**OIL INDIA LIMITED**
(A GOVT. OF INDIA ENTERPRISE)
P.O.DULIAJAN-786602, ASSAM
**E-TENDER NOTICE**

# WORKS CONTRACT

**OIL INDIA LIMITED (OIL)** invites Bids under Limited Composite bid System from **OIL Registered A-Class** firms/ contractors only through its E-Procurement portal **"https://etender.srm.oilindia.in/irj/portal"** for the following works.

| IFB No. | SHORT DESCRIPTION OF SERVICE | OIL Registered Class | COST OF BID DOCUMENT |
|---|---|---|---|
| **CDC2633L27** | Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement. | **A** | **NIL** |

**Bid Closing / Opening Date & Time for the above work : 22.09.2026 at 11.00/14.00 Hrs.**

Bidder shall require User ID and Password for online submission of Bid.

Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site https://etender.srm.oilindia.in/irj/portal.

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.

**No physical Bid documents will be issued.** The details of IFB can be viewed using "Guest Login" provided in the E-Procurement portal and also in OIL's web site **www.oil-india.com**. The link to OIL's E-Procurement portal has also been provided through OIL's web site www.oil-india.com.

All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on the OIL's website and in the e-tender portal only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep them updated.

This tender document is issued to **OIL Registered A-Class contractors** who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/988/2016 dated 01.07.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of the tender.

Officer-Contracts (C)
**For CE Civil-Contracts**
**For CGM-Contracts (HOD)**
**For RESIDENT CHIEF EXECUTIVE**

**Date: 07.09.2026**

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department, Duliajan

# WORKS CONTRACT

OIL INDIA LIMITED, a premier Public Sector Enterprise of Govt. of India engaged in drilling and exploration activities for hydrocarbon invites ON-LINE BIDS from **OIL's Registered 'A' Class Civil Contractors only (who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/988/2016 dated 01.07.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender)** for the following mentioned work under **LIMITED COMPOSITE BID SYSTEM** through its e-Procurement site:

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DESCRIPTION OF WORK/ SERVICE: **Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.**

**Total Estimated Cost Rs. 1,27,70,467.51 (Execution cost Rs. 1,23,59,016.49 and Forest Royalty component Rs. 4,11,451.02) excluding PF and GST.**

TENDER VALUE: **₹ 1,27,70,467.51**

LOCATION OF WORK: **Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district.**

PERIOD OF WORK COMPLETION: **14 Weeks**

BID CLOSING/ OPENING DATE & TIME: **22.09.2026 (11:00 HRS/14:00 HRS)**

TENDER FEE: **Nil**

BID SECURITY DEPOSIT: **Nil**

PERFORMANCE SECURITY DEPOSIT: **10 % of Total Contract Cost** (Out of which 2.5% to be submitted as Performance security Deposit and 7.5% shall be kept as retention money from running bill).

**Extension of Bid Closing Date:** The Company expects the bidders to adhere to the Bid submission end date timeline. Bidders are requested to refrain from seeking extension of "Bid Closing date" and such request for Bid Closing Date extension shall not be entertained by the Company. However, OIL at its discretion may extend the Bid Closing Date due to unforeseen circumstances.

**Deadline for Pre-Bid Query:** Any clarification/Queries relevant to the tender, if any, must be submitted by bidders within **11.09.2026**. Company will not be liable to respond to any such clarifications/queries for delay beyond **11.09.2026.**

**2.0** This tender document is issued to **OIL Registered 'A' Class Civil Contractors** only in line with Notification for Amendment of Tendering Rules vide Ref. No. OIL/CONT/V/C/753/2019-20 dated 11.09.2019. OIL Registered Civil Contractors other than **'A'** Class are not eligible to participate in this tender.

OIL Registered **'A'** class bidders (if any) having MSE Registration Certificate are requested to upload a scanned copy of their registration certificate along with the technical bid while participating in the tender. This is for Company's information and record only.

**3.0 SUBMISSION OF PERFORMANCE SECURITY:** Successful bidder has to submit Performance Security amount as mentioned in Covering Letter, **within 30 (Thirty) days** from the date of issue of Letter of Intent/Award (LOI/LOA).

3.1 a. The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per **Annexure-IV**) 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. A duly filled undertaking towards details of the BG (as per **Annexure-V**) must also be submitted along with the original BG.

b. Alternately, the Performance Security can also be paid through Bank Draft / Cashier's Cheque / Banker's Cheque / Fixed Deposit Receipt (Account OIL INDIA LIMITED) / irrevocable Letter of Credit / Insurance surety Bond /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 in the following designated OIL's bank account:

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

iii. 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.**

c. **Submission of performance security in the form of Electronic Bank Guarantee (e-BG):**

Bidders/Contractors are advised to submit the e-BG from any of the following banks presently providing facility to issue an e-BG:

| **Sl. No.** | **Bank Name** | **Sl. No.** | **Bank Name** |
|---|---|---|---|
| 1 | AU Small Finance Bank | 18 | Indian Bank |
| 2 | Axis Bank | 19 | Indian Overseas Bank |
| 3 | Bank of Baroda | 20 | IndusInd Bank |
| 4 | Bank of India | 21 | Karnataka bank |
| 5 | Bank of Maharashtra | 22 | Karur Vysya Bank |

| | | | |
|---|---|---|---|
| 6 | Canara Bank | 23 | Kotak Mahindra Bank |
| 7 | Central Bank of India | 24 | Punjab & Sind Bank |
| 8 | City Union Bank | 25 | Punjab National Bank |
| 9 | DBS Bank | 26 | RBL Bank |
| 10 | DCB Bank | 27 | Standard Chartered |
| 11 | Dhanlaxmi Bank | 28 | State Bank of India |
| 12 | Federal Bank | 29 | South Indian Bank |
| 13 | HDFC Bank | 30 | Tamilnad Mercantile bank Ltd |
| 14 | HSBC Bank | 31 | UCO Bank |
| 15 | ICICI Bank | 32 | Union Bank of India |
| 16 | IDBI Bank | 33 | Yes bank |
| 17 | IDFC First Bank | | |

| **BENEFICIARY DETAILS FOR ISSUE OF ELECTRONIC BANK GUARANTEE (e-BG)** | | |
|---|---|---|
| **A** | Name | OIL INDIA LIMITED |
| **B** | PAN | AAAC02352C |
| **C** | Date of Incorporation | 18-02-1959 |
| **D** | Email ID | gyan_saha@oilindia.in |
| **E** | Mobile No/Tel | 03742808575 |
| **F** | Local Address | Duliajan, Dibrugarh, Assam- 786602 |
| **G** | Registered Address | Duliajan, Dibrugarh, Assam- 786602 |

d. 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/LOI.

e. In case of Bidders submitting Performance Security in the form of Fixed/Term Deposit, bidders have to submit a declaration as per the format prescribed in **Annexure-VIII**. Further, the bidder may arrange the confirmation mail regarding issue of fixed deposit with the following details directly from bank's official e-mail id to Oil India's following e-mail id FD_PS@OILINDIA.IN

| FD No. | Issue Date | Maturity Date | FD Amount | Beneficiary/ Contractor Name | Whether above FD is pledged in favour of 'Oil India Limited' (Yes/No) | FD amount pledged (in ₹) as per bank's books of accounts | Mode of FD Renewal (Auto Renewal/Auto closure) | Remarks (if any) of the issuing Bank |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

f. In case the Performance Security is submitted in the form of Insurance Surety Bond (as per **Annexure-IX**) then the following instructions are to be followed:

i) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).

ii) 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.

iii) 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.

iv) The expiry date and values should be arrived at in accordance with instructions provided in the "Introduction" of the Tender.

v) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.

vi) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".

vii) 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.

viii) 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.

g. No other mode of payment other than the mode covered under Point Nos. a. & b. will be accepted by the Company.

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

3.3 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 No. 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 Ltd., Duliajan Branch, IFS Code – ICIC0000213; SWIFT Code - ICICINBBXXX. Branch Address: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

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

3.4 This Performance Security must be valid for **03 (three) months** after the date of expiry of the defect liability period. In the event of the 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.

3.5 The Performance Security Deposit will be refunded to the Contractor after defect liability period 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.

**4.0** If the above mentioned closing / opening day of the tender happens to be non-working day due to Bandh / Strike or any other reason, the bids will be received and opened on the following working day at the same time except on Saturdays.

**5.0** While submitting responses against the tender in e-tender portal, bidders must fill up the **"Total Bid Value"** (under RFx Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price excluding PF and GST. A screen shot in this regard is shown below. The price quoted under the "Total Bid Value" should be within the range of "At Par" to "+10%" of Company's Internal Estimate. Bids with overall quoted price as indicated in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) below "at par" and above "10%" of Company's Internal Estimate will be rejected straightway.

Company shall evaluate the inter-se-ranking of the bidders and conduct Draw of Lots amongst the eligible bidders in case of identical bidding, strictly as per the overall quoted price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) and awarding of contract shall be done accordingly.

It is the responsibility of the bidder to fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) correctly as per the instructions given herein. OIL INDIA LTD accepts no liability of any nature resulting from any calculation error or omissions while filling up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) by the bidders and no claim whatsoever shall be entertained thereof.

In case of identical bidding, Draw of Lots shall be conducted amongst the bidders who have quoted the lowest price (within the permissible percentage) under the "Total Bid Value" tab, to select 3 (three) numbers of bidders priority-wise. Scrutiny of bids will be carried out for these 3(three) bidders only for further processing of the tender.

For convenience of the bidders and to improve transparency, the overall rate quoted by the bidders (within the range of "At par" to +10% of the internal estimate) against the tender shall be available for online

viewing by all such bidders whose price bids shall be opened. Online view of prices as above shall be available to the bidders only upto 7 (seven) days from the date of price bid opening of the tender.

**6.0** All techno-commercial documents are to be submitted as per tender requirement under "**Technical Attachments Tab**" in E-TENDER PORTAL.

**7.0** To participate in OIL's E-procurement tender, bidders must have a legally Valid Digital Signature of Class 3 **[Organizational Type]** with Organizations Name along with **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 other than **Bidder's Name (i.e. Firm's Name)** are not acceptable.

7.1 The authenticity of above Digital Signature shall be verified through authorized CA after bid opening. If the **Digital Signature Certificate (DSC)** used for signing is not of "**Class -3**" & Organizational type with Organization's name in the name of bidder (i.e. Firm's Name), the bid will be rejected.

7.2 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.

7.3 Bidder is responsible for ensuring the validity of Digital Signature Certificate (DSC) and its proper usage by their employee.

7.4 The bid including all uploaded documents shall be **digitally signed** by duly authorized representative of the bidding company. The DSC used must be of the type as mentioned above.

**8.0** Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site https://etender.srm.oilindia.in/irj/portal.

8.1 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.

**9.0** The Company reserves the right to reject any or all the bids or accept any bid without assigning any reason.

9.1 Bidders must note that in case of any discrepancy or non-compliance to the tender criteria is found in their bids at any stage of tendering prior to the award of contract, such bids shall be rejected straightway. No claims or requests from such bidders shall be entertained thereafter.

**10.0** (a) Bidders will be permitted by System to withdraw their bid or make any changes in their bid after the bid has been uploaded by the bidder prior to the Bid Closing date and time as mentioned in the bid. But no changes or withdrawal would be allowed by the system once the due date and time for submission of bids has been reached and bids are opened. Bidders are requested to take note of the above and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.

(b) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within bid validity period will lead to forfeiture of his/her/their Bid Security/Performance Security in full and debarment from participation in future tenders, at the sole discretion of the Company and the period of debarment will be decided as per latest OIL's banning policy available at OIL's website.

(c) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

**11.0** The Bid must be valid for 90 (Ninety) days from the actual date of closing of the tender.

**12.0** Conditional bids are liable to be rejected at the discretion of the Company.
**13.0** The work may be split up amongst more than one contractor at the sole discretion of the Company.

**14.0** Wherever applicable, the bidder shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers to be engaged by such bidder. If the bidder does not have P.F. Code number at the time of applying for this tender, then the bidder must apply for the same if the contract is awarded to the bidder. Such bidder shall furnish the Provident Fund code number issued by the appropriate Govt. Authority, within 45 days of signing of contract, to Company (or when advised by Company, after 45 days of signing the contract); and all PF related statutory guidelines shall be adhered to by the bidder.

**15.0** Before Bidding :

- Bidder(s) are advised to inspect the work site with permission from HOD-Civil or his representative, to assess the nature and extent of work and the conditions under which it will be carried out. The bidder may also seek such clarification from this office as are deemed necessary.

- Bidder(s) should clearly understand all the terms & conditions, criteria, specification etc. of this tender.

**16.0** The selected bidder will be required to enter into a formal contract within thirty days from the date of issuance of LOI, which will be based on their bid, i.e. OIL's Standard Form of Contract.

**17.0** OIL INDIA LIMITED reserves the right to curtail / enhance the scope of the work stated above or cancel, if required.

**18.0** The amount of retention money shall be released after 6 (six) months from the date of completion certified by the concerned department.

**19.0** Bidders shall submit a declaration as per **Annexure-VI** that they are neither bankrupt nor undergoing any insolvency resolution process or liquidation or bankruptcy proceeding under any law or no insolvency resolution process or liquidation or bankruptcy proceeding is initiated under any law against them.

**20.0** Bidders shall submit a declaration as per **Annexure-VII** confirming that neither the bidder nor any of their allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/ banning list by OIL debarring them from carrying on business dealings with OIL. Bidders shall also submit a declaration as per **Annexure-X** that GST registration of bidder is not negative/blacklisted.

**21.0** The work shall have to be started within seven days from the date of work order.

**22.0** Time Schedule: The time allowed for completing the work will be reckoned from the date of issue of work order. Time is the essence of the Contract and failure on part of the contractor to complete the work within the stipulated time, shall entitle the Company to impose liquidated damages and / or penalty from the contractor as per terms of the Contract.

**23.0** The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

**24.0 BACKING OUT BY BIDDER**: In case any bidder withdraws their bid within the bid validity period, the Bid Security/Performance Security will be forfeited and be debarred from further tendering as per latest OIL's banning policy available at OIL's website.

**25.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA/LOI**: In case LOA/LOI issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract or the contract is not signed within the time specified in the Bid Document, the Bid Security/Performance Security shall be forfeited and the bidder shall be dealt as per latest OIL's banning policy available at OIL's website.

**26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT**: If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and the party shall be debarred as per the latest OIL's Banning Policy available at OIL's website.

**27.0 ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per latest OIL's Banning Policy available in OIL's website: www.oil-india.com.

**28.0** Any agency which is put under banning/ suspension/ holiday list as per OIL's Banning Policy are debarred from participating in this tender during the currency of the banning/ suspension/ holiday period. Bids of such agencies if received shall be rejected straightway.

**29.0 Bidder(s) must also furnish the followings:**

a) NAME OF FIRM :
b) DETAIL POSTAL ADDRESS :
c) MOBILE / TELEPHONE NO :
d) E-MAIL ADDRESS :
e) FAX NO (If available) :
f) CONTACT PERSON :
g) VENDOR CODE :
h) GST Registration Number (If available):

**30.0 The tender will be governed by** :

a) Covering Letter
b) Part – I - General Conditions of Contract (GCC)
c) Part - II - Schedule of Work, Unit and Quantity (SOQ)
d) Part - III - Special Conditions of Contract (SCC)
e) Part - IV - Schedule of Company's Plants, Materials and Equipment (SCPME)
f) Part- V- Safety Measures (SM)
g) Part- VI - Integrity Pact (IP)
h) Bid Rejection Criteria & Bid Evaluation Criteria (BRC/BEC)
i) Annexures

Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

**31.0** 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 should be uploaded under **"Technical Attachment" Tab only**. **Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page. Bidders must quote their overall price under the "Total Bid Value" within the range of "at par" to "+10%" of Company's Internal Estimate, taking into account all liabilities including statutory liabilities in their quoted price (excluding PF and GST). Bidder must also upload the Undertaking as prescribed in Proforma-I under the "Notes and Attachment" Tab in e-tender portal. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.**

Please go through the "**GENERAL GUIDELINES TO BIDDERS**" **and "VENDOR USER MANUAL (Effective 15.09.19)**" provided in OIL's e-Portal, in detail before uploading the document.

**NB:** In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid Digital Certificate Class III [Organization] along with Encryption Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying

Authorities (CCA) of India. 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.

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 is not responsible.

**32.0 The Integrity Pact is applicable against this tender:** OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide "Part-VI Integrity Pact" of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who sign the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. 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.

32.1 In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact.

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

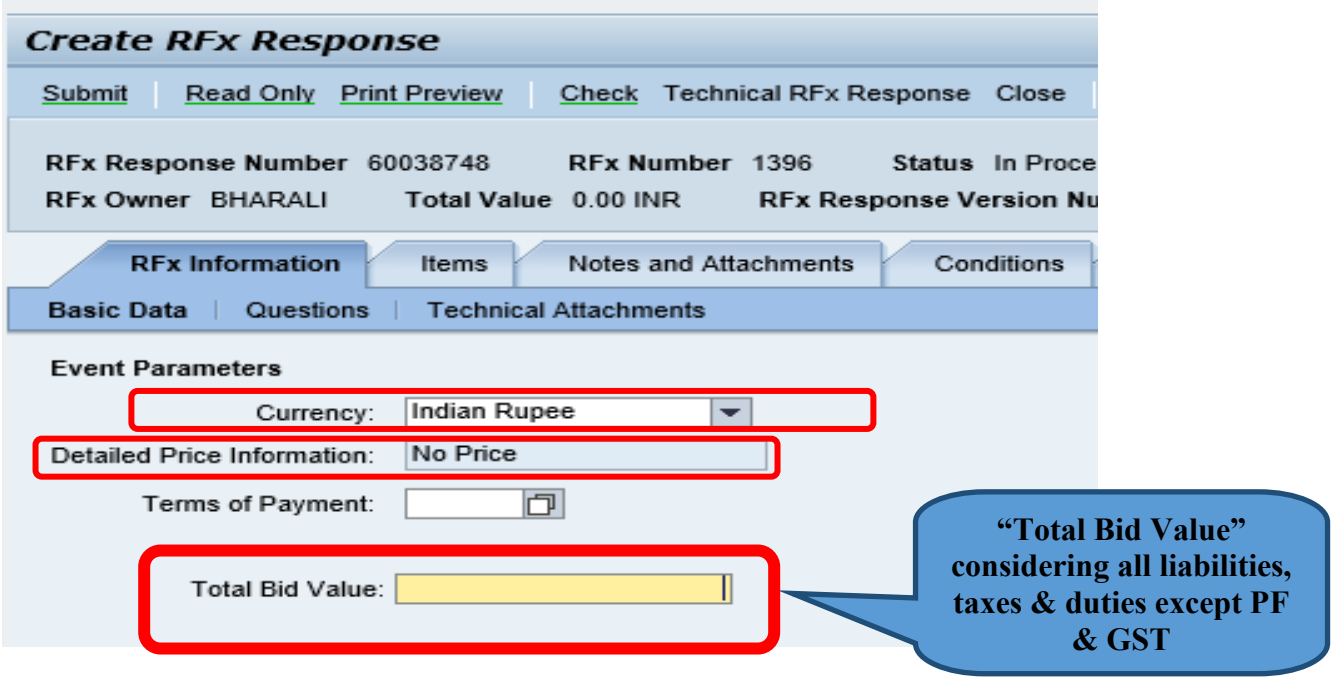
**Note:** Bidders may contact the Independent External Monitors for any matter relating to the IP at the following addresses:

Shri Radhakrishna Kini A, IPS (Retd.), Ex-Secretary (Security), Cabinet Secretariat, New Delhi, e-Mail ID: arvkini2004@yahoo.co.in & arvkini2004@gmail.com , Shri Ajit Mohan Sharan, IAS (Retd.) and Former Secretary, Ministry of Ayush, Govt. of India, e-mail: ams057@gmail.com and Dr. Ved Prakash, ITS (Retd.), Ex-Additional Director General Foreign Trade, Ministry of Commerce, e-mail: ved60prakash@gmail.com have been appointed as Independent External Monitors.

**33.0 SCREEN SHOT :**

Bidders must fill up the **"Total Bid Value" (under RFx Information > Basic Data > Total Bid Value),** taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST).

**A.** Filling of **"Total Bid Value"** with overall quoted price where Detailed Price Information is "No Price": Under "RFx Information"> "Basic Data"> "Total Bid Value"



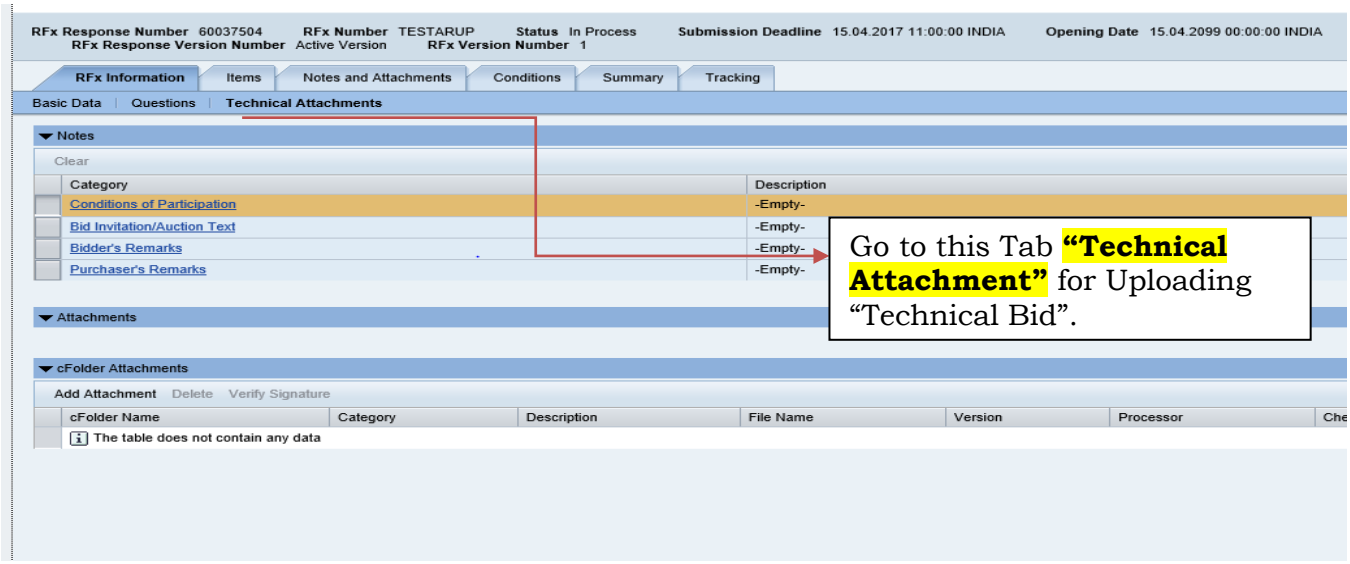

**Note: Total Bid Value" is mandatory in "No Price" RFx only**

On **"EDIT"** Mode, bidders are advised to upload **"Technical Bid"** and **"Priced Bid"** in the respective places as indicated below:

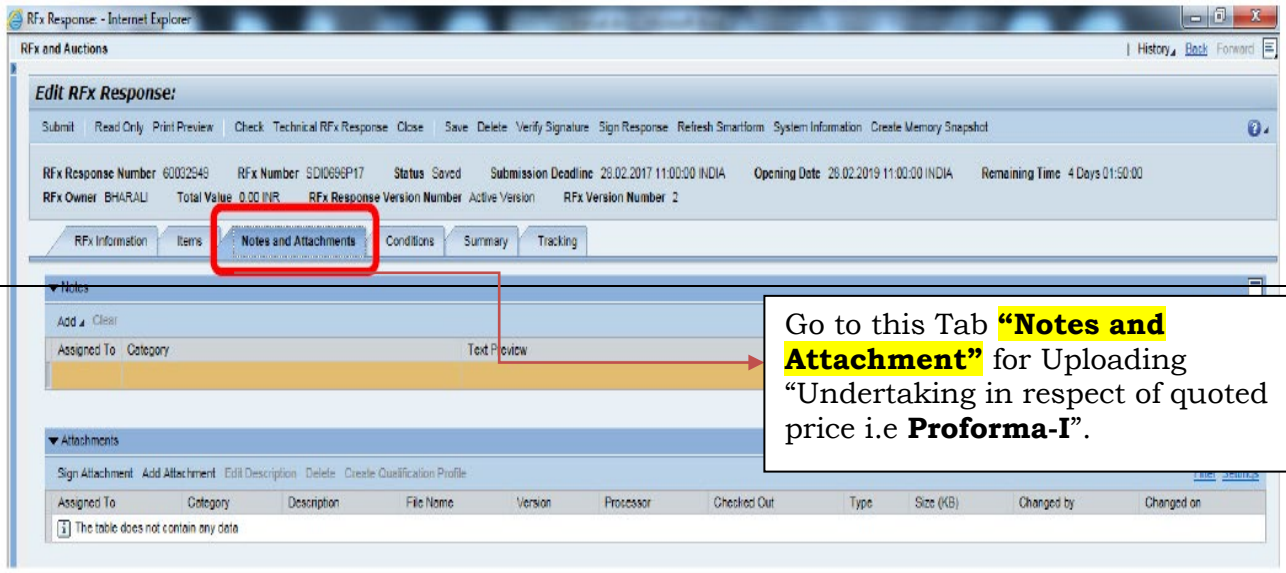
**Note:**
* The "Technical Bid" shall contain all techno-commercial details **except the prices**.

** The "Priced bid" must contain the price schedule as available in the tender. For uploading Priced Bid, first 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.

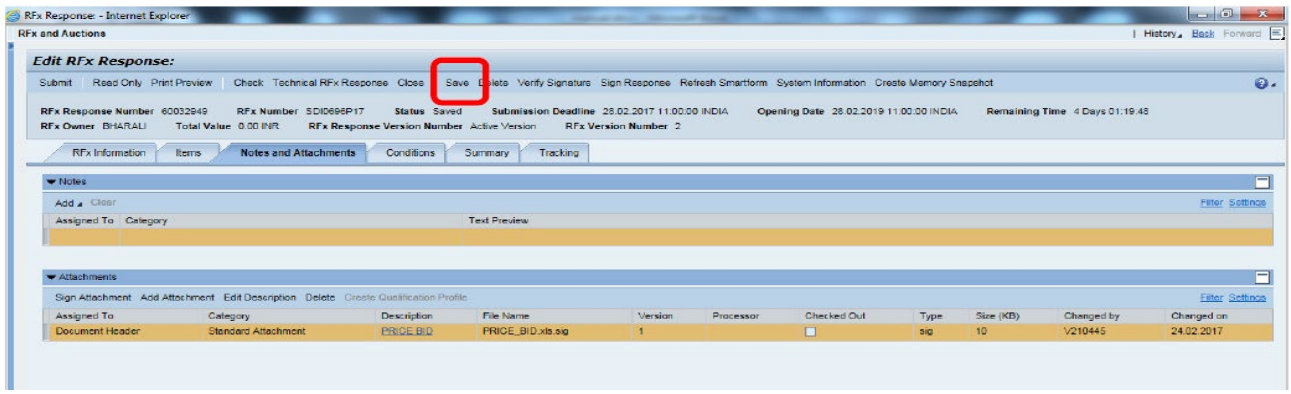
**B.** Uploading of **TECHNICAL BID:** Technical files to be added under RFX Information >"Technical Attachments"




**C.** Uploading of **UNDERTAKING IN RESPECT OF QUOTED PRICE:**

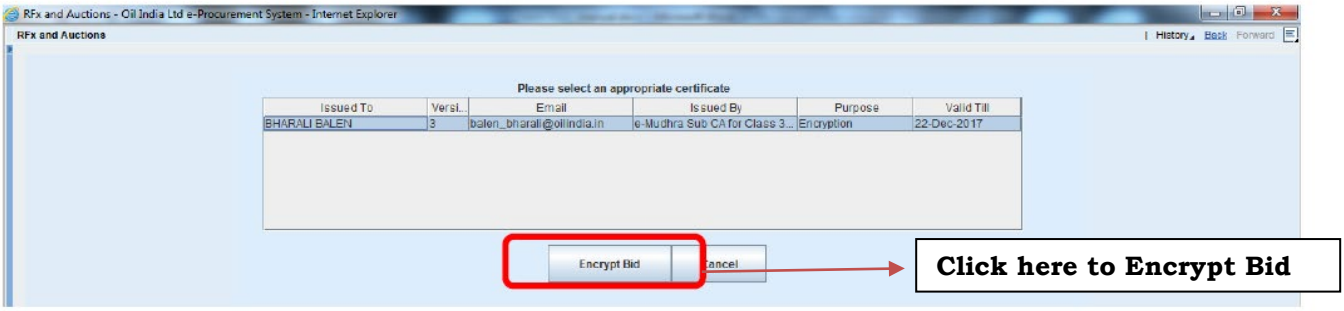



**D.** After Uploading of **Proforma-I** Click '**Save**'



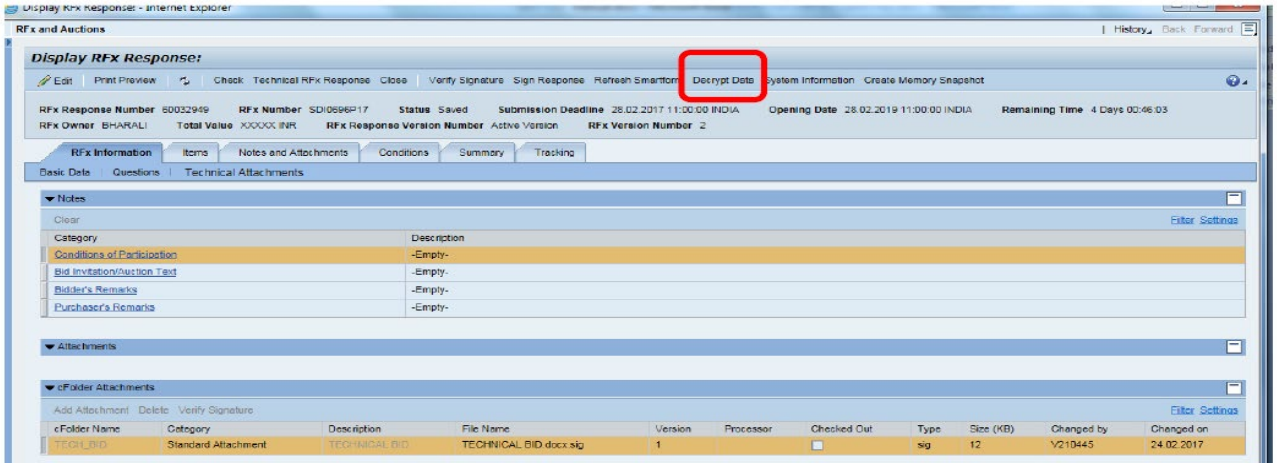
**Once Saved ,the Data will be Encrypted & the Encryption Certificate will be in use.**

**E.** Click to select the desired Encryption certificate & Encrypt Bid:

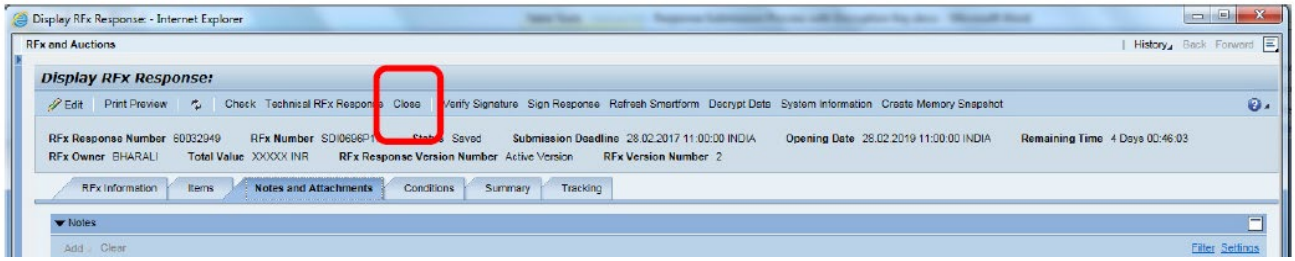



**The Encrypted Data will be displayed only when click 'Decrypt data'**

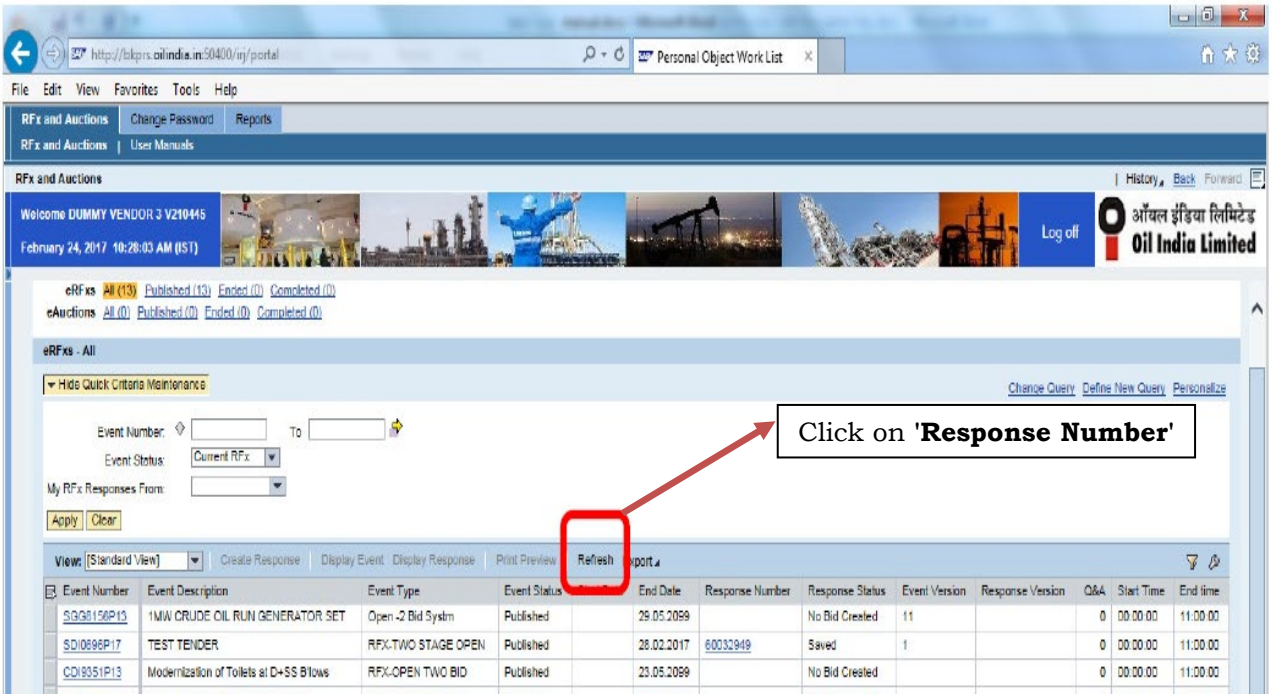
**F.** The Encrypted Data will be displayed only when click '**Decrypt data**'




**G.** Click on '**Close**'

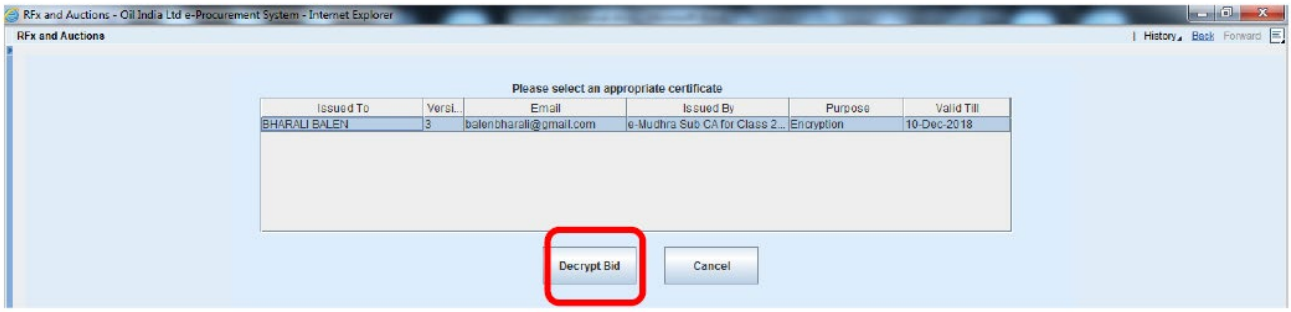


**H.** Click on '**Refresh**'. Then Click on '**Response No.**'

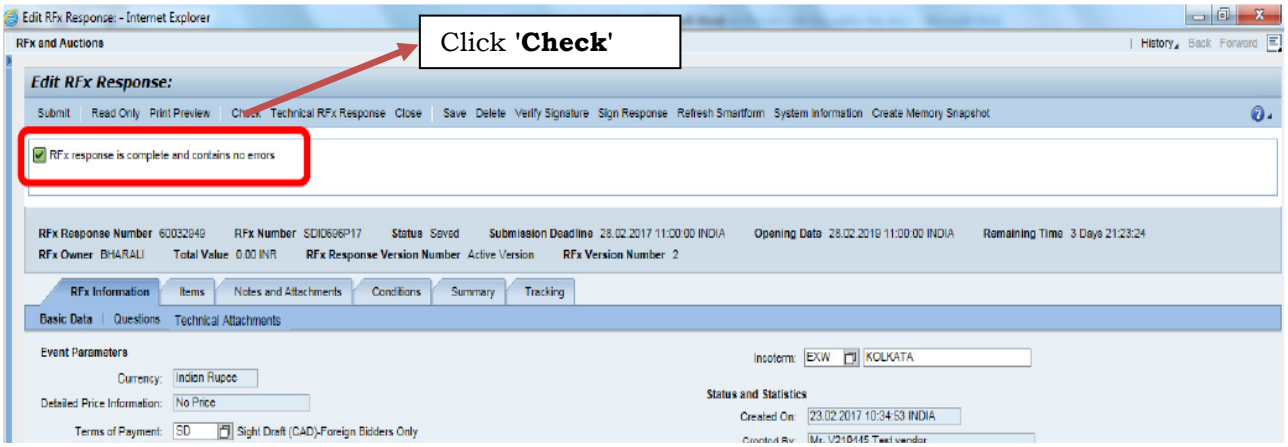



Now Uploading part is complete. Bidders are requested to go to the Initial screen. It is always better to come to the first screen and refresh the page and then going in into the response for the submission process.

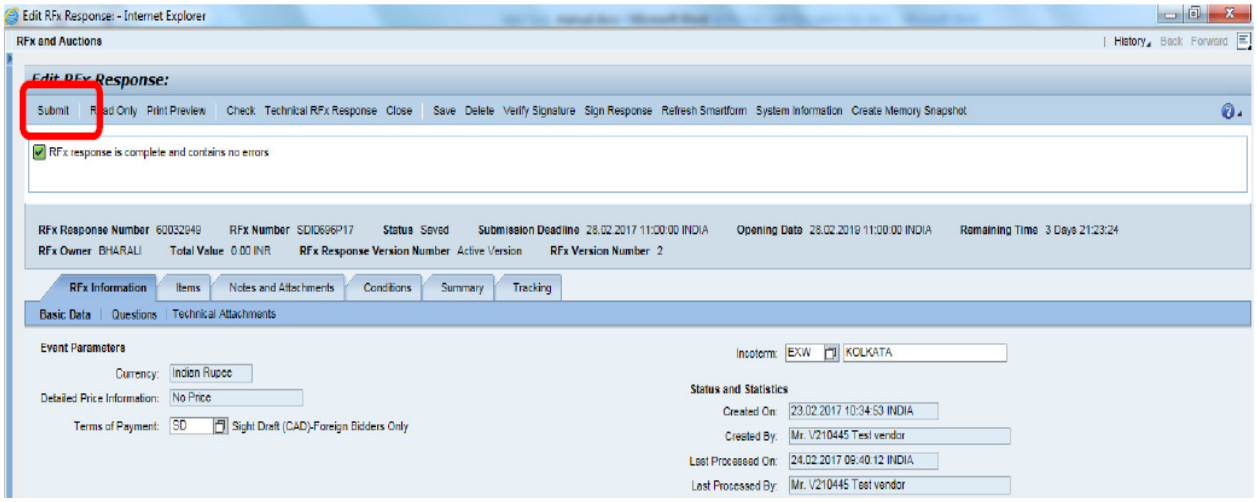
**I.** On 'Edit' mode Click to select the same Encryption certificate used for De-cryption else data will not Decrypt.




**J.** After Entering User pin , Click '**Check**'. Bidder may submit the response in case there is no error.

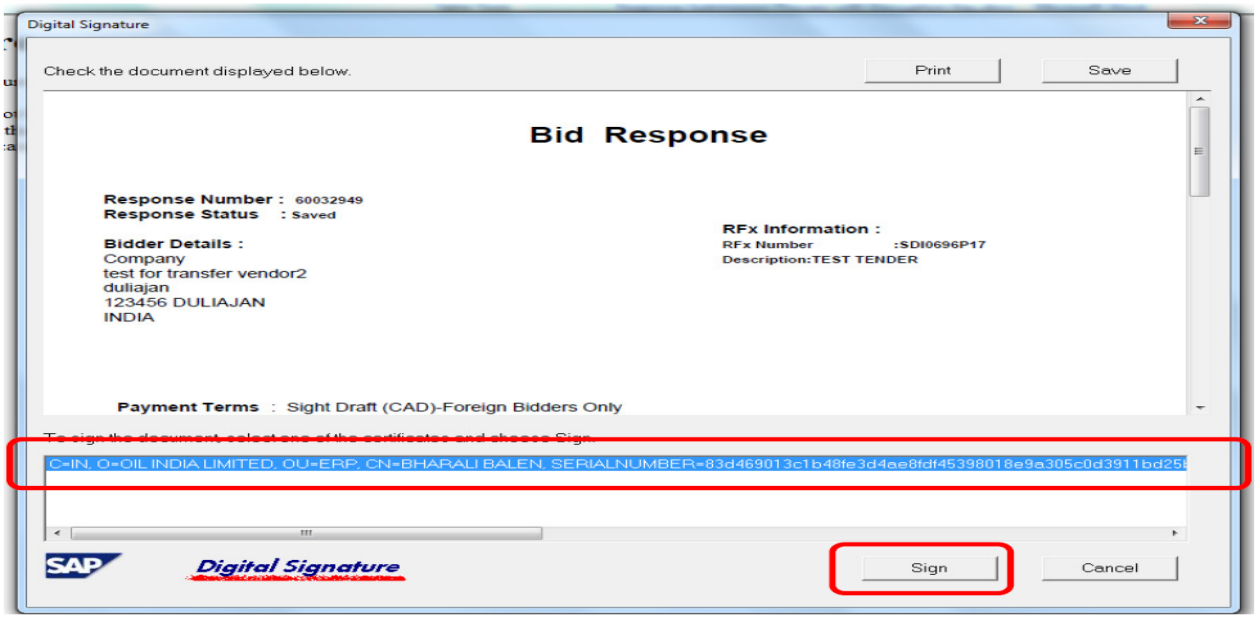


**K.** Click on '**Submit**' button

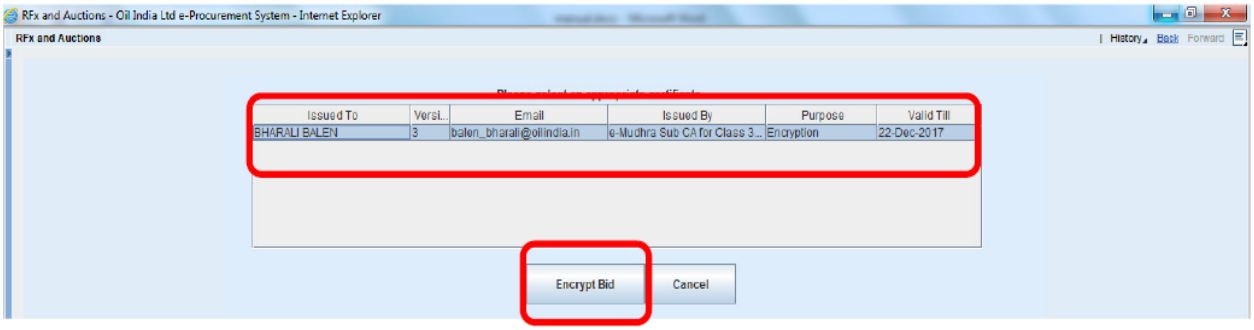



**Before submit, Please do check all the documents uploaded and on-line data maintained are correct.**

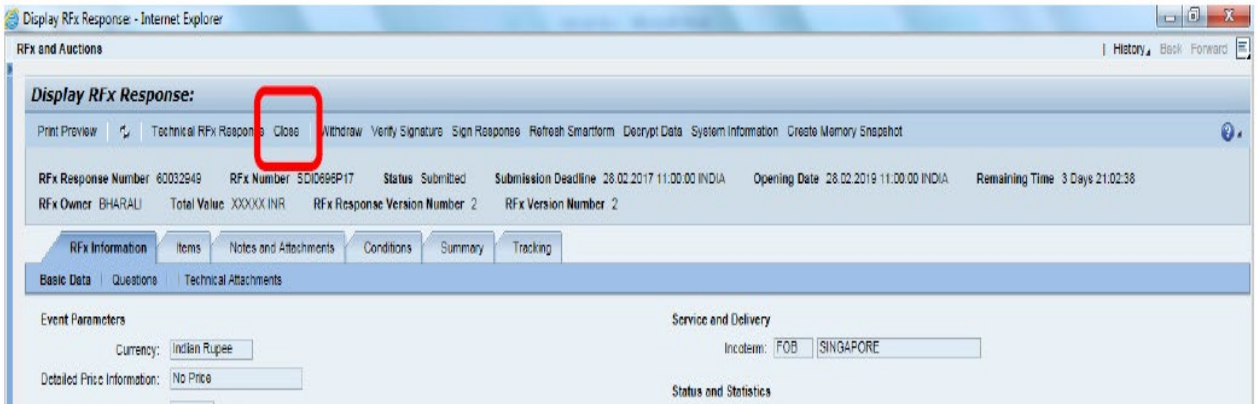
**L.** After Clicking '**Submit**' below pop up will open. Select Digital Signature & **Sign**.



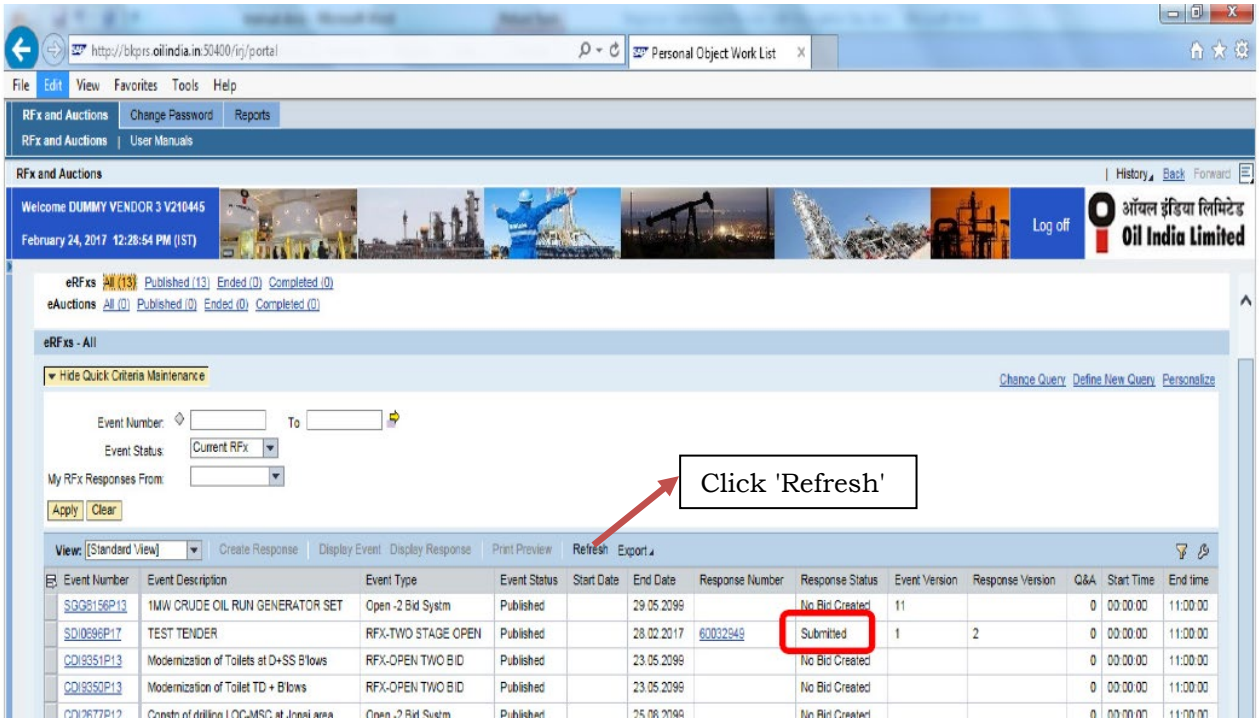

**M.** After Signing the response has to be encrypted again. Select the encryption certificate and **Encrypt Bid**.



**N.** Click '**Close**'




**O.** Click on '**Refresh**'. The status of Response must be '**Submitted**'




This is the end of **Response submission with Encryption key** process.

**34.0** OIL now looks forward for your active participation in the tender.

**CE Civil-Contracts**
**For CGM-CONTRACTS (HOD)**
**For RESIDENT CHIEF EXECUTIVE**

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

**(A). BID EVALUATION CRITERIA (BEC):**

**1.0** The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Not-withstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same 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** **OIL Registered 'A' Class Civil Contractors** who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/988/2016 dated 01.07.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender are only eligible to participate in this tender.

**3.0** Bids must be valid for minimum **90 (Ninety) days** from the actual date of Bid closing. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is **90 (Ninety)** days.

**4.0** OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Part-VI of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be uploaded by the bidder (along with the Un-priced Techno-Commercial Bid).-Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact have been signed by the bidder's authorized signatory who sign the Bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway.

**5.0** The bidders **must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class 3 [Organization Type]** to upload all the documents. If the **Digital Signature Certificate (DSC)** used for signing is not of "**Class -3**" & Organizational type with Organization's name in the name of bidder (i.e. Firm's Name), the bid will be rejected.

**Note:** 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.

**6.0** While submitting responses against the tender in e-tender portal, bidders must fill up the **"Total Bid Value"** (under RFx Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price excluding PF and GST. The price quoted under the "Total Bid Value" should be within the range of **"At Par" to "+10%"** of Company's Internal Estimate. Bids with overall quoted price as indicated in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) below "at par" and above "10%" of Company's Internal Estimate will be rejected straightway.

Company shall evaluate the inter-se-ranking of the bidders and conduct Draw of Lots amongst the eligible bidders in case of identical bidding, strictly as per the overall quoted price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) and awarding of contract shall be done accordingly.

It is the responsibility of the bidder to fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) correctly as per the instructions given herein. OIL INDIA LTD accepts no liability of any nature resulting from any calculation error or omissions while filling up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) by the bidders and no claim whatsoever shall be entertained thereof.

**7.0** The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive will be evaluated as per the procedure mentioned below:

i. Bid will be opened on schedule date & time as specified in the NIT and all the bids where the bidders have quoted the lowest price (within the permissible percentage as per NIT) under the "Total Bid Value" tab in e-tender portal and who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/988/2016 dated 01.07.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender will be selected for conducting Draw of Lots (DoL). In DoL, 3 (three) numbers of bidders will be selected first, in the order of B-1 (Bidder-1), B-2 and B-3. Scrutiny of these three bidders as per tender criteria will be carried out. If the bid of bidder B-1 is found to be

acceptable, B-1 will be the successful bidder (Priority-1 bidder) and the contract will be awarded to B-1. If B-1 is not found to be acceptable but B-2 is acceptable, B-2 will be awarded the contract, ---- and so on; i.e. whoever becomes the first acceptable bidder in the order of B-1-B-2-B-3, will be the successful bidder (P-1). In this way, P-1 (Priority-1) and P-2 bidders will be selected. The contract will be awarded to the P-1 bidder only. However, in case the bidder P-1 is not able to carry out the job due to any reason, P-2 may be awarded the job, if the same is approved by Company's competent authority. In case, none of these three bidders are found to be technically acceptable, the Draw of Lots will be again conducted to select 3 more bidders and similar steps will be followed thereon as explained above. The system of conducting further draw of lots will be followed till a qualified bidder is selected.

**Note:**

a) The Company's Internal Estimated Rates, as indicated in Part-II, are inclusive of all overheads, taxes, duties, levies etc. except P.F. & GST.

b) Bidder must include all impale plant, labour, supervision, materials, erection of display board, sign/caution board, insurance, profit, taxes and duties, together with all general risks, liabilities in their quoted rates excluding PF and GST.

**(B). BID REJECTION CRITERIA (BRC):**

1. The bids are to be submitted in single stage under composite bid system i.e. Un-priced Techno-Commercial Bid and Price Bid together. The overall price should be quoted under the "Total Bid Value" tab in the e-tender portal taking into account all liabilities including statutory liabilities in their quoted price (excluding PF and GST). The bidder must upload the Undertaking as prescribed in **Proforma** under the "Notes and Attachments" tab.

2. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable.

3. Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.

4. **Bidders must quote their total price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) tab within the permissible limit ('at par' to above 10% of Company's Internal Estimate); otherwise the bid will be rejected straightway. If a bidder wants to quote at 'at par' with the Company's Internal Estimate, he must declare the "Total Bid Value" equal to the tender value mentioned in the Covering Letter. If a bidder wants to quote above the Internal Estimate by certain percentage, he must declare the "Total Bid Value" equal to the sum of Internal Estimate and the desired percentage of Internal Estimate. If any bidder has quoted the total price above "at par" with Company's Internal Estimate within the permissible range, the percentage quoted above the internal estimate will be calculated and will be loaded accordingly in the rates of each and every items as specified in the Price Bid. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement in the c-Folder link (collaboration link) under "Technical RFx Response" Tab Page only.**

5. Bidders must accept and comply with the following provisions as given in the tender document. Deviations to such provisions shall make the bid liable for rejection.
    a. Firm price
    b. Scope of work
    c. Specifications
    d. Price schedule
    e. Delivery / completion schedule
    f. Period of validity of bid
    g. Liquidated Damages
    h. Performance bank guarantee / Security deposit
    i. Guarantee of material / work
    j. Arbitration / Resolution of Dispute
    k. Force Majeure
    l. Applicable Laws

m. Revised One Time Security Deposit
n. Integrity Pact

**(C). GENERAL:**

**i.** Submission of Forged Documents: Bidders should note that Company 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 and forfeit EMD / SD submitted by the bidder(s), besides taking action as per latest OIL's Banning Policy available in the OIL's website.

ii. In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, 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 BRC.

iii. 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/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless Company is satisfied with the substantial responsiveness of the offer.

iv. If any of the clauses in the BEC/BRC contradicts with other clauses of bidding document elsewhere, the clauses in the BEC/BRC shall prevail.

v. Bidder(s) must note that requisite information/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.

vi. 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.

vii. If any of the clauses in the BEC/BRC contradicts with any of the clauses/disclaimer/guideline/user manual/report or any other field displayed in the e-tender portal, the clauses in the BEC/BRC shall prevail.

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

## WORKS CONTRACT

**DESCRIPTION OF WORK/SERVICES:** Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.

### GENERAL CONDITIONS OF CONTRACT (GCC)

MEMORANDUM OF AGREEMENT made this _____ day of _____ between OIL INDIA LIMITED a Company incorporated under the Companies Act 1956 and having its Registered Office at Duliajan in the District of Dibrugarh, Assam ( hereinafter called Company ) of the one part and Shri/Smti _____and Shri/Smti _____ carrying on business as partners /proprietor under the firm name and style of M/s._____ with the main Office at _____in the District of _____ aforesaid ( hereinafter called 'Contractor') on the other part.

**WITNESSETH:**

**1.0** a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms Part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at location _____ .

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

**2.0** i) The contractor shall provide all labour, supervision and transport and such specified materials described in Part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

ii) Contractor shall have to produce the valid certificates (Forest Royalty Clearance Certificate) from the concerned departments, as per applicable rate towards forest produce used against the contract to HOD (Civil) prior to processing of final payment. In absence of valid certificates, the final bill shall not be processed.

**3.0** The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman/ supervisor/ engineer/ project-in-charge or any other contactor's personnel who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any personnel engaged by the Contractor shall be final and binding on the Contractor.

d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed. The rates to

be applied for such Deviation Order shall be the same for those appearing in Company's Schedule of Rate in force on the date of issue of such Deviation Order, to which the contractor has no objection.

**4.0** The Contractor shall have no claim against the Company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities and items stipulated in Part-II (SOQ). In case of positive variation in quantities of any items from the quantity mentioned in the tender / contract, the contractor will have to carry out the positive varied quantity at the contract rate, or the internally estimated rate, whichever is lower.

However, during the actual execution of the contract, if the contract is to be utilised in a different zone due to Company's operational requirement, and accordingly if the rates of the contractual items are different as in OIL's Schedule of Rates (SOR), then the rates as per the actual zone of execution will be applicable for the contractual items and shall be adopted from the same OIL's SOR which has been adopted in the tender. In that case, the rates shall be applicable for both the contractual quantities as well as for the additional quantities, if required to be executed.

If any additional items (items not covered in the tender / contract) are required to be executed during actual execution of works, the payment of such items shall be made as per the rates of OIL Schedule of Rates (SOR) prevailing in the working zone (the zone where the contract is utilized) at the time of issuance of advice by Company to execute such additional items.

**5.0** The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

**6.0** The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:

I. The Mines Act.
II. The Minimum Wages Act, 1948.
III. The Workman's Compensation Act, 1923.
IV. The Payment of wages Act, 1936.
V. The Payment of Bonus Act, 1965.
VI. The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
VII. Employees' Pension Scheme, 1995.
VIII. Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
IX. The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
X. Goods and Service Tax (GST) Law,

or any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work. The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the Contract Labour appointed by the Contractor. Such Statutory increase in the wage rates of Contract Labour shall be borne by the contractor.

**7.0** The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.

**8.0** The Contractor must complete the work within **14 weeks** of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half percent) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost.

The HOD-Civil's certificate as to the criticality or otherwise of an item shall be final.

The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the Company whose decision in this regard will be final.

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

**9.0** In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots , or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighbourhood.

**10.0** The tendered all-inclusive Price (i.e. the Contract price) is ₹ _____ ***(Not to be filled up by bidder while submitting the offer in c-Folder. This figure will be filled up by OIL at the time of award of the contract to the successful bidder.)*** (₹_____ only ) but the Company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

On account payment may be made, not oftener than monthly, up to the amount of 92.5% 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.

**11.0** The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

**12.0** Wages shall be paid by the Contractor to the workmen directly without any intervention of any Jamadars or Thekaders and that the Contractor shall ensure that no amount by way of commission or otherwise be deducted/ recovered by the Jamadar from the wages of the workmen.

**13.0** The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalised.

**14.0** The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.

**15.0** The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with the Oil Mines Regulations 2017. The Company's representative shall not allow/accept those men who are not provided with the same.

**16.0** All Statutory taxes levied by the Central and State Government or any other competent authority from time to time, except PF & GST, will be borne by Contractor and the contract cost is inclusive of all tax liabilities except PF & GST. However, any subsequent increase in such statutory taxes after bid opening day will be borne by the Company. Similarly if there is any decrease in such statutory taxes after bid opening, the Company shall recover the decreased amount of such taxes from the contractor.

**17.0** The Contractor shall deploy local persons in all works.

**18.0** The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.

**19.0** The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act (Latest editions).

**20.0 <u>SPECIAL CONDITIONS</u>**:

a) The Contractor shall obtain and submit the Labour Clearance Advice (LCA) / Labour Clearance Certificate (LCC) within 14 days of signing the contract agreement. If the contractor fails to submit the LCA / LCC within 14 days of signing the contract agreement, the period of delay in submission of LCA / LCC shall be deducted from the contractual period while issuing the work order. In such cases, the time period mentioned in Clause No. 8 of GCC (Part-I of this contract) shall not be applicable and the contactor must complete the work within the reduced time period allotted to the contractor as per the work order issued.

However, if submission of LCA / LCC is delayed, under some exceptional circumstances, for any reason not attributable to the contractor, the same should be recorded by the contractor with documentary proof. In such cases, the decision as to whether the reason of delay is attributable to the contractor or not shall be taken by the Head of Civil Engineering Department and the work order will be issued accordingly.

b) Retention Money @ 7.5 % will be kept as Performance Security Deposit against the contract and will be deducted from the running bill in addition to 2.5% submitted as Performance Security after issue of LOI/LOA. The amount of retention money and performance security deposit shall be released after defect liability period under the contract (including extension, if any). A part or whole of retention money and performance security shall be used by the Company in realisation of liquidated damage or claims, if any, or for adjustment of compensation or loss due to the Company for any reason. The retention money and performance security shall not earn any interest.

c) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.

d) Contractor(s) whosoever is liable to be covered under the P.F. Act must ensure strict compliance of provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & employer's share) with the competent authority monthly under their direct code. 12% P.F. will be applicable on the wage component of the contract cost. Wage component of the Contract cost is 17.43 %.

   Contract Cost excluding PF: The P.F deposited by the Contractor, will be reimbursed on production of documentary evidence of depositing the same to the authority concerned.

   Contract Cost including PF: The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to P.F. Contribution on wage component.

e) All safety precautions to be maintained by the Contractor at his own cost as per safety rules and regulations.

f) The Contractor shall use pump if needed for dewatering of pit while excavation for which no extra payment will be made.

g) The Contractor shall have to work during rainy seasons also.

h) Watch and ward, loss or damage to Company's property, theft and other incidental charges shall be Contractor's responsibility.

i) Efficient workmen to be engaged by the Contractor.

j) The Contractor's representative should report to Engineer-in-charge on all working days at 7.00 A.M. and 3.00 P.M. for instructions.

k) Materials if rejected should be removed from site within 48 (forty- eight) hours of rejection, failing which the Company reserves the right to get the rejected materials removed at the risk and cost of the Contractor.

l) The Company reserves the right to get the part or whole work complete at the risk and cost of the Contractor if he fails to complete the work within the stipulated time without any valid reason. The Company's decision shall be final and binding on the Contractor.

m) Water that may accumulate on the site during progress of the works or in trenches and excavations from other than accepted risks shall be removed from the site to entire satisfaction of the Engineer-in-charge and at the Contractor's expense.

n) The Contractor shall be in a position to execute 2(two) locations simultaneously.

o) If required, the Contractor shall have to work in two shifts for which no extra payment will be admissible to him/them.

p) If needed water and electricity will have to be arranged by the Contractor at his own cost.

q) The Contractor and his workmen are to strictly observe the safety precautionary rules as per Mines Act (Latest edition) while executing the work.

r) The Contractor shall have to provide temporary latrine facilities in the entire work site for use of their workmen during progress of work.

s) The contractor himself (the signatory of the contract) must visit the site at least twice in a week as fixed for taking necessary instruction from the Engineer-in charge.

t) The program of works to be submitted in the form of Bar Chart within 3 days of receipt of work order.

**21.0 SPECIAL INSTRUCTION:**

The contractor must quote considering the prevailing minimum Labour wage rate for each day of work.

**22.0 GOODS AND SERVICES TAX (GST) CLAUSES UNDER GCC**

**22.1 GENERAL REMARKS ON TAXES & DUTIES:**

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.

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

**22.3** "**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.

**22.4** 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**. 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 filed under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.

**22.5 Where 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 actuals 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 filed under GST laws & rules should be timely filed by supplier with requisite details.

**22.6 Where 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 actuals against submission of Invoices as per format specified in rules/ regulation of **GST**.

**22.7** 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.

**22.8** Contractor/vendor 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 / vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules thereunder, OIL shall not be liable to make any payment on account of **GST** against such invoice.

**22.9** **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/vendor, OIL shall withhold the payment of **GST**.

**22.10** **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/vendor but will be directly deposited to the government by OIL.

**22.11** 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.

**22.12** Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the **GST** charged by the Contractor / Vendor is denied by the tax authorities to OIL for reasons attributable to Contractor / Vendor, OIL shall be entitled to recover such amount from the Contractor / Vendor 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.

**22.13** TDS under GST, if applicable, shall be deducted from contractor's/vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/vendor.

**22.14** 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.

**22.15** 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.

**22.16** 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 (in case the delay is attributable to the service provider), shall be to Service provider's account whereas any decrease in the rate of **GST** shall be passed on to the OIL.

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.

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.

**22.17** 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.

**22.18 Documentation requirement for GST**

The vendor 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;
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.

**22.19 ANTI-PROFITEERING CLAUSE**

In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by OIL. Further, in case rating of bidder is negative / black listed 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 and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by OIL.

**22.20** OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

**23.0 INSURANCE:**

**23.1** 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.

**23.2 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 insurance provided for in this article solely by reason of a deductible provision in such insurance policies shall be to the account of the CONTRACTOR.

**23.3** The CONTRACTOR shall require all of his 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.

**23.4** 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.

**23.5 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".

**23.6 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".

**23.7 Additional Assured:**

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

**23.8 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 and the indemnity is afforded to all policies.

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

**23.9** 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.

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

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

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

**23.12** 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**

**24.0 SETTLEMENT OF DISPUTES:**

**24.1** 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.

**24.2 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. 23.1, 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

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.

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

a) 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.

b) 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.

c) The number of arbitrators and the appointing authority will be as under: Claim amount (excluding claim for interest and counter claim, if any)

| **Claim amount (excluding claim for interest and counter claim, if any)** | **Number of Arbitrator** | **Appointing Authority** |
|---|---|---|
| Upto Rs.25.00 Lakh | Not applicable | Not applicable |
| Above Rs. 25.00 Lakh Upto Rs. 5 Crore | Sole Arbitrator from the panel of Arbitrators' List maintained by OIL | Mutually to be decided by the Parties. |

d) 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.

e) 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.

f) 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.

g) Parties agree and undertake that neither shall be entitled for any pre- reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void. 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.

h) 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).

i) 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:

(i) 20% of the fees if the claimant has not submitted statement of claim.
(ii) 40% of the fees if the pleadings are complete.
(iii) 60% of the fees if the hearing has commenced.
(iv) 80% of the fees if the hearing is concluded but the award is yet to be passed.

j) 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.

k) The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in Schedule of the Act and such expenses shall be equally borne by the parties.

l) The seat and venue of the arbitration proceeding shall be New Delhi.

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

a) 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.

b) A party wishing to commence arbitration proceeding 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.

c) 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.

**24.5 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.

**24.6 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.

**25.0 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.

**26.0 I.B. VERIFICATION REPORT AND SECURITY REVIEW:**

Contractor will be required to submit the verification report to ascertain character and antecedents from the Civil Administration towards the persons engaged under this contract to the Head of the user Department before engagement.

**27.0** In case of any doubt or dispute as to the interpretation of any clause herein contained, the decision of the Company's Engineer shall be final and binding on the contractor.

**28.0 SET OFF CLAUSE:**

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

**29.0 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 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 Bid Security/Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

**30.0 ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per latest OIL's Banning Policy available in OIL's website: www.oil-india.com. Moreover, OIL reserves the right to take legal or any other action on the basis of merit of the case.

**31.0 TERMINATION:**

a) **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.

b) **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.

c) **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-24.0 above.

d) **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.

e) **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 latest Banning Policy of OIL [available at www.oil-india.in].

f) **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.

g) 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 of 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.

h) 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 (a) to (g) 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.

i) **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. No demobilization charges shall be payable by COMPANY in case of Article from (d) to (g).

**32.0 SUB-LETTING:** The contractor shall not sub-let the WHOLE of the Works. Except where otherwise provided by the contract, the Contractor shall not sub-let any PART of the Works without the written consent of the Engineer-in-Charge and such consent, if given, shall not relieve the Contractor from any liability or obligation under the Contract and he shall be responsible for the acts, defaults or neglects of any sub-contractor, his agents, servants or workmen, provided always that the provision of labour on a piece-work basis shall not be deemed to be a sub-letting under this Clause.

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 Contractor** | **For and on behalf of Company** |
|---|---|
| M/s. _____<br><br>Address _____<br><br>_____ | Oil India Limited<br>Duliajan, Dibrugarh<br>Assam- 786602 |
| Signature _____<br><br>Name of<br>Signatory _____ | Signature _____<br><br>Name of<br>Signatory _____ |
| Seal of Contractor's firm | Seal of Signatory |
| (In presence of)<br><br>Signature _____<br><br>Name _____ | (In presence of)<br><br>Signature _____<br><br>Name _____ |

# WORKS CONTRACT

## SCHEDULE OF WORK, UNIT AND QUANTITY

| Sl NO. | DESCRIPTION OF SERVICE | UOM | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|
| | GROUP A | | | | |
| | SECTION A | | | | |
| 1 | Clearing and grubbing road land including uprooting rank vegetation, grass, bushes, shrubs, saplings and trees girth up to 300 mm, removal of stumps of trees cut earlier and disposal of unserviceable materials andstacking of serviceable material to be used or auctioned up to a lead of1000 metres including removal and disposal of top organic soil not exceeding 150 mm in thickness as per Technical Specification Clause 201.By Manual Means:-In area of thorny jungle | HEC | 0.100 | 136148.71 | 13614.87 |
| 2 | Levelling and dressing road sides and verges including dressing the area and cutting earth upto 150mm depth and filling depression and breaking large earth lumps as directed. | M2 | 1442.500 | 21.05 | 30364.63 |
| 3 | :Cutting and removing bamboos (Jati / Bhaluka) and stacking them atabout 30m. distance away from site of operation including cutting branches and cleaning the site. | NO | 100.000 | 16.14 | 1614.00 |
| 4 | :Cutting / prunning / trimming of tree branches and stacking at site within 30 m or as directed. | M3 | 50.000 | 161.45 | 8072.50 |
| 5 | REPAIR OF DAMAGED GRAVELLED ROAD SURFACE by dry and wet rollinggravel (25mm to 65mm) and sand shingles spread evenly over damagedsurface including rolling out damaged portions etc.as per clause 401.(Road roller supplied by company). | M2 | 549.000 | 136.29 | 74823.21 |
| 6 | CONSTRUCTION OF 150MM (CONSOLIDATED) GRANULAR SUB-BASEconsolidated by dry rolling to proper grade including providing wellcompacted berms with earth on either side 1.2m wide levelled withfinished road surface, dressing sub-grade including cutting surface upto75mm deep to required level and as per clause 401. (Road rollersupplied by contractor). | M2 | 549.000 | 125.06 | 68657.94 |
| 7 | CONSTRUCTIONS OF 150 MM THICK (CONSOLIDATED) GRAVELLED ROADincluding providing well compacted side berms with earth on eithersides, one metre wide and 50mm thick above final level of gravelledroad, dressing sub-grade (including cutting of earth up to 75mm deep) torequired level, spreading gravel in two layers with bindage of dry earthand dry rolling each layer separately until fully compacted and finallyspreading sand shingles uniformly to 25mm thick and re-rolled asdirected.(Ref. to MoRTH Spec.401)(Road roller provided by contractor). | M2 | 549.000 | 125.36 | 68822.64 |
| 8 | Spreading gravel, pea-gravel or brick bat over sunken road surface,including carrying from a distance of 30.00m. | M3 | 100.000 | 387.48 | 38748.00 |
| 9 | Supplying & Laying Reinforced cement concrete pipe NP3 900 mm dia(prestressed concrete pipe) for culverts on first class bedding ofgranular material in single row including fixing collar with cementmortar 1:2 but excluding excavation, protection works, backfilling,concrete and masonry works in head walls and parapets . | M | 7.500 | 7405.00 | 55537.50 |

| Sl NO. | DESCRIPTION OF SERVICE | UOM | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|
| 10 | Earth work in excavation of foundation of structures as perdrawing and technical specification, including setting out, constructionof shoring and bracing, removal of stumps and other deleterious matter,dressing of sides and bottom, backfilling the excavation earth to theextent required and utilising the remaining earth locally for roadwork.)for Ordinary Soil by Manual Means (Depth upto 3 m) | M3 | 36.000 | 540.79 | 19468.44 |
| 11 | Laying Brick Flat Soling (75mm thick) including grading the baseand packing joints with earth and including spreading loamy earthon top upto 25mm thick with all materials carried from upto a distanceof 30.00m. | M2 | 15.000 | 107.27 | 1609.05 |
| | SECTION B | | | | |
| 1 | Supply of Gravel (65mm graded down to 25mm), hard, clean and free fromforeign materials | M3 | 253.720 | 1961.48 | 497666.71 |
| 2 | Supply of approved quality granular materials from approved quarry, freefrom organic matter including stacking in measurable stacks asdirected. | M3 | 98.820 | 1697.75 | 167771.66 |
| 3 | Supply of Jhama bricks bats-each bat not smaller then 1/3 ofa full brick | M3 | 1.130 | 3382.27 | 3821.97 |
| | GROUP B | | | | |
| | SECTION A | | | | |
| 1 | :Clearing grass and removal of the rubbish upto a distance of 50 moutside the periphery of the area cleared. | M2 | 7560.000 | 5.54 | 41882.40 |
| 2 | :Surface dressing of the ground including removing vegetation andin-equalities not exceeding 15 cm deep and disposal of rubbish, leadupto 50 m and lift upto 1.5 m.All kinds of soil | M2 | 7560.000 | 21.05 | 159138.00 |
| 3 | :Demolishing R.C.C. work manually / by mechanical means includingstacking of steel bars and disposal of unserviceable material within 50metres lead as per direction of Engineer-in-Charge. | M3 | 25.200 | 2194.84 | 55309.97 |
| 4 | :Collecting / excavating sand, soil, silt, ordinary earth from anysource, load into lorries, transport it to distant place of workincluding procuring earth and laying in layer of 150mm thickness andcompacting, profile properly made for taking measurement, including allmeasurable lead upto 30m and lift as required. (The contractor shall beresponsible for all formalities of supply of earth such as purchase ofland including royalties, monopoly / other statutory taxes as requiredfrom any distance.) | M3 | 8400.000 | 499.79 | 4198236.00 |
| 5 | :Providing & erecting bamboo palisade to prevent erosion/damage of roadembankment or bridge/culvert abutments, effluent pit bundh etc usingmatured jati bamboo piles driven 1.5m deep underground and projecting 2mabove ground at interval of 200mm to 250mm in a line and tying theexposed length of bamboo piles to two half bamboo horizontal (one insideand one outside ) spaced 300mm apart with thick gauge tying wire andfitting inside drum sheet lining and tying the same to frame work asdirected including cutting & straightening empty drums. All materialsand tools to be supplied by the contractor except empty drum., butwithout cutting, straightening placing and tying /fitting drum sheets. | OME | 90.000 | 584.74 | 52626.60 |
| 6 | REPAIR OF DAMAGED GRAVELLED ROAD SURFACE by dry and wet rollinggravel (25mm to 65mm) and sand shingles spread evenly over damagedsurface including rolling out damaged portions etc.as per clause 401.(Road roller supplied by company). | M2 | 800.000 | 136.29 | 109032.00 |

| Sl NO. | DESCRIPTION OF SERVICE | UOM | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|
| 7 | :Earth work in excavation by mechanical means (Hydraulicexcavator) / manual means over areas (exceeding 30cm in depth. 1.5m in width as well as 10 sqm on plan) including disposal ofexcavated earth, lead upto 50m and lift upto 1.5m, disposed earth to belevelled and neatly dressed. All kinds of soil | M3 | 437.500 | 171.37 | 74974.38 |
| 8 | Earth work in excavation of foundation of structures as per drawing andtechnical specification, including setting out, construction of shoringand bracing, removal of stumps and other deleterious matter, dressing ofsides and bottom, backfilling the excavation earth to the extentrequired and utilising the remaining earth locally for road work.)forMarshy Soil Mechanical Means (Depth upto 3 m). | M3 | 875.000 | 299.26 | 261852.50 |
| 9 | CONSTRUCTION OF 150MM (CONSOLIDATED) GRANULAR SUB-BASEconsolidated by dry rolling to proper grade including providing wellcompacted berms with earth on either side 1.2m wide levelled withfinished road surface, dressing sub-grade including cutting surface upto75mm deep to required level and as per clause 401. (Road rollersupplied by contractor). | M2 | 3727.370 | 125.06 | 466144.89 |
| 10 | CONSTRUCTIONS OF 150 MM THICK (CONSOLIDATED) GRAVELLED ROADincluding providing well compacted side berms with earth on eithersides, one metre wide and 50mm thick above final level of gravelledroad, dressing sub-grade (including cutting of earth up to 75mm deep) torequired level, spreading gravel in two layers with bindage of dry earthand dry rolling each layer separately until fully compacted and finallyspreading sand shingles uniformly to 25mm thick and re-rolled asdirected.(Ref. to MoRTH Spec.401)(Road roller provided by contractor). | M2 | 3727.370 | 125.36 | 467263.10 |
| 11 | Spreading gravel, pea-gravel or brick bat over sunken road surface,including carrying from a distance of 30.00m. | M3 | 84.000 | 387.48 | 32548.32 |
| | SECTION B | | | | |
| 1 | Supply of Gravel (65mm graded down to 25mm), hard, clean and free fromforeign materials | M3 | 702.290 | 1961.48 | 1377527.79 |
| 2 | Supply of approved quality granular materials from approved quarry, freefrom organic matter including stacking in measurable stacks asdirected. | M3 | 652.290 | 1697.75 | 1107425.35 |
| 3 | Supply of Jhama bricks bats-each bat not smaller then 1/3 ofa full brick | M3 | 34.000 | 3382.27 | 114997.18 |
| | GROUPC | | | | |
| | SECTION A | | | | |
| 1 | :Earth work in excavation by mechanical means (Hydraulicexcavator) / manual means over areas (exceeding 30cm in depth. 1.5m in width as well as 10 sqm on plan) including disposal ofexcavated earth, lead upto 50m and lift upto 1.5m, disposed earth to belevelled and neatly dressed. All kinds of soil | M3 | 240.540 | 171.37 | 41221.34 |
| 2 | :Laying in position cement concrete of specified grade excluding thecost of centring and shuttering - All work upto plinth level: 1:11/2:3 (1 Cement: 11/2 coarse sand : 3 graded stone aggregate 20 mm nominalsize) | M3 | 13.500 | 1807.69 | 24403.82 |
| 3 | :Centring and shuttering including strutting, propping etc. and removalof form for : Foundations, footings, bases of columns, etc. for massconcrete. | M2 | 434.480 | 196.17 | 85231.94 |
| 4 | Providing and Fixing Reinforcement for RCC work including straightening,cutting, bending, placing in position complete. - Upto plinth levelThermo-Mechanically Treated bars of Grade Fe-500 D or more. | KG | 8329.560 | 84.61 | 704764.07 |

| Sl NO. | DESCRIPTION OF SERVICE | UOM | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|
| 5 | :Laying in position specified grade of reinforced cement concreteexcluding the cost of centring, shuttering, finishing and reinforcement- All work upto plinth level : 1:1.5:3 (1 cement: 1.5 coarse sand : 3graded stone aggregate 20 mm nominal size) | M3 | 263.590 | 2255.84 | 594616.87 |
| 6 | Spreading sand / filling, dry sand over sunken road surface, includingcarrying from a distance of 30.00 m. | M3 | 27.450 | 174.36 | 4786.18 |
| 7 | BAMBOO PILING including stiffness etc. using #Bhaluka bamboo# orbig size #Jati# bamboo at river bank and water logging areas, includingsupply of bamboo and necessary ropes etc. complete. | M | 400.000 | 209.59 | 83836.00 |
| | SECTION B | | | | |
| 1 | Supply of Broken stone-Boulder broken(25mm graded down to 12mm), hard and clean. | M3 | 274.930 | 3196.43 | 878794.50 |
| 2 | Supply of Timber for shuttering | DM3 | 3620.670 | 28.46 | 103044.27 |
| 3 | Supply of Sand for general use with normal moisture contentto be clean and free from clay rubbish | M3 | 143.830 | 1462.34 | 210328.36 |
| | SECTION C | | | | |
| 1 | :Carriage of material by mechanical transport including loadingunloading and stacking: Cement, stone blocks, G.I., C.I., A.C. & C.C.pipes below 100 mm dia and other heavy materials : Beyond 4KM and Upto5KM | TON | 114.000 | 166.56 | 18987.84 |
| 2 | :Extra on Carriage of material by mechanical transport including loadingunloading and stacking: Cement, stone blocks, G.I., C.I., A.C. & C.C.pipes below 100 mm dia and other heavy materials on every additional KM:Beyond 5KM and Upto 10KM | TPM | 570.000 | 12.73 | 7256.10 |
| 3 | :Extra on Carriage of material by mechanical transport including loadingunloading and stacking: Cement, stone blocks, G.I., C.I., A.C. & C.C.pipes below 100 mm dia and other heavy materials on every additional KM:Beyond 10KM and Upto 20KM | TPM | 1140.000 | 10.56 | 12038.40 |
| 4 | :Extra on Carriage of material by mechanical transport including loadingunloading and stacking: Cement, stone blocks, G.I., C.I., A.C. & C.C.pipes below 100 mm dia and other heavy materials on every additional KM:Beyond 20KM | TPM | 2280.000 | 8.84 | 20155.20 |
| | **Contract Execution Cost, A** | | | **₹ 1,23,59,016.49** | |
| | Forest Royalty as applicable on the contract execution cost. Additional 10% Cess on forest royalties for each of MMDRRF and DMFT, B | EA | 411451.020 | 1.00 | 411451.02 |
| | **Total Contract Cost(A+B)** | | | **₹ 1,27,70,467.51** | |

**Note:**

a) Bidder must quote overall price within the range of “At Par” to “+10%” of Company’s Internal Estimate.

b) Bidder must include all impale plant, labour, supervision, materials, erection of display board, sign/caution board, insurance, profit, taxes and duties, together with all general risks, liabilities in their quoted rates excluding PF and GST.

c) Forest Royalty is to be calculated and paid as per the “Third Schedule” of Notification No. PEM 130/2021/40 dated 7th October 2021 & other ancillary charges as per Notification No. PEM 130/2021/55 dated 16th December 2021.

**The Clauses of 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.**

# WORKS CONTRACT

## SPECIAL CONDITIONS OF CONTRACT

**DESCRIPTION OF WORK/SERVICES:** Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.

### 1. APPROACH & PLINTH

a. SITE CLEARANCE: All the dismantled goods to be handed over to the Company in proper condition. Contractor will be responsible for any items missing from site and the same will be recovered from his bill.

b. Earth work in Excavation -In works specified involving widening of existing pavements or providing treated shoulders, unless otherwise specified, the shoulder shall be removed to their full width and to levels shown on drawing or as indicated by the Engineer-In- Charge. While doing so, Care shall be taken to see that no portion of the existing pavement designated for retention is loosened or disturbed. If the existing pavement gets disturbed or loosened, it shall be dismantled and cut to a regular shape with sides vertical and the disturbed/loosened portion removed completely and re-laid as directed by Engineer-In-Charge, at the cost of Contractor. The materials obtain from the excavation of shoulder shall be used for filling up of Road way embankment, the existing pits in the right -of-way as directed by Engineer-In-Charge including leveling and spreading with all lifts and lead up to 1000m and no extra payment shall be made for the same. Unsuitable and surplus materials not intend for use within the lead specified above shall also, if necessary, be transported with all lifts and lead beyond initial 1000m,disposed of or used as directed by the Engineer-In-Charge. The Contractor shall have full responsibility of the stability of the excavation and safety of the workmen.

c. Granular Sub-Base: -Prior to the laying of sub-base, the sub-grade shall be prepared by removing all vegetation and other extraneous matter, lightly sprinkled with water if necessary and rolled with 8 to 10tonne capacity smooth wheeled roller. The sub-base material of specified grading shall be spread in two layers on the prepared sub grade with required slope. Immediately after laying the materials rolling to be done at the edge and proceed towards the upper edge longitudinally for portions having unidirectional cross fall and super elevation and shall commence at the edges and progress towards the centre for portions having cross fall on both sides. During rolling, the grade and cross fall (Camber) shall be checked and any high spots or depressions, which become apparent, corrected by removing or adding fresh material. The speed of the roller shall not exceed 5Km per hour. Rolling shall be continued till the density achieved is at least98% of the maximum dry density for the materials.

d. Gravelling:-After preparation of sub-grade/sub-base ,the coarse aggregate shall be spread uniformly and rolling shall be started with three wheeled power roller of 8 to 10 tone capacity the edge and proceed towards the upper edge longitudinally for portions having unidirectional cross fall and shall commence at the edges and progress towards the centre for portions having cross fall on both sides. Rolling shall be discontinued when the aggregate are partially compacted with sufficient void space in them to permit application of binding material. During rolling a light sprinkling of water may be done. Any high spots or depressions, which become apparent, corrected by removing or adding fresh material. Screening materials of earth shall be applied at a slow and uniform rate so as to ensure filling all voids shall be accompanied by dry rolling and brooming with mechanical or hand brooms. The screening rolling and brooming of the screenings shall be carried out in only such lengths which could be completed in one days operation. The sprinkling, sweeping and rolling operation shall be continued with additional screenings applied as necessary, until the coarse aggregate has been thoroughly keyed, well bonded and firmly set in its full depth.

**2. FOUNDATION: -**

a. Earth work in excavation:

All excavations shall be done to the minimum dimensions as required for safety and working facility. Prior approval of the Engineer shall be obtained by the Contractor, in each individual case, for the method he proposes to adopt for the excavations including dimension, side slopes, shoring, dewatering, disposal, etc. This approval, however, shall not in any way make the Engineer responsible for any consequent loss or damage. The excavation must be carried out in the most expeditious and efficient manner. All excavation in open cuts shall be made true to line, slopes and grades shown on the drawing or directed by the Engineer.

The Contractor shall have full responsibility of the stability of the excavation and safety of the workmen.

If the excavation is done to a depth greater than that shown on the drawing, or directed by the Engineer, due to the Contractor's fault, the excess depth shall be filled up to the required level at the latter's cost (with cement concrete not leaner than 1:4:8 ordinary concrete or richer) as directed by the Engineer in each individual case.

b. Disposal-The excavated spoils will be disposed off in any or all the following manners:

a) By using it for backfilling straightway.

b) By stacking it temporarily for use in backfilling at a later date during execution of the Contract.

c) i) By either spreading, Or

ii)Spreading and compacting at designated disposal areas.

c. REINFRCED CEMENT CONCRETE WORK: All reinforced cement concrete work to be done in prop.1:2: 4with 25mm to 12mm downgraded down broken stone as per related drawings and instructions of site Engineer to be followed in case of any discrepancies. Proper vibration to be done as per IS recommendation.

d. PLANKING AND STRUTTING: The contractor is responsible for the design, fixing and removal of planking, strutting shoring etc. of sufficient strength required for earth pressure for which no extra claim on this amount will be granted.

e. CEMENT MORTAR:

Cement mortar shall be of proportions specified for each type of work in the schedule. It shall be composed to cement and sand. The ingredients shall be accurately gauged by measured and shall be well and evenly mixed together in a mechanical mixer or hand mix. Care being taken not to add more water than is required. No mortar that has begun to set shall be used. River sand shall be used unless otherwise specified.

In hand mixing it shall be done on pucca water proof platform. The gauged materials shall be put on the platform and mixed dry water will then be added and the whole mixed again until it is homogeneous and of uniform color. Not more than one bag of cement shall be mixed at one time and which can be consumed within half an hour of its mixing

f. CURING OF CONCRETE: Curing shall be done in accordance with IS:456 by keeping the concrete surface covered with wet hessian cloths, canvas or similar absorbent materials and kept constantly wet for a period of not less than 7 days from the date of pouring of concrete. Brick work and plastered surface to be kept wet by sprinkling with water for at least 7 days.

**3. MEASUREMENT & PAYMENT:** Payment for all works done shall be made on the basis of actual work done as per the schedule of rates. For all extra work done on the advise of the Company's Engineer and which is not included in the schedule of rates, deviation order for the same shall be made on the rates as decided by the Company's Engineer.

**4. SAFETY MEASURE:** Safety measure as per OIL regulations shall be strictly adhered to by the Contractor. Safety belts and other measure taken by the Contractors shall be borne by the Contractor. If any loss or damage caused to life during the erection and execution, the contractor shall be fully responsible for the loss.

**5. STORAGE:** Materials issued from Company's stock pile shall be transported, handled and stored at site carefully to the approval of Engineer so as to prevent any damage of any kind to be kept at his own risk and cost.

Cement shall be stored in a weather proof shed, the floor of which shall be raised 300 mm clear from the ground and 450 mm away from the wall all round in order to protect from rain and moisture. Empty cement bag shall be returned to the Company in good condition.

**6. Water:** Water shall be clear, clean and free from all harmful impurities which must be approved by the Engineer. Arrangement of water for concreting and other purpose shall be made by the contractor at his own cost. Water from excavation shall not be used for construction work and curing.

**7. Test Report:**

(i)Water for construction and curing to be tested before use ('PH' value should not be less than 6.)at contractor's own cost

(ii)Test certificate for steel materials, M.S. rod, Tor steel should be produced by contractor's own cost for which no extra payment shall paid to contractor.

**8. MATERIALS AND WORK SPECIFICATIONS:**

8.1 CEMENT. Cement shall be issued by the company from its Store at Duliajan/Moran.
Cement shall be stored in weatherproof shade with raised wooden plank flooring to prevent deterioration by dampness or intrusion of foreign matter. It shall be stored in such a way as to allow the removal and use of cement in chronological order of receipt, i.e. first received being first used. Cement deteriorated and or clotted shall not be used on work but shall be removed at once from the site.

8.2 Fine Aggregate: Sand shall conform to relevant portion of IS 515. It shall pasts through an IS sieve 4.75(3/16 BS) test sieve, leaving a residue not more than 5%. It shall be from natural source or crushed stone screening, if allowed. Chemically inert, clean, sharp, hard, durable, well graded and free from dust, clay, shale, large pebbles, salt, organic matter, loam mica, or other deleterious matter. The sum of percentage of all such deleterious materials in sand shall not exceed 5% by weight. It shall be washed if directed to reduce the percentage of deleterious substances to acceptable limits. Sand shall not contain any trace of salt and it shall be tested and sand containing any trace of salt shall be rejected.
The fine aggregate for concrete shall be graded within limits as specified in IS 383 and the Fineness Modulus may range between 2.60 to 2.2.
The fine aggregate shall be stacked carefully on a clean, hard, dry surface so that it will not get mixed us with deleterious foreign materials. If such a surface is not available a platform of planks or corrugated iron sheets or brick floor or a thin layer of lean concrete shall be prepared.

8.3 Coarse Aggregate: Shall consist of crushed or broken stone 95% of which shall be retained on 5.75mm IS test sieve. It shall be obtained from crushing Granite, Quartzite, Trap Basalt or similar approved stones from approved quarry and shall conform to IS-383 and IS-515. Coarse aggregate shall be chemically inert when mixed with cement and shall be fairly cubical in shape and free from soft, feeble, thin, porous, laminated or flaky pieces. It shall be free from dust and any other foreign matter.

8.4 Reinforcement: Reinforcement shall be of mild steel of tested quality conforming to IS-432(part-I) #1996 and any other applicable or TMT bar conforming to IS-1786-1985 of Fe 415 Grade and IS-1139-1966 or hard drawn steel wire fabric conforming to IS 1566-1967.
All reinforcement shall be free from cracks, surface flows, laminations, jagged, imperfect edges, loose mill scales, loose rust and coats of paints, oil or other coating which may destroy or reduce bond.

**9. SPECIAL INSTRUCTION TO THE CONTRACTOR**

9.1 Contractor must have mixture machine and vibrator for the RCC works. The Contractor shall use pump if needed for de-watering for excavation job for which no extra payment will be made.

9.2 Watch and ward, loss or damage to Company's property's' theft and other incidental charges shall be Contractor's responsibility.

9.3 Efficient workmen to be engaged by the Contractor.

9.4 The Contractor's representative should report to Engineer-in charge on all working days at 7.30AM for day-to-day instruction.

9.5 Materials if rejected should be removed from site within 48(forty-eight) hours of rejection, failing which the company reserves the right to get the rejected materials removed at the risk and cost of the contractor.

9.6 The Company reserves the right to get the part or whole work completed through other agency at the risk and cost of the contractor if he fails to complete the work within the stipulated time without any valid reasons. The Company's decision shall be final and binding on the Contractor.

9.7 The Contractor shall obtain labour clearance within fourteen days of signing the contract.
9.8 Water that may accumulate on the site during progress of the works or in trenches or at any excavated place of working site have to be evacuated from site by the contractor to entire the satisfaction of the Engineer-in-charge and at the Contractor's expense.
9.9 If needed water and electricity will have to be arranged by the Contractor at his own cost.
9.10 The Contractor and his workmen have to strictly observe the safety precautionary rules as per Mines Act. (Latest edition) while executing the work.
9.11 No road closure will be allowed during execution of work and necessary traffic signal/road boards to be displayed at proper place by the Contractor at his own cost. The Contractor shall be wholly responsible for any accident arising out of non-fulfilment of this condition.
9.12 The Contractor will be required to work expeditiously at the site and must visit the site before tendering.
9.13 Signatory of the contract agreement must attend at site of work at least once in a week along with the Engineer-in-charge for necessary instruction / advice.
9.14 Hot and Cold permit, Gas leakage testing certificate issued by the Concerned Department to be submitted by the contractor to Engineer-in-charge.
9.15 Quantity of cement used will be calculated as per consumption of CPWD standard.
9.16 The contractor should submit the work program in form of a bar chart within 3 days of receipt of work order.
9.17 The security of materials issued to the contractor in connection with the work is the responsibility of the contractor, for which no extra payment will be made.
9.18 All materials supply by the contractor must be approved by Engineer In-charge and necessary Test certificate from competent authority for steel supply by the contractor will have to be produced by contractor as required by the Engineer In-charge.
9.19 The contractor has to work during Rainy seasons also.

**10.** The contractor must provide following minimum numbers of equipment in operational condition capable of providing uninterrupted services under the contract as and when required.

a) Excavator- 02(two)no,
b) Vibratory Road Roller - 01(one) No,
c) Dumper- 03(Three)nos
d) Concrete Mixer Machine- 02(Two)nos
e) Vibrator with nozzle-02 (Two) nos

**11.** The contractor must complete the work in all respect within the work duration allotted to him as per work order. The duration of the work allotted to the contractor is inclusive of Sundays and Holidays. However, any delay in completion of the work due to reasons not attributable to the contractor will be considered based on hindrance register maintained during delay analysis of the work after its completion and the same will be considered during calculation of LD as per Contract.

**12. GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS:**

12.1 The Contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely: the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance of all HSE laws by the sub-contractors. It will be the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory Rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by representative of OIL.

12.2 The Contractor shall ensure complete safety of the personnel and all the equipment engaged by him. They shall take full responsibility for their safety.

12.3 Contractor's arrangements for health and safety management shall be consistent with those for the company (OIL).

12.4 Contractor 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 omission at work. The contractor must cooperate with his/ her employee or other persons as far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

12.5 The Contractor may frame a mutually agreed bridging document if required between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.

12.6 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/ her men every day for the work, punctually.

12.7 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. Safety appliances like protective footwear, Safety Helmet and Full Body harness, Fall Prevention Devises (FPD) shall conform to relevant IS codes. 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 use the proper PPE while at work. Contractor employees should be encouraged for 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.

12.8 All safety gears as per requirement of job are to be provided to the working personnel before commencement of the work.

12.9 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. The SOP should clearly mention the risk arising to men, machineries & material from the 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).

12.10 Contractor has to ensure that all work is carried out in accordance with the SOP and for the purpose he may deploy competent personnel for the purpose of carrying out the job in a safe manner. For the work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.

12.11 In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (JSA) shall be carried out before commencement of the work.

12.12 Necessary cold and hot work permits, wherever applicable, including excavation clearance and permission for working at height, Confined Space Entry are to be obtained by the competent person of the Contractor from Installation Manager before start of the job(s). Work Permit System should be inline as per guidelines issued by HSE Department.

12.13 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.

12.14 The Contractor or his representative shall arrange tool box meetings and regular site safety meetings and maintain records.

12.15 Contractor should ensure that all his personnel deployed are of sound health and medically fit as per the requirement of the job. The Contractor shall not engage minor labor below eighteen (18) years of age under any circumstances.

12.16 OIL will communicate all information to the Contractor or his authorized representative only. Contractor shall submit details of authorized representative wherever applicable.

12.17 The Contractor shall have to report all incidents including near miss to the representative of OIL.

12.18 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.

12.19 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.

12.20 The Contractor should prevent frequent change of his deployed employees as far as practicable. However, if OIL's Engineer In Charge found any person not suitable for the job, the Contractor has to remove the person and replace a suitable person.

12.21 Necessary sign-board/ warning signals like "caution", "hot work in progress", "men at work", emergency telephone numbers etc. should be used wherever applicable. 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.

12.22 Barricading of area to be done with reflecting tapes as applicable during work.

12.23 The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site.

12.24 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.

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

12.26 In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, company will have the right for directing the Contractor to take action to comply with the requirements, and for further non-compliance, appropriate action will be initiated against the Contractor.

12.27 Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor.

12.28 For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/pertaining to Health, Safety and Environment.

**13. CONTRACTOR'S OBLIGATION:**

**13.1** The contractor shall comply with all provisions stipulated by the Ministry of Labour and Employment vide **D.O. No. Z-20025/13/2019-LRC(E)/e-119357 dated 24.04.2026**, along with any subsequent amendments, notifications, orders, or instructions issued by the Government from time to time.

**13.2** Contractor shall not engage any person who has attained the age of **60 (sixty) years** as a Contract Labour for execution of the contract. "Contract Labour" shall mean any worker hired in or in connection with the work of an establishment by or through a contractor or sub-contractor, with or without the knowledge of the Principal Employer, as defined under Section 2(m) of the Occupational Safety, Health and Working Conditions Code, 2020.

**13.3** The Bidder/Contractor must abide by the following new Labour Codes/notified by Govt. of India on 21.11.2025 and their Rules to be notified:

a) The Code on Wages, 2019 and rules framed there under.

b) The Industrial Relations Code, 2020 and rules framed there under.

c) The Code on Social Security, 2020 and rules framed there under.

d) The Occupational Safety, Health and Working Conditions Code, 2020 and rules framed there under.

**14. LABOUR CLEARANCE ADVICE/LABOUR CLEARANCE CERTIFICATE**:

The Contractor shall obtain and submit the Labour Clearance Advice (LCA) and/or Labour Clearance Certificate (LCC) within 14 days of signing the contract agreement.

The following are the three different categories of labour clearances:

a. In case of engaging 50 or more contract labours per day, Labour License is to be obtained from Regional Labour Commissioner (Central) and finally LCA from HR Relation Department of OIL, Duliajan.

b. In case of engaging maximum 49 or less contract labours per day, LCA is to be obtained from HR Relation Department of OIL, Duliajan.

c. In case 10 or more Inter-state migrant contract labours are engaged per day, ISMW (Inter-state migrant workers) license is to be obtained from Regional Labour Commissioner (Central) and finally LCA from HR Relation Department of OIL, Duliajan.

Depending on total number of labourers engaged, the LCA/License Decision making is tabulated as 2 by 2 matrix below:

| **Total Number of Labourers engaged** | **09 or less Inter-state Migrant Work-persons.** | **10 or more Inter-state Migrant Work-persons.** |
|---|---|---|
| **49 or less Contract Labours** | -Only LCA required from HR Relations | -Inter-state migrant Work persons license required from labour authority.<br>-LCA Required from HR Relations |
| **50 or more Contract Labours** | -Labour license under the Contract Labour (R&A) Act is required from labour authority.<br>-LCA Required from HR Relations | -Inter-state migrant Work-persons license required from labour authority.<br>-Labour license under the Contract Labour (R&A) Act is required from labour authority<br>-LCA Required from HR Relations |

**15. CONTRACTOR'S RISKS:**

All risks of loss of or damage to physical property and of physical injury and death to the personnel, which arise during the course of and in consequence of the performance of the contract, are the responsibility of the contractor.

**16. INDEMNITY AND INSURANCE:**

16.1 The following insurance shall be applicable in place of **clause No. 23.12** of the **GCC** -

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. Contractors' All Risks (CAR) Insurance: Contractors' All Risks Insurance covering physical loss of or damage to the contract works, materials, and equipment intended for incorporation into the works during the execution of the Contract, including Third-Party Liability coverage, with limits of indemnity as required under the Contract and acceptable to OIL.

iii. The other insurance policy mentioned under clause No 23.12 of the GCC shall not be applicable in this Tender.

16.2 Indemnity Agreement:
The contractor shall at all times indemnify and keep indemnified the Company and its personnel from and against all third party claims whatsoever, including but not limited to property loss and damage, personal accident, injury or death of or to property or person and any sub-contractor or agents of the contractor or Company.

**17. FOREST ROYALITY:**

17.1 As per Notification No. PEM 130/2021/40 dated 7th October, 2021 of Govt. of Assam, for Assam Minor Mineral Concession Rules, 2013, royalties and contribution towards "Minor Minerals", "District Mineral Foundation Trust Fund" (DMFT) and "Mines and Mineral Development, Restoration and Rehabilitation Fund" (MMDRRF) to be deposited as applicable directly through the website www.assamforestonline.in.

17.2 The rates of Royalties as per the "Third Schedule" of Notification No PEM 130/2021/40 dated 7th October, 2021.

| Sl. No. | Work | Appropriate amount of Royalty of Minor Mineral as percentage of Project Cost excluding taxes as GST, IT etc |
|---|---|---|
| I | RCC Building/RCC Work | 2.00 % |
| II | Assam Type Building (Single floor) | 1.00 % |
| III | Assam Type Building (Ground floor + 1 or more) | 2.00 % |
| IV | RCC Bridge Work | 2.00 % |
| V | DBM & BC Work | 2.00 % |
| VI | Road improvement / Re-construction Work | 3.00 % |
| VII | New Road Construction Work with Bituminous Work | 6.00 % |
| VIII | New Road Construction Work with ICBP | 3.00 % |
| IX | Earth Work/ Ordinary Clay | 9.00 % |
| X | Earth Work along with Geobag Protection Work | 3.50 % |
| XI | Earth Work along with Boulder Protection Work | 5.50 % |
| XII | River Protection Work with Boulder | 4.00 % |
| XIII | River Protection Work with Geobag | 1.50 % |
| XIV | River Protection Work with Boulder and Geobag | 2.00 % |
| XV | Head work/Brick work of lrrigation projects | 4.00 % |
| XVI | Pradhan Mantri Awas Yojana (PMAY) | 1.00 % |

17.3 As per Notification No. PEM 130/2021/55 Dated 16th December, 2021 in addition to the royalties, a sum of 10% of the royalty as per the 3rd schedule must be deposited in each of the District Mineral Foundation Trust (DMFT) and Mines and Mineral Development Restoration and Rehabilitation Fund (MMDRRF).

17.4 The Contractor will be liable to ensure to have registered in the portal www.assamforestonline.in and to submit self-attested copy of the corresponding of Forest Royalty, DMFT & MMDRRF against the project. Contractor will be responsible for procurement of material in its own registration and to issue its own e-challan as applicable.

17.5 OIL will reimburse the amount at actuals against submission of self-attested copy of e challan/receipt/certificates generated from the portal along with running bills.

17.6 However, OIL will release the final bill only after ensuring that all relevant certificates issued by concerned authority against payment of Forest Royalty, DMFT & MMDRRF are submitted by the contractor to CIVIL-HOD for the job executed.

**18.** The contractor shall deposit the PAN and GST registration number (if applicable, as per Statutory GST Regulations) as and when required by the Company. If the above are not available with the contractor, the contractor must apply for the same after signing of the Contract and submit the same within 45 days of signing the contract (or as and when advised by the Company, after 45 days of signing the contract). Moreover, the statutory guidelines of Goods and Service Tax (GST) shall be adhered to by the contractor.

**19.** A Hindrance Register shall be maintained in the enclosed Format to record all hindrances encountered during execution of works against the contract. The items of work affected due to any hindrance shall be clearly recorded in the Hindrance Register and the Engineer-in-charge of the Company as well as the site representative of the Contractor will sign on the register against the recorded hindrance. In case of encountering multiple hindrances simultaneously over a period of time affecting the same item or different items, the net period of hindrance will be worked out considering the overlapping period.

**20.** Company reserves the right to initiate actions against the bidder / contractor during processing of tender and / or during continuation of the contract as per OIL's Banning Policy available at OIL's website.

**21.** Defect liability period shall be **6 months** beyond the date of completion of works as certified by Engineer-In-Charge. During defect liability period, all corrective works shall be carried out entirely at Contractor's own expenses. If such corrective works are not carried out within a reasonable time, the Company, at its discretion, may have such remedial works carried out by other agencies and charge the cost thereof to the Contractor. This amount shall be deducted from contractor's bill/ Retention money/ Performance security.

**22.** **PBG/Security Deposit Clause:** The Contractor has furnished to Company the performance security in the form of _____ of Rs. _____ **(Not to be filled up by the bidder while submitting the offer. This is to be filled up by OIL at the time of award of the contract to the successful bidder)** (being 2.5% of the contract value) with validity upto _____. The Performance Security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil their obligations under the Contract. If in case the original Contract is required to be amended thereby increasing the Contract cost or the contractual period or both, the Contractor must deposit the requisite additional amount of Performance Security and / or extend the validity of the Performance security accordingly. Security deposit will be released to the Contractor after successful completion of defect liability period as defined in the Contract.

**23.** **LABOUR CLEARANCE ADVICE/LABOUR CLEARANCE CERTIFICATE**:

The Contractor shall obtain and submit the Labour Clearance Advice (LCA) and/or Labour Clearance Certificate (LCC) within 14 days of signing the contract agreement.

The following are the three different categories of labour clearances:

d. In case of engaging 50 or more contract labours per day, Labour License is to be obtained from Regional Labour Commissioner (Central) and finally LCA from HR Relation Department of OIL, Duliajan.

e. In case of engaging maximum 49 or less contract labours per day, LCA is to be obtained from HR Relation Department of OIL, Duliajan.

f. In case 10 or more Inter-state migrant contract labours are engaged per day, ISMW (Inter-state migrant workers) license is to be obtained from Regional Labour Commissioner (Central) and finally LCA from HR Relation Department of OIL, Duliajan.

Depending on total number of labourers engaged, the LCA/License Decision making is tabulated as 2 by 2 matrix below:

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| **50 or more Contract Labours** | -Labour license under the Contract Labour (R&A) Act is required from labour authority.<br>-LCA Required from HR Relations | -Inter-state migrant Work-persons license required from labour authority.<br>-Labour license under the Contract Labour (R&A) Act is required from labour authority<br>-LCA Required from HR Relations |

## 13.0 POWER OF ATTORNEY FOR EXECUTION OF CIVIL WORK

### Clause A: Acceptance of Power of Attorney

#### A.1 General

The Contractor may authorize a representative through a Special Power of Attorney (PoA) for the purpose of site-level execution of works under this Contract, subject to the conditions stipulated herein. Acceptance of any PoA shall be entirely at the discretion of Oil India Limited (the Company) and the Company reserves the right to reject or withdraw acceptance of the same at any stage without assigning any reason.

#### A.2 Conditions for Acceptability of PoA

A Power of Attorney shall be considered acceptable only if it satisfies all the following conditions:

a) The PoA holder must not be proprietor/partner of any other OIL's registered firm.
b) The PoA holder shall be a major (minimum 18 years of age), be of sound mind, not be debarred / blacklisted by any PSU / Government organization.
c) The PoA shall be a Special Power of Attorney (as per the given format as Annexure), executed exclusively for this Contract, and not a General Power of Attorney.
d) The PoA shall be executed on Non-Judicial Stamp Paper of appropriate value, and duly notarized.
e) The PoA shall clearly mention Contract Number & Description of work of the Contract.
f) The PoA shall bear recent passport-size photograph of the PoA holder along with specimen signature of the PoA holder duly attested by the Contractor.
g) The PoA shall not override any terms of the Contract.
h) The Company shall have the right to seek additional clarification / documents whenever required and/or reject the PoA if found ambiguous, excessive, or prejudicial to Company interest.

#### A.3 Company's Discretion

Acceptance of a PoA by the Company shall not be deemed automatic and shall not absolve the Contractor of any contractual obligations. The Company may, at its sole discretion:

a) Reject the PoA at any stage without assigning any reason.
b) Disallow specific powers mentioned in the PoA.
c) Withdraw recognition of the PoA holder for misuse or non-performance.
d) Require replacement of the PoA holder at any time.

#### A.4 Scope of Powers Granted to the PoA Holder

Subject to acceptance by the Company, the PoA holder shall be authorized only for site-level operational activities as detailed below:

##### A.4.1 Site Supervision

To manage, supervise, and coordinate execution of works at site strictly in accordance with contract provisions, approved drawings & as per instructions of the Engineer-in-Charge

##### A.4.2 Materials, Tools & Equipment

To receive, deploy, safeguard, and account for materials, tools, plants, and equipment issued by the Company or arranged by the Contractor solely for execution of the works.

##### A.4.3 Measurements

To remain present during joint measurements and to sign Measurement Books only as "Contractor's Authorized Site Representative", subject to verification and final certification by the Company.

##### A.4.4 Labour Management

To supervise labour for execution of works, ensure timely wage payment & maintain labour-related records without certifying statutory compliance, which shall remain the Contractor's responsibility.

##### A.4.5 Site Records & Reports

To submit routine execution-related documents including Daily Progress Reports, site instructions compliance reports, labour deployment statements, & safety and housekeeping records

##### A.4.6 Routine Correspondence

To sign and submit routine correspondence relating to execution methodology, site coordination, clarifications sought by site officials, excluding any correspondence involving contractual interpretation, claims, or disputes.

**A.5 Restrictions on PoA Holder**

Notwithstanding anything contained elsewhere, the PoA holder shall not have authority to:

a) Sign the contract and/or work order
b) Modify, amend, waive, or interpret any provision of the Contract
c) Submit, certify, or settle bills, claims, counter-claims, or variation proposals
d) Receive contract payments, security deposits, retention money, or refunds
e) Appoint sub-contractors or assign any part of the work
f) Represent the Contractor in Arbitration, Litigation, Vigilance or disciplinary proceedings unless sought by Oil India Limited

**A.6 Revocation and Termination**

The PoA shall stand revoked:

a) Upon completion of the Contract and release of retention money, or
b) Upon written revocation by the Contractor, or
c) Upon written direction of the Company
d) Upon proven misconduct or negligence
e) Upon death of the POA Holder
f) Upon resignation of the POA Holder
g) Upon insolvency or bankruptcy of the Contractor
h) Upon conviction of the POA Holder for any criminal offence.

Revocation of PoA shall not relieve the Contractor of contractual responsibilities.

**A.7 Contractor's Responsibility**

Appointment of a PoA holder shall not dilute or transfer the Contractor's obligations, liabilities, or accountability under the Contract. The Contractor shall remain fully responsible and liable for all acts, omissions, negligence, misconduct, misrepresentation, fraud, breach of contract, and statutory violations committed by its authorized Power of Attorney holder(s) in connection with the Contract.

Any act performed by the Attorney Holder within the scope of the Power of Attorney shall be deemed to be an act of the Contractor. The Contractor and the Attorney Holder shall be jointly and severally liable for all consequences arising therefrom.

# WORKS CONTRACT

## SCHEDULE OF COMPANY'S PLANTS, MATERIALS AND EQUIPMENT

A. SCHEDULE OF MATERIALS AVAILABLE AT THE COMPANY'S STORES/STOCK PILES for permanent incorporation in works and

B. SCHEDULE OF COMPANY'S PLANTS AND EQUIPMENT for use in the execution of work.

1) **MATERIALS:**

(a) Cement-Will be issued from Company's godown at Duliajan/Moran and transportation will be arranged by the contractor.
NB: All empty cement bags must be returned to Materials Godown Duliajan/Moran failing which Rs 8/- (Rupees Eight only) per bag for empty cement bags will be recovered from the Contractor's bill.

(b) Empty Bitumen drum sheet will be issued from Civil RL godown at Duliajan but transportation to be arranged by the Contractor at his own cost.

2) **PLANTS AND EQUIPMENT:** NIL.

**NOTE:**

1. The Contractor is to arrange transport of the above materials to site of work and for safety thereof for which no extra payment will be made.

2. If the materials listed above are not available suitable substitute will be provided by the Company and Contractor shall incorporate the same in the works without extra cost.

3. Plants and equipment if issued to Contractor must be under proper watch so that no part is pilfered. These must be handled only by Company's operators. Contractor shall be responsible for any loss or damage to these plants and equipment while these are under his/their custody.

4. Materials issued to Contractor must be under proper watch & ward so that no part is pilfered. If any pilferation takes place the matter will be referred to appropriate Govt. authorities for legal action as well as realization of the materials issued.

5. Cement issued to Contractor by the Company is meant only for the specific Company work relating to the Contract. However, if any quantity of Cement is left over from the quantities issued for any reason whatsoever, on the completion / cancellation / termination of the Contract the same shall have to be returned to the Company in full within one week of completion/cancellation of the work failing which the matter will be referred to appropriate Govt. authorities for legal action as well as realization of the Cement.

6. All other materials issue to the Contractor by the Company if subsequently found to be in excess of the actual requirement will have to be returned by the Contractor within two weeks of completion of the work failing which the cost of all such materials will be recovered from the Contactor at double the value of materials without any reference to him.

**To,**
**CGM-CONTRACTS (HOD)**
**OIL INDIA LIMITED**
**DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**DESCRIPTION OF WORK/SERVICE**: Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.

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, 2017 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 HSE (Health Safety & Environment) points mentioned in SCC.

(Seal) Yours Faithfully

Date_____ M/s_____
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"

**Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for **"Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.".** 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. If 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.



Contractor Company

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

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

---

**For the Principal**

---

**For the Bidder/Contractor**

Place: Duliajan.

Witness 1: .....

Date:

Witness 2: .....

**Annexure-I**

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

**To**
**CGM-CONTRACTS (HOD)**
**OIL INDIA LIMITED**
**DULIAJAN**

Dear Sirs,

**Sub: UNDERTAKING/DECLARATION BY THE BIDDER (S) IN RESPECT OF TENDER NO. CDC2633L27**

(To be submitted by the Bidders who are not covered under EPF&MP Act, 1952)

This is in connection with the Bid submitted by .....(Name of the Bidder) against Tender .....for .....(subject of the Tender). As per the conditions stipulated in Clause no.....(Name of the Provision/Covering Letter etc.), we/I ,being authorized on behalf of .....(Name of the Contractor) hereby confirm and undertake as follows;

- That our Firm/Company shall be responsible to comply with all the applicable labour laws in respect of the present Contract.

- That we are fully conversant with the applicable laws and confirm that our Firm/Company is not covered under the Employees Provident Funds and Misc. Provisions Act, 1952 and applicable Rules there under, and therefore I we have not obtained any registration or Provident Fund Code under the Act.

- That if, during the period of the present Contract, we/our Firm /Company comes within the coverage of the aforesaid Acts or any other statutes; we shall comply with the same and submit the necessary documents to OIL. We further confirm that we will indemnify OIL towards any future statutory compliances/claims raised from any corner including statutory authorities against the Labour engaged by our Firm/Company in the Contract.

- That in the event of any contravention towards the applicable laws found on our part in respect of the present Contract, we undertake to indemnify OIL and deposit the claims, if any.

- That we shall fulfill all the obligations arising from under the labour laws in force from time to time and keep OIL indemnified against any loss/liability arising out of failure of our avoiding the laws.

We, further agree and undertake that in case of any violation of the above undertaking, OIL shall be at liberty to take appropriate action against us in terms of the Tender including but not limited to termination of contract and debarment from future business with OIL.

I/We declare that the information given above is true and any misstatement or misrepresentation or suppression of facts in connection with the above undertaking may entail rejection of the bid and cancellation of contract, if awarded.

Yours faithfully,

**1. Authorized Signatory** _____
**(BIDDER)**

**Place:-**
**Date:-**

**********

# ANNEXURE II - FORMAT FOR HINDRANCE REGISTER

Description of Project : …….. Contract No. & Date : ……..

Contractor's Name : …….. Scheduled Completion Date : ……..

| Sl. No. | Nature of Hindrance | Items of work that could not be executed because of this hindrance | Date of start of hindrance | Date of Removal of hindrance | Period of hindrance | Overlapping Period, if any | Net hindrance days | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

| Signature of Contractor's Representative | Signature of Engineer-in-charge | Signature of HoD |
|---|---|---|

**Annexure- III**

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

Ref. No_____ Date _____

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

**Ref: Your tender No. CDC2633L27**

To,
CGM-CONTRACTS (HOD)
Contracts Dept.
OIL, Duliajan

**Sir,**

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

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

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

Yours faithfully,

For (Name of the firm _____)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

**Annexure-IV**

**FORMAT OF PERFORMANCE BANK GUARANTEE**

**(TO BE FURNISHED BY THE CONTRACTOR IN CASE OF SUBMITTING PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE AFTER ISSUE OF LOI)**

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

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

AND WHEREAS is 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 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 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 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:

Contd.... P/2

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 guaranteed 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:

a) SIGNATURE AND SEAL OF THE GUARANTORS _____
b) Designation _____
c) Name of the Bank_____
d) Addres_____

Note:

***** The Bidder should insert the amount of the guarantee in words and figures.

****** Date of expiry of Bank Guarantee should be minimum 30 days after the end of the validity period of the Bid/as specified in the Tender.

******* 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, Duliajan Branch; IFSC Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: ICICI Bank Ltd., 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.

c. Further correspondence against BG towards Performance Security must contain the Contract Number.

**Annexure-V**

## UNDERTAKING BY VENDOR ON SUBMISSION OF BANK GUARANTEE

**To,**

**The Oil India Limited**
**Contracts Department**
**Duliajan – 786602**
**Assam**

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

**BG issuing bank details:**

| | |
|---|---|
| Bank:<br>Branch:<br>IFS Code: | |
| **Contact Details**<br>E-mail Addresses: | Mobile No.:<br>Telephone No.:<br>Fax No.: |
| **Correspondence Address**<br>H No/Street/City: | State:<br>Country:<br>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/contract and hereby confirming the correctness of the details mentioned.

Authorized Signature: _____

Name: _____

Vendor Code: _____

Email ID: _____

Mobile No.: _____

Enclosure: Original bank guarantee

**Annexure-VI**

## DECLARATION ABOUT BIDDER'S FINANCIAL STANDING

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

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

**Ref**: Tender No. **CDC2633L27**

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)

**Annexure-VII**

## DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY LIST/DELISTED/BLACKLISTED/DEBARRED

**To,**
**M/s. OIL INDIA LIMITED**
**----------**
**----------**

**TENDER NO. CDC2633L27**

**Tender Description:** Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.

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

**Ref**: Tender No. CDC2633L27

a) We, _____ (Name of the bidder) solemnly affirm that we have read and understood OIL's Banning Policy as available at OIL's website https://www.oil-india.com/banning-policy and accept the Banning Policy in toto without any demur, protest, reservations and agree to be bound by the said Policy.

b) We, hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debarring us/them from carrying on business dealings with OIL.

c) We, also hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, have not been involved in any previous transgressions in the last 3 years with any other company in any country conforming to the TI (Transparency International) approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

d) We, disclose the following allied concerns, partners or associates or directors or proprietors involved in any capacity in terms of the definition of Allied firms given in the "Banning Policy" of Oil India Limited:

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

Place: _____
Date: _____

_____
(Name & Signature of the authorised signatory of the bidder)

**Annexure-VIII**

**Declaration by the vendor/party for confirmation of Term deposit/Fixed Deposit from the issuing bank**

To,
M/s Oil India Limited,
P.O. Duliajan, Assam, India

Sub: **Contract No. .....**

| | | |
|---|---|---|
| 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" | : | |

**Authorised Person's Signature:** _____

**Name:** _____

**Designation:** _____

**Seal of the Bank:**

**Annexure-IX**

**ANNEXURE OF "INSURANCE SURETY BOND" FOR "PERFORMANCE SECURITY"**

(To be stamped in accordance with the Stamp Act)

| | | |
|---|---|---|
| **To**<br>**M/s OIL INDIA LIMITED,**<br>**Address: DULIAJAN, DIBRUGARH, ASSAM**<br>**PIN-786602** | **Insurance Surety Bond (ISB) No.** | |
| | **Date of ISB** | |
| | **ISB Valid up to (Expiry date)** | |
| | **Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)** | |
| | **Stamp Sl. No./e-Stamp Certificate No.** | |

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

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

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

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

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

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Contractor or the Surety Insurer or any absorption, merger or amalgamation of the Contractor or the Surely 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.....

**Annexure-X**

**DECLARATION THAT GST REGISTRATION OF BIDDER IS NOT NEGATIVE/BLACKLISTED(To be typed on the letter head of the bidder)**

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

**TENDER No: CDC2633L27**

**TENDER DESCRIPTION:** Improvement of Approach Road of approximate length 500.0 m, Construction of Well plinth , Road over plinth, Construction of CC/RCC Foundation to suit DM-05 rig outfit at any other water disposal well drilling location at Dikom, Kathalani, Bhogpara or any area under Central Field-West in Dibrugarh district including supply of all materials by the contractor except Cement.

**Sub**: Undertaking/Declaration regarding GST.

**Ref**: Tender No. **CDC2633L27**

a) We, _____ (Name of the bidder) solemnly affirm that we have an active GST registration number on the GST portal/ Govt. official website.

b) We also declare that in case of GST rating of the undersigned on the GST portal/Govt. official website is negative/black listed, then the bids may be rejected by OIL.

c) We also declare that in case GST rating 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 us and shall also be entitled to deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.

Place: _____

Date: _____

_____

(Name & Signature of the authorised signatory of the bidder)

**Annexure-XI**

*TO BE EXECUTED IN RS …….. NJSP*

*Photograph of the Grantor*

**REVOCABLE SPECIAL POWER OF ATTORNEY**

This **DEED OF REVOCABLE SPECIAL POWER OF ATTORNEY** is made on this _____ day of _____, _____.

KNOW ALL MEN BY THESE presents that I Sri _____, (PAN No. _____), S/O _____, by religion _____, by occupation business, resident of _____, being {sole proprietor of the Proprietorship Firm / Managing Partner of Partnership firm} M/s _____, Registered before the Sub Register, _____District, _____, being Deed No _____ Sl No _____dated _____, under the Indian Partnership Act 1932 (*strike out whichever is not applicable*) and having its principal place of business at _____, Assam, do hereby NOMINATE, CONSTITUTE AND APPOINT, Sri _____, (PAN No. _____), S/O _____ resident of _____, Assam to be true and lawful attorney for and on behalf of my/our firm M/s _____, to execute and perform and cause to be done, executed and performed any of the following ACTS, DEEDS, THINGS and MATTERS in connection with the day to day affairs on my/our behalf in respect of the Contract bearing no. _____ (hereinafter referred to as "Contract") for ……..… (*description of the Contract*) awarded by OIL INDIA LIMITED (hereinafter referred to as OIL).

**1. Site Supervision:** To manage, supervise, and coordinate execution of works at site strictly in accordance with contract provisions, approved drawings & as per instructions of the Engineer-in-Charge

**2. Materials, Tools & Equipment:** To receive, deploy, safeguard, and account for materials, tools, plants, and equipment issued by the Company or arranged by the Contractor solely for execution of the works.

**3. Measurements:** To remain present during joint measurements and to sign Measurement Books only as "Contractor's Authorized Site Representative", subject to verification and final certification by the Company.

**4. Labour Management:** To supervise labour for execution of works, ensure timely wage payment & maintain labour-related records without certifying statutory compliance, which shall remain the Contractor's responsibility.

**5. Site Records & Reports:** To submit routine execution-related documents including Daily Progress Reports, site instructions compliance reports, labour deployment statements, & safety and housekeeping records

**6. Routine Correspondence:** To sign and submit routine correspondence relating to execution methodology, site coordination, clarifications sought by site officials, excluding any correspondence involving contractual interpretation, claims, or disputes.

This Power Of Attorney shall be REVOCABLE and I do hereby agree to confirm and ratify all and every acts and things done by my said attorney within the scope and authority hereby conferred on him and all deeds or documents executed by our said Attorney in my name and on behalf and in the name of my firm M/s _____, under this Special Power of Attorney shall be binding on me/us as if the same were so done by me/us personally so long as it is not revoked by me/us.

The Attorney and me shall be jointly and severally liable for any loss, damage, delay, misrepresentation, negligence, misconduct, fraud, or statutory violation arising out of actions undertaken pursuant to this Power of Attorney.

This POWER OF ATTORNEY shall come to an end as soon as the Contract is completed and the Retention Money is released or on being revoked by the Executant(s). Further, this Power of Attorney shall not be construed as assignment or subcontracting of the Contract No. ……...

In witness whereof the Executants hereto have signed this **Special Power of Attorney** on this _____ day of _____, _____ at _____, in presence of the witnesses.

*Photograph of the Acceptor*

**Signature of Executant**

"I accept

_____
*(Specimen signature)*

Name: _____, the Attorney of M/s _____."

Signature & Photograph of the Attorney is identified & attested

Witnesses

1.

2.

**Signature of Executant**

**UNDERTAKING BY BIDDER IN RESPECT OF QUOTED PRICE AGAINST TENDER NO. CDC2633L27**

I/We do hereby solemnly affirm and declare as under:

a) That I/we have gone through all the tender documents (i) Covering Letter (ii) BEC/BRC (iii) GCC (iv) SOQ (v) SCC (vi) SCPME (vii) SM (viii) IP and agree with all the terms and conditions provided there in.

b) That I/we hereby offer to execute the work described above at the price quoted in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) inclusive of all liabilities including statutory liabilities except PF & GST in accordance with the Contract Terms & Conditions, which I/ we have fully understood.

(Note: Uploading in the OIL's e-portal with digital signature will be construed that the same has been signed by the bidder's authorized signatory who has signed the bid).