND MSMEs):

9.1.1. Except as otherwise provided elsewhere in the purchase order, if any dispute, difference, question or disagreement arises between the parties or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the consequent purchase order/contract or breach thereof which parties are unable to settle mutually or through mutually appointed Outside Expert Committee (OEC), the same shall be referred to Arbitration as provided hereunder:

9.1.2. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

9.1.3. The number of arbitrators and the appointing authority shall be as under:

Claim Amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Upto Rs.5.00 Crore	Not Applicable	Not Applicable
Above Rs.5.00 Crore and Upto Rs. 25 Crore	Sole Arbitrator	OIL
Above Rs. 25 Crore	Three Arbitrators	One Arbitrator by each party and the 3 rd Arbitrator, who shall be the Presiding Arbitrator, by the two Arbitrators.

- 9.1.4. The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.
- 9.1.5. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall precede de novo.
- 9.1.6. Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
- 9.1.7. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.
- 9.1.8. Each party shall be responsible to decide for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for planning for travel/ stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.
- 9.1.9. In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.
- 9.1.10. The Arbitration shall be held at the place from where the contract /purchase order has been awarded. However, parties to the contract / purchase order can agree for Venue of Arbitration, different from the place of arbitration within India for the convenience of all concerned.
- 9.1.11. The fees to arbitrator(s) shall be governed by the Fourth Schedule of the Arbitration and Conciliation Act, 1996. The fees to the arbitrator(s) and secretarial expenses shall be paid in following manner:
- (i) 20% of the fees on submission of Statement of Claim and Counter Claim by the Claimant and Respondent respectively
 - (ii) 20% of the fees on completion of pleadings
 - (iii) 20% of the fees on commencement of the hearing
 - (iv) 40% of the Fees on conclusion of hearing and before passing of final award.
- However, subject to agreement by the Parties, the arbitrator(s) may determine a lump sum amount to be paid towards arbitrator's fees and secretarial expenses by the parties on commencement of the proceedings, which is to be adjusted against first instalment of payment, as prescribed in sl.(ii) above.
- 9.1.12. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
- 9.1.13. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

9.1.14. It is agreed and undertaken by the Parties that irrespective of country of origin of the SELLER, the arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and under no circumstances, the proceedings shall be construed as International Arbitration.

9.2. ARBITRATION (APPLICABLE IN CASE OF PURCHASE ORDER AWARDED ON CPSE AND GOVT. DEPARTMENTS/ORGANIZATIONS):

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

The Committee of Secretaries at the First level (tier) shall finalise its decision within 3(three) months after having received the reference/notice in writing regarding the dispute from the concerned aggrieved party.

Any party aggrieved with the decision of the Committee at the First level (tier) may prefer an appeal before the Cabinet Secretary at the Second level (tier) within 15 days from the date of receipt of decision of the Committee at First level, through its administrative Ministry/Department, whose decision will be final and binding on all concerned.

The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause.

9.3. ARBITRATION (APPLICABLE TO MICRO, SMALL AND MEDIUM ENTERPRISE)

In the event of any dispute or difference relating to, arising from or connected with the Purchase Order, efforts shall be made to resolve the dispute(s) amicably by mutual consultation and in case such dispute(s) cannot be resolved through mutual consultation, then same shall be resolved through the procedure as prescribed in Section-18 of the Micro, Small and Medium Enterprises Development Act, 2006

10.0 RESOLUTION OF DISPUTES THROUGH CONCILIATION BY OUTSIDE EXPERT COMMITTEE (OEC):
(Not applicable in cases valuing less than Rs 25 lakhs)

10.1. If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the purchase order/contract or breach thereof which parties are unable to settle mutually, subject to consent of the Seller, the Purchaser at its discretion may first refer to conciliation through Outside Expert Committee (OEC) to be constituted by CMD, OIL as provided hereunder.

10.2. The party desirous of resorting to conciliation shall send a notice of 30 (thirty) days to the other party of its intention of referring the dispute for resolution through OEC. The notice invoking conciliation shall specify all the points of disputes with details of the amount claimed to be referred to OEC and the party concerned shall not raise any new issue thereafter.

10.3. CMD, OIL shall nominate three outside Experts, one each from Financial/commercial, Technical and Legal fields from the Panel of Outside Experts maintained by OIL who shall together be referred to as OEC (Outside Experts Committee).

10.4. Parties shall not claim any interest on claims/counterclaims from the date of notice invoking conciliation till execution of settlement agreement, if so arrived at. In case, parties are unable to reach a settlement, no interest shall be claimed by either party for the period from the date of notice invoking conciliation till the date of OEC recommendations in any further proceeding.

10.5. The Proceedings of the OEC shall be broadly governed by Part III of the Arbitration and Conciliation Act, 1996 including any modifications thereof.

10.6. The parties shall be represented by their in-house employees/executives. No party shall bring any advocate or outside consultant/advisor/agent. Ex-officers of OIL who have handled the matter in any

capacity directly or indirectly shall not be allowed to attend and present the case before OEC on behalf of Contractor. However, ex- employees of parties may represent their respective organizations.

- 10.7. OEC shall hear both the parties and recommend possible terms of settlement between the parties. The recommendations of OEC shall be non-binding and the parties may decide to accept or not to accept the same or may accept part of the recommendation. Parties shall be at liberty to accept the OEC recommendation with any modification they may deem fit.
- 10.8. Where recommendations are acceptable to both the parties, a settlement agreement will be drawn up in terms of the OEC recommendations or with such modifications as may be agreed upon by the parties. The settlement agreement shall be signed by both the parties. This settlement agreement shall have the same legal status and effect as that of an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under Section 30 of the Arbitration and Conciliation Act, 1996.
- 10.9. OIL will share all other guidelines regarding reconciliation through OEC with the supplier when it resorts to settlement through OEC. Both parties agree to adhere to these guidelines.
- 10.10. All the expenditure incurred in the OEC proceedings shall be shared by the parties in equal proportion. The parties shall maintain account of expenditure and present to the other for the purpose of sharing on conclusion of the OEC proceedings.

If the parties are not able to resolve the dispute through OEC or do not opt for conciliation through OEC, the party may invoke arbitration clause as provided in the contract / purchase order.

It is expected to conclude a case by OEC within 8-10 weeks. The place of conciliation shall be Guwahati for all purchase orders issued from the Field HQ, Duliagan and Pipeline HQ, Guwahati, whereas, New Delhi shall be the Place of Conciliation for all other Purchase Orders issued by other spheres of OIL.

Solicitation or any attempt to bring influence of any kind on either OEC Members or PURCHASER is completely prohibited in conciliation proceedings and PURCHASER reserves the absolute right to close the conciliation proceedings at its sole discretion if it apprehends any kind of such attempt made by the SELLER or its representatives.

11.0 EXCLUSIONS

Parties agree that following matters shall not be referred to conciliation or arbitration or OEC:

- i) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning, or decision to suspend or to ban or to debar business dealings with the Bidder / Seller and/or with any other person involved or connected or dealing with bid / contract / bidder / Supplier.
- ii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder / Supplier.
- iii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.

12.0 TAX COLLECTIBLE AT SOURCE (TCS):

Tax Collectible at Source (TCS) applicable under the Income-tax Law and charged by the SUPPLIER shall also be payable by OIL along with consideration for procurement of goods/materials/ equipment. If TCS is collected by the SUPPLIER, a TCS certificate in prescribed Form shall be issued by the SUPPLIER to OIL within the statutory time limit.

Payment towards applicable TCS u/s 206C (1H) of Income Tax Act, 1961 will be made to the supplier provided they are claiming it in their invoice and on submission of following undertaking along with the invoice stating that:

- a. TCS is applicable on supply of goods invoiced to OIL as turnover of the supplier in previous year was more than Rs. 10 Cr. And
- b. Total supply of goods to OIL in FY (As applicable) exceeds Rs. 50 Lakh and
- c. TCS as charged in the invoice has already been deposited (duly indicating the details such as challan No. and date) or would be deposited with Exchequer on or before the due date and
- d. TCS certificate as provided in the Income Tax Act will be issued to OIL in time.

However, Performance Security deposit will be released only after the TCS certificate for the amount of tax collected is provided to OIL. Supplier will extend the performance bank guarantee (PBG), wherever required, till the receipt of TCS certificate or else the same will be forfeited to the extent of amount of TCS, if all other conditions of Purchase order are fulfilled.

The above payment condition is applicable only for release of TCS amount charged by supplier u/s 206C (I H) of Income tax Act, 1961.

13.0 CONCESSIONAL GST

The items covered in this Tender shall be used by Oil India Limited in the Petroleum Exploration License (PEL) and Mining Lease (ML) areas and hence concessional **GST @12%** will be applicable as per Govt. Policy in vogue.

Note: Successful bidder shall arrange to provide all necessary documents (invoice etc.) to OIL for applying Essentiality Certificate on receipt of request from OIL or at least **45 days** prior to their readiness for despatch, whichever is earlier. Further, successful bidder shall affect dispatch only on receipt of relevant certificates/shipment clearance from OIL, failing which all related liabilities shall be to supplier's account.

14.0 APPLICABILITY OF BANNING POLICY OF OIL INDIA LIMITED:

OIL's Banning Policy, 2023 will be applicable against the tender (and order in case of award) to deal with any agency (bidder/contractor/supplier/ vendor/service provider) who commits deception, default, fraud or indulged in other misconduct of whatsoever nature in the tendering process and/or order execution processes.

The bidders who are on Holiday/Banning/Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/award. If the bidding documents were issued inadvertently/downloaded from website, the offers submitted by such bidders shall also not be considered for bid opening/evaluation/ Award of Work.

- 14.1 The bidder shall fill up and submit proforma of declaration of Blacklisting / Holiday Listing/ NCLT / NCLAT /DRT /DRAT/ COURT RECEIVERSHIP/ LIQUIDATION (as per Proforma – N) along with the technical bid).

15.0 PERFORMANCE SECURITY

Successful bidder will be required to furnish a Performance Bank Guarantee @5% of the order value with validity as mentioned in the tender document. The Performance Security shall be in the form of, Insurance Surety Bonds, account payee Bank Draft/Cashier's cheque/Banker's cheque/NEFT/RTGS/ Electronic fund transfer to designated account of OIL or Fixed Deposit Receipt (FDR) (account OIL INDIA LIMITED) or Bank Guarantee (including e-Bank Guarantee) or

irrevocable Letter of Credit (LC). The Performance Security must be submitted exactly as per **PROFORMA – F.** Bidder must confirm the same in their Technical Bid.

The Bank Guarantee issued by the bank must 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.

[Order Number should reflect in the SFMS text under MT 760/MT 760 COV]

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank, Duliajan Branch, IFSC Code- ICIC0000213, Branch Address.: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam - 786602. The Bank details are as under:

Bank Details of Beneficiary	
Bank Name	ICICI BANK LTD.
Branch Name	DULIAJAN
Branch Address	KUNJA BHAVAN, DAILY BAZAAR, DULIAJAN, DIBRUGARH, ASSAM - 786602
IFSC Code	ICIC0000213
Unique identifier code (Field 7037)	OIL503988890
Company name	Oil India Limited

The vendor shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.

- 15.1 Performance Security shall be issued from any scheduled Indian Bank or any branch of an International Bank situated in India and registered with the Reserve Bank of India as scheduled foreign Bank in case of domestic suppliers.
- 15.2 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Franking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.
- 15.3 Bank Guarantee with condition other than those mentioned in OIL's prescribed format shall not be accepted.
- 15.4 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address, Code Nos. of the authorized signatory with full name and designation and Branch Code.
- 15.5 The Performance Security shall be payable to Purchaser as compensation for any breach or loss resulting from Supplier's failure to fulfil its obligations under the Purchase Order/Contract. In the event of such default on the part of Seller, the Performance Security shall be encashed unconditionally, and the proceeds thereof shall be forfeited without any further reference to the Seller. In such an eventuality, the Seller shall be liable to face penal actions including debarment as per OIL's Banning Policy, 2023.
- 15.6 The Performance Security shall be discharged by Purchaser not later than 30 days following its expiry after completion of obligations under the order/contract. In the event of any extension to the contractual validity or delay in supply/ execution or extension of Warranty Period of the

Purchase Order/Contract, validity of the Performance Security shall be extended by the Seller/Contractor by the equivalent period.

- 15.7 The Performance Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Performance Security.
- 15.8 Failure of the successful Bidder to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of the award and forfeiture of their Bid Security or Performance Security. The defaulting party shall also be debarred from business as per OIL's Banning Policy, 2023.
- 15.9 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the Purchase Order placed on the bidder shall be treated as cancelled forthwith and the bidder shall be banned from participating in future tenders in accordance with the provisions of Company's Banning Policy, 2023. Further, the Bid Security submitted by such bidder shall be invoked without any further reference, besides other penal action, as the Company may think appropriate.
- 15.10 In case Annual Maintenance Contract (AMC) is required and OIL intends to enter into a separate contract with the successful bidder for AMC, the Successful bidder must undertake to submit separate Performance Security against the AMC at the applicable rate & validity to be stipulated in the contract. (5% of annualized contract value valid for three months beyond entire execution period).
- 15.11 INSTRUCTIONS FOR FURNISHING "PERFORMANCE SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"
- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Contractor shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Contractor /Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Contractor must indicate the full postal address of the Insurer along with the Insurer 's E-mail / Phone from where the Insurance Surety Bond has been issued.

h) Contractor must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom /where the Surety Bond can be got confirmed by the Company.

16.0 BID SECURITY:

If Bid Security /Earnest Money Deposit (EMD) is applicable. Bids must be accompanied by Bid Security for the amount as mentioned in the tender *or an equivalent amount in freely convertible currency and shall be in the form of Insurance Surety Bonds/DD/FDR (account OIL INDIA LIMITED)/NEFT/RTGS/Electronic fund transfer to designated account of OIL/online payment through OIL's e-portal/Bank Guarantee (BG) (including e-Bank Guarantee) in OIL's prescribed format (PROFORMA – GA) or as an irrevocable Letter of Credit (L/C) from any of the following Banks (Refer GeM GTC for details).*

In case of the Bid Security is submitted in the form of Bank Guarantee, scanned copy of Bank Guarantee shall be uploaded by the bidder in the online bid and **Original Bank Guarantee will have to be submitted directly to OIL on or before the Bid closing date and time, failing which the bid may be treated as incomplete and may lead to rejection of the bid by OIL without making any reference to the bidder.**

The Original Bid Security shall be submitted manually in sealed envelope **superscribed** with tender no., tendered item detail and due date to: **GM-MATERIALS, MATERIALS DEPARTMENT, KIND ATTENTION – TUHIN ROY, Dy GENERAL MANAGER, OIL INDIA LIMITED, DULIAJAN-786602, ASSAM.**

In case of Online payment of Bid Security, bidder shall provide the Online transaction details in their online bid as proof of submission of Bid Security to OIL. The online payment of Bid Security amount should be received in OIL's bank account on or before the Bid closing date and time failing which the offer will be rejected outright without any further reference.

OIL's Bank account Details for Online submission of Bid Security	
Name	Oil India Limited
Bank	State Bank of India
Branch	Duliajan
Account Number	10494832599
Account Type	Current
IFSC Code	SBIN0002053

- 16.1 Bid Security shall be issued from any scheduled Indian Bank or any branch of an International Bank situated in India and registered with the Reserve Bank of India as scheduled foreign Bank in case of domestic suppliers.
- 16.2 Bank Guarantee issued by a scheduled Bank in India at the request of some other non-scheduled Bank in India shall not be accepted.
- 16.3 Bank Guarantees issued by a Bank in India should be on non-judicial Stamp Paper/Franking receipt of requisite value, as per Indian Stamp Act, purchased in the name of the Banker or the Seller.

- 16.4 Bank Guarantee with condition other than those mentioned in OIL's prescribed format/GeM Bank Guarantee format shall not be accepted.
- 16.5 The Bank Guarantee issued by a Bank amongst others shall contain the complete address of the Bank including Phone Nos., Fax Nos., E-mail address, Code Nos. of the authorized signatory with full name and designation and Branch Code.
- 16.6 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.
- 16.7 The Bid Security shall not accrue any interest during its period of validity or extended validity. OIL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.
- 16.8 In case, the Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the fake signatures, the bid submitted by the concerned bidder shall be rejected and the bidder shall be banned from participating in future tenders in accordance with the provisions of OIL's Banning Policy. Further, the Bid Security submitted by such bidder shall be invoked without any further reference, besides other penal action, as OIL may think appropriate.
- 16.9 In case of Bank Guarantee, the Bank Guarantee issuing bank branch must ensure the following:

The Bank Guarantee issued by the bank must 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.

[Tender Number should reflect in the SFMS text under MT 760/MT 760 COV]

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank, Duliajan Branch, IFSC Code- ICIC0000213, Branch Address: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

Bank Details of Beneficiary	
Bank Name	ICICI BANK LTD.
Branch Name	DULIAJAN
Branch Address	KUNJA BHAVAN, DAILY BAZAAR, DULIAJAN, DIBRUGARH, ASSAM – 786602
IFSC Code	ICIC0000213
Unique identifier code (Field 7037)	OIL503988890
Company name	Oil India Limited

The bidder shall submit to OIL the copy of the SFMS message as sent by the issuing bank branch along with the original bank guarantee.

- 16.10 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL against the Purchase Order secured by the bidder within the

stipulated time frame. The successful bidder will, however, extend validity of the Bid Security till such time the Performance Security is furnished.

16.11 For timely return of Bid Security, bidders shall submit following details alongwith their technical bid.

- For Bank Guarantee((BG): Name, Email id, Phone number and Address where the Bid Security is to be returned by Courier.
- Online payment: Name, Email id, Phone number and Bank details (Bank Name, Branch Name, Branch Address, IFSC Code, Unique identifier code, Company name) where the Bid Security amount shall be returned by Online transfer.

In case of non-submission of above details, return of Bid Security may be delayed.

16.12 If Bid Security /Earnest Money Deposit (EMD) is not applicable. Instead of EMD /Bid Security, all the bidders shall be required to sign a "Bid Security Declaration" accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the NIT/ Purchase order, they shall be suspended for the period of 2 (two) years. This suspension of two years shall be automatic without conducting any enquiry. Bidders shall submit "Bid Securing Declaration" as per enclosed PROFORMA - GB along with their Technical bids.

16.13 INSTRUCTIONS FOR FURNISHING "BID SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by bidders will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Bidder must indicate the full postal address of the Insurer along with the Insurer 's E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Bidder must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom /where the Surety Bond can be got confirmed by the Company.

16.14 Submission of Bid Security and Performance Security in the form of Electronic Bank Guarantee (e-BG)

Oil India Ltd. has now adopted Electronic Bank Guarantee (e-BG) for Bid Security and Performance Security in addition to the existing provisions. Electronic Bank Guarantee (e-

BG) is a digitally signed BG issued by banks which is transmitted directly from banks to beneficiaries in electronic form through a platform provided by National E-Governance Services Limited (NeSL).

Submission of Bid Security/Performance Security, as applicable, in the form of Electronic bank Guarantee (e-BG) is also acceptable:

Sl. No.	Bank Name	Sl. No.	Bank Name
1	AU Small Finance Bank	18	Indian Bank
2	Axis bank	19	Indian Overseas Bank
3	Bank of Baroda	20	IndusInd Bank
4	Bank of India	21	Karnataka Bank
5	Bank of Maharashtra	22	Karur Vysya Bank
6	Canara Bank	23	Kotak Mahindra Bank
7	Central Bank of India	24	Punjab and Sind bank
8	City Union Bank	25	Punjab National Bank
9	DBS Bank	26	RBL Bank
10	DCB Bank	27	Standard Chartered
11	Dhanlaxmi Bank	28	State Bank of India
12	Federal bank	29	South Indian Bank
13	HDFC Bank	30	Tamilnad Mercantile Bank Ltd
14	HSBC Bank	31	UCO Bank
15	ICICI Bank	32	Union Bank of India
16	IDBI Bank	33	Yes Bank
17	IDFC First Bank		

Beneficiary details for issue of e-BG are:

Sl. No.	Particulars	Details
1	Name	Oil India Limited
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	
5	Mobile No.	
6	Local Address	
7	Registered Address	Duliaian, Dibrugarh, Assam-786602

17 FINANCING OF TRADE RECEIVABLES OF MICRO AND SMALL ENTERPRISES (MSEs) THROUGH TRADE RECEIVABLES DISCOUNTING SYSTEM (TREDS) PLATFORM.

Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on Buyers credit rating by discounting, OIL has registered itself on TReDS platform with M/s RXIL and M/s A TREDS Ltd. (Invoice Mart). MSE vendors can avail this benefit by registering themselves with any of the exchanges providing e-discounting/electronic factoring services on TReDS platform and following the procedures defined therein, provided OIL is also participating in such TReDS Platform as a Buyer.

- i) MSE Vendor should be aware that all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE Vendor.
- ii) MSE Vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS Platform or from the use of Services or from the Buyer's breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.
- iii) OIL shall not be liable for any special, indirect, punitive, incidental, or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor's) invoices.

Note:

- (i) Buyer means OIL who has placed Purchase Order/ Contract on a MSE Vendor (Seller).
- (ii) Seller means a MSE vendor, who has been awarded Purchase Order/ Contract by OIL (Buyer).

18 UNLOADING FOR BULKY/HEAVY ITEMS:

All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. **HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF BULKY/HEAVY ITEMS ONLY.** Supplier shall depute adequate crew, who has experience of unloading of such items at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling the items.

18.14 OIL reserves the right to divert any truck / trailer originally booked for a particular destination to nearby areas within a distance of 50 km from Duliajan.

19 UNLOADING OF TUBULARS:

All the Goods in the GeM shall be offered on Free Delivery at Site basis including unloading. **HOWEVER, OIL SHALL PROVIDE CRANE FOR UNLOADING OF TUBULARS ONLY.** Supplier shall depute adequate crew, who has experience of unloading of tubulars, at Destination (Duliajan) with necessary safety gears i.e. helmet, safety boots, hand gloves etc. at unloading point. **THE ONLY RESPONSIBILITY OF THE CREW TO BE DEPUTED BY THE SUPPLIER IS TO FASTEN/FIX CRANE'S HOOK SLING TO BUNDLES ON THE LOADED VEHICLE.** Once the hook sling is securely fastened complying to the safety instructions, OIL's Crane shall lift and unload tubulars from the vehicle. Following points are to be noted and complied in this connection:

- (a) Supplier to ensure that height of the loaded tubular is below the cabin height of the vehicle for safe off-loading.
- (b) Supplier to ensure that tubular bundles are securely fastened by very strong material to withstand the rigors of road transportation and capable of lifting by Crane. In the case tubular bundles are found loosened and/or tubulars found completely resting on the side support/bales of vehicle in way that it may free fall upon unshackling, OIL will not unload such vehicle due to safety reasons.

The safety of the crew deputed by the supplier shall entirely be the responsibility of supplier and therefore they shall take all necessary measures/precautions to ensure that no injuries occur to personnel or property. Supplier must ensure that the crew involved for unloading are properly trained on the procedures and aware of the potential hazards while handling tubulars.

19.14 OIL reserves the right to divert any truck / trailer originally booked for a particular destination to nearby areas within a distance of 50 km from Duliajan.

20 UNLOADING OF CONSIGNMENT RECEIVED THROUGH RAIL:

Unloading of consignment from Railway Wagons at Destination (**Duliajan**) shall be completely in OIL's scope.

21 QUANTITY TOLERANCE FOR TUBULARS:

Bidders should note that, in the event of order, quantity tolerance of +0%/-2% of order quantity will be applicable.

22 SET-OFF:

Any sum of money due and payable to the Seller (including Security Deposit refundable to them) under any purchase order 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 any other purchase order made by the Seller with Oil India Limited (or such other person or persons contracting through Oil India Limited).

23 FURNISHING FRAUDULENT INFORMATION/ DOCUMENT:

If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and necessary action as per OIL's Banning Policy, 2023 shall be taken, besides the legal action. In this regard, bidders are requested to submit an Undertaking as per **PROFORMA - H** along with their offer failing which their offer shall be liable for rejection.

24 GENERAL CONDITIONS OF CONTRACT FOR SERVICES (ANNEXURE - IX)

General Conditions of Contract FOR SERVICES (GCC - SERVICES) shall be applicable for all services to be rendered including AMC (as and when entered into).

25 **MODIFICATION/AMENDMENT OF TENDER DOCUMENT:** At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender Documents through issuance of Corrigendum(s)/Addendum(s). Bidders are expected to take the Corrigendum(s)/ Addendum(s) into account in preparation and submission of their bid. No separate intimation for Corrigendum(s)/Addendum(s) published by OIL shall be sent to the Bidders.

26 **THIRD PARTY INSPECTION (TPI) (if to be arranged by OIL).**

- a) OIL shall arrange for inspection (TPI) of the materials through OIL's nominated Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by OIL. **BIDDER SHALL NOT QUOTE/INCLUDE THE COST OF THIRD PARTY INSPECTION IN THEIR OFFER.** However, Bidder shall extend all necessary facility to the satisfaction of Third Party Inspection Agency for smooth conduct of the inspection.
- b) Bidder shall clearly indicate in the technical bid the place/plant where Third Party Inspection of the materials shall be conducted, in the event of an order.
- c) Supplier shall convey to OIL the production schedule within 02(two) weeks from the date of Letter of Award (LOA)/Purchase order so that OIL can deploy the TPI agency to carry out inspection at bidder's/manufacturer's premises accordingly. Additionally, Supplier shall send a notice in writing/e-mail to the OIL at least 15 days in advance specifying the exact schedule and place of inspection (TPI) as per the Purchase Order and OIL upon receipt of such notice shall notify to the supplier the date and time when the materials would be inspected by OIL nominated TPI Agency. **Manufacturer QAP for Third Party Inspection must be submitted by the bidder after placement of order.**
- d) The supplier shall provide, without any extra charge to OIL, all materials, tools, labour and assistance of every kind which the OIL nominated TPI Agency may demand for any test or examination required at supplier's premises. The supplier shall also provide and deliver sample from the material under inspection, free of charge, at any such place other than their premises as the TPI Agency may specify for acceptance tests for which the supplier does not have the facilities for such tests at their premises. In the event of testing outside owing to lack of test facility at supplier's premises, the supplier shall bear cost of such test, if any.
- e) The supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the OIL nominated TPI Agency.
- f) Unless otherwise provided for in the Purchase Order, the quantity of materials expended in test will be borne by supplier.
- g) The decision of the Third Party Inspection Agency nominated by OIL regarding acceptance/rejection of material shall be final and binding on the supplier.

- h) Upon successful completion of the TPI and acceptance of the TPI reports by OIL, Bidder/Supplier shall be intimated by OIL for dispatch of the materials. The materials should be despatched only after receipt of dispatch clearance from OIL.
- i) Acceptance of the TPI reports and receipt of dispatch intimation from OIL do not absolve the bidder from any warranty obligations or waive the bidder from OIL's right for rejection of the materials after receipt at site.
- j) Notwithstanding clauses contained herein above, in the event the materials under inspection fails to conform to purchase order specification and are rejected by OIL nominated Third Party Inspection agency, OIL may recover all cost incurred for re-inspection of the materials from the supplier.

24.1 THIRD PARTY INSPECTION (TPI) (if to be arranged by Supplier).

Supplier shall arrange for inspection (TPI) of the materials through OIL's empaneled Third Party Inspection Agency at Bidder's/Manufacturer's plant/premises as per the broad Scope of Work mentioned the tender. All cost towards the engagement of Third Party Inspection Agency shall be borne by Supplier. At present, there are six OIL's empaneled Third Party Inspection Agency as under:

- (i)M/s.Lloyds
- (ii)M/s.BureauVeritas
- (iii)M/s.RITES
- (iv)M/s IR CLASS System and Solutions Private Limited
- (v)M/s.Tuboscope Vetco
- (vi)M/s. DNV MES India Private Limited

27 DOCUMENTATION (FOR DOMESTIC/INDIGENOUS SUPPLIERS):

27.14 Preparation and submission of proper documents by Seller is one of the very important requirements. The Seller must strictly follow the instructions.

27.15 Seller shall ensure that all the documents have clear reference of OIL's Purchase Order number.

27.16 Seller shall forward the documents, as mentioned below, by courier service immediately after the dispatch is made:

(I) **WHERE PAYMENT AGAINST DIRECT SUBMISSION OF DESPATCH DOCUMENTS TO COMPANY:**

A)	General Manager (A/P), Finance & Accounts Department Oil India Limited, Duliajan, PIN - 786602	<ul style="list-style-type: none"> i) Bill in original + one copy. ii) Copy of the C-Note/RR. iii) Copy of Mill Inspection Certificate, if any. iv) Copy of Third-Party Inspection Certificate, if any. v) Copy of Delivery Challan. vi) Copy of TPI Declaration vii) Copy of Tax Invoice. viii) Copy of packing list.
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		ix) Documentary evidence of payment of Customs Duty, if any.
B)	DGM - Materials (Receiving), Materials Department Oil India Limited, Duliajan, PIN - 786602	i) Clear Consignee copy of RR/C-Note - Original + 1 copy. ii) Copy of Tax Invoice. iii) Delivery Challan (Original). iv) Packing list (Original). v) Mill inspection certificate, if any (Original). vi) Copy of Third-Party Inspection certificate, if any. vii) Copy of TPI Declaration viii) Warranty Certificate (Original)
C)	Chief Manager Materials (FP) Materials Department Oil India Limited, Duliajan, PIN - 786602	One set consisting copies of all the documents as mentioned in (B) above.

Note: *Where payment term is after receipt and acceptance of materials, the complete set of documents meant for General Manager (A/P) as indicated in (A) above should be submitted to Dy. General Manager Materials (Receiving).*

27.0 FORCE MAJEURE:

- 27.1. In the event of either party being rendered unable by Force Majeure to perform any obligations required to be performed by them under the purchase order the relative obligations of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by the either party shall be borne by the respective parties.
- 27.2. The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared /undeclared); riot, revolts, rebellion, terrorism, sabotage by persons other than the SELLER's Personnel; fires, explosions, ionizing radiation or contamination by radio-activity or noxious gas, if not caused by SELLER's fault; declared epidemic/pandemic or disaster; acts and regulations of respective Govt. of the two parties, namely the PURCHASER and the SELLER and civil commotions, lockout not attributable to the SELLER.
- 27.3. Upon occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party by a registered letter duly certified by the statutory authorities immediately but not later than 7(seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.
- 27.4. Time for performance of the relative obligations suspended by the force majeure shall then be extended by the period for which such cause lasts. The extension of time shall be the sole remedy of the Seller for any delay under this clause and the Seller shall not be entitled in addition to or in lieu of such extension to claim any damages or compensation on any account whatsoever whether under the law governing contracts or any other law in force, and the Seller hereby waives and disclaims any and all contrary rights.
- 27.5. If the force majeure conditions persist for a period exceeding two (2) months, the Purchaser reserves the right to cancel the purchase order in full or in part.

28.0 SIGNING OF BIDS:

Bids are to be submitted online in GeM portal. The bid including all uploaded documents shall be signed by duly authorized representative of the bidder holding a Power of Attorney to bind the Bidder to the contract. The letter of authorisation (as per Proforma-L) shall be indicated by written Power of Attorney accompanying the Bid.

29.0 BIDDERS FINANCIAL STANDING:

The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking (as per Proforma-M) to this effect with bid.

PROFORMA – A

FORMAT FOR CERTIFICATE OF COMPLIANCE OF FINANCIAL CRITERIA

(ON THE OFFICIAL PAD OF THE BIDDER TO BE EXECUTED BY THE AUTHORIZED SIGNATORY OF THE BIDDER)

Ref: Clause No. A.2 (3.0) - Financial Criteria of the BEC

Tender No.: _____

I the authorized signatory(s) of.....(Company or firm name of address) do hereby affirm and declare as under:-

The balance sheet/Financial Statements for the financial year _____ (as the case may be) has actually not been audited as on the Original Bid closing Date.

Place :.....
Date :.....
signatory

Signature of the authorized

Note: *This certificate are to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date.*

PROFORMA – B

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 Bidder) for the last three (3) completed accounting years up to **(as the case may be)** are correct.

YEAR	TURN OVER In INR (Rs.) Crores	NET WORTH In INR (Rs.) Crores

Annual Financial Turnover of the bidder 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 (bidder) 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:

UDIN:

Seal:

Membership Code & Registration No.:

Signature

NOTE: As per the guidelines of ICAI, every practicing CA is required to mention Unique Document Identification Number (UDIN) against each certification work done by them. Documents certified by CA without UDIN shall not be acceptable.

PROFORMA – C

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.....herein after 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.....(Bidder) 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 bidder for qualifying and successful execution of the contract, if awarded to the bidder.

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

1. The Guarantor confirms that the Bidder is a 100% subsidiary of the Guarantor.
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..... Cr or USD during any of the preceding 03(three) financial/ accounting years reckoned from the original bid closing date.
4. Net worth of the Guarantor is positive for preceding financial/ accounting year.
5. The Guarantor undertakes to provide financial support to the Bidder for executing the project/job, in case the same is awarded to the Bidder.
6. 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 Bidder.
 - (b) the liability of the Guarantor, under the Guarantee, is limited to the 100% of the order value between the Bidder and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.
 - (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 (Parent/Ultimate Parent/ Holding Company) (Delete whichever not applicable) <u>Witness:</u> 1. 2.	for and on behalf of (Bidder) <u>Witness:</u> 1. 2.
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PROFORMA – D

INTEGRITY PACT

Between

Oil India Limited (OIL) hereinafter referred to as "The Principal"

And

(Name of the bidder).....hereinafter referred to as "The Bidder"

Preamble:

The Principal intends to award, under laid down organizational procedures, contract/s for -----
----- . The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organization "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process for compliance with the principles mentioned above.

Section: 1 -Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- (i) No employee of the Principal, personally or through family members, will in connection with the tender for, or during execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
- (ii) The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process.
- (iii) The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officers and in addition can initiate disciplinary actions.

Section: 2 -Commitments of the Bidder/~~Contractor~~

(1) The Bidder commits itself to take all measures necessary to prevent corruption. During his participation in the tender process, the Bidder commits himself to observe the following principles:

- (i) The Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage

of any kind whatsoever during the tender process or during subsequent contract execution, if awarded.

- (ii) The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - (iii) The Bidder(s) will not commit any offence under the relevant Anticorruption Laws of India, further, the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (iv) The Bidder will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - (v) Bidders to disclose any transgressions with any other public/government organization that may impinge on the anti-corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgressions (s) is/are to be reported by the bidders shall be the last **three years** to be reckoned from date of bid submission. The transgression (s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.
 - (vi) The Bidder(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.
 - (vii) Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- (2) The Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3) The Bidder signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

Section 3 -Disqualification from tender process and exclusion from future Contracts

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or risibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process, for such reason.

1. If the Bidder has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder from future contract award processes. The imposition and duration of the exclusion will be

determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 2 years.

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

3. If the Bidder can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

4. A transgression is considered to have occurred if in light of available evidence, no reasonable doubt is possible.

5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties or as mentioned in Section 9 - Pact Duration whichever is later. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

Section 4 -Compensation for Damages

(1) If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.

(2) The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder can prove and establish that the exclusion of the Bidder from the tender process has caused no damage or less damage than the amount or the liquidated damages, the Bidder shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 -Previous transgression

(1) The Bidder declares that no previous transgression occurred in the last 3 years with any other company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process for such reason.

Section: 6 -Equal treatment of all Bidders/Contractor/Subcontractors

(1) The Principal will enter into Pacts on identical terms with all bidders.

(2) The Bidder undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section: 7 -Criminal charges against violating Bidders/Contractors/ Subcontractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section: 8 -External Independent Monitor/Monitors

(1) The Principal appoints competent and credible Independent External Monitor (IEM) for this Pact.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

(3) The Bidder accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Bidder. The parties offer the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder to present its case before making its recommendations to the Principal.

(6) The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

(7) If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

(8) The word 'Monitor' would include both singular and plural.

(9) In case of any complaints referred under IP Program, the role of IEMs is advisory and the advice of IEM is non-binding on the Organization. However, as IEMs are invariably persons with rich

experience who have retired as senior functionaries of the government, their advice would help in proper implementation of the IP.

Section:9 -Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

Section:10 -Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the principal contractor shall be solely responsible for the adherence to the provisions of IP by the sub-contractor(s).

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

TUHIN ROY For the Principal Date : Place : For the Bidder/Contractor Witness 1: Witness 2:
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PROFORMA – E(I)

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

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

Ref. No _____

Date: _____

Tender No. _____ Date: _____

**OIL INDIA LIMITED
MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA**

Dear Sirs,

We, M/s _____, have read the clause regarding restrictions on procurement from a bidder 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 are 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)

PROFORMA – E(II)

UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING

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

Ref. No _____

Date: _____

Tender No. _____ Date: _____

**OIL INDIA LIMITED
MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA**

Dear Sirs,

We, M/s _____, have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors 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 contractor from such countries unless such contractor 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)

PROFORMA – E(III)

ADDITIONAL UNDERTAKING BY BIDDER IN CASES OF SPECIFIED TRANSFER OF TECHNOLOGY

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

Ref. No _____

Date: _____

Tender No. _____ Date: _____

**OIL INDIA LIMITED
MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA**

We, M/s _____, have read the clause regarding restrictions on procurement from a bidder 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 bidder 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)

PROFORMA – F

FORMAT FOR PERFORMANCE BANK GUARANTEE

To,
GENERAL MANAGER – MATERIALS (HOD)

**OIL INDIA LIMITED, MATERIALS DEPARTMENT,
DULIAJAN, ASSAM, INDIA, PIN – 786602**

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

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

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

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

This guarantee is valid until theday 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 Contract Person at the Controlling Office with Mobile No. and e-mail address:

Notwithstanding anything contained herein:

- (a) Our liability under this Bank Guarantee shall is restricted up to Rs.....
- (b) This guarantee shall be valid till
- (c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before(Date of Expiry of BG PLUS one year claim period).
- (d) At the end of the claim period that is on or after.....(Date of expiry of.....the Bank Guarantee Plus Minimum of 1 year claim period

shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by 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 the Bank:.....

Address:.....

UNDERTAKING BY VENDOR ON SUBMISSION OF BANK GUARANTEE

To,

Oil India Limited,
Materials Department,
Duliajan, Assam - 786602

We, M/s..... are submitting the Bid Security/Performance Security (strike out whichever not applicable) in favour of Oil India Limited, Duliajan in the form of bank guarantee bearing Reference No.....for an amount of INR.....valid up to as per terms and conditions of Tender / Contract No.....

BG issuing bank details:

Bank:	
Branch:	
IFS Code:	
Contact Details	
E-mail Addresses:	Mobile No.: Telephone No.: Fax No.:
Correspondence Address	
H No/Street/City:	State: Country: Pin Code:

Declaration:

We have arranged to send the confirmation of issuance of the bank guarantee via SFMS portal through our bank using the details mentioned in the tender and hereby confirming the correctness of the details mentioned.

Authorized Signature:

Name:

Vendor Code:

Email ID:

Mobile No.:

Enclosure: Original bank guarantee

PROFORMA – G (A)

BID SECURITY FORM

To:
M/s. OIL INDIA LIMITED,
MATERIALS DEPARTMENT

Whereas.....(hereinafter called 'the Bidder')
has submitted their Bid No. dated..... against OIL INDIA LIMITED,
DULIAJAN, ASSAM, INDIA (hereinafter called the Purchaser) 's Tender No.
.....for the supply of
..... (hereinafter called
'the Bid') KNOW ALL MEN by these presents.

That we ofhaving
our registered office at (hereinafter
called 'the Bank') are bound unto the Purchaser, in the sum of
..... for which payment well and
truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these
presents.

Sealed with the said Bank thisday of

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder,
or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period
of bid validity:
 - a) fails or refuses to accept the order; or
 - b) fails or refuses to furnish the performance securityor
3. If the Bidder furnishes fraudulent document/information in their bid.

We undertake to pay to the Purchaser up to the above amount upon receipt of their first written
demand (by way of letter /fax/Email) without the Purchaser having to substantiate their demand,
provided that in their demand the Purchaser will note that the amount claimed by it is due to it owing
to the occurrence of any of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including (Bidder
to indicate specific date as mentioned in the tender), and any demand in respect thereof should reach
the Bank not later than the above date.

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:

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall is restricted up to Rs
- b) This guarantee shall be valid till
- c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (Date of Expiry of BG PLUS one year claim period).
- d) At the end of the claim period that is on or after (Date of expiry of the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by 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: _____

Date: _____

Place: _____

BID SECURITY DECLARATION

To,

M/s. Oil India Limited

.....
.....

Sub:

Tender No:.....

Dear Sir,

After examining/reviewing provisions of above referred tender documents (including all corrigendum/ Addenda), we Bidder) M/s. (Name of have submitted our offer/bid no.....

We, M/s.....(Name of Bidder) hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on watch list/holiday/banning list (as per policies of OIL INDIA in this regard), if we are in breach of our obligation(s) as per following:

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the OIL INDIALIMITED during the period of bid validity:
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Contract Performance Security, in accordance provisions of tender document.
 - (iii) Fail or refuse to accept 'arithmetical corrections' as per provision of tender document.
- (c) having indulged in corrupt/fraudulent/collusive/coercive practice as per procedure.

Place:
Bidder]
Date:

[Signature of Authorized Signatory of
Name:
Designation: Seal:

PROFORMA - H

**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,

**General Manager (Materials)
Materials Department
Oil India Limited, Duliajan**

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your tender No. _____ Dated _____

Sir,

With reference to our quotation no. dated..... 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 Authorised Signatory

Name:
Designation:
Phone No.
Place:
Date:

(Affix Seal of the Organization here, if applicable)

ANNEXURE – VI

**BID EVALUATION MATRIX (TECHNICAL)
(TO BE FILLED IN BY BIDDER DULY SIGNED)**

TECHNICAL SPECIFICATIONS

ANNEXURE – VII

**BID EVALUATION MATRIX (BID REJECTION CRITERIA)
(TO BE FILLED IN BY BIDDER DULY SIGNED)**

BID EVALUATION CRITERIA

Clause Number	DESCRIPTION	BIDDER'S RESPONSE (Complied / Not Complied /Deviation/Not Applicable)	TO BE FILLED BY THE BIDDER Relevant Location of their Bid to support the remarks / compliance (Reference of Document name / Serial number / Page number of bid for documentary evidence)
A.1	BRC - TECHNICAL		

PROFORMA - I

PROFORMA OF AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

Ref No.

Date

TO,
GM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

For _____ Mr _____ has been authorized to be present at the time of opening of above tender due on _____ at _____ on my/our behalf.

Yours faithfully

Signature of Bidder

Name: _____ Designation : _____

For & on behalf of :

Copy to: Mr _____ for information and for production before the _____ (MM) at the opening of bids.

PROFORMA – J

EXCEPTION / DEVIATION PROFORMA

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 our offer complies with all NIT requirements and specifications without any deviations.

Or

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

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

Signature of the Bidder

Name :

Seal of the company

PROFORMA – K

UNDERTAKING FOR LOCAL CONTENT

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

We, _____ (Name of the bidder) have submitted Bid against Tender No. _____-dated _____ . We hereby undertake that we meet the mandatory minimum local content requirement as per the 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. The percentage of Local Content in the bid is _____ %.

For and on behalf of _____
Authorized signatory _____
Name _____
Designation _____
Contact No. _____

PROFORMA - L

LETTER OF AUTHORITY

TO,
GM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

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 OIL's Tender No. _____ 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: _____

Designation: _____

Yours faithfully,

Signature:

Name & Designation _____

For & on behalf of _____

Note: This letter of authority shall be on printed letter head of the Bidder and shall be signed by a person competent and having the power of attorney (power of attorney shall be annexed) to bind such Bidder.

Proforma – M

UNDERTAKING FOR BIDDERS FINANCIAL STANDING

TO,
GM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

We, _____ (Name of the bidder) have submitted Bid against Tender No. _____ dated _____ . We hereby undertake that we are not under liquidation, court receivership or similar proceedings, we are not bankrupt.

For and on behalf of _____
Authorized signatory _____
Name _____
Designation _____
Contact No. _____

Proforma – N

PROFORMA OF DECLARATION OF BLACKLISTING / HOLIDAY LISTING/ NCLT / NCLAT /DRT /DRAT/ COURT RECEIVERSHIP/ LIQUIDATION

TO,
GM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Dear Sir,

Sub: OIL's Tender No. _____

We hereby declare that we are presently neither placed on any holiday list or blacklist declared by Oil India Limited **or any other procuring entity**, nor any inquiry is pending by Oil India Limited **or any other procuring entity**. We are also not undergoing insolvency resolution process or liquidation or bankruptcy proceeding as on date. In respect of corrupt or fraudulent practice (s), except as indicated below:-

(Here give particulars of blacklisting or holiday listing and /or inquiry and in the absence thereof state "NIL")

Further as per section 2 – Commitments of the bidder of Integrity pact we also declare that there has been no transgressions with any other public / government organization that may impinge on the anti-corruption principle during last three years reckoned from date of bid submission.

(Here give particulars of previous transgressions, blacklisting or holiday listing and /or inquiry and in the absence thereof state "NIL")

In understood that if this declaration is found to be false in any particular , Oil India Limited shall have the right to reject my / our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (include blacklisting or holiday listing) available to Oil India Limited.

For and on behalf of _____
Authorized signatory _____
Name _____
Designation _____
Contact No. _____

Proforma - O

PROFORMA FOR UNDERTAKING FROM THIRD PARTY DOCUMENT VERIFICATION INSPECTION AGENCY

(To be submitted on official letter head)

TO,
GM- MATERIALS
MATERIALS DEPARTMENT
P.O. DULIAJAN, PIN-786602
DIST. DIBRUGARH, ASSAM, INDIA

Sir

SUB : OIL's tender No.

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

The tender conditions stipulated that the bidder shall submit documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), duly verified and certified by designated independent Third Party Document Verification Inspection Agency.

In this regard , we hereby certify that copies of documents pertaining to Bid Evaluation Criteria / Bid Rejection Criteria (BEC / BRC), submitted to us by the bidder. M/s _____ 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,

Authorized Person's Signature: _____

Name: _____

Proforma – P

FORMAT FOR BANK GUARANTEE LINKED WITH ADVANCE PAYMENT

TO,
OIL INDIA LIMITED, DULIAJAN - 786 602 ASSAM, INDIA

WHEREAS.....(Name of the Seller) (herein after called 'the Seller') has undertaken, in pursuance of Order No.....dated...../...../..... to supply..... (description of Goods and Services) hereinafter called 'the Contract'.

AND WHEREAS it has been stipulated by you in the said Contract that the Seller shall furnish you with a Bank Guarantee from a recognized Bank for the sum specified therein as security for advance payment in accordance with the Contract.

AND WHEREAS we have agreed to give the Seller a Guarantee:

THEREFORE, we hereby affirm that we are Guarantors responsible to you, on behalf of the seller, upto a total of..... (Amount of the Guarantee in words and figures) and we undertake to pay you, upon first written demand declaring the Seller to be in default under the contract and without cavil or argument and sum or sums within the limits of..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until the day of

The details of the issuing bank and controlling bank are as under:

A. Issuing Bank

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

B. Controlling Office

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

Signature & Seal of the guarantors

Date

..... Witness

Proforma – Q

PROFORMA OF "INSURANCE SURETY BOND" FOR "BID SECURITY"

(To be stamped in accordance with the Stamp Act)

To M/s OIL INDIA LIMITED, Address: PIN- XXXXXXXX	Insurance Surety Bond (ISB) No.	
	Date of ISB	
	ISB Valid up to (Expiry date)	
	Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)	
	Stamp Sl. No./e-Stamp Certificate No.	

WHEREAS, (Name of Bidder) _____ (hereinafter called "the Bidder") has submitted their offer Dated _____ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company's) Tender No. _____ KNOW ALL MEN BY these presents that we _____ (Name & address of the "Insurer") _____ having our registered office at _____

(hereinafter called " Insurer "), its successors and assignees, unconditionally and irrevocably undertake to pay forthwith to the Company an amount of Rs. (Rupees only) (hereinafter referred to as the "Surety Bond") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder, if the Bidder shall fail to fulfil or comply with all or any of the conditions mentioned below or referred in the Tender document in this regards.

Any such written demand made by the Company stating that the Bidder is in default of the due and faithful fulfilment and compliance with the aforesaid conditions shall be final, conclusive and binding on the Surety, Insurer.

SEALED with the said Insurer this _____ day of _____ 20 _____

THE CONDITIONS of these obligations are:

- 1. If the Bidder withdraws their Bid within its original/extended validity; or
- 2. The Bidder modifies/ revises their bid suomoto; or
- 3. The Bidder does not accept the contract; or
- 4. The Bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract; or
- 5. If it is established that the Bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice.

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

- 1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Bidder or the Surety Insurer or any absorption, merger or amalgamation of the Bidder or the Surety Insurer with any other person.
- 2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor:
- 3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.
- 4. Notwithstanding anything contained herein:
 - a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) (currency in words only).
 - b) This Insurance Surety Bond shall remain in force upto _____ and any extension(s) thereof; and
 - c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of (indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this

_____ day of _____ 20 ____ at _____.

Witness:

Issuing Authority:

.....

(Signature)

.....

(Name)

.....

(Designation & official address)

.....

Signature of the Authorised Signatory)

.....

(Name)

.....

(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

INSTRUCTIONS FOR FURNISHING "BID SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by bidders will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Bidder must indicate the full postal address of the Insurer along with the Insurer's E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Bidder must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

PROFORMA OF "INSURANCE SURETY BOND" FOR "PERFORMANCE SECURITY"

(To be stamped in accordance with the Stamp Act)

To M/s OIL INDIA LIMITED, Address: PIN- XXXXXXX	Insurance Surety Bond (ISB) No.	
	Date of ISB	
	ISB Valid up to (Expiry date)	
	Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)	
	Stamp Sl. No./e-Stamp Certificate No.	

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

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with an Insurance Surety Bond (ISB) as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we (May incorporate the Insurer) have agreed to give the Contractor such an Insurance Surety Bond; NOW THEREFORE we hereby affirm that we are Insurer on behalf of the Contractor, up to a total of (Amount of ISB 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 stating the default/breach committed by the Contractor without cavil or arguments, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

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

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

- 1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Contractor or the Surety Insurer or any absorption, merger or amalgamation of the Contractor or the Surety Insurer with any other person.
- 2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.
- 3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.
- 4. Notwithstanding anything contained herein:

a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) (currency in words only)

b) This Insurance Surety Bond shall remain in force upto _____ and any extension(s) thereof; and

c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of

..... (indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this

_____ day of _____ 20__ at _____.

Witness:

Issuing Authority:

.....

(Signature)

.....

(Name)

.....

(Designation & official address)

.....

Signature of the Authorised Signatory)

.....

(Name)

.....

(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

INSTRUCTIONS FOR FURNISHING "PERFORMANCE SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

- a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- b) The Company shall be the Creditor, the Contractor shall be the Principal debtor and the Insurance company/ Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
- c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Contractor / Insurer issuing the Insurance Surety Bond.
- d) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- e) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.
- f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".
- g) Contractor must indicate the full postal address of the Insurer along with the Insurer's E-mail / Phone from where the Insurance Surety Bond has been issued.
- h) Contractor must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

Proforma – R

Format for Sustainable Development (SD) and Environment, Social & Governance (ESG) Questionnaire.

Explanatory Note-ESG Questionnaire for Suppliers & Vendors

1 Emissions Reporting

What are Greenhouse Gas (GHG) Emissions?

Greenhouse gas (GHG) emissions refer to gases that trap heat in the Earth's atmosphere, contributing to global warming and climate change. These include carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O), among others. GHG emissions are generated from various sources, such as burning fossil fuels, industrial activities, and deforestation.

What are Scope 1 and Scope 2 Emissions?

- **Scope 1 Emissions:** Direct emissions from sources owned or controlled by your company (e.g., fuel combustion in company-owned vehicles, boilers, and generators).
- **Scope 2 Emissions:** Indirect emissions from purchased electricity, steam, heating, and cooling consumed by your company. These emissions occur at the power generation source but are attributed to your business due to electricity consumption.

How to Calculate GHG Emissions?

Emissions are typically calculated using the following formula:
 GHG Emissions (kg CO₂e) = Consumption data x Emission Factor

- **Consumption Data:** Fuel consumption (liters), electricity use (kWh), etc.
- **Emission Factor:** Standard values published by organizations like the IPCC

Examples:

1. **Fuel Consumption-Based Calculation (Scope 1):**
 - o If you use 1,000 liters of diesel in company vehicles, and the emission factor for diesel is 2.68 kg CO₂e per liter, your emissions are:
 $1,000 \times 2.68 = 2,680 \text{ kg CO}_2\text{e}$
2. **Electricity Consumption-Based Calculation (Scope 2):**
 - o If your facility consumes 5,000 kWh of electricity, and the emission factor for your electricity provider is 0.4 kg CO₂e per kWh, your emissions are:
 $5,000 \times 0.4 = 2,000 \text{ kg CO}_2\text{e}$

Sample Responses:

<u>Question</u>	<u>Sample Response</u>
What was the GHG emission for FY24	<p>a) Scope 1: 10,500 kg CO₂e</p> <p>b) Scope 2: 8,200 kg CO₂e</p>
What was the GHG emission per unit revenue for FY24?	<p>a) Scope 1: 2.5 kg CO₂e per INR 1,000 revenue</p> <p>b) Scope 2: 1.8 kg CO₂e per INR 1,000 revenue</p>

QUESTIONNAIRE FOR VENDORS & SUPPLIERS			RESPONSE
1.EMISSIONS	What was the GHG emission for the last financial year (FY24)?	a)Scope 1 GHG emissions (kg CO ₂ e) b) Scope 2 GHG emissions (kg CO ₂ e)	
	What was the GHG emission per unit of revenue for the last financial year (FY24)?	a)Scope 1 GHG emissions (kg CO ₂ e) b) Scope 2 GHG emissions (kg CO ₂ e)	
2.DECARBONIZATION STRATEGY & TARGETS	Do you have a Net Zero target? If yes, please state the year		
	Do you have an emissions reduction target?	If yes are the targets absolute emissions based, or intensity based?	
	Please state the target for reduction in next financial year (FY24)	a) Scope 1 GHG emissions/emissions intensity b) Scope 2GHG emissions/emissions intensity	
	Please provide information on a few decarbonization initiatives undertaken (describe the initiatives and their respective impact)		
3 WASTE AND WATER MANAGEMENT	Do you have any initiatives for waste management including solid wastes liquid wastes and hazardous waste?		
	Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable treatment of wastewater?		
4. DISCLOSURES	Are your current emissions verified? If yes, please name the assuring body		
	Are your emissions targets validated (eg: SbTi)? If yes, please name the methodology		
	Are you rated by any of the ESG rating agencies? If yes, please specify the agency and rating		

* Suppliers and vendors may refer to the explanatory note for any questions or clarifications pertaining to any of the questions above.

2 Decarbonization Strategy & Targets

Net Zero and Emission Reduction Targets

- **Net Zero Target:** A Net Zero target refers to a commitment to reducing emissions to as close to zero as possible, with residual emissions offset by carbon capture or other means. OIL would like to know if your organization has set any targets of becoming net zero, and if so, what is the targeted year.
- **There are 2 types of defining the target:**

Absolute Reduction: A fixed percentage decrease in emissions over a period (e.g., 10% reduction by 2030).

Intensity-Based Reduction: Reduction in emissions per unit of production or revenue (e.g., 15% reduction per product by 2025).

Sample Responses:

Question	Sample Response
Do you have a Net Zero target? If yes, please state the year	Yes, by 2040
Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?	Yes, we aim for an absolute 40% reduction by 2030, and 100% by 2040
Please state the target for reduction in FY24.	a) Scope 1: 10% absolute reduction
	b) Scope 2: 10% absolute reduction
Please provide information on a few initiatives undertaken (describe the initiatives)	Afforestation EV inclusion Electrification of gas-based equipment Renewable energy setup
How much of the reduction targets have been achieved till date? (eg: more than 80% achieved, less than 20% etc)	~5 % reduction has been achieved

3. Waste & Water Management

Waste Management Initiatives

In order to answer the question regarding waste management initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Recycling and reusing materials
- Proper disposal of hazardous waste
- Reducing landfill waste through composting or waste-to-energy programs

Water Conservation Initiatives

Similar to the waste management initiatives, in order to answer the question regarding water conversation initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Monitoring water consumption with meters
- Installing water-efficient fixtures
- Treating wastewater before discharge

Sample Responses:

Question	sample Response
Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?	Yes, we recycle 60% of our production waste and have SOPs in place for proper dispose of hazardous materials.
Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?	Yes, we have meters to monitor water withdrawals and have a wastewater treatment process.

4. Disclosures

Verification & Validation of Emissions Data

- **Current emissions verification:** There are certain third-party agencies that verify an organization's emissions. These organizations provide independent assessments to ensure transparency and accuracy in emissions reporting. Verification by such agencies enhances credibility and aligns businesses with best sustainability practices. In case your organization's current emissions are validated by such a third-party agency, please specify the name of such an agency.
- **Emissions target validation:** If you have a target of reducing your carbon footprint, certain organizations validate the roadmap of achieving a lower carbon footprint. In case you have prepared a roadmap and submitted it to SBTi or Transition Pathways Initiatives, and have received certificates that have validated the targets, please specify the agency that has validated your targets.
- **ESG Ratings:** Certain agencies assess organizations based on their disclosures, monitoring capabilities, and control measures, among other factors. Some of these agencies, such as CDP and S&P, are globally recognized for their ratings. If your organization has received a rating from any of these agencies, please specify the agency's name and your assigned rating.

Sample Responses:

Question	Sample Response
Are your current emissions verified? If yes, please name the assuring body	Yes, verified by XYZ agency
Are your emissions targets validated (eg: SbTi)? If yes, please name the methodology	Yes, validated by SBTi

Are you rated by any of the ESG rating agencies?
If yes, please specify the agency and rating

Yes, CDP rating: D.
