OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. DULIAJAN, DIST - DIBRUGARH
ASSAM, INDIA, PIN-786602

CONTRACTS DEPARTMENT
TEL: (91) 374-2800548
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CORRIGENDUM NO. 3 DATED 08.11.2023
to
BID NO. GEM/2023/B/4014097 DATED: 26.09.2023
for
Hiring of Services for HSE Management in OIL's in-house Rigs.

This Corrigendum is issued to notify the following changes:

i. **Clause No. 5.4.2, (iv) of Deliverable of Industrial Hygiene Survey**, under **SCOPE OF WORK (SOW) (Revised)** stands amended as under**.**

Quote:

iv) Preparation of MSDS (Material Safety Data Sheet).

:Unquote

All other terms and conditions of the Bid Document remain unchanged.

SD/-

SR. OFFICER- CONTRACTS (O)

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CORRIGENDUM NO. 2 DATED 07.11.2023 to BID NO. GEM/2023/B/4014097 DATED: 26.09.2023 for Hiring of Services for HSE Management in OIL's in-house Rigs.

This Corrigendum is issued to notify the following changes:

1.0 The following documents have been uploaded in the "Buyer uploaded ATC document" Tab in GeM-portal as replacements of the existing:

i. **SCOPE OF WORK (SOW) (Revised).**

Clauses against the following points as tabulated below have been amended, bidders are advised to go through the amended clause and bid accordingly.

Clause No.	Description
5.3.3	**SURVEILLANCE AUDIT FOR INDUSRTIAL HYGIENE (IH) SURVEY: HIRA (HAZARD IDENTIFICATION *AND RISK ANALYSIS).***
5.4.2, (viii)	**DELIVERABLE OF INDUSRTIAL HYGIENE SURVEY.**
5.8.2, (vi)	**DELIVERABLE.**
Annexures to SOW.	

ii. **SCHEDULE OF WORK, UNIT AND QUANTITY: (SOQ) (Revised).**

iii. **PRICE BIDDING FORMAT (Revised).**

Note: a revised Price Bidding Format has been enclosed in the following link.

https://docs.google.com/spreadsheets/d/1RtR9zcMXQXWkrUVkYO0Nk95g2YsiibOg/edit?usp=sharing&ouid=107929395769771907366&rtpof=true&sd=true

Bidders are advised to quote the offer as per the revised Price Bidding Format enclosed in the above link.

2.0 Bid Closing & Opening date stands amended as under:

i) **Bid Closing Date & Time: 16th November 2023 [14:00 Hrs (IST)]**

ii) **Technical Bid Opening Date & Time: 16th November 2023 [14:30 Hrs (IST)]**

All other terms and conditions of the Bid Document remain unchanged.

SD/-

SR. OFFICER- CONTRACTS (O)

SCOPE OF WORK (SOW) (REVISED)

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

1.1. **DESCRIPTION OF THE SERVICE:** "Integrated HSE Management Services for in-house Drilling Rigs".

1.2. **SCOPE OF SECTION:**

This section establishes the scope and schedule of the work to be performed by the Contractor and describes the specifications, instructions, statute, standards, and other documents including the specifications for any materials, tools or equipment, which the Contractor shall satisfy or adhere to in the performance of the work.

2.0 **BRIEF ABOUT SAFETY MANAGEMENT OF DRILLING SERVICES**:

Safety Management System (SMS) of Drilling Services is based on the 8th edition of QHSSE benchmarking certification designed to manage QHSSE in Drilling Installations. The system includes Leadership, Planning & Administration, Risk Evaluation, Human Resources, Compliance Assurance, Project Management, Training & Competence, Communication & Promotions, Risk Control, Asset Management, Contractor Management & Purchasing, and Emergency Preparedness, Learning from Events, Risk Monitoring and Results & Review. To strengthen the aforesaid Safety Management System, Oil India Limited is executing a service contract to hire a HSE service for drilling rigs.

3.0 **BRIEF DISCRIPTION OF PLACE OF ENGAGEMENT:**

Drilling Services Department is fully integrated sub-unit of Oil India Ltd and engaged in drilling and completion of Exploratory, Development wells, Water Disposal wells and Water Injection wells in Assam and Arunachal Pradesh. It has wings of internal technical supports (Cementing, Rig Building, Equipment, Technical Services, Directional Service, Instrumentation and Planning & Budgeting) support all the above operations. Apart from technical support it has a HSE wing to monitor Safety Management System (SMS) of Drilling Services and an administrative wing supports the above operations & services on 24 x 7 basis.

4.0 **DEFINITION OF WORK:** Oil India Limited (OIL) intends to hire an integrated HSE Services for it's in- house Drilling which includes the following.

4.1 **REGULAR SERVICE:**

Sl. No.	Description of service	Quantity	Remarks
I)	**STAFFING**		
a)	To provide Project Coordinator to liaise & coordinate the HSE services.	**01**	On | off system to be followed as per DGMS guidelines.

b)	To provide "QHSSE officer" to manage company's Safety Management System for 04(four) rig [Regulation 17 of OMR, 2017, Qualification and appointment of safety officer]	**08**	02 (Two) QHSSE officer per rig (04 Rig) on 12 hours shift (one officer in day shift and one officer in night shift). On | off system to be followed as per DGMS guidelines.
II)	**Inspections** [Regulation 131.1.f (xii), 4 & 5 of OMR, 2017. Safety Management Plan]		
a)	Behaviour based observations	**06**	Once in 03 (three) years for 06 (Six) Rig.
b)	Ergonomics inspection	**03**	Once per year in 03 (three) year contract Period. (1st one will be main audit and rest two will be surveillance / review audit.
III)	**Hazard Identification and Risk Analysis (HIRA)**	**03**	Once per year in Three-year Contract Period. (1st one will be the main audit and rest two will be surveillance / review audit.
IV)	**Industrial Hygiene** To conduct IH survey to evaluate exposures to chemical, physical, and biological stressors, and if necessary, offer practical solutions to manage and control illnesses. [Environmental Clearance: —Occupational Health surveillance of workers shall be carried out as per prevailing acts & rules and Regulation 129 of OMR, 2017, protection against pollution of environment]	**03**	• IH program development including metrics) • Personal protective equipment assessments and evaluations, alternative exposure control methods etc. Once per year in Three-year Contract Period. (1st one will be main audit and rest two will be surveillance/review audit.
V)	**Training** [Regulation 23.1(f) duties and responsibilities of owner, 30.1(f). duties of safety officer and 31.1(e) duty of fire officer of OMR, 2017,]		[Batch size 30-40]
a)	Statutory compliance, competency and HSE training	**06**	Once in three years for each (06) Six rig to deliver concise, motivational, and real-world training to increase employee competency levels, helping to assure a safe and healthy workplace.
b)	Behavioural Based Training	**06**	Once in three years for 06 (Six) rig.
c)	Ergonomics Training	**06**	Once in three years for 06 (Six) rig

VI)	**Inspections, load testing & certification of slings and wire ropes etc through NABL accredited agency**. [Regulation 105 of OMR, 2017 Lifting Appliance and Gears]	**180**	Nominal Sizes: 5/8" to 1". 60 (Sixty) testing per year for 03 (three) year contract period.
VII)	**Calibration of pressure gauges by NABL accredited agency** [Regulation 54(g) of OMR, 2017 Periodic inspection and maintenance of well control equipment	**300**	A list of pressure gauges as per Annexure I is enclosed. Quantity per rig will be prioritized/ decided by HSE Section with highest priority given to BOP Control Unit.
VIII)	**Calibration of SRV by NABL Accredited Agency.** [Regulation 111(8) of OMR, 2017 apparatus under pressure]	**120**	No of SRVs to be calibrated will be divided proportionately from the contract quantity by HSE Section of respective Departments.
IX)	**Sign/Signboard for each rig** Supply & managing statutory and other signs/sign boards in the installations including transportation. [Regulation 128 of OMR, 2017, Safety Warning Signs]	**06**	Once in three years for 06 (Six) rig (Package will contain one individual set for each rig as per Annexure: II)
X)	**Remote office setup with Portable Video Conference System**	**06**	06 (six) set of remote office setup with one all in one Desktop computer, Printer & accessories, One set of VC system with LED Display for 06(six) Rigs.

4.2 CALLOUT SERVICE

Sl. No.	Description of service	Quantity	Remarks
I)	**STAFFING** To provide "QHSSE officer" to manage company's Safety Management System PAN India on Call-out basis	**04**	04 (four) numbers of QHSSE officer to positioned at the operating areas of the company across India whenever and wherever required.

5.0 SERVICE REQUIREMENT AND KEY DELEVERABLES OF HSE SERVICE PROVIDER

5.1 STAFFING

i) To provide 01 (one) number of Project Coordinator to liaise & coordinate the HSE services for all Rigs.

ii) To provide 08 (Eight) nos. of QHSSE Officer to manage all HSE activities for drilling rigs (one in day shift and one in night shift per rig)

iii) To provide 04 (Four) nos. of additional QHSSE Officer on Call-out basis to manage HSE activities at company's operational area across the country as per requirement.

iv) Manpower deployment should be as per following table:

Sl. No.	Personnel & Designation	Total Per day	Day shift	Night Shift	Off	Total
1	Project Coordinator	1	On call 24 Hrs		1	2
2	QHSSE Officer (Regular)	8	4	4	8	16
3	QHSSE Officer (Call-Out)	4	2	2	4	8
Grand Total including ON & OFF						**26**

5.1.1 SPECIAL NOTE TO REQUIREMENT OF STAFFING SERVICE:

i) Mobilization of manpower as per above requirement to Duliajan, Assam.

ii) Mobilization of manpower, under call-out service to Pan-India as per company's requirement.

iii) Bidder to attend Kick off meeting with OIL team at Duliajan, prior to commencement of contract execution.

iv) The Service provider should be available for Kick off meeting at Duliajan, Assam within 28 days from the date of issue of Letter of Notification.

5.1.2 DETAILED QUALIFICATION AND EXPERIENCE OF KEY PERSONNEL:

5.1.2.1 QHSSE OFFICER:

5.1.2.1.1 QUALIFICATION & RELEVANT EXPERIENCE:

i) Should hold degree in engineering or degree in science with minimum 07 years of experience in HSE Management in any E&P Industry.

OR

Should hold degree in engineering or degree in science with minimum 05 years of experience in HSE Management in any E&P Industry having valid IOSH/NEBOSH certificate.

ii) Should have knowledge includes implementation of HSE policies, work site inspection & hazard identification, training of employees, task risk assessments, permit to work systems, pre job safety meeting/job safety analysis, incident (accident, dangerous occurrence and near miss) investigation & analysis, report generation & record keeping, selection of PPEs suitable for work activity & work environment, work site inspections & audits (e.g. pre spud etc.) and emergency response planning & loss control programs, environmental management (including pollution control etc.).

iii) Should have knowledge on ISO, ISRS etc.

iv) Should be conversant with various sequence of operation in drilling rig.

v) Should be conversant with of Mines Act'1952 and all other Rules (Mines Rule, 1955, MVTR1966) Regulation (OMR 2017) circulars and notification hereunder or any revision of these time to time.

vi) Should be conversant with use of PPE and other safety/pollution rules & measures pertaining to drilling operation.

vii) Should have been conversant with Environment Act'1986 and all other Rules, Regulation, circulars and notification hereunder or any revision of these time to time.

5.1.2.1.2 **LANGUAGE:** The candidate must be conversant in English, Hindi and knowledge of the local language will be an added advantage.

5.1.2.1.3 **AGE AND HEALTH**: The candidate must not be younger than 25 years and older than 45 years of age at the time of deployment. He must have sound health to withstand tough site conditions and extreme weather. A medical check-up certificate in specified format of Form "O" from a Qualified Doctor (min MBBS) as per Mines Rule must be attached along with CV and the original be produced for approval prior to deployment.

5.1.2.1.4 **JOB DESCRIPTION:** QHSSE Officer shall monitor health and safety, assess risk, perform quality assessment, and design strategies to reduce potential hazards within an assigned Oil Mine site. QHSSE officers shall perform field investigations and respond to incident reports. The stationed Officer shall perform varied job duties based on the area they are responsible for, but following core tasks shall be common in all sites:

5.1.2.1.5 JOB RESPONSIBILITY:

i) QHSSE Officer shall ensure compliance with HSE (Health, Safety & Environment) requirements / procedure / practices of OIL at site, as per Site HSE Plan / HSE Management system. He will also ensure that applicable Safe Operating Procedure (SOPs) in respective areas are being followed by OIL / OIL 's service provider.

ii) QHSSE Officer shall generate periodic HSE report, Incident reports, Nearmiss reports, Job Safety Analysis, Work Permits, Non-conformance reports and prepare reply to compliance of audits, assistance HSE section of Drilling Services in preparing the annual report to statutory authorities. Inspection documents / results shall be retained / stored in such a manner that the same can be produced as quality documents during HSE audits at site.

iii) QHSSE officer shall conduct / co-ordinate induction training (for HSE) at site to new entrants and regular HSE training to OIL / Other Service Providers working on behalf of OIL at site including conduct of mock fire drill, BOP Drill, Rescue drill, Toolbox Talk meeting, HSE committee meeting, Pit Level Meeting etc. Mock drills to be conduct both in day & Night scenario.

iv) QHSSE officer shall be responsible for investigation into any incident / accident in wellsite including Near miss.

v) QHSSE officer shall be responsible for ensuring the use of PPE by all the personnel working in the rig and ensure make use of same by each and everybody. He shall visit working areas of well site regularly to supervise and ensure compliance all safety regulation and rules.

vi) If situation demands, QHSSE officer shall administer First-aid or CPR to victim expeditiously and take further course of action including taking victim to medical Centre. In case of fire and other emergency, he will operate the fire extinguishers, if called for and help take appropriate corrective and preventive measures like fighting fire or evacuation of people or materials etc. He shall maintain the stock of First Aid materials and raise requirements to OIL's Shift In-charge as and when required.

vii) QHSSE Officer shall have to provide support to OIL for 'periodic health check-up', 'Tree Plantation' and other Safety & 'Environment Management Program' being organized by OIL.

viii) QHSSE Officer shall Submit Monthly HSE Report (pertaining to their scope of work) in a format approved by OIL in daily/weekly/monthly as advised by OIL

to the Installation Manager.

ix) He shall not publish anything related to OIL 's operation to social media. This may attract necessary disciplinary action as deemed fit including replacement of manpower. He should be prepared to work at odd hours and face adverse climate.

x) QHSSE Officer shall monitor performance of onsite ETP on daily basis/Waste Management Service as applicable. He shall check reading of output meter, onsite quality parameters and collection of water sample to send to OIL laboratories. He shall monitor work process and quality of work output. He shall maintain the test reports of water sample.

xi) QHSSE officer will design strategies to reduce incidents of illness, environmental accidents, and other issues that may affect public safety.

xii) QHSSE officer shall design training programs to provide safety awareness education. He shall give presentations about current safety hazards based on industry research to educate others about avoiding health, safety, and environmental hazards.

xiii) QHSSE officer shall assess risks associated with tools and equipment, jobsites, and work environments.

xiv) In case of discontinuance of work at wellsite due to various reasons e.g., bandh etc, he shall report at Drilling Department at Duliajan. if advised and render his services specific to HSE Section & HSE Services of the contract.

xv) He will assist the Project Coordinator as when required including during processing and submission of application of 'Consent to Establish (CTE)' and 'Consent. to Operate' (CTO) under the Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and. Control of Pollution) Act, 1981 on behalf of Drilling Installations.

xvi) He shall be responsible for the maintenance of remote office setup and portable video conference setup at wellsite. He shall conduct and coordinate VC from site if required.

xvii) In addition to above following attributes are desirable from QHSSE Officer.

a) Should be capable to frame site specific S.O.P and continuous update.

b) Should be capable to tackle any type of emergency arising out of any accident/incident.

c) Should have clear knowledge about different statutory acts, rules and regulations, OISD standards.

d) Should have the capability to improve the safety and environment management system.

e) Should have the capability in modernize the safety and environment management system.

f) Should be well conversant in use of computer, PPT presentation, MS Excel, MS Word is the must require skill.

g) Should have very good personnel communication skill to deal with public on pollution matters and to impart training.

h) Should have very good skill to liaise with Govt. and other statutory officials.

i) Should be able to prepare ERP (Emergency Response Plan), Risk Register.

j) Should have capability for risk analysis of critical tasks and advise steps to mitigate hazards.

5.1.2.2 PROJECT COORDINATOR [HSE COORDINATOR]:

5.1.2.2.1 QUALIFICATION & RELEVANT EXPERIENCE:

a) Should hold Degree in Engineering or degree in science with minimum 20 years of experience in any HSE activities of E&P Industry.

b) Health, Safety & Environment experience includes implementation of HSE policies, Work Site Inspection & hazard Identification, Training of employees, Task risk Assessments, Permit To Work systems, pre job safety meeting, Accident, incident and Near Miss Investigation & analysis, Report making & Record Keeping, Selection of PPEs suitable for work activity & work environment, Work site Inspections & Audits, and Emergency Response Planning & Loss Control programs, taking precaution for pollution control and environmental management. Should have knowledge on ISO, ISRS etc.

c) Should be conversant with of Mines Act'1952 and all other Rules (Mines Rule, 1955, MVTR1966) Regulation (OMR 2017) circulars and notification hereunder or any revision of these time to time.

d) Should be conversant with use of PPE and other safety/pollution rules & measures pertaining to drilling operation.

e) Should be conversant with Environment Act'1986 and all other Rules, Regulation, circulars, and notification hereunder or any revision of these time to time.

5.1.2.2.2 LANGUAGE: The candidate must be conversant in English, Hindi and knowledge of the local language will be an added advantage.

5.1.2.2.3 AGE AND HEALTH: The candidate must not be younger than 35 (Thirty- Five) years and older than 55 (Fifty-Five) years of age at the time of deployment. He must have sound health to withstand tough site conditions and extreme weather. He must be ready to undertake extensive travel to wellsite. A medical check-up certificate in specified format of Form 'O', from a Qualified Doctor (min MBBS) must be attached along with CV and the original be produced for approval prior to deployment.

5.1.2.2.4 JOB RESPONSIBILITY:

a) GENERAL SAFETY:

i) He shall ensure the observance of the provisions of the Act (Mines Act, 1952) regulations and orders made thereunder or any amendments of existing.

ii) The Project Coordinator shall inspect, as often as may be necessary, the installations of the mine with a view to identify the dangers which may cause bodily injury or impair health of any person.

iii) He shall provide written advice/inform the Installation manager/ onsite QHSSE Officer on measures necessary to prevent dangerous situations.

iv) He shall carry out investigation of near misses with onsite QHSSE officer, MSO

(Mines Safety Officer) and IM (Installation Manager).

v) He shall enquire into the circumstances and causes of all accidents whether involving persons or not and advise the manager on measures necessary to prevent recurrence of such accidents.

vi) He shall collect, compile, and analyses information in respect of accidents and dangerous occurrences with a view to promote safe practices and improvement of working environment.

vii) He shall organize regular safety education programs and safety campaigns to promote safety awareness amongst persons employed in the mine.

viii) He shall monitor that all new workers and workers transferred to new jobs receive adequate safety training, instructions, and guidance.

ix) He shall maintain a detailed record of work performed by him every day.

x) He shall see the compliance of Occupational Health measures as per the statutes.

b) FIRE SAFETY:

i) He shall ensure the observance of the provisions of the Act, regulations and orders made there under or any amendments of existing Acts concerning fire detection, fire-fighting systems and shall advise the Installation Manager/ Officer in charge on measures necessary to ensure adequate protection against fire.

ii) He shall ensure proper layout, installation, and maintenance of fire- fighting equipment.

iii) He shall see that contingency plan for likely fire situations are prepared.

iv) He shall organize regular training of persons employed against the job with reference to contingency plan for fire, correct assessment and handling of fire problem.

v) He shall see that persons employed under the job undertake simulated fire drills at least once in every month to study promptness of response and effective tactics.

vi) He shall examine at least once in every quarter all devices and equipment of fire detection and firefighting systems in the mine and report any defects in the same to the Installation Manager.

c) ENVIRONMENT (GENERAL):

i) He shall monitor the observance of the provisions of the Environment Act 1986, regulations and orders made there under shall advise the Installation Manager/ Officer in charge on measures necessary to ensure adequate protection of Environment.

ii) He shall monitor the observance of the provisions of the CPCB/SPCB guideline & notifications applicable to the nature of job performed under the contract.

iii) He shall monitor efficacy of onsite ETP (Effluent Treatment Plant) and submit a report in this regard to HSE section of Drilling Department every month. ETP monitoring report format will be prepared in consultation with HSE section of Drilling Department.

iv) He will monitor the compliance of directives & recommendations under the

Environment Act 1986, regulations and orders made thereunder time to time.

d) ENVIRONMENT (CONSENT TO OPERATE AND CONSENT TO ESTABLISH):

The project coordinator shall assist for submission of application 'Consent to Establish (CTE)' and 'Consent. to Operate' (CTO) under the Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and. Control of Pollution) Act, 1981 on behalf of Drilling Installations. In this connection he will perform the following jobs

i) He will assist in collecting, processing and compiling data from different source/department/sections for filling the Consent to Operate and Consent to establish and submission of online application form.

ii) He will assist in maintaining/updating, if advised Company, all records and information required for submission of application 'Consent to Establish (CTE)' and 'Consent. to Operate' (CTO) under the Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and. Control of Pollution) Act, 1981 on daily/monthly as deemed fit.

e) KNOWLEDGE IN STATUTE AND STANDARDS:

i) The Mines Act,1952 & and Rules, and Regulations there under.

ii) The Environment (Protection) Act, 1986 (amended 1991) and Rules there under.

iii) OISD standards, guidelines, and recommended practices as applicable for E&P Sector including those referred in OMR 2017.

iv) Spill Control Plan and Emergency Response Plan.

5.2 INSPECTION:

5.2.1 <u>BEHAVIOUR BASED SAFETY OBSERVATION (BBSO) OR BEHAVIOUR BASED INSPECTION:</u>

Service providers shall conduct Two Behaviour Based Inspections in any two rigs in the 1st year and two surveillance Inspections/Review Inspections against earlier two inspections in subsequent two years in any rigs.

5.2.1.1 SERVICE REQUIREMENT OF BBSO:

5.2.1.1.1 DESIGN A TEAM: Service provider should set up a design team. The design team should consist of management and frontline employees, and each member of the team should have heard about BBS and volunteer to be on the team. This team will design the BBS system.

5.2.1.1.2 TARGET BEHAVIOURS: Target behaviors are chosen from safety incidents, near miss reporting, safety audits observation and earlier **BEHAVIOUR BASED INSPECTION REPORT** as available basis. Firstly, the design team picks targeted areas/ tasks. The team can use data that the site already has; results of safety audits, safety data, information from safety meetings and informal interviews with staff (from the past 5 years if possible). This will provide a wealth of information around areas in need of improvement. The team determine what would have prevented the reported injuries; if it is not immediately obvious the team use methods like discussing how increased situation awareness might have affected the situation. From this analysis, the team will identify critical safe behaviors for an observation checklist.

5.2.1.1.3 CRITICAL CHECKLIST: A critical checklist is developed the checklist is comprised of the list of safe behaviors identified in the above step. The list can

be shortened according to importance of safety, frequency of occurrence, observability and overlap with other items on the list. The list should be no more than 1 sheet of paper (1 side). It helps to have definitions for everything that is being measured on the back of the checklist – try not to leave anything up to subjective interpretation. The best way to know if the checklist is useable is to observe an employee working and see if all categories on the list can be filled out in an observation. The list will need to be revised a number of times before it can be considered ready-to-use.

5.2.1.1.4 DEVELOP A MEASUREMENT SYSTEM: The measurement system for an observation program.

5.2.1.2 DELIVERABLE OF BEHAVIOUR BASED INSPECTION: In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) To define critical behaviors
ii) To identify the critical behaviors to improve.
iii) Root cause analysis is to be documented prior to implementation of intervention to change target behaviors.
iv) Test the impact of the intervention again through a checklist tool.
v) Prepare and submit a report summarizing significant positive safety behaviors and identify the critical behaviors which need to be changed to avoid any incident. Observe target behaviors to set a base line to set specific goals for achievement and measure it through a designed checklist tool.
vi) A comprehensive report for each inspection in soft form and hard form. The report should cover at least all mentioned under service requirement and deliverable, as applicable.
vii) Number of hard copy to be submitted is 03 (three) and should be in good quality paper.
viii) Service provider to review the earlier audits.

5.2.1.3 SURVEILLANCE AUDIT FOR BEHAVIOUR BASED INSPECTION

i) Review of earlier audit.
ii) Review of critical behaviours
iii) To identify the critical behaviours to improve.
iv) Root cause analysis is to be documented prior to implementation of intervention to change target behaviours.
v) Test the impact of the intervention again through a checklist tool.
vi) Prepare and submit a report summarizing significant positive safety behaviours and identify the critical behaviours which need to be changed to avoid any incident. Observe target behaviours to set a base line to set specific goals for achievement and measure it through a designed checklist tool.
vii) A comprehensive report for each inspection in soft form and hard form. The report should cover at least all mentioned under service requirement and deliverable, as applicable.
viii) Number of hard copies to be submitted is 03 (three) and should be in good quality paper along with soft copy of the same.

5.2.2 ERGONOMICS INSPECTION: Conducting inspections/surveys of workplaces (Drilling Installations) shall be carried out where ergonomic (ergo) hazards may exist and determine the appropriate responses to those hazards. Service providers shall conduct One ergonomics Inspections in the 1st year covering all available rigs and two surveillance Inspections/Review Inspections against 1st inspections in subsequent two years.

5.2.2.1 SERVICE REQUIREMENT:

The three-phase method is intended to identify case outcomes as early as possible in the process.

i) Phase One activities are intended to screen out cases where the employer is responding appropriately to any ergo hazard that exists.
ii) Phase Two involves the identification of specific ergo hazards and
iii) deficiencies in the employer's response to those hazards.
iv) Phase Three stipulates the requirements for issuance/framing of a guideline.
v) Service provider to review the earlier audits.

5.2.2.1.1 PHASE ONE: The purpose of Phase One is to identify cases requiring intensive scrutiny while limiting activity at worksites where ergo risk factors are not an issue or are being adequately addressed.

i) Open inspection/consultative visit.
ii) Ergonomic Assessment Form to be used for employee assessment.
iii) Obtain documents related to ergonomics such as aid/ physical therapy logs, incident reports, ergo training program and attendance logs, etc. for the prior five years.
iv) Identify possible ergo-related cases, primarily those with musculoskeletal disorders (MSDs).
v) Identify the ergo cases by departments/jobs and identify # employees in each category.
vi) Calculate severity rates for the various departments to determine areas of highest priority. This data may later be used to establish relationships between tasks and injuries.
vii) Evaluate the worksite for ergo stressors or indicators of ergo problems.
viii) Determine action taken by the company regarding stressors identified in the workplace.
ix) Surveillance audit after one year

5.2.2.1.2 PHASE TWO:

The purpose of Phase Two is to identify and focus on high-risk jobs, to assess whether and to what extent those jobs involve ergo hazards, and to make a preliminary determination whether the elements of a general duty clause violation are present.

i) Evaluate the jobs that were identified in Phase One as causing or likely to cause MSDs (musculoskeletal disorders) to determine the ergo risk factors. The factors include:

a) Repetitive performance of the same motion or motion pattern.
b) Awkward work postures.
c) Using forceful exertions.
d) Frequent or forceful lifting, pushing or other manual handling; or
e) Using vibrating tools or equipment.
f) Interview employees in the jobs identified
g) Videotape employees in their jobs

ii) Evaluate the documentation (obtained in Phase One). Determine a possible cause and effect relationship between identified stressors and MSDs identified in record review. Identify possible abatement methods.

iii) Evaluate the documentation (obtained in Phase One). Determine a possible cause and effect relationship between identified stressors and MSDs identified in record review. Identify possible abatement methods.

iv) If an ergo hazard is found to exist, evaluate the elements of the general duty clause to see if there is sufficient evidence to carry the inspection further. These elements include:

a) A hazard is present.

b) The hazard is recognized by the employer and by the industry.
c) The hazard is causing or likely to cause serious physical harm to employees; (For this there should be medical evidence that demonstrates an association between employee's injuries and their work.) There is a feasible method of abatement that will reduce or eliminate employee exposure to the hazard.

5.2.2.1.3 PHASE THREE: Documenting significant hazards and preparation of Code Practice on Ergonomics for Drilling as a guideline.

5.2.2.2 DELIVERABLE OF ERGONOMICS INSPECTION: In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) A comprehensive report for each inspection in soft form and hard form. The report should cover at least all mentioned under service requirement and deliverable, as applicable.

ii) No of hard copy is 03 (three) and to be submitted should be in good quality paper.

5.2.2.2.1 SURVEILLANCE AUDIT FOR ERGONOMICS INSPECTION

a) Review of outcome of Phase-1, Phase-2, and Phase-3
b) A comprehensive report for each inspection in soft form and hard form. The report should cover at least all mentioned under service requirement and deliverable, as applicable.
c) No of hard copy is 03 (three) and to be submitted should be in good quality paper along with soft copy of the same.

5.3 HIRA (HAZARD IDENTIFICATION AND RISK ANALYSIS): The contractor shall identify all hazards and assess the associated risks in drilling installation. Contactor should determine the acceptable risk level including the definitions for likelihood and consequences of event occurrence. During the management of change (MoC) process any additional introduced hazards or changes to risk can be identified using the hazard identification and risk assessment techniques.

5.3.1 SERVICE REQUIREMENT OF HIRA: The Service Provider will carry out Hazard Identification and Risk Analysis Drilling Installation owned and operated by OIL.

i) The service provider will deploy a Technical Expert Team as required (comprising of not more than 3 members) for preliminary assessment/survey of the installations as earmarked by OIL for Collection of Data that are required for HIRA. Data collection as detailed below but not limited to following for Installations:

a) Activities carried out in Drilling Installation.
b) Location of activity.
c) Person involved in activities.
d) Other persons who may be affected
e) Training of persons involved in activities
f) Type of activities- Routine/Non routine activities.
g) Standard Operating Procedure (SOP) for Routine Activities
h) Availability of Permit to Work for Non- Routine Activities
i) Size, shape, surface conditions, weight of materials that might be handled.
j) Material Safety Data Sheet (MSDS).
k) Utility services such as compressed air.
l) Records of past incident/s and analysis pertaining to activities.
m) Communications plans and modes.
n) Existing Control measures to be in place.
o) Safety committee report
p) Service provider to review the earlier audits.

ii) The expert team will carry out Preliminary Hazard Analysis and prepare a Risk Matrix based on the findings.

iii) Based on the Preliminary assessment and Hazard Analysis of installation the Expert team shall give a presentation to OIL on the action plan, methodology to be adopted with justification and data required from OIL etc.

iv) The service provider will submit Methodology for Approval by Engineer in-Charge/Officer In-Charge.

v) The Methodology use should be in line with OISD GDN 232 (Identification of Hazards and Control Measures in E&P Industry).

5.3.2 DELIVERABLE OF HIRA: In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Hazard checklist

Contractor shall prepare a comprehensive Hazard checklist for all the activities which can be used for hazard identification studies. Table below shows example of keyword and some of their associated hazards, but not limited.

KEYWORDS	HAZARDS
FIRE	Blowout which has ignited Leakage of Flammable substance
Loss of breathable atmosphere	Ingress of smoke Asphyxiation
Toxic gas release	Release of toxic gas like H2S Asphyxiation
Hydrocarbon release	Explosion from contact with source of ignition Hydrate formation on valves

ii) **Risk Priority Number (RPN) Matrix:** Contractor shall prepare a list of all Activities of significant risk (qualitative) and having Risk Priority Number (RPN) 6 and above, which include Medium Risk, High Risk and Very High Risk), as per industry practice.

iii) HIRA (Hazard Identification & Risk Assessment) register: Contractor shall prepare HIRA (Hazard Identification & Risk Assessment) register for all significant risk (qualitative) and having Risk Priority Number (RPN) 6 and above, which include Medium Risk, High Risk and Very High-Risk Activities.

iv) A comprehensive report for each inspection in soft form and hard form. The report should cover at least all mentioned under service requirement and deliverable, as applicable.

v) No of hard copy is 03 (three) and to be submitted should be in good quality paper.

5.3.3 SURVEILLANCE AUDIT FOR INDUSRTIAL HYGIENE (IH) SURVEY: HIRA (HAZARD IDENTIFICATION *AND RISK ANALYSIS):*

i) Review of earlier audits.
ii) For identification of new hazard.
iii) An updated comprehensive report for each inspection in soft form and hard form. The report should cover at least all mentioned under service requirement and deliverable, as applicable.
iv) No of hard copy is 03 (three) and to be submitted should be in good quality paper along with soft copy of the same.
v) Site visit will be required for any modification/ changes of earlier document.

5.4 **INDUSTRIAL HYGIENE (IH) SURVEY:** To evaluate exposure to chemical, physical, and biological stressor service provider should conduct Industrial hygiene survey. Service providers shall conduct One industrial hygiene (IH) survey in the 1st year covering all available rigs and two surveillance Inspections/Review Inspections against 1st inspections in subsequent two years.

5.4.1 SERVICE REQUIREMENT OF IH SURVEY:

i) Service provider is responsible for conducting COSHH (Control of Substances Hazardous to Health Regulations) assessment.

ii) COSHH assessment will include:

a) Workplace assessment to identify potential exposure to substances which might be hazardous to health.
b) Potential harm cause by the substance.
c) Jobs or task leads to exposure.
d) Area of concern

iii) The service provider is responsible for identification of all hazards prevalent in the workplace and implementation of possible control measures.

iv) Service provider to conduct vibration analysis of major equipment as applicable ISO or ISO 2372 (10816) like Mud Pump, Generators and DC motors and additional 03 Nos of Class (I) and Class (II) machinery as advised by OIL

v) Service provider to review the earlier audits.

5.4.2 DELIVERABLE OF INDUSRTIAL HYGIENE SURVEY: In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) IH program development (including matrix)
ii) Personal protective equipment assessment and evaluation.
iii) Alternative exposure control methods.
iv) Preparation and display of MSDS (Material Safety Data Sheet).
v) Provide information, instruction and training to persons working with hazardous substances.
vi) Develop procedures to deal with accidents and emergencies relating to hazardous substances.
vii) COSHH (Control of Substances Hazardous to Health Regulations) risk assessments.
viii) Guideline/ Recommended Practice to be framed to ensure the use of hazardous substances doesn't exceed the Permissible Exposure Limit (PEL).
ix) Vibration Analysis report and vibration severity chart

5.4.3 SURVEILLANCE AUDIT FOR INDUSRTIAL HYGIENE (IH) SURVEY

i) Review of IH program developed (including matrix)
ii) Review Personal protective equipment assessment and evaluation.
iii) Review Alternative exposure control methods.
iv) Review MSDS (Material Safety Data Sheet).
v) Provide information, instruction and training to persons working with hazardous substances.
vi) Review procedures developed to deal with accidents and emergencies relating to hazardous substances.
vii) Review COSHH (Control of Substances Hazardous to Health Regulations) risk assessments.
viii) Review Report to be submitted in 03 (three) hard copies and soft copy of the same.
ix) Vibration Analysis and its report.

5.5 **TRAINING:** The Service Provider should conduct training as mentioned below.

i) The maximum batch size will be 30-40 numbers.
ii) The venue of training will be either onsite and/or place provided by OIL. For onsite training program all the necessary arrangement to be done by service provider.
iii) All the training modules, stationeries including notebooks, and refreshments to be provided by service provider.
iv) Service provider should provide certificates of successful completion of training to all the participants.
v) Attendance of the participations to be submitted.
vi) Handout on the training to be provided.
vii) All the training must have a structured small quiz program and evidence of the program to be submitted.
viii) A structured feedback system to be followed and evidence be submitted.
ix) All above documents to be validated by OIL officials as advised.
x) All the documents/ evidence to be submitted after completion of each training within 15 days of successful completions.

5.5.1 HSE TRAINING:

5.5.1.1 SERVICE REQUIREMENT OF HSE TRAINING: Need based HSE Training Matrix to be developed in consultation with OIL's team.

Each training will have 10 modules as bellow:

i) Fire Fighting
ii) First Aid & CPR (Cardiopulmonary resuscitation)
iii) Environmental Awareness and Proactive action
iv) Use of PPE
v) Statutory Technical Regulations applicable to Drilling.
vi) Electrical Safety
vii) Health Hazards
viii) H2S Awareness Training
ix) Load Handling
x) Mines related HSE Compliances and responsibilities of Statutory Positions

5.5.1.2 DELIVERABLE OF HSE TRAINING: In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Printed Study materials in trilingual (Assamese, English and Hindi)
ii) Certificate of participation within 1 week of the training
iii) Feedback of participators.

5.5.2 BEHAVIOURAL BASED TRAINING:

5.5.2.1 SERVICE REQUIREMENT BEHAVIOURAL BASED TRAINING: This training is to be carried out once in three years for each Rig. Develop a training program based on onsite Behaviour Based Training line with OIL work culture. The training module should cover the following but not limited to:

i) Cause of accidents
ii) Human factors of accidents
iii) Implication of Behaviour on accidents
iv) Behaviour- Attitude synthesis
v) ABC Model- Activator, Behaviour and Consequences
vi) Felt Leadership in safety & safety culture.
vii) BBS implementation Process
viii) Behaviour Observation Technique & process
ix) Feedback Technique & Process
x) Learning arts of Behaviour Observation, Feedback & Counselling.

5.5.2.2 DELIVERABLE OF BEHAVIOURAL BASED TRAINING:

i) Printed Study materials (as advised by OIL)
ii) Certificate of participation
iii) Feedback of participators

5.5.3 ERGONOMICS TRAINING: Ergonomics is the science of fitting the job to the worker. Designing workstations and tools to reduce work related musculoskeletal disorders (MSDs) can help workers stay healthy and companies to reduce or eliminate the high costs associated with MSDs. There are two types of ergonomic improvements:

i) Engineering control and
ii) Administrative control.

Training alone is one of the administrative controls for ergonomic improvement. Workers need training and hands-on practice with new tools, equipment, or work practices to make sure they have the skills necessary to work safely. However, training is most effective when it is interactive and fully involves workers.

5.5.3.1 SERVICE REQUIREMENT ERGONOMICS TRAINING:

Below are some requirements for training are:

i) Provide hands-on practice when new tools, equipment, or procedures are introduced to the workforce.

ii) Use several types of visual aids (e.g., pictures, charts, videos) of actual tasks in your workplace.

iii) Hold small-group discussions and problem-solving sessions.
iv) Give workers ample opportunity for questions.

v) Provide study materials (as advised by OIL) covering.

a) Understanding of Ergonomics
b) Common musculoskeletal disorders (MSDs) and their signs and symptoms.
c) The importance of reporting MSDs and signs and symptoms, as soon as possible.
d) How to report MSDs in the workplace.
e) Risk factors and work activities associated with MSDs hazards.
f) Provide Manual Material Handling (MMH) Checklist for E&P industries and how to use.
g) Provide Hazard Evaluation Checklist for Lifting, Carrying, Pushing, or Pulling and how to use.
h) Ergonomics Checklist — Material Handling and how to use.
i) Ergonomics Awareness Worksheet and how to use.
j) Guidelines for Safer Carrying

vi) Provision of Onsite Certificate

5.5.3.2 DELIVERABLE OF ERGONOMICS TRAINING:

In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Printed Study materials in (as advised by OIL)
ii) Certificate of participation
iii) Feedback of participators

5.6 INSPECTION, TESTING AND CERTIFICATION:

As per the statute of Mines Act 1952, OMR 2017 and DGMS circulars calibration of various pressure gauges and SRVs & inspection, load testing and certification of slings and shackles to be carried out by service provider.

i) Calibration of Pressure Gauge
ii) Inspection, testing and certification of slings and Wire Rope etc.
iii) Calibration of SRV

Note:

a) Dismantling and refitting of Pressure gauges and SRV will be done by OIL.
b) Pressure source shall be of contractor 's responsibility.
c) Quantity will be shared from total contract quantity, and it will vary from rig to rig, i.e., Installation wise.
d) Service provider should mobilize necessary instrumentation and fitting for onsite calibrations and inspection as deemed fit.

5.6.1 INSPECTIONS, LOAD TESTING & CERTIFICATION OF SLINGS THROUGH NABL ACCREDITED /REGISTERED AGENCY:

Inspection and load testing of various slings to be done as per Regulation 105 of OMR 2017.

5.6.1.1 SERVICE REQUIREMENT:

i) Service provider is responsible for engaging accredited agencies for period not less than the term of contract as mentioned in the SCC for carrying out below mentioned services.
ii) The engaged agencies must have valid certification / accreditation from NABL (National Accreditation Board for Testing and Calibration Laboratories).
iii) All the inspection and testing should be carried out at yard under Oil India Ltd.
iv) Crane Service for load testing of slings will be provided by OIL.
v) Testing will be done every year for three years contract period (60 test per year)

5.6.1.2 DELIVERABLES:

In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Certificate in Hard Copy and Soft Copy (Three Pair in Original)

ii) Record o Graph of Testing (if applicable)

iii) Calibration Certificate of Master Calibrator

Note:
a) Quantity will be shared from total contract quantity, and it will vary from rig to rig.
b) Load capacity 15.1MT to 38.6MT.
c) Length: 2',4',6',12',16',25'

5.6.2 CALIBRATION OF PRESSURE GAUGES BY NABL ACCREDITED AGENCY:

Calibration of various pressure gauges used in drilling installations. The periodicity of calibration should be as per Regulation 54(g) of OMR 2017. The range of pressure are 0-10000psi.

5.6.2.1 SERVICE REQUIREMENT:

i) Service provider is responsible for engaging accredited agencies for period not less

than the term of contract as mentioned in the SCC for carrying out below mentioned services.

ii) The engaged agencies must have valid certification / accreditation from NABL (National Accreditation Board for Testing and Calibration Laboratories).

iii) All the calibrations and inspection should be carried out at yard under Oil India Ltd. (iv) Service provider should mobilize necessary instrumentation and fitting for calibrations and inspection.

5.6.2.2 DELIVERABLES:

In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Certificate in Hard Copy and Soft Copy (Three Pair in Original)
ii) Record o Graph of Testing
iii) Calibration Certificate of Master Calibrator

5.6.3 CALIBRATION OF SRV BY NABL ACCREDITED: Calibration of SRV. It should be as per to Regulation 111 (8) of OMR 2017.

5.6.3.1 SERVICE REQUIREMENT:

i) Service provider is responsible for engaging accredited agencies for period not less than the term of contract as mentioned in the SCC for carrying out below mentioned services.
ii) The engaged agencies must have valid certification / accreditation from NABL (National Accreditation Board for Testing and Calibration Laboratories).
iii) All the calibrations and inspection should be carried out at yard under Oil India Ltd.
iv) Service provider should mobilize necessary instrumentation and fitting for calibrations and inspection.

5.6.3.2 DELIVERABLES:

i) Certificate in Hard Copy and Soft Copy (Three Pair in Original)
ii) Record o Graph of Testing
iii) Calibration Certificate of Master Calibrator

5.7 SIGNBOARD:

5.7.1 SERVICE REQUIREMENT:

i) Service provider is responsible for supply and managing statutory and other signs/ signboards as specify in the Annexure-II in the all the installations under this contract.

ii) Service provider is responsible for writing all the hand painted data / signs required in an installation.

iii) Service provider is responsible for installation and placement of Sign/ Signboard at designated places for its efficacy.

iv) Service provider is responsible for transportation of all the sign/signboards including existing signboards of OIL during ILM to next location without any additional cost to OIL.

v) Service provider is responsible for maintenance of sign/signboard. Damage sign/ signboard need to be replaced by service provider without any cost to OIL.

vi) Service provider should edit/change installation specific sign/signboards without any cost to OIL. Those sign/signboards are, but not limited to: Drilling Rig Layout, Important telephone numbers etc.

vii) Service provider to provide Signboard to display data in connection with CTO & CTE. The necessary data will be provided by drilling HSE section.

viii) All the revisions and amendments as advised by OIL should be edited or incorporated without any cost to OIL.

ix) Powder quoted GI sheet signboard, with a metallic frame painted with enamel black colored in trilingual legible in day & night, print with symbols/sign/picture relevant to the content of the signboard, various dimensions in sq. mm as per aforesaid annexure.

x) At the end of contract period, supplied signboards will be property of OIL without any cost liability to contractor.

5.7.2 DELIVERABLES:

In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Signboards
ii) Management of Signboards which will include existing signboards of OIL. Note: OIL will provide sample sign board picture.

5.8 <u>REMOTE OFFICE SETUP:</u>

The service provider is responsible for supply and managing a remote office setup at each drilling location (Total Six) and responsible for transportation of the set up to the next location without any additional cost to OIL.

5.8.1 SERVICE REQUIREMENT

i) To provide one Video Conference system.
ii) To provide one display system (LED TV.
iii) All-In-One Desktop Computer.
iv) A4 Monochrome Laser Multifunction Network Printer; Automatic Duplex printing, Print, Copy, Scan
v) Service support for commissioning, de-commissioning, maintenance of all above to ensure uninterrupted service during the entire period of the contract.
vi) Proper arrangement including box-up during de commissioning and ILM to be made for safe handling and during ILM.
vii) Proper arrangement like frame, stand, cover to protect from environmental agent (i.e. rain, wind sunlight etc..) for outdoor LED display system

5.8.2 DELIVERABLE:

In addition to the deliverables designed under service requirement, the following deliverable to be submitted.

i) Video Conference system of following specification:

Integrated camera, microphone, and speaker.
Resolution: Minimum UHD 2160p,120-degree Field of view, 12 Feet Pickup Range, Speaker Tracking, Expansion Mic

ii) A display system (LED TV):

65" LED TV with Full HD resolution, flat screen, Connect share movie, DTS

studio sound, Supply, Fitting, fixing, and installing with complete framework with all accessories.

iii) All-In-One Desktop Computer; Min Intel core i5/i7 or AMD Equivalent, Min Memory: 16 GB, Min 1024 GB SSD, OS: Windows 10 or latest

iv) A4 Monochrome Laser Multifunction Network Printer; Automatic Duplex printing, Print, Copy, Scan.

v) First aid medical kit as per OISD and mines rule 1955.

vi) Short safety awareness video:

(a) Content of Video:

- Fire Fighting
- First Aid & CPR (Cardiopulmonary resuscitation)
- Environmental Awareness and Proactive action
- Use of PPE
- Work Permit.
- Electrical Safety
- Health Hazards
- H2S Awareness
- Load Handling
- Roles and responsibilities of Statutory Positions

(b) Language: English and Assamese/Hindi

vii) E-learning module for training given under HSE training.

viii) Safety briefing videos for Locations to be prepared as approved by OILs.

Note:

a) In case of damage or malfunctioning of any of the above system during handling or ILM, bidder is liable to replace the same without any additional cost to the company as per SCC.
b) All items under Remote office setup should be brand new.
c) At the end of the contract, it is responsibility of the contractor to take back the system or may discard the systems as per E-Waste (Management) Rules, 2022.

6.0 RESPONSIBLILIY MATRIX:

The table below details the personnel, equipment, tools, materials supplies, instruments, services and labour, including but not limited to those listed at the following terms shall be provided either by Company or Contractor at work site. Cost of items denoted as being "Supplied by Contractor" and "At the Expense of Contractor" shall be fully included in the rates specified in Schedule of Rates/Proforma-B as designated hereunder by 'Y' mark in the appropriate column.

Item	Description	SUPPLIED BY		AT EXPENSE OF	
		Company (OIL)	Contractor	Company (OIL)	Contractor
1	Personnel as per SOW|Technical Specifications		Y		Y

Item	Description	SUPPLIED BY		AT EXPENSE OF	
		Company (OIL)	Contractor	Company (OIL)	Contractor
2	Personnel not included in SOW Clause but necessary for contractor's normal operations		Y		Y
3	Personnel Protective Equipment (PPE) of Contractor's Personnel		Y		Y
4	Travelling & all en-route of Contractor's personnel from their point of origin to their respective place of reporting.		Y		Y
5	Boarding & Lodging for field personnel (Project Coordinator and QHSSE officer).		Y		Y
6	Conveyance for field personnel at well site.		Y		Y
7	Office space at drill site for Contractor's personnel with basic office infrastructure.	Y		Y	
8	Internet facility at well site.		Y		Y
9	Office stationeries for both at well site & Contractor's Base Office – Laptop/desktop computer, projector, printer, papers etc.		Y		Y
10	Office space for Contractor's personnel at Base Office in Duliajan		Y		Y
11	Well site First Aid.	Y		Y	

Note:

1. Company shall provide the facilities| Office space| boarding |Lodging mainly through Rig Service Contractor.
2. "Others" any other place other than Duliajan within India.

**********End of Scope of Work**********

ANNEXURES

Annexure-I

PRESSURE GAUGE AVAILABLITY IN DRILLING RIG		
SL NO	**LOCATION**	**RANGE(PSI)**
1	DESANDER 8" DELIVERY LINE	0-100
2	DESILTER 6" DELIVERY LINE	0-100
3	SUPER CHARGER-1 6" DELIVERY LINE	0-100
4	SUPER CHARGER-2 6" DELIVERY LINE	0-100
5	MUD MIX-1 6" DELIVERY LINE	0-100
6	MUD MIX-2 6" DELIVERY LINE	0-100
7	BOOSTER PUMP-1 4" DELIVERY LNE	0-100
8	BOOSTER PUMP-2 4" DELIVERY LNE	0-100
9	MULTISTAGE PUMP-1 4" DELIVERY LINE	0-1000
10	MULTISTAGE PUMP-2 4" DELIVERY LINE	0-1000
11	DISCBRAKE COOLING PUMP-1 3" DELIVERY LINE	0-100
12	DISCBRAKE COOLING PUMP-2 3" DELIVERY LINE	0-100
13	HALCO PUMP 2" DELIVERY LINE	0-500
14	AIR VESSEL UTILITY HUT TOP	0-300
15	AIR VESSEL UTILITY HUT BOTTOM	0-300
16	AIR VESSEL UNDER DERRICK	0-300
17	CATERPILLER ENGINE - 1 2" LINE	0-300
18	CATERPILLER ENGINE - 2 2" LINE	0-300
19	CATERPILLER ENGINE - 3 2" LINE	0-300
20	CATERPILLER ENGINE - 4 2" LINE	0-300
21	MUD PUMP - 1 DELIVERY MANIFOLD	0-6000
22	MUD PUMP - 2 DELIVERY MANIFOLD	0-6000
23	H-MANIFOLD	0-6000
24	FIRE TRILAR PUMP LINE-1	0-250
25	FIRE TRILAR PUMP LINE-2	0-250
26	B.O.P. CONTROL UNIT MANIFOLD PRESURE	0-10000
27	B.O.P. CONTROL UNIT ACCUMULATOR PRESURE	0-6000
28	B.O.P. CONTROL UNIT ANNULAR PRESURE	0-3000
29	B.O.P. CONTROL UNIT 2" AIR INLET	0-300
30	B.O.P. CONTROL UNIT NITROGEN CYLINDER BANK-1	0-420
31	B.O.P. CONTROL UNIT NITROGEN CYLINDER BANK-2	0-420
32	B.O.P. CONTROL UNIT NITROGEN CYLINDER BANK-3	0-420
33	B.O.P. CONTROL UNIT NITROGEN CYLINDER BANK-4	0-420
34	B.O.P. CONTROL UNIT PANNEL-1 ACCUMULATOR PRESSURE	0-6000
35	B.O.P. CONTROL UNIT PANNEL-1 MANIFOLD PRESSURE	0-10000
36	B.O.P. CONTROL UNIT PANNEL-1 ANNULAR PRESSURE	0-3000
37	B.O.P. CONTROL UNIT PANNEL-1 AIR SUPPLY PRESSURE	0-300
38	B.O.P. CONTROL UNIT PANNEL-2 ACCUMULATOR PRESSURE	0-6000
39	B.O.P. CONTROL UNIT PANNEL-2 MANIFOLD PRESSURE	0-10000
40	B.O.P. CONTROL UNIT PANNEL-2 ANNULAR PRESSURE	0-3000
41	B.O.P. CONTROL UNIT PANNEL-2 AIR SUPPLY PRESSURE	0-300

42	CHOKE MANIFOLD PRESSURE GOUGE	0-6000
43	KILL PUMP 2" DELIVERY LINE	0-6000
44	B.D. PUMP PRESSURE GOUGE	0-1000
45	KILL PUMP CONTROL PANNEL PRESSURE GOUGE	0-150
46	DRILLER CONTROL PANNEL SUPPLY PRESSURE	0-200
47	DRILLER CONTROL PANNEL HIGH CLUTCH PRESURE GOUGE	0-200
48	DRILLER CONTROL PANNEL LOW CLUTCH PRESURE GOUGE	0-200
49	DISC BRAKE UNIT SUPPLY HIGH PRESURE	0-160
50	DISC BRAKE UNIT SUPPLY LOW PRESURE	0-160
51	CHOKE MANIFOLD PANNEL DRILL PIPE PRESSURE GOUGE	0-10000
52	CHOKE MANIFOLD PANNEL CASING PRESSURE GOUGE	0-10000

Note: Selection of pressure gauges in each rig shall be in consultation with Installation Manager & respective HSE Sections.

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LIST OF SIGN BOARDS

Sl. No.	Description	QTY PER RIG
A	**Size : 2 mm/1.5mm x 150 mm X 300 mm**	
1	Noise Level_____dB(A)	6
2	First Aid Hut	1
3	Mobile Phone Hut	1
4	Make the environment clean and tide	6
5	Guards Protect you – Not the Machine.	6
6	Wear helmet, wear safety shoes, wear hard gloves	6
7	Man at Work/Repairing Job	6
8	Don' t Touch Anything	6
9	Walk Cautiously	6
10	Well History	6
11	High Pressure Line	3
B	**Size : 2 mm/1.5mm x 350 mm X 455 mm**	
11	Wear Helmet	2
12	Wear Gloves	2
13	Wear Boots	2
14	Wear Goggles	2
15	Wear Ear Protection	2
16	Wear Safety Belt	2
17	Wear face mask	2
18	No Smoking	2
19	No Parking	2
20	No Entry	2
21	Photography/Camera prohibited	2
22	Mobile phone prohibited	2
23	No Naked Light	2
24	Danger – Falling Objects.	2
25	Danger – High Voltage	2
26	Turn off Taps after use	2
27	A tidy area is a safe area	2
28	Clean up spilled oil/chemicals	2
29	Pressure Testing in Progress, Stay Away	2
30	Turn off lights and fan before you leave the room	2
C	**Size : 2 mm/1.5mm x 600 mm X 900 mm**	
31	Emergency Response Plan (Fire)	2
32	Emergency Response Plan (Medical)	2
33	Emergency Response Plan (Security)	2
34	Contingency Plan / Emergency Response Plan (Blowout)	2
35	Assembly Point	2
36	Come back home safely we are waiting for you(With a photograph of family)	2
37	Station Bill for fire at site	2

38	Station Bill for Blowout at site	2
39	Station Bill for Accident	2
40	Fire Siren Code	2
41	Restricted Area Warning	2
42	Data display board for the installation	2
43	Hazardous area classification	2
44	Typical layout firefighting arrangement	2
45	Important Telephone Number	2
46	Mines organization for drilling installation	2
47	Nearmiss Diagram	2
D	**Size : 2 mm/1.5mm x** 900 mm x 1200 mm (Rs 3000)	
48	Burns & First Aid treatment	2
49	Dos & Don'ts(English, Assamese & Hindi)	2
50	CTO & CTE Data Display	1

Note ** The subject matters of sign boards may be collected from HSE sections and shall be verified prior to print.

****

ANNEXURE-III

EXPERIENCE STATEMENT OF BIDDER/SERVICE PROVIDER

Tender No: _____

Bidders' experience statement for HSE management Service in previous seven (7) years to be reckoned from the original bid closing date of the tender.

Sl. No.	Contract No	Name & Contact details of client	Place of Operation	Nature of the Service	Training Provided	Commencement date of contract	Completion date of contract
1							
2							
3							
4							

N.B:

1. Please add rows as required.

****

ANNEXURE-VI

Documentary Evidence for HSE Criteria

1. LTIF for last Three years

Sl. No.	Contract No	Name & Contact details of client	Place of Operation	Contract Period		LTIF		
				Commencement	Completion	1st	2nd	3rd
1								
2								
3								
4								

2. Details of HSE Policy:

(i) _____
(ii) _____
(iii) _____

[N.B: Please add rows as required]

Signature of Authorized Signatory Name:

Designation :

Phone No :

Place :

Date :

(*Affix Seal of the Organization here, if applicable*)

****

ANNEXURE - IX

PROFORMA FOR CURRICULUM VITAE OF KEY PERSONNEL

Affix a Passport Size Photograph

1. NAME :
2. PRESENTADDRESS :
3. PERMANENTADDRESS
4. FATHER'SNAME :
5. NATIONALITY :
6. PASSPORT NO. AND VALIDITY: (IN CASE OF NRI/FOREIGNER) :
7. DATE OF BIRTH :
8. DESIGNATED POST :
9. EDUCATIONALQUALIFICATION :

Sl. No.	Exam Passed	Institute	Board|University|Council|Others	Grade|%

10. HSE TRAININGS (If any) :
11. SEPCIFIC EXPERIENCE (If any):
12. EXPERIENCE IN REVERSE ORDER :

Sl. No.	Name of the Company (Employer)	Name of Client| Company	Name Project and Service Provided	Job Description	Key Job Responsibility	Period of Service	Well Depth

N.B:

1. To add raw if necessary
2. To be submitted in "A-4" or Executive Bond Paper, duly typed and signed
3. All supporting documents to be enclosed
4. Annexure shall be attached where necessary
5. In case of replacement of the key personnel, the replacement personnel must have the requisite qualification and experience as per Terms of Reference (**Section-II**) and shall submit their credentials along with their recent photographs to Company for approval of Company.
6. If OIL desires, original certificate to be furnished at the time of 1st deployment
7. Attach copies of following documents:
   - Identity Proof
   - Date of Birth Proof
   - Proof of educational qualification
   - Proof of Experience
   - Medical Fitness Certificate in Form 'O' (as per The Mines Act 1952).
8. In case of replacement of the personnel, the replacement personnel must have the requisite qualification and experience as per Scope of Work/Terms of Reference(Section-II) and shall submit their credentials along with their recent photographs & documents to Company for approval of Company.

****

ANNEXURE: List of SRV per Rig

SL NO	LOCATION	RANGE(PSI)
1	Mud Pump 1	0-5000
2	Mud Pump 2	0-5000
3	Air Storage tank 1	0-200
4	Air Storage tank 2	0-200
5	Drawworks	0-200
6	Spare SRVs/Others	0-5000

****

SCHEDULE OF WORK, UNIT AND QUANTITY: (SOQ) (REVISED)

DESCRIPTION OF WORK/SERVICE: Hiring of Services for HSE Management in OIL's in-house Rigs.

Item No.	Description of Services	UOM	Estimated Quantity
Regular Service			
Personnel			
10	Project Co-ordinator *	Mandays	1,095.00
20	QHSSE Officer**	Mandays	8,760.00
Inspection			
30	Behaviour based inspection	Number	6.00
40	Ergonomics inspection	Number	3.00
50	Hazard Identification and Risk Assessment (HIRA)	Number	3.00
60	Industrial hygiene survey	Number	3.00
Training			
70	HSE training	Number	6.00
80	Behaviour based training	Number	6.00
90	Ergonomics training	Number	6.00
Inspection, testing and certification			
100	Calibration of pressure gauge	Number	300.00
110	Inspection, testing & certification of sling & wire Rope etc	Number	180.00
120	Calibration of SRV	Number	120.00
Others			
130	Sign board	Set	6.00
140	Remote office setup with V/C system	Set	6.00

Item No.	Description of Services	UOM	Estimated Quantity
	Portable VC system	Set	6.00
	All-in-one Desktop Computer	Set	6.00
	A4 Colour & Monochrome Multifunction Network Printers	Set	6.00
	Display System (LED TV)	Set	6.00
Call-Out Service			
150	QHSSE Officer	Mandays	4,380.00

1. **Mobilization Period:** The contractor shall have to mobilize his Team of Project Coordinator and QHSSE Officers within **45 (forty-five) days** from the date of issue of mobilization notice by Drilling Services Department.

2. **Duration of Contract:** The duration of the contract shall be for a period of **03 (three) years** and **45 (forty-five) days (mobilization time)** from the date of issue of mobilization notice by Drilling Services Department. Accordingly, the scheduled contract end date shall remain firm even in case of delayed mobilization. In case mobilization is completed before the scheduled mobilization completion date, then the duration of the contract shall be considered for **03 (three) years** from the date of completion of actual mobilization.

*******************End of SOQ ********************

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. DULIAJAN, DIST - DIBRUGARH
ASSAM, INDIA, PIN-786602

CONTRACTS DEPARTMENT
TEL: (91) 374-2800548
E-mail: *contracts@oilindia.in*
Website: www.oil-india.com
FAX: (91) 374-2803549

CORRIGENDUM NO. 1 DATED 26.10.2023

to

BID NO. GEM/2023/B/4014097 DATED: 26.09.2023

for

Hiring of Services for HSE Management in OIL's in-house Rigs.

This Corrigendum is issued to notify the following changes:

Bid Closing & Opening date stands amended as under:

i) **Bid Closing Date & Time: 09th November, 2023 [14:00 Hrs (IST)]**

ii) **Technical Bid Opening Date & Time: : 09th November, 2023 [14:30 Hrs (IST)]**

All others terms and conditions of the Bid Document remain unchanged.

SD/-

SR. OFFICER- CONTRACTS (O)