



# OIL INDIA LIMITED

(A Govt. of India Enterprise)

## CONTRACTS DEPARTMENT

P.O: DULIAJAN, DIST: DIBRUGARH

ASSAM (INDIA), PIN-786602

Tel: +91-374-280 0548

Fax: +91-374-280 3549

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

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

### **PART-1** **FORWARDING LETTER**

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

**Sub: Tender No. CDG8869P25 for 'Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'.**

Dear Sir/Madam,

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

**2.0** In connection with its operations, OIL invites International Competitive Bids (ICB) from competent and experienced Contractors/Firms through **OIL's e-Procurement Portal** for **'Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'**. One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL's e-Procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL's e-Procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

a)	Type of Bid	:	<b>Open Global e-Tender: Single Stage-Two Bid System</b>
b)	Original Bid Closing Date & Time	:	<b>22<sup>nd</sup> April, 2025 [11:00Hrs (IST)]</b>
c)	Original Technical Bid Opening Date & Time	:	<b>22<sup>nd</sup> April, 2025 [14:00Hrs (IST)]</b>
d)	Price Bid Opening Date & Time	:	Will be intimated only to the eligible/qualified Bidders nearer the time.
e)	Bid Submission Mode	:	Bids must be uploaded online on OIL's e-Procurement portal.
f)	Bid Opening Place	:	Office of <b>Chief General Manager-Contracts</b> Contracts Department, Oil India Limited, Duliajan -786602, Assam, India.
g)	Bid Validity	:	Minimum <b>120 (one hundred twenty) days</b> from Bid Closing date
h)	Mobilization Time	:	<b>120 days</b> from the date of issuance of mobilization notice.
i)	Bid Security Amount	:	<b>INR 5,09,75,000.00 or US\$ 580,500.00</b>  <b>Refer Clause No. 9.0</b> of Instruction to Bidder (ITB)
j)	Bid Security Validity	:	<b>Minimum upto 30<sup>th</sup> November 2025</b>
k)	Original Bid Security to be submitted	:	Office of <b>CGM-CONTRACTS</b> , CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786602, INDIA
l)	Amount of Performance Security	:	<b>3%</b> of total contract cost.
m)	Validity of Performance Security	:	<b>3(three) months</b> beyond the contract period
n)	Location of job	:	North-eastern India
o)	Duration of the Contract	:	04 (Four) years from the date of commencement of operation.
p)	Quantum of Liquidated Damage for Default in Timely Mobilization	:	Refer <b>Clause No. 14.0</b> of Part-4, Section-III (Special Conditions of Contract).
q)	Bids to be addressed to	:	Chief General Manager-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam, India

r)	Pre-Bid Conference	:	Tentatively Scheduled to be held on <b>1<sup>st</sup> April' 2025</b> at <b>Duliajan, Assam.</b>  Exact Venue shall be intimated nearer the time.
s)	Last date for receipt of Pre-bid queries	:	<b>29<sup>th</sup> March 2025</b>
t)	Whether tendered item is divisible	:	<b>No</b>

### **3.0 PRE-BID CONFERENCE:**

3.1 A Pre-Bid Conference is tentatively scheduled to be held on **1<sup>st</sup> April 2025** at **Duliajan** to explain the requirements of Company 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 Evaluation Criteria and other terms & conditions of the Tender**. The parties who want to participate in the pre-bid conference must confirm their participation and forward the **e-mail IDs and contact details of maximum 2 (two) representatives** along with their pre-bid queries (if any) to email ID: [contracts@oilindia.in](mailto:contracts@oilindia.in) or [Contract-Global@oilindia.in](mailto:Contract-Global@oilindia.in) latest by **29<sup>th</sup> March 2025**. The exact venue for pre-bid conference shall be communicated to the nominated representatives nearer the scheduled date of pre-bid conference.

3.2 It is recommended to the prospective Bidders to attend the pre-bid conference and to make site visits to familiarize themselves with all the salient features of terrain and available infrastructure in OIL's operational areas. This will help the bidder to understand the total requirement for proper bidding.

3.3 Maximum two (2) representatives from each prospective Bidder shall be allowed to participate in the pre-bid conference. All costs associated to attend the pre-bid conference by their representatives shall be borne by the interested Bidders.

3.4 The prospective bidders shall submit their queries/clarifications against the tender through E-mail / Courier addressed to CGM-Contracts, Oil India Ltd., Duliajan-786602, Assam and such queries must reach OIL's office at Duliajan latest by **29<sup>th</sup> March 2025**. OIL shall provide clarifications to only those queries received within this date. Queries/ Clarifications against the tender received beyond the aforementioned date will not be entertained and replied. OIL will not be responsible for non-receipt or late receipt of any bidder's query in OIL's office.

3.5 Clarifications/exceptions/deviations, if required any, should be brought out by the bidder prior to or during the Pre-Bid Conference only. After processing these suggestions, as a sequel to the pre-bid conference, Company may communicate the changes in this regard, if agreed any, through an addendum to tender document. Company will not accept any exception/deviation to tender conditions/specifications once the same are frozen after the pre-bid conference and the non-compliant bid(s) shall be liable for outright rejection against this tender.

3.6 The exact date and venue of pre-bid conference will be intimated to the interested bidders nearer the time.

#### **4.0 GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT:**

**4.1** To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organization's Name and Encryption certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). **Digital Signature Certificates having "Organization Name" field as "Personal" are not acceptable.** However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable. **Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm.**

**4.2** Digital Signature Certificate comes in a pair of Signing/verification and Encryption/decryption certificate. Bidder should have both the Signing/verification and Encryption/Decryption certificate for Signing and encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.

**4.3** Encryption certificate is mandatorily required for submission of bid. In case bidder created response with one certificate (using encryption key) and bidder change his Digital Signature Certificate then old certificate [Used for encryption] is required in order to decrypt his encrypted response for getting the EDIT mode of the response. Once decryption is done, bidder may use new DSC certificate for uploading and submission of their offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of the certificate, OIL INDIA LTD. will not be responsible.

**4.4** For participation, applicants already having User ID & Password for OIL's E-Procurement Portal need to register against the IFB. New vendors/existing vendors not having User ID & Password for OIL's E-Procurement Portal shall obtain User ID & password through online vendor registration system in E-Portal.

4.4.1 Bidders without having E-Tender Login ID and password should complete their online registration at least 07 (Seven) days prior to the scheduled Bid Closing Date and time of the tender. For online registration, bidder may visit OIL's E-Tender site - <https://etender.srm.oilindia.in/irj/portal>.

**4.4.2** Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.

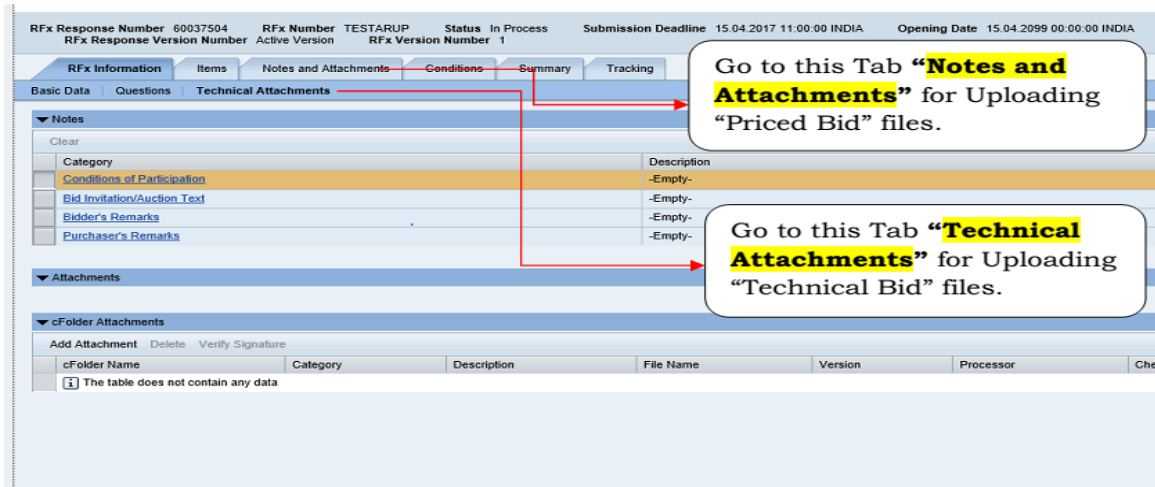
**4.5** Parties, who do not have a User ID, can click on Guest login button in the e-Tender portal to view and download the tender. The detailed guidelines are given in User Manual available in OIL's E-Procurement site. For any clarification in this regard, bidders may contact E-Tender Support Cell at Duliajan at [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in), Ph.: 0374- 2807171/7192.

**4.6** The link for OIL's E-Procurement Portal is available on OIL's web site ([www.oilindia.com](http://www.oilindia.com)).

## 5.0 **IMPORTANT NOTES:**

Bidders shall take note of the following important points while participating in OIL's e-procurement tender:

- i) **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be put on Holiday as per the Banning Policy (available in OIL's website) of Company.
- ii) **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.
- iii) **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** The information and documents furnished by the bidder/ contractor in respect of the subject tender/contract are accepted to be true and genuine. However, if it is detected during technical scrutiny or after award of the contract or after expiry of the contract, that the bidder had submitted any fake/fraudulent document or furnished false statement, the offer/contract shall be rejected/ cancelled, as the case may be and the bidder (if fake document/false statement pertains to such bidder) shall be dealt as per the Banning Policy (available in OIL's website) of Company. Undertaking of authenticity of information/documents submitted as per **Proforma-J** should be submitted along with the technical bids.
- iv) **ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy available in OIL's website: [www.oil-india.com](http://www.oil-india.com).
- v) Bid should be submitted online in OIL's E-procurement site up to 11.00 AM (IST)(Server Time) on the date as mentioned and will be opened on the same day at 2.00 PM(IST) at the office of the CGM-Contracts in presence of the authorized representatives of the bidders.
- vi) If the digital signature used for signing is not of "Class-3" with Organizations name, the bid will be rejected.
- vii) The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. The bidders shall submit both the "**TECHNICAL**" and "**PRICED**" bids through electronic form in the OIL's e-Procurement portal within the Bid Closing Date and Time stipulated in the e-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded in "**Technical Attachments**" Tab only. **Bidders to note that no price details should be uploaded in "Technical Attachments" Tab Page. Details of prices as per Price Bid format/Priced bid can be uploaded under "Notes & Attachments" tab.** A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Evaluation Criteria.

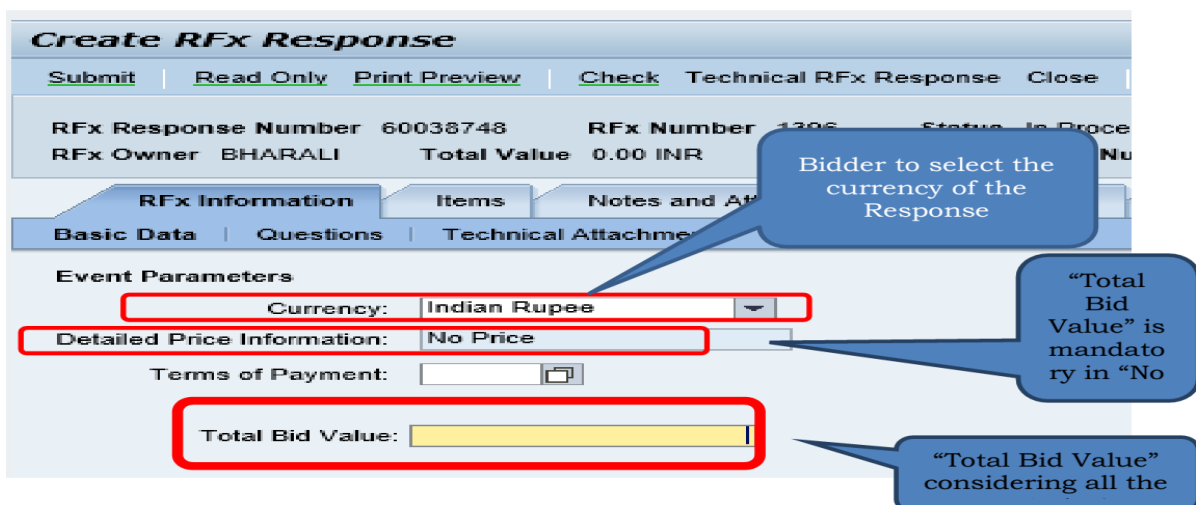


**On “EDIT” Mode, Bidders are advised to upload “Technical Bid” and “Priced Bid” in the places as indicated above.**

**Notes:**

- \* The “Technical Bid” shall contain all techno-commercial details **except the prices.**
- \*\* The “Priced bid” must contain the price schedule and the bidder’s commercial terms and conditions, if any. For uploading Priced Bid, click on Add Attachment, a browser window will open, select the file from the PC and name the file under Description, Assigned to General Data and click on OK to digitally sign and upload the File. Please click on Save Button of the Response to Save the uploaded files.

viii) Maintenance of Total bid value in the Response: For convenience of the Bidders and to improve transparency, the rates/costs quoted by bidders against the E-tender shall be available for online viewing to all the Techno-commercially qualified Bidders against the tender after price bids are opened in the system. For tenders where **Detailed Price Information under RFX Information Tab is “No price”**, the Price Bid is invited against the tender through attachment form under “Notes & Attachment”. In such tenders, Bidders must upload their pricing as per the **“Price Bid Format – Proforma-B”** under **“Notes & Attachment”** and additionally fill up the on-line field “Total Bid Value” under **“RFX Information”** Tab Page with the Total Cost (Including the GST component) as per the amount of the Price Bid in attachment form.



The "Total Bid Value" as entered by the Bidder in the on-line response shall be displayed in the E-tender portal amongst the techno-commercially qualified bidders and Company will not take any responsibility whatsoever towards incorrect information furnished by the bidders on the "Total Bid Value" field.

It is to be noted that Amount mentioned in the "Total Bid Value" field will not be considered for bid evaluation and evaluation will be purely based on the Price bid submitted as per the "Price Bid Format: Proforma-B" under "Notes & Attachments" tab page.

## **6.0 RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:**

Subject to **Order No. F. 7/10/2021-PPD (1) dated 23.02.2023** (as amended from time to time) issued by Department of Expenditure, Ministry of Finance, Govt. of India, Bidders should take note of the following:

6.1 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 bidder) 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.

6.2 "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.

6.3 "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

6.4 The beneficial owner for the purpose of para 6.3 above will be as under:

6.4.1 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 per cent. 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 shareholders' agreements or voting agreements;

6.4.2 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.

6.4.3 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.

6.4.4 Where no natural person is identified under 6.4.1 or 6.4.2 or 6.4.3 above, the beneficial owner is the relevant natural person who holds the position of senior managing official.

6.4.5 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.

6.5 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

6.6 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. A declaration as per **Exhibit-I** in this respect to be submitted by the bidder for participation in this tender.

6.7 **Validity of registration:** In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.

6.8 The bidders should provide undertakings as per **Exhibit-I, II & 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.

**7.0** OIL now looks forward to your active participation in the IFB.

Thanking you,

Yours faithfully,  
**OIL INDIA LIMITED**

**Sd/-**  
**(B. Brahma)**  
**Chief Manager – Contracts (Global)**  
**For Chief General Manager - Contracts**  
**FOR RESIDENT CHIEF EXECUTIVE**

**Date: 21.03.2025**

**PART-2**  
**INSTRUCTIONS TO BIDDERS (ITB)**

**1.0 ELIGIBILITY OF THE BIDDER:**

- 1.1 The eligibility of the bidder is listed under BID EVALUATION CRITERIA (BEC), PART-3 of the Bid document.
- 1.2 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**2.0 BID DOCUMENTS:**

- 2.1 The services required, bidding procedures and contract terms are prescribed in the Bid Document. This Bid Document includes the following:

- i) Forwarding Letter
- ii) Instruction to Bidders (ITB)
- iii) Bid Evaluation Criteria (BEC)
- iv) General Conditions of Contract (GCC)
- v) Scope of Work (SOW)/Terms of Reference (TOR)
- vi) Special Conditions of Contract (SCC)
- vii) Schedule of Rates (SOR)
- viii) Proformas, Annexures, Exhibits etc.

- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a bid not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

- 2.3 Bidders shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

**3.0 AMENDMENT OF BID DOCUMENTS:**

- 3.1 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 Bid Documents through issuance of an Addendum(s)/Corrigendum(s)/Amendment(s).

3.2 The Addendum will be uploaded in OIL's E-Tender Portal in the Tab "Technical Rfx" and under External Area - "Amendments" folder. The Company may, at its discretion, extend the deadline for bid submission. Bidders are expected to take the Addendum into account in preparation and submission of their bid. Bidders are to check from time to time the E-Tender portal ["Technical RFX" Tab and under the folder "Amendments"] for any amendments to the bid documents before submission of their bids. No separate intimation shall be sent to the Bidders.

4.0 **PREPARATION OF BIDS:**

4.1 **Language of Bids:** The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the OIL shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, duly authenticated by local chamber of Commerce of bidder's country, in which case, for purposes of interpretation of the bid, the translation shall prevail.

4.2 **Bidder's/Agent's Name & address:** Bidders should indicate in their bids their detailed postal address including the Fax/Telephone / Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorized Agents in India, if any.

4.3 **Documents comprising the bid:** Bids are invited under Single Stage Two Bid System. The bid to be uploaded by the Bidder in OIL's e-Procurement Portal shall comprise of the following components:

**(A) Technical Bid (to be uploaded in 'Technical Attachments' tab)**

- a) Complete technical details of the services offered.
- b) Documentary evidence established in accordance with Clause 8.0.
- c) Bid Security
- d) Bid-Form
- e) Statement of Non-compliance (if any) as per Proforma-D.
- f) Proforma-A: List of items to be imported without the CIF values.
- g) Copy of Priced Bid without indicating prices (Proforma-B).
- h) Integrity Pact duly signed by the bidder's authorized representative.
- i) All Other Relevant Undertakings, Proformas etc. as applicable as part of Bid.

**Note: Please note that, no price should be mentioned in the Technical Bid uploaded in 'Technical Attachments' tab, otherwise the bid shall be rejected straightway.**

**(B) Priced Bid (to be uploaded in 'Notes and Attachments' tab)**

Bidder shall quote their prices in the following Proforma:

- a) Proforma-A showing the items to be imported with the CIF values

b) Price-Bid Format as per Proforma-B

5.0 **BID FORM:**

The bidder shall complete the Bid Form and upload the same along with their bid.

6.0 **BID PRICE:**

6.1 Prices quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account, except as otherwise mentioned in the bid document.

6.2 All duties and taxes (excluding GST) including Corporate Income Tax, Personal Tax, Assam Entry Tax etc. and other Cess/levies payable by the successful bidder under the Contract for which this Bid Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder, and the evaluation and comparison of bids shall be made considering the quoted GST in the proforma. For example, personal taxes and/or any corporate taxes arising out of the profits on the contract as per rules of the country shall be borne by the bidder.

7.0 **CURRENCIES OF BID AND PAYMENT:**

**FOREIGN BIDDERS:**

Foreign Bidders are allowed to quote price (and get paid) in RBI's notified basket of foreign currencies - US Dollar or Euro or Pound Sterling or Yen etc., in addition to the Indian Rupees, except for expenditure incurred in India (including agency commission if any) which should be stated in Indian Rupees. For determining the expenditure incurred in India, the foreign bidder must quote the percentage of the Indian Component/expenditure against each line item of the Price Bid Format. During payment (if successful), the Expenses in India component of the price shall be converted to INR (if their quoted price is other than INR) considering the conversion rate as per Clause 20.0 of ITB. The bidder shall submit an Undertaking as per **Proforma-S** along with the technical bid.

**INDIAN BIDDERS:**

Indian Bidders are to quote in **INR only**. However, if any Indian bidder quotes their price in currency other than INR, contract to the bidder shall be awarded (if successful) in INR only considering the conversion rate as per Clause No. 20.0 of ITB

8.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**

These are listed in BID EVALUATION CRITERIA (BEC), PART-3 of the Bid document.

9.0 **BID SECURITY:**

9.1 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause 9.8.

9.2 All the bids must be accompanied by Bid Security in Original as prescribed under, for the amount as mentioned in the "Forwarding Letter" of the tender documents:

a. The Bid Security should be submitted in the form of irrevocable Bank Guarantee (as per Proforma-G) or an irrevocable Letter of Credit (L/C) from any of the following Banks:

- i) Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic bidder, or
- ii) In case of foreign bidder, the bank guarantee can be accepted from any scheduled bank in India or from international bank who has its branch in India registered with Reserve Bank of India, or
- iii) Any foreign Bank which is not a Scheduled Bank in India provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.
- iv) Bank Guarantee issued by a Scheduled Bank on India at the request of some other Non-Schedule Bank of India shall not be acceptable.

b. Alternately Bid Security can also be paid through Insurance Surety Bond or Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt (Account OIL INDIA LIMITED)/irrevocable Letter of Credit/NEFT/RTGS /Electronic Fund Transfer (subject to credit in OIL's account within prescribed time) to designated account of OIL.

- i. If the Bid Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.
- ii. Bid Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to the following designated OIL's bank account:

<b>Bank Details of Beneficiary: OIL INDIA LIMITED</b>		
<b>a</b>	Bank Name	STATE BANK OF INDIA
<b>b</b>	Branch Name	Duliajan
<b>c</b>	Branch Address	Duliajan, Dist-Dibrugarh
<b>d</b>	Bank Account No.	<b>10494832599</b>
<b>e</b>	Type of Account	Current Account
<b>f</b>	IFSC Code	<b>SBIN0002053</b>
<b>g</b>	MICR Code	786002302
<b>h</b>	SWIFT Code	SBININBB479

- iii. If the bid security is submitted through NEFT or RTGS mode, details such as **UTR No., Tender No., Bidder's name & Deposited Amount etc.** must be uploaded with the Unpriced Techno-Commercial Bid documents.
- c. In case of Bidders submitting Bid Security in the form of Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit, the original hard copy of Bid Security should reach the office of CGM-CONTRACTS on or before **02.00 PM (IST)** on the bid closing/opening date otherwise bid will be rejected.
- d. A scanned copy of Bid Security document should also be uploaded along with the Unpriced Techno-Commercial Bid documents.
- e. This Bid Security Deposit shall be refunded to all unsuccessful bidders but is liable to be forfeited in full or part, at Company's discretion, as per **Clause No. 9.8** below. Bids without Bid Security Deposit in the manner specified above will be summarily rejected.
- f. No other mode of payment will be accepted by the Company. The Bid Security shall not earn any interest to the bidder from the Company.

**Note:**

- i. Bidders claiming waiver of Bid Security shall upload supporting documents as mentioned in **Para No. 10.0** below along with technical bid.
- ii. Any offer not accompanied with the Bid Security shall be treated as invalid and summarily rejected unless the bidder is exempted from submission of Bid Security as per Bid Security Exemption Criteria of this tender and proper proof towards this exemption is submitted by the bidder. Any subsequent deposit of Bid Security after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.

- 9.3 Any bid not secured in accordance with sub-clause 9.2 above shall be rejected by the Company as non-responsive.
- 9.4 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.
- 9.5 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days after finalization of the Tender.
- 9.6 Successful Bidder's Bid Security will be discharged and/or returned upon Bidder's furnishing the Performance Security and signing of the contract. Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with Clause No. 24.0 below is furnished.
- 9.7 Bid Security shall not accrue any interest during its period of validity or extended validity.
- 9.8 The Bid Security may be forfeited:
- a. If the bidder withdraws the bid within its original/extended validity.
  - b. If the bidder modifies/revises their bid suo-moto within its original/extended validity.
  - c. If the bidder does not accept the contract.
  - d. If the bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract.
  - e. If it is established that the bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice, the bid security shall be forfeited after due process in addition to other action against the bidder.
- 9.9 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred as per the prevailing Banning Policy of the Company (OIL).
- 9.10 A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.
- 9.11 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 (indicating the Contract Number) by the BG issuing bank branch to ICICI BANK LTD., Duliajan Branch; IFS Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602

	<b>Bank Details of Beneficiary</b>	
<b>A</b>	Bank Name	ICICI Bank Ltd.
<b>B</b>	Branch Name	DULIAJAN
<b>C</b>	Branch Address	Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602
<b>D</b>	IFSC Code	ICIC0000213
<b>E</b>	Unique identifier code (Field 7037)	OIL503988890
<b>F</b>	Company Name	Oil India Limited
<b>G</b>	SWIFT Code	ICICINBBXXX

9.12 Submission of Bid Security in the form of Electronic Bank Guarantee (e-BG) is also acceptable:

Beneficiary details for issue of e-BG are:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	NAME	OIL INDIA LIMITED
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	<a href="mailto:contract-global@oilindia.in">contract-global@oilindia.in</a>
5	Mobile No	+91-8638144647
6	Local Address	Duliajan, Dibrugarh, Assam- 786602
7	Registered Address	Duliajan, Dibrugarh, Assam- 786602

10.0 **EXEMPTION FROM SUBMISSION OF BID SECURITY:** In case any bidder is exempted from paying the Bid security, they should upload the supporting documents along with their technical bid. The detailed guidelines for exemption of the Bid security are given below.

- a) MSEs Units (manufacturers/Service Providers only and not their dealers/distributors) eligible for exemption of Bid Security shall furnish Udyam Registration Number with Udyam Registration Certificate along with technical bid.

Notes:

- (i) Categorization 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 as amended time to time) issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES and as amended time to time.
- (ii) In case bidding MSE is owned by Schedule Caste or Schedule Tribe or Woman entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

- b) Central as well as State Government Departments and Public Sector Undertakings (PSUs)** are also exempted from submitting bid security.

Notes:

- i. Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant Document/Certificate towards exemption of EMD, issued by appropriate authority.
- ii. Provisions such as seeking support from another company by way Parent/Subsidiary/Sister-Subsidiary/Co-Subsidiary Company's experience/ JV/Consortium bid, etc., wherever allowed in the tender document shall be available to all interested bidders including MSEs. In those scenarios, MSEs quoting on the strength of Parent/Subsidiary/Sister Subsidiary/Co Subsidiary/JV Partner (whichever applicable) will be eligible for the benefits (Purchase Preference, EMD exemption) reserved for MSEs provided the supporting company for technical and financial strength is/are also an MSE(s). In case of submission of consortium bids by MSEs, all the members of the consortium including the leader of the Consortium should be eligible MSE in order to avail the benefit reserved for MSEs.

**11.0 PERIOD OF VALIDITY OF BIDS:**

- 11.1 Bids shall remain valid as per the requirement mentioned in forwarding letter from the date of closing of bid prescribed by the Company. Bids of shorter validity will be rejected as being non-responsive. If nothing is mentioned by the bidder in their bid about the bid validity, it will be presumed that the bid is valid for **120 days from Bid Closing Date.**
- 11.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall

be made in writing through Fax or e-mail. A Bidder may refuse the request. A Bidder granting the request will neither be required nor permitted to modify their Bid.

12.0 **SIGNING & SUBMISSION OF BIDS:**

12.1 **Signing of bids:**

12.1.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates with Organization's Name [e-commerce application (Certificate with personal verification and Organization Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India before bid is uploaded. Digital Signature Certificates having Bidder's Name in the "Organization Name" field are only acceptable. Digital Signature Certificate having "Organization Name" field other than Bidder's Name shall be rejected summarily.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder holding a Power of Attorney to bind the Bidder to the contract.

If any modifications are made to a document after attaching digital signature, the digital signature shall again be attached to such documents before uploading the same. The Power of Attorney in original shall be submitted by bidder as mentioned in Para 12.2 below.

In case the digital signature is not of "Class-3" with organization name, the bid will be rejected. Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employees.

12.1.2 The original and all copies of the bid shall be typed or written in indelible inks. Since bids are to be submitted ONLINE with digital signature, manual signature is NOT relevant. The letter of authorization (as per Proforma-F) shall be indicated by written Power of Attorney accompanying the Bid.

12.1.3 Any physical documents submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialled by the person or persons who has/have digitally signed the Bid.

12.1.4 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process shall be rejected.

12.2 **Submission of bids:**

The tender is processed under single stage - Two bid system. Bidder shall submit the Technical bid and Priced bid along with all the Annexures and Proforma (wherever applicable) and copies of documents in electronic form through OIL's e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. For submission of Bids online at OIL's E-Tender Portal, detailed instructions are available in "User Manual" available in OIL's E-

Tender Portal. Guidelines for bid submission are also provided in the “Forwarding Letter”. The Technical Bid is to be submitted as per Terms of Reference/Technical Specifications of the bid document and Priced Bid as per the Price Schedule. The Technical Bid should be uploaded in the “Technical Attachment” Tab Page only. Prices to be quoted as per Proforma-B should be uploaded as Attachment just in the attachment link under “Notes & Attachments” Tab under General Data in the e-portal. No price should be given in the “Technical Attachment”, otherwise bid shall be rejected. The priced bid should not be submitted in physical form and which shall not be considered. However, the following documents in one set should necessarily be submitted in physical form in sealed envelope superscribing the “IFB No., Brief Description of services and Bid Closing/Opening date & Time along with the bidder’s name and should be submitted to CGM-Contracts, Oil India Ltd., Duliajan-786602 (Assam) on or before 14.00 Hrs (IST) on the bid closing date indicated in the IFB:

- a) Original copy of Bid Security
- b) Printed catalogue and literature if called for in the bid document.
- c) Power of Attorney for signing of the bid digitally.
- d) Any other document required to be submitted in original as per bid document requirement.

Documents sent through E-mail/Fax/Telephonic method will not be considered.

- 12.2.1 All the conditions of the contract to be made with the successful bidder are given in various Sections of the Bid Document. Bidders are requested to state their non-compliance to each clause as per Proforma-D of the bid document and the same should be uploaded along with the Technical Bid.
- 12.2.2 Timely delivery of the documents in physical form as stated in Para 12.2 above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Closing Date and Time. Company shall not be responsible for any postal delay/transit loss.
- 12.2.3 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.

### 13.0 **INDIAN AGENT/REPRESENTATIVE/RETAINER/ASSOCIATE:**

Foreign bidders shall clearly indicate in their bids whether they have an Agent/Representative/Retainer/Associate in India. In the event the overseas bidder is having an Agent/Representative/Retainer/Associate in India, the bidder should furnish the name and address of their Agent/Representative/Retainer/Associate in India and clearly indicate nature and extent of services to be provided by such an Agent/Representative/Retainer/Associate in India and also stating in their bids

whether the Agent/Representative/Retainer/Associate is authorized to receive any commission. The rate of the commission included in the quoted rates of bidder should be indicated which would be payable to Agent/Representative/Retainer/Associate in non-convertible Indian currency according to Import Trade Regulation of India. Unless otherwise specified, it will be assumed that agency commission is not involved in the particular bid.

Further, overseas bidders shall submit their bids directly and not through their Agent/Representative/Retainer/Associate in India. Bid submitted by Indian Agent/Representative/Retainer/Associate on behalf of their foreign principals will not be considered and will be rejected straightway. Moreover, one Indian Agent/ Representative/ Retainer /Associate cannot represent more than one foreign bidder against the IFB.

The Indian Agent/Representative/Retainer/Associate will not be permitted to submit any Bid Security and Performance Security on behalf of their foreign principals and also the Indian Agent/ Representative/Retainer/Associate will not be allowed to execute the contract and receive payment against bid submitted by their foreign principals. Such bids shall be rejected straightway.

14.0 **DEADLINE FOR SUBMISSION OF BIDS:**

14.1 Bids should be submitted online as per the online tender submission deadline. Bidders will not be permitted by System to make any changes in their bid/quote after the bid submission deadline is reached. Bidders are requested to take note of this and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.

14.2 No bid can be submitted after the submission deadline is reached. The system time displayed on OIL's e-Procurement Portal shall decide the submission deadline.

15.0 **LATE BIDS:**

Bidders are advised in their own interest to ensure that their bids are uploaded in system much before the closing date and time of the bid. The documents in physical form if received by the Company after the deadline for submission prescribed by the Company shall be rejected and shall be returned to the Bidders in unopened condition immediately.

16.0 **MODIFICATION AND WITHDRAWAL OF BIDS:**

16.1 The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.

16.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.

16.3 No Bid can be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid Validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval shall result in debarment of bidder from participation in future tenders of OIL.

17.0 **EXTENSION OF BID SUBMISSION DATE:**

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

18.0 **BID OPENING AND EVALUATION:**

18.1 Company will open the Technical Bids in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter (as per Proforma-E) from the Bidder must be produced by the Bidder's representative at the time of Bid Opening. Unless this Letter is presented, the representative will not be allowed to attend the Bid Opening. The Bidder's representatives who are allowed to attend the Bid Opening shall sign a register evidencing their attendance. Only one representative against each Bid will be allowed to attend. In technical bid opening, only "Technical Attachment" will be opened. Bidders therefore should ensure that technical bid is uploaded in the "Technical Attachment" Tab Page only in the E-portal.

18.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

18.3 Normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL. In all the above situations, the Bidder will not be allowed to change the basic structure of the Bid already submitted by them and no change in the price or substance of the Bid shall be sought, offered or permitted.

18.4 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bid Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the Bid Documents, the Company's right or the bidder's obligations under the contract, and the

rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

18.5 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

18.6 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

19.0 **OPENING OF PRICED BIDS:**

19.1 Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives (if any) of the qualified bidders.

19.2 The techno-commercially qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance. In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.

19.3 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

20.0 **CONVERSION TO SINGLE CURRENCY:**

While evaluating the bids, the closing rate (B.C. Selling Rate) of exchange declared by State Bank of India on the day prior to price bid opening will be taken into account for conversion of foreign currency into Indian Rupees.

21.0 **EVALUATION AND COMPARISON OF BIDS:**

The Company will evaluate and compare the bids as per BID EVALUATION CRITERIA (BEC), PART-3 of the Bid Documents.

21.1 Unconditional discounts/rebates, if any, given in the bid will be considered for evaluation.

21.2 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.

21.3 **Loading of foreign exchange:** There would be no loading of foreign exchange for deciding the inter-se-ranking of domestic bidders.

21.4 **Repatriation of rupee cost:** In respect of foreign parties rupee payments made on the basis of the accepted rupee component of their bid, would not be repatriable by them. A condition to this effect would be incorporated by the Company in the contract.

22.0 **CONTACTING THE COMPANY:**

22.1 Except as otherwise provided in Clause 18.0 above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide sub-clause 18.3.

22.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

23.0 **AWARD OF CONTRACT:**

The Company will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

24.0 **COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:**

Company reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for Company's action.

25.0 **NOTIFICATION OF AWARD:**

25.1 Prior to the expiry of the period of bid validity or extended validity, Company will notify the successful Bidder in writing by registered letter or by fax or E-mail that its Bid has been accepted.

25.2 The notification of award will constitute the formation of the Contract.

26.0 **PERFORMANCE SECURITY:**

Successful bidder has to submit Performance Security amount as mentioned in Introduction, within 30 (thirty) days from the date of issue of Letter of Award (LOA).

26.1 a. The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per **Proforma-I**) issued by Nationalized or Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian

Stamp Act purchased in the name of Banker. Duly filled 'Undertaking' towards details of BG (Format attached as **Proforma-N**) must be submitted along with original copy of PBG.

b. Alternately, the Performance Security can also be paid through Insurance Surety Bond or Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt (Account OIL INDIA LIMITED)/irrevocable Letter of Credit/NEFT/RTGS/Electronic Fund Transfer (subject to credit in OIL's account within prescribed time) to designated account of OIL.

- i. If the Performance Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.
- ii. Performance Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to the following designated OIL's bank account:

<b>Bank Details of Beneficiary: OIL INDIA LIMITED</b>		
<b>a</b>	Bank Name	STATE BANK OF INDIA
<b>b</b>	Branch Name	Duliajan
<b>c</b>	Branch Address	Duliajan, Dist-Dibrugarh
<b>d</b>	Bank Account No.	<b>10494832599</b>
<b>e</b>	Type of Account	Current Account
<b>f</b>	IFSC Code	<b>SBIN0002053</b>
<b>g</b>	MICR Code	786002302
<b>h</b>	SWIFT Code	SBININBB479

If the Performance security is submitted through NEFT or RTGS mode, the bidder shall submit details such as **UTR No., Contract No., Bidder's name & Deposited Amount etc.**

- iii. Submission of Performance Security in the form of Electronic Bank Guarantee (e-BG) is also acceptable:

Beneficiary details for issue of e-BG are:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	NAME	OIL INDIA LIMITED
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	<a href="mailto:contract-global@oilindia.in">contract-global@oilindia.in</a>

5	Mobile No	+91-8638144647
6	Local Address	Duliajan, Dibrugarh, Assam- 786602
7	Registered Address	Duliajan, Dibrugarh, Assam- 786602

c. In case of Bidders submitting Performance Security in the form of Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit, the original hard copy of Performance Security shall be submitted within the time frame as stipulated in the LOA.

d. No other mode of payment other than the mode covered under point nos. a & b will be accepted by the Company.

26.2 Performance Security shall not accrue any interest during its period of validity or extended validity.

26.3 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.

[Contract 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; SWIFT Code - ICICINBBXXX. Branch Address: ICICI Bank Limited, Duliajan Branch, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam-786602. The Bank details are as under:

<b>Bank Details of Beneficiary</b>		
<b>A</b>	Bank Name	ICICI BANK LTD.
<b>B</b>	Branch Name	Duliajan
<b>C</b>	Branch Address	Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam- 786602
<b>D</b>	IFSC Code	<b>ICIC0000213</b>
<b>E</b>	Unique Identifier Code (Field 7037)	OIL503988890
<b>F</b>	Company name	Oil India Limited
<b>G</b>	SWIFT Code	ICICINBBXXX

- 26.4 In case performance security is submitted in the form of Fixed Deposit, the following details must be attached in the form of declaration by the vendor/party for confirmation of Fixed Deposit from the issuing bank.

Full address of the issuing bank
Branch Code
Authorised signatory with full name and designation
Phone (Mobile) Numbers of the branch
Email address of the branch
Such fixed/term deposit must be pledged in favour of OIL and it must in the printed form on the physical original FDR in words "Pledged in favour of Oil India Limited"

- 26.5 To avoid delay in confirmation of Fixed deposit from the issuing bank and consequent delay in processing of bills and payment, party shall arrange the confirmation mail regarding issue of fixed deposit with the following details directly from bank's official email id to Oil India's following e-mail id ([FD\\_PS@OILINDIA.IN](mailto:FD_PS@OILINDIA.IN)):

<b>FD NO.</b>	<b>Issue Date</b>	<b>Maturity Date</b>	<b>FD Amount</b>	<b>Beneficiary/ Contractor Name</b>	<b>Whether above FD is pledged in favour of 'Oil India Limited' (Yes/No)</b>	<b>FD amount pledged (in ₹) as per bank's books of accounts</b>	<b>Mode of FD Renewal (Auto Renewal/Auto closure)</b>	<b>Remarks (if any) of the issuing Bank</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>

- 26.6 This Performance Security must be valid for 90 (Ninety) days after the date of expiry of the contract period/defect liability period (if any). In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "Security Deposit" for the extended period.

- 26.7 The Performance Security Deposit will be refunded to the Contractor after 90 (Ninety) days of satisfactory completion of works/defect liability period (if any) under the contract (including extension, if any), but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if

any or for adjustment of compensation or loss due to the Company for any reason.

27.0 **SIGNING OF CONTRACT:**

27.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful Bidder for signing of the agreement or send the Contract Form provided in the Bid Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of Rates incorporating all agreements agreed between the two parties.

27.2 The successful Bidder shall sign and date the contract and return it to the Company after receipt of LOA. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

27.3 In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Performance Security if submitted by the successful Bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

28.0 **CREDIT FACILITY:**

Bidders should indicate clearly in the Bid about availability of any credit facility inclusive of Government-to-Government credits indicating the applicable terms and conditions of such credit.

29.0 **MOBILIZATION AND ADVANCE PAYMENT:**

29.1 Request for advance payment shall not be normally considered. However, depending on the merit and at the discretion of the Company, advance against mobilisation charge may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of SBI from the date of payment of the advance till recovery/refund.

29.2 Advance payment agreed to by the Company shall be paid only against submission of an acceptable bank guarantee whose value should be equivalent to the amount of advance plus the amount of interest covering the period of advance. Bank guarantee shall be valid for 2 months beyond completion of mobilisation and the same may be invoked in the event of Contractor's failure to mobilise as per agreement.

29.3 In the event of any extension to the mobilisation period, Contractor shall have to enhance the value of the bank guarantee to cover the interest for the extended period and also to extend the validity of bank guarantee accordingly.

30.0 **INTEGRITY PACT:**

30.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide Appendix-II of the Bid Document. The Integrity Pact has been duly

signed digitally by OIL's competent signatory. The Integrity Pact shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who has signed the bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway.

- 30.2 In case of a joint venture, all the partners of the joint venture should sign the Integrity pact.
- 30.3 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 Independent External Monitors (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 organization may take further action as per the terms and conditions of the contract. The fees/expenses on dispute resolution shall be equally shared by both the parties.
- 30.4 Bidders may contact the Independent External Monitors appointed by OIL to oversee implementation of Integrity Pact in OIL for any matter relating to the IFB at the following addresses:
- a. Dr. Tejendra Mohan Bhasin, Former Vigilance Commissioner, CVC;  
E-mail: [tmbhasin@gmail.com](mailto:tmbhasin@gmail.com)
  - b. Shri Ram Phal Pawar, IPS (Retd.), Former Director, NCRB, MHA;  
Email IDs: [rpawar61@hotmail.com](mailto:rpawar61@hotmail.com); [ramphal.pawar@ips.gov.in](mailto:ramphal.pawar@ips.gov.in)
  - c. Shri Ajit Mohan Sharan, IAS (Retd.), Former Secretary, Ministry of Ayush, Govt. of India, Email ID: [ams057@gmail.com](mailto:ams057@gmail.com)

31.0 **LOCAL CONDITIONS:**

It is imperative for each Bidder to be fully informed themselves of all Indian as well as local conditions, factors and legislation which may have any effect on the execution of the work covered under the Bidding Document. The bidders shall be deemed, prior to submitting their bids to have satisfied themselves of all the aspects covering the nature of the work as stipulated in the Bidding Document and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

No request will be considered for clarifications from the Company (OIL) regarding such conditions, factors and legislation. It is understood and agreed that such conditions, factors and legislation have been properly investigated and considered by the Bidders while submitting the Bids. Failure to do so shall

not relieve the Bidders from responsibility to estimate properly the cost of performing the work within the provided timeframe. Company (OIL) will assume no responsibility for any understandings or representations concerning conditions made by any of their officers prior to award of the Contract. Company (OIL) shall not permit any Changes to the time schedule of the Contract or any financial adjustments arising from the Bidder's lack of knowledge and its effect on the cost of execution of the Contract.

32.0 **SPECIFICATIONS:**

Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works/services to be executed under the contract.

33.0 **GOODS AND SERVICES TAX:**

33.1 In view of **GST** Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST / VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in **GST**. Accordingly, reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax or any other form of indirect tax except of **GST** mentioned in the bidding document shall be ignored.

33.2 Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST** (CGST & SGST / UTGST or IGST) is applicable.

33.3 Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in the Price Bid Format.

33.4 **Where the OIL is entitled to avail the input tax credit of GST:**

OIL will reimburse the GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/regulation of GST to enable OIL to claim input tax credit of GST paid. In case of any variation in the executed quantities, the amount on which the GST is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

The input tax credit of **GST** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

33.5 **Where the OIL is not entitled to avail/take the full input tax credit of GST:**

OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules / regulation of GST subject to the ceiling amount of GST as quoted by the bidder.

In case of any variation in the executed quantities (If directed and / or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.

The bids will be evaluated based on total price including GST.

- 33.6 It is the responsibility of the bidder to quote the correct GST rate. The classification of goods / services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.
- 33.7 Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.
- 33.8 GST liability, if any, on account of supply of free samples against any tender shall be to bidder's account.
- 33.9 In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST / UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.
- 33.10 OIL will prefer to deal with registered supplier of goods / services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.
- 33.11 Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.
- 33.12 The Supplier of Goods / Services may note the Anti-profiteering Clause (Clause No. 12.5) of Part-I GCC and quote their prices accordingly.
- 33.13 In case the GST rating of bidder on the GST portal / Govt. official website is negative / blacklisted, then the bid may be rejected by OIL.

**END OF PART-2**  
**&&&&**

**PART-3**  
**BID EVALUATION CRITERIA (BEC)**

**1.0 GENERAL CONFORMITY:**

The bid shall conform generally to the full scope of work, specifications and terms & conditions given in this tender document. Bids shall be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the bid will be considered as non-responsive and rejected. All the documents related to BEC must be submitted along with the techno-commercial Bid.

**2.0 TECHNICAL EVALUATION CRITERIA:**

**2.1 EXPERIENCE CRITERIA:**

- (i) The bidder shall have experience of completing at **least 15 (Fifteen) nos. of Well Stimulation/Well Servicing/Well Intervention jobs** relating to oilfield operations with the help of bidder's own/leased coiled tubing unit under a single contract for a continuous period of **minimum 01 (One) year during the last 07 (Seven) years** reckoned from the original bid closing date.
- (ii) Additionally, the bidder must have experience of successfully carrying out **minimum 03 (three) nos.** of stimulation jobs using Coiled Tubing, executed at measured well depth not less than **6000m** and in wells with deviation not less than **60 degrees** during the last 07 (Seven) years reckoned from the original bid closing date under a single or different contracts. The executed Well Stimulation/Well Servicing/Well Intervention jobs shall include but not limited to Acidization, Fill Removal, Sand Cleaning, Milling, Fish Recovery.

**2.1.1** In support of the experience criteria under Clause No. 2.1 above, the bidder shall furnish the following documentary evidence (self-attested/attested):

- (A) Contract document/Work Order/Service Order showing detailed scope of work,
- AND**
- (B) Job Completion Certificate (JCC) or Service Entry Sheet (SES) or Certificate of Payment (COP) issued by the Client and supported by Client's certified Job Report showing the following:
    - (i) Work Order No./Contract No.,
    - (ii) Nature/Number/Description of jobs done, and
    - (iii) Contract period and date of completion.

**Notes:**

- (i) In case requisite experience is against **OIL's Contract**, bidder shall only require to categorically specify **OIL's Contract Number** and **date**.

- (ii) Only Letter of Intent (LOI)/Letter of Award (LOA) or Work Order(s)/Client's Feedback Form are not acceptable as evidence of experience.
- (iii) Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of the parameter(s), as stipulated under Clause No. 2.1 will only be treated as acceptable experience.
- (iv) Work executed through 'sub-contracting' shall not be considered for evaluation.
- (v) Work executed by a bidder for its own organization/parent subsidiary/co-subsidiary/sister-subsidiary/Joint Venture cannot be considered as experience for the purpose of meeting BEC.
- (vi) Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in **Clause 2.1 (i) & (ii)** above.
- (vii) If the prospective bidder is executing a contract as per Clause No. 2.1 of BEC which is still running and quantity of the jobs executed prior to original bid closing date is equal to or more than the minimum prescribed numbers of jobs as mentioned in Clause 2.1 of BEC, such experience shall qualify for evaluation.
- (viii) Oil India Limited (OIL) reserves the right to contact the Client(s) referred by the Bidder for authentication of the documents submitted by the bidder. OIL may contact the clients/operators under intimation/copy to the respective bidder. OIL will not be responsible for Client(s) not conforming or not replying to OIL's request for information. If OIL does not get an affirmative response within the stipulated time, then such Bidder's technical bid will be considered as non-responsive. It will be the responsibility of the Bidder to take up the matter with his client(s) and arrange for the confirmation as desired by OIL.

**2.1.2** Bidders who themselves do not meet the experience criteria as stipulated in Clause No. 2.1 above, can also bid under the categories as listed below:

**(I) Eligibility criteria in case bids are submitted based on technical experience of Parent/Subsidiary Company:**

Offers of those bidders who themselves do not meet the experience criteria as stipulated in clause no. 2.1 above can also be considered provided the bidder is a subsidiary company of the parent company [supporting company, which holds more than fifty percent of the paid-up equity share capital of the bidder] who fulfils the experience criteria. Similarly, bid from parent company can also be considered on the strength of requisite experience of its subsidiary [supporting company, in which the bidder holds more than fifty percent of the paid-up equity share capital]. However, the parent/subsidiary company (as the case may be) of the bidder should on its own meet the experience as stipulated in the BEC and should not rely for meeting the experience criteria on its sister subsidiary/co-subsidiary company or through any other arrangement like Technical Collaboration agreement etc.

In case of bidder who is a subsidiary company dependent upon the experience of the parent company or vice-versa with a view to ensure commitment and involvement of the parent/subsidiary company (Supporting Company) for successful execution of the contract, the participating bidder should enclose a Parent/Subsidiary Agreement (as per format enclosed) and also a

parent/subsidiary Guarantee (as per format enclosed) to OIL for fulfilling the obligation under the Agreement, along with the technical bid.

**(II) Eligibility criteria in case bid is submitted based on technical experience of Sister-subsidiary/Co-subsidiary Company:**

Offers of those bidders who themselves do not meet the experience criteria as stipulated in Clause No. 2.1 above can also be considered based on the experience of their sister-subsidiary/co-subsidiary company (Supporting Company) within the ultimate parent/holding company subject to meeting the following conditions:

- (i) Provided that the sister-subsidiary/co-subsidiary company and the bidding company are both wholly owned subsidiaries of an ultimate parent/holding company either directly or through intermediate wholly owned subsidiaries of the ultimate parent/holding company or through any other wholly owned subsidiary company within the ultimate/holding parent company. Documentary evidence to this effect to be submitted by the ultimate parent/holding company along with the technical bid.
- (ii) Provided that the sister subsidiary/co-subsidiary company on its own meets the experience criteria stipulated in the BEC and not through any other arrangement like Technical Collaboration agreement etc.
- (iii) Provided that with a view to ensure commitment and involvement of the ultimate parent/holding company for successful execution of the contract, the participating bidder must submit an agreement, as per format furnished, between them and their ultimate parent/holding company, along with the technical bid.

**Notes to Para 2.1.2(I) & 2.1.2(II) above:** In the situations mentioned in Paras No. (I) and (II) above, the supporting company shall not be allowed to submit their separate/independent bid against this tender. In such case, all such bids shall be rejected. Also, bids having technical support from the same entity shall be rejected. Further, bidders shall submit/comply the following:

- (a) Undertaking by the Supporting Company to provide an additional Performance Security (as per format enclosed), equivalent to 50% of the value of the Performance Security which is to be submitted by the bidding company in case the bidding company is the successful bidder.
- (b) In cases where the Supporting Company do not have Permanent Establishment in India, the bidding company can furnish this additional Performance Security on behalf of the supporting company in addition to their own Performance Security as per tender. In such case, bidding company shall furnish an undertaking that their foreign based supporting company / ultimate parent company is not having any Permanent Establishment in India in terms of Income Tax Act of India.
- (c) Undertaking from the supporting company to the effect that in addition to invoking the Performance Security submitted by the Contractor, the additional Performance Security provided by the supporting company shall be invoked by OIL due to non-performance of the Contractor.

- (d) 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.

**(III) Bid from Joint Venture Company:**

- (i) In case the bidder is Joint Venture Company, they must be registered in India and incorporated under the Companies Act 1956/Companies Act 2013/ Limited Liability Partnership Act 2008 and any amendment thereunder. They should meet the technical qualification requirements as under:
- A. The JV on its own shall meet the experience criteria as per Clause No. 2.1.
- or
- B. Any member of the JV having a stake of at least 26% in the JV, on its own shall meet experience requirement as per Clause No. 2.1.

**Notes:**

- a) In case of (B) above, an undertaking from the Joint Venture partner, based on whose experience the JV seek qualification, shall be submitted with the techno commercial bid stating that they shall maintain minimum 26% shareholding in the JV till the execution of the contract.
- b) Experience of the JV or its member (as the case may be) relying on the experience of its supporting company/subsidiary/co-subsidiary/ sister-subsidiary/ parent/ holding/ affiliating/ associate company or through any other arrangement like technical collaborator for meeting the technical criteria shall not be considered for evaluation.
- c) Documents showing the existing shareholdings of the JV Partners must be submitted along with the bid.
- (ii) **Constitution of Joint Venture:** The members of the JV should not be more than three. If after submission of bid, a JV leader effects any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the Joint Venture which had originally submitted the bid, the bid of such a JV shall be liable for rejection.
- (iii) Indian bidders whose proposal for Joint Venture involves foreign equity participation or payment of royalty and / or lump sum for technical know-how and wherever Govt. approval is necessary, **are required to submit their application submitted to SIA/RBI along with the**

**bid** and copy of Govt. approval prior to the date of price bid opening. Confirmation to this effect and declaration on the same should be provided as part of their technical offer.

- (iv) Members of the JV are not allowed to quote separately/independently/or through any other arrangement like part of any other 'JV/Subsidiary/Parent company/Sister-subsidiary/Co-subsidiary' against this tender. All the bids received in such a case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.

**(IV) Bid from Consortium of Companies:**

In case the Bidder is a Consortium of Companies, the following requirement should be complied by the consortium:

- (i) Any member of the consortium on its own shall satisfy the minimum experience requirement as per Clause No. 2.1 above and shall not rely on its consortium partners, subsidiary/parent company/co-subsidiary or through any other arrangement like Technical Collaboration agreement for meeting the experience criteria.
- (ii) Consortium bids shall be submitted with a Memorandum of Understanding (MoU) among the consortium members duly executed by the Authorized Executives of the consortium members and notarized. This MoU must accompany the bid. The MoU must state that the Consortium Member on whose experience/strength the Consortium is bidding, is bound to execute the full part of the contract which falls under/related to the experience submitted by them against Clause No. 2.1 of BEC above. Moreover, the MoU must clearly define the role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MOU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the contract. However, the leader of the consortium must submit an undertaking along with the technical bid towards unconditional acceptance of full responsibility for executing the 'scope of work' of this bid document. In case of award, such MOU shall be kept valid through the entire contract period, including extensions, if any.
- (iii) Only the Leader of the consortium should register against the tender in GeM portal and submit bid on behalf of the Consortium. The other members of the Consortium shall ratify all the acts and decisions of the Leader of Consortium, which are taken in connection with and/or during the evaluation of the tender and execution of the contract.
- (iv) The Bid Security shall be in the name of the Leader of the consortium on behalf of consortium with specific reference to consortium bid and with name(s) & address(es) of Consortium members. Similarly, the Performance Security shall be in the name of the Leader on behalf of the Consortium.
- (v) The leader of the consortium on behalf of the consortium shall coordinate with OIL during the period the bid is under evaluation as well as during

the execution of works in the event contract is awarded and he shall also be responsible for resolving dispute/ misunderstanding/ undefined activities, if any, amongst all the consortium members. If the leader of the consortium changes during execution of the contract (if awarded), the contract shall be liable for termination.

- (vi) Any correspondence exchanged with the leader of consortium shall be binding on all the consortium members.
- (vii) Payment shall be made by OIL only to the leader of the consortium towards fulfilment of contract obligations.
- (viii) In case of consortium bids, the bid shall be signed/digitally signed in line with tender stipulation by the leader of consortium. The power of attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the bid.
- (ix) Documents/details submitted with the bid pertaining to qualification of the bidder must be furnished by each partner/ member of consortium and should be complete in all respects clearly bringing up their experience especially in the form of work in their scope.
- (x) The leader of the consortium must confirm unconditional acceptance of full responsibility of executing the “Scope of Work” of this tender. This confirmation must be submitted along with the technical bid.
- (xi) **Constitution of Consortium:** The members of the consortium should not be more than 03 (Three). If during evaluation of bid, a consortium leader proposes any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the consortium which had originally submitted the bid, to drive some advantages/benefits based on any development(s) having come to his knowledge at any time, the bid of such a consortium shall be liable for rejection. Similarly, under such a situation the contract shall be liable for termination, if already awarded.
- (xii) **Signing of Contract:** In the event of award of contract to the consortium, the contract to be signed by all the members of the consortium and the liability of each one of them shall be jointly and severally.
- (xiii) Members of the consortium are not allowed to quote separately/independently/or through any other arrangement like part of any other JV/Consortium against this tender. All the bids received in such case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.
- (xiv) Certified copies (attested by Director/Company Secretary/Authorised Signatory) of Board resolutions/Partnership resolutions passed by respective Board of Directors of the companies/Partners of the LLP agreeing to enter into such consortium with each other for submission of bid for the NIT and also authorizing designated executives of each company/LLP to sign the MOU, to be provided along with the technical bid.

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

**2.1.3** Bidders quoting on the technical strength of Parent/Subsidiary/Sister-Subsidiary/Consortium member/Joint Venture partner Company's experience (who qualifies the technical requirement as per the tender qualifying criteria) should provide the respective services from the identified party (Supporting Company) on whose strength the bidder meets the qualifying criteria including key personnel for a minimum duration of 50% of the Contract period during execution of the contract. Declarations in this regard from the bidder as well as the Supporting Company are required to be submitted along with the un-priced techno-commercial bid as per format enclosed.

## **2.2 VINTAGE OF THE EQUIPMENT OFFERED:**

**2.2.1** All the offered units i.e., coiled tubing unit, nitrogen pumping unit and fluid pumping unit with heating system shall not be **manufactured more than 07 years before** the original Bid Closing Date (BCD). The bidder shall submit relevant documents of the units which shall contain the **make & model details**, the **date of manufacture** of the equipment and **proof of ownership**. Additionally, the well servicing equipment shall have minimum 05 years of residual life reckoned from the original BCD. The bidder shall submit an undertaking with technical bid (**as per attached Annexures-T1, T2 & T3**) confirming to provide a certificate issued by Third Party Inspection (TPI) agency certifying a minimum 05 years' residual life of individual equipment to be reckoned from the original BCD, during mobilization of contract.

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

- a) scanned copy of original certificate from the OEM clearly indicating the committed date of readiness of the equipment for shipment after due inspection.
- b) An undertaking confirming that the provided equipment & accessories are brand new, unused and is not in any manner refurbished in part or in whole.

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

- a) scanned copy of duly Notarized original Memorandum of Understanding (MOU)/ Agreement of Lease/Purchase of unit, concluded with the owner of the units especially for this tender clearly stating that all the offered equipment are not manufactured more than 07 years earlier reckoned from the original BCD.

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

- b) an undertaking (**as per attached Annexures-T1, T2 & T3**) confirming to provide a certificate issued by Third Party Inspection (TPI) agency, for a minimum 05 years' residual life of individual equipment to be reckoned from the original BCD, before mobilization of contract.

**Note:** The bidder upon award will have to mobilize the equipment offered by them at the time of bidding and found acceptable by OIL only. In exceptional circumstances, contractor may offer to mobilize equipment with equivalent or higher specifications and newer vintage than the ones offered by them at the time of bidding (and which was found acceptable by OIL), subject to technical compliance as per scope of the tender. However, OIL reserves the right to accept or reject the equipment offered in place of the originally offered equipment.

### **2.3 MOBILIZATION PERIOD:**

The bidders must confirm their compliance in their "technical" bid to complete the mobilization within **120 (One Hundred & Twenty) days** from the date of issue of Mobilisation Notice. Offers without confirmation of stipulated mobilization time or with mobilization time more than 120 (One Hundred & Twenty) days will be summarily rejected. The bidder shall confirm compliance of this in their technical bid.

### **3.0 FINANCIAL EVALUATION CRITERIA:**

- 3.1 Annual Financial Turnover from Operations** of the Bidder during any of the last three (03) completed financial/accounting years preceding the **Original Bid Closing date** must be at least **INR 31,85,90,000.00 (or US\$ 3,627,800.00)**.

[**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).]

- 3.2** The **Net Worth** of the bidder must be **positive** for the financial/accounting year preceding the original bid closing date.

[**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".]

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

- (i) The parent/ ultimate parent / holding company (supporting company) should meet the Financial Evaluation Criteria stipulated in Clause Nos. 3.1 & 3.2 above.
- (ii) **Corporate Guarantee** on parent/ultimate parent/ holding company's (supporting company) letter head signed by an authorized official undertaking that they would financially support their subsidiary company for executing the project/job in case the same is awarded to them.
- (iii) A certificate from the Statutory Auditor of the bidding company to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificate should be duly concurred/endorsed by the Company Secretary or one of the Directors of the company concerned.

The above certificate should not be more than 30 days old as on the original bid closing date.

**3.4** If the Bidder is an Incorporated Joint Venture (JV) Company and does not meet financial criteria (BEC Clause Nos. **3.1 & 3.2**) by itself, it can submit the bid based on the financial strength of its JV member having more than 50% stake in the JV Company and the following needs to be complied/submitted:

- (i) The member having more than 50% stake in the JV should meet the Financial Evaluation Criteria stipulated in Clause Nos. **3.1 & 3.2** above.
- (ii) **Corporate Guarantee** on the letter head of the member having more than 50% stake in the JV signed by an authorized official undertaking that they would financially support their JV company for executing the project / job in case the same is awarded to them.
- (iii) A certificate from the statutory Auditor of the JV company on the shareholding pattern of the JV. The certificate should be duly concurred/ endorsed by the Company Secretary or one of the Directors of the company concerned or Managing/Authorised partner of the LLP.

The above certificate should not be more than 30 days old as on the original bid closing date.

- (iv) An undertaking from the Joint Venture partner, based on whose experience the JV seek financial qualification, shall be submitted with the techno commercial bid stating that they shall maintain more than

50% shareholding in the JV till execution of the contract is accomplished.

- 3.5** In case of bid from Consortium of Companies, any one of the consortium members shall have an annual financial turnover from operation of minimum **INR 31,85,90,000.00 (or US\$ 3,627,800.00)** and other members of the consortium shall have an annual financial turnover from operation of minimum **INR 15,92,95,000.00 (or US\$ 1,813,900.00)**, during any of the preceding 03 (Three) financial/accounting years reckoned from the original bid closing date. Net worth of all the members must be Positive for the financial/accounting year preceding the original bid closing date.

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

**3.6 Notes to Financial Evaluation Criteria:**

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

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

OR

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

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

- b.** Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date/within

the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then 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 undertaking in support of the same along with their technical bid as per format enclosed.

- c. 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.
- d. 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 on which the Audited Balance Sheet and Profit & Loss Account is signed. A CA Certificate (with Valid UDIN) is to be submitted by the bidder regarding converted figures in equivalent INR or US\$. Else, the Audited Balance Sheet and Profit & Loss Account shall be evaluated by considering the BC selling rate declared by State Bank of India (on the date on which the Audited Balance Sheet and Profit & Loss Account is signed) for conversion to INR.

#### **4.0 COMMERCIAL EVALUATION CRITERIA:**

- 4.1 The bids are to be submitted under Single Stage – Two Bid System i.e. Un-priced Techno-Commercial Bid and Price Bid separately in their respective fields in E-portal. The unpriced Techno-commercial Bid is to be uploaded in “Technical RFx Response” Tab and Priced Bid is to be uploaded in the “Notes & Attachments” Tab. Only the Priced Bid as per **Proforma-B** uploaded in the “Notes & Attachments” Tab should contain the quoted price. Bids shall be rejected outright if the price(s) is/are indicated in the technical bids. Bids not conforming to this two-bid system shall be rejected outright.
- 4.2 Bidder shall offer firm prices. The price quoted by the successful bidder must remain firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document (if any).
- 4.3 Bid security in Original shall be furnished as a part of the Techno Commercial Un-Priced Bid. The amount & validity of bid security should be as specified in the **Forwarding Letter**. Any bid not accompanied by a proper bid security will be rejected.

- 4.4** Bid Documents/User ID & Password for OIL's E-Tender portal are not transferable. Bid can only be submitted in the name of the bidder in whose name the User ID and Password have been issued. Unsolicited bids will not be considered and will be straightway rejected.
- 4.5** Bids received through the e-procurement portal shall only be accepted. Any bid received in any other form will not be accepted.
- 4.6** Bids shall be typed or written in indelible ink. The Bids and all uploaded documents must be digitally signed using "Class 3" digital certificate [e-commerce application (Certificate with personal verification and Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India [except copies of the documents required in physical form] should invariably be submitted in the 'Technical Attachment Tab' through OIL's e-bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the bidder.
- 4.7** Bid documents shall contain no interlineations, white fluid, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person or persons who has/have digitally signed the Bid.
- 4.8** Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.
- 4.9** Bidders must quote clearly and strictly in accordance with the price schedule outlined in **Price Bidding Format** attached under "Notes and Attachments" tab in the main bidding engine of OIL's E-Tender portal; otherwise, the bid will be rejected. All other techno-commercial documents other than price details to be submitted with Unpriced Techno-Commercial Bid as per tender requirement under "Technical Attachment" Tab Page only.
- 4.10** Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:
- (i) Firm price
  - (ii) Bid Security/EMD
  - (iii) Period of validity of Bid
  - (iv) Price Schedule
  - (v) Performance Bank Guarantee / Security deposit
  - (vi) Mobilization Schedule
  - (vii) Scope of work
  - (viii) Guarantee of material / work
  - (ix) Liquidated Damages clause
  - (x) Tax liabilities
  - (xi) Arbitration / Resolution of Dispute Clause
  - (xii) Force Majeure
  - (xiii) Applicable Laws

- (xiv) Specifications
- (xv) Integrity Pact

- 4.11** There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid.
- 4.12** Bid received with validity of offer less than **120 (one hundred twenty) days** from Bid Opening Date will be rejected.
- 4.13** The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed in 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 Un-priced Techno-Commercial 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 has been signed by the bidder's authorized signatory who sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid will be rejected.
- 4.14** **Land Border Sharing**: Bidders should submit an Undertaking that, their bid is compliant to Order No. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from a bidder of a country which shares land border with India.
- 4.15** **Document Authenticity Undertaking**: Bidders should note that Company (OIL) may verify authenticity of all the documents /certificates / information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel / terminate the contract besides taking action as per OIL's Banning Policy available in the OIL's website. Accordingly, service provider/vendor to submit the Undertaking of authenticity of information/documents submitted as per **Proforma** enclosed.
- 4.16** Bidders should not be under liquidation/bankruptcy/undergoing any insolvency resolution process as on Bid Closing date. Further, neither the Bidders nor any of any of its allied concerns/ partners or associates or directors or proprietors involved in any capacity should be under Holiday List/Banning List/Suspension List of OIL as on Bid Closing date. Bidders shall submit undertakings towards compliance of above as per formats enclosed along with the bid. If any bidder declines to submit the above undertakings, their bids shall be liable for rejection.

## **5.0 PRICE EVALUATION CRITERIA:**

The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Evaluation Criteria mentioned above will be considered for Price Evaluation as per criteria given below:

- 5.1** Bidders are required to quote for all the items as per **Proforma-B (Price Bid Format)**, otherwise the offer of the bidder will be straightway rejected.
- 5.2** If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 5.3** The quantities shown against each item in the “Price Bid Format” shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameters, as the case may be.
- 5.4** The bidders are advised not to offer any discount/rebate separately and to offer their prices in the Price Bid Format after considering discount/rebate, if any.
- 5.5** Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the contract price.
- 5.6** In case of identical overall lowest offered rate by more than 1(one) bidder, selection will be made by draw of lots between the parties offering the same overall lowest price.
- 5.7** Price Bids shall be evaluated on overall lowest cost to OIL (L-1 offer) basis i.e. considering total quoted price for all services including quoted GST.
- 5.8** While evaluating the bids, the closing rate (B.C. Selling Rate) of exchange declared by State Bank of India on the day prior to price bid opening will be taken into account for conversion of foreign currency into Indian Rupees.
- 5.9** OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid.
- 5.10** Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount,

the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of award/order on that bidder, taxes mentioned by OIL on the Purchase Order/Contracts will be binding on the bidder.

**5.11** Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & the bids will be evaluated based on total price including GST.

**5.12** **CUSTOMS DUTY:** In terms of Sl. No. 404 of the Customs Notification No.50/2017-Cus dated 30.06.2017 (including amendments thereof), imports of the items specified in List 33 of the Notification are subject to levy of concessional rate of customs duty subject to conditions specified therein.

Similarly, the domestic supply of such goods would attract concessional GST on submission of EC in terms of Gazette Notification No. No. 3/2017- Central Tax (Rate) dated 28.06.2017 (and as amended from time to time).

Bidders shall take note of the prevailing customs notifications including the latest amendment vide gazette Notification No. 30/2024-Customs dated 23.07.2024 while quoting their prices. Bidder should consider concessional Customs Duty only for those items appearing in List-33 therein. Items of their import other than those appearing in List-33 of the said gazette notification shall be considered as duty payable on merit basis in their respective bid. OIL shall issue the requisite undertaking/certificate on request from Contractor for availing concessional rate of customs duty only against the items explicitly covered under List-33 of Customs Notification No. 30/2024-Customs dated 23.07.2024 or against any other item(s) subsequently declared by the competent authority during the tenure of the contract to be duty exempted/concessional. However, in the event of refusal/denial by Customs Authority to accord exemption/ concession of Customs Duty against import of items which are explicitly covered under List-33 of Notification No. 30/2024-Customs dated 23.07.2024, such applicable customs duty shall be reimbursed at actual by OIL to the Contractor on submission of documentary evidence.

Similarly, the items other than those appearing in List-33 of the said gazette notification, if to be imported by the Contractor for the purpose of execution of contract against this tender, the same shall be considered as duty payable on merit basis and the applicable customs duty thereof must be included by the bidder in their respective bid value. OIL will not issue any Undertaking/Certificate towards customs duty concession/exemption for those items (not included in List-33 of Notification) and the duty payable on merit shall be borne by the Contractor. However, any other item if subsequently notified by the competent authority to be Duty free/concessional during the tenure of the contract, OIL will issue requisite Certificate/Undertaking for Contractor to avail the Customs Duty benefit and the duty benefit must be passed on to OIL. Additionally, for all those items against which the bidder considers the Customs Duty on merit, the list specifying the Customs Duty Rate (percentage) may be furnished, so that

subsequent increase/decrease in Customs Duty, if any shall be reimbursed/recovered by OIL as the case may be on documentary evidence.

Bidders should submit the list of items which are to be imported for execution of the contract against this tender (**PROFORMA-A**) prudently along with their bid. Undertaking/Certificate for availing concessional rate of Customs Duty shall be issued by OIL only for the eligible items, provide the same are included in the Proforma-A submitted by the bidder.

**6.0 GENERAL NOTES:**

- 6.1** In case bidder takes exception to any clause of bidding document not covered under BEC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BEC.
- 6.2** To ascertain the substantial responsiveness of the bid, the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC also and such clarifications fulfilling the BEC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be liable for rejection. Since pre-bid meeting is provisioned in this tender, Company is not obligated to seek any post-bid clarification. However, clarifications if decided to be sought at the option of Company, the same shall be limited to the original submissions only and no independent fresh submission shall be called for/permitted. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.
- 6.3** If any of the clauses in the BEC contradict with other clauses of tender document elsewhere, then the clauses in the BEC shall prevail.
- 6.4** Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- 6.5** The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.
- 6.6** OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.
- 6.7** Bidders shall submit duly filled checklists on BEC & other relevant technical criteria as prescribed in the tender along with their technical bid. If any bidder fails/declines to submit the same, their bid shall not be considered for further evaluation.

**7.0 PURCHASE PREFERENCE CLAUSE:**

7.1 **PURCHASE PREFERENCE TO MSE BIDDERS:** Purchase Preference to Micro and Small Enterprises is applicable for this tender.

7.1.1 **Documentation required to be submitted by MSEs:** Categorization 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 16.06.2021** and No. **CG-DLE-19012022-232763 dated 19.01.2022** and **CG-DL-E-06052022-235600 dated 06.05.2022** (and as amended time to time) issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, and any amendment thereof.

7.1.2 The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit Udyam Registration Number with Udyam Registration Certificate along with the technical bid for availing the benefits applicable to MSEs.

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

7.1.3 Provisions such as seeking support from another company by way of Parent/Subsidiary/Sister-Subsidiary Company's experience/ JV Constituents/ Consortium etc., wherever allowed in the tender document shall be available to all interested bidders including MSEs. In those scenarios, MSEs quoting on the strength of Parent/Subsidiary/Sister-Subsidiary/Co-Subsidiary/JV Partner (whichever applicable) will be eligible for the benefits (Purchase Preference and EMD Exemption) reserved for MSEs, provided the supporting company for technical and financial strength is/are also MSE(s). In case of submission of consortium bids by MSEs, all the members of the consortium including the leader of the Consortium should be eligible MSE in order to be eligible for the benefits reserved for MSEs.

7.2 **PURCHASE PREFERENCE POLICY (LINKED WITH LOCAL CONTENT) (PP-LC):** Purchase preference under **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. P-45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoPNG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022**, shall be applicable in this tender. Bidders to check the provisions of the Order for their eligibility to bid and seek benefits for Purchase preference, accordingly.

7.3 Contract shall be awarded for the entire scope of work under this tender subject to concurrent application of Public Procurement Policy for MSE Order 2012 and PP(MII) Order 2017 as per Order No. F.1/4/2021-PPD dated 18.05.2023 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India and any subsequent amendment thereto.

**Notes:**

- a. The services required under the tender are not splittable.
- b. The 'Total Price' shall be matched with that of the L1 bidder by reducing the differential rates proportionately or otherwise against the line items where their rates/prices are found to be higher than that of the L1 bidder.

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

8.1 Oil India Limited (OIL) has engaged the following 17 (Seventeen) Independent Inspection Agencies for a period of 04 (four) years with effect from 07.06.2024 to verify and certify various documents required against BEC of the tender:

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

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

- 8.2 The Bidders have to get verified and certified the various documents required against BEC of the tender by any one of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bid of the Tender. All Charges of the Third-Party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and payments on account of above inspection, verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third-Party Inspection Agencies.
- 8.3 As mentioned above, Bidder(s) have to submit the verified documents along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be considered. However, in case a bidder submits its bid along with all relevant supporting documents as per BEC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered provided it is accompanied by an **Undertaking by the Bidder on their official letterhead to submit the duly verified copies/verification certificate within 07 (Seven) days of bid opening.** Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within 07 (Seven) days of bid opening at its own risk and responsibility.
- 8.4 The methodology of inspection/verification of documents is broadly as under but not limited to:
- (a) It is obligatory on the part of the interested Bidders, who choose to participate against the tender, to understand the tender requirements in

entirety and the requisite documents sought for in support of the Bid Evaluation Criteria (BEC) mentioned in the tender in particular. The Bidder must produce all the appropriate documents before any of the OIL's empanelled third-party certifying agencies for verification/certification. Neither OIL nor the third-party certifying agency shall be held accountable in any manner regarding the choice of documents by the bidder for verification. Therefore, getting the appropriate documents inspected/verified by the agency in support of BEC clauses is the sole responsibility of the Bidder.

- (b) The prospective bidder shall contact any of the empanelled inspection agencies. The agency shall go through the Tender Document, especially the requirements of BEC and list the documents to be verified. They shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL. Verification of documents by OIL's empanelled third-party agency shall not automatically make the bidder eligible for award of contract.
- (c) Verification of documents (but not limited to) are normally categorized as under:
- **General Requirement:**
    - Check Bidder's PAN Card
    - Check Bidder's GST Certificate
    - Check ITR of company
    - Check Bidder's Certificate of Incorporation – Domestic Bidder.
  - **Technical Criteria**
    - To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC of the Tender.
  - **Financial Criteria**
    - To check the Line of Credit, if incorporated in the tender.

**Notes:**

- (i) Bidder's self-declared undertakings, Audited Balance Sheet & Profit-loss statement and/or CA certificate having UDIN are not required to be verified by the TPI agency. Similarly, if any document like LOI/LOA/Contracts etc. issued by Oil India Limited are submitted towards BEC experience criteria, such documents need not be verified by TPI agency.

- (ii) Undertaking from TPI Agency as per format enclosed should be submitted along with the Bid.

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

**END OF PART-3**

**&&&&**

**PART-4**  
**SECTION-I**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

**1.0 APPLICABILITY, DEFINITION & INTERPRETATION:**

**1.1 Applicability**

All clauses in the General Conditions of Contract [GCC] shall apply to all transactions except as otherwise stated in the Special Conditions of Contract [SCC] and/or BEC-BRC. Furthermore, in the event if there is any conflict between the Principal text of the Agreement and the Appendixes, the Principal text will prevail.

**1.2 Definition & Interpretation**

In the contract (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

**1.2.1 COMPANY/OIL/Operator:**

Shall mean Oil India Limited [OIL] a public sector undertaking, incorporated under COMPANY's Act 1956 having its registered office at Duliajan-786602, Assam, India and includes its successor and permitted assigns.

**1.2.2 CONTRACTOR:**

Shall mean the person or persons, firm or COMPANY or corporation incorporated in India or abroad, who has been awarded with the contract and includes contractor's legal representatives, his successors and permitted assigns.

**1.2.3 Contract:**

Shall mean a written agreement between the COMPANY and the CONTRACTOR for execution of the services/works including all contract documents and subsequent amendments, if any.

**1.2.4 Site:**

Shall mean the place in which the operations/services are to be carried out or places approved by OIL for the purposes of the CONTRACT together with any other places designated in the CONTRACT as forming part of the site.

**1.2.5 COMPANY's Site Representative/Engineer:**

Shall mean the person or the persons appointed by the COMPANY from time to time to act on its behalf at the site for overall co- ordination, supervision and project management at site.

**1.2.6 Sub-Contract:**

Shall mean order/ contract placed by the CONTRACTOR for any portion of the CONTRACT or work sublet with necessary written consent of COMPANY on third party. Such sub-letting shall not relieve the CONTRACTOR from any obligation, duty or responsibility under the CONTRACT.

**1.2.7 Sub-Contractor:**

Shall mean any person or firm or COMPANY (other than CONTRACTOR) to whom any part of the work has been entrusted by CONTRACTOR, with written consent of OIL or the persons appointed by OIL, successors and permitted assigns of such persons, firm or COMPANY.

**1.2.8 Contractor's Representative:**

Shall mean such person/or persons duly appointed representative at the site and base as the CONTRACTOR may designate in writing to the COMPANY as having authority to act for the CONTRACTOR in matters affecting the work and to provide the requisite services.

**1.2.9 Contract Price/Value:**

Shall mean the sum accepted or the sum calculated in accordance with the rates accepted in tender and/or the contract rates as payable to the CONTRACTOR for the entire execution and completion of the services/works, including amendments/modification/change order issued by the COMPANY.

**1.2.10 Firm price:**

The prices will remain unchanged, except for statutory changes, during currency of the CONTRACT unless specifically agreed to in writing by COMPANY.

**1.2.11 Service/Works/Operations:**

Shall mean and include all items and things to be supplied/done and all work /Service to be performed by the CONTRACTOR as specified in the Scope of Work under this CONTRACT and shall also include all extra, additional, altered or substituted works/services as required for the purpose of successful execution of the Contract.

**1.2.12 Equipment/Materials/Goods:**

Shall mean and include any equipment, machinery, instruments, stores, goods which CONTRACTOR is required to provide to the COMPANY for/under the CONTRACT and amendments thereto.

**1.2.13 Drawings:**

Shall mean and include all Engineering sketches, general arrangements/ layout drawings, sectional plans, all elevations, photographs, etc. related to the CONTRACT together with modification and revision thereto.

**1.2.14 Specifications:**

Means and includes all technical specifications, provision attached and referred to in the tender/contract document regarding method and manner of performing the services and qualities of the service/materials to be provided under the contract and also as modified by the COMPANY/its site representative during the execution of contract in the best interest of service.

**1.2.15 Engineer In-charge (EIC):**

Shall mean the person designated from time to time by the COMPANY and shall include those who are expressly authorized by the COMPANY to act for and on its behalf for operation of the contract.

**1.2.16 Inspectors:**

Shall mean any person or outside Agency nominated by COMPANY to inspect equipment, materials and services, if any, in the CONTRACT (stage wise as well as final) as per the terms of the CONTRACT.

**1.2.17 Tests:**

Shall mean such process or processes to be carried out by the CONTRACTOR as are prescribed in the CONTRACT, considered necessary by the COMPANY or their representative to ascertain quality, workmanship, performance and efficiency of equipment or services thereof.

**1.2.18 Approval:**

Shall mean and include the written consent duly signed by COMPANY or their authorized official in respect of all documents, drawings or other particulars in relation to the CONTRACT.

**1.2.19 Day:**

Shall mean a calendar day of twenty –four (24) consecutive hours beginning at 00:00 hours with reference to local time at the site.

**1.2.20 Month:**

Shall mean a calendar month as per Gregorian calendar.

**1.2.21 Year:**

Shall mean calendar year as per Gregorian calendar.

**1.2.22 Working day:**

Means any day which is not declared to be holiday by the COMPANY.

**1.2.23 Bid/offer:**

Shall mean the proposal/Offer along with supporting documents submitted by the bidder in response to the tender or enquiry in accordance with the terms of Tender or Enquiry, for consideration by COMPANY, prior to award of contract.

**1.2.24 Guarantee:**

Shall mean the period and other conditions governing the warranty/guarantee of the services as provided in the CONTRACT.

**1.2.25 Mobilization:**

Shall mean rendering the equipment fully manned and equipped as per CONTRACT and ready to begin work at site designated by the COMPANY and accepted by the COMPANY after inspection.

**1.2.26 De-mobilization:**

Shall mean the removal of all items forming part of the Mobilization from the site of the COMPANY and inspection and acceptance thereafter by the COMPANY including compliance of requirement in relation to re-export of imported equipment/materials under concessional duty scheme in accordance with relevant notification from Customs Authorities.

**1.2.27 Wilful Misconduct:**

Shall mean intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property of the Company or Third Party.

**1.2.28 Gross Negligence:**

Shall mean any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or unjustifiable indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property.

**1.2.29 Criminal Negligence:**

Shall mean that the crime happened negligently, there was duty of care upon the Person but inadvertently due to his negligence, the duty was breached, which causes harm to the people in the form of death or serious injury.

**1.2.30 GST Legislations:**

'GST legislations' means 'any or all of the following legislations as may be applicable to the CONTRACTOR and OIL:

- (A) The Central Goods & Services Tax Act, 2017;
- (B) The Integrated Goods & Services Act, 2017;
- (C) The Union Territory Goods & Services Tax Act, 2017;
- (D) The respective State Goods & Service Tax Acts’
- (E) The Goods and Services (Compensation to States) Act, 2017
- (F) The Customs Act and the Customs Tariff Act.
- (G) Any other applicable Act related to GST

## **2.0 CONTRACT DOCUMENT:**

**2.1 Governing language:** The governing language for the CONTRACT shall be English. All CONTRACT documents and all correspondence and communication to be given and all other documentation to be prepared and supplied under the CONTRACT shall be written in English and the CONTRACT shall be construed and interpreted in accordance with English language.

**2.2 Entire Agreement:** The CONTRACT constitutes the entire agreement between OIL and the CONTRACTOR with respect to the subject matter of the CONTRACT and supersedes all communication, negotiations and agreement (whether written or oral) of the parties with respect thereto made prior to the date of this agreement, unless such communication(s) expressly forms part of the contract or included by reference.

**2.3 Amendment in CONTRACT:** No Amendment of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. OIL shall not be bound by any printed conditions, provisions in the CONTRACTOR’S BID, forms of acknowledgement of CONTRACT, invoice and other documents which purport to impose any condition at variance with or supplement to CONTRACT.

## **3.0 WAIVERS AND AMENDMENTS:**

**3.1 Waivers:** It is fully understood and agreed that none of the terms and conditions of this contract shall be deemed waived by either party unless such waiver is executed in writing only by the duly authorized representatives of both the parties. The failure of either party to execute any right shall not act as a waiver of such right by such party.

**3.2 Change Program:** It is agreed that CONTRACTOR shall carry out work in accordance with the completion program (e.g. Drilling programme) to be furnished by the COMPANY, which may be changed from time to time by reasonable modifications in the program as COMPANY sees fit. COMPANY’S instruction in this regard shall be final and binding.

## **4.0 CONTRACT TIMELINE:**

**4.1 Effective Date of Contract:** The contract shall become effective as of the date COMPANY notifies the CONTRACTOR in writing that it has been awarded the contract. This date of issuance of Letter of Award (LOA) by the COMPANY will be the Effective Date of Contract. All terms and conditions of the contract shall

come into force with the date of issuance of LOA.

**4.2 Date of Commencement of Operation:**

The date on which the mobilization is completed in all respects and CONTRACTOR is ready to commence operation as per the contract provision [Certified by the COMPANY's representative] will be treated as the date of Commencement of Operation.

**4.3 Duration of the contract:**

The contract shall be valid for a period as defined in the LOA and Special Conditions of Contract [SCC].

**5.0 SCOPE OF WORK/CONTRACT:**

Scope of the CONTRACT shall be as defined in the CONTRACT, specifications, drawings and Appendices.

**6.0 GENERAL OBLIGATION OF CONTRACTOR:**

CONTRACTOR shall, in accordance with and subject to the terms and conditions of this Contract:

- 6.1** Perform the work described in the Terms of Reference/Scope of Work. The CONTRACTOR shall execute the work with professional competence and in an efficient and workman like manner.
- 6.2** Except as otherwise provided in the Terms of Reference and the special Conditions of the contract, employ all labours/personnel as required to perform the work.
- 6.3** Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of the work.
- 6.4** Comply with all applicable statutory obligations specified in the contract.
- 6.5** CONTRACTOR shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.
- 6.6** CONTRACTOR shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.
- 6.7** CONTRACTOR shall give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period as

COMPANY may consider necessary for the proper fulfilling of CONTRACTOR's obligations under the contract.

**7.0 GENERAL OBLIGATION OF COMPANY:**

COMPANY shall, in accordance with and subject to the terms and conditions of this contract:

**7.1** Pay CONTRACTOR in accordance with terms and conditions of the contract.

**7.2** Allow CONTRACTOR access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work as specified in the Scope of Works of the contract or work connected therewith.

**7.3** Perform all other obligations required of COMPANY by the terms of this contract.

**8.0 DUTIES AND POWER /AUTHORITY:**

**8.1 OIL's site representative/engineer:**

The duties and authorities of OIL's site representative/engineer are to act on behalf of OIL for:

- i. Overall supervision, co-ordination and Project Management at site
- ii. Proper and optimum utilization of equipment and services.
- iii. Monitoring of performance and progress
- iv. Commenting/ countersigning on reports made by the CONTRACTOR's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.
- v. He shall have the authority, but not obligation at all times and any time to inspect/test/examine/ verify any equipment machinery, instruments, tools, materials, personnel, procedures and reports etc. directly or indirectly pertaining to the execution of the work. However this shall not construe to imply an acceptance by the inspector.

Hence, the overall responsibility of quality of work shall rest solely with the CONTRACTOR.

vi. Each and every document emerging from site in support of any claim by the CONTRACTOR has to have the countersignature/ comments of the OIL's representative/engineer without which no claim shall be entertained by the OIL.

**8.2 CONTRACTOR's representative:**

(a) The CONTRACTOR's representative shall have all the powers requisite for the performance of the Service/Works, subject to holding due authorisation from the CONTRACTOR.

(b) Representative(s) shall liaise with OIL's representative/engineer for the

proper co-ordination and timely completion of the works and on any matter pertaining to the works.

(c) Representative(s) shall extend full co-operation to OIL's representative/inspector/engineer in the manner required by them for supervision/inspection/observation of equipment, material, procedures, performance, reports and records pertaining to works.

(d) To have complete charge of CONTRACTOR's personnel engaged in the performance of the work and to ensure compliance of rules and regulations and safety practice.

**9.0 Personnel to be deployed by contractor:**

CONTRACTOR warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.

**9.1** The CONTRACTOR should ensure that their personnel observe all statutory safety requirement including those prescribed by the COMPANY. Upon COMPANY's written request, CONTRACTOR, entirely at its own expense, shall remove immediately any personnel of the CONTRACTOR determined by the COMPANY to be unsuitable and shall promptly replace such personnel with personnel acceptable to the COMPANY. Replacement personnel should be mobilized within 15 days from the date of issuance of notice without affecting the operation of the COMPANY.

**9.2** The CONTRACTOR shall be solely responsible throughout the period of the contract for providing all requirements of their personnel including but not limited to, their transportation to & fro from Duliajan/field site, enroute/ local boarding, lodging, personal protective gear & medical attention etc. COMPANY shall have no responsibility or liability in this regard.

**9.3** However, COMPANY shall provide available medical assistance/facilities to CONTRACTOR's Personnel in case of emergency at its own establishment on chargeable basis.

**9.4** CONTRACTOR's key personnel shall be fluent in English language (both writing and speaking).

**10.0 PERFORMANCE SECURITY:**

**10.1** On receipt of notification of award from the COMPANY, the CONTRACTOR shall furnish the Performance Security to COMPANY within **30 (Thirty)** days from the date of issue of LOA for an amount specified in the Forwarding Letter and Letter of Award (LOA) as per Proforma enclosed and must be in the form of Insurance Surety Bond or Bank Draft/ Cashier's cheque/Banker's cheque\*/NEFT/RTGS/Electronic fund transfer to designated account of OIL# or Fixed Deposit Receipt (account OIL INDIA LIMITED) or irrevocable Bank Guarantee or irrevocable Letter of Credit (LC) from:

a. Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic CONTRACTOR/service provider.

OR

b. Any scheduled bank in India or from International bank who has its branch in India registered with Reserve Bank of India, in case of foreign CONTRACTOR/service provider.

OR

c. Any foreign Bank which is not a Scheduled Bank in India, provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.

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

**10.2** Bank Guarantee issued by a Bank, amongst others, must contain the following particulars of such bank:

Full address

Branch Code

Code Nos. of the authorized signatory with full name and designation.

Phone Nos.

Fax Nos.

E-mail address.

**10.3** The domestic CONTRACTOR/service provider(s) will have to submit the Bank Guarantee from any of the scheduled banks and on non- judicial stamp paper of requisite value as per the Indian Stamp Act, purchased in the name of the issuing banker.

**10.4** The foreign CONTRACTOR/service provider(s) will submit the Bank Guarantee from Banks of Indian origin situated in their country. In case no such bank of Indian origin is situated in their country, the Bank Guarantee may be submitted from the bankers as specified above.

**10.5** The Performance Security shall be denominated in the currency of the contract.

**10.6** The Performance Security specified above must be valid for the entire duration of the Contract and claim period should be valid for a minimum of 03 (three) months beyond the contract period. The Performance Security will be discharged by COMPANY not later than 30 days following its expiry of claim period. In the event of any extension of the Contract period, Bank Guarantee should be extended by CONTRACTOR by the period equivalent to the extended period.

**10.7** The Performance Security shall be encashed by COMPANY on account of

CONTRACTOR's failure to fulfil its obligations under the Contract and/or non-performance/un-satisfactory performance of the Contractor. Company shall not be required to proof any loss or damage on account of Contractor's non-performance/un-satisfactory performance.

- 10.8** The Performance Security will not accrue any interest during its period of validity or extended validity.
- 10.9** Failure of the successful Bidder to comply with the requirements of clause 10.0 shall constitute sufficient grounds for annulment of the award. In such an eventuality, action will be initiated as per the Banning Policy of OIL in vogue.

# Subject to credit in OIL's account within prescribed time

\* The validity of Bank Draft/Cashier's/Banker's cheque (as applicable) should not be less than 3 months.

In the event CONTRACTOR fails to honour any of the commitments entered into under this agreement, and /or in the event of termination of the contract under provisions of Integrity Pact and /or in respect of any amount due from the CONTRACTOR to OIL, OIL shall have unconditional option under the guarantee to invoke the above bank guarantee and claim the amount from the bank. The bank shall be obliged to pay the amount to OIL on demand.

**11.0 SIGNING OF CONTRACT:**

- 11.1** The successful bidder is required to sign a formal detailed contract with OIL within a maximum period of 60 days of date of LOA. Until the contract is signed, the LOA **as well as GCC & SCC as prescribed in the Tender**, shall remain binding amongst the two parties. In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Performance Security if submitted by the successful Bidder. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].

**12.0 CLAIMS, TAXES & DUTIES:**

- 12.1 **Claims:**** CONTRACTOR agrees to pay all claims, taxes and fees for equipment, labour, materials, services and supplies to be furnished by it hereunder and agrees to allow no lien or charge resulting from such claims to be fixed upon any property of COMPANY. COMPANY may, at its option, pay and discharge any liens or overdue charges for CONTRACTOR's equipment, labour, materials, services and supplies under this CONTRACT and may thereupon deduct the amount or amounts so paid from any sum due, or thereafter become due, to CONTRACTOR hereunder.
- 12.2 **Notice of claims:**** CONTRACTOR or COMPANY, as the case may be, shall promptly give the other, notice in writing of any claim made or proceeding commenced for which that party is entitled to indemnification under the CONTRACT. Each party shall confer with the other concerning the defense of

any such claims or proceeding, shall permit the other to be represented by counsel in defense thereof, and shall not affect settlement of or compromise any such claim or proceeding without the other's written consent.

### **12.3 Taxes:**

- 12.3.1** CONTRACTOR, unless specified otherwise in the CONTRACT, shall bear all tax liabilities, duties, Govt. levies etc. including GST and customs duty, Corporate and personnel taxes levied or imposed on the CONTRACTOR on account of payments received by it from the COMPANAY for the work done under this CONTRACT. It shall be the responsibility of CONTRACTOR to submit to the concerned Indian authorities, the returns and all other concerned documents required for this purpose and to comply in all respects with the requirements of the laws in this regard, in time.
- 12.3.2** Tax levied on CONTRACTOR as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/payments received under the contract will be on CONTRACTOR's account.
- 12.3.3** CONTRACTOR shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by CONTRACTOR.
- 12.3.4** The CONTRACTOR shall furnish to the COMPANY, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them in accordance with provisions under the law. CONTRACTOR shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.
- 12.3.5** Prior to start of operations under the contract, the CONTRACTOR shall furnish the COMPANY with the necessary documents, as asked for by the COMPANY and/ or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the CONTRACTOR.
- 12.3.6** Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time and COMPANY will issue TDS Certificate to the CONTRACTOR as per the provisions of Income Tax Act.
- 12.3.7** Corporate and personnel taxes on CONTRACTOR shall be the liability of the CONTRACTOR and the COMPANY shall not assume any responsibility on this account.
- 12.3.8** All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by CONTRACTOR shall be borne by the CONTRACTOR.
- 12.3.9** CONTRACTOR shall provide all the necessary compliances/ invoice/documents for enabling OIL to avail Input tax credit benefits in respect of the payments of GST which are payable against the CONTRACT. The CONTRACTOR should

provide tax invoice issued under GST legislations for the goods and Services (indicating GST). Payment towards the components of GST shall be released by OIL only against appropriate documents i.e.: Tax Invoice/Bill of entry for availing input tax credit (as applicable).

**12.3.10** The tax invoices as per above provisions should contain all the particulars as required under the invoicing rules under the GST legislations, including, but not limited to the following:

- i. Name, Address and the GST Registration Number (under the relevant Tax Rules) of the Service Provider (CONTRACTOR)
- ii. Name and Address and GST Registration Number of the Service Receiver (Address of OIL)
- iii. Description, Classification and Value of taxable service/goods and the amount of applicable tax (CGST, SGST, IGST, UTGST and cess).

**12.3.11** In case of imported goods, CONTRACTOR/supplier is required to provide original Bill of Entry or copy of Bill of Entry duly attested by Custom authority.

**12.3.12** The CONTRACTOR should mention the Place of supply in the invoice raised under GST Law.

**12.3.13** OIL would not accept any invoice without its GSTIN mentioned on the invoice

*Note: CONTRACTOR who is under composition levy of the GST legislation would raise Bill of supply instead of Tax invoice, which will have GSTIN of supplier as well as OIL.*

#### **12.4 Goods and Services Tax:**

**12.4.1** "GST" shall mean Goods and Services Tax charged on the supply of material(s) and services. The term "GST" shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as "IGST") or Central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and Services Tax (hereinafter referred to as "SGST") or Union Territory Goods and Services Tax (hereinafter referred to as "UTGST") depending upon the import/interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.

**12.4.2** Where the OIL is entitled to avail the input tax credit of GST:

OIL will reimburse the GST to the Supplier of Goods/Services (Service Provider) at actual against submission of Invoices as per format specified in rules/regulation of GST to enable OIL to claim input tax credit of GST paid. In case of any variation in the executed quantities, the amount on which the GST is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

**12.4.3** Where the OIL is not entitled to avail/take the full input tax credit of GST:

OIL will reimburse GST to the Supplier of Goods/Services (Service Provider) at actual against submission of Invoices as per format specified in rules/regulation of GST subject to the ceiling amount of GST as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.

- 12.4.4** The CONTRACTOR will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the CONTRACTOR shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/ duties by the CONTRACTOR shall be to CONTRACTOR's account.
- 12.4.5** In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.
- 12.4.6** Beyond the contract period, in case OIL is not entitled for input tax credit of GST, then any increase in the rate of GST beyond the contractual delivery period shall be to Service provider's account whereas any decrease in the rate GST shall be passed on to the OIL.
- 12.4.7** Beyond the contract period, in case OIL is entitled for input tax credit of GST, then statutory variation in applicable GST on supply and on incidental services, shall be to OIL's account.
- 12.4.8** Claim for payment of GST/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.
- 12.4.9** The base date for the purpose of applying statutory variation shall be the Bid Opening Date.
- 12.4.10** The CONTRACTOR will be liable to ensure to have registered with the respective tax authorities, wherever applicable and to submit self- attested copy of such registration certificate(s) and the CONTRACTOR will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.

## **12.5 Anti-profiteering clause**

- 12.5.1** As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices.
- 12.5.2** In case rating of Contractor is negative/blacklisted after award of work for supply of goods/services, then OIL shall not be obligated or liable to pay or reimburse GST to such vendor/Contractor and shall also be entitled to

deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.

**13.0 CUSTOMS DUTY, IF APPLICABLE:**

**13.1.1** CONTRACTOR shall be responsible to import the equipment/tools/spares/consumables etc. required for execution of the contract. The CONTRACTOR shall undertake to complete all the formalities as required under the Customs Act/Foreign Trade Policy (FTP) and indemnify OIL from all the liabilities of Customs in this regard.

**13.1.2** CONTRACTOR will be solely responsible for payment of all applicable Customs Duty and to comply all Rules and Regulations. Total Contract Price/Value is inclusive of all Customs Duty, if not mentioned otherwise elsewhere in the Contract.

**13.1.3** Above clause is to be read with Customs Duty Clause in SCC, if any.

**14.0 INSURANCE:**

**14.1** The Contractor shall at its own expense arrange secure and maintain insurance with reputed insurance companies to the satisfaction of the Company as follows:

- a) The Contractor shall, at his own expense, arrange appropriate comprehensive insurance (All-risks insurance cover with suitable limit as per International Standard) to cover all risks assumed by the Contractor under this Contract in respect of its equipment, tools including but not limited to well equipment & tools, any other belongings and personnel during the entire period of this Contract including extensions thereof.
- b) The Contractor shall also carry adequate insurance cover against damage/loss to third party/person/property.
- c) The Contractor at his cost shall arrange, secure and maintain insurance as may be necessary and to its full value for all such amounts to protect the works-in-progress from time to time and the interest of Company against all risks as detailed herein subject to the satisfaction of the Company and irrespective of acceptance of the Work.
- d) The responsibility to maintain adequate insurance coverage at all times during the period of the Contract shall be that of the Contractor alone and OIL will have no liability on this account. The Contractor's failure in this regard shall not relieve him of any of his responsibilities & obligations under the Contract.
- e) All costs on account of insurance liabilities covered under the Contract will be to the Contractor's account.

**14.2 Deductible:**

The Contractor shall take policy with minimum deductible as per IRDA prescribed for the policy(ies) that portion of any loss not covered by the

insurance provided for in this article solely by reason of a deductible provision in such insurance policies that shall be the account of the Contractor.

**14.3** The Contractor shall require all of its sub-Contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub-Contractors.

**14.4** All insurance taken out by Contractor or their sub-contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company and to the extent of the liabilities assumed by Contractor under this Contract.

**14.5 Waiver of subrogation:**

All insurance policies of the Contractor and its Sub-Contractor with respect to the operations conducted hereunder as set forth in clauses hereof, shall be endorsed by the underwriter in accordance with the following policy wording:

"The insurers hereby waive their rights of subrogation against Oil India Limited or any of their employees or their affiliates and assignees."

**14.6 Loss Payee Clause:**

The Insurance Policies should mention the following in Loss Payee Clause:

"In respect of Insurance claims in which OIL's interest is involved, written consent of OIL will be required".

**14.7 Additional Assured:**

**"Oil India Limited"** is to be included as Additional Assured in the Insurance Policies (except in case of Workmen's Compensation/Employer's Liability insurance).

**14.8 Certificate of Insurance:**

Before commencing performance of the CONTRACT, CONTRACTOR shall furnish OIL with certificates of insurance indicating:

- a) Kinds and amounts of insurance as required herein.
- b) Details of coverage
- c) Insurance corporation or companies carrying the aforesaid coverage
- d) Effective and expiry dates of policies
- e) That OIL shall be given thirty (30) days written advance notice of any material change in the policy
- f) Waiver of subrogation endorsement has been attached to all policies.

**Note: An undertaking by the service provider has to be mandatorily provided during the Mobilisation time that they have taken all the Insurance provisions as per the contract and as the Law and Insurance Regulation.**

**14.9** If any of the above policy expire or/are cancelled during the term of this CONTRACT and CONTRACTOR fails for any reason to renew such policies, OIL in no case shall be liable for any loss/damage occurred during the term when the policy is not effective. Furthermore, a penal interest @ 1% of the Total contract value shall be charged towards not fulfilling of the contractual obligations. Notwithstanding above, should there be a lapse in any insurance required to be taken by the Contractor for any reason whatsoever, loss/damage claims resulting therefrom shall be to the sole account of Contractor.

**14.10** The Contractor on demand from the Company shall furnish the Insurance Policy having detail terms and conditions, with respect to any Certificate of Insurance submitted to the Company.

**14.11 On account payment to OIL in case of claim**

In case any loss or damage happen and where Company's interest is involved, The Company reserves the right to recover the loss amount from the Contractor prior to final settlement of the claim.

**14.12** The CONTRACTOR shall at all time during the currency of the contract provide, pay for and maintain the following insurance amongst others:

- i) **Employees Compensation (EC) Policy or Employer's Liability Policy insurance** as required by the laws of the country of origin of the employee.
- ii) **Commercial General Liability Insurance:** Commercial General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of CONTRACTOR required to fulfil the provisions under this Contract.
- iii) **Comprehensive General Automotive Liability:** Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits shall be governed by Indian Insurance Regulations.
- iv) **Carrier's Legal Liability Insurance:** Carrier's Legal Liability Insurance in respect of **all CONTRACTOR's items** to be transported by the CONTRACTOR to the site of work, for physical loss or destruction of or damage to goods or merchandise, while in transit.
- v) **Public Liability Act Policy:** Public Liability Act Policy, if applicable, covering the statutory liability arising out of accidents occurring during the currency of the contract due to handling hazardous substances as provided in the Public Liability Insurance Act 1991 and the Rules framed there under. In case there is no usage of hazardous substance, the Contractor should provide an undertaking during mobilization as per format enclosed regarding non-inclusion of hazardous substances within the ambit of the contract.

- vi) **Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY):** CONTRACTOR shall, ensure that all his/its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of OIL.

Note: This will be applicable for only Indian citizens and within the prescribed age group defined under the scheme for the insurance coverage.

- vii) **Any other insurance policy set forth in the SCC**

**15.0 LIABILITY:**

- 15.1** Except as otherwise expressly provided herein, neither COMPANY nor its servants, agents, nominees, CONTRACTORS, or sub- CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the CONTRACTOR and/or their CONTRACTORS or sub-CONTRACTORS, irrespective of how such loss or damage is caused and even if caused by the negligence of COMPANY and/or its servants, agent, nominees, assignees, CONTRACTORS and sub-CONTRACTORS.
- 15.2** The CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such loss or damage and any suit, claim or expense resulting there from. Neither COMPANY nor its servants, agents, nominees, assignees, CONTRACTORS, sub-CONTRACTORS shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the CONTRACTOR and/or of its CONTRACTORS or sub-CONTRACTOR irrespective of how such injury, illness or death is caused and even if caused by the negligence of COMPANY and/or its servants, agents nominees, assignees, CONTRACTORS and sub-CONTRACTORS. CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such liabilities and any suit, claim or expense resulting there from.
- 15.3** The CONTRACTOR hereby agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub- CONTRACTORS for loss or damage to the equipment of the CONTRACTOR and/or its sub-CONTRACTORS and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.4** The CONTRACTOR hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS for injury to, illness or death of any

employee of the CONTRACTOR and of its CONTRACTORS, sub-CONTRACTORS and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.

**15.5** Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, CONTRACTORS or sub- CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the COMPANY and/or their CONTRACTORS or sub-CONTRACTORS, irrespective of how such loss or damage is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS. The COMPANY shall protect, defend, indemnify and hold harmless CONTRACTOR from and against such loss or damage and any suit, claim or expense resulting there from.

**15.6** Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, assignees, CONTRACTORS, sub- CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of the COMPANY and/or of its CONTRACTORS or sub-CONTRACTORS irrespective of how such injury, illness or death is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS. COMPANY shall protect, defend indemnify and hold harmless CONTRACTOR from and against such liabilities and any suit, claim or expense resulting there from.

**15.7** The COMPANY agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against CONTRACTOR and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS for loss or damage to the equipment of COMPANY and/or its CONTRACTORS or sub-CONTRACTORS when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

**15.8** The COMPANY hereby further agrees to waive its right of recourse and agrees to cause it underwriters to waive their right of subrogation against CONTRACTOR and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub- CONTRACTORS for injury to, illness or death of any employee of the COMPANY and of its CONTRACTORS, sub-CONTRACTORS and/or their employees when such injury, illness or death arises out of or in connection with the performance of the Contract.

**16.0 LIMITATION OF LIABILITY:**

a) Notwithstanding any other provisions herein to the contrary, except only in cases of Wilful misconduct and/or criminal acts and/or criminal negligence, neither the CONTRACTOR nor the COMPANY (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided

however that this exclusion shall not apply to any obligation of the CONTRACTOR to pay Liquidated Damages to the COMPANY and/or COMPANY's right to forfeit the Performance Bank Guarantee(s) in terms of the contract.

- b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the CONTRACTOR in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract Price (if not specified otherwise in SCC), provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the CONTRACTOR, or to any obligation of the CONTRACTOR to indemnify the COMPANY with respect to Intellectual Property Rights.
- c) COMPANY shall indemnify and keep indemnified CONTRACTOR harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

#### **17.0 LIABILITY OF UNION GOVERNMENT OF INDIA:**

It is expressly understood and agreed upon by and between CONTRACTOR and OIL INDIA LIMITED, and that OIL INDIA LIMITED is entering into this agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that Union of India is not a party to this agreement and has no liabilities, obligations or rights, whatsoever hereunder. It is expressly understood and agreed that OIL INDIA LIMITED is an independent legal entity with power and authority to enter into contracts solely on its own behalf under the applicable laws of India and general principles of the Contract law. The bidder/ CONTRACTOR expressly agrees, acknowledges and understands that OIL INDIA LIMITED is not an agent, representative or delegate of the Union of India. It is further understood and agreed that Union of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, bidder/ CONTRACTOR hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Union of India arising out of this contract and covenants not to sue the Union of India as to any manner, claim, cause of action or thing whatsoever arising of or under this agreement.

#### **18.0 CONSEQUENTIAL DAMAGE:**

Except as otherwise expressly provided, neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the contract, including but without limitation, to loss or profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence (either sole or concurrent) of either party, its employees, agents or sub- CONTRACTORS.

#### **19.0 RISK PURCHASE:**

In the event, CONTRACTOR's failure to provide the services as per the Contractual scope, terms and conditions, COMPANY (OIL) reserves the right to

hire the services from any other source at the CONTRACTOR's risk & cost and the difference in cost shall be borne by the CONTRACTOR. Further, OIL shall retain the right of forfeiture of Performance Bank Guarantee and any other action as deemed fit. In certain operational situations OIL reserves the right to take over the site including the service equipment at the risk and cost of the CONTRACTOR.

**20.0 INDEMNITY AGREEMENT:**

**20.1** Except as provided hereof CONTRACTOR agrees to protect, defend, indemnify and hold COMPANY harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of CONTRACTOR's employees, agents, CONTRACTORS and sub-CONTRACTORS or their employees or in favour of any third party(is) on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**20.2** Except as provided hereof COMPANY agrees to protect, defend, indemnify and hold CONTRACTOR harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of COMPANY's employees, agents, CONTRACTORS and sub-CONTRACTORS or their employees or in favour of any third party(is) on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**21.0 INDEMNITY APPLICATION:**

The indemnities given herein above, whether given by COMPANY or CONTRACTOR shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand, expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

**22.0 ROYALTY PATENTS:**

Each party shall hold harmless and indemnify the other from and against all claim and proceedings for or on account of any patent rights, design, trade mark or other protected rights arising from any use of materials, equipment, processes, inventions and methods, which have not been imposed on the attending party by the terms of the contract or the specifications forming part thereof.

**23.0 WARRANTY AND REMEDY OF DEFECTS:**

**23.1** CONTRACTOR warrants that they shall perform the work in a first class, workmanlike, and professional manner and in accordance with their highest

degree of quality, efficiency and current state of the art technology/industry practices and in conformity with all specifications, standards and drawings set forth or referred to in the Terms of Reference and with instructions and guidance, which COMPANY may, from time to time, furnish to the CONTRACTOR.

**23.2** Should COMPANY discover at any time during the tenure of the Contract or till the Unit/equipment/tools are demobilised from site or base camp (if applicable) that the work does not conform to the foregoing warranty, CONTRACTOR shall after receipt of notice from COMPANY, promptly perform any and all corrective work required to make the services conform to the Warranty. Such corrective Work shall be performed entirely at CONTRACTOR's own expenses. If such corrective Work is not performed within a reasonable time, the COMPANY, at its option may have such remedial Work performed by others and charge the cost thereof to CONTRACTOR subject to a maximum of the contract value payable for the defective work which needs corrective action which the CONTRACTOR must pay promptly. In case CONTRACTOR fails to perform remedial work, or pay promptly in respect thereof, the performance security shall be forfeited.

**24.0 SUBCONTRACTING/ASSIGNMENT:**

**24.1** CONTRACTOR shall not subcontract, transfer or assign the contract, or any part under this contract, to any third party(ies). Except for the main services under this contract, CONTRACTOR may sub-contract the petty support services subject to COMPANY's prior written approval. However, CONTRACTOR shall be fully responsible for complete execution and performance of the services under the Contract.

**24.2** Consequent upon of placement of contract, if successful bidder(s)(other than Micro/Small Enterprise) is procuring materials/services from their sub-vendor, who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME with prior consent in writing of the purchasing authority/Engineer in Charge the details like Name, Registration No., Address, Contact No., details of material and value of procurement made, etc. of such enterprises shall be furnished by the CONTRACTOR at the time of submission of invoice/bill.

**25.0 RECORDS, REPORTS AND INSPECTION:**

The CONTRACTOR shall, at all times during the currency of the contract, permit the COMPANY and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The CONTRACTOR shall keep an authentic, accurate history and logs including safety records of each service item with major items consumed, which shall be open at all reasonable times for inspection by the COMPANY's designated representatives and its authorized employees. The CONTRACTOR shall provide the COMPANY's designated

representatives with a daily written report, on form prescribed by the COMPANY showing details of operations during the preceding 24 hours and any other information related to the said services requested by the COMPANY whenever so requested. The CONTRACTOR shall not, without COMPANY's written consent allow any third person(s) access to the said information or give out to any third person information in connection therewith.

**26.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:**

**26.1** CONTRACTOR shall not, without COMPANY's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of COMPANY in connection therewith, to any person other than a person employed by CONTRACTOR in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only, as may be necessary for purposes of such performance with prior permission from COMPANY. However, nothing hereinabove contained shall deprive the CONTRACTOR of the right to use or disclose any information which is:

- a) possessed by the CONTRACTOR, as evidenced by the CONTRACTOR's written records, before receipt thereof from the COMPANY which however the CONTRACTOR shall immediately inform to COMPANY; or
- b) required to be disclosed by the CONTRACTOR pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the CONTRACTOR uses its best efforts to provide timely notice to COMPANY of such order to permit COMPANY an opportunity to contest such order subject to prior permission from COMPANY.

**26.2** CONTRACTOR shall not, without COMPANY's prior written consent, make use of any document or information except for purposes of performing the contract.

**26.3** Any document supplied to the CONTRACTOR in relation to the contract other than the Contract itself remain the property of COMPANY and shall be returned (in all copies) to COMPANY on completion of CONTRACTOR's performance under the Contract if so required by COMPANY.

**26.4** During the currency of the Contract, COMPANY and its employees, agents, other CONTRACTORS, sub-CONTRACTORS (of any tier) and their employees etc. may be exposed to certain confidential information and data of the CONTRACTOR. Such information and data held by the COMPANY, its employees, agents, other CONTRACTORS, sub-CONTRACTORS (of any tier) and their employees in the strictest Confidence and shall not be disclosed to any other party except on a need to know basis.

However, the above obligation shall not extend to information which:

- i) is, at the time of disclosure, known to the public which CONTRACTOR shall immediately inform COMPANY;

- ii) is lawfully becomes at a later date known to the public through no fault of CONTRACTOR subject to CONTRACTOR's undertaking that no information has been divulged by them to the public;
- iii) is lawfully possessed by CONTRACTOR before receipt thereof from COMPANY which should be immediately informed to COMPANY;
- iv) is developed by CONTRACTOR independently of the information disclosed by COMPANY which should be shared with the COMPANY;
- v) CONTRACTOR is required to produce before competent authorities or by court order subject to prior permission from COMPANY;

**27.0 REMUNERATION AND TERMS OF PAYMENT:**

- 27.1** COMPANY shall pay to the CONTRACTOR during the term of the Contract the amount due from time to time calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from COMPANY unless specifically provided for in the Contract. All payments will be made in accordance with the terms hereinafter described.
- 27.2** Request for payment/part payment to third party i.e. other than the party on whom the contract has been awarded will not be entertained by OIL under any circumstances.
- 27.3** MANNER OF PAYMENT: All payments due by COMPANY to CONTRACTOR hereunder shall be made at CONTRACTOR's designated bank. Bank charges, if any will be on account of the CONTRACTOR.
- 27.4** Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to CONTRACTOR written notice of objection to any item or items the validity of which COMPANY questions.
- 27.5** INVOICES: Mobilization charges will be invoiced only upon completion of mobilization as certified by COMPANY representative and CONTRACTOR is ready at site for starting the services/ operation. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by COMPANY.
- 27.6** CONTRACTOR shall send invoice to COMPANY on the day following the end of each month for all daily or monthly charges due to the CONTRACTOR.
- 27.7** CONTRACTOR will submit 02 (Two) sets of all invoices duly super scribed 'Original' and 'copy' as applicable to the COMPANY for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the CONTRACTOR for foreign currency and Indian currency.
- 27.8** Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by COMPANY.

- 27.9** COMPANY shall within 30 days of receipt of the invoice notify the CONTRACTOR of any item under dispute, specifying the reasons thereof, in which event, payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion on or before the due date. This will not prejudice the COMPANY's right to question the validity of the payment at a later date as envisaged in clause no. **27.4** above.
- 27.10** The acceptance by CONTRACTOR of part payment on any billing not paid on or before the due date shall not be deemed a waiver of CONTRACTOR's rights in any other billing, the payment of which may then or thereafter be due.
- 27.11** Payment of Final demobilization charges shall be made if applicable within 45 days on receipt of invoice by COMPANY accompanied by the following documents from the CONTRACTOR:
- a) Audited account up to completion of the Contract.
  - b) Tax audit report for the above period as required under the Indian Tax Laws.
  - c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the CONTRACTOR or by its sub-CONTRACTOR.
  - d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
  - e) Any other documents as required by applicable Indian Laws.

In case, no demobilization charges are payable, the documents mentioned above will have to be submitted by the CONTRACTOR before release of the final payment by the COMPANY. A certificate from Chartered Accountant on (a), (b) & (c) above will suffice

- 27.12** CONTRACTOR shall maintain complete and correct records of all information on which CONTRACTOR's invoice are based upto 02 (two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query/objection.

**28.0 PAYMENT OF COMMISSION/FEE/REMUNERATION OF INDIAN AGENT/CONSULTANT/REPRESENTATIVE/RETAINER/ASSOCIATE OF FOREIGN PRINCIPAL (APPLICABLE IN ICB TENDERS ONLY):**

The Commission/Fee/remuneration of the Indian agent/consultant/associate/representative/retainer, if any, will be paid within 30 days of the payment of invoice made to the CONTRACTOR, The amount of commission/fee/remuneration as a percentage of invoice value as per contract provisions will be deducted by COMPANY/OIL from the monthly invoices of the

CONTRACTOR and paid to the Indian agent/consultant/representative/retainer/associate.

**29.0 DETAILS OF STATUTORY PAYMENTS LIKE EPF AND ESI, ETC:**

Wherever applicable, the CONTRACTOR (including those engaging 'International Workers') shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees' State Insurance Act, 1948 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers.

The CONTRACTOR shall be required to submit the following documents/details to the Corporation:

- (i) Copy of PF-ECR duly stamped by the designated Bank, alongwith a print of the digitally signed PDF data sheet of the ECR, as proof of payment, each month, details of this PDF data sheet shall be verified by the appropriate authority (i.e. Payment Making Authority) in the COMPANY from the official website of EPFO (<http://www.epfindia.gov.in>).
- (ii) (a) Copy of the online challan endorsed/stamped by the designated bank as proof of receipt of payment towards monthly contribution of ESI contribution.  
  
(b) Copy of Return of contribution in respect of ESI for each contribution period of the six months i.e. for the contribution period ended 30th Sept and the contribution period ended 31st March.
- (iii) As an Annexure to each EPF-ECR and ESI Challan(s), CONTRACTOR shall also furnish the following Certificates:
  - 1) The furnished information is correct to the best of his knowledge.
  - 2) In case any discrepancies or irregularities is /are noticed in this undertaking, then OIL is free to inform the PF/ESIC Authorities.
  - 3) Before the completion of contract, CONTRACTOR shall serve one-month notice to all his contractual workers, informing that their services will be terminated.
  - 4) Within one month on completion/expiry of the contract, CONTRACTOR shall pay all the dues/ terminal dues such as leave with wages, bonus (if applicable), Gratuity (if applicable), to all his contractual workmen, failing which CONTRACTOR's Bank Guarantee/ Security Deposit may be withheld by OIL.

COMPANY may verify the deposit of statutory contribution made by the CONTRACTORS with the EPFO/ESI authorities, where deemed necessary. However, before making payment of the last bill/invoice of the CONTRACTOR, the COMPANY may verify the details/status of the payment towards EPF/ESI made by the CONTRACTOR from the authorities/official website of EPF/ESI (i.e. <http://www.epfindia.gov.in> and <http://www.esic.in>). In case the information

furnished by the CONTRACTOR is found to be incorrect the COMPANY shall take appropriate action against the CONTRACTOR in accordance with law.

The CONTRACTOR agrees and undertakes to indemnify OIL for any liabilities arising out of declarations made by him in future on violation or provisions of the EPF Act 1952 and ESI Act 1948.

**30.0 TIMELY MOBILIZATION AND LIQUIDATED DAMAGES:**

a) Time is the essence of this Contract. If the CONTRACTOR fails to mobilize and deploy the required manpower/equipment and/or fails to commence the operation within the period specified as specified under mobilization clause under SCC, OIL shall have, without prejudice to any other right or remedy in law or contract including sub clause (b) below, the right to terminate the contract.

b) If the contractor is unable to mobilize/deploy and commence the operation within the period specified in sub clause (a) above, it may request OIL for extension of the time with unconditionally agreeing for levy and recovery of LD. Upon receipt of such a request, OIL may at its discretion, extend the period of mobilization and shall recover from the CONTRACTOR, as an ascertained and agreed Liquidated Damages, a sum equivalent to @ 0.5% of contract value including mobilization cost, per week or part thereof of delay subject to maximum of 7.5% of the Contract Price.

c) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by OIL on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.

d) LD will be calculated on the basis of Total Contract value [(if not specified otherwise in SCC] excluding duties and taxes, where such duties/taxes have been shown separately in the contract. However, the applicable GST on the LD shall have to be borne by the CONTRACTOR. Accordingly, the liquidated damages shall be recovered from the CONTRACTOR along with applicable GST.

**31.0 FORCE MAJEURE:**

In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended as provided herein. 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 CONTRACTOR's Personnel; fires, explosions, ionising radiation or contamination by radio-activity or noxious gas, if not caused by CONTRACTOR's fault; declared epidemic or disaster; acts and regulations of respective Govt. of the two parties, namely the COMPANY and the CONTRACTOR and civil commotions, lockout not attributable to the CONTRACTOR.

Upon occurrence of such cause, the party claiming that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 (Seventy Two) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.

Should 'force majeure' condition as stated above occurs and should the same be notified within 72 (Seventy two) hours after its occurrence the 'force majeure' rate (if specified in the SCC of the Contract) shall apply for the first 15 (fifteen) days for each such occasion.

Either party shall have the right to terminate the Contract if such 'force majeure' conditions continue beyond successive 60 (Sixty) days [or exclusively mentioned in the SCC of the Contract] with prior written notice of 15 days, provided termination of the Contract does not result into safety hazard to the life and property on account of withdrawal of operations or the operation is at critical stage. COMPANY shall have the absolute right to decide whether any safety hazard exists or operation is at critical position and decision of the COMPANY shall binding upon the CONTRACTOR.

Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period. [or exclusively mentioned in the SCC of the Contract]

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

If however, relative obligation of the party affected by such 'Force Majeure' is limited to part of the obligation(s), the contract shall not be terminated and the parties shall continue to perform their respective obligations, which are not affected by the 'force majeure' condition, provided the obligations affected by the 'force majeure' do not preclude the parties in performing the obligations not affected by such conditions.

### **32.0 SET-OFF:**

Any sum of money due and payable to the CONTRACTOR (including Performance Security refundable to them) under this or any other Contract, whether in progress or in future, may be appropriated by OIL and set-off against any claim of OIL (or such other person or persons contracting through OIL) for payment of a sum of money arising out of this contract or under any other contract made by the CONTRACTOR with OIL (or such other person or persons contracting through OIL).

### **33.0 WITHHOLDING:**

COMPANY may withhold or nullify the whole or any part of the amount due to CONTRACTOR, after informing the CONTRACTOR of the reasons in writing, on account of subsequently discovered evidence in order to protect COMPANY from loss on account of:

- 33.1** For non-completion of jobs assigned as per Scope of Work/Terms of Reference.
- 33.2** Defective work not remedied by CONTRACTOR.
- 33.3** Claims by COMPANY's recognized sub-CONTRACTOR of CONTRACTOR or others filed or on the basis of reasonable evidence indicating probable filing of such claims against CONTRACTOR.
- 33.4** Failure of CONTRACTOR to pay or provide for the payment of salaries/ wages, contributions, taxes or enforced savings with-held from wages etc with respect to personnel engaged by the CONTRACTOR.
- 33.5** Failure of CONTRACTOR to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
- 33.6** Any failure by CONTRACTOR to fully reimburse COMPANY under any of the indemnification provisions of this Contract. If, during the progress of the work CONTRACTOR shall allow any indebtedness to accrue for which CONTRACTOR, under any circumstances in the opinion of COMPANY, may be primarily or contingently liable or ultimately responsible and CONTRACTOR shall, within five days after demand is made by COMPANY, fail to pay and discharge such indebtedness, then COMPANY may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to CONTRACTOR, a sum equal to the amount of such unpaid indebtedness.
- 33.7** Withholding will also be effected on account of the following:
- i) Order issued by a Court of Law or statutory authority in India.
  - ii) Income-tax deductible at source according to law prevalent from time to time in the country.
  - iii) Any obligation of CONTRACTOR which by any law prevalent from time to time to be discharged by COMPANY in the event of CONTRACTOR's failure to adhere to such laws.
  - iv) Any payment due from CONTRACTOR in respect of unauthorised imports.

When all the above grounds for withholding payments are removed, payment shall thereafter be made for amounts so with-held.

- 33.8** COMPANY reserves the right to disburse or deposit the amount so withheld to the concerned person(s) or agency or government authority, as the case may be, besides nullifying such amount on account of loss suffered by the COMPANY against **33.2, 33.3, 33.6 & 33.7** above.

**34.0** **APPLICABLE LAWS:**

The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the sole and exclusive jurisdiction of Courts situated in

Dibrugarh (or the Place where the contract is executed) and Principal Bench of Gauhati High Court (or the High Court under whose territorial jurisdiction, the place of execution of contract falls).

This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of Courts, mentioned hereinabove. Foreign companies, operating in India or entering into Joint ventures in India, shall also be governed by the laws of India and shall be subject to sole and exclusive jurisdiction of above Courts.

The CONTRACTOR shall ensure full compliance of various Indian Laws and Statutory Regulations, as stated below, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the Contract:

- a) The Mines Act 1952
- b) The Oil Mines Regulations, 1984
- c) The Employees' Compensation Act, 1923
- d) The Code of Wages, 2019
- e) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under
- f) The Employees Pension Scheme, 1995
- g) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).
- h) The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- i) Goods and Service Tax Act
- j) Customs & Excise Act & Rules
- k) Factories Act, 1948
- l) Industrial Disputes Act, 1947
- m) Payment of Gratuity Act, 1972
- n) Environmental Protection Act, 1986 & other pollution control Acts.

Note: The above Acts are only indicative and not exhaustive. The Acts shall include the rules and regulations framed thereunder.

### **35.0 LABOUR LAWS:**

- i) CONTRACTOR shall comply with the provisions of various labour related laws, including but not limited to the Code of Wages, 2019, Employee Provident Fund and Miscellaneous Provisions Act 1952, COMPANY's Liability Act 1938, Employees' Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961 and Contract Labour (Regulation and Abolition) Act 1970, Employment of Children Act 1938, Employees' State Insurance Act, 1948 or any modifications/amendment thereof or any other law relating thereto and rules made there under from time to time.
- ii) No Labour below the age of eighteen [18] years shall be employed on the work.

- iii) CONTRACTOR shall not pay less than what is provided under law to labourers engaged by him on the work.
- iv) CONTRACTOR shall at his expense comply with all labour laws and keep the COMPANY indemnified in respect thereof.
- v) CONTRACTOR shall pay equal wages for men and women in accordance with applicable Labour laws.
- vi) If the CONTRACTOR is covered under the Contract Labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority [i.e. office of the Labour Commissioner] by payment of necessary prescribed fee and the deposit, if any, before starting the work under the Contract. Such fee/deposit shall be borne by the CONTRACTOR.
- vii) CONTRACTOR must obtain the PF Code from the concerned PF Authority under Employees Provident Fund and Miscellaneous Provisions Act, 1952. Similarly, CONTRACTOR must obtain ESI Code under Employees State Insurance Act.
- viii) CONTRACTOR being the employer of the labours/personnel to be engaged under the contract shall be liable to pay gratuity to the labours/personnel as per the provision of the Payment of Gratuity Act, 1972 and accordingly, shall keep the COMPANY indemnified in respect thereof. If however, COMPANY requires to pay gratuity to such labour(s) as per the direction of the competent authority under the Act, COMPANY shall recover such amount from the outstanding dues payable to the CONTRACTOR under the contract or any other contract(s).
- ix) CONTRACTOR shall furnish to Engineer in Charge the distribution return of the number & description, by trades of the work people employed on the works. CONTRACTOR shall also submit on the 4th & 19th of every month to Engineer in Charge a true statement showing in respect of the 2nd half of the preceding month & the 1st half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (2) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 on Rules made there under and the amount paid to them.
- x) Engineer in Charge shall on a report having been made by an inspecting officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the CONTRACTOR any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.
- xi) The CONTRACTOR shall indemnify the COMPANY against any payments to be made under and for the observance of the provisions of the aforesaid acts without prejudice to his right to obtain indemnity from his sub-CONTRACTOR.

**36.0 STATUTORY REQUIREMENTS:**

During the tenure of this CONTRACT nothing shall be done by the CONTRACTOR in contravention of any law, act and/or rules/regulations, thereunder or any amendment

**37.0 GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) GUIDELINES:**

**37.1** It will be solely the CONTRACTOR's responsibility to fulfil all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-CONTRACTORS hired by CONTRACTOR comply with the same requirement as the CONTRACTOR himself and shall be liable for ensuring compliance all HSE laws.

**37.2** It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager/Safety Officer/Engineer/Official/Supervisor/Junior Engineer for safe operation.

**37.3** Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

**37.4** Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

**37.5** When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company shall have the right to direct the contractor to cease work until the non-compliance is corrected.

**38.0 POLLUTION AND CONTAMINATION:**

The CONTRACTOR shall be liable for all surface and sub-surface pollution to the extent caused by CONTRACTOR and resulting from CONTRACTOR's operation/service or spillage or dumping of solvents/additive substances or pollutants, which the CONTRACTOR brings to the Site for use in connection with Work to be performed under this Contract.

Notwithstanding anything to the contrary contained herein, it is agreed that except on the ground of willful misconduct or criminal misconduct, COMPANY shall release, indemnify and hold CONTRACTOR and its sub-CONTRACTORS harmless from any and all claims, judgments, losses, expenses and any costs related thereto (including but not limited to Court costs and "Attorney's fees") for:

- a) Damage to or loss of any reservoir or producing formation; and/ or

- b) Damage to or loss of any well; and/ or
- c) Any other subsurface damage or loss; and/ or
- d) Any property damage or loss or personal injury or death arising out of or in connection with a blowout, fire explosion and loss of well control regardless of cause.

**39.0 STATUTORY VARIATION/ NEWLY ENACTED LAW:**

- 39.1** All duties, taxes except otherwise specified in the Contract as applicable on the closing date of bid submission as per relevant acts and rules shall be in CONTRACTOR's account. Variation in case of custom duty on CIF value declared by the bidder shall be to COMPANY account.
- 39.2** In the event of introduction of any new legislation or any amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body, which becomes effective after the date of submission of Price Bid or revised price bid, if any, for this CONTRACT and which results in increased/decreased cost of the works under the CONTRACT through increased/decreased liability of taxes and/or duties, required to be paid by the CONTRACTOR, (other than personnel and Corporate taxes), the Parties shall agree to a revision in pricing to reflect such change subject to the production of documentary proof to the satisfaction of the COMPANY/CONTRACTOR as applicable to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority (applicable when disputed by COMPANY) & the courts wherever levy of such taxes/duties are disputed by COMPANY/CONTRACTOR.
- 39.3** Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date during the extended period will be to the CONTRACTOR's account, where delay in completion /mobilization period is attributable to the CONTRACTOR. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date will be to COMPANY's account.
- 39.4** The Contract Price and other prices given in the Schedule of Prices are based on the applicable tariff as indicated by the CONTRACTOR in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, COMPANY will have no liability to reimburse/pay to the CONTRACTOR the excess duties, taxes, fees, if any finally levied/imposed by the concerned authorities. However, in such an event, COMPANY will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.
- 39.5** Notwithstanding the provision contained in Clause-39.1 to 39.4 above, the

COMPANY shall not bear any liability in respect of:

- i. Personal taxes on the personnel deployed by CONTRACTOR, his sub-CONTRACTOR/sub-sub-CONTRACTORS and Agents etc.
- ii. Corporate taxes and Fringe benefit tax in respect of CONTRACTOR and all of their sub-CONTRACTORS, agents etc.
- iii. Other taxes & duties including Customs Duty and GST in addition to new taxes etc. in respect of sub-CONTRACTORS, vendors, agents etc. of the CONTRACTOR.
- iv. Any liability on the CONTRACTOR, which was accrued under the old law or contract, which the CONTRACTOR is obligated to pay either to the COMPANY or to the Government Authority.

**39.6** In order to ascertain the net impact of the amendment/ revisions/enactment of various provisions of taxes/duties, the CONTRACTOR is liable to provide following disclosure to COMPANY:

- i. Details of each of the input services used in relation to providing service to COMPANY including estimated monthly value of input service and GST tax amount.
- ii. Details of Inputs (material/consumable) used/required for providing service to COMPANY including estimated monthly value of input and GST paid/payable on purchase of inputs.

**39.7** The above provisions would be applicable only in case of variation in rate of taxes and duties on supply of services to OIL and not applicable on taxes and duties on input (goods and services) towards such services.

**39.8** Any claim or reduction on account of change in law shall be accompanied with undertaking that the provisions of anti- profiteering clause under GST Act have been complied with.

**40.0 SEVERABILITY:**

Should any provision of this agreement be found to be invalid, illegal or otherwise not enforceable by any court of law, such finding shall not affect the remaining provisions hereto and they shall remain binding on the parties hereto.

**41.0 COMMISSION OF MISCONDUCT/SUBMISSION OF FRAUDULENT DOCUMENT BY THE BIDDER/CONTRACTOR AND BANNING THEREOF:**

The information and documents furnished by the bidder/CONTRACTOR in respect of the tender/contract are accepted by COMPANY to be true and genuine. However, if it comes to the notice of the COMPANY anytime either during the pendency of the tender or after award of the contract or after completion the contract that a Bidder/CONTRACTOR furnished fraudulent document/false information in relation to the subject tender/contract or

committed any misconduct, appropriate action shall be taken against the Bidder/CONTRACTOR for debarment/banning of the bidder/CONTRACTOR from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONTRACTOR liable for other penal action including termination of ongoing contract(s) at his/her risk and peril. In such event, the Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

#### **42.0 SETTLEMENT OF DISPUTES:**

**42.1** If dispute of any kind whatsoever shall arise between the company and the contractor in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the facilities, whether during the progress of the facilities or after their completion and whether before or after the termination, abandonment or breach of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve any such dispute or difference by mutual consultation, then the dispute may be settled through Settlement Advisory Committee (SAC). In the event, a dispute remains unsettled then Arbitration/ other remedies available under the applicable laws may be availed by the Contractor.

#### **42.2 Resolution of Dispute through SAC:**

- a) OIL has framed the Conciliation Rules 2020 in conformity with Part III of the Arbitration and Conciliation Act 1996 as amended from time to time for speedier, cost effective and amicable settlement of disputes through conciliation.
- b) If the parties fail to resolve such a dispute or difference by mutual consultation as per clause no. 42.1, the dispute, if the parties agree, may be referred to conciliation in accordance with OIL Conciliation Rules 2020 as amended from time to time. A copy of the said Rules has been made available on OIL's Website i.e. [www.oil-india.com](http://www.oil-india.com)
- c) Where the invitation for conciliation has been accepted by the other party, the parties shall attempt to settle such dispute(s) amicably under OIL conciliation Rules 2020.
- d) Parties shall invoke arbitration clauses only after exhausting the option of conciliation as an Alternative Dispute Resolution Mechanism. For the purpose of this clause, the option of conciliation shall be deemed to have been exhausted, even in case of rejection of conciliation by any of the parties.

#### **42.3 Arbitration (Applicable for Suppliers/Contractors other than PSU and MSME):**

1. Except as otherwise provided elsewhere in the contract, 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 contract or breach thereof which parties are unable to settle mutually through Conciliation/Mediation, the same shall be referred to Arbitration.

2. A party wishing to commence arbitration proceeding shall invoke an 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.
3. The number of arbitrators and the appointing authority will be as under: Claim amount (excluding claim for interest and counter claim, if any)

<b>Claim amount. {excluding claim for interest and counter claim, if any}</b>	<b>Number of Arbitrator</b>	<b>Appointing Authority</b>
Up to Rs. 25.00 Lakh	Not applicable	Not applicable
Above Rs. 25.00 Lakh Up to Rs. 5 Crore	Sole Arbitrator from the panel of Arbitrators' List maintained by OIL	Mutually to be decided by the Parties.

4. The Parties agree that dispute involving claims below Rs. 25 lakhs and above Rs. 5 crores shall not be subject matter of Arbitration but subject to the exclusive jurisdiction of the Court(s) situated at New Delhi.
5. 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.
6. 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 proceed de novo.
7. Parties agree and undertake that neither shall be entitled for any pre- reference or pendent-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void. Parties agree that a claim for any such interest shall not be considered and shall be void. The Arbitrator or Tribunal shall have no right to award pre-reference or pendent-lite interest in the matter.
8. The arbitral tribunal shall complete the proceedings, make and publish the award within time stipulated in the Arbitration and Conciliation Act, 1996(as amended from time to time)
9. 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. Where the proceedings are put in abeyance or terminated on account of mutual

settlement of dispute by the parties, the fees payable to the arbitrators shall be determined as under:

- a) 20% of the fees if the claimant has not submitted a statement of claim.
  - b) 40% of the fees if the pleadings are complete.
  - c) 60% of the fees if the hearing has commenced.
  - d) 80% of the fees if the hearing is concluded but the award is yet to be passed.
10. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator appointed by it. Claimant shall also be responsible for making arrangements for travel and stay of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties. In the case of sole arbitrator, both parties shall equally share all expenditures that may be required to be incurred.
  11. The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in the Schedule of the Act and such expenses shall be equally borne by the parties.
  12. The seat and venue of the arbitration proceeding shall be New Delhi.

**42.4 Arbitration (applicable in case of Contract awarded on Public Sector Enterprise):**

1. If the Parties fail to resolve such a dispute or differences by Mutual Consultation/Good Faith Discussions, such disputes or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE Office Memorandum No. 05/0003/2019-FTS-10937 dated 14.12.2022 issued by Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises, Government of India and its further clarifications, modifications and amendments, issued from time to time.
2. A party wishing to commence arbitration proceedings shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy 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.
3. Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

**42.5 Arbitration (Applicable to Micro, Small and Medium Enterprise)**

In the event of any dispute or difference relating to, arising from, or connected with the Contract, 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.

#### **42.6 Exclusions**

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

- a) 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/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.
- b) 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/CONTRACTOR.
- c) 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.

#### **43.0 COMPLETION OF CONTRACT:**

Unless otherwise terminated under the provisions of any other relevant Clause or extended through written communication, this Contract shall be deemed to have been completed at the expiry of the Period specified in the contract or period of defect liability, as provided for under the Contract, whichever is later.

#### **44.0 TERMINATION:**

**44.1 Termination on expiry of the contract:** This Agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless OIL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

**44.2 Termination of contract for death:** If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partners dies then unless, the COMPANY is satisfied that the legal heir of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the COMPANY is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR's firm on account of the cancellation of Contract. The decision of the COMPANY in such assessment shall be final & binding on the parties. In the event of such cancellation, the COMPANY shall not hold the estate of the deceased CONTRACTOR and/or the surviving partners of CONTRACTOR's firm liable for any damages for non-completion of the Contract.

**44.3 Termination on account of Force Majeure:** Unless the contract provides otherwise, either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article-31.0 above.

**44.4 Termination on account of insolvency:** In the event that the CONTRACTOR

or its collaborator or its guarantor at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt or under the process of insolvency or liquidation, then the COMPANY shall, by a notice in writing have the right to terminate the Contract and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

However, COMPANY shall be at liberty to give the Receiver or Liquidator or Insolvency Professional Manager, as appointed by the Competent Court/Tribunal, the option of carrying out the Contract subject to its technical & financial competence and his providing a guarantee for due and faithful performance of the Contract.

- 44.5 Termination for Unsatisfactory Performance:** If the COMPANY considers that, the performance of the CONTRACTOR is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONTRACTOR in writing and specify in details the cause of dissatisfaction. The COMPANY shall have the option to terminate the Contract by giving 15 days notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the COMPANY. In the event CONTRACTOR rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONTRACTOR repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days notice. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].
- 44.6 Termination due to change of ownership and Assignment:** In case the CONTRACTOR's rights and /or obligations under this Contract and/or the CONTRACTOR's rights, title and interest to the equipment/ material, are transferred or assigned without the COMPANY's written consent, the COMPANY may at its option, terminate this Contract. COMPANY shall not be however under any obligation to accord consent to the CONTRACTOR for change of ownership & assignment of the contract.
- 44.7** If at any time during the term of this Contract, breakdown of CONTRACTOR's equipment results in CONTRACTORs being unable to perform their obligations hereunder for a period of 15 successive days, COMPANY at its option, may terminate this Contract in its entirety or partially to the extent non-performance, without any further right or obligation on the part of the COMPANY, except for the payment of money then due. No notice shall be served by the COMPANY under the condition stated above.
- 44.8 Termination for delay in mobilization:** CONTRACTOR is required to mobilize complete equipment alongwith crew for commencement of services at the specified site within the maximum allowed number of days from the date of LOA/Notice for Mobilization as specified in the special conditions of contract. If the CONTRACTOR (successful bidder) fails to complete the mobilization as above, OIL shall have, without prejudice to any other clause of the CONTRACT,

the right to terminate the contract.

**44.9** Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the COMPANY on giving 30 (thirty) days written notice to the CONTRACTOR due to any other reason not covered under the above Article from **44.1 to 44.8** and in the event of such termination the COMPANY shall not be liable to pay any cost or damage to the CONTRACTOR except for payment of services as per the Contract upto the date of termination.

**44.10 Consequence of Termination:** In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

Upon termination of this Contract, CONTRACTOR shall return to COMPANY all of COMPANY's properties, which are at the time in CONTRACTOR's possession.

In the event of termination of contract, COMPANY will issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the CONTRACTOR shall demobilize their personnel & materials.

Demobilization charges shall not be payable by COMPANY in case of Article from **44.4 to 44.7**

**45.0 TO DETERMINE THE CONTRACT:**

In such an event (i.e. termination under Article No. 44.4 to 44.9 above), the contract shall stand terminated and shall cease to be in force from the date of such notification by the COMPANY. Thereafter the CONTRACTOR shall stop forthwith any of the work then in progress, except those work which the COMPANY may, in writing, require to be done to safeguard any property or work, or installations from damages, and the COMPANY may take over the remaining unfinished work of the CONTRACTOR and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR, and any of its sureties if any, shall be liable to the COMPANY for any excess cost occasioned by such work having to be so taken over and completed by the COMPANY over and above the cost at the rate/cost specified in the schedule of quantities and rates/prices.

**46.0 WITHOUT DETERMINING THE CONTRACT:** In such an event (i.e. termination under Article No. 44.4 to 44.9 above), the COMPANY may take over the work of the CONTRACTOR or any part thereof and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR. The CONTRACTOR and any of its sureties are liable to the COMPANY for any excess cost over and above the cost at the rates specified in the schedule of quantities and rates/prices, occasioned by such work having been taken over and completed by the COMPANY.

**47.0 ERRING/DEFAULTING AGENCIES:**

Erring and defaulting agencies like bidder, CONTRACTOR, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com). Moreover, OIL reserves the right to take legal or any other action on the basis of merit of the case.

**48.0 MISCELLANEOUS PROVISIONS:**

CONTRACTOR shall give notices and pay all fees at their own cost required to be given or paid by any National or State Statute, Ordinance, or other Law or any regulation, or bye-law of any local or other duly constituted authority as may be in force from time to time in India, in relation to the performance of the services and by the rules & regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.

CONTRACTOR shall conform in all respects with the provisions of any Statute, Ordinance of Law as aforesaid and the regulations or bye-law of any local or other duly constituted authority which may be applicable to the services and with such rules and regulation, public bodies and Companies as aforesaid and shall keep COMPANY indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or bye-law.

During the tenure of the Contract, CONTRACTOR shall keep the site where the services are being performed reasonably free from all unnecessary obstruction and shall store or dispose of any equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required. On the completion of the services, CONTRACTOR shall clear away and remove from the site any surplus materials; rubbish or temporary works of every kind and leave the whole of the site clean and in workmanlike condition to the satisfaction of the COMPANY.

Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel or any other justified situation in which case the replaced person should have equal experience and qualification, which will be again subject to prior approval, by the COMPANY.

**END OF SECTION-I**

**&&&&**

**PART-4**  
**SECTION-II**  
**SCOPE OF WORK (SOW)/TERMS OF REFERENCE (TOR)/TECHNICAL SPECIFICATIONS**

**1.0 INTRODUCTION:**

This section establishes the scope and describes the specifications, instructions, standards, and other documents including the specifications for any tools or equipment, which the Contractor shall satisfy or adhere to in the performance of the work. The contract is for 'Hiring the services of **01 (One) set** of well servicing package consisting of coiled **tubing unit (CTU)**, **nitrogen pumping unit (NPU)**, **fluid pumping unit (FPU) with heating facility** and other related accessories for a period of **04 (four) years** for operations in **OIL's operational areas of Assam (Comprising of ML/PEL and NELP/OALP Areas), Arunachal Pradesh (ML/PEL/ NELP/OALP Areas), Tripura (OALP Areas), Nagaland (OALP) areas.**

**2.0 DEFINITION OF WORK:**

The contractor is to provide equipment as per the list given below with associated equipment/tools & services on hiring for a period of 04 (Four) years. The contractor shall render services for carrying out necessary well serving operations in vertical wells, high angle deviated wells (S-bend, J-bend, extended reach, horizontal) and wells involving drilling or work-over rigs. Well depths where necessary operations are to be carried out are in the depth range of 0-6700 meters. Depths of the wells, where operations are to be carried out, may somewhat increase or decrease. Maximum working pressure will be of 15,000 psi.

All the offered units i.e., coiled tubing unit, nitrogen pumping unit and fluid pumping unit with heating system shall not be manufactured more than 07 years before the original Bid Closing Date (BCD). Additionally, the well servicing equipment shall have minimum 05 years of residual life reckoned from the original BCD.

Each set of well servicing package will consist of the following equipment/unit and crew for operation:

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

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

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

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

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

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

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

De-waxing of well with CTU, FPU/FPU with heating facility (HOCU). The circulation medium may be LWC, water, Brine.

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

Only LWC/Brine and chemicals will be provided by OIL. MSDS will be provided to the Contractor.

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

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

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

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

Fishing operation involves recovery of down hole fish e.g. Slickline & tools, Coiled tubing & CT conveyed tools lying inside the well bore using CTU and NPU/FPU and different fish recovery tools.

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

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

g) **Deviated/Horizontal Well CT intervention for Sand cleaning, water unloading, chemical treatment etc.**

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

h) **Back washing of Water Disposal Well using CTU & NPU**

Back washing of disposal wells involves unloading of well fluid using CTU & NPU. Unloading of fluid must be carried out with a control rate so that there is no ingress of sand during the operation.

i) **Injectivity testing of the well using FPU**

The job involves injecting suitable liquid to the formation by pumping with FPU. The contractor shall ensure proper record of pumping rates (i.e., injectivity) at different pumping pressures.

j) **Any other job not covered above**

Any other similar type of job, not spelt out above but, which can be carried out with the use of the offered CTU, NPU or/and FPU with heating facility and other equipment shall have to be carried out by the Contractor as and when necessary.

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

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

**3.0 AREA OF OPERATION:**

3.1 The area of the operation shall be in Northeastern India viz., the states of Assam, Arunachal Pradesh, Tripura, Nagaland.

3.2 The following information **is for reference** to the Contractors:

a) Minimum width of the well site approach road: 3.50 m

b) Turning Radius: 16 m approximately

**c) Maximum allowable unit load inclusive of tare weight for Class AA loading: 45 T**

d) Maximum allowable overhead clearance: 4.5 m.

e) Highest recorded wind velocity in Assam: 80km/hour (60 MPH).

f) Max. Recorded ambient temp: 42° Celsius

g) Min. recorded ambient temp: 8° Celsius.

h) Weather Pattern: Frequent rains from March to September and occasional during the remaining period.

i) Nature of top soil: Usually Clay/Alluvium/Unconsolidated.

j) Source of water: Only the water source will be shown by the Company. The transportation shall have to be arranged by the contractor.

k) Average annual rainfall: 250/300 cm.

l) Humidity: Max. 98%.

**Note:** The above ambient & working conditions are provided for reference for Assam only while equivalent conditions are expected in the other proposed work locations of Arunachal Pradesh, Tripura & Nagaland. Bidder to check approachability of National Highways, State Highways, Govt. Roads etc. to specific areas prior to bidding, for the purpose of shifting & halting requirements.

#### **4.0 SCOPE OF WORK:**

The work is defined and described by, but not necessarily limited to, any or all the following:

- 4.1** To provide good quality equipment and skilled personnel required to unload well fluid for reducing head during well activation, for well stimulation by MEOR/solvent or any other non-acid solution, required for well stimulation having sandstone and limestone reservoir pay zone.
- 4.2** To provide coiled tubing services (including requisite surface piping's, and pressure control devices), pumping services and other related equipment for well activation, dewaxing, fish recovery, sand cleaning, water disposal and acidized wells back washing, debris & scale clean out, circulation, milling etc., as required.
- 4.3** To Supply water with tankers for carrying out services using FPU.
- 4.4** To receive job advice from concerned OIL representative.
- 4.5** Job plan mentioning the BHA shall be provided upon request from OIL representative.
- 4.6** To provide final report and all relevant data gathered at the end of each operation.
- 4.7** Illumination requirement, if any during the execution of the contract will be under the scope of the contractor.
- 4.8** Dedicated Tractor for each Well Servicing Unit. If Fluid Pumping Unit with heating facility is skid mounted, and not trailer or truck-mounted, then there must be a separate crane (apart from the one to be used in rigging up CTU injector) for loading/unloading the equipment, if required for operational purpose. The capacity of the crane is such that it is capable of loading and unloading of the unit during operations.
- 5.0** The successful bidder/Contractor shall provide spares for the units with maintenance crew at all times for uninterrupted operation.
- 6.0** **PRESENCE OF CO<sub>2</sub> & H<sub>2</sub>S:** H<sub>2</sub>S/CO<sub>2</sub> in minor amount may be present in the wells. The Contractor is required to arrange necessary PPE/safety gears for their personnel for working in such an environment.
- 7.0** **TECHNICAL SPECIFICATION OF EQUIPMENT TO BE OFFERED BY CONTRACTOR:** The Contractor shall mobilize all necessary equipment, tools and spares for successful and uninterrupted operation of the well servicing operation.

## **8.0 TECHNICAL GUIDELINES FOR SELECTION OF THE UNITS AND ACCESSORIES TO BE PROVIDED BY SUCCESSFUL CONTRACTOR:**

### **A. Coiled Tubing Unit:**

Coiled Tubing Unit of size 1.75" OD CT mounted on an oil field truck/skid/trailer along with accessories shall meet the following minimum requirements:

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

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

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

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

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

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

1. **Coiled Tubing:** The Contractor shall offer 1.75" OD continuous coiled tubing.
2. **Tubing Reel:** The tubing is to be placed in a suitably sized skid/ truck/ trailer mounted tubing reel assembly along-with the following minimum features:
  - a. **1.75" OD Tubing Reel assembly: 1.75" OD Tubing Reel assembly:** The unit shall have the provision for adapting 1.75" OD (wall thickness min: 0.109") coiled tubing of well deployable minimum **length of 6700 meters**. The CTU shall be equipped with an attachment to adapt 1.75" OD CT. As such, the Contractor shall keep the following equipment ready in hand:
    - (i) 1.75" OD CT Reel X Deployable length of 6700 m (of QT 900 or equivalent or more) = 1 no.
    - (ii) **Additional Tube Reel assembly for 1.75" CT: 1 No.** of 1.75" OD CT of wall thickness (min 0.109" of grade QT900 or equivalent or more). The contractor shall keep One (1) reel of well deployable length 6700 m and meeting the above specification as backup for replacement of the working CT reel, if required. If the backup CT reel is consumed, the contractor shall arrange to replenish the stock of the backup CT reel within **120 days** from

the day of replacement. In the event of failure to replenish the CT reel within stipulated time, an amount shall be recovered from monthly bill of contractor on daily basis till the backup CT reel arrives at contractor's base and made available for use, as per Clause No. 24.2 of Section-III (SCC).

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

3. **Tubing Injector:** The tubing injector should be suitable for 1.75" OD Coiled tubing and be driven by hydraulic motor with **100,000 lbs** continuous pull capacity.
4. **Blow Out Preventor (BOP):** Hydraulically operated 3-1/16" or 4-1/16" bore X 15,000 PSI (API 6A) flange ended BOP having quad ram provision, one for 1.75" OD tubing, one for 1.75" OD slip, one for 1.75" OD shear ram and one for 1.75" OD blind ram. Suitable adapter to match with the well head as specified is also acceptable.
  - (i) A Hydraulically Operated Combi BOP/Annular BOP shall be provided in addition to the Quad BOP of the following specification:

3-1/16" or 4-1/16" bore X 15,000 psi WP, 22,500 psi TP, H2S service (API 6A standard) & suitable for 1.75" OD Coiled Tubing having Combi rams provision for: (a) Pipe & Slip Ram and (b) Shear & Blind Ram
  - (ii) The Contractor is to supply necessary well head adapters required for installation of the BOP on to the top flange of the well heads specified as:
    - a) 2.9/16" X 5,000 PSIG WP flanged, RTJ: RX-27 (API 6A) X-mas tree assly.
    - b) 3.1/8" X 5,000 PSIG WP flanged, RTJ: RX-35 (API 6A) X-mas tree assly.
    - c) 2.9/16" X 10,000 PSIG WP flanged, RTJ: BX-153 (API 6A) X-mas tree assly.
    - d) 3.1/16" X 10,000 PSIG WP flanged, RTJ: BX-154 (API 6A) X-mas tree assly.
    - e) 4.1/16" X 5000 psi WP flanged, RTJ: RX-39 (API 6A) X-mas tree assly.

**Note:**

(a) Contractor to arrange for additional adapters for erection of aforementioned BOPs on 3.1/16" & 4-1/16" 15000 Psi WP, RTJ: BX-154 & RX-39 rated flanged of X-Mass.

(b) The vertical height of the top flange of well heads from ground level is in the range of 3.00 meters to 3.5 meters.

5. **Stuffing Box:** a) A hydraulically actuated side loading stripper/packer of WP 15000 psi shall be fitted with the injector.
  - b) There should be a provision for tandem stripper for any well intervention operation with WHP 3500 psi and above.

6. **Crane Assembly:** Crane (Minimum capacity 45 MT) for rigging up/down of the lubricator assembly shall be provided as an integral part of CTU or separately.
7. **System Back-up:** The Contractor is to provide a suitable high pressure accumulator system with a sufficient volume capacity to constant back-up for hydraulic system, BOP & Strippers in addition to hand pump back up system for BOP, Stripper & Injector Traction & Tension.
8. **Riser/CTU Lubricator:** The Contractor shall arrange for suitable number of risers/lubricators for a minimum of length of 30 feet of appropriate sizes & pressure rating for carrying out different CT operation. The Contractor shall note the different specifications of the downhole tools while selecting the risers. The riser/lubricator section joints shall have the standard quick union connection of **OTIS/BOWEN/TOT** or equivalent types. Welded and flanged joints in the riser/lubricator sections joints is **not acceptable**. The bottom section of the riser/lubricator shall have pressure bleed point.
9. The package shall be inclusive of high pressure 15K rated internal & External Plumbing system & surface piping along with suitable x-overs for adaptability to X-mass tree, and pressure control devices etc.

**Note:** Bidder to provide technical literature from the manufacturer of the all the proposed items to be supplied under clause No. 8.0 A. against this tender.

## **B. NITROGEN PUMPING UNIT**

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

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

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

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

2. **ENGINE:** The Contractor shall provide engine(s) with BHP as per the design load.

### **B.1 LIQUID NITROGEN:**

1. Contractor shall arrange necessary and sufficient storage and transportation facility of liquid Nitrogen for any kind of well intervention operation.

2. Contractor shall arrange continuous supply of Liquid Nitrogen at well sites during well intervention jobs.

B.2. **LIQUID NITROGEN TRANSPORTER TANK (INTEGRAL/ OR AS SEPARATE UNIT)**

The Contractor shall provide 01 (one) no. of liquid nitrogen transporter tank. The unit should be placed in a suitable truck fit for Indian road condition with following specifications:

- Net Capacity: 2,000 US gallon

**Note:** Bidder to provide technical literature from the manufacturer of the all the proposed items to be supplied under clause No. 8.0 B. against this tender.

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

Oil Field Truck/Skid/Trailer Mounted Multi-Purpose Pumping Unit with maximum discharge rate (approx.) **500 GPM** (1879 LPM) at **6000 psi** (422 kg/cm<sup>2</sup>) pressure and Minimum discharge rate (approx.) **80 GPM** (300 LPM) at **15000 psi** (703 kg/cm<sup>2</sup>) and Maximum working temperature of **100 deg C**. The unit shall be complete with Blender/Batch Mixture unit with a fluid capacity tank (Minimum capacity 4 KL) and necessary piping, fittings & tools. The pump shall be suitable to handle fluid viz. Crude oil, HSD, water, saline water, mineral oils, high viscous fluids etc.

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

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

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

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

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

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

**ENGINE**

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

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

**Note:** Bidder to provide technical literature from the manufacturer of the all the proposed items to be supplied under clause No. 8.0 C. against this tender.

**D. DOWNHOLE SERVICING TOOLS:**

The Contractor shall provide the following necessary downhole servicing tools, suitable to run in hole with 1.75" CT including but not limited to for uninterrupted operation of the equipment, during the contractual period for single set.

<b>Sl. No</b>	<b>Description of the tool</b>	<b>Specifications</b>	<b>Minimum Quantity (Number)</b>
1.	Dual action hydraulic jar or Coiled tubing bi-directional hydraulic jar	Max. OD : 1.75" & 2.125 " Tensile strength: Minimum 55,000 lbs. Stroke length: Minimum 8 "	1 No. Each
2.	Dual action intensifier or Coiled Tubing intensifier	Max. OD : 1-3/4" & 2.125 " Tensile strength: Minimum 60,000 lbs Stroke length : 6"	1 No. Each
3.	ROTO Hammer or impact drill jar	Size: 2 1/8" Tool OD: 2.125" Operating Pressure: 500-2500 psi Maximum Pull: 30,000 lbs. Hits per minute: 25-800 Bit size: 2-1/8", 2-3/16" , 2 1/4", 2-3/8" Bit Type: Chisel, Ballistic Button, Star Application: to be used for clean out, shifting stubborn sliding sleeves, driving debris down hole.	1 No.
4.	Roto hammer intensifier	Size: 2 1/8" Tool OD: 2.125" Tensile Strength: Minimum 43000 lbs. Stroke length; 6" Application: to be used in conjunction with the ROTO hammer to provide necessary tool movement and acceleration.	1 no.

5.	Knuckle joint	CT Knuckle Joint, 1-3/4" & 2 1/8": 1 no Tensile strength: Minimum 43,000 lbs Angle of deviation:15°	1 no. each
6.	Flow activated heavy duty running/pulling tool	Nominal size : 2" Max. OD : 2.125" Tensile Strength : 50,000 lbs Fish neck catch size : 1.375 "	2 nos.
7.	Single Port Nozzle (Downward direction)	OD: 1.750", 1.875", 2" & 2-1/8" Nozzle Port Size: Minimum 0.75"	2 nos. each
8.	Multiple flow port nozzle	Max OD: 1.750", 1.875", 2" & 2-1/8" Nozzle configuration: 1 x 0.250" and 4 x 0.250" @ 45°	2 each
9.	Multiple up & Down flow port nozzle	Max OD: 1.750", 1.875", 2" & 2-1/8" Length: 6" Nozzle Configuration: 1x 0.500" downward, 4 x 0.187"@45° downward, 4 x 0.187"@ 135° upward	2 each
10.	Multijet Nozzle	Non-rotational Multijet wash Tool with simple grub screw Adjustable flow ports type nozzles Application: Well stimulation and High Velocity Jet Paraffin cleanouts. Port Orientation: a) 1 @ 0 deg to the axis b) 3 @ 45 deg downward to the axis 3) 3 @ 90 deg to the axis 4) 3 @ 135 deg upward to the axis. 5) 3 @ 45 deg downward to the axis Nozzle Sizes: 0.062", 0.094", 0.125", 0.187", 0.218" & Blank  OD of the Tool: 2-1/8" Nos of Port: 13	2 nos.
11.	Flow Activated coiled tubing releasable overshot	Max. OD: 1 3/4" & 2.125 " Fish catch range: 1 3/6"- 1 5/16", 1 5/16" - 1 7/16 " , 1 7/16" - 1 9/16" Tubing size: 2 7/8 " N-80 EUE Casing size: 5.1/2 "	Overshot: 1 each Fish Catch grapple: 2 each
12.	Three-pronged Fishing grab with flow through facility suitable for recovering Wireline fish	Simple flexible design and robust construction for Tubing size: 2 7/8 " N-80 EUE	2 nos.
13.	Single pronged Fishing grab (Spear) with flow through facility suitable	Simple flexible design and robust construction for Tubing size : 2 7/8 " N-80 EUE	2 nos.

	for recovering Wireline fish		
14.	Slim hole Motor with different sizes bits	Slim hole motor Size : 2.125" Maximum diameter of motor at upset : 2.125" Torque at full load : 140 lb feet Maximum weight on bit : 6000 lb  For Coil tubing size: 1.75"OD Drill/Mill Type: Tapered Mill, Flat Bottom Mill, Round Nose Mill Drill bit sizes: 2 1/8", 2 3/16", 2-1/4" with standard carbide inserts (2 nos. each).	Slim hole motor: 1 no.  Drill bits: 2 each
15.	Lead Impression Block with flow through facility	Size: 2", 2 1/8", 2 3/16", 2 1/4"	2 each
16.	Flow Activated Deep Catch continuous tubing releasable overshot to fish parted Coiled Tubing	OD: 2" or 2 1/8" Catch size: 1.25" OD, 1.5" & 1.75" OD Coiled Tubing	1 no.

**Notes:**

- a) Down hole servicing tool should be in workable condition during the contractual period. Hence, adequate spares are to be kept accordingly. Contractor should note that there will not be any differentiation in rate in operating and standby status of the tools. **The Contractor shall provide the following of connectors/adaptors along with 1.75 inch sized coiled tubing.**

Sl. No	Description of the tool	Specifications	Minimum Quantity (Number)
1	CT End Connector for 1.75" & 2.125" BHA	a) Roll On Connector: 2 no b) Heavy Duty External Slip Type Connector: 1 no c) Heavy Duty Dimple Connector: 1 no	1 set

- b) Every BHA shall contain **either a double flapper check valve with hydraulic disconnect or Motor Head Assembly (Size: 2 1/8" & 1-3/4": 1 each)**

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

**E. SURFACE HOOK UP CONNECTION**

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

1. 2", Fig1502 Treating irons of minimum 100 feet in **each for FPU & NPU**
2. 2", Fig1502 Unions (of appropriate sizes & Quantity)
3. 2", Fig1502 Elbows (of appropriate sizes & Quantity)
4. Flanges (of appropriate sizes & Quantity)
5. 2", Fig1502 Crossovers (of appropriate sizes & Quantity)
6. 2"x Fig1502 Swivel joint style 50 & 100(of appropriate sizes & Quantity)
7. Plug & Check Valves (of appropriate sizes & Quantity)

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

**Note:** Bidder to provide technical literature from the manufacturer of the all the proposed items to be supplied under clause No. 8.0 E. against this tender.

**F. GENERAL NOTE:**

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

**9.0 GENERAL STATUTORY REQUIREMENTS FOR SAFETY NORMS:**

- a. All the moving/rotating parts like belts, couplings, drive lines etc., of the equipment should be well guarded.

- b. SRV of the pumps and air reservoir tanks should be tested regularly and records of such testing should be kept available all the time.
- c. Proper color codes as per safety norms should be applied on the high-pressure lines, gas lines and water lines.
- d. Anchoring and grouting of the delivery & bleed lines of the pumps should be done before running the pump.

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

#### **10.0 TRANSPORTATION SERVICES**

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

#### **11.0 FIRE FIGHTING AND SAFETY EQUIPMENT/SERVICES:**

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

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

- vi) **CAMP AND OTHER ESTABLISHMENT:** Suitable camp facilities for Contractor's personnel including catering services shall be Contractor's responsibility.
- vii) **TEMPORARY CAMPING FACILITIES:** Cases where contractor is required to shift its base/ crew to suitable locations other than the designated base camp, halting charges shall be applicable. Contractor should arrange its own accommodation for its crew in such cases.
- viii) **COMMUNICATION SYSTEM:** Suitable communication system is to be provided by the Contractor for effective communication from well as well as from base camp.

**12.0 PERSONNEL TO BE DEPLOYED (Per well servicing Package)**

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

The following skilled personnel required for execution of the contract shall have to be deployed by the Contractor against 1 set of unit:

<b>POSITION</b>	<b>MINIMUM EXPERIENCE</b>	<b>NUMBER OF PERSONNEL</b>
<b>Engineer In-charge</b>	As per 13.1 below	1
Overall Supervisor	As per 13.1 below	1
Coiled Tubing Operator	As per 13.1 below	1
Nitrogen Pumper Operator	As per 13.1 below	1
Fluid Pumper Operator	As per 13.1 below	1
Asst. Operator for Equipment	As per 13.1 below	3
Helper	As per 13.1 below	3

**Note:**

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

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

### **13.0 COMPANY'S REQUISITES**

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

13.1 **KEY PERSONNEL:** The age of the key personnel should not be more than 60 (Sixty) years during the Contract period. The qualification and experience of the key personnel are to be as under:

1) **ENGINEER IN-CHARGE:**

- i) Shall be an engineering graduate (from an AICTE recognized institute, If graduated from India) with sound health, must have minimum 05 years experience in well servicing/Well Intervention operation.
- ii) Shall be well conversant with operation and maintenance of equipment deployed and safety regulations.
- iii) Shall possess valid **IWCF Level 4/IADC WellSharp Well Servicing Coiled Tubing** or equivalent certificate.
- iv) Shall have good skill in writing and speaking English.

2) **OVERALL SUPERVISOR:**

- i) Shall be an **engineering graduate** (from an AICTE recognized institute, if graduated from India) or equivalent with sound health, must have minimum of **08 years** of work experience in E&P business out of which **05 years'** experience in well servicing operation with CTU, FPU with heating facility.

or

Shall be **Engineering Diploma** holder with sound health, must have minimum of **10 years** of work experience in E&P business out of which **08 years'** experience in well servicing operation with CTU, FPU with heating facility.

- ii) Shall be well conversant with operation and maintenance of equipment deployed and safety regulations.
- iii) Shall have good skill in writing and speaking English.
- iv) Shall possess valid **IWCF Level 4/IADC WellSharp Well Servicing Coiled Tubing** or equivalent certificate.
- v) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the contractor that contractor's personnel shall be released for MVT training.

3) **COILED TUBING OPERATOR:**

- i) Shall be science graduate/engineering diploma holder or equivalent, with sound health and have minimum of **05 years** of work experience in operation and maintenance of Coiled tubing Unit in oil/gas wells.  

or

 Shall be High School or equivalent passed with sound health, must have minimum of **07 years** of experience in operation and maintenance of Coiled tubing Unit in oil/gas wells.
- ii) Should be capable of writing and speaking English.
- iii) Should be conversant with well control methods to take independent decisions in case of well emergencies.
- vi) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the contractor that contractor's personnel shall be released for MVT training.

4) **NITROGEN PUMPER OPERATOR:**

- i) Shall be science graduate/engineering diploma holder or equivalent, with sound health and have minimum of 02 years of work experience in operation and maintenance of Nitrogen Pumping Unit in oil/gas wells.  

or

 Shall be High School or equivalent passed with sound health, must have minimum of 07 years of experience in operation and maintenance of Nitrogen Pumping Unit in oil/gas wells.
- ii) Should be capable of writing and speaking English.
- iii) Should be conversant with well control methods to take independent decisions in case of well emergencies.

5) **FLUID PUMPER OPERATOR:**

- i) Shall be science graduate/engineering diploma holder or equivalent, with sound health and have minimum of **05 years** of work experience in operation and maintenance of Fluid Pumping Unit in oil/gas wells.  

or

Shall be High School or equivalent passed with sound health, must have minimum of **07 years** of experience in operation and maintenance of Fluid Pumping Unit in oil/gas wells.

- ii) Should be capable of writing and speaking English.
- iii) Should be conversant with well control methods to take independent decisions in case of well emergencies.
- iv) Valid **MVT** (Mines Vocational Training) certificate is preferable. However, declaration shall be provided by the contractor that contractor's personnel shall be released for MVT training.

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

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

7) **HELPER:**

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

**NOTES:**

- 1) An undertaking from all the personnel as per Performa (Appendix-V) should be forwarded after deployment of manpower **prior to mobilization**.
- 2) Regarding the educational qualification and experience of the key personnel, the Contractor shall substantiate their claim with valid educational and experience certificates.
- 3) For degree/diploma/certificate/standards awarded by any Educational Institutes other than Indian Institutes, the Contractor shall furnish a brief description about the educational system of that country.
- 4) The personnel deployed by the Contractor should comply with all the safety norms applicable during operation.

- 5) For driving the vehicles/units on road, the Contractor shall ensure that the driver possesses necessary valid and proper licenses conforming to Indian Motor Vehicle Act.
- 8) **Medical Fitness:** The Contractor shall ensure that all the Personnel deployed under the contract shall have had a full medical examination from qualified and registered doctor in accordance with accepted medical standards prior to commencement of the Well Servicing Operation.
- 9) **Training Courses:**
  - ❖ The Contractor shall ensure that all the Contractor Personnel performing services hereunder shall have attended all safety and operational training courses such as mines vocational training or equivalent required by applicable law and as is generally consistent with international petroleum industry practice and/or as otherwise required by the Company.
  - ❖ The Contractor shall, if requested, forthwith produce valid and current certificates of completion or attendance for the Company's inspection.
- 10) Personnel should be versed in firefighting etc.
- 11) Overall Supervisor shall co-ordinate day to day operations smoothly and in professional manner. He shall visit Company's representative office everyday for taking necessary instruction for the operation.
- 12) Contractor should deploy other personnel which shall include drivers, security men, (both at well site and camp site), services of unskilled labour.
- 13) On/off duty details of well servicing and associated service personnel should be indicated.
- 14) Employment of personnel other than key persons shall be at the discretion of the contractor to run all operations at work site and camp successfully.
- 15) The Contractor shall forward the list of personnel deployed along with bio-data/qualification/experience/track record of the personnel prior to mobilization of the equipment with all supporting documents. Any additional manpower deployed by the Contractor shall be at the expense of the Contractor.
- 16) The age of the key personnel should not be more than 60 (Sixty) years during the Contract period.
- 17) The Contractor shall be responsible for arranging relief of personnel during vacation, statutory off days, sickness etc. entirely at their cost. However, the relief personnel also must have the experience as indicated above. Moreover, the Contractor will have to obtain prior approval from the Company for the relief personnel of the Contractor at least 02 (Two) days in advance.
- 18) Company reserves the right to instruct for removal of any Contractor's personnel who in the opinion of company is technically not competent or not rendering the services faithfully, or due to other reasons. The replacement of such personnel will also be fully at cost of the Contractor and the Contractor shall have to replace within 15 (Fifteen) days for personnel of Indian origin and 45 (Forty five) days for foreign residents. The deported personnel shall be allowed to continue the job till the replacement arrives with the discretion of the Company.

- 19) All charges for personnel are included in Day rates. No separate charges shall be payable for the personnel deployed.

**END OF SECTION-II**

**&&&&**

**PART-4**  
**SECTION-III**  
**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.**

- 1.0 Definitions:** Following terms and expression shall have the meaning hereby assigned to them unless the context otherwise requires:
- 1.1 “Equipment” means Well Servicing Units complete with pumps, and other accessories and equipment as listed in the Contract.
- 1.2 “Base Location” means where the Contractor will establish camp for their equipment and personnel. The Contractor has to carry out maintenance for the equipment in the base camp.
- 1.3 “Operating Area” means those areas in Northeastern States of India where Well Servicing Operations will be carried out.
- 1.4 “Site” means the land and other places, on/under/in or through which the works are to be executed by the Contractor and any other land and places provided by the company for working space or any other purpose as designated hereinafter as forming part of the Site.
- 1.5 “Company’s items” means the equipment, materials and services, which are to be provided by company at the expense of company.
- 1.6 “Contractor’s items” means the Well Servicing Equipment; materials and services, which are to be provided by Contractor to carry out the job satisfactorily.
- 1.7 “Commencement Date of operation” means the date on which mobilization is completed in all respects.
- 1.8 “Contractor’s personnel” means the personnel to be provided by Contractor to conduct operations hereunder.
- 1.9 “Contractor’s representatives” means such persons duly appointed by the Contractor to act on Contractor’s behalf and notified in writing to the company.
- 1.10 “Day” shall mean a calendar date of twenty-four (24) consecutive hours beginning at 06:00 hours with reference to local time at the site.
- 1.11 “Approval” as it relates to Company, means written approval.

- 1.12 “Facility” means and includes all property of Company owned or hired, to be made available for services under this Contract and as described in this agreement.
- 1.13 “Certificate of Completion” means certificate issued by the Company to the Contractor stating that he has successfully completed the jobs/works assigned to him and submitted all necessary reports as required by the Company.
- 1.14 “Shifting Charge” means shifting of required well servicing Equipment from one location to next location or to the base camp after completion of operation in the well.
- 1.15 “Well Servicing Operation” means all operations required to be carried out pursuant to this contract.
- 1.16 “Gross Negligence” means any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act.
- 1.17 “CTU”, means the standard well servicing equipment - coiled tubing unit. “NPU” means the standard well servicing equipment – nitrogen pumping unit. “FPU with heating facility /HOCU” means Fluid pumping unit with facility to heat the fluid prior to pumping/Hot Oil Circulation Unit.
- 1.18 “Operating Charges” means the charges payable per hour when the equipment and personnel are in actual field operation.

## **2.0 Mobilization:**

The contractor shall complete the mobilization within **120 (One Hundred and Twenty) days from the date of issue of mobilization notice**. Mobilization shall be deemed to be completed when contractor’s all equipment (as per TOR in section-II) and manpower (approved by OIL) are placed and in readiness to undertake operation as envisaged under the contract duly certified by the company’s authorized representative. Date of completion of mobilization for individual unit shall be the date of “commencement of operation” of the individual Well Servicing Package.

Contractor shall issue a ‘notice of readiness’ for Inspection to the company minimum 07 (seven) days before the effective mobilization completion date as per mobilization notice. Company shall inspect the contractor’s equipment within 07 (seven) days of receipt of the contractors notice of readiness for Inspection. In case the company fails to inspect the contractor’s equipment within 07 (seven) working days from the receipt of ‘notice of readiness’ for Inspection, the contractor’s equipment’s shall be deemed to be inspected.

In case of failure to complete mobilization of the contract within stipulated time, OIL at its discretion may allow part mobilization considering the job exigency. In such case -

- (a) "Mobilization Charges" shall be paid after completion of mobilization of the contract in all aspects and LD shall be imposed till mobilization completion date.
- (b) only 50% of the "Fixed Charges" shall be paid till completion of mobilization.
- (c) the "Operating Charges" of the respective unit shall be paid as per contract.

**3.0 Duration of Contract:**

The duration of the contract shall be four years, considered from the mobilization completion date, if completed within the scheduled mobilization period/date mentioned in the Mobilization Notice. However, in case of delay in mobilization, the duration of contract shall be considered from the date of acceptance of mobilization and accordingly, the firm contract period of 4 years shall be reduced by the delayed days in mobilization of respective packages.

**4.0 Inspection:**

The CONTRACTOR shall, at all times during the currency of the contract, permit the COMPANY and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The CONTRACTOR shall keep an authentic, accurate history and logs including safety records of each service item with major items consumed, which shall be open at all reasonable times for inspection by the COMPANY's designated representatives and its authorized employees. The CONTRACTOR shall provide the COMPANY's designated representatives with a daily written report, on form prescribed by the COMPANY showing details of operations during the preceding 24 hours and any other information related to the said services requested by the COMPANY whenever so requested. The CONTRACTOR shall not, without COMPANY's written consent allow any third person(s) access to the said information or give out to any third person information in connection therewith.

**5.0 Performance Security:**

Upon awarding of the contract, the contractor shall furnish performance security for an amount of 3% of total contract value within 30 (thirty) days of receipt of LoA with a validity of 90 (ninety) days beyond contract period.

**6.0 Terms of Payment:**

To be guided by Clause No. 27.0 of GCC. However, only 01 (One) copy of invoice to be submitted through VIM portal along with all required supporting documents for processing of payment.

**7.0 Submission of Reports/ Invoice:**

The payment to the contractor will be as under:

- i) Separate invoice to be raised after the completion and acceptance of mobilization.
- ii) All subsequent invoices to be raised on monthly basis against individual units/ Packages. The invoice shall be accompanied by Certified DPRs', Measurement sheet post certification from OIL's representative along with supporting documents like PF Statements or Declarations (as and where applicable), ESI (if applicable), wage slips etc.

- iii) Contractor shall submit the following documents at the end of each month along with the DPR:
  - (a) List of down hole tools available at base as per clause 8.0 D of Section-II (SOW/TOR).
  - (b) Availability of CT reel as per clause 8.0 A 2 a of Section-II (SOW/TOR).

**8.0 Agent Commission:**

Bidder to be guided Clause No. 28.0 of Section-I (GCC) along with an undertaking to be provided stating as under:

[Contractor have confirmed in their offer that M/s. \_\_\_\_\_ are their authorized Indian Agents in India and are entitled to receive a remuneration of \_\_\_\_ % of total amount payable to Contractor by Operator against the Agreement]

**9.0 Insurance:** as per provisions of GCC

**10.0 Arbitration:**

The location of arbitration shall be Duliajan/Dibrugarh/Guwahati

**11.0 Association of Contractor's Personnel:**

11.1 Except as otherwise hereinafter provided the selection, replacement, and engagement; Contractor shall determine remuneration of Contractor's personnel. Such employees shall be solely of Contractor's employees. Contractor shall ensure that its personnel will be competent and efficient. However, the Contractor shall provide details of experience, qualification and other relevant data of the personnel to be deployed for scrutiny and clearance by the company before the actual deployment. The Contractor shall not deploy its personnel unless cleared by the company.

11.2 Contractor's Personnel: Contractor shall provide all manpower for necessary supervision and execution of all work under this contract to company's satisfaction except where otherwise stated. The minimum number of key personnel to be deployed is mentioned in this document.

11.3 Contractor shall deploy on regular basis, all category of their employee required for economic and efficient pumping operations.

**12.0 Association of Company's Personnel:**

12.1 Company may depute one or more than one representative (s)/engineer (s) to act on its behalf for overall co-ordination and operational management at location. Company's representative will be vested with the authority to order any changes in the scope of work to the extent so authorized and notified by the Company in writing. He shall liaise with the Contractor and monitor progress to ensure timely completion of the jobs. He shall also have the authority to oversee the execution of jobs by the Contractor and to ensure compliance of provisions

of the contract.

- 12.2 Company's representatives shall have free access to all the equipment of the Contractor during operations as well as idle time for the purpose of observing/ inspecting the operations performed by the Contractor in order to judge whether, in Company's opinion, the Contractor is complying with the provisions of the contract.
- 12.3 The Contractor shall maintain sufficient stock of the critical spare part to avoid any major shut down. Contractor must observe all safety and statutory norms applicable to the Company to prevent surface pollution and injury to personnel working in the area and provide medical facilities to injured persons if any due to accident/take corrective measures in case of pollution as per the company's man instructions.
- 12.4 While performing the Work for the Company, Contractor may utilize expertise, know-how and other intellectual capital (including intellectual property) and develop additional expertise, know-how and other intellectual capital (including intellectual property) which are Contractor's exclusive property and which Contractor may freely utilize in providing services for its other customers. Except where expressly and specifically indicated in writing, and in exchange for appropriate agreed payment, Contractor does not develop any intellectual property for ownership by Company, Contractor retains sole ownership of any such intellectual capital (including intellectual property) created by Contractor during the course of providing the Services.

**13.0 Company's Requisites:**

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

**14.0 Liquidated Damages:**

- 14.1 In the event of the Contractor's default in timely mobilization for commencement of operations within the stipulated period, the Contractor shall be liable to pay

liquidated damages @ 0.5% of total contract cost per week or part thereof, of delay from date of issuance of mobilization notice, subject to maximum of 7.5% of total contract cost. Liquidated Damages will be reckoned from the expiry date of the scheduled mobilisation period as defined in Clause No. 2.0 of SCC.

14.2 If the Contractor fails to mobilize within the stipulated date, the Company reserves the right to cancel the Contract without any prior notice.

**15.0 Food, Accommodation, Transportation and Medical Facility at Operation Site and Camp Site:**

15.1 Contractor shall provide food & services for all its own& its sub-contractor's personnel.

15.2 Transportation of Contractor's personnel from base camp to workplace will be arranged by Contractor.

15.3 **Medical Facilities:** The Contractor shall arrange for medical facilities for their personnel. However, OIL may provide services of OIL Hospital as far as possible in emergency case on payment basis.

**16.0 Warranty and remedy of defects:**

Applicable up to Three (03) Months from the date of contract expiry.

**17.0 Sub-Contracting:**

Allowed for petty services under the scope of this tender which may be required to support the primary stated scope. However, Contractor shall be fully responsible for complete execution and performance of the services under the Contract.

17.1 **Definition of Petty Services:** Logistics & Transport Services, Warehousing & Base/Godown Services, Food & Accommodation, Civil Engineering Services {Raw Water Collection, Petty Construction work}, Catering Services, Local Security services and other such services which are excluded in the scope and does not form part of the primary service.

**18.0 Contractor's Items:**

18.1 Contractor shall provide equipment and personnel to perform the services under the contract as specified in this document.

18.2 Contractor shall be responsible for maintaining at its own adequate stock levels of items including spares and replenishing them as necessary.

18.3 Contractor shall be responsible for the maintenance and repair of all equipment and will provide all spare parts, materials, consumables etc. during the entire period of the contractual period.

18.4 Contractor will provide all POL for operation of Contractor's equipment both at well-site and campsite at Contractor's cost. There shall be no escalation in the day rates and others throughout the duration of the contract including extension, if any, on account of any price increase in fuel/lubricants. Only acid along with other chemicals/inhibitors for carrying out the job successfully will be provided by the Company.

18.5 Contractor will provide necessary electricity at campsite.

18.6 Contractor will provide/supply requisite amount of water for FPU operation as and when required.

**19.0 Conducting Well Servicing Operations:**

19.1 The Contractor shall carry out all operations mentioned in this contract in accordance with accepted international oilfield practices.

19.2 The Well Servicing Units and all other equipment and materials to be provided by Contractor shall be in perfect working condition.

19.3 Well Servicing Units: Contractor shall be solely responsible for the operation and maintenance of the Contractor's Well Servicing Units.

19.4 Upon completion of a well servicing operation in a well, statement stating that the well has been completed in accordance with the terms of this contract and signed by the representatives of both Contractor and Company, will be made available to Company.

19.5 **Safety:** Contractor shall observe such safety regulations in accordance with acceptable oil field practice and applicable Indian Laws such as Mines safety rules etc. Contractor shall take all necessary measures reasonably to provide safe working conditions and shall exercise due care & caution in preventing fire, explosion and blow out and maintain fire-fighting equipment in sound condition at all times during operation. Contractor shall conduct safety drills, BOP tests etc. regularly.

19.6 **Adverse Weather:** Contractor, in consultation with company, shall decide when, in the face of impending adverse weather conditions, to institute precautionary measures in order to safeguard the well, the equipment and personnel to the fullest possible extent.

19.7 **Amendments of Completion Programme:** It is agreed that Contractor shall carry out Well Servicing Operations in accordance with the programme to be furnished by OIL, which may be amended from time to time by reasonable modification as OIL deems fit, in accordance with good oil field practices.

**20.0 Contractor's Special Obligations:**

- 20.1 It is expressly understood that Contractor is an independent Contractor and that neither it nor its employees and its subcontractors are employees or agents of company provided, however, company is authorised to designate its representative, who shall at all times have access to the Well Servicing Units, related equipment and materials and all records, for the purposes of observing, inspecting and designating the work to be performed hereunder by Contractor. The Contractor may treat company's representative at well site as being in charge of company's designated personnel at well site. The company's representative may, amongst other duties, observe, test, check and control implementation of well servicing operations, equipment and inspect works performed by contractor or examine records kept at well site by Contractor.
- 20.2 **Compliance with Company's Instructions:** Contractor shall comply with all instructions of Company consistent with the provision of this Contract, but not limited to well servicing programme, safety instructions, confidential nature of information, etc. Such instructions shall, if Contractor request, be confirmed in writing by company's representative.
- 20.3 **Well Records:** Contractor shall keep/provide the record of operation on daily basis of each well on to the Company's Representative.
- 20.4 **Confidentiality of Information:** All information obtained by Contractor in the conduct of operations hereunder shall be considered confidential and shall not be divulged by Contractor or its employees to anyone other than company's representative. This obligation of Contractor shall be in force even after the termination of the Contract.
- 20.5 Contractor shall carryout normal maintenance of company's items (taken on loan, if any).
- 20.6 Contractor should provide the list of items to be imported in the format specified in Proforma-A for issuance of recommendatory letter to Directorate General of Hydrocarbons (DGH), New Delhi for clearance of equipment from Indian customs at concessional (nil) rate of customs duty.
- 20.7 Contractor shall arrange for inland transportation of all equipment, etc. from the port to the place of work and back at the end of the work at their own expense. Arrangement of Road Permits and payment of Assam/Arunachal Pradesh Entry Tax for bringing equipment/material to Workplace shall be Contractor's responsibility. Company will provide necessary Essential Certificate, if required.
- 20.8 In case the Contractor imports the equipment etc. on re-export basis, the Contractor shall ensure for re-export of the equipment and all consumables and spares (except those consumed during the contract period) and complete all documentation required. Company will issue necessary certificates etc. as required. The Contractor should arrange for re-export of equipment within 60

days of notice of demobilization issued by the Company. If the re-export is not completed within the specified period, customs duty, penalty etc. levied by customs authorities for such delay shall be to Contractor's account and same will be deducted by the Company from Contractor's bills and security deposit.

**21.0 Loss or Damage:**

21.1 **Loss or Damage to Hole:** In the event, the well is damaged by dropping of any tool/Coiled tubing/fish or any reason of wilful acts or Contractor's gross negligence, Contractor's liability shall be to carry out the operations as required for rectification of damage of the well to the reasonable satisfaction of company at Contractor's cost. However, no rate will be payable during the period.

21.2 **Damage or Loss of the Well Servicing Units:**

- a) The Contractor shall at all times be solely responsible for any damage to or loss or destruction of the Well Servicing Units and its other property irrespective of how such loss, damage or destruction is caused, and even if caused by the negligence of the agents, nominees, assignees, Contractors and subcontractor, and Contractor shall hold harmless and indemnify the Company from and against any expenses, loss or claim related to or resulting from such loss, damages or destruction.
- b) If the Well Servicing Unit is declared to be a total loss and/or construed to be total loss, as determined by the applicable insurance coverage and the Contractor fail to replace the damaged unit(s) with the similar unit(s), this contract shall terminate in respect of the Well Servicing Unit(s) as of the occurrence of the event causing such loss and each party shall thereupon be released of all further obligations hereunder in respect of that Well Servicing Unit(s), except for its payment of money then due or liabilities to be charged in respect of work already done under this contract in respect of that Well Servicing Unit(s). However, replacement for the damaged unit(s) shall be made within the stipulated time as mutually agreed.

**21.3 Loss or Damage of Sub-Surface Equipment:**

Except as otherwise specifically provided in the contract, any damage to or loss, of the Well Servicing Units and/or Downhole tools/equipment regardless of the cause or reason for said loss, shall be the loss of the Contractor, its underwriters or insurers. Contractor indemnifies OIL, its Co-licensees and its and their affiliates Companies, Agents, employees, invitees, servants, their underwriters or insurers (other than Contractor's) and their employees, agent any claim whatsoever or responsibility for any damage to or loss of the Well Servicing Unit or any other equipment or property of Contractor or Contractor's sub-contractors furnished or intended for use in the operations herein undertaken.

#### **21.4 OIL's Equipment:**

Contractor shall assume the risk of and shall be solely responsible for, damage to and loss or destruction of materials and equipment furnished by OIL. In case there is a loss or damage to OIL's equipment for causes attributable to Contractor, the Contractor shall compensate OIL suitably.

#### **22.0 Blowout and Pollution:**

22.1 **Blowout or Crater:** While carrying out any well servicing operation, if any blowout or crater occurs due to *gross negligence* of Bidder, Bidder should take urgent necessary action to bring the well under control. If the bidder fails to control such situation and if OIL or any other third party is engaged, the Bidder shall bear the cost and expenses incurred thereon as mutually agreed upon and shall indemnify and hold company harmless in this regard. This provision is not to be interpreted as company assuming any liability for loss of property, damages, loss of life or injuries caused by such a blowout, except as otherwise provided under the terms and conditions of the contract.

22.2 **Pollution and Contamination:** Contractor shall assume all responsibility and liability for cleaning up and removal of pollution or contamination which originates above the surface from spills of fuels, lubricants etc. wholly in Contractor's possession and control and/or directly associated with Contractor's equipment and facilities. The Company shall assist the Contractor in providing the suitable site for safe disposal of such contamination.

#### **23.0 Demobilization and Re-export:**

23.1 The Contractor shall arrange for and execute demobilization of the Tools/Equipment/Spare/ Accessories/ Manpower etc. upon receipt of notice for demobilization from Company. Demobilization shall mean completion/termination of the contract and shall include dismantling of the tools/equipment, including the manpower and re-export of the tools/equipment (if re-exportable) including the unutilized spares and consumables at the cost of the contractor. Demobilization shall be completed by Contractor within 60 days of issue of demobilization notice by Company. Immediately after re-exporting the tools/equipment and the unused spares and consumables, Contractor shall submit the detail re-export documents to Company as documentary proof of re-exporting the tools/equipment and the unused spares and consumables. In case of failure to re-export any of the items as above within the allotted time period of 60 days except under circumstances relating to Force Majeure, Company reserves the right to withhold the estimated amount equivalent to the Customs Duty and/or penalty leviable by Customs on such default in re-export from Contractor's final settlement of bills and Performance Security.

23.2 In the event all/part of the tools/equipment etc. are transferred by Contractor within the country to an area where nil Customs Duty is not applicable and/or

sold to a third party after obtaining permission from Company and other appropriate government clearances in India including permission from DGH and Customs authorities, then Contractor shall be fully liable for payment of the Customs Duty.

**23.3** Contractor must furnish an undertaking that “the tools/equipment imported and also spares/accessories & consumables which remained unutilized after the expiry of the contract, would be re-exported at their own cost after completion of contractual obligation after observing all the formalities/rules as per Customs Act or any other relevant Act of Govt. of India applicable on the subject”. In case of non-observance of formalities of any provisions of the Customs Act or any other Act of Govt. of India, the Contractor shall be held responsible for all the liabilities including the payment of Customs Duty and penalties to the Govt. on each issue. Non-compliance of these provisions will be treated as breach of contract and their Performance Bank Guarantee will be forfeited.

**23.4** In the event all/part of the equipment etc. are transferred by Contractor after expiry/termination of the contract within the country to another operator for providing services, and/or sold to a third party, Contractor shall obtain all necessary Govt. of India clearances including permission from DGH and Customs authorities for transferring to another operator and/or sale of the tools/equipment and the unused spares and consumables to a third party. Company will not be responsible for any non-compliance of these formalities by Contractor. Payment of Customs Duty and penalties (if any) imposed by Govt. of India or Customs authorities for transferring the items in part or in full to an area where Nil Customs Duty is not applicable or sale of the items shall be borne by the Contractor and Contractor indemnifies Company from all such liabilities.

**24.0 Penalty and Recovery:**

**24.1 Penalty:** In the event of the contractor’s failure to strictly adhere in providing well servicing equipment on account of reasons solely attributable to the Contractor, the penalty shall be levied at the following rates for the period to be reckoned from the time of failure to provide service till resumption of assigned job:

	<b>FAILURE</b>	<b>PENALTY</b>
a)	Shut down/break down of any well servicing unit(s) during any operation or during shifting to the desired location for operation.	Penalty of 25% of Operating Charges for the entire unit(s) involved in the job during the period of shutdown.  For the shutdown period no fixed charges shall be payable for the units involved in the jobs as per SOR Clause No. 8.0.
b)	Failure to perform assigned operation due to non-availability of well servicing unit(s)/manpower/down hole	Penalty of 25% of Operating Charges for the entire unit(s) involved in the job during the period of shutdown.

	tools/spares/ consumables etc.	For the shutdown period no fixed charges shall be payable for the units involved in the jobs as per SOR Clause No. 8.0
c)	Non availability or non-maintenance of any of the CT downhole tools in working condition	Penalty at the rate of 15% of Daily Fixed Charge for CTU per day for non-availability of any downhole tools as mentioned in Clause no. <b>8.0 D of Section-II (SOW/TOR)</b> or non-maintenance of downhole tools in working condition.
d)	Delay in shifting of well servicing unit(s).	Any delay in shifting of well servicing unit(s) beyond the standard, as stipulated in Clause No. 32.0 of Section-III, penalty at the rate of 5% per hour of <b>total cost for shifting charges</b> payable for that particular well servicing unit/units.  <b>Note:</b> If the delay in shifting leads to delay in well operation, the penalty as per clause b) above will also be applicable together with clause d). No shifting charges shall be paid if the delay in shifting is more than 6 hours than the stipulated time.
e)	Delay in mobilization exceeding <b>15 weeks</b> from the scheduled completion date as per SCC Clause no. 2.0	Penalty at the rate of 25% per on <b>Operating Charges</b> for all well servicing units for each delayed day shall be imposed till completion of mobilization.

**24.2 Recovery:** Once the additional CT Reel (*as per clause no. 8.0 (A) (2) of TOR*) is consumed for replacing the operating CT reel fitted in unit due to its normal wear & tear, the contractor shall replenish the additional CT Reel and made available the same as standby within a period of 90 days' time from the date of replacement of the CT Reel. During this 90 days' period, the exiting penalty clause mentioned above shall prevail relating to any failure to provide service or shut down shall.

In the event of failure to replenish the additional CT reel within 90 days timeline, per day amount of **INR 20,000.00** or **0.3% of CIF value of CT Reel** as per **tax invoice** submitted along with request letter for availing custom's benefit, whichever is higher, shall be recovered.

**25.0 Area of Operation:** OIL's operational areas in Northeastern India viz., in the states of Assam, Arunachal Pradesh, Tripura, Nagaland

**25.1 Knowledge of Site Condition:** Contractor shall be deemed to have inspected and examined the sites and its surroundings and information available in connection therewith and to have satisfied himself the form and nature thereof

including the topography of the area of operation, well sites, approaches, infilled roads/bridge conditions, climate etc. and quantities and nature of work and materials necessary for the completion of the work, the means of access, and in general to have obtained himself all necessary information of all risks, contingencies and circumstances affecting his obligations and responsibilities therewith under the contract and his ability to perform it.

**26.0 HSE Policy:**

Contractor shall observe such safety/pollution control regulations in accordance with acceptable Oil field practice and applicable Indian Laws such as Mines safety rules etc. Contractor shall take all necessary measures reasonably to provide safe working conditions and shall exercise due care & caution in preventing fire, pollution, explosion and blow out and maintain fire-fighting equipment in sound condition at all times during operation. Contractor shall conduct safety drills.

**27.0 Confidentiality:**

27.1 Contractor agrees to be bound by professional secrecy and undertake to keep confidential any information obtained during the conduct of well operations, including, but not limited to, formations encountered, testing and surveying of the well. And to take all-reasonable steps to ensure the contractor's personnel likewise keep such information confidential.

- i. This obligation shall keep in force even after the termination date and until such information will be disclosed by company.
- ii. Contractor shall handover to company all company's documents or drafts concerning operations carried out and which are still in its possession before transferring the equipment/Unit to another sphere.

27.2 Contractor shall forbid access to the equipment/Unit to any people not involved in the well operations or not authorised by the company to have access to the equipment/Unit, however, this provision is not applicable to any Government and/or police representative on duty.

**28.0 Rights and Privilege of Company: Company shall be entitled -**

- i. To check the Well Servicing Unit and other Contractor's items before the commencement of operation. If they are not found in good order or do not meet specifications as per Section-II or in case of non-availability of some of the Contractor's items listed therein, the contractor may not be allowed for commencement until the contractor has remedied such default.
- ii. To approve the choice of sub-contractors for any essential third-party contract, concerning materials, equipment, personnel and services to be rendered by

Contractor. Sub-contract may be entered into by Contractor only after company's approval.

- iii. To check, at all times, Contractor's stock level, to inspect Contractor's equipment and request for renovation or replacement thereof, if found in unsatisfactory condition or not conforming to regulations or specifications.
- iv. To order suspension of operations while and whenever:
  - a) Contractor's personnel is deemed by company to be not satisfactory, or
  - b) Contractor's equipment does not conform to regulations or to the specifications laid down in the Contract.
  - c) Contractor's equipment turns into a danger to personnel on or around the well servicing unit or to the well, or
  - d) Contractor's insurance in connection with the operations hereunder is found by company not to conform to the requirements set forth in the contract.
  - e) Contractor fails to meet any of the provisions in the contract.
  - f) Any shortage in key/additional (compulsory) personnel and inadequacy of other personnel.

### **29.0 Emergency:**

The Company shall be entitled in emergency (the existence of which shall be determined by Company) at its own discretion, to direct Contractor's equipment and personnel if Company's interest will demand so.

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

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

### **30.0 Headings:**

The headings of the clauses of the contract are for convenience only and shall not be used to interpret the provisions hereof.

### **31.0 Shifting of Equipment:**

- 31.1 Contractor shall take utmost care for the shifting of the equipment from the base camp to the first location and/or subsequent location(s) and back to the base camp within the specified time. The essence of time is important in this

contract. The equipment to be shifted from one location to another location and from the base as per the advice of Company's Representative. Contractor shall not take more than 1 hour per 15 km during shifting of their equipment. The excess of the stipulated time attracts penalty as mentioned in Clause no. 25.0 of Section-III.

31.2 The shifting of well servicing equipment from the well site will include the clearing of all Contractor's equipment and materials and made free from pollution arising out of the operation.

**32.0 Prevention of Fire and Blowouts:**

32.1 Contractor shall maintain their well control equipment in good condition at all times and shall take all possible steps to control and prevent the fire and blowouts to protect the hole. The Contractor shall be responsible for taking preventive and corrective measures for initial control of fire and blowouts.

32.2 Contractor shall test carry out all necessary pre-checks and pre-tests of the equipment/accessories to ensure trouble free and safe operation prior to each job or as instructed by the Company's Representative. Contractor shall record results of all such tests in the daily job report.

32.3 **DISCIPLINE:** The Contractor shall maintain strict discipline and good order among their employees and their Sub-contractors, if any, and shall abide by and conform to all rules and regulations promulgated by the Company. Should the Company feel with just cause that the conduct of any of the Contractor's personnel is detrimental to Company's interests, the Company shall notify Contractor in writing the reasons for requesting removal of such personnel. The Contractor shall remove and replace such employees at their expense within 07 (Seven) days from the time of such instruction given by the Company.

**33.0 Environment Management:**

33.1 Contractor shall ensure that there is no pollution either of water, air or sound during the operation. Contractor shall be more careful and checked for any leakage and immediate corrective action to be taken for such leakages to avoid any pollution problems. Contractor shall inform of such leakages immediately to the Company's Representative.

33.2 The Contractor shall not make Company liable to reimburse the Contractor to the statutory increase in the wage rates of the contract labour appointed by the Contractor. Such statutory or any other increase in the wage rates of the contract labour shall be borne by the Contractor.

33.3 Any permission from the Mines Directorate in connection with working in excess of 08 (Eight) hours per day shift pattern by the Contractor shall have to be arranged by the Contractor before commencement of the Contract, in

consultation with the Company. Moreover, since the Contractor's personnel engaged shall be working under the Mines Act and Oil Mines Regulations, the Contractor shall have to obtain any other relevant permission from the Mines Directorate to engage their employees in compliance with various procedures as per Mines Act. In case of any breach of procedures under applicable provisions of Mines Act, Pollution Control Board (Assam) the Contractor shall be held responsible and they shall bear all expenses arising as a result thereof.

33.4 The Contractor shall not engage labour below 18 (Eighteen) years of age under any circumstances. Persons above 60 years age also shall not be deployed.

33.5 Moreover, the Contractor should obtain and produce in advance before commencement of work, the following certificate/approvals:

- a. Approval from DGMS/DDMS for shift patterns in excess of 8 hours.
- b. Total manpower list
- c. All certificates as per applicable laws including Mines Acts.
- d. Regional Labour certificate, if required.

#### **34.0 Limitation of Liability:**

Notwithstanding any other provisions herein to the contrary, except only in cases of wilful misconduct and/or criminal acts,

- (a) Neither the Contractor nor the Company (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs.
- (b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the Contractor in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract Price, provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the Contractor, or to any obligation of the Contractor to indemnify the Company with respect to Intellectual Property Rights.
- (c) Company shall indemnify and keep indemnified Contractor harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

#### **35.0 Special Note:**

All the offered units i.e., coiled tubing unit, nitrogen pumping unit and fluid pumping unit with heating system shall not be manufactured more than 07 years before the original Bid Closing Date (BCD). Additionally, the well servicing equipment/units shall have minimum 05 years of residual life reckoned from the original BCD, a certificate shall be submitted During mobilization of contract

issued by Third Party Inspection (TPI) agency certifying a minimum 05 years' residual life of individual equipment to be reckoned from the original BCD.

**Note:**

- Company hereby acknowledges that the units and tools ("Equipment") that are owned and utilized by Contractor to perform its service obligations under the Contract shall be at all times be, handled and manned by the Contractor. Company shall not be entitled to use/operate/possess any of the Contractor's Equipment for providing Services under the Contract. To clarify that control, custody and possession of Contractor's equipment will always be with the Contractor.
- All the clauses in this tender are limited to execution of this tender only and do not carry any precedence whatsoever for any OIL's such or similar tenders in future.

**36.0 Goods and Service Tax:**

- 36.1 In view of GST Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST/VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in GST. Accordingly, reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax or any other form of indirect tax except of GST mentioned in the bidding document shall be ignored.
- 36.2 Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever GST (CGST & SGST/UTGST or IGST) is applicable.
- 36.3 "GST" shall mean Goods and Services Tax charged on the supply of material(s) and services. The term "GST" shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as "IGST") or Central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and Services Tax (hereinafter referred to as "SGST") or Union Territory Goods and Services Tax (hereinafter referred to as "UTGST") depending upon the import / interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.
- 36.4 Quoted price/rate(s) should be inclusive of all taxes and duties, except GST (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and cess on GST if applicable) on the final service. However, GST rate (including cess) to be provided in the respective places in the Price Bid .Please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the Supplier of Goods/Services (Service Provider) only .Supplier of Goods/Services (Service Provider) providing taxable service shall issue an Invoice/Bill, as the case may be as per rules/regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods/Services (Service Provider) with requisite details.

- 36.5 Bidder should also mention the Harmonised System of Nomenclature (HSN) and Service Accounting Codes (SAC) at the designated place in SOR.
- 36.6 Where the OIL is entitled to avail the input tax credit of GST:
- OIL will reimburse the GST to the Supplier of Goods/Services (Service Provider) at actual against submission of Invoices as per format specified in rules/regulation of GST to enable OIL to claim input tax credit of GST paid. In case of any variation in the executed quantities, the amount on which the GST is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.
- 36.7 The input tax credit of GST quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.
- 36.8 Where the OIL is not entitled to avail/take the full input tax credit of GST:
- OIL will reimburse GST to the Supplier of Goods/Services (Service Provider) at actual against submission of Invoices as per format specified in rules/regulation of GST subject to the ceiling amount of GST as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.
- 36.9 The bids will be evaluated based on total price including GST.
- 36.10 Payments to Service Provider for claiming GST amount will be made provided the above formalities are fulfilled. Further, OIL may seek copies of challan and certificate from Chartered Accountant for deposit of GST collected from OIL.
- 36.11 Contractor/Contractor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by OIL. In the event that the contractor/Contractor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, OIL shall not be liable to make any payment on account of GST against such invoice.
- 36.12 GST shall be paid against receipt of tax invoice and proof of payment of GST to government. In case of non-receipt of tax invoice or non-payment of GST by the contractor/Contractor, OIL shall withhold the payment of GST.
- 36.13 GST payable under reverse charge mechanism for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/Contractor but will be directly deposited to the government by OIL.
- 36.14 Where OIL has the obligation to discharge GST liability under reverse charge mechanism and OIL has paid or is/liable to pay GST to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to OIL or ITC with respect to such payments is not available to OIL for any reason which is not attributable to OIL, then OIL shall be entitled to deduct/setoff/recover such amounts against any amounts paid or payable by OIL to Contractor/Supplier.

- 36.15 Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor/Contractor is denied by the tax authorities to OIL for reasons attributable to Contractor/ Contractor, OIL shall be entitled to recover such amount from the Contractor /Contractor by way of adjustment from the next invoice. In addition to the amount of GST, OIL shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on OIL.
- 36.16 TDS under GST, if applicable, shall be deducted from contractor's/Contractor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/Contractor.
- 36.17 The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/duties by the contractor shall be to contractor's account.
- 36.18 It is the responsibility of the bidder to quote the correct GST rate. The classification of goods/services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.
- 36.19 In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference and in case the rate of duty/taxes finally assessed is on the lower side.
- 36.20 Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of Taxes & Duties shall be limited to the volume of GST declared by the bidder in its bid & nothing shall be payable extra except for the statutory variation in taxes & duties.
- 36.21 Further, it is the responsibility of the bidders to make all possible efforts to make their accounting/IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.
- 36.22 GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.
- 36.23 In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.
- 36.24 Beyond the contract period, in case OIL is not entitled for input tax credit of GST, then any increase in the rate of GST beyond the contractual delivery period shall be to Service provider's account whereas any decrease in the rate GST shall be passed on to the OIL.

- 36.25 Beyond the contract period, in case OIL is entitled for input tax credit of GST, then statutory variation in applicable GST on supply and on incidental services, shall be to OIL's account.
- 36.26 Claim for payment of GST/Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.
- 36.27 The base date for the purpose of applying statutory variation shall be the Bid Opening Date.
- 36.28 The contractor will be liable to ensure to have registered with the respective tax authorities, wherever applicable and to submit self-attested copy of such registration certificate(s) and the Contractor will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/E-way Bill, if applicable etc.
- 36.29 In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.
- 36.30 OIL will prefer to deal with registered supplier of goods/services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.
- 36.31 Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.
- 36.32 Documentation requirement for GST: The Contractor will be under the obligation for invoicing correct tax rate of tax/duties as prescribed under the GST law to OIL, and pass on the benefits, if any, after availing input tax credit.

Any Invoice issued shall contain the following particulars:

- (a) Name, address and GSTIN of the supplier;
- (b) Serial number of the invoice;
- (c) Date of issue;
- (d) Name, address and GSTIN or UIN, if registered of the recipient;

**Note: OIL GSTIN numbers are as follows:**

Assam : 18AAACO2352C1ZW

Arunachal Pradesh : 12AAACO2352C1Z8

- (e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- (f) HSN code of goods or Accounting Code of services [SAC];
- (g) Description of goods or services;
- (h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- (i) Total value of supply of goods or services or both;
- (j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- (k) Rate of tax (IGST, CGST, SGST/ UTGST, cess);
- (l) Amount of tax charged in respect of taxable goods or services (IGST, CGST, SGST/UTGST, cess);
- (m) Place of supply along with the name of State, in case of supply in the course of interstate trade or commerce;
- (n) Address of the delivery where the same is different from the place of supply and
- (o) Signature or digital signature of the supplier or his authorised representative.

GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:

- (i) The original copy being marked as ORIGINAL FOR RECIPIENT;
- (ii) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- (iii) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details of details of advance taken along with particulars as mentioned in clause no. (a), (b), (c), (d), (g), (k), (l), (m) & (o) above.

36.33 **Anti-profiteering clause:** As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier of Goods/Services may note the above and quote their prices accordingly.

36.34 In case the GST rating of Contractor on the GST portal/Govt. official website is negative/blacklisted, then the bids may be rejected by OIL. Further, in case rating of bidder is negative/blacklisted after award of work for supply of goods/services, then OIL shall not be obligated or liable to pay or reimburse GST to such Contractor and shall also be entitled to deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.

### **37.0 Customs Duty:**

37.1 In terms of Sl. No. 404 of the Customs Notification No.50/2017-Cus dated 30.06.2017 (and as amended from time to time), imports of the

items specified in List 33 of the Notification are subject to levy of concessional rate of customs duty subject to conditions specified therein. Similarly, the domestic supply of such goods would attract concessional GST on submission of Essentiality Certificate (EC) issued by DGH in terms of Gazette Notification No. No. 3/2017-Central Tax (Rate) dated 28.06.2017 (and as amended from time to time).

- 37.2 Contractor should provide the list of items to be imported by them under the Contract in the format specified in Proforma-A alongwith their bid for issuance of requisite undertaking/certificate for availing concessional rate of customs duty only against the items explicitly covered under List-33 of Customs Notification No. 30/2024-Customs dated 23.07.2024 or against any other item(s) subsequently declared by the competent authority during the tenure of the contract to be duty exempted/concessional. Contractor shall make written request to Company immediately after shipment of the goods indicated by them in Proforma-A, alongwith the Invoices and all shipping documents (with clear 15 working days' notice) requesting Company for issuance of the Recommendatory Letter/requisite undertaking/certificate. Company shall issue the Recommendatory Letter/ requisite undertaking/certificate provided all the documents submitted by the Contractor are found in order as per contract. Undertaking/Certificate for availing concessional rate of Customs Duty shall be issued by OIL only for the eligible items, provided the same are included in the Proforma-A submitted by the bidder.
- 37.3 The required certificate/undertaking for availing concessional duty will be issued by OIL only for those items which are either consumed during the execution of work or for those equipment/tools which are undertaken to be reexported by the bidder. The required certificate/undertaking will not be issued when the bidder imports the equipment/tools on acquisition basis and does not undertake to re-export the same after the completion of the contract.
- 37.4 The contractor shall be responsible to carry out all the formalities. In case of any mis-declarations or offences committed under the Customs rules and regulations and also allied rules, fine, penalty or any other charges levied by the concerned authorities on OIL shall be borne by the Contractor including the element of interest on OIL's fund blocked under such circumstances. OIL shall be indemnified by the Contractor against all actions by Govt. or any other agency for acts of commission and omission.
- 37.5 Contractor shall be responsible to import the equipment/tools for execution of the contract. The contractor shall undertake to complete all the formalities as required under the Customs Act/Foreign Trade Policy (FTP) and indemnify OIL from all the liabilities of Customs in this regard.

- 37.6 The equipment/tools imported by the Contractor for petroleum operations against the certificate/undertaking provided by OIL shall not be used/deployed by the Contractor for any purpose other than the jobs arising out of the contract awarded by OIL and in the event of equipment/tools being misused or put to use other than specified use, the Contractor shall be liable to pay duty, fine, penalty and other actions taken by the Customs Department and other authorities for violation of the customs rules and regulations and other allied rules.
- 37.7 OIL will not issue any Undertaking/Certificate towards customs duty concession/exemption for those items (not included in List-33 of Notification) and the duty payable on merit shall be borne by the Contractor. However, any other item if subsequently notified by the competent authority to be Duty free/concessional during the tenure of the contract, OIL will issue requisite Certificate/Undertaking for Contractor to avail the Customs Duty benefit and the duty benefit must be passed on to OIL.
- 37.8 All costs of imports and import clearances under the contract shall be borne by the contractor and Company shall not provide any assistance in this regard.
- 37.9 However, in the event customs duty becomes leviable during the course of Contract arising out of a change in the policy of the Government, the Company shall reimburse the customs duties leviable in India on Contractor's items as provided in Proforma-A or the actual whichever is less, on submission of documentary evidence. However, the Contractor should notify about the change in policy with documentary evidence and obtain Company's consent prior to shipment of the items. Company's obligation for Customs Duty payment shall be limited / restricted to the tariff rates as assessed by the Customs on the day of clearance, or as on the last day of the stipulated mobilization period. In case of clearance thereafter, on the CIF value of items in Proforma-A will be frozen and any increase in Customs Duty on account of increase in value on these will be to the Contractor's account. Furthermore, in case the above CIF value is not acceptable to assessing Customs Officer and as a result if any excess Customs Duty becomes payable, it shall be to Contractor's account.
- 37.10 Contractor shall, however, arrange clearance of such items from Customs and port authorities in India and shall pay all requisite demurrages, if any, clearance fees/charges, port fees, clearing and forwarding agent fees/ charges, inland transport charges etc. Company shall provide all assistance by issuance of necessary letter of authority or other relevant documents and necessary help. necessary letter of authority or other relevant documents and

necessary help.

37.11 Contractor must ensure that the spares and consumables imported by them for providing the services under Contract are properly used in executing their job under the Contract in the PEL/ML areas of Company for which EC has been obtained. Contractor shall furnish to Company a certificate as and when the spares and consumables are used/consumed certifying that the spares and the consumables imported by them have been consumed in those ML/PEL areas under the contract for which ECs were obtained by them. In order to avoid any misuse of the spares and consumables imported by the Contractor for providing the services under the Contract, Contractor shall furnish an Undertaking similar to that being furnished by Company to Customs of suitable amount before issue of the Recommendatory Letter.

**38.0 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:**

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

**39.0 Notice:**

Any notice given by one party to other, pursuant to this Contract shall be sent in writing or by telex or Fax and confirmed in writing to the applicable address specified below:

A) COMPANY:

a) **For contractual matters**

CGM (Contracts)  
OIL INDIA LIMITED  
PO DULIAJAN - 786602  
ASSAM, INDIA  
Email: [contracts@oilindia.in](mailto:contracts@oilindia.in)

b) **For technical matters**

Chief General Manager (OGPS)  
OIL INDIA LIMITED  
PO Duliajan – 786602  
Assam, India  
Email: [OilandGasProductionServices@oilindia.in](mailto:OilandGasProductionServices@oilindia.in)

B) **Contractor**

\_\_\_\_\_  
\_\_\_\_\_

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**END OF SECTION-III**

**&&&&**

**PART-4**  
**SECTION-IV**  
**SCHEDULE OF RATES (SOR)**

The bidders must quote the rates in their price bids as per the attached Price-Bid Format (Proforma-B). The quantities against each item shown in the price format are merely tentative as has been assessed by Company for Bid evaluation purpose only. However, payment will be made at actuals.

**1.0 MOBILIZATION CHARGES:**

- a) Mobilization charge shall be inclusive of all equipment, personnel, tools, spares, consumables, accessories etc. and shall be payable one time on lump sum basis.
- b) Mobilization charges shall be payable only when Mobilization is deemed to be completed in accordance with Clause No. 2.0 of Section-III (SCC) of the contract.
- c) Mobilization charges cover all local and foreign cost to be incurred by the Contractor to mobilize the equipment to the appointed site and include all local and foreign taxes, port fees, inland transport etc., but excluding customs duty, which shall be to the Company's account, if applicable on the items.
- d) The Company shall provide all necessary documents as required for Customs Clearance only on receipt of request from the Contractor and all such request must be made by the Contractor well in advance so that the Company can make necessary arrangement for providing the documents in time without causing any delay for the Customs/Port Clearance.
- e) In the event of the Contractor quoting Mobilization charge above 7.5% of the total contract value, only 7.5% of the contract value shall be paid after successful completion of the mobilization and the remaining amount shall be paid after successful completion of the contract.
- f) Bidders are required to quote mobilization rate(s) / amount considering the identified equipment and material location. Bidders are also required to consider all the expenses including but not limited to the expected expenses for repair, new equipment, certifications etc., if any for smooth operation. If the equipment is engaged under any contract with OIL and there is demobilization charge against that contract; then bidder is required to consider that demobilization charge also while quoting mobilization rate(s) / amount against this tender.

**2.0 DEMOBILIZATION CHARGES:**

- a) The demobilization charges shall be payable one time on lump sum basis which include all charges towards demobilization of all contractor's equipment/tools

and crew for Well Servicing Operation from the site to contractor's base upon completion of the assignment of works under this contract is concluded to the satisfaction of Company. Company shall give 10 (Ten) days' notice to contractor to commence demobilization. The bidder shall not quote "ZERO" against de-mob charges.

- b) All contractual day rates/charges, whatsoever, on account of Contractor's Tools/Equipment/Spare/Accessories/manpower etc. under this contract shall cease to exist with effect from the day, time or event as to be notified in the demobilization notice issued by Company.
- c) Demobilization shall be completed by Contractor within 60 days of expiry/termination of the contract. Contractor shall ensure that demobilization is completed within the aforesaid period. No charge whatsoever shall be payable from the date of notice to demobilize.
- d) All charges connected with demobilization including all fees and taxes in relation thereto and insurance & freight on export outside India shall be to Contractor's account.
- e) The contractor has to provide documentary evidence of re-exporting all the items exported under EC against this tender for payment of final demobilization.
- f) The Demobilization Charge shall not be less than 10% of the Mobilization Charges per package. In case of quoting less de-mob charges, the differential amount from the 10% of the mob charge shall be retained from the first invoice and same will be released at the end of contract against separate invoice with the demob charges.

### **3.0 OPERATING CHARGES PER HOUR:**

- a) Operating charges includes equipment, consumables/spares and personnel when the equipment is on operation. During Operations, the contractor shall be eligible for paying Operating charges per hour basis in addition to Daily Fixed charges for the particular well servicing unit engaged in operation.
- b) Operating charges shall be payable for each Well Servicing equipment for the actual hours when the equipment are in operation in the well with the designated operating crew, until the assigned job is completed or the units are released for movement to the next location or base, whichever is earlier. Bidders are to quote their Operating charge per hour basis for each well servicing unit.
- c) The equipment will be used normally for operation from 06.00 Hrs. for about 12 hours in a day. However, in case of exigency, any of the equipment may be deployed beyond the stipulated time as per the normal operating charges.

- d) In the event the Contractor's operating crew is not available for operation at any time, no payment against Operating charges shall be made.
- e) Operating charges shall not be payable if, in the duration of operation, Contractor's Tools/Equipment fails to perform, for any reason.
- f) The contractor may have to carry out more than one number of jobs simultaneously in different well locations using different servicing units on a single day based on job requirement.

**4.0 DAILY FIXED CHARGES:**

- a) Daily Fixed Charges for equipment, viz. Coil Tubing Unit with down-hole tools, Nitrogen Pumping Unit, Fluid Pumping Unit with heating facility, etc. including wages for associated personnel shall be payable from the date of completion of mobilization till the date of issue of demobilization notice.
- b) For calculation of hourly rate, the daily fixed charge shall be pro-rated up to minimum of nearest half hour basis. The daily fixed charges should include supply of spares & consumables, replacement/maintenance cost and any other operational requirement if any during the contractual period. The Contractor must maintain minimum stock of any such regularly required items at their Local base to ensure uninterrupted service.
- c) The "Daily Fixed Charges" for Well Servicing Units (CTU/NPU/FPU) shall not be more than 6 (six) times of "Operating Charges per hour" of the respective units in the Well Servicing Package. In case of quoting "Daily Fixed Charges" in excess to this prescribed limit, only 6 (six) times of Operating Charges per hour shall be paid.
- d) The Daily Fixed Charge shall be payable due to non-availability of any equipment for attending schedule maintenance job within the Company's allowable servicing period of 02 (Two) days (cumulative 48 hours) for the overall service package in a calendar month. Scheduled maintenance of all the units should be carried out together.
- e) Contractor shall be responsible for maintaining adequate quantity of Down Hole Tools (as mentioned in scope of work) in workable condition during the contractual period for smooth running of the operation and replenishing them as necessary. Hence, adequate spares are to be kept accordingly.
- f) Non-availability of any Down Hole Tool as listed in the contract for any operation within the scope of work shall attract penalty as per clause no. 29 (d) under SCC.
- g) If maintenance of any well servicing unit(s) exceeds 48 hours, the Contractor must inform the same in writing within the aforesaid period only. Such cases

shall be treated as shut down till the unit(s) are made operational and penalty shall be imposed as per SCC clause No. 29 (a) (b).

- h) Contractor shall take prior permission from the Company's Representative for availing schedule maintenance.

#### **5.0 SHIFTING CHARGES:**

- a) The shifting charges shall be payable per KM for the distance actually travelled by the equipment from the base camp to the first location and/or subsequent location(s) and back to the base camp.
- b) Shifting of the equipment from **location** to **location** and also from **base camp** to **location** should be completed within the period as specified under special terms and condition.
- c) Only Daily Fixed charges as per Para 4.0 above shall be payable during the shifting period.

#### **6.0 TEMPORARY CAMPING/ HALTING CHARGES:**

- a) "Halting Charges" for crew and equipment/units are payable when the service is deployed in NELP/OALP blocks situated outside the OIL's PEL/ML areas in the Dibrugarh, Charaideo, Sivsagar, Tinsukia District of Assam and Changlang District of Arunachal Pradesh.
- b) "Halting Charges" is not payable during transit of the fleet for services between locations or base.

#### **7.0 CONSUMABLES:**

The Contractor has to quote the cost of consumables, i.e., liquid Nitrogen, as per price format (Proforma-B) on all-inclusive FOR destination (well site) basis. The charges for liquid nitrogen shall be payable on actual consumption of liquid nitrogen.

Note: Contractor should provide all other necessary consumables for the entire services detailed under Scope of Work (Section-II, PART-3) of this document, including diesel, POL etc. at no extra cost.

#### **8.0 ZERO RATES:**

Notwithstanding any provision in the Contract, no charges shall be payable for the period, the job or activity assigned to the Contractor is halted due to breakdown of Contractor's tools/equipment, non-availability of manpower or for any other reason whatsoever attributable to the Contractor.

**9.0 FORCE MAJEURE DAY RATE:**

- a) The 'Force Majeure' Rate shall be payable during the first 15 days period of 'Force Majeure'. No payment shall accrue to the Contractor beyond the first 15 days period unless mutually agreed upon.
- b) Payment towards 'Force Majeure' rate shall be restricted to 50% of Daily Fixed Charge. Payment shall be made considering 01 (One) full 'Force Majeure' day = ½ (half) day Daily Fixed Charge.

**10.0 PAYMENT TERMS:**

- 10.1 On account payment may be made, not often than monthly, up to the amount of 100% of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.
- 10.2 All Invoices are to be uploaded through Vendor Invoice Management portal only via the following link <https://vim.oilindia.in/velocious-portal-app/>

**END OF SECTION-IV**  
**END OF PART-4**  
**&&&&**

**PART-5**  
**LIST OF PROFORMAS, APPENDICES, EXHIBITS, ANNEXURES ETC. FOR**  
**THE TENDER**

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

Sl. No.	Proforma-No.	Form Description	Submitted (Yes/No/Not applicable)
1.	<a href="#"><u>Proforma-A</u></a>	List of items to be imported (if any) for execution of contract.  <i>(To be uploaded in the Price/Financial Bid)</i>	
2.	<a href="#"><u>Proforma-B</u></a>	Price Bidding Format  <i>(To be uploaded in the Price/Financial Bid; if the price bid format indicating the prices is uploaded in the technical bid, the bid will be straightaway rejected)</i>	
3.	<a href="#"><u>Proforma-C</u></a>	Bid Form	
4.	<a href="#"><u>Proforma-D</u></a>	Statement of Non-Compliance (if any)	
5.	<a href="#"><u>Proforma-E</u></a>	Letter of Authorisation for attending Bid Opening format	
6.	<a href="#"><u>Proforma-F</u></a>	Letter of Authority format	
7.	<a href="#"><u>Proforma-G</u></a>	Form of Bid Security	
8.	<a href="#"><u>Proforma-H</u></a>	E-Remittance Form	
9.	<a href="#"><u>Proforma-I</u></a>	Performance Bank Guarantee Format	
10.	<a href="#"><u>Proforma-J</u></a>	Format of Undertaking by Bidders towards submission of authentic information/documents	
11.	<a href="#"><u>Proforma-K</u></a>	Certificate of compliance to financial criteria	
12.	<a href="#"><u>Proforma-L</u></a>	Certificate of Annual Turnover, Net Worth & Working Capital	

<b>Sl. No.</b>	<b>Proforma-No.</b>	<b>Form Description</b>	<b>Submitted (Yes/No/Not applicable)</b>
13.	<a href="#"><u>Proforma-M</u></a>	Format for Line of Credit	
14.	<a href="#"><u>Proforma-N</u></a>	Undertaking towards details of Bank Guarantee	
15.	<a href="#"><u>Proforma-O</u></a>	Declaration about bidder's financial standing	
16.	<a href="#"><u>Proforma-P</u></a>	Declaration that bidder is not under Holiday List/Delisted/Blacklist/ Debarred in OIL	
17.	<a href="#"><u>Proforma-Q</u></a>	Agreement Form	
18.	<a href="#"><u>Proforma-R</u></a>	Undertaking from TPI Agency	
19.	<a href="#"><u>Proforma-S</u></a>	Undertaking by Foreign Bidders towards expenses in India	
20.	<a href="#"><u>Appendix-I</u></a>	Safety Measures	
21.	<a href="#"><u>Appendix-II</u></a>	Integrity Pact	
22.	<a href="#"><u>Appendix-III</u></a>	Undertaking for Local Content	
23.	<a href="#"><u>Appendix-IV</u></a>	Undertaking regarding non-inclusion of Hazardous Substance	
24.	<a href="#"><u>Appendix-V</u></a>	Undertaking from Contractor's Personnel	
25.	<a href="#"><u>Appendix-VI</u></a>	Declaration Format for deployment of Services & Personnel	
26.	<a href="#"><u>Appendix-VII</u></a>	Proforma for Biodata of Key Personnel	
27.	<a href="#"><u>Exhibit-I</u></a>	Undertaking for works involving possibility of sub-contracting	
28.	<a href="#"><u>Exhibit-II</u></a>	Undertaking towards compliance of Land Border restrictions	
29.	<a href="#"><u>Exhibit-III</u></a>	Additional Undertaking in case of ToT	

<b>Sl. No.</b>	<b>Proforma-No.</b>	<b>Form Description</b>	<b>Submitted (Yes/No/Not applicable)</b>
30.	<a href="#"><u>Annexure-I</u></a>	Format of Agreement between Bidder and Parent/Subsidiary Company	
31.	<a href="#"><u>Annexure-II</u></a>	Parent Company/Subsidiary Company Guarantee format	
32.	<a href="#"><u>Annexure-III</u></a>	Format of agreement between bidder, their sister subsidiary/co-subsidiary company and the ultimate parent/ holding company	
33.	<a href="#"><u>Annexure-IV</u></a>	Parent/Ultimate Parent/Holding Company's Guarantee towards financial standing	
34.	<a href="#"><u>Annexure-V</u></a>	JV Company's Corporate Guarantee towards financial standing	
35.	<a href="#"><u>Annexure-T1</u></a>	Undertaking for identified Well Servicing unit	
36.	<a href="#"><u>Annexure-T2</u></a>		
37.	<a href="#"><u>Annexure-T3</u></a>		
38.	<a href="#"><u>Proforma-AA</u></a>	Proforma for Insurance Surety Bond towards Bid Security	
39.	<a href="#"><u>Proforma-BB</u></a>	Proforma for Insurance Surety Bond towards Performance Security	
40.	<a href="#"><u>Checklist-I</u></a>	Commercial Checklist	
41.	<a href="#"><u>Checklist-II</u></a>	Checklist for BEC	
42.	<a href="#"><u>Checklist-III (A)</u></a>	Checklist for SOW/TOR	
43.	<a href="#"><u>Checklist-III (B)</u></a>	Checklist for SCC	

**PROFORMA-A**

**LIST OF ITEMS (Equipment, Tools, Accessories, Spares & consumable)**  
**TO BE IMPORTED IN CONNECTION WITH EXECUTION**  
**OF THE CONTRACT SHOWING CIF VALUE**

**(SHOULD BE UPLOADED IN THE PRICE BID)**

Sl. No.	Item Description	Qty /Unit	Rate	Total	Freight & Insurance	CIF Value	Port & other charge	Landed Cost	Is it re-exportable? YES or NO	Year of Mfg.	HSN Code
A	B	C	D	E = C x D	F	G = F + E	H	I = G+H	J	K	L

- (1) The items which are not of consumable in nature and required to be re-exported outside India after completion of the Contract should be indicated as "YES" in column "J".
- (2) The items, which are of consumable in nature should be indicated as "NO" in column "J".
- (3) For estimation of applicable customs duty, the bidders are required to indicate customs tariff code (i.e. HSN Code) of each item in column "L".

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

Seal of the Bidder:

**PRICE BID FORMAT**

**THE PRICE BID FORMAT IN EXCEL SHEET IS UPLOADED UNDER 'NOTES AND ATTACHMENTS' TAB IN OIL'S E-PROCUREMENT PORTAL**

**BID FORM**

**To**  
**M/s Oil India Limited,**  
**P.O. Duliajan, Assam, India**

**Sub: Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years.**

*Gentlemen,*

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the work/services in conformity with the said conditions of Contract and Terms of Reference for the sum quoted in the Price Bid Format or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence the work as per the terms & conditions set out in the subject tender.

If our Bid is accepted, we will submit the Performance Security Deposit as specified in the tender document for the due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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

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

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

**Seal of the Bidder:**

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

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

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

**Signature of Bidder:** \_\_\_\_\_

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

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

**PROFORMA-E**

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

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

Sir,

**SUB: Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years.**

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB for **'Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'**.

Yours Faithfully,

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

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

**Signature of Bidder:** \_\_\_\_\_

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

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

**PROFORMA LETTER OF AUTHORITY**

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

Dear Sir,

**SUB: Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years.**

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) is authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against IFB for **'Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'** for any commercial/Legal purpose etc.

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

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

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

Yours faithfully,

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

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

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

**NOTE:** This letter of authority shall be on printed letter head of the 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-G**

**FORM OF BID SECURITY (BANK GUARANTEE FORMAT)**

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

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 of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of (\*\_\_\_\_\_ ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents.

SEALED with the said Bank 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.

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter/fax/cable), without Company having to substantiate its demand provided that in its demand Company 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 the date (\*\*--/--/--) 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 \_\_\_\_\_

Name of Bank & Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

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

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

- \* The Bidder should insert the amount of the guarantee in words and figures.  
\*\* Date of expiry of Bank Guarantee should be as specified in the Tender.

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

- a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:
- (i) MT 760 / MT 760 COV for issuance of Bank Guarantee
  - (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

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

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

**PROFORMA-H**

**[TO BE FILLED-UP/SUBMITTED BY THE VENDOR ON ITS LETTER HEAD  
FOR E-REMITTANCE]**

Name:

FULL Address:

Phone Number:

Mobile Number:

E-mail address:

Fax Number:

Bank Account Number (in which the Bidder wants remittance against invoices):

Bank Name:

Branch:

Address of the Bank:

Bank Code:

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank:

PAN Number:

GST Registration Number:

---

Signature of Bidder with Official Seal

**FORM OF PERFORMANCE BANK GUARANTEE**

To:

M/s. Oil India Limited  
Contracts Department  
Duliajan, Assam - 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 the \_\_\_\_\_ day of \_\_\_\_\_

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

- A. Issuing Bank:
  - BANK FAX NO:
  - BANK EMAIL ID:
  - BANK TELEPHONE NO:
  - IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the 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 be 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 \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

- a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:
  - (i) MT 760 / MT 760 COV for issuance of Bank Guarantee
  - (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

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

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

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

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

Date \_\_\_\_\_

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

**To,  
The CGM-Contracts  
Contracts Department,  
Oil India Limited, Duliajan**

**Sir,**

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

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

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

**CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA**

**[Ref: Clause 3.6 (b) BEC]**

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: This certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the Original Bid Closing Date.

**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 03 (Three) completed accounting years upto.....**(as the case may be)** are correct.

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

Place:

Date:

Seal:

Membership Number:

Signature

Registration No.:

UDIN:

**Format for Line of Credit from Scheduled Commercial Bank**

**Confirmation from the bank for the availability of unutilized line of credit**

**(NOT APPLICABLE)**

**PROFORMA-N**

**UNDERTAKING TOWARDS SUBMISSION OF BANK GUARANTEE**

To,

Oil India Limited

Contracts Department

Duliajan, Assam - 786602

We, M/s..... are submitting the Performance Security 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	
<b>Contact Details</b> E-mail Addresses	Mobile Telephone Fax
<b>Correspondence Address</b> 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: \_\_\_\_\_

Encl: Original bank guarantee

**DECLARATION ABOUT BIDDER'S FINANCIAL STANDING**

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

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

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

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

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

**(OR)**

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

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

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

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

**DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY  
LIST/DELISTED/BLACKLISTED/DEBARRED IN OIL**

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

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

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

We, \_\_\_\_\_ (Name of the bidder) hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debaring us/them from carrying on business dealings with OIL.

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

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

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

**AGREEMENT FORM**

This Agreement is made on \_\_\_\_ day of \_\_\_\_\_ between Oil India Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the State of Assam, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. \_\_\_\_\_ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

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

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

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

WHEREAS, the Contractor has furnished to Company the performance security in the form of DD/BC/BG for Rs. \_\_\_\_\_ (being 5% of Contract value) with validity of 90 (Ninety) days beyond the defect liability period.

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

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

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

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

- (a) PART-I indicating the General Conditions of this Contract
- (b) PART-II indicating the Scope of Work/Terms of Reference
- (c) PART-III indicating the Special Conditions of Contract
- (d) PART-V indicating the Schedule of Rates

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

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

IN WITNESS thereof, each party has executed this contract at Duliajan, Assam as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

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

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

**PROFORMA-R**

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

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

Sir,

**SUB: OIL's IFB No. CDG8869P25**

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

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

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

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

Thanking you,

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

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

**PROFORMA-S**

**Format for undertaking by Foreign Bidders towards taking payment against Expenses in India (To be typed on the letter head of the bidder)**

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

Date \_\_\_\_\_

**Sub: Undertaking for taking payment against Expenses in India**

**To**

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

**Sir,**

With reference to our quotation against your above-referred tender, we hereby confirm that we have gone through the Tender document in toto and quoted **Expenses to be incurred in India** in percentage (%) against each line item (wherever applicable) of the Price Bid Format (Proforma-B). We have quoted after proper due diligence and take full responsibility for the same. We agree to the condition that during payment (if successful), the “Expenses in India” component of the price shall be converted to INR (if quoted price is other than INR) considering the conversion rate as per Clause **20.0 of ITB**. If any expense is incurred in India over and above the aforesaid percentage (%), then we will inform Oil India Limited in due course of time and same will also be considered while calculating “Expenses in India” component.

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)

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

**SUB: SAFETY MEASURES**

**Description of service: Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years.**

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorized persons who would be supervising the jobs on day to day basis from our end are the following:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) Due notice would be given for any change of personnel under item (b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations, 1984 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.

f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

g) We shall abide by the following HSE (Health, Safety & Environmental) POINTS:

## **GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS:**

1 The Contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfil all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely: the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance of all HSE laws by the sub-contractors. It will be the responsibility of the Contractor/his supervisor/representative to ensure strict adherence to all HSE measures and statutory Rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by representative of OIL.

2 Contractor's arrangements for health and safety management shall be consistent with those for the company (OIL).

3 A Contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's Act or omissions at work.

4 The Contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment, they will handle and must take full responsibility for their safety.

5 Every person deployed by the Contractor must use appropriate PPEs (Personal Protective Equipment) to be provided by the Contractor. The Contractor shall provide Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company's PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness, Fall Prevention Devices (FPD) shall conform to relevant IS codes. Necessary supportive document shall have to be available at site as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may request to the Company (OIL) for providing the same. In case of exigency OIL will provide the safety items if available. However, in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. Contractor employees should be trained in the proper use and maintenance of PPE. In absence of appropriate PPEs, the representative of OIL has the right to stop the work which will be binding for the Contractor. Moreover, the accountability towards any delay in work/ penalty due non-adherence to PPE shall be binding to the Contractor.

6 The Contractor should frame a mutually agreed bridging document between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.

7 The Contractor has to keep a register of the persons employed by him/her. The Contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.

8 Soft copy of the Standard Operating Procedures (SOPs) related to scope of work shall be handed over to the representative of OIL by Contractor including an assessment of risk, wherever possible and safe methods to deal with it/them. Printout of copy (spiral binding) of the SOP mentioned above is to be kept with all working teams at all times. The SOP clearly stating the risk arising to men, machineries & material from the mining operation / other operations to be done by the Contractor and how it is to be managed. However, in case of any doubts, the Contractor shall reconfirm the same from the Engineer In-Charge (OIL).

9 Contractor has to ensure that all work is carried out in accordance with the Statute and the SOP for the job. For the purpose, he may deploy adequate qualified and competent personnel for carrying out the job in a safe manner. The work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.

10 In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (OSA) shall be carried out before commencement of the work.

11 Necessary cold and hot work permits including excavation clearance and permission for working at height, Confined Space Entry as applicable are to be obtained by the competent person of the Contractor from the site representative of OIL before start of the job(s). Work Permit System should be inline as per guidelines issued by HSE Department.

12 The Contractor's personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor. If the Company (OIL) arranges any safety awareness program / training for the working personnel at site (company employee, Contractor worker, etc.) the Contractor will not have any objection to any such training.

13 After receipt of the work order the Contractor shall have to submit authorized list of Contract Personnel, who will be engaged for the jobs including name of the Contractor's competent persons and every contact details. No person shall be engaged in any job in a mine unless his competency has been assessed and approved by the OIL Engineer In-Charge.

14 The Contractor shall not engage minor laborer below eighteen (18) years of age under any circumstances.

15 The Contractor should prevent the frequent change of his deployed employees as far as practicable. The Contractor shall not employ or terminate his worker without the knowledge of the OIL engineer in charge. However, if OIL Engineer In-Charge found any person not appropriate with respect to the job, the Contractor has to remove the person and replace a suitable person within the timeline as per the terms of the Contract.

16 OIL will communicate all information to the Contractor or his authorized representative only.

17 The Contractor shall have to report all incidents including near miss to the representative of OIL who shall be supervising the Contractor's work.

18 Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the Contractor only.

19 Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor and their medical treatment/ facilities in case of accidents should be provided by the same Contractor. The Contractor's personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor.

20 Contractor shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Disposal of solid wastes generated by the Contractor shall be in accordance with the company's Procedure for Solid Waste Management. The Contractor Personnel have to take every possible care to keep the environment clean and free from pollution.

21 The Contractor have to ensure the quality and reliability of all the tools, equipment and instruments they use. The supporting documents relevant to prove the above should be submitted. Defective tools shall be immediately removed.

22 Contractor's Supervisor/ Contractor's personnel needs to be aware about the site specific emergency response plan (which includes display of emergency contact nos., establish telephone communication, layout of working area, use of fire extinguisher, emergency exit, assembly point).

23 All Lifting equipment of the Contractor like Crane etc. shall have to be duly calibrated. Calibration Certificate of this equipment shall have to be submitted to the representatives of OIL and a copy of the same to be made available at site.

24 Necessary sign-board / warning signals like caution, "hot work" in progress, emergency telephone numbers, no entry without permission etc. should be used while working on tanks. The said signals / sign-boards shall have to be arranged by the Contractor and shall be in line with the circular of signboards issued by HSE Department, Oil India Limited.

25 Barricading of area to be done with reflecting tapes as applicable during work.

26 The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site throughout the working hours.

27 The availability of First-Aid Fire Fighting equipment should be ensured by the Contractor at all working hours.

28 Smoking is prohibited in all Company restricted areas except in authorized smoking areas/ shelters. Carrying of matches and lighters into the Hazardous Area is prohibited. Cellular phones shall not be used in operating areas / hazardous areas

unless they have been classified as 'intrinsically safe' for use in that atmosphere. Consumption of alcohol and possession of non-prescribed drug in Company work site is strictly prohibited.

29 The Contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan approved by OIL to counter them, if anything goes wrong.

30 In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, company will have the right for directing the Contractor to take action to comply with the requirements, and for further noncompliance, the Contractor will be penalized as per the terms of the Contract.

31 When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the Contractor to cease work until the noncompliance is corrected.

32 Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor.

(Seal)

Yours Faithfully

Date \_\_\_\_\_

M/s \_\_\_\_\_  
FOR & ON BEHALF OF CONTRACTOR

**INTEGRITY PACT**

Between

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

And

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

**Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for **Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years.** 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**

**(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 take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP. In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the Organization, the contractor, and the sub-contractor.

**(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 intensions.

.....

.....

**For the Principal**

**For the Bidder/Contractor**

Date: .....

Witness 1: .....

Place: .....

Witness 2: .....

**UNDERTAKING FOR LOCAL CONTENT**  
**(To be submitted in the letter head of the bidder)**

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid No. \_\_\_\_\_ against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for **Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'**.

We hereby undertake that we meet the mandatory minimum local content requirement as mandated by Ministry of Petroleum and Natural Gas, Government of India vide Notification No. FP-20013/2/2017-FP-PNG dated 17.11.2020 (or as amended from time to time). The percentage of Local Content is \_\_\_\_\_ % .

For and on behalf of \_\_\_\_\_

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Contact No. \_\_\_\_\_

**UNDERTAKING REGARDING NON-INCLUSION OF HAZARDOUS  
SUBSTANCES**

[as per GCC Clause No. 14.12 (v)]  
[On company's Letter Head]

To,

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

Dear Sir,

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

We.....(Name of the Company) confirm that no hazardous substance as stipulated in the Public Liability Insurance Act 1991 and the Rules framed thereunder will be handled during the performance of the aforesaid Tender/Contract.

It is hereby also confirmed that we will hold OIL harmless in case of any claim on us under the Public Liability Act Policy covering the statutory liability arising out of accidents occurring during the currency of the contract due to handling hazardous substances as provided in the Public Liability Insurance Act 1991 and the Rules framed thereunder.

Signature

(Name & Designation of Authorized person)

**UNDERTAKING FROM CONTRACTORS' PERSONNEL**

I \_\_\_\_\_ S/o \_\_\_\_\_  
having permanent residence at \_\_\_\_\_  
Dist. \_\_\_\_\_ am working with M/s \_\_\_\_\_  
\_\_\_\_\_ as their employee.

Now, I have been transferred by M/s \_\_\_\_\_ for  
carrying out the contract job under Contract No. \_\_\_\_\_  
which has been awarded in favour of my employer M/s.  
\_\_\_\_\_.

I hereby declare that I will not have any claim for employment or any service  
benefit from OIL by virtue of my deployment for carrying out contract job in OIL  
by M/s \_\_\_\_\_.

I am an employee of \_\_\_\_\_ for all practical  
purposes and there is no privity of Contract between OIL and me.

-----  
(Signature of Contractor's Personnel)  
Place:  
Date:

(1) NAME:  
DESIGNATION  
DATE:

(2) NAME:  
DESIGNATION  
DATE:

**DECLARATION FORMAT**

(As per BEC Clause No. 2.1.3)

[On company's Letter Head]

To,

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

Dear Sir,

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

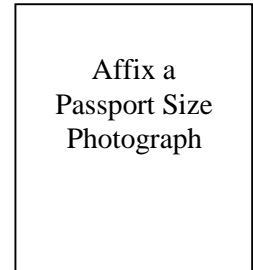
We.....(Name of the Company) confirm that we will engage and  
deploy the services including the key personnel who are from the pay roll of the  
supporting company (Parent/Subsidiary Company/Sister-Subsidiary/ Co Subsidiary  
Company /JV Partner/Consortium Partner experience) (strike out whichever is not  
applicable) on whose strength we are meeting the tender's Technical requirement for a  
minimum duration of 50% of contract period as per the tender qualifying criteria.

Signature

(Name & Designation of Authorized person)

**PROFORMA FOR BIODATA OF KEY PERSONNEL**

1. NAME :
2. PRESENTADDRESS :
3. PERMANENTADDRESS :
4. FATHER'SNAME :
5. NATIONALITY :
6. PASSPORT NO. AND VALIDITY :  
(IN CASE OF NRI/FOREIGNER) :
7. DATE OF BIRTH :
8. DESIGNATED POST :
9. EDUCATIONALQUALIFICATION :
- 10. EXPERIENCE IN REVESE ORDER :**



**NOTE:** In case of replacement of the key personnel, the replacement personnel must have the requisite qualification and experience as per Terms of Reference (Section-II) and shall submit their credentials along with their recent photographs to Company for approval of Company.

**UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING**  
**(REF. CLAUSE NO. 6.6 OF FORWARDING LETTER)**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from 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, has 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.

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)

**UNDERTAKING TOWARDS COMPLIANCE OF LAND BORDER RESTRICTIONS  
DEFINED UNDER CLAUSE NO. 6.0 OF THE FORWARDING LETTER**

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from 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, has been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

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)

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

(REF. CLAUSE NO. 6.1 OF THE FORWARDING LETTER)

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 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.

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-I**

### **FORMAT OF AGREEMENT BETWEEN BIDDER AND THEIR PARENT COMPANY/SUBSIDIARY COMPANY *(As the case may be)***

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

This agreement made this \_\_\_ day of \_\_\_ month \_\_\_ year by and between M/s \_\_\_\_\_ (Fill in the Bidder's full name, constitution and registered office address) hereinafter referred to as bidder on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Parent Company/Subsidiary Company) hereinafter referred to as "Parent Company/Subsidiary Company (Delete whichever not applicable)" of the other part:

#### WHEREAS

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

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

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

shall be jointly and severally responsible to OIL for satisfactory execution of the contract.

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

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

For and on behalf of  
(Bidder)

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

M/s.  
Witness:  
1)  
2)

M/s.  
Witness:  
1)  
2)

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

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

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

WHEREAS

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

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

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

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

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

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

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

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

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

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

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

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

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

Witness:

1. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

M/s \_\_\_\_\_  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Common seal of the  
Company \_\_\_\_\_

Witness:

2. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

**FORMAT OF AGREEMENT BETWEEN BIDDER, THEIR SISTER SUBSIDIARY/CO-SUBSIDIARY COMPANY AND THE ULTIMATE PARENT/HOLDING COMPANY OF BOTH THE BIDDER AND THE SISTER SUBSIDIARY/CO-SUBSIDIARY**

(Strike out whichever is not applicable between Ultimate Parent and Holding Company. Similarly strike out whichever is not applicable between Sister Subsidiary and Co-subsidiary Company)

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

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

WHEREAS

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

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

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

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

For and on behalf of  
(Bidder)

M/s.  
Witness  
1)  
2)

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

M/s.  
Witness  
1)  
2)

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

M/s.  
Witness  
1)  
2)

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

**PARENT/ULTIMATE PARENT/HOLDING COMPANY'S CORPORATE  
GUARANTEE TOWARDS FINANCIAL STANDING**

**(Delete whichever not applicable)**

(TO BE EXECUTED ON COMPANY'S LETTER HEAD)

**DEED OF GUARANTEE**

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

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ (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 ..... 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.

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 50% of the annualized contract price entered 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  
(Bidder)

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

Witness:

1.

2.

Witness:

1.

2.

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

(TO BE EXECUTED ON COMPANY'S LETTER HEAD)

**DEED OF GUARANTEE**

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

WHEREAS

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

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

The Guarantor represents that:

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

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

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

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

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

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

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

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the 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 the \_\_\_\_\_ day of \_\_\_\_\_.

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

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

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

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

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

b. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

(i) MT 760 / MT 760 COV for issuance of Bank Guarantee

(ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

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

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

**ANNEXURE-T1**

**Undertaking for identified Well Servicing Units and providing residual life certificate before mobilization of contract**

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

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid No. \_\_\_\_\_ against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for **Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years**'.

**1.0** We hereby confirm that **Coiled Tubing Unit (CTU)** with following details has been identified for the above-mentioned service and the same shall comply with the tender requirements, including the minimum residual life of 05 years reckoned from the original Bid Closing Date (BCD).

Details of offered <b>CTU</b> & Major components		Year of manufacture	Remark, if any
Identification No. of CTU			
Ownership information	Ref. document no.		
Power Pack: Make: Model:	Deck Engine / PTO		
Reel Assembly Make: Model: Spooling Capacity:			
Tubing Injector: Make: Model: Pull Capacity: Snub Capacity:			
Pressure Control Equipment: a) BOP Make: Model:  b) Lubricator Make:			

Trailer / Carrier: Make: Model: Front / Rear axle (Nos.) Capacity:			
Refurbishment , if any, with date and details of refurbishment.			

2.0 We hereby undertake to carry out an inspection to assess the condition of **CTU** and also to get certification of its residual life by engaging any of the following Third Party Inspection Agencies (TPIA), in case of award of contract on us. The inspection report and residual life certificate shall be produced to OIL before the mobilization of contract.

TPIA: **BV/DNV/LLOYDS/OILFIELD AUDIT SERVICES/APAVE** (formerly **ABS**)

3.0 We understand that OIL at its discretion may depute representative to be present during TPIA inspection of the equipment that will be carried out before mobilization of contract at contractor's premise. Accordingly, OIL shall be intimated the scheduled inspection date and place minimum 02 (two) weeks in advance for deputing representative to witness the inspection, in case of award of contract on us.

For and on behalf of \_\_\_\_\_

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Contact No. \_\_\_\_\_

**Undertaking for identified Well Servicing Units and providing residual life certificate before mobilization of contract****(To be submitted in the letter head of the bidder)**

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid No. \_\_\_\_\_ against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for **Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'**.

1.0 We hereby confirm that Nitrogen Pumping Unit (NPU) with following details has been identified for the above-mentioned service and the same shall comply with the tender requirements, including the minimum residual life of 05 years reckoned from the original Bid Closing Date (BCD).

Details of offered NPU & Major components		Year of manufacture	Remark, if any
Identification No. of NPU			
Ownership information	Ref. document no.		
Power Pack: Make: Model:	Deck Engine / PTO		
LN2 TANK Make: Model: Capacity:			
Liquid N2 Pump Make: Model: Discharge Rates:			
Liquid N2 Vaporizer Make: Model: Capacity: Rated Pr:			
Trailer / Carrier: Make: Model: Front / Rear axle (Nos.) Capacity:			
Refurbishment, if any, with date and			

details of refurbishment.			
------------------------------	--	--	--

2.0 We hereby undertake to carry out an inspection to assess the condition of NPU and also to get certification of its residual life by engaging any of the following Third Party Inspection Agencies (TPIA), in case of award of contract on us. The inspection report and residual life certificate shall be produced to OIL before the mobilization of contract.

TPIA: **BV/DNV/LLOYDS/OILFIELD AUDIT SERVICES/ APAVE** (formerly **ABS**)

3.0 We understand that OIL at its discretion may depute representative to be present during TPIA inspection of the equipment that will be carried before mobilization of contract at contractor's premise. Accordingly, OIL shall be intimated the scheduled inspection date and place minimum 2 weeks in advance for deputing representative to witness the inspection, in case of award of contract on us.

For and on behalf of \_\_\_\_\_

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Contact No. \_\_\_\_\_

**ANNEXURE-T3****Undertaking for identified Well Servicing Units and providing residual life certificate before mobilization of contract**

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

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid No. \_\_\_\_\_ against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for **'Hiring services of 01 set of Well Servicing Package comprising of CTU (1.75" CT 6700 m), NPU and FPU (15K psi) with heating facility and related accessories and manpower for operation in OIL's Operational Areas in entire Northeastern India for a period of 4 years'**.

1.0 We hereby confirm that Fluid Pumper Unit with Heating Facility (FPU) having following details has been identified for the above-mentioned service and the same shall comply with the tender requirements, including the minimum residual life of 05 years reckoned from the original Bid Closing Date (BCD).

Details of offered FPU & Major components		Year of manufacture	Remark, if any
Identification No. of FPU			
Proof of ownership	Ref. document no.		
Power Pack: Deck Engine or PTO Make: Model:	Deck Engine / PTO		
Triplex Pump Make: Model:			
Heating Unit/ Burner System Make: Model:			
Trailer / Carrier: Make: Model: Front / Rear axle (Nos.) Capacity:			
Refurbishment, if any, with date and details of refurbishment.			

2.0 We hereby undertake to carry out an inspection to assess the condition of FPU and also to get certification of its residual life by engaging any of the following Third Party Inspection Agencies (TPIA), in case of award of contract on us. The inspection report and residual life certificate shall be produced to OIL before the mobilization of contract.

TPIA: **BV/DNV/LLOYDS/OILFIELD AUDIT SERVICES/ APAVE** (formerly **ABS**)

3.0 We understand that OIL at its discretion may depute representative to be present during TPIA inspection of the equipment that will be carried before mobilization of contract at contractor's premise. Accordingly, OIL shall be intimated the scheduled inspection date and place minimum 2 weeks in advance for deputing representative to witness the inspection, in case of award of contract on us.

For and on behalf of \_\_\_\_\_

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Contact No. \_\_\_\_\_

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

(To be stamped in accordance with the Stamp Act)

<b>To M/s OIL INDIA LIMITED, CONTRACTS DEPARTMENT, DULIAJAN, ASSAM, INDIA, PIN-786602</b>	<b>Insurance Surety Bond (ISB) No.</b>	
	<b>Date of ISB</b>	
	<b>ISB Valid up to (Expiry date)</b>	
	<b>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</b>	
	<b>Stamp Sl. No./e-Stamp Certificate No.</b>	

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)  
 (Signature of the Authorised Signatory)

.....  
 .....  
 (Name)  
 (Name)  
 .....  
 .....  
 (Designation & official address)  
 (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 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)

<b>To M/s OIL INDIA LIMITED, CONTRACTS DEPARTMENT, DULIAJAN, ASSAM, INDIA, PIN-786602</b>	<b>Insurance Surety Bond (ISB) No.</b>	
	<b>Date of ISB</b>	
	<b>ISB Valid up to (Expiry date)</b>	
	<b>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</b>	
	<b>Stamp Sl. No./e-Stamp Certificate No.</b>	

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 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 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:

5. 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.

6. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.
7. 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.
8. 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)  
 (Signature of the Authorised Signatory)

.....  
 .....  
 (Name)  
 (Name)

.....  
 .....  
 (Designation & official address)  
 (Designation with Insurer Stamp)

Authorised Vide  
 Power of Attorney No.....  
 Date.....  
 ..

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

- i) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
- j) 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.
- k) 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.
- l) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.
- m) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.
- n) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that 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".
- o) 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.
- p) 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.

**CHECKLIST-I****COMMERCIAL CHECK LIST**  
**(Tender No. CDG8869P25)****Bidder's Name:** \_\_\_\_\_

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

<b>Sl. No.</b>	<b>Description</b>	<b>Bidder's Confirmation</b>
1.	Bidding structure	
2.	Bidder's name and address:	
3.	It is noted that deviations to Terms & Conditions shall lead to rejection of offer, as specified in the Tender.	
4.	Ensure and confirm that prices quoted in 'Schedule of Rates', are for complete scope of work as defined in the tender	
5.	Indicate SAC Code Indicate rate of GST applicable.	SAC Code: GST .....%
6.	EMD Details: Whether Bid Security submitted	
7.	Confirm to Submit PBG as per Tender requirement	
8.	Confirm that the offer shall remain valid for acceptance up to 120 (One Hundred Twenty) days from Date of bid opening.	
9.	Whether Mobilization and Completion period of contract is complied?	
10.	Whether Integrity Pact Submitted (if applicable)?	
11.	Confirm that quoted prices shall remain firm and fixed until completion of the contract, except as	

	otherwise mentioned in the bid document.	
12.	Confirm that you have submitted all documents as mentioned in the Tender/Annexures	
13.	Confirm acceptance to all terms & conditions of the Tender.	
14.	Confirm that all correspondence must be in English Language only.	
16.	Indicate Name & Contact No. (Telephone/Fax/E-mail) of person signing the bid.	Name: Contact No.: Fax: Email:
17.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
18.	Please indicate the following: (i) PAN No. (ii) GST Regn. No.	

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

**CHECKLIST-II****CHECKLIST FOR BEC****Tender No.:** \_\_\_\_\_**Bidder's Name:** \_\_\_\_\_

<b>BEC CLAUSE NO.</b>	<b>Compliance</b>		<b>Bidder to indicate Relevant Page No. of their Bid to support the remarks/ compliance</b>
	<b>Yes</b>	<b>No</b>	
<b>1.0</b>			
<b>2.0</b>			
<b>2.1 (i)</b>			
<b>2.1 (ii)</b>			
<b>2.1.1</b>			
<b>2.1.2</b>			
<b>2.1.2 (I)</b>			
<b>2.1.2 (II)</b>			
<b>2.1.2 (III)</b>			
<b>2.1.2 (IV)</b>			
<b>2.1.3</b>			
<b>2.2</b>			
<b>2.2.1</b>			
<b>2.2.2</b>			
<b>2.2.2 (a)</b>			
<b>2.2.2 (b)</b>			

<b>2.2.3</b>			
<b>2.2.3 (a)</b>			
<b>2.2.3 (b)</b>			
<b>2.3</b>			
<b>3.0</b>			
<b>3.1</b>			
<b>3.2</b>			
<b>3.3</b>			
<b>3.4</b>			
<b>3.5</b>			
<b>3.6</b>			
<b>3.6 (a)</b>			
<b>3.6 (b)</b>			
<b>3.6 (c)</b>			
<b>3.6 (d)</b>			
<b>4.0</b>			
<b>4.1</b>			
<b>4.2</b>			
<b>4.3</b>			
<b>4.4</b>			
<b>4.5</b>			
<b>4.6</b>			
<b>4.7</b>			
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<b>4.10</b>			
<b>4.11</b>			
<b>4.12</b>			
<b>4.13</b>			
<b>4.14</b>			
<b>4.15</b>			
<b>4.16</b>			
<b>5.0</b>			
<b>5.1</b>			
<b>5.2</b>			
<b>5.3</b>			
<b>5.4</b>			
<b>5.5</b>			
<b>5.6</b>			
<b>5.7</b>			
<b>5.8</b>			
<b>5.9</b>			
<b>5.10</b>			
<b>5.11</b>			
<b>5.12</b>			
<b>6.0</b>			
<b>6.1</b>			
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<b>6.5</b>			
<b>6.6</b>			
<b>6.7</b>			
<b>7.0</b>			
<b>7.1</b>			
<b>7.1.1</b>			
<b>7.1.2</b>			
<b>7.1.3</b>			
<b>7.2</b>			
<b>7.3</b>			
<b>8.0</b>			
<b>8.1</b>			
<b>8.2</b>			
<b>8.3</b>			
<b>8.4</b>			
<b>9.0</b>			

**CHECKLIST-III (A)**

**CHECKLIST FOR TECHNICAL CRITERIA**

(SCOPE OF WORK/TERMS OF REFERENCE)

(Part-4; Section-II)

**Bidders to mark (√) Provided or Not Provided along with File No. and Page No.**

Sl. No.	Description	Provided	Not Provided	Reference File No. & Page no.
1.	<b>PART-4; SECTION-II, Clause No. 2.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming acceptance to clause no 2.0, clause no 2.1 & 2.2 of Part 4 Section-II.			
2.	<b>PART-4; SECTION-II, Clause No. 4.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming acceptance to the overall scope of work including all the sub clauses of Part 4 Section-II.			
3.	<b>PART-4; SECTION-II, Clause No. 5.0</b> The bidder shall provide an undertaking signed by its authorized representative for clause no 5.0 of Part 4 Section -II.			
4.	<b>PART-4; SECTION-II, Clause No. 7.0</b> The bidder shall provide an undertaking signed by its authorized representative for clause no 7.0 of Part 4 Section-II.			
5.	<b>PART-4; SECTION-II, Clause No. 8.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming compliance to clause no 8.0 of Part 4 Section-II.			
6.	<b>PART-4; SECTION-II, Clause No. 8.0 A</b> The bidder shall provide technical literature, data sheets, brochures etc. against the offered Coiled Tubing Unit matching as per Clause no. 8.0 A of PART 4 SECTION-II			
7.	<b>PART-4; SECTION-II, Clause No. 8.0 B</b> The bidder shall provide technical literature, data sheets, brochures etc. against the offered Nitrogen Pumping			

Sl. No.	Description	Provided	Not Provided	Reference File No. & Page no.
	Unit as per Clause no. 8.0 B of PART 4 SECTION-II			
8.	<b>PART-4; SECTION-II, Clause No. 8.0 C</b> The bidder shall provide technical literature, data sheets, brochures etc. against the offered Fluid Pumping Unit with Heating Facility with Supply Of Water matching as per Clause no. 8.0 C of PART 4 SECTION-II			
9.	<b>PART-4; SECTION-II, Clause No. 8.0 D</b> The bidder shall provide technical literature, data sheets, brochures etc against the offered Down-hole Servicing Tools matching as per Clause no. 8.0 D of PART 4 SECTION - II			
10.	<b>PART-4; SECTION-II, Clause No. 8.0 E</b> The bidder shall provide an undertaking signed by its authorized representative confirming acceptance to clause no 8.0 E of Part 4 Section-II.			
11.	<b>PART-4; SECTION-II, Clause No. 9.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming acceptance to clause no 9.0 of Part 4 Section-II.			
12.	<b>PART-4; SECTION-II, Clause No. 10.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming acceptance to clause no 10.0 of Part 4 Section-II.			
13.	<b>PART-4; SECTION-II, Clause No. 11.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming acceptance to clause no 11.0 of Part 4 Section-II.			
14.	<b>PART-4; SECTION-II, Clause No. 12.0</b> The bidder shall provide an undertaking signed by its authorized representative confirming compliance to clause no 12.0 of Part 4 Section-II.			
15.	<b>PART-4; SECTION-II, Clause No. 13.0</b> The bidder shall provide an undertaking signed by its authorized			

Sl. No.	Description	Provided	Not Provided	Reference File No. & Page no.
	representative confirming acceptance to clause no 13.0 of Part 4 Section-II.			
16.	<p><b>PART-4; SECTION-II, Clause No. 13.1</b></p> <p>The bidder shall provide an undertaking signed by its authorized representative confirming compliance to clause no 13.1 of Part 4 Section-II.</p>			

**CHECKLIST-III (B)****CHECKLIST FOR TECHNICAL CRITERIA**

(SPECIAL CONDITIONS OF CONTRACT)

(Part-4; Section-III)

**Bidders to mark (√) Provided or Not Provided along with File No. and Page No.**

Sl. No.	Description	Provided	Not Provided	Reference File no. and Page no.
1	<b>PART-4 SECTION-III; Clause No. 1.0</b> The bidder shall categorically confirm acceptance to definitions mentioned in Clause no 1.0 of Part 4 Section-III			
2	<b>PART-4 SECTION-III; Clause No. 2.0</b> The bidder shall categorically confirm acceptance to Clause no 2.0 of Part 4 section-III			
3	<b>PART-4 SECTION-III; Clause No. 3.0</b> The bidder shall categorically confirm acceptance to Clause no 3.0 of part 3 section-III.			
4	<b>PART-4 SECTION-III; Clause No. 4.0</b> The bidder shall categorically confirm acceptance to Clause no 4.0 of Part 4 section-III			
5	<b>PART-4 SECTION-III; Clause No. 5.0</b> The bidder shall categorically confirm acceptance to Clause no 5.0 of Part 4 section-III			
6	<b>PART-4 SECTION-III; Clause No. 6.0</b> The bidder shall categorically confirm acceptance to Clause no 6.0 of Part 4 section-III			
7	<b>PART-4 SECTION-III; Clause No. 7.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 7.0 of Part 4 section-III			
8	<b>PART-4 SECTION-III; Clause No. 8.0</b> The bidder shall categorically confirm acceptance to Clause no 8.0 of part 4 section-III			
9	<b>PART-4 SECTION-III; Clause No. 9.0</b> The bidder shall categorically confirm acceptance to Clause no 9.0 of part 4 section-III			
10	<b>PART-4 SECTION-III; Clause No. 10.0</b> The bidder shall categorically confirm acceptance to Clause no 10.0 of part 4 section-III			

11	<b>PART-4 SECTION-III; Clause No. 11.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 11.0 of part 4 section-III			
12	<b>PART-4 SECTION-III; Clause No. 12.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 12.0 of part 4 section-III			
13	<b>PART-4 SECTION-III; Clause No. 13.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 13.0 of part 4 section-III			
14	<b>PART-4 SECTION-III; Clause No. 14.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 14.0 of part 4 section-III			
15	<b>PART-4 SECTION-III; Clause No. 15.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 15.0 of part 4 section-III			
16	<b>PART-4 SECTION-III; Clause No. 16.0</b> The bidder shall confirm acceptance to Clause no 16.0 of part 4 section-III			
17	<b>PART-4 SECTION-III; Clause No. 17.0</b> The bidder shall categorically confirm acceptance to Clause no 17.0 of part 4 section-III			
18	<b>PART-4 SECTION-III; Clause No. 18.0</b> The bidder shall categorically confirm acceptance to Clause No 18.0 of part 4 section-III			
19	<b>PART-4 SECTION-III; Clause No. 19.0</b> The bidder shall categorically confirm acceptance to Clause no 19.0 of part 4 section-III			
20	<b>PART-4 SECTION-III; Clause No. 20.0</b> The bidder shall categorically confirm acceptance to Clause no 20.0 of part 4 section-III			
21	<b>PART-4 SECTION-III; Clause No. 21.0</b> The bidder shall categorically confirm acceptance to Clause no 21.0 of part 4 section-III			
22	<b>PART-4 SECTION-III; Clause No. 22.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 22.0 of part 4 section-III			
22	<b>PART-4 SECTION-III; Clause No. 23.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 23.0 of part 4 section-III			
24	<b>PART-4 SECTION-III; Clause No. 24.0</b>			

	The bidder shall categorically confirm acceptance to all sub clauses under Clause no 24.0 of part 4 section-III			
25	<b>PART-4 SECTION-III; Clause No. 25.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 25.0 of part 4 section-III			
26	<b>PART-4 SECTION-III; Clause No. 26.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 26.0 of part 4 section-III			
27	<b>PART-4 SECTION-III; Clause No. 27.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 27.0 of part 4 section-III			
28	<b>PART-4 SECTION-III; Clause No. 28.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 28.0 of part 4 section-III			
29	<b>PART-4 SECTION-III; Clause No. 29.0</b> The bidder shall categorically confirm acceptance to Clause no 29.0 of part 4 section-III			
30	<b>PART-4 SECTION-III; Clause No. 30.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 30.0 of part 4 section-III			
31	<b>PART-4 SECTION-III; Clause No. 31.0</b> The bidder shall categorically confirm acceptance to Clause no 31.0 of part 4 section-III			
32	<b>PART-4 SECTION-III; Clause No. 32.0</b> The bidder shall categorically confirm acceptance to Clause no 32.0 of part 4 section-III			
33	<b>PART-4 SECTION-III; Clause No. 33.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 33.0 of part 4 section-III			
34	<b>PART-4 SECTION-III; Clause No. 34.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 34.0 of part 4 section-III			
35	<b>PART-4 SECTION-III; Clause No. 35.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 35.0 of part 4 section-III			
36	<b>PART-4 SECTION-III; Clause No. 36.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 36.0 of part 4 section-III			
37	<b>PART-4 SECTION-III; Clause No. 37.0</b>			

	The bidder shall categorically confirm acceptance to Clause no 37.0 of part 4 section-III			
38	<b>PART-4 SECTION-III; Clause No. 38.0</b> The bidder shall categorically confirm acceptance to Clause no 38.0 of part 4 section-III			
39	<b>PART-4 SECTION-III; Clause No. 39.0</b> The bidder shall categorically confirm acceptance to all sub clauses under Clause no 39.0 of part 4 section-III			

**END OF PART-5**  
**END OF TENDER DOCUMENT**  
**&&&&**