



**FORWARDING LETTER**

M/s \_\_\_\_\_  
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**Sub: IFB No. CDG1170P20 for Hiring of Services of Whipstock Setting and Window Milling Equipment along with Manpower including Supply of Whipstocks for Whipstock Setting and Window Milling in existing old wells located in the States of Assam and Arunachal Pradesh for a period of 3 (three) years, to facilitate sidetracking and drilling of replacement wells.**

Dear Sirs,

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

2.0 In connection with its operations, OIL invites International Competitive Bids (ICB) from competent and experienced Contractors through OIL’s e-procurement site for **‘Hiring of Services of Whipstock Setting and Window Milling Equipment along with Manpower including Supply of Whipstocks for Whipstock Setting and Window Milling in existing old wells located in the States of Assam and Arunachal Pradesh for a period of 3 (three) years, to facilitate sidetracking and drilling of replacement wells’**. One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL’s e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL’s e-procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

(i)	IFB No. /E-Tender No.	:	<b>CDG1170P20</b>
(ii)	Type of Bidding	:	Online - Single Stage-Two Bid System
(iii)	Tender Fee	:	Not Applicable
(iv)	Bid Closing Date & Time	:	As mentioned in Online E-tender portal
(v)	Technical Bid Opening Date & Time	:	As mentioned in Online E-tender portal

(vi)	Price Bid Opening Date & Time	:	Will be intimated only to the eligible/qualified Bidders nearer the time.
(vii)	Bid Submission Mode	:	Bids must be uploaded online in OIL's E-procurement portal
(viii)	Bid Opening Place	:	Office of CGM-Contracts Contract Department, Oil India Limited, Duliajan -786602, Assam, India.
(ix)	Bid Validity	:	120 days from date of Bid Closing
(x)	Mobilization Time	:	As defined in the tender
(xi)	Bid Security Amount	:	<b>Rs. 47,13,000.00 or US\$ 67,300.00</b>
(xii)	Bid Security Validity	:	<b>Minimum upto 31<sup>st</sup> December 2019</b>
(xiii)	Original Bid Security to be submitted	:	Office of CGM-CONTRACTS, CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786 602, INDIA
(xiv)	Amount of Performance Security	:	10% of annualized contract value
(xv)	Validity of Performance Security	:	Up to 3(three) months from date of completion of contract
(xvi)	Duration of the Contract	:	03(Three) years from the date of commencement of contract.
(xvii)	Quantum of Liquidated Damage for Default in Timely Mobilization	:	Refer clause No. 18.0 of General Conditions of Contract
(xviii)	Integrity Pact	:	Must be digitally signed & uploaded along with the Techno-commercial Bid.
(xix)	Bids to be addressed to	:	CGM-Contracts, Contract Department, Oil India Limited, Duliajan-786602, Assam, India.
(xx)	Pre-Bid Conference	:	Tentatively scheduled on <b>7<sup>th</sup> May 2019</b>
(xxi)	Last Date for receipt of Pre-bid Queries	:	<b>4<sup>th</sup> May 2019</b> <b>(Queries received after 4<sup>th</sup> May 2019 will not be entertained)</b>

**3.0 Integrity Pact:** The Integrity Pact must be uploaded in OIL's E-procurement portal along with the Technical Bid digitally signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid 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 signs the Bid.

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

4.1 To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organization's Name and Encryption certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). **Digital Signature Certificates having "Organization Name" field as "Personal" are not acceptable.**

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

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

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

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

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

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

#### 5.0 **PRE-BID CONFERENCE:**

5.1 A Pre-Bid Conference is tentatively scheduled to be held on **7<sup>th</sup> May, 2019** at Duliajan, Assam to explain the requirements of Company in details to the interested prospective Bidders and to understand bidders' perspective including exchange of

views/clarifications, if any, on the Scope of Work, Bid Rejection/Bid Evaluation Criteria and other terms & conditions of the Tender. ***The parties who want to participate in the pre-bid meeting must confirm their participation and forward their pre-bid queries, if any latest by 4<sup>th</sup> May, 2019.*** For details of the venue, bidders may contact CGM-Contracts, Oil India Ltd., P.O. Duliajan-786602, Phone: +91374-2808665/2808651, Fax# (91)374-2803549, E-mail: [contracts@oilindia.in](mailto:contracts@oilindia.in).

**5.2 It is recommended to the prospective Bidders to attend the pre-bid conference and to make site visits to familiarize themselves with all the salient features of terrain and available infrastructure along the pipeline route. This will help the bidder to understand the total requirement for proper bidding.**

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

5.4 The prospective bidders shall submit their queries/clarifications against the tender through E-mail / Fax /Courier addressed to CGM-Contracts, Oil India Ltd., Duliajan-786602, Assam and such queries must reach OIL's office at Duliajan latest by **04.05.2019**. OIL shall provide clarifications to only those queries received within this date. Queries/ Clarifications against the tender received beyond **04.05.2019** will not be entertained and replied. OIL will not be responsible for non-receipt or late receipt of any bidder's query in OIL's office.

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

5.6 The exact date and venue of pre-bid conference will be intimated later on.

## **6.0 IMPORTANT NOTES:**

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

i) **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be put on Holiday as per the Banning Policy (available in OIL's website) of Company.

ii) **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.

iii) **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** The information and documents furnished by the bidder/ contractor in respect of the subject tender/contract are accepted to be true and genuine. However, if it is detected during technical scrutiny or after award of the contract or after expiry of the contract, that the bidder had submitted any fake/fraudulent document or furnished false statement, the offer/contract shall be rejected/ cancelled, as the case may be and the bidder (if fake document/false statement pertains to such bidder) shall be dealt as per the Banning Policy (available in OIL's website) of Company. Undertaking of authenticity of information/documents submitted as per **Annexure-E** should be submitted along with the technical bids.

iv) **ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com).

v) Bid should be submitted online in OIL's E-procurement site up to 11.00 AM (IST)(Server Time) on the date as mentioned and will be opened on the same day at 2.00 PM(IST) at the office of the CGM-Contracts in presence of the authorized representatives of the bidders.

vi) If the digital signature used for signing is not of "Class-3" with Organizations name, the bid will be rejected.

vii) The tender is invited under **SINGLE STAGE-TWO BID SYSTEM**. The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's e-Procurement portal within the Bid Closing Date and Time stipulated in the e-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded in **"Technical Attachments" Tab only. Bidders to note that no price details should be uploaded in "Technical Attachments" Tab Page. Details of prices as per Price Bid format/Priced bid can be uploaded under "Notes & Attachments" tab. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Evaluation Criteria.**

RFx Response Number 60037504 RFx Number TESTARUP Status In Process Submission Deadline 15.04.2017 11:00:00 INDIA Opening Date 15.04.2099 00:00:00 INDIA

RFx Response Version Number Active Version RFx Version Number 1

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Technical Attachments

Notes

Clear

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-

Attachments

cFolder Attachments

Add Attachment Delete Verify Signature

cFolder Name	Category	Description	File Name	Version	Processor	Che
The table does not contain any data						

Go to this Tab **"Notes and Attachments"** for Uploading "Priced Bid" files.

Go to this Tab **"Technical Attachments"** for Uploading "Technical Bid" files.

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

**Note:**

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

**7.0 INSTRUCTIONS TO BIDDER:**

7.1 All bidders are required to read tender documents carefully before quoting rates and submission of bid.

7.2 It will be assumed that tender documents have been fully read & understood by the tenderer irrespective of the fact whether they have done so or not and no claim on this account shall be entertained at a later date.

7.3 It is presumed that the bidder /tenderer has physically seen /understood the site /scope of work prior to bidding and any clarification to this effect has been sought fully from concerned authority.

7.4 It is mandatory on part of the Bidders to attend the pre-bid conference, make site visits to familiarize themselves with all the salient features of terrain and available infrastructure along the pipeline route.

7.5 The Bidder shall be deemed to have considered all constraints and eventualities on account of site conditions along pipeline route while formulating his bid. The Bidder shall not be eligible for any compensation in terms of cost and / or time, on account of site conditions along pipeline route varying to any extent from whatever described in the Bid Package and the information furnished along with the Package.

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

Thanking you,

Yours faithfully,  
**OIL INDIA LIMITED**

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

**PART-1**  
**INSTRUCTIONS TO BIDDERS (ITB)**

- 1.0** Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**A. BID DOCUMENTS**

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

- (a) A Forwarding Letter highlighting the following points:
  - (i) Company's IFB No. & Type and Tender Fee
  - (ii) Bid closing date and time
  - (iii) Bid opening date and time
  - (iv) Bid submission Mode
  - (v) Bid opening place
  - (vi) Bid validity, Mobilisation time & Duration of contract
  - (vii) The amount of Bid Security with validity
  - (viii) The amount of Performance Guarantee with validity
  - (ix) Quantum of liquidated damages for default in timely mobilization
- (b) Instructions to Bidders, (Part-1)
- (c) Bid Evaluation Criteria, (Part-2)
- (d) General Conditions of Contract, (Part-3, Section-I)
- (e) Terms of Reference/Technical Specification, (Part-3, Section-II)
- (f) Special Conditions of Contract, (Part-3, Section-III)
- (g) Schedule of Rates, (Part-3, Section-IV)
- (h) Estimated CIF value of items at the time of import, (Proforma-A)
- (i) Price Schedule Format, (Proforma-B)
- (j) Bid Form, (Proforma-C)
- (k) Statement of Non-Compliance, (Proforma-D)
- (l) Bid Security Form, (Proforma-E)
- (m) Performance Security Form, (Proforma-F)
- (n) Agreement Form, (Proforma-G)
- (o) Proforma of Letter of Authority, (Proforma-H)
- (p) Authorisation for Attending Bid Opening, (Proforma-I)
- (q) Integrity Pact, (Annexure-A)
- (r) Annual Turnover & Net worth of Bidder (Annexure-B)
- (s) Proforma of Bank Guarantee towards PP-LC (Annexure-C)
- (t) Safety Measures (Annexure-D)
- (u) Undertaking of authenticity of information/documents submitted (Annexure-E)

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

### **3.0 TRANSFERABILITY OF BID DOCUMENTS:**

- 3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.
- 3.2 Unsolicited bids will not be considered and will be rejected straightway.

### **4.0 AMENDMENT OF BID DOCUMENTS:**

- 4.1 At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Documents through issuance of an Addendum.
- 4.2 The Addendum will be uploaded in OIL's E-Tender Portal in the Tab **"Technical Rfx" and** under External Area - "Amendments" folder. The Company may, at its discretion, extend the deadline for bid submission. Bidders are expected to take the Addendum into account in preparation and submission of their bid. **Bidders are to check from time to time the E-Tender portal ["Technical RFX" Tab and under the folder "Amendments"] for any amendments to the bid documents before submission of their bids. No separate intimation shall be sent to the Bidders.**

## **B. PREPARATION OF BIDS**

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

### **5.1 BIDDER'S/AGENT'S NAME & ADDRESS:**

Bidders should indicate in their bids their detailed postal address including the Fax/Telephone /Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorised Agents in India, if any.

### **6.0 DOCUMENTS COMPRISING THE BID:**

Bids are invited under Single Stage Two Bid System. The bid to be uploaded by the Bidder in OIL's E-Tender portal shall comprise of the following components:

#### **(A) TECHNICAL BID (to be uploaded in "Technical Attachments" tab)**

- (i) Complete technical details of the services and equipment specifications with catalogue, etc.
- (ii) Documentary evidence established in accordance with Clause 10.0 hereunder.
- (iii) Bid Security (scanned) in accordance with Clause 11.0 hereunder. Original Bid Security should be sent as per Clause No. 11.11 below.
- (iv) Copy of Bid-Form without indicating prices in Proforma-C
- (v) Statement of Non-compliance as per Proforma-D
- (vi) Proforma-A: List of items to be imported without the CIF values.
- (vii) Copy of Priced Bid **without indicating prices** (Proforma-B)



- (viii) Integrity Pact digitally signed by OIL's competent personnel as Annexure-A, attached with the bid document to be digitally signed by the bidder.

**Note: Please note that, price should not be mentioned in the "Technical Attachments" tab.**

**(B) PRICED BID (to be uploaded in "Notes and Attachments" tab)**

Bidder shall quote their prices in the following Proforma available in OIL's E-procurement portal in the **"Notes & Attachments" Tab**:

- (i) Price-Bid Format as per Proforma-B
- (ii) Bid Form as per Proforma-C
- (iii) Proforma-A showing the items to be imported with the CIF values.
- (iv) Proforma-BB(PP-LC), if applicable

The Priced Bid shall contain the prices along with the currency quoted and any other commercial information pertaining to the service offered.

**7.0 BID FORM:**

The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in their Bid.

**8.0 BID PRICE:**

- 8.1 Prices must be quoted by the Bidders online as per the price bid format available in OIL's E-Tender Portal in "Notes & Attachment" Tab. Unit prices must be quoted by the bidders, both in words and in figures.
- 8.2 Prices quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account.
- 8.3 All duties (except customs duty which will be borne by the Company) and taxes (excluding GST) including Corporate Income Tax, Personal Tax, Assam Entry Tax etc. and other Cess/levies payable by the successful bidder under the Contract for which this Bid Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder, and the evaluation and comparison of bids shall be made accordingly. For example, personal taxes and/or any corporate taxes arising out of the profits on the contract as per rules of the country shall be borne by the bidder.

**9.0 CURRENCIES OF BID AND PAYMENT:**

- 9.1 A bidder expecting to incur its expenditures in the performance of the Contract in more than one currency, and wishing to be paid accordingly, shall so indicate in the bid. In such a case, the bid shall be expressed in different currencies and the respective amounts in each currency shall together make up the total price.
- 9.2 Indian bidders too can submit their bids in any currency (including Indian Rupees) and receive payment in such currencies on par with foreign bidders. However, currency once quoted will not be allowed to be changed.

## **10.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**

These are listed in **BID EVALUATION CRITERIA (BEC), PART-2** of the Bid document.

## **11.0 BID SECURITY:**

11.1 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause 11.9 hereunder.

11.2 All the bids must be accompanied by Bid Security in Original for the amount as mentioned in the "Forwarding Letter" or an equivalent amount in other freely convertible currency and shall be in the OIL's prescribed format as Bank Guarantee (BG) enclosed with the NIT vide **Proforma-E** or a Bank Draft/Bankers' cheque in favour of OIL and payable at Duliajan, Assam or an irrevocable Letter of Credit (L/C) from any of the following Banks –

a) Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic bidder, or

b) In case of foreign bidder, the bank guarantee can be accepted from any scheduled bank in India or from International bank who has its branch in India registered with Reserve Bank of India, or

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

d) Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.

The Bank Guarantee / LC shall be valid for the time as asked for in the Bid Document. Bank Guarantees issued by Banks in India should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.

11.3 **Bidders can submit Bid Security on-line through OIL's electronic Payment Gateway.**

11.4 Any bid not secured in accordance with **sub-clause 11.2** above shall be rejected by the Company as non-responsive.

11.5 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.

11.6 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days after finalization of IFB.

11.7 Successful Bidder's Bid Security will be discharged and/or returned upon Bidder's furnishing the Performance Security and signing of the contract.

Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with **Clause 29.0** below is furnished.

11.8 Bid Security shall not accrue any interest during its period of validity or extended validity.

11.9 The Bid Security may be forfeited:

- i) If the bidder withdraws the bid within its original/extended validity.
- ii) If the bidder modifies/revise their bid suo-moto.
- iii) If the bidder does not accept the order/contract.
- iv) If the bidder does not furnish Performance Security Deposit within the stipulated time as per tender/order/contract.
- v) If it is established that the bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice, the bid security shall be forfeited after due process in addition to other action against the bidder

11.10 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred for a period of 2(two) years.

11.11 **The scanned copy of the original Bid Security in the form of either Bank Guarantee or LC must be uploaded by bidder along with the Technical bid in the “Technical Attachment” tab of OIL’s E-portal.** The original Bid Security shall be submitted by bidder to the office of CGM-Contracts, Oil India Ltd., Duliajan-786602(Assam), India in a sealed envelope which must reach CGM-Contract’s office on or before 12.45 Hrs (IST) on the Bid Closing date.

11.12 A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.

11.13 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.

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code – UTIB0001129, Branch address – AXIS Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District Dibrugarh, PIN – 786602. The Bank details are as under:

	<b>Bank Details of Beneficiary</b>	
<b>a</b>	Bank Name	AXIS BANK LTD
<b>b</b>	Branch Name	DULIAJAN BRANCH

<b>c</b>	Branch Address	DAILY BAZAR, JYOTI NAGAR,DULIAJAN , DIST. DIBRUGARH, ASSAM , PIN 786602 <b>State:</b> <a href="#">ASSAM</a>
<b>d</b>	Banker Account No.	910020040028220
<b>e</b>	Type of Account	Current Account
<b>f</b>	IFSC Code	<a href="#">UTIB0001129</a>
<b>g</b>	MICR Code	<a href="#">786211302</a>
<b>h</b>	SWIFT Code	AXISINBB140
<b>i</b>	Contact No.	+919706011291
<b>j</b>	Contact Person Name	SOUMIK PAUL
<b>k</b>	Fax No.	03742800089
<b>l</b>	Email Id	<a href="mailto:duliajan.branchhead@axisbank.com">duliajan.branchhead@axisbank.com</a>

## **12.0 EXEMPTION FROM SUBMISSION OF BID SECURITY:**

- 12.1 Central Govt. offices and Central Public Sector undertakings are exempted from submitting Bid Security.
- 12.2 MSEs Units (manufacturers/Service Providers only and not their dealers/ distributors) who are already registered with District Industry Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration, provided they are registered for the item they intend to quote/participate.

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

- 12.2.1 For availing benefits under Public Procurement Policy (Purchase preference & EMD exemption), the interested MSE Bidders must ensure that they are the manufacturer/ service provider of tendered item(s) and registered with the appropriate authority for the said item(s). Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Therefore, it is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender; seeking clarification/confirmation as to whether their registered item is eligible for EMD exemption or not. Late communication in this regards and request for bid closing date extension on that plea shall not be entertained by Company.

### **13.0 PERIOD OF VALIDITY OF BIDS:**

- 13.1 Bids shall remain **valid for 120** days from the date of closing of bid prescribed by the Company. **Bids of shorter validity will be rejected as being non-responsive.** If nothing is mentioned by the bidder in their bid about the bid validity, it will be presumed that the bid is valid for 120 days from Bid Closing Date.
- 13.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing through Fax or e-mail. The Bid Security provided under Para 11.0 above shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their Bid.

### **C. SIGNING & SUBMISSION OF BIDS:**

#### **14.0 SIGNING OF BID:**

- 14.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates with Organization's Name [e-commerce application (Certificate with personal verification and Organisation Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India before bid is uploaded. Digital Signature Certificates having "Organization Name" field other than Bidder's Name are not acceptable. Digital Signature Certificates having Bidder's Name in the "Organization Name" field are only acceptable.

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

If any modifications are to be made to a document after uploading, the same may be deleted and such revised document is to be Digitally Signed again before uploading. It is advised to delete the unwanted documents before submission of the response. The Power of Attorney shall be submitted by bidder as mentioned in Para 15.1 below.

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

- 14.2 The original and all copies of the bid shall be typed or written in indelible inks. Since bids are to be submitted ONLINE with digital signature, manual signature is NOT relevant. The letter of authorisation (as per **Proforma-H**) shall be indicated by written Power of Attorney accompanying the Bid.
- 14.3 Any person signing the Bid or any other document in respect of this Bidding Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company (OIL) may, without prejudice to any other right or remedy, cancel his

Bid or Contract and hold the Bidder liable to the Company (OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company (OIL) may sustain on account thereof.

- 14.4 Any physical documents submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialled by the person or persons who has/have digitally signed the Bid.
- 14.5 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process will be rejected.

## **15.0 SUBMISSION OF BIDS**

- 15.1 The tender is processed under Single stage - Two bid system. Bidder shall submit the Technical bid and Priced bid along with all the Annexures and Proforma (wherever applicable) and copies of documents in electronic form through OIL's e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. For submission of Bids online at OIL's E-Tender Portal, detailed instructions are available in **"User Manual"** available in OIL's E-Tender Portal. Guidelines for bid submission are also provided in the "Forwarding Letter". The Technical Bid is to be submitted as per Terms of Reference/Technical Specifications of the bid document and Priced Bid as per the Price Schedule. The Technical Bid should be uploaded in the "Technical Attachment" Tab Page only. Prices to be quoted as per Proforma-B should be uploaded in the attachment link under "Notes & Attachments" Tab under General Data in the e-portal. **No price should be given in the "Technical Attachment", otherwise bid shall be rejected.** The priced bid should not be submitted in physical form and which shall not be considered. However, the following documents in one set should necessarily be submitted in physical form in sealed envelope superscribing the "IFB No., Brief Description of services and Bid Closing/Opening date & Time along with the bidder's name and should be submitted to CGM-Contracts, Oil India Ltd., Duliajan-786602 (Assam) on or before 12.45 Hrs(IST) on the bid closing date indicated in the IFB:

- i) The Original Bid Security along with 1(one) copy
- ii) Power of Attorney for signing of the bid digitally
- iii) Any other document required to be submitted in original as per bid document requirement.
- iv) Printed catalogue and literature if called for in the bid document.

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

- 15.2 All the conditions of the contract to be made with the successful bidder are given in various Sections of the Bid Document. Bidders are requested to state their non-compliance to each clause as per Proforma-D of the bid document and the same should be uploaded along with the Technical Bid.
- 15.3 Timely delivery of the documents in physical form as stated in Para 15.1 above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Closing Date and Time. Company shall not be responsible for any postal delay/transit loss.

- 15.4 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.

**16.0 INDIAN AGENT/REPRESENTATIVE/RETAINER/ASSOCIATE:**

Foreign bidders shall clearly indicate in their bids whether they have an Agent/Representative/Retainer/Associate in India. In the event the overseas bidder is having an Agent/Representative/Retainer/Associate in India, the bidder should furnish the name and address of their Agent/Representative/Retainer/Associate in India and clearly indicate nature and extent of services to be provided by such an Agent/Representative/Retainer/Associate in India and also stating in their bids whether the Agent/Representative/Retainer/Associate is authorized to receive any commission. The rate of the commission included in the quoted rates of bidder should be indicated which would be payable to Agent/Representative/Retainer/Associate in non-convertible Indian currency according to Import Trade Regulation of India. Unless otherwise specified, it will be assumed that agency commission is not involved in the particular bid.

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

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

**17.0 DEADLINE FOR SUBMISSION OF BIDS:**

- 17.1 Bids should be submitted online as per the online tender submission deadline. Bidders will not be permitted by System to make any changes in their bid/quote after the bid submission deadline is reached. Bidders are requested to take note of this and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.
- 17.2 No bid can be submitted after the submission dead line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.
- 17.3 The documents in physical form as stated in Para 15.1 must be received by Company at the address specified in the "Forwarding Letter" on or before 12.45 Hrs(IST) on the Bid Closing Date mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

- 18.0 LATE BIDS:** Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. The documents in physical form mainly the Original Bid Security if received by the

Company after the deadline for submission prescribed by the Company shall be rejected and shall be returned to the Bidders in unopened condition immediately.

#### **19.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

- 19.1 The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time.
- 19.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 19.3 No Bid can be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid Validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval shall result in the Bidder's forfeiture of its Bid Security and bidder shall also be debarred from participation in future tenders of OIL.

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

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

#### **21.0 BID OPENING AND EVALUATION:**

- 21.1 Company will open the Technical Bids, including submission made pursuant to clause 19.0, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorisation letter (as per **Proforma-I**) from the Bidder must be produced by the Bidder's representative at the time of Bid Opening. Unless this Letter is presented, the representative will not be allowed to attend the Bid Opening. The Bidder's representatives who are allowed to attend the Bid Opening shall sign a register evidencing their attendance. Only one representative against each Bid will be allowed to attend. In technical bid opening, only "Technical Attachment" will be opened. Bidders therefore should ensure that technical bid is uploaded in the "Technical Attachment" Tab Page only in the E-portal.
- 21.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.
- 21.3 Bids which have been withdrawn pursuant to clause 19.0 shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been digitally signed and whether the bids are generally in order.
- 21.4 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Security, and such other details as the Company may consider appropriate.
- 21.5 Normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is



deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL. In all the above situations, the Bidder will not be allowed to change the basic structure of the Bid already submitted by them and no change in the price or substance of the Bid shall be sought, offered or permitted.

- 21.6 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bid Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the Bid Documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 21.7 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 21.8 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

## **22.0 OPENING OF PRICED BIDS:**

- 22.1 Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives of the qualified bidders. The techno-commercially qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance. In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.
- 22.2 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.
- 22.3 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between words, and figures, the amount in words will prevail. If any Bidder does not accept the correction of the errors, their Bid will be rejected.

## **23.0 CONVERSION TO SINGLE CURRENCY:**

While evaluating the bids, the closing rate of exchange declared by State Bank of India on the day prior to price bid opening or the latest available will be taken into account for conversion of foreign currency into Indian Rupees. Where the time lag between the opening of the price bids and final decision exceeds three months, the rate of exchange declared by State Bank of India on the date prior to the date of final decision will be adopted for conversion.

**24.0 EVALUATION AND COMPARISON OF BIDS:**

The Company will evaluate and compare the bids as per **BID EVALUATION CRITERIA (BEC), PART-2** of the Bid Document.

**24.1 DISCOUNTS / REBATES:**

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

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

**24.3 LOADING OF FOREIGN EXCHANGE:**

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

**24.4 EXCHANGE RATE RISK:**

Since Indian bidders are now permitted to quote in any currency and also receive payments in that currency. Company will not be compensating for any exchange rate fluctuations in respect of the services.

**24.5 REPATRIATION OF RUPEE COST:**

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

**25.0 CONTACTING THE COMPANY:**

25.1 Except as otherwise provided in **Clause 21.0** above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide **sub-clause 21.5**.

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

**D. AWARD OF CONTRACT**

**26.0 AWARD CRITERIA:**

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

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

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

## **28.0 NOTIFICATION OF AWARD:**

- 28.1 Prior to the expiry of the period of bid validity or extended validity, Company will notify the successful Bidder in writing by registered letter or by fax or E-mail that its Bid has been accepted.
- 28.2 The notification of award will constitute the formation of the Contract.
- 28.3 Upon the successful Bidder's furnishing of Performance Security pursuant to **Clause 29.0** below, the Company will promptly notify each un-successful Bidder and will discharge their Bid Security, pursuant to **Clause 11.0** hereinabove.

## **29.0 PERFORMANCE SECURITY:**

- 29.1 On receipt of notification of award from the Company, the successful Bidder shall furnish to Company the Performance Security for an amount specified in the Forwarding Letter (and Letter of Award (LOA) issued by Company to Contractor awarding the contract) as per **Proforma-F** or in any other format acceptable to the Company and must be in the form of a Demand Draft or Bank Guarantee or irrevocable Letter of Credit (LC) from:

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

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

- a) Full address.
- b) Branch Code.
- c) Code Nos. of the authorized signatory with full name and designation.
- d) Phone Nos., Fax Nos., E-mail address.

The domestic bidders will have to submit the Bank Guarantee from any of the scheduled banks and on non-judicial stamp paper of requisite value as per the Indian Stamp Act, purchased in the name of the issuing banker.

The foreign bidder will submit the Bank Guarantee from Banks of Indian origin situated in their country. In case no such bank of Indian origin is situated in their country, the Bank Guarantee may be submitted from the bankers as specified above.

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

- 29.2 The Performance Security specified above must be valid for 3(three) months beyond the contract period. The Performance Security will be discharged by Company not later than 30 days following its expiry. In the event of any extension of the Contract period, Bank Guarantee should be extended by Contractor by the period equivalent to the extended period.
- 29.3 The Performance Security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.
- 29.4 The Performance Security will not accrue any interest during its period of validity or extended validity.
- 29.5 Failure of the successful Bidder to comply with the requirements of **clause 29.0 and/or 30.0** shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security or Performance Security. In such an eventuality, the party shall be debarred for a period of 2(two) years from the date of default.

### **30.0 SIGNING OF CONTRACT:**

- 30.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful Bidder for signing of the agreement or send the Contract Form provided in the Bid Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of Rates incorporating all agreements agreed between the two parties.
- 30.2 The successful Bidder shall sign and date the contract and return it to the Company after receipt of LOA. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.
- 30.3 In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

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

If it is found that a bidder/contractor has furnished fraudulent information / documents, the Bid Security/Performance Security shall be forfeited and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

### **32.0 CREDIT FACILITY:**

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

### **33.0 MOBILISATION ADVANCE PAYMENT:**

- 33.1 Request for advance payment shall not be normally considered. However, depending on the merit and at the discretion of the Company, advance against

mobilisation charge may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of SBI from the date of payment of the advance till recovery/refund.

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

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

#### **34.0 INTEGRITY PACT:**

34.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide **Annexure-A** of the Bid Document. The Integrity Pact has been duly signed digitally by OIL's competent signatory and uploaded in the OIL's e-portal. The Integrity Pact shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact in the OIL's E-portal with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who has signed the bid. **If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway.**

34.2 The names of the OIL's Independent External Monitors at present are as under:

- a. Shri Rajiv Mathur, IPS(Retd), Former Director, IB, Govt. of India;  
E-mail: [rajivmathur23@gmail.com](mailto:rajivmathur23@gmail.com)
- b. Shri Satyananda Mishra, IAS(Retd.), Former Chief Information Commissioner of India & Ex-Secretary, DOPT, Govt. of India;  
E-mail: [satyanandamishra@hotmail.com](mailto:satyanandamishra@hotmail.com)
- c. Shri Jagmohan Garg, Ex-Vigilance Commissioner, CVC;  
E-Mail id: [jagmohan.garg@gmail.com](mailto:jagmohan.garg@gmail.com)

#### **35.0 LOCAL CONDITIONS:**

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

No request will be considered for clarifications from the Company (OIL) regarding such conditions, factors and legislation. It is understood and agreed that such conditions, factors and legislation have been properly investigated and considered by the Bidders while submitting the Bids. Failure to do so shall not relieve the Bidders from responsibility to estimate properly the cost of performing the work within the provided timeframe. Company (OIL) will assume no responsibility for any understandings or representations concerning conditions made by any of their officers prior to award of the Contract. Company (OIL) shall not permit any Changes to the time schedule of the Contract or any financial adjustments arising from the Bidder's lack of knowledge and its effect on the cost of execution of the Contract.

### **36.0 SPECIFICATIONS:**

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

### **37.0 PURCHASE PREFERENCE POLICY-LINKED WITH LOCAL CONTENT (PP - LC)**

Purchase preference policy-linked with Local Content (PP - LC) notified vide letter no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG shall be applicable in this tender. The details clauses applicable for this tender are as under:

**37.1 In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs-Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE Policy. If a bidder seeks free of cost tender document under the MSE Policy, then it shall be considered that the bidder has sought benefit against the MSE Policy and this option once exercised cannot be modified subsequently.**

**37.2** Bidders seeking Purchase preference (linked with local content) (PP-LC) shall be required to meet / exceed the target of Local Content (LC) of **15%.**

**37.2.1** Such bidders shall furnish following undertaking on its letter head along with their techno-commercial bid. The undertaking shall become a part of the contract.

*“We \_\_\_\_\_ (Name of the bidder) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. \_\_\_\_\_ (to be filled as notified at Enclosure I of the policy) for claiming purchase preference linked with Local Contents under the Govt. policy against under tender no. \_\_\_\_\_.”*

**37.2.2** Above undertaking shall be supported by the following certificate from Statutory Auditor engaged by the bidder, on the letter head of such Statutory Auditor.

*“We \_\_\_\_\_ the statutory auditor of M/s \_\_\_\_\_ (name of the bidder) hereby certify that M/s \_\_\_\_\_ (name of the bidder) meet the mandatory Local Content requirements of the Services i.e. \_\_\_\_\_ (to be filled by the work center as notified at Enclosure I of the policy) quoted*

***vide offer No.\_\_\_\_\_ dated \_\_\_\_\_ against OIL tender No.\_\_\_\_\_ by M/s  
\_\_\_\_\_ (Name of the bidder).***

**Note:** In case of bidder(s) for whom Statutory Auditor is not required as per law required certificates shall be provided by a practicing Chartered Accountant.

**37.2.3** At the bidding stage the bidder shall provide **Break-up of “Local Component” and “Imported Component” in the prescribed format enclosed as Proforma-BB(PP-LC)** of the policy and shall be uploaded by the bidders along with their price bid in the e-procurement portal.

**37.3** Eligible (techno-commercially qualified) LC bidder shall be granted a purchase preference to 10% i.e. where the evaluated price is with 10% of the evaluated lowest price of Non Local Content (NLC) bidder, other things being equal. Accordingly, purchase preference shall be granted to the eligible (techno-commercially qualified) LC bidder concerned, at the lowest valid i.e. NLC price bid.

**37.3.1** Only those LC bidders whose bids are within 10% of the NLC L1 bid would be allowed an opportunity to match L1 bid. All the eligible LC bidders shall be asked to submit their confirmation to match their price in sealed envelopes. Envelopes of the bidders shall be opened and award for the prescribed quantity shall be made to the lowest evaluated TA/CA bidder among the eligible LC bidders. In case the lowest eligible LC bidder fails to match L1 price, the next eligible LC bidder will be awarded the prescribed quantity and so on. In case none of the eligible LC bidders matches the L1 bid, the actual bidder holding L1 price will secure the order.

**37.4** Order for supply of 50% of the tendered quantity would be awarded to the lowest techno-commercially qualified LC bidder, subject to matching with valid NLC L1 price. The remaining will be awarded to L1 (i.e. NLC bidder). Prescribed 50% tendered quantity for LC bidders shall not be further sub-divided among eligible LC bidders.

**37.4.1** However, if L1 bidder happens to be a LC bidder, the entire procurement value shall be awarded to such bidder.

**37.4.2** When the tendered goods/services cannot be divided in the exact ratio of 50% / 50% then OIL reserve the right to award on lowest eligible PP-LC bidder for quantity not less than 50%, as may be dividable.

For example:

In case tendered quantity is 3 (not divisible in the ratio of 50:50), PP-LC bidder shall get order for 2 nos. only and the rest will go to L-1 (NLC bidder).

OR

(Alternate clause applicable for cases where tendered quantity cannot be divided).

**37.5** The tendered quantity is not splittable / non-dividable / cannot be procured from multiple sources. Hence, the entire procurement value shall be awarded to the lowest techno-commercially qualified LC bidder subject to matching with valid NLC L1 rates.

**37.6** For the purpose of this policy, all terms used vide aforesaid policy shall be governed by the definitions specified at para 2 of the policy document notified by MoPNG vide letter No. O-27011/44/2015-ONG/II/FP dated 25.04.2017.

**37.7** The successful bidder shall be obliged to fulfill the requirements of quality and delivery time in accordance with the provisions of the Purchase order/contract. OIL shall have the right to satisfy itself of the production capability and product quality of the manufacturer.

**37.8 Determination of LC**

**37.8.1** LC of Services shall be calculated on the basis of the ratio of service cost of domestic component in service to the total cost of services.

**37.8.2** The total cost of service shall be constituted of the cost spent for rendering of service, covering:

- a) Cost of component (material), which is used.
- b) Manpower and consultant cost, cost of working equipment/facility, and
- c) General service cost, excluding profit, company overhead cost, taxes and duties.

**37.8.3** The criteria for determination of cost of local content in the service shall be as under:

- a) In the case of material being used to help the provision of service, based on country of origin.
- b) In the case of manpower and consultant based on INR component of the services contract.
- c) In the case of working equipment/facility, based on country of origin and
- d) In the case of general service cost, based on the criteria as mentioned in clauses a, b and c above.
- e) Indian flag vessels in operation as on date.

**37.8.4 Determination of Local Content:** The determination of local content of the working equipment/facility shall be based on the following provision.

Working equipment produced in the country is valued as 100% (one hundred percent) local content, working equipment produced abroad is valued as much as nil (0% percent) local content.

**37.9 Calculation of LC and Reporting**

**37.9.1** LC shall be calculated on the basis of verifiable data. In the case of data used in the calculation of LC verifiable, the value of LC of the said component shall be treated as nil.

**37.9.2** Formats for the calculation of LC of services may be seen at Enclosure-III of the policy document.

**37.10 Certification and Verification**



**37.10.1** Bidder seeking Purchase Preference under the policy, shall be obliged to verify the LC of goods as follows:

**37.10.1.1** At bidding stage:

a) Price Break-up

- (i) The bidder shall provide break-up of “Local Component” and “Imported Component” along with the price bid as per provisions under clause **37.2.3**.
- (ii) Bidder must have LC in excess of the specified requirement.

b) Undertaking by the bidder

- i. The bidder shall submit undertaking along with the techno-commercial bid as per clause no. **37.2.1**, such undertaking shall become a part of the contract.
- ii. Bidder shall also submit the list of items / services to be procured from Indian manufacturers / service providers.

c) Statutory Auditor’s Certificate

The Undertaking submitted by the bidder shall be supported by a certificate from Statutory Auditor as per clause **37.2.2**.

**37.10.1.2** After Contract Award

- a) In the case of procurement cases with the value less than Rs. 5 crore (Rupees Five Crore), the LC content may be calculated (self-assessment) by the contractor and certified by the Director/Authorized Representative of the Company.
- b) The verification of the procurement cases with the value Rupees Five Crore and above shall be carried out by a Statutory Auditor engaged by the bidder.

**37.10.2** Each supplier shall provide the necessary local content documentation to the statutory auditor, which shall review and determine the local content requirements have been met and issue of local content certificate to that effect on behalf of OIL, stating the percentage of local content in the good or service measured. The Auditor shall keep all necessary information obtained from suppliers for measurement of Local Content confidential.

**37.10.3** The Local Content certificate shall be submitted along with each invoice raised. However, the % of local content may vary with invoice while maintaining the overall % of Local Content for the total work/purchase of the pro-rata Local Content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.

**37.10.4** Where currency quoted by the bidder is other than Indian Rupee then the bidder claiming benefits under PP-LC shall consider exchange rate prevailing on the date of notice inviting tender (NIT) for the calculation of Local Content.

**37.10.5** OIL shall have the authority to audit as well as witness production processes to certify the achievement of the requisite local content.

**37.11 Sanctions**

**37.11.1** OIL shall impose sanction on bidder not fulfilling LC of goods/services in accordance with the value mentioned in certificate of LC.

**37.11.2** The sanctions may be in the form of written warning, financial penalty and blacklisting.

**37.11.3** If the bidder does not fulfill his obligation after the expiration of the period specified in such warning. OIL shall initiate action for blacklisting such bidder/ successful bidder.

**37.11.4** A bidder who has been awarded the contract after availing Purchase Preference is found to have violated the LC provision, in the execution of the procurement contract of goods and/or services shall be subject to financial penalty over and above the PBG value prescribed in the contract and shall not be more than an amount equal to 10% of the Contract Price.

**37.11.5** In pursuance of the clause above, towards fulfillment of conditions pertaining to Local Contents in accordance with the value mentioned in the certificate of LC, the bidder shall have to submit additional Bank Guarantee (**Annexure-C**) equivalent to the amount of PBG.

**END OF PART-1**  
**&&&&**

**PART-2**  
**BID EVALUATION CRITERIA (BEC)**

**1.0 VITAL BID ACCEPTANCE CRITERIA:**

The bid shall conform generally to the specifications and terms and conditions given in the Bid Documents. BIDDERS are advised not to take any exception/deviation to the Bid Documents. Exceptions/Deviations, if any, should be brought out during the **Pre-Bid Conference** as scheduled against this Tender. After processing such suggestions, COMPANY may communicate the changes, if any, through an addendum to the tender document in this regard to the prospective BIDDERS who have registered against the tender in the e-tender portal. Still, if any exceptions/deviations are maintained in the bid, such conditional/nonconforming bids shall not be considered, but shall be rejected outright.

**1.1 GENERAL CONFORMITY:**

Bids will be rejected in case the tools, equipment and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the BIDDERS without which the same will be considered as non-responsive and rejected.

**A.0 BID REJECTION CRITERIA (BRC): TECHNICAL CRITERIA:**

BIDDER should meet the following minimum criteria:

**1.0 Experience of the BIDDER:**

- 1.1** The BIDDER should be a Manufacturer-cum-Service provider of Single trip hydraulically set Whipstocks and Window milling equipment as a COMPANY and should be engaged in the business of providing such services to E&P Companies including supply of Whipstocks since the last 5 (five) years (reckoned from the original bid closing date of this tender) for Whipstock setting and Window milling jobs to facilitate sidetrack or lateral drilling operations from cased hole sections. During the above 5(five) years (reckoned from the original bid closing date of this tender), the BIDDER should have successfully executed at least 5 (five) numbers of Single trip hydraulically set Whipstock Setting and Window Milling jobs including supply of 5 (five) numbers of Whipstocks of their own make, for sidetracking or lateral drilling through 9<sup>5</sup>/<sub>8</sub>" or higher sized casing sections, either in onshore or offshore wells, under service contracts with E&P Companies.
- 1.2** The BIDDER should have successfully executed and completed at least 01 (one) contract of providing the services of Single trip hydraulically set Whipstock and Window Milling equipment including supply of Whipstocks of their own make for operation in 9<sup>5</sup>/<sub>8</sub>" or higher sized casing sections, either in onshore or offshore wells, during the last 3(three) years (reckoned from the original bid closing date of this tender).

- 1.3 As documentary evidence, the BIDDER should submit copies of respective Contract(s)/Purchase order(s) executed, showing detailed address (es) of client(s), scope of work, work order(s), etc., along with any suitable combination of the following documentary evidences to substantiate their experiences as per clause 1.1 and 1.2 above:
- (i) Satisfactory Completion/Performance report from client (indicating respective contract numbers, purchase orders, type of services, number of jobs, Size, type & quantity of Whipstocks supplied, Casing sizes milled etc.).
  - (ii) End of job report(s)/well completion report(s) along with payment certificate(s) issued by the client(s) (indicating respective contract number, type of services, number of jobs, sizes of Whipstocks set, sizes of casings milled etc.).
  - (iii) Proof of release of performance security/PBG from client after satisfactory completion of contract(s).
  - (iv) Proof of settlement/release of final payment against the contract(s) issued by the client(s).
  - (v) Any other document(s) which substantiate their experience as per clause 1.1, and 1.2 above.
- 1.4 The single trip hydraulically set Whipstocks and Window milling equipment should not require any false bottom such as cement plug, bridge plug etc. for its functioning. BIDDER should forward relevant technical literature containing running, setting and milling procedure along with printed catalogues mentioning details of the equipment being offered.
- 1.5 Oil India Limited (OIL) reserves the right to contact the Client(s)/ Operator(s) referred by the BIDDER for authentication of documents submitted by the BIDDER under intimation/copy to the respective BIDDER. OIL will not be responsible for Client(s)/Operator(s) not confirming or not replying to OIL's request for information. If OIL does not get an affirmative response within the stipulated time then such BIDDER's technical bid will be considered as non-responsive. It will be the responsibility of the BIDDER to take up the matter with their Client(s) and arrange for the confirmation as desired by OIL.
- 1.6 A job executed by a BIDDER for its own organization/subsidiary will not be considered as experience for the purpose of meeting BEC.
- 2.0 **Scope of Work:**
- The BIDDER shall quote for full scope of work and shall categorically confirm to provide all the tools, equipment and services including consumables for execution of a total of 10 (ten) numbers of window milling jobs as per below:
- (i) Single trip hydraulically set Whipstock Setting and Window Milling Services along with equipment including Gyro and personnel for window milling through 9<sup>5</sup>/<sub>8</sub>" Casing: 1 (one) KIT.

(ii) Single trip hydraulically set Whipstock Setting and Window Milling Services along with equipment including Gyro and personnel for window milling through 13<sup>3/8</sup>" Casing: 1 (one) KIT.

(iii) Supply of single trip hydraulically set permanent Whipstock with packer for 9<sup>5/8</sup>" Casing: 6 (six) numbers on firm basis + 2 (two) numbers on optional basis.

(iv) Supply of single trip hydraulically set permanent Whipstock with packer for 13<sup>3/8</sup>" Casing: 1 (one) number on firm basis + 1 (one) number on optional basis.

- 2.1 In case, the BIDDER does not have the services of Gyroscopic survey of their own, they can have pre-tender tie-up with third party service providers for providing the Services of Gyro and Gyro Engineers only, on rental basis. However, the prime BIDDER has to have all of the other services of their own.
- 2.2 In case of pre-tender tie-up, the BIDDER should execute a legally enforceable MOU/Agreement, valid for entire duration of the contract including extension, if any. Copies of the pre-tender tie-up for the third party service mentioned under clause 2.1 above, should be furnished along with the Technical Bid clearly referring to OIL's tender document number & indicating the scope of work for technical partner of the BIDDER. Notwithstanding the MOU, BIDDER shall clearly undertake the single point responsibility of completing the project as offered by the BIDDER and should categorically confirm the same.

3.0 **Mobilization:**

Time is the essence of this contract. The BIDDER must confirm unconditional acceptance to the mobilization schedule for tools and equipment including personnel as under in their technical bid. Offers indicating mobilization time more than the scheduled days from the date of issuance of mobilization notice will be rejected.

(i) BIDDER to confirm mobilization of all the required equipment and services including personnel and consumables pertaining to 1(one) KIT for 9<sup>5/8</sup>" Casing section and 1(one) KIT for 13<sup>3/8</sup>" Casing section, within 90(ninety) days from the date of issuance of the first mobilization notice subsequent to the issuance of LOA. However, OIL reserves the right to mobilize each of the two KITS in a phased manner and in that case separate mobilization notice will be issued against each KIT.

(ii) BIDDER to confirm re-mobilization of all the required equipment and services including personnel and consumables pertaining to 1(one) KIT for 9<sup>5/8</sup>" Casing section and 1(one) KIT for 13<sup>3/8</sup>" Casing section within 45(forty five) days from the date of issuance of interim re-mobilization notice against each KIT in the interim period as per the operational requirement of the COMPANY. However, OIL reserves the right to remobilize each of the two KITS in a phased manner and in that case separate mobilization notice will be issued against each KIT.

#### 4.0 **Experience of Personnel:**

- 4.1 BIDDER should confirm to depute minimum 1(one) number of trained and experienced Whipstock Engineer, having minimum 3(three) years of experience in executing single trip hydraulically set Whipstock Setting and Window Milling jobs, including the experience of successfully executing at least 10 (ten) numbers of such jobs either in onshore or offshore wells. The Whipstock Engineer should have complete knowledge of the all the tools and equipment that will be supplied by the CONTRACTOR.
- 4.2 BIDDER should confirm to depute minimum 1(one) number of trained and experienced Gyro Engineer, having minimum 3(three) years of experience in executing Gyroscopic Survey jobs for Whipstock orientation in connection with whipstock Setting and Window milling jobs, including the experience of successfully executing minimum 10 (ten) numbers of such jobs either in onshore or offshore wells. The Gyro-Service Engineer should have complete knowledge of the all the tools and equipment that will be supplied by the CONTRACTOR.
- 4.3 BIDDER has to submit an undertaking to provide the required experienced personnel as per 4.1 and 4.2 in the **prescribed formats enclosed as Annexures-I & II.**

#### 5.0 **Bids from 100% subsidiary:**

Bids of those BIDDERS who themselves do not meet the experience criteria as stipulated in the tender, can also be considered provided the BIDDER is a 100% subsidiary COMPANY of the parent COMPANY which itself meets the experience criteria. In such case, as the subsidiary COMPANY is dependent upon the experience of the parent COMPANY with a view to ensure commitment and involvement of the parent COMPANY for successful execution of the contract, the participating BIDDER should enclose an agreement **(as per format enclosed)** between the parent COMPANY and the subsidiary COMPANY and Corporate Guarantee **(as per format enclosed)** from the parent COMPANY to OIL for fulfilling the obligation under the contract, along with the technical bid.

#### 5.1 **In case Bid is submitted on the basis of the Technical Experience of Sister Subsidiary/Co-Subsidiary COMPANY:**

Offers of those BIDDERS who themselves do not meet the technical experience criteria stipulated in A.1.0 above, can also be considered based on the experience of their Sister Subsidiary/Co-Subsidiary COMPANY within the ultimate parent/holding COMPANY subject to meeting the following conditions:

- (a) Provided that the sister subsidiary/co-subsubsidiary COMPANY and the bidding COMPANY are both **either** directly owned 100% subsidiaries of an ultimate parent/holding COMPANY **or** 100% owned through intermediate 100% subsidiaries of an ultimate parent/holding COMPANY. The BIDDER must submit duly notarized valid document(s) establishing the legal relation amongst sister/co-subsubsidiary, BIDDER and the ultimate Parent COMPANY to the full satisfaction of the COMPANY with detail share

holding pattern. The COMPANY reserves the right to reject a bid if the documents are not found sufficient or satisfactory or proper to establish the required criteria of 100% subsidiary.

- (b) Provided that the sister subsidiary/co-subsidiary COMPANY on its own meets the technical experience criteria laid down in Clause A.1.0 above, and not through any other arrangement like technical collaboration etc.
- (c) Provided that with a view to ensure commitment and involvement of the ultimate parent/holding COMPANY for successful execution of the contract, the participating BIDDER must submit an agreement, as per format furnished, between them, their ultimate parent/holding COMPANY, along with the technical bid.

5.2 In both the situations mentioned in 5.0 and 5.1 above, following conditions are required to be fulfilled/documents to be submitted:

- (i) Undertaking by ultimate parent to provide a Performance Security **(as per format enclosed)**, equivalent to 50% of the value of the Performance Security which is to be submitted by the bidding COMPANY, in case the supported bidding COMPANY is the successful BIDDER. In cases where foreign based ultimate parent does not have Permanent Establishment in India, the bidding COMPANY can furnish Performance Security for an amount which is sum of Performance Security amount to be submitted by the BIDDER and additional 50% Performance Security amount required to be submitted by the ultimate parent. In such case bidding COMPANY shall furnish an undertaking that their foreign based ultimate parent is not having any Permanent Establishment in India in terms of Income Tax Act of India.
- (ii) Undertaking from the ultimate parent to the effect that in addition to invoking the Performance Security submitted by the CONTRACTOR, the Performance Security provided by ultimate parent shall be invoked by OIL due to nonperformance of the CONTRACTOR.

**Note:** In case ultimate parent fails to submit Performance Bank Guarantee as per (i) above, Bid Security submitted by the BIDDER shall be forfeited.

## **6.0 BIDS FROM CONSORTIUM:**

- 6.1 In view of the complexity of the nature of work involved, as covered by the Bidding Documents, it is anticipated that some of the intending BIDDERS may pool their resources and experiences to form Consortia. However, consortium can only be formed with sister subsidiary/co-subsidiary companies having the same parent/holding COMPANY or within the same ultimate parent/holding COMPANY. In that case, the Leader of the consortium should satisfy the minimum experience requirement as per Para A.1.0 above.
- 6.2 The leader of the Consortium can submit bid on behalf of consortium of BIDDERS. Memorandum of Understanding (MOU) between the Consortium

members duly executed by the CEO/Authorized person and certified by the competent authority of the respective organization of the consortium members and notarized, must accompany the bid which should clearly define role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MOU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the Contract. However, the Leader of the Consortium must submit an undertaking along with the technical bid towards unconditional acceptance of full responsibility for executing the “Scope of Work” of this bid document. In case of award, such MOU shall be kept valid through the entire contract period, including extensions, if any. The following provisions should also be incorporated in the MOU executed by the members of the Consortium-

i) Only the Leader of the consortium shall should register in the e-tender portal and submit bid on behalf of the Consortium. The other members of the Consortium shall ratify all the acts and decisions of the Leader of Consortium, which are taken in connection with and/or during the evaluation of the tender and execution of the contract.

ii) The Bid Security shall be in the name of the Leader of the consortium on behalf of consortium with specific reference to consortium bid and with name(s) & address(es) of Consortium members. Similarly, the Performance Security shall be in the name of the Leader on behalf of the Consortium.

iii) The leader of the Consortium on behalf of the Consortium shall coordinate with OIL during the period the bid is under evaluation, as well as, during the execution of works, in the event contract is awarded and he shall also be responsible for resolving dispute/ misunderstanding/undefined activities, if any, amongst all the Consortium members.

iv) Any correspondence exchanged with the leader of consortium shall be binding on all the consortium members.

v) Payment shall be made by OIL only to the leader of the consortium towards fulfilment of contract obligations.

vi) OIL may consider direct payment to individual consortium members, provided the consortium, so formed is complied with the terms of the Circular No.07 12O16 dated 07th March, 2016 issued by the Central Board of Direct Taxes (CBDT). Besides, for direct payment required for their part of scope of works, the same should be clearly indicated in the bid as well as MOU along with member-wise details of price break-up.

vii) In case of Consortium bids, the bid shall be digitally signed by the leader of Consortium. The Power of Attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the Bid offer.



viii) Documents/details pertaining to qualification of the BIDDER must be furnished by each partner/ member of consortium complete in all respects along with the bid clearly bringing up their experience especially in the form of work in their scope.

ix) **Constitution of Consortium:** If during evaluation of bid, a consortium leader proposes any alterations/ changes in the constitution or replacement or inclusion or expulsion of any partner(s)/ member(s) of the consortium which had originally submitted the bid, to drive some advantages/benefits based on any development(s) having come to his knowledge at any time, the bid of such a consortium shall be liable for rejection.

x) **Signing of Contract:** In the event of award of contract to the consortium, the contract to be signed by the members of the consortium and the liability of each one of them shall be jointly and severally.

xi) Members of the consortium are not allowed to quote separately/independently against this tender. All the bids received in such case will be summarily rejected. Further, all bids from parties with technical support from the same Principal will be rejected.

#### **B.0 BID REJECTION CRITERIA (BRC): FINANCIAL CRITERIA:**

- 1.0 The BIDDER must have an "Annual Financial Turnover" of at least **Rs. 8.20 Crores or US\$ 1.16 Million** during any of the preceding 3 (three) financial/accounting years reckoned from the original bid closing date as per the Audited Annual Reports.
- 2.0 In case of Consortium of companies, at least one of the member of the Consortium shall have an annual financial turnover of minimum **Rs. 8.20 Crores or US\$ 1.16 Million** in any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date and other member(s) of the Consortium shall have an annual financial turnover of minimum **Rs.4.10 Crore or US\$ 0.58 Million** in any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date. Borrowing support from parent/supporting company is not allowed to meet the financial criteria.
- 3.0 "Net Worth" of the BIDDER should be positive for the preceding financial/accounting year. In case of consortium bidding net worth of individual consortium member should be positive for the preceding financial/ accounting year. 'Net worth' as defined in Section 2(57) of Companies Act 2013 shall be considered for above purpose.
- 4.0 Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the BIDDER,

then the financial turnover of the previous three financial/accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial/ accounting year excluding the preceding financial / accounting year will be considered.

However, the BIDDER has to submit an affidavit/undertaking certifying that the balance sheet/Financial Statements for the financial year ..... (as the case may be) has actually not been audited as on the Original bid closing date as per format.

5.0 (a) For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid:-

- i) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in **ANNEXURE-B**.

(OR)

- ii) Audited Balance Sheet along with Profit & Loss account. In case of foreign BIDDERS, self-attested/digitally signed printed published accounts are also acceptable.

(b) In case the BIDDER is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, BIDDER to provide documentary evidence for the same.

6.0 In case the bidder is a subsidiary company (should be a 100% subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits bid based on the financial strength of its parent/ultimate parent/holding company, then following documents need to be submitted along with the technical bid:

- (i) Audited Balance Sheet and Profit Loss Account of the parent/ultimate parent/holding company.
- (ii) Corporate Guarantee of parent/ultimate parent/Holding company (as per format enclosed) by the authorized officials.
- (iii) Documents to substantiate that the bidder is a 100% subsidiary company of the parent/ultimate/holding parent company.
- (iv) Documents proving that Net worth of the parent/ultimate parent company is positive for the accounting year preceding the bid closing date”.

7.0 In case the Audited Balance sheet and Profit Loss Account submitted along with the bid are in currencies other than INR or US\$, the BIDDER shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date on which the Audited Balance Sheet and Profit & Loss Account is

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

#### **C.0 BID REJECTION CRITERIA (BRC): COMMERCIAL CRITERIA:**

BIDDERS must meet the following minimum criteria otherwise their offer will be rejected:

- 1.0 Bids shall be submitted under single stage two Bid system i.e. Technical Bid and Priced Bid separately in the OIL's e-Tender portal. The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in "Technical RFx Response" Tab and Priced Bid as per Proforma-B uploaded in the "Notes & Attachments" Tab. Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this two bid system shall be rejected outright.
- 2.0 BIDDER shall offer firm prices. Price quoted by the successful BIDDER must remain firm during the execution of the contract and not subject to variation on any account. Bids with adjustable price terms will be rejected.
- 3.0 Validity of the bids should be 120 days. Bids with shorter validity will be rejected as being non-responsive.
- 4.0 Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the office of CGM- Contracts, OIL at Duliajan on or before 12.45 Hrs (IST) on the bid closing date. A scanned copy of the bid security shall however be uploaded in OIL's E-Procurement portal along with the Technical Bid. The amount of Bid Security shall be **Rs. 47.13 Lakhs [or USD 67,300.00]**. Bid without proper & valid Bid Security will be rejected.
- 5.0 The Integrity Pact must be uploaded in OIL's E-Procurement portal along with the Technical Bid digitally signed by the same signatory who digitally signed the Bid i.e. who is duly authorized to sign the Bid. If any BIDDER refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid will be rejected.
- 6.0 Bids received through OIL's e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.
- 7.0 The bid documents are non-transferable. Bid can only be submitted in the name of the BIDDER in whose name the User ID and Password have been issued. Unsolicited bids will not be considered and will be straightway rejected.
- 8.0 Bid documents shall be typed or written in indelible ink and shall be digitally signed by the BIDDER or his authorized representative.
- 9.0 Any physical documents wherever called for, submitted by BIDDERS shall contain no interlineations, white fluid erasures or overwriting except as

necessary to correct errors made by the BIDDER, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.

- 10.0 Any Bid containing false statement will be rejected.
- 11.0 BIDDERS must quote clearly and strictly in accordance with the price schedule outlined in “Price Bid Format/Bidding Format” of Bid Document, otherwise the Bid will be summarily rejected.
- 12.0 BIDDERS shall quote directly and not through their Agent/ Representative/ Retainer/ Associate in India. Bids submitted by Indian Agent/ Representative/ Retainer/ Associate on behalf of their foreign principals will not be considered and will be rejected straightway.
- 13.0 BIDDER must accept and comply with the following clauses as given in the Bid Document in toto failing which bid will be rejected –
  - i) Performance Guarantee Clause
  - ii) Force Majeure Clause
  - iii) Tax Liabilities Clause
  - iv) Arbitration Clause
  - v) Acceptance of Jurisdiction and Applicable Law
  - vi) Liquidated damage and penalty clause
  - vii) Safety, Environment & Labour Law
  - viii) Termination Clause
  - ix) Integrity Pact Clause
- 14.0 The Bids and all uploaded documents must be digitally signed using Class 3 digital certificate with Organizations name [e-commerce application (Certificate with Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India [except copies of the documents required in physical form] should invariably be submitted in the ‘Technical Attachment Tab’ through OIL’s e-bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the BIDDER.

#### **D.0 BID EVALUATION CRITERIA:**

The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

- 1.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

- 2.0 For conversion of foreign currency into Indian currency for evaluation of Bids, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of priced bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceeds 3(three) months, then B.C. Selling (Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 3.0 The BIDDERS must quote their charges / rates in the manner as called for vide "Schedule of Rates" under Section-IV and the summarized price schedule format vide enclosed Proforma-B.
- 4.0 The quantities shown against each item in the "Price Bid Format" shall be considered for the purpose of Price Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the number of days/ parameters for various operations are only for the purpose of evaluation of the bid and the CONTRACTOR will be paid on the basis of the actual number of days/parameter, as the case may be.
- 5.0 **BIDDER's to note the following:**
- i) The total Mobilization charges including both initial and interim for the 02 (two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, shall not exceed 1% of the total quoted cost in the Price Bid. However, the total Mobilization charges for the 02 (two) KITs, if quoted in excess of 1% of the total quoted cost in the Price Bid, then the excess amount shall be paid at the end of the Contract.
- ii) The total demobilization charges including both initial and interim for the 02 (two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, shall not be less than 1% of the total quoted cost in the Price Bid. However, the total demobilization charges is quoted in deficit or less than 1% of the total quoted cost in the Price Bid, then the deficit amount shall be withheld from the first invoice and shall be paid at the end of the Contract.
- 6.0 **Price Bid Evaluation:**

To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation on the total cost (T) as per the price bid format. Commercial Bids shall be evaluated taking into account the rates quoted in the PRICE BID FORMAT as per Proforma-B by taking into account the summation of the following:

T = Total Estimated Contract Cost for 10(ten) Jobs Inclusive of All Taxes & Duties [Including All Applicable GST Components] and Except Basic Customs Duty Which Shall Be Extra to OIL's Account.

**NOTES:**

- i) The items mentioned in above clause 6.0 are to be read in conjunction with (Schedule of Rates).

ii) The quantities mentioned against each item in Schedule of Rate/Price Bid Format are for evaluation purposes only and payment will be made at actual consumption.

#### **E.0 GENERAL:**

- 1.0 In case BIDDER takes exception to any clause of bid 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.
- 2.0 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 BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the COMPANY, failing which the offer will be summarily rejected.
- 3.0 If any of the clauses in the BRC contradict with other clauses of the Bid Document elsewhere, then the clauses in the BRC shall prevail.

#### **4.0 CUSTOMS DUTY:**

In terms of Sl. No. 404 of the Customs Notification No.50/2017-Cus dated 30.06.2017, imports of the items specified in List 33 of the Notification are subject to levy of concessional rate of customs duty @5% (Basic Customs Duty Nil & IGST @5%) subject to conditions specified therein (Condition No. 48). However, this is subject to change as per Government guidelines and the provisions ruling at the time of tender closing will be applicable.

Similarly, the domestic supply of such goods would attract 5% GST (i.e. IGST or CGST & SGST/UTSGT) on submission of EC in terms of GST Notification No. 03/2017.

#### **5.0 PURCHASE PREFERENCE CLAUSE:**

Purchase Preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME.

- 5.1 In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.
- 5.2 In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

- 5.3 In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions then the CONTRACTOR shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid registration certificate etc.) of the SUB-CONTRACTOR to OIL.

**5.4 Documentation required to be submitted by MSEs:**

Copy of valid Registration Certificate, if BIDDER is a Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which BIDDER are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the BIDDER as MSE owned by SC/ST entrepreneur should also be enclosed.

**5.5 Purchase preference Policy (linked with Local Content) (PP-LC).**

- 5.5.1 Purchase preference policy-linked with Local Content (PP-LC) notified vide letter no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG shall be applicable in this tender.
- 5.5.2 BIDDERS seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified at clause No. 37.0 of ITB and shall have to submit all undertakings/ documents applicable for this policy.

**5.6 General Note on Purchase preference [PP] Policy:**

- 5.6.1 Where both MSE and PPLC BIDDER(s) are entitled to Purchase Preference and neither of them is L-1, eligible MSE(s) (in order of ranking among MSEs) shall get preference over eligible PPLC BIDDER(s) to match its rates with that of L-1.
- 5.6.2 Where MSE is already L-1 in the tender evaluation, contract shall be straightway awarded to MSE, without considering any Purchase Preference for PPLC BIDDER.
- 5.6.3 In case L-1 BIDDER is a PP-LC BIDDER, purchase preference shall be resorted to MSE BIDDER as per 'PPP for MSE-Order 2012'.

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

**F.0 CHECKLIST FOR BRC/BEC:** This is enclosed as Annexure-F to BRC/BEC.

**END OF PART-2**

**&&&&**

**Part-3**  
**SECTION-I**  
**GENERAL CONDITIONS OF CONTRACT**

**1.0 DEFINITIONS:**

1.1 In the contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means agreement entered into between Company and Contractor, as recorded in the contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to Contractor under the contract for the full and proper performance of its contractual obligations;
- (c) "The Work" means each and every activity required for the successful performance of the services described in Section-II, the Terms of Reference.
- (d) "Company" or "OIL" means Oil India Limited;
- (e) "Contractor" means the Contractor performing the work under this Contract.
- (f) "Contractor's Personnel" means the personnel to be provided by the Contractor to provide services as per the contract.
- (g) "Company's Personnel" means the personnel to be provided by OIL or OIL's Contractor (other than the Contractor executing the Contract). The Company representatives of OIL are also included in the Company's personnel.
- (h) "Gross Negligence" means any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property.
- (i) "Wilful Misconduct" means intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property.

**2.0 EFFECTIVE DATE, MOBILISATION TIME/DE-MOBILIZATION TIME, DATE OF COMMENCEMENT OF THE CONTRACT AND DURATION OF CONTRACT:**

2.1 **EFFECTIVE DATE OF CONTRACT:** The contract shall become effective as of the date Company notifies the Contractor in writing that it has been awarded the contract. This date of issuance of Letter of Award (LOA) by the Company will be the Effective Date of Contract.



2.2 **MOBILISATION/DEMOBILIZATION/INTERIM DEMOBILIZATION/INTERIM REMOBILIZATION TIME OF CONTRACT:**

The mobilization schedule for the Contract will be as under:

- i) **Mobilization:** The Contractor shall mobilize all of their tools and equipment including personnel of the 02 (two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes to the Company's base/designated site within the time schedule given below. Mobilization shall be deemed to be completed only when Contractor's tools and equipment including personnel are placed at the designated location and are in readiness to commence work as envisaged under the Contract duly certified by the Company's representative. The Contractor has to mobilize the minimum number of tools and equipment including personnel against each individual set as described in the "Scope of Work" in Section-II (Terms of Reference/ Technical Specification). However, OIL reserves the right to mobilize the 02(two) KITs in a phased manner depending on its operational requirement. In that case, individual mobilization notice will be issued against each KIT as per OIL's requirement. Contractor shall mobilize the particular number of KIT/ KITs (as applicable) as per instruction from OIL.
- ii) **Initial Mobilization:** Contractor's Tools and Equipment including Personnel of the 2(two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes shall have to be mobilized as per the scope of work by the Contractor within 90(ninety) days from the date of issuance of initial mobilization notice.
- iii) **Interim Demobilization:** Contractor's Tools and Equipment including Personnel of any particular number of KIT/KITs belonging to any one or both the sizes, as indicated by OIL, shall have to be demobilized as per the scope of work on interim basis by the Contractor with immediate effect from the date of issuance of interim demobilization notice.
- iv) **Interim Remobilization:** Contractor's Tools and Equipment including Personnel of any particular number of KIT/KITs (as applicable) belonging to any one or both the sizes, as indicated by OIL, shall have to be remobilized as per the scope of work on interim basis by the Contractor within 45 (forty five) days from the date of issuance of interim remobilization notice.
- v) **Final Demobilization:** Contractor's Tools and Equipment including Personnel of any particular number of KIT/KITs (as applicable) belonging to any one or both the sizes, as indicated by OIL, shall have to be demobilized from rig site or OIL's designated place, as per the scope of work, by the Contractor within 21(twenty one) days from the date of issuance of individual final demobilization notice for each KITs. No charges shall be payable from the date of issuance of the final demobilization notice against the particular number of KIT/KITs.

**Note:**

- a) For initial mobilization, OIL will issue separate mobilization notice after issuance of LOA.

b) The succeeding day of issuance of mobilization/demobilization notice shall be counted as day 1(one) for the purpose of calculation of mobilization/demobilization period for both initial, interim and final.

- 2.3 **DATE OF COMMENCEMENT OF OPERATION:** The date on which mobilization is completed in all respects for the 2(two) KITs of tools and equipment including personnel of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, as stated in Clause 2.2 of Section-I and certified by the Company's representative will be treated as date of Commencement of Operation for the 2(two) KITs. In case of mobilization of the 2(two) KITs individually in a phased manner, the date on which mobilization is completed in all respects for the first KIT of any of the two sizes as stated in Clause 2.2 of Section-I and certified by the Company's representative will be treated as date of Commencement of the Operation for the Contract.

**Note:**

a) Once the Contractor's equipment are ready to commence services and have reached the Company's base or Company's designated location or the Contractor's base nearest to the Site, Contractor shall issue a Notice of Readiness for Inspection to the Company against each individual KIT.

b) Company shall inspect the Contractor's equipment within 03(three) working days from receipt of the Contractor's Notice regarding Readiness for Inspection and confirm completion of mobilization against each of the 02 (two) KITs. Company Representatives inspecting the Contractor's Equipment shall notify the Contractor of any deficiency related to tools & equipment of the 02(two) KITs, and only on removal of such deficiency, mobilization shall be deemed complete.

c) The succeeding day of receipt of notice from the Contractor regarding Readiness for Inspection shall be counted as day 1(one) for the purpose of calculation of the inspection period for mobilization.

- 2.4 **DURATION OF CONTRACT:** The Contract shall be valid for a period of 03(three) years from the Date of Commencement of the Operation of the 02(two) KITs of tools and equipment including personnel consisting of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes. In case of mobilization of the 2(two) KITs individually in a phased manner, the Contract shall be valid for a period of 02(two) years from the Date of Commencement of the operation of the first individual KIT belonging to any of the 02(two) sizes. However, the duration of the Contract will get automatically extended for the time required for completion of the well(s) which are in progress on the date of expiry of the Contract for the particular KIT/KITs of tools and equipment including personnel belonging to any or both of the two sizes on the same rates, terms and conditions.

- 3.0 **GENERAL OBLIGATIONS OF CONTRACTOR:** Contractor shall, in accordance with and subject to the terms and conditions of this Contract:

- 3.1 Perform the work described in the Terms of Reference (Section-II) in most economic and cost effective way.
- 3.2 Except as otherwise provided in the Terms of Reference and the special Conditions of the contract, provide all labour as required to perform the work.
- 3.3 Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of the work.
- 3.4 Contractor shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.
- 3.5 Contractor shall give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period as Company may consider necessary for the proper fulfilling of contractor's obligations under the contract.
- 3.6 The equipment as specified in Section-II will be used for OIL's operation exclusively during the entire Contract period of three years and any extension thereof.
- 3.7 Bidder shall strictly follow all the statutory norms and guidelines issued by the various Government agencies in regards to safety & environmental issues.
- 4.0 **GENERAL OBLIGATIONS OF THE COMPANY:** Company shall, in accordance with and subject to the terms and conditions of this contract:
- 4.1 Pay Contractor in accordance with terms and conditions of the Contract.
- 4.2 Allow Contractor access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.
- 4.3 Perform all other obligations required of Company by the terms of this contract.
- 5.0 **PERSONNEL TO BE DEPLOYED BY CONTRACTOR**
- 5.1 Contractor warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.
- 5.2 The Contractor should ensure that their personnel observe applicable company and statutory safety requirement. Upon Company's written request, contractor, entirely at its own expense, shall remove immediately any personnel of the Contractor determined by the Company to be unsuitable and shall promptly replace such personnel with personnel acceptable to the Company. Replacement personnel should be mobilized within 15 days from the date of issuance of notice without affecting the operation of the Company.

- 5.3 The Contractor shall be solely responsible throughout the period of the contract for providing all requirements of their personnel including but not limited to, their transportation to & fro from Duliajan/ field site, enroute/ local boarding, lodging & medical attention etc. Company shall have no responsibility or liability in this regard. However, Company shall provide available medical assistance/facilities to Contractor's Personnel in case of emergency at its own establishment on chargeable basis.
- 5.4 Contractor's key personnel shall be fluent in English language (both writing and speaking).

6.0 **WARRANTY AND REMEDY OF DEFECTS:**

- 6.1 Contractor warrants that they shall perform the work in a first class, workmanlike, and professional manner and in accordance with their highest degree of quality, efficiency and current state of the art technology/oil field practices and in conformity with all specifications, standards and drawings set forth or referred to in the Terms of Reference and with instructions and guidance which Company may, from time to time, furnish to the Contractor.
- 6.2 Should Company discover at any time during the tenure of the Contract or till completion of demobilization of tools and personnel after issuance of demobilization notice/expiry of Contract that the Work does not conform to the foregoing warranty, Contractor shall after receipt of notice from Company, promptly perform any and all corrective work required to make the services conform to the Warranty. Such corrective Work shall be performed entirely at Contractor's own expenses. If such corrective Work is not performed within a reasonable time, the Company, at its option may have such remedial Work performed by others and charge the cost thereof to Contractor, which the Contractor must pay promptly. In case Contractor fails to perform remedial work, or pay promptly in respect thereof, the performance security shall be forfeited.

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

- 7.1 Contractor shall not, without Company's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of Company in connection therewith, to any person other than a person employed by Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance with prior permission from Company. However, nothing hereinabove contained shall deprive the Contractor of the right to use or disclose any information:
- (a) which is possessed by the Contractor, as evidenced by the Contractor's written records, before receipt thereof from the Company which however the Contractor shall immediately inform to Company ; or
  - (b) which is required to be disclosed by the Contractor pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the Contractor uses its best

efforts to provide timely notice to Company of such order to permit Company an opportunity to contest such order subject to prior permission from Company.

- 7.2 Contractor shall not, without Company's prior written consent, make use of any document or information except for purposes of performing the contract.
- 7.3 Any document supplied to the Contractor in relation to the contract other than the Contract itself remain the property of Company and shall be returned (in all copies) to Company on completion of Contractor's performance under the Contract if so required by Company.
- 7.4 During this Contract, Company and its employees, agents, other contractors, sub-contractors (of any tier) and their employees etc. may be exposed to certain confidential information and data of the Contractor. Such information and data shall held by the Company, its employees, agents, other contractors, sub-contractors (of any tier) and their employees in the strictest Confidence and shall not be disclosed to any other party except on a need to know basis.
- 7.5 However, the above obligation shall not extend to information which:
- i) is, at the time of disclosure, known to the public which Contractor shall immediately inform Company;
  - ii) is lawfully becomes at a later date known to the public through no fault of Contractor subject to Contractor's undertaking that no information has been divulged by them to the public;
  - iii) is lawfully possessed by Contractor before receipt thereof from Company which should be immediately informed to Company;
  - iv) is developed by Contractor independently of the information disclosed by Company which should be shared with the Company;
  - v) Contractor is required to produce before competent authorities or by court order subject to prior permission from Company;

8.0 **TAXES:**

- 8.1 Tax levied on Contractor as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/payments received under the contract will be on Contractor's account.
- 8.2 Contractor shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by Contractor.
- 8.3 The Contractor shall furnish to the Company, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them in accordance with provisions under the law. Other than the information provided by the Contractor, the Contractor shall not be responsible for any inaccurate information provided by the Company to the Tax authorities and the Company shall indemnify the Contractor for all claims, expenses, costs or losses of any nature arising from such inaccuracy. Contractor shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.

- 8.4 Prior to start of operations under the contract, the Contractor shall furnish the Company with the necessary documents, as asked for by the Company and/ or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the Contractor.
- 8.5 Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time and Company will issue TDS Certificate to the Contractor as per the provisions of Income Tax Act.
- 8.6 Corporate and personnel taxes on Contractor shall be the liability of the Contractor and the Company shall not assume any responsibility on this account.
- 8.7 All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by Contractor (except customs duty) shall be borne by the Contractor.
- 9.0 **GOODS AND SERVICES TAX**
- 9.1 **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.
- 9.2 Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST** (CGST & SGST/UTGST or IGST) is applicable.
- 9.3 "**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.
- 9.4 Quoted price/rate(s) should be inclusive of all taxes and duties, except **GST(i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and cess on GST if applicable) on the final service**. However, GST rate (including cess) to be provided in the respective places in the Price Bid. Please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the Supplier of Goods /Services (Service Provider) only. Supplier of Goods / Services (Service Provider) providing taxable service shall issue an Invoice/ Bill, as the case may be as per rules/ regulation of **GST**. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.
- 9.5 Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in SOR.
- 9.6 **Where the OIL is entitled to avail the input tax credit of GST:**

- 9.6.1 OIL will reimburse the **GST** to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST to enable OIL to claim input tax credit of **GST** paid. In case of any variation in the executed quantities, the amount on which the **GST** is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.
- 9.6.2 The input tax credit of **GST** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.
- 9.7 **Where the OIL is not entitled to avail/take the full input tax credit of GST:**
- 9.7.1 OIL will reimburse **GST** to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of **GST** subject to the ceiling amount of **GST** as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which **GST** is applicable will be modified on pro-rata basis.
- 9.7.2 The bids will be evaluated based on total price including **GST**.
- 9.8 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.
- 9.9 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 there under, OIL shall not be liable to make any payment on account of **GST** against such invoice.
- 9.10 **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**.
- 9.11 **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.
- 9.12 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.
- 9.13 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.

- 9.14 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.
- 9.15 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.
- 9.16 It is the responsibility of the bidder to quote the correct GST rate. The classification of goods/services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.
- 9.17 In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference and in case the rate of duty/ taxes finally assessed is on the lower side.
- 9.18 Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of Taxes & Duties shall be limited to the volume of GST declared by the bidder in its bid & nothing shall be payable extra except for the statutory variation in taxes & duties.
- 9.19 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.
- 9.20 GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.
- 9.21 In case of statutory variation in **GST**, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

Beyond the contract period, in case OIL is not entitled for input tax credit of **GST**, then any increase in the rate of **GST** beyond the contractual delivery period shall be to Service provider's account whereas any decrease in the rate **GST** shall be passed on to the OIL.

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.

The base date for the purpose of applying statutory variation shall be the Bid Opening Date.

- 9.22 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.
- 9.23 In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.
- 9.24 OIL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.
- 9.25 Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.
- 9.26 **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.

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

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

9.27.1 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.

## 10.0 **INSURANCE:**

10.1 The Contractor shall arrange insurance to cover all risks in respect of their personnel, materials and equipment (except when tools/equipment are below Rotary Table or in the well bore) belonging to the Contractor or its subcontractor (if applicable) during the currency of the contract including the third party items/consumables. For materials/equipment belong to the Contractor or its subcontractor, Contractor may self-insure the same.

10.2 Contractor shall at all time during the currency of the contract provide, pay for and maintain the following insurances amongst others except when tools/equipment are below Rotary Table or in the well bore:

- a) Workmen compensation insurance as required by the laws of the country of origin of the employee.
- b) Employer's Liability Insurance as required by law in the country of origin of employee.
- c) General Public Liability Insurance or Comprehensive General 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.

- d) Contractor's equipment used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards) except when tools / equipment are below Rotary Table or in the well bore or Contractor may self-insure its tools/ equipment.
  - e) 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 as governed by Indian Insurance regulations.
  - f) Public Liability Insurance as required under Public Liability Insurance Act 1991, if applicable.
- 10.3 Any deductible set forth in any of the above insurance shall be borne by Contractor.
- 10.4 Contractor shall furnish to Company prior to commencement date, certificates of all its insurance policies covering the risks mentioned above.
- 10.5 If any of the above policies expire or are cancelled during the term of this contract and Contractor fails for any reason to renew such policies, then the Company will renew/replace same and charge the cost thereof to Contractor. Should there be a lapse in any insurance required to be carried out by the Contractor for any reason whatsoever, loss/damage claims resulting there from shall be to the sole account of Contractor.
- 10.6 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.
- 10.7 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.
- 10.8 Contractor shall obtain additional insurance or revise the limits of existing insurance as per Company's request in which case additional cost shall be to Contractor's account.
- 11.0 **CHANGES:**
- 11.1 During the performance of the work, Company may make minor change to take care of any supplementary work within the general scope of this Contract including, but not limited to, changes in methodology, and minor additions to or deletions from the work to be performed. Contractor shall perform the work as changed. Changes of this nature will be affected by written order by the Company.
- 11.2 If any change result in an increase in compensation due to Contractor or in a credit due to Company, Contractor shall submit to Company an estimate of the amount of such compensation or credit in a form prescribed by Company. Such estimates shall be based on the rates shown in the Schedule of Rates (Section-IV). Upon review of Contractor's estimate, Contractor shall establish and set forth in the Change Order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the change. If Contractor disagrees with compensation or credit set forth in the Change Order, Contractor

shall nevertheless perform the work as changed, and the parties will resolve the dispute in accordance with Clause 14 hereunder. Contractor's performance of the work as changed will not prejudice Contractor's request for additional compensation for work performed under the Change Order.

**12.0 FORCE MAJEURE:**

12.1 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 for the period during which such cause lasts. The word 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Contractor) acts of government of the two parties, which makes performance impossible or impracticable and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.

12.2 Upon occurrence of such cause and upon its termination, the party alleging 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.

12.3 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 shall apply for the first 15(fifteen) days. Parties will have the right to terminate the Contract if such 'force majeure' conditions continue beyond 15(fifteen) days with prior written notice. Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of 15(fifteen) days force majeure period unless otherwise agreed to.

**13.0 TERMINATION:**

13.1 **TERMINATION ON EXPIRY OF THE TERMS (DURATION):** This contract shall be deemed to have been automatically terminated on the expiry of duration of the contract or the extension period, if exercised by Company under the provision of the Contract.

13.2 **TERMINATION ON ACCOUNT OF FORCE MAJEURE:** Either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article 12.0 above.

13.3 **TERMINATION ON ACCOUNT OF INSOLVENCY:** In the event that the Contractor or its collaborator 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, 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.

13.4 **TERMINATION FOR UNSATISFACTORY PERFORMANCE:** If the Company considers that, the performance of the Contractor is unsatisfactory, or not upto the expected standard, the Company shall notify the Contractor in writing and specify in details the cause of the 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.

- 13.5 **TERMINATION DUE TO CHANGE OF OWNERSHIP & 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 consent, the Company may at its absolute discretion, terminate this Contract.
- 13.6 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 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.
- 13.7 Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the company on giving 15 (fifteen) days written notice to the Contractor due to any other reason not covered under the above clause from 12.1 to 12.6 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 including the De-mob cost, if any.
- 13.8 **CONSEQUENCES 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.
- 13.9 Upon termination of this Contract, Contractor shall return to Company all of Company's items, which are at the time in Contractor's possession.
- 13.10 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.
- 14.0 **SETTLEMENT OF DISPUTES AND ARBITRATION:**
- 14.1 **Arbitration (Applicable for Suppliers/Contractors other than PSU):**  
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, the same shall be referred to Arbitration as provided hereunder:
1. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the

claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

2. The number of arbitrators and the appointing authority will be as under:

<b>Claim amount (excluding claim for interest and counter claim, if any)</b>	<b>Number of Arbitrator</b>	<b>Appointing Authority</b>
Upto Rs. 5 Crore	Sole Arbitrator	OIL
Above Rs. 5 Crore	3 Arbitrators	One Arbitrator by each party and the 3 <sup>rd</sup> Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

3. 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.
4. Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.
5. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.
6. Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
7. The arbitral tribunal shall make and publish the award within time stipulated as under:

Amount of Claims and counter claims(excluding interest)	Period for making and publishing of the award(counted from the date of first meeting of the Arbitrators)
Upto Rs. 5 Crore	Within 8 months
Above Rs. 5 Crore	Within 12 months

The above time limit can be extended by Arbitrator, for reasons to be recorded in writing, with the consent of the other parties.

8. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.

9. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.

In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.

10. The Arbitration shall be held at the place from where the contract has been awarded. However, parties to the contract can agree for a different place for the convenience of all concerned.
11. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
12. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

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

In the event of any dispute or difference relating to, arising from or connected with the Contract, such dispute or difference shall be referred by either party to the arbitration of one of the Arbitrators in the Department of Public Enterprises, to be nominated by the Secretary to the Government of India, In-Charge of the Bureau of Public Enterprises. The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Dept. of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, 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.

The venue of all arbitrations under both 14.1 & 14.2 will be Duliajan, Assam. The award made in pursuance thereof shall be binding on the parties.

15.0 **NOTICES:**

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

- |  |  |
|--|--|
| <b><u>Company</u></b>                    |  |
| a) <b><u>For contractual matters</u></b> | b) <b><u>For technical matters</u></b> |
| Chief General Manager (Contracts)        | Chief General Manager (DS)             |
| OIL INDIA LIMITED                        | OIL INDIA LIMITED                      |
| PO DULIAJAN - 786602                     | PO Duliajan - 786602,                  |
| ASSAM, INDIA                             | Assam, India                           |

Fax No. 91-374-2803549  
Email: contracts@oilindia.in

Fax No. 91-374-2804254  
Email: drilling@oilindia.in

c) **Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
Fax No. :

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

16.0 **SUBCONTRACTING/ASSIGNMENT:**

- 16.1 Contractor shall not subcontract, transfer or assign the contract, in full or any part under this contract, to any third party(ies). Except for the main services under this contract, Contractor may sub-contract the petty support services subject to Company's prior approval. However, Contractor shall be fully responsible for complete execution and performance of the services under the Contract.
- 16.2 If against an order placed by OIL, successful bidder(s) (other than Micro / Small Enterprise) is procuring materials/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME with prior consent in writing of the purchasing authority / engineer in charge the details like Name, Registration No., Address, Contact No. details of material and value of procurement made, etc. of such enterprises shall be furnished by the Contractor at the time of submission of invoice/bill."

17.0 **MISCELLANEOUS PROVISIONS:**

- 17.1 Contractor shall give notices and pay all fees at their own cost required to be given or paid by any National or State Statute, Ordinance, or other Law or any regulation, or bye-law of any local or other duly constituted authority as may be in force from time to time in India, in relation to the performance of the services and by the rules & regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.
- 17.2 Contractor shall conform in all respects with the provisions of any Statute, Ordinance of Law as aforesaid and the regulations or bye-law of any local or other duly constituted authority which may be applicable to the services and with such rules and regulation public bodies and Companies as aforesaid and shall keep Company indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or bye-law.
- 17.3 During the tenure of the Contract, Contractor shall keep the site where the services are being performed reasonably free from all unnecessary obstruction and shall store or dispose of any equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required. On the completion of the services, Contractor shall clear away and remove from the site any surplus materials, rubbish or temporary works of every kind and leave



the whole of the site clean and in workmanlike condition to the satisfaction of the Company.

- 17.4 Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel in which case the replaced person should have equal experience and qualification, which will be again subject to approval, by the Company.

18.0 **LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY MOBILISATION:**

- 18.1 Time is the essence of this Contract. In the event of the Contractor's default in timely mobilization for commencement of operations within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5 % of total Contract value for the particular number of KIT/KITs (as applicable) including mobilization cost, per week or part thereof of delay subject to maximum of 7.5%. Liquidated Damages will be reckoned from the expiry date of the scheduled mobilization period as defined in Clause No. 2.2 of Section-I. The above Liquidated Damages rates will also be applicable for each KIT of tool(s) and equipment including personnel of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes separately as noted below:

a) LD for 1(one) KIT of tool(s) and equipment including personnel for 9<sup>5</sup>/<sub>8</sub>" / 13<sup>3</sup>/<sub>8</sub>" sizes, @ 0.5% of total Contract Value for 01(one) KIT of tool(s) and equipment including personnel for 9<sup>5</sup>/<sub>8</sub>" / 13<sup>3</sup>/<sub>8</sub>" sizes including mobilization cost, per week or part thereof of delay subject to a maximum of 7.5%.

b) For interim remobilization, LD will be applicable @ 0.5% of the total Contract value of the particular number of KIT(s)/tool(s) & equipment including personnel (as applicable) including interim remobilization cost, per week or part thereof of delay subject to maximum of 7.5%.

- 18.2 If the Contractor fails to mobilise within 15(fifteen) weeks after the stipulated date, then the Company reserves the right to cancel the Contract without any compensation whatsoever.

- 18.3 The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by OIL on account of delay/breach on the part of the Contractor and the said amount will be payable without proof of actual loss or damage caused by such delay/breach and without any demur and shall not be open for any dispute whatsoever.

- 19.0 **PERFORMANCE SECURITY:** The Contractor shall furnish to Company a Bank Guarantee amounted to 10% of estimated total Contract Price with validity of 3(three) months beyond the contract period towards performance security. 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. In the event of extension of the Contract period, the validity of the bank guarantee shall be suitably extended by the Contractor.

- 20.0 **ASSOCIATION OF COMPANY'S PERSONNEL:** Company's engineer will be associated with the work throughout the operations. The Contractor shall execute the work with professional competence and in an efficient and workman like

manner and provide Company with a standard of work customarily provided by reputed IP Survey Contractors to major international oil companies in the petroleum industry.

21.0 **LABOUR**: The recruitment of the labour shall be met from the areas of operation and wages will be according to the rates prevalent at the time which can be obtained from the District Authorities of the area. The facilities to be given to the labourers should conform to the provisions of labour laws as per contract Labour (Regulation and Abolition) Act, 1970.

22.0 **LIABILITY**:

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

22.2 Neither Company nor its servants, agents, nominees, assignees, Contractors, sub-contractors shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the Contractor and/or of its Contractors or sub-contractor irrespective of how such injury, illness or death is caused and even if caused by the negligence of Company and/or its servants, agents nominees, assignees, Contractors and sub-contractors. Contractor shall protect, defend, indemnify and hold harmless Company from and against such liabilities and any suit, claim or expense resulting there from.

22.3 The Contractor hereby agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for loss or damage to the equipment of the Contractor and/or its sub-contractors and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the Contractor's liabilities agreed to under this Contract.

22.4 The Contractor hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for injury to, illness or death of any employee of the Contractor and of its contractors, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract limited to the Contractor's liabilities agreed to under this Contract.

22.5 Except as otherwise expressly provided, neither Contractor nor its servants, agents, nominees, Contractors or sub-contractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the Company and/or their Contractors or sub-contractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Contractor and/or its servants, agents, nominees, assignees, Contractors and sub-contractors. The Company shall protect, defend,

indemnify and hold harmless Contractor from and against such loss or damage and any suit, claim or expense resulting there from.

22.6 Neither Contractor nor its servants, agents, nominees, assignees, Contractors, sub-contractors shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of the Company and/or of its Contractors or sub-contractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of Contractor and/or its servants, agents, nominees, assignees, Contractors and sub-contractors. Company shall protect, defend indemnify and hold harmless Contractor from and against such liabilities and any suit, claim or expense resulting there from.

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

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

**23.0 LIMITATION OF LIABILITY:** Notwithstanding any other provisions herein to the contrary, except only in cases of wilful misconduct and/or Criminal Acts,

(a) Neither the Contractor nor the Company (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs.

(b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the Contractor in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 50% of the Annualized Contract Price, provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the Contractor, or to any obligation of the Contractor to indemnify the Company with respect to Intellectual Property Rights.

(c) Company shall indemnify and keep indemnified Contractor harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

**24.0 INDEMNITY AGREEMENT:**

24.1 Except as provided hereof Contractor agrees to protect, defend, indemnify and hold Company harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of Contractor's employees, agents, contractors and sub-contractors or their employees on account of bodily injury or death, or damage to personnel/properly as a result of the operations contemplated

hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

- 24.2 Except as provided hereof Company agrees to protect, defend, indemnify and hold Contractor harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of Company's employees, agents, contractors and sub-contractors or their employees on account of bodily injury or death, or damage to personnel/properly as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.
- 25.0 **INDEMNITY APPLICATION**: The indemnities given herein above, whether given by Company or Contractor shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand, expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.
- 26.0 **SET-OFF**: Any sum of money due and payable to the Contractor (including Performance Security refundable to them) under this or any other Contract may be appropriated by OIL and set-off against any claim of OIL (or such other person or persons contracting through OIL) for payment of a sum of money arising out of this contract or under any other contract made by the Contractor with OIL (or such other person or persons contracting through OIL).
- 27.0 **WITHHOLDING**: Company may withhold or nullify the whole or any part of the amount due to Contractor, after informing the Contractor of the reasons in writing, on account of subsequently discovered evidence in order to protect Company from loss on account of:
- i) For non-completion of jobs assigned as per Section-II.
  - ii) Contractor's indebtedness arising out of execution of this Contract.
  - iii) Defective work not remedied by Contractor.
  - iv) Claims by sub-Contractor of Contractor or others filed or on the basis of reasonable evidence indicating probable filing of such claims against Contractor.
  - v) Failure of Contractor to pay or provide for the payment of salaries/ wages, contributions, unemployment compensation, taxes or enforced savings withheld from wages etc.
  - vi) Failure of Contractor to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
  - vii) Damage to another Contractor of Company.
  - viii) All claims against Contractor for damages and injuries, and/or for non-payment of bills etc.
  - ix) Any failure by Contractor to fully reimburse Company under any of the indemnification provisions of this Contract. If, during the progress of the work Contractor shall allow any indebtedness to accrue for which Company, under any circumstances in the opinion of Company may be primarily or contingently liable or ultimately responsible and Contractor shall, within five days after demand is made by Company, fail to pay and discharge such indebtedness, then Company may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to Contractor, a sum equal to the amount of such unpaid indebtedness.

Withholding will also be effected on account of the following:

- (i) Order issued by a Court of Law in India.
- (ii) Income-tax deductible at source according to law prevalent from time to time in the country.
- (iii) Any obligation of Contractor which by any law prevalent from time to time to be discharged by Company in the event of Contractor's failure to adhere to such laws.
- (iv) Any payment due from Contractor in respect of unauthorised imports.

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

Notwithstanding the foregoing, the right of Company to withhold shall be limited to damages, claims and failure on the part of Contractor, which is directly/indirectly related to some negligent act or omission on the part of Contractor.

**28.0 APPLICABLE LAW:**

- 28.1 The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of Courts situated in Dibrugarh/Guwahati.
- 28.2 The Contractor shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/ licenses etc. from appropriate authorities for conducting operations under the Contract:
- a) The Mines Act 1952- as applicable to safety and employment conditions
  - b) The Minimum Wages Act, 1948
  - c) The Oil Mines Regulations, 1984
  - d) The Workmen's Compensation Act, 1923
  - e) The Payment of Wages Act, 1963
  - f) The Payment of Bonus Act, 1965
  - g) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under
  - h) The Employees Pension Scheme, 1995
  - i) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service)
  - j) The Employees Provident Fund and Miscellaneous Provisions Act, 1952
  - k) GST Act
  - l) Customs & Excise Act & Rules

- 29.0 **RECORDS, REPORTS AND INSPECTION:** The Contractor shall, at all times, permit the Company and its authorised employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The Contractor shall keep an authentic, accurate history and logs including safety records of each service item with major items consumed, which shall be open at all reasonable times for inspection by the Company designated representatives and its authorised employees and representatives. The Contractor shall provide the Company designated representatives with a daily written report, on form prescribed by the Company showing details of operations during the preceding 24 hours and any other information related to the said services requested by the Company whenever so

requested. The Contractor shall not, without Company's written consent allow any third person(s) access to the said information, or give out to any third person information in connection therewith.

**30.0 SUBSEQUENTLY ENACTED LAWS:**

- 30.1 In the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the date of submission of Price Bid or revised price bid, if any, for this Contract and which results in increased/decreased cost of the works under the Contract through increased/decreased liability of taxes, (other than personnel and Corporate taxes), duties, the Parties shall agree to a revision in pricing to reflect such change subject to the production of documentary proof to the satisfaction of the Company/Contractor as applicable to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority (applicable when disputed by Company) & the courts wherever levy of such taxes/duties are disputed by Company/Contractor.
- 30.2 Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date during the extended period will be to the contractor's account, where delay in completion/mobilization period is attributable to the Contractor. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date will be to Company's account.
- 30.3 The Contract Price and other prices given in the Schedule of Prices are based on the applicable tariff as indicated by the Contractor in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, Company will have no liability to reimburse/pay to the Contractor the excess duties, taxes, fees, if any finally levied/imposed by the concerned authorities. However, in such an event, Company will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.
- 30.4 Notwithstanding the provision contained in clause 30.1 to 30.2 above, the Company shall not bear any liability in respect of:
- i. Personal taxes on the personnel deployed by Contractor, his sub-contractor/sub-sub-contractors and Agents etc.
  - ii. Corporate taxes and Fringe benefit tax in respect of contractor and all of their sub-contractors, agents etc.

- iii. Other taxes & duties including Customs Duty, Excise Duty and GST in addition to new taxes etc. in respect of sub-contractors, Contractors, agents etc. of the Contractor.
- 30.5 In order to ascertain the net impact of the revisions/enactment of various provisions of taxes/duties, the Contractor is liable to provide following disclosure to Company:
- i. Details of each of the input services used in relation to providing service to Company including estimated monthly value of input service and GST amount.
  - ii. Details of Inputs (material/consumable) used/required for providing service to Company including estimated monthly value of input and excise duty/CVD paid/payable on purchase of inputs.
- 31.0 **ROYALTY AND PATENTS:** Each party shall hold harmless and indemnify the other from and against all claim and proceedings for or on account of any patent rights, design, trade mark or other protected rights arising from any use of materials, equipment, processes, inventions and methods which have not been imposed on the attending party by the terms of the contract or the specifications or drawings forming part thereof.
- 32.0 **WAIVER:** Any delay in exercising and any omission to exercise any right, power or remedy exercisable by the Company under this contract shall not impair such right, power or remedy nor shall any waiver by the Company of any breach by the Contractor of any provision of this contract prevent the subsequent enforcement of that provision by the Company or be deemed a waiver by the Company of any subsequent breach by the Contractor.
- 33.0 **CONSEQUENTIAL DAMAGE:** Except as otherwise expressly provided, neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the contract, including but without limitation, to loss or profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence (either sole or concurrent) of either party, its employees, agents or sub-contractors.
- 34.0 PAYMENTS, MANNER OF PAYMENT, RATES OF PAYMENT:**
- 34.1 Company shall pay to the Contractor during the term of the Contract, the amount due from time to time calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from company unless specifically provided for in the Contract. Payment to the third party supplier(s) of the items/consumables shall be made after receipt of goods at site at Duliajan duly certified by authorized personnel of the Company. All payments will be made in accordance with the terms hereinafter described.
- 34.1.1 Request for payment/part payment to third party i.e. other than the party on whom the contract has been awarded will not be entertained by OIL under any circumstances. The offers stipulating payment/part payment to such third party

will be considered as non-responsive and such offers will be rejected.

- 34.2 **MANNER OF PAYMENT:** All payments due by Company to Contractor shall be made at Contractor's designated bank. All bank charges will be to Bidder's account.
- 34.3 Payment of any invoices shall not prejudice the right of company to question the validity of any charges therein, provided company within one year after the date of payment shall make and deliver to contractor written notice of objection to any item or items the validity of which Company questions.
- 34.4 **INVOICES:** Mobilization charges will be invoiced only upon completion of mobilization when the entire tools, equipment and personnel are ready at site for starting the job as certified by Company's representative. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by Company.
- 34.5 Contractor shall send invoice to company on the day following the end of each month for all daily or monthly charges due to the contractor.
- 34.6 Contractor will submit 03 (Three) sets of all invoices duly super scribed 'Original' and 'copy' as applicable to the company for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the Contractor for foreign currency and Indian currency.
- 34.7 Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by Company.
- 34.8 Company shall within 30 days of receipt of the invoice notify the contractor of any item under dispute, specifying the reasons thereof, in which event, payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion on or before the due date. This will not prejudice the company's right to question the validity of the payment at a later date as envisaged in Clause 34.3 above.
- 34.9 The acceptance by Contractor of part payment on any billing not paid on or before the due date shall not be deemed a waiver of Contractor's rights in any other billing, the payment of which may then or thereafter be due.
- 34.10 Payment of Final demobilization charges shall be made if applicable within 45 days on receipt of invoice by Company accompanied by the following documents from the Contractor:
- a) Audited account up to completion of the Contract.
  - b) Tax audit report for the above period as required under the Indian Tax Laws.



- c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the Contractor or by its sub-contractor.
- d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
- e) Any other documents as required by applicable Indian Laws.

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

34.11 Contractor shall maintain complete and correct records of all information on which contractor's invoice are based upto 2 (two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query/objection.

**END OF SECTION-I**

**Part-3**  
**SECTION-II**  
**TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS**

**A.0 INTRODUCTION:**

OIL INDIA LIMITED (OIL), an integrated National E&P COMPANY, has been carrying out exploration & development activities for oil & gas, since the early fifties. It is also engaged in production & transportation of crude oil & natural gas, as well as, production of LPG. OIL has major share of its E&P activities in Assam & Arunachal Pradesh, besides activities in rest of India and abroad.

In order to boost up the level of crude oil and natural gas production by drilling of replacement/new wells by sidetracking from cased hole wellbores of existing wells, OIL intends to hire expert services along with tools, equipment and personnel from professional COMPANY of repute, for oriented whipstock setting and window milling, including supply of whipstocks, on call out basis, for a total of 10(ten) numbers of jobs within a period of 03(three) years. Window milling shall have to be carried out for facilitating casing exit through 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" casing sections after oriented whipstock setting using gyro, followed by rat hole drilling to provide a full gage window, for OIL to carry out sidetrack and further drilling operations.

**1.0 SCOPE OF WORK:**

The scope of work for the services with whipstocks and window milling equipment including personnel and supply of consumables are as per below:

**1.1 SERVICES:**

- (i) 01(one) KIT of services consisting of tools, equipment and personnel for gyro oriented single trip hydraulically set permanent & sealing whipstock setting and window milling in 9<sup>5</sup>/<sub>8</sub>" casing sections for 06(six) numbers of jobs on firm basis and 02(two) numbers of jobs on optional basis.
- (ii) 01(one) KIT of services consisting of tools, equipment and personnel for gyro oriented single trip hydraulically set permanent & sealing whipstock setting and window milling in 13<sup>3</sup>/<sub>8</sub>" casing sections for 01(one) number of job on firm basis and 01(one) number of job on optional basis.

**1.2 CONSUMABLES:**

- (i) Single trip hydraulically set permanent whipstock with packer for 9<sup>5</sup>/<sub>8</sub>" x 47ppf casing: 06(six) numbers on firm basis and 02(two) numbers on optional basis.
- (ii) Single trip hydraulically set permanent whipstock with packer for 13<sup>3</sup>/<sub>8</sub>" x 68ppf casing: 01(one) number on firm basis and 01(one) number on optional basis.

## **2.0 AREAS OF OPERATION:**

The areas of operation will be predominantly in OIL's operational areas under PEL/ML in the states of Assam and Arunachal Pradesh.

### **B.0 BROAD SCOPE OF WORK FOR SERVICE:**

- 1.0 OIL intends to hire 02(two) KITs of services of single trip hydraulically set whipstock setting and window milling equipment with gyro and personnel for oriented whipstock setting & window milling, consisting of 01(one) KIT for operation in 9<sup>5</sup>/<sub>8</sub>" casing sections and 01(one) KIT for operation in 13<sup>3</sup>/<sub>8</sub>" casing sections, including supply of whipstocks for a total of 10 (ten) numbers of jobs [consisting of 08(eight) numbers for 9<sup>5</sup>/<sub>8</sub>" casing sections and 02(two) numbers for 13<sup>3</sup>/<sub>8</sub>" casing sections] in onshore wells located in the States of Assam and Arunachal Pradesh for a period of 03(three) years, extendable for last well operation, at the same rate, terms and conditions.
- 1.1 The CONTRACTOR shall provide the two KITs on callout basis along with all the necessary equipment including personnel and consumables as a complete package and carryout single trip hydraulically set whipstock setting after orientation using gyroscopic survey, and window milling operations, including drilling of rat hole, to facilitate casing exit for sidetrack and drilling operations, in accordance with the COMPANY's approved work plan. The approved work plan may be amended from time to time, by reasonable modification, as deemed fit by the COMPANY. However, the CONTRACTOR shall be wholly responsible for rendering the services as per the scope of work under this contract.
- 1.2 For both 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, 01(one) KIT shall consist of 03(three) sets of window milling & setting tools including stabilizers, 01(one) set of fishing tool, 01(one) set of scrapping tools, 01(one) set of gauge run tools and 02(two) sets of gyroscopic survey tools. At any particular time, during the periodicity of the Contract, and after the tools are mobilized, 02(two) sets of milling & setting tools including stabilizers, 01(one) set of fishing tools, 01(one) set of scrapping tools, 01(one) set of gauge run tools and 02(two) sets of gyroscopic survey tools for both the KITs shall be on the rig at all times. The additional 01(one) set of Milling & Setting tools including stabilizers against each of the 02(two) KITs maybe be taken to CONTRACTOR's base for the purpose of redressing.
- 1.3 CONTRACTOR will import the equipment and keep them in their base for mobilizing to the COMPANY's designated site as and when required, depending upon the work schedule. Mobilization of equipment and personnel to COMPANY's designated site/wellsite will be on call out basis, for which individual mobilization notice will be given by OIL against each job per KIT.
- 1.4 The 02(two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes may be deployed for operation simultaneously in two different locations or singly, depending upon availability of locations at hand for window milling jobs. CONTRACTOR shall have to keep sufficient back up tools in addition to the primary set as defined in B.1.2 above, for ensuring uninterrupted operation.

- 2.0 **9<sup>5</sup>/<sub>8</sub>" KIT:** The CONTRACTOR shall provide the following services along with their tools, equipment and personnel as a complete package in the 9<sup>5</sup>/<sub>8</sub>" KIT and as per the specifications & job requirement for 9<sup>5</sup>/<sub>8</sub>" size casing sections, as provided below:
- 2.1 Single trip hydraulically set permanent whipstocks with packers suitable for 9<sup>5</sup>/<sub>8</sub>" x 47ppf sized casing (as consumables) shall have to be supplied by the CONTRACTOR along with its compatible running & setting tools, window milling equipment including stabilizers, scrappers, gauge run assemblies, gyroscopic survey system along with the services of whipstock engineer and gyroscopic survey engineer for oriented whipstock setting and window milling including rat hole drilling jobs in the 9<sup>5</sup>/<sub>8</sub>" KIT.
- 2.2 Standard north seeking or rate gyroscopic survey system with continuous real time surface readout and memory facility consisting of 01(one) main and 01(one) backup and compatible with the 9<sup>5</sup>/<sub>8</sub>" sized whipstock setting and window milling equipment, should be provided along with its running gears, centralizers and spares in the 9<sup>5</sup>/<sub>8</sub>" KIT. OIL will provide a conductive wireline unit for running in of the gyroscopic survey tools. The minimum performance specification desired for the gyroscopic survey system are:
- (a) Measurement range: Inclination (0–180 deg), Azimuth (0–360 deg)
  - (b) Sensor accuracy minimum: Inclination: +/- 0.05 deg, Azimuth: +/- 0.1 deg and Tool face: +/- 0.05 deg
  - (c) Pressure rating minimum: 15000 psi
  - (d) Temperature rating minimum: 150 deg C
- 2.3 The window milling equipment of the 9<sup>5</sup>/<sub>8</sub>" KIT should be of three mill design consisting of lead mill, follow mill and dress mill with PDC cutters, for delivering fast and reliable milling performance and increased durability.
- 2.4 The 9<sup>5</sup>/<sub>8</sub>" single trip hydraulically set whipstocks with packers shall have to be set inside 9<sup>5</sup>/<sub>8</sub>" x 47PPF x N80/P110 casing sections after orienting them to the desired directions using gyroscopic survey, as per the COMPANY's approved plan.
- 2.5 The open hole section desired for casing exit from 9<sup>5</sup>/<sub>8</sub>" casing section is 8½" with rat hole length of minimum 15ft and with minimum dogleg severities.
- 2.6 The complete system should be capable of executing the running and setting of whipstock, followed by window milling and rat hole drilling operation as per the COMPANY's approved plan in a single trip.
- 2.7 The services of minimum 01(one) number of whipstock engineer shall be provided in the 9<sup>5</sup>/<sub>8</sub>" KIT for executing oriented whipstock setting and window milling including rat hole drilling operations in the 9<sup>5</sup>/<sub>8</sub>" casing sections.
- 2.8 The services of minimum 01(one) number of gyro survey engineer shall be provided in the 9<sup>5</sup>/<sub>8</sub>" KIT for executing gyroscopic survey operation for 9<sup>5</sup>/<sub>8</sub>" whipstock orientation in 9<sup>5</sup>/<sub>8</sub>" casing sections.

- 3.0 **13<sup>3</sup>/<sub>8</sub>" KIT:** The CONTRACTOR shall provide the following services along with their tools, equipment and personnel as a complete package in the 13<sup>3</sup>/<sub>8</sub>" KIT and as per the specifications & job requirement for 13<sup>3</sup>/<sub>8</sub>" size casing sections, as provided below:
- 3.1 Single trip hydraulically set permanent whipstocks with packers for 13<sup>3</sup>/<sub>8</sub>" x 68ppf casing sections (as consumables) shall have to be supplied by the CONTRACTOR along with its compatible running & setting tools, window milling equipment including stabilizers, scrappers, gauge run assemblies, gyroscopic survey system along with the services of whipstock engineer and gyroscopic survey engineer for oriented whipstock setting and window milling including rat hole drilling jobs in the 13<sup>3</sup>/<sub>8</sub>" KIT.
- 3.2 Standard north seeking or rate gyroscopic survey system with continuous real time surface readout and memory facility consisting of 01(one) main and 01(one) back-up and compatible with the 13<sup>3</sup>/<sub>8</sub>" sized whipstock setting and window milling equipment, should be provided along with its running gears, centralizers and spares in the 13<sup>3</sup>/<sub>8</sub>" KIT. OIL will provide a conductive wireline unit for running in of the gyroscopic survey tools. The minimum performance specification desired for the gyroscopic survey system are:
- (a) Measurement range: Inclination: (0–180deg), Azimuth: (0–360deg)
  - (b) Sensor accuracy minimum: Inclination: +/- 0.05 deg, Azimuth: +/- 0.1 deg and Tool face: +/- 0.05 deg
  - (c) Pressure rating minimum: 15000 psi
  - (d) Temperature rating minimum: 150 deg C
- 3.3 The window milling equipment of the 13<sup>3</sup>/<sub>8</sub>" KIT should be of three mill design consisting of lead mill, follow mill and dress mill with PDC cutters for delivering fast and reliable milling performance and increased durability.
- 3.4 The 13<sup>3</sup>/<sub>8</sub>" single trip hydraulically set whipstocks with packers shall have to be set inside 13<sup>3</sup>/<sub>8</sub>" x 68PPF x N80/P110 casing sections after orienting them to the desired directions using gyroscopic survey, as per the COMPANY's approved plan.
- 3.5 The open hole section desired for casing exit from 13<sup>3</sup>/<sub>8</sub>" casing section is 12<sup>1</sup>/<sub>4</sub>" with rat hole length of minimum 15ft and with minimum dogleg severities.
- 3.6 The complete system should be capable of executing the running and setting of whipstock, followed by window milling and rat hole drilling as per the COMPANY's approved plan in a single trip.
- 3.7 The services of minimum 01(one) number of whipstock engineer shall be provided in the 13<sup>3</sup>/<sub>8</sub>" KIT for executing oriented whipstock setting and window milling including rat hole drilling operations in 13<sup>3</sup>/<sub>8</sub>" casing sections.
- 3.8 The services of minimum 01(one) number of gyro survey engineer shall be provided in the 13<sup>3</sup>/<sub>8</sub>" KIT for executing gyroscopic survey operations for whipstock orientation in 13<sup>3</sup>/<sub>8</sub>" casing sections.

4.0 The equipment to be deputed under the service should comply with the following:

- i) All the equipment offered by the CONTRACTOR must be of recent version. These equipment should either be new or recently refurbished. In case of refurbished tools, the refurbishment should not be more than 06(six) months old. CONTRACTOR must submit relevant documents of their equipment in this respect as documentary evidence at the time of mobilization of the tools. CONTRACTOR to categorically confirm the same. However, in case of brand new equipment, the same will not be applicable.
- ii) In addition to the above, CONTRACTOR must submit maintenance schedule and certificates against all of their equipment as per CONTRACTOR's policy at the time of mobilization under the Contract for scrutiny by OIL. BIDDER to confirm the same at the time of bidding.

Note: Part nos./Identification nos. must be noted in the maintenance records.

- iii) The BIDDER should provide the technical literature containing hole preparation procedures, running and orientation procedure, setting procedure, window milling and rat hole drilling procedures, contingency measure, including printed catalogues for all of the offered equipment with detailed technical specifications along with the technical bid.
- iv) The BIDDER shall submit calibration certificates of gyroscopic survey tools at the time of mobilization showing inclination, azimuth, tool-face and dip angle accuracies as applicable for scrutiny by OIL. Calibration certificates for accuracy of measurement should not be more than 06(six) months old. In case, the calibration certificates are of 01(one) year validity, the same will also be acceptable, provided the certificates are valid at the time of mobilization. Any replacement tools mobilized in subsequent period should be accompanied by Calibration sheets. BIDDER to confirm the same at the time of bidding.
- v) The tools and equipment provided by the CONTRACTOR shall be supported with spares and maintenance services during the duration of the Contract.
- vi) All tools, equipment and spares deployed by the CONTRACTOR should meet OIL's specified requirement.

5.0 Under the Contract, the CONTRACTOR is primarily required but not limited to execute the following including supply of consumables:

- i) Data collection, planning and design of the whipstock setting and window milling program including the preliminary hole preparation program in association with OIL's concerned personnel for each job. CONTRACTOR has to use their own software for designing of the whipstock setting program. OIL will provide the necessary well data required for planning for the job along with desired the directional well plan with approximate kick-off point for sidetrack.
- ii) Submission and approval of the whipstock setting and window milling program from OIL.

- iii) Execute the preliminary hole preparation operations including gauge run and scrapper runs.
- iv) Running in and setting of the single trip hydraulically set permanent whip-stock with packer after orientating the same in the desired direction with the help of gyroscopic survey at the required depth as per the approved plan of OIL.
- v) Milling a window through the casing including drilling of rat hole such that a full gage window and suitable length of rat hole is available for side tracking as per the approved plan of OIL.
- vi) Pulling out of the running and window mill assembly after successful execution of the job.
- vii) Preparation and submission of detailed job completion report after each job.

**Note:**

- i) The operations from point no. (iv) to (vi) for each size of whipstock job should be done in a single trip.
- ii) The operations from point no. (i) to (vii) for each size of whipstock jobs would be treated as one job.

6.0 **Work Programme:** The broad outline of the tentative work program for oriented single trip hydraulically set whipstock setting and window milling jobs to be carried in the 9 $\frac{5}{8}$ " and 13 $\frac{3}{8}$ " will including but not limited to the following for each job:

- i) Data collection, planning & design of the whipstock setting & window milling program including hole preparation plan
- ii) Hole preparatory gauge run
- iii) Hole preparatory scrapper run
- iv) Running in of single trip hydraulically set permanent whipstock & packer with running and window milling equipment
- v) Running in of north seeking or rate gyroscopic survey equipment with the OIL provided conductive wireline unit.
- vi) Orientation of whipstock to the desired direction
- vii) Setting of permanent whipstock and packer
- viii) Shearing of running tool and window milling assembly from whipstock
- ix) Window milling & drilling of rat hole
- x) Reaming of the exit window and rat hole
- xi) Pulling out of the window milling assembly.
- xii) Preparation & submission of detailed job completion report.

7.0 **Additional Mill Runs:**

In the event the primary mill run is not able to achieve the desired objectives in a single trip, in that case, CONTRACTOR shall provide the services of additional mill runs for meeting the objectives as per the COMPANY's approved plan. CONTRACTOR shall maintain stock of any additional tools & equipment that

may be required over and above the tools & equipment specified in the scope of work for meeting such an eventuality. Such additional mill runs maybe necessitated under various circumstances including but not limited to the following:

- i) Initial milling assembly is not able to achieve the required milling distance to complete the casing exit and rat hole on the initial run due to wear out of milling assembly.
- ii) Initial milling assembly becomes under gauge after completion of casing exit and is not able to achieve the required length and gauge of rat hole.
- iii) Inability of subsequent directional drilling assembly to smoothly pass through the casing exit window made by the initial milling assembly and the window needs to be elongated/expanded in dimension.
- iv) Initial milling assembly is not able to drill the rat hole up to the desired length after completing casing exit due to high compressive strength of the formation.

Note:

- i) Offset well data is provided in Annexure-AA.

- 7.1 For additional mill runs necessitated due to reasons in point 7.0 (i), (ii) & (iii) above excluding point (iv), the operating rate will be reduced to 50% of the normal operating rate.

**C.0 PERSONNEL:**

- 1.0 BIDDER shall confirm to provide qualified and experienced personnel under the following categories for the whipstock setting and window milling jobs of OIL including gyroscopic survey service, on round the clock basis, as per below:

- 1.1 **Whipstock Engineer:** Minimum 01(one) number per KIT. Total 02(two) numbers minimum for 02(two) KITs.

BIDDER to confirm that minimum 01(one) number of qualified and experienced whipstock engineer having minimum 03(three) years of relevant field experience with graduation/diploma in engineering and having executed at least 10 (ten) numbers of oriented whipstock setting and window milling jobs using single trip hydraulically set whipstock system, shall be deputed against each of the 02(two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes. The whipstock engineer will be working independently at the rigsite and should be able to execute the job of oriented whipstock setting and window milling including rat hole drilling using single trip hydraulically set whipstock system to be provided by the CONTRACTOR. They should have complete knowledge of the job from planning to execution along with associated calculations and decision making including operation of CONTRACTOR's software, so that they can perform the job independently. However, in case of operational problems, OIL's decision will be final.



The whipstock engineers will work in close liaison with OIL's engineers on the rigsite/COMPANY's base. They should be fluent in speaking and writing the English language. The whipstock engineers should be conversant with the job assigned and should have complete knowledge of the tools and equipment of the CONTRACTOR. OIL reserves the right to modify its requirement of whipstock engineers at anytime.

The whipstock engineers of the CONTRACTOR will be responsible including but not limited to the following:

- a) Data collection, planning & design for the whipstock setting and window milling jobs including preliminary hole preparation plan against each well, as per the requirement and in association with COMPANY's concerned personnel.
- b) Planning, execution and supervision of the preliminary hole preparation gauge run and scrapper run operations as well as the key whipstock setting and window milling operations in association with COMPANY's concerned personnel.
- c) Running in and setting of the whipstock after orientating the same in the desired direction with the help of gyroscopic survey at the required depth as per the approved plan of OIL.
- d) Milling a window through the casing including drilling of rat hole such that a full gage window and suitable length of rat hole is available for side tracking as per the approved plan of OIL.
- e) Pulling out of the running and window mill assembly after successful execution of the job.
- f) Preparation and submission of detailed job completion report per job.

**Note:**

- i) Particulars of whipstock engineer must be submitted in the format "ANNEXURE-BB" to OIL for approval prior to deployment at well site.

- 1.2 **Gyro Survey Engineer:** Minimum 01(one) number per KIT. Total 02(two) numbers minimum for 02(two) KITs.

BIDDER to confirm that minimum 01(one) number of qualified and experienced gyro survey engineer having minimum 03(three) years of relevant field experience with graduation/diploma in engineering and having executed at least 10(ten) numbers of gyroscopic survey jobs for whipstock orientation using north seeking or rate gyro survey system, shall be deputed for each of the 02(two) KITs of 9 $\frac{5}{8}$ " and 13 $\frac{3}{8}$ " sizes for OIL's operation. The gyro survey engineers will be required to work independently at the rigsite as per OIL's approved plan. The engineers must be fluent in written and spoken English.

The gyro survey engineers will be responsible including but not limited to the following jobs:

- a) Plan and design the whipstock orientation survey program using gyroscopic tools with conductive wireline unit for whipstock orientation prior to setting and window milling jobs against each well, as per the requirement in association with whipstock engineer and COMPANY's concerned personnel.
- b) Planning, executing and supervision of gyroscopic survey operation with the OIL provided wireline unit and execution of whipstock orientation in association with whipstock engineer and concerned COMAPANY personnel including wireline engineers.
- c) Preparation and submission of gyroscopic survey and whipsctock orientation report.

**Note:**

- i) Particulars of gyro survey engineers must be submitted in the format ANNEXURE–BB to OIL for approval prior to deployment at well site.

**1.3 Base Coordinator:** Minimum 01(one) no for 02(two) KITS.

The CONTRACTOR shall depute an experienced personnel with minimum 03(three) years of relevant field experience including execution of at least 10(ten) numbers of oriented whipstock setting and window milling jobs as base coordinator at the COMPANY's base in Duliajan to supervise and coordinate all the operations as well as for ensuring smooth execution of the project for the entire duration of the Contract. The personnel should have good knowledge of the tools, equipment and services being offered by the CONTRACTOR and should visit the COMPANY's office regularly. The base coordinator should be capable of instructing the field engineers consisting of whipstock engineer and gyro engineer on oriented whipstock setting and window milling operations in a practical operating environment in drilling rigs. Suitable replacement should be provided if he is absent for more than 03(three) days. Base Coordinator shall be well informed about status of CONTRACTOR's equipment and any other subject relevant to agreement of the Contract. COMPANY may seek for replacement in short notice if any deficiency is observed on his part.

The base coordinator shall be responsible including but not limited to the following:

- i) Supervise and coordinate all operations throughout the duration of the Contract.
- ii) Interact with COMPANY's drilling engineers and geo-scientist.
- iii) Conceptualize subsurface objectives and issues.
- iv) Should be conversant in well planning jobs pertaining to wellbore departure jobs including casing exit using oriented whipstock setting and window milling and act as an effective interface with the broader drilling discipline.

- v) Should be responsible for logistics management of tools, equipment, materials and personnel related to the Contract, including customs and immigration clearance, transport and inspection.
- vi) Should be responsible for keeping CONTRACTOR's tools and equipment in good working condition with regular maintenance at the CONTRACTOR's base/repair facilities.
- vii) Administration of the CONTRACTOR's day to day affairs under the Contract.
- viii) Should be responsible for preparing, checking and submitting the job completion reports and invoices to the COMPANY on completion of each job.
- ix) Shall be available for consultation at all times for the entire duration of the contract period.

**Note:**

- i) Base coordinator shall be nominated with CV for approval from OIL (in the format ANNEXURE-BB) before commencement of contract and subsequent replacement shall be informed in advance.
- ii) Any temporary replacement against base coordinator should also have the same experience as of the base coordinator and CV of that personnel should be approved from the COMPANY prior to deployment.

**1.4 Organizational Structure:**

- a) CONTRACTOR shall provide the organizational structure for executing the project. Composition of the team and number of personnel will be reviewed by OIL and modified as per requirement.
- b) The BIDDER will have to submit the bio-data of personnel proposed to be deployed for all the services mentioned under scope of work prior to deployment for OIL's approval.
- c) Whipstock engineers, gyro survey engineers and base coordinator should be an employee of the BIDDER. Necessary documents in this regard to be submitted prior to deployment for OIL's approval. In case, the personnel is newly recruited in the organization, necessary documents including appointment letters supporting the previous experience criteria should have to be submitted for approval.
- d) In case the gyroscopic service is provided under pre-tender tie-up with third party service providers, then the gyro survey engineer should be an employee of that third party service provider and necessary documents pertaining to the gyro survey engineer from that service provider should be provided for necessary approval.

- 1.5 BIDDER will submit an undertaking in the bid stating that they will provide whipstock engineers, gyro survey engineers and base coordinator having minimum 03(three) years' experience throughout the Contract period.
- 1.6 COMPANY reserves the right to instruct for removal of any of the CONTRACTOR's personnel who in the opinion of COMPANY is technically not competent or not rendering the services faithfully, or due to other reasons. The cost of replacement of such personnel will be fully on the CONTRACTOR's account and the CONTRACTOR shall have to replace this/these personnel within 10(ten) days of such instruction. The replacement personnel must have the requisite qualification and experience as indicated in the contract and their credentials along with recent photographs must be submitted to OIL for approval prior to their engagement.

**D.0 SPECIAL REQUIREMENTS:** The CONTRACTOR is required to comply with the following specified requirements:

- 1.0 To provide all cross-over subs required to connect CONTRACTOR's BHA with COMPANY's drill string. Any other additional/special cross-over subs/space-out subs required for CONTRACTOR's BHA are to be identified and furnished by the CONTRACTOR. The details of the drill strings available with OIL are furnished in **Annexure-CC**.
- 2.0 To provide all fishing tools required for fishing the CONTRACTOR's tools/equipment along with sufficient backup tools/equipment, spares and consumables.
- 3.0 To provide 02(two) nos. of 5" Drill Pipe Screens per KIT of services.
- 4.0 To provide detailed specification of tools/equipment/sensors along with relevant catalogues and also all the features available in their MWD system. The CONTRACTOR should also indicate the limitations of their tools/sensors such as temperature, pressure and discharge limitations with ability to pump LCM materials in Mud Loss conditions through the tool and accordingly the equipment & sensor must perform.
- 5.0 CONTRACTOR must ensure that all surface equipment supplied by the CONTRACTOR must be as per safety guidelines.
- 6.0 CONTRACTOR should have sufficient backup tools for meeting any emergent situation such as tool/equipment failure.
- 7.0 CONTRACTOR shall have to identify all the tools and equipment required for the jobs and provide the same if not available with OIL.
- 8.0 All of the CONTRACTOR's personnel will have to undergo First Aid and Fire fighting trainings before being deployed for OIL's operation and imparting of these trainings shall be the responsibility of the CONTRACTOR

**E.0 SCOPE OF SUPPLY OF CONSUMABLES: 9<sup>5/8</sup>" AND 13<sup>3/8</sup>" WHIPSTOCKS WITH ACCESSORIES:**

- 1.1 The whipstock system for 9 $\frac{5}{8}$ " casing sections should be single trip hydraulically set non retrievable whipstock with permanent packer anchor suitable for use in 9 $\frac{5}{8}$ " x 47 PPF x N80/P110 casing sections.
- 1.2 The whipstock system for 13 $\frac{3}{8}$ " casing sections should be single trip hydraulically set non retrievable whipstock with permanent packer anchor suitable for use in 13 $\frac{3}{8}$ " x 68PPF x N80/P110 casings sections.
- 1.3 The whipstocks for both 9 $\frac{5}{8}$ " and 13 $\frac{3}{8}$ " sizes should be designed for exiting standard carbon steel casing in low to medium strength formations having a (2-3) deg single face angle and should be compatible with both bi-mills and tri-mills. The exact face angle for each job will be provided at the time of ordering the whipstocks for each job after preparation of preliminary design for the sidetrack plan against each job by OIL in consultation with the CONTRACTOR. The CONTRACTOR should assist technically in this regard for finlization of the whipstock face angle for each job. Additionally, the whipstock design should facilitate high quality full gage window and low dogleg severity across the exit.
- 1.4 The Permanent packer anchor of the whipstock system should be hydraulically actuated with high axial load and anti-rotation slip design. It should have multiple slips that can provide excellent load and high torque capacity to prevent movement of the whip stock or anchor after being set. The slip design should be such that there is uniform stress loading on casing and it with good anti-rotation capabilities. The slips should be activated simultaneously and should be able to centralize the anchor assembly in the casing. The assembly should have a mechanism so that the slips are held in position.
- 1.5 The permanent packers for both 13 $\frac{3}{8}$ " x 68PPF casing, and 9 $\frac{5}{8}$ " x 47PPF casing should be designed, manufactured and monogrammed as per API-11D1 (latest edition).
- 1.6 The permanent packers for 9 $\frac{5}{8}$ " casing, should be designed to set and seal inside 9 $\frac{5}{8}$ " x 47PPF casing with requisite tolerances as per API-11D1 (latest edition).
- 1.7 The permanent packer for 13 $\frac{3}{8}$ " casing should be designed to set and seal inside 13 $\frac{3}{8}$ " x 68PPF casing with requisite tolerances as per API-11D1 (latest edition).
- 1.8 The differential pressure, temperature and torque ratings of the permanent packers for 9 $\frac{5}{8}$ " x 47PPF casing should be minimum 5000psi, 250 deg F and 20,000 ft-lbs respectively.
- 1.9 The differential pressure, temperature and torque ratings of the permanent packers for 13 $\frac{3}{8}$ " x 68PPF casing should be minimum 3500psi, 250 deg F and 25,000 ft-lbs respectively.
- 1.10 The whipstocks for both 9 $\frac{5}{8}$ " and 13 $\frac{3}{8}$ " sizes should be made of high performance tungsten carbide steel.
- 1.11 CONTRACTOR will import the consumables and keep them in their base for delivering at COMPANY's designated location as and when required depending upon the work schedule. Mobilization of consumables at COMPANY's designated location will be on call out basis for which individual mobilization notice per job will be given by OIL.

**F.0    HIRING OF ADDITIONAL KITS OF EQUIPMENT & SERVICES INCLUDING PERSONNEL:**

During the currency of the contract, OIL may decide to hire additional KIT/KITs of tools and equipment including personnel as per operational requirement under the same terms and conditions stipulated in this tender/contract with mutually agreed rates. Under such condition, successful BIDDER will be bound to provide the desired services. Mobilization of additional KIT/KITs of Equipment and Personnel will be as per "General Conditions of the Contract" in Section-I, Clause No. 2.2.

**END OF SECTION-II**

**Part-3**  
**SECTION-III**  
**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**1.0 DEFINITIONS:**

Following terms and expression shall have the meaning hereby assigned to them unless the context requires otherwise. The expressions not defined here shall have the meaning ascribed to them in Section-I: General Conditions of Contract.

- 1.1 **“Equipment”** means equipment related to drilling operations complete with pumps, power packs and other accessories and equipment as listed in the Contract.
- 1.2 "Services" means the services to be provided by the Contractor for carrying out Company's operations related to drilling in accordance with the Company's approved plan, including but not limited to (i) all tools, equipment, consumables from Contractor required for OIL's operation and (ii) all tools, equipment, spares required for servicing / maintenance of Contractor's Tool & Equipment, as stipulated in the Terms of Reference/Technical Specification at Section-II of this bid document.
- 1.3 "Operating Area" means those areas in onshore India in which Company or its affiliated Company may from time to time be entitled to conduct drilling Operations.
- 1.4 “Site” means the well site designated hereinafter as forming part of the Site.
- 1.5 “Company’s items” means the equipment, materials and services, which are to be provided by Company at the expense of Company.
- 1.6 "Contractor's item" means the equipment, materials and services which are to be provided by Contractor or by Company at the expenses of the Contractor, which are listed under Section-II, "Terms of reference and Technical specifications".
- 1.7 “Commencement Date” means the date on which mobilization is completed in all respects.
- 1.8 “Contractor’s personnel” means the personnel to be provided by Contractor to conduct operations hereunder.
- 1.9 “Contractor’s representatives” means such persons duly appointed by the Contractor to act on Contractor’s behalf and notified in writing to the Company.
- 1.10 “Day” means a calendar day of twenty-four (24) consecutive hours beginning at 06:00 hours and ending at 06:00 hours.
- 1.11 “Approval” as it relates to Company, means written approval.

- 1.12 "Facility" means and includes all property of Company owned or hired, to be made available for services under this Contract and as described in this agreement.
- 1.13 "Certificate of Completion" means certificate issued by the Company to the Contractor stating that he has successfully completed the jobs/works assigned to him and submitted all necessary reports as required by the Company.
- 1.14 "Gross Negligence" means any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act.
- 1.15 "Wilful Misconduct" means intentional disregard of good and prudent standards of performance or proper conduct under the contract with knowledge that it is likely to result in any injury to any persons or loss or damage of properties.
- 1.16 Contractor's base camp: It will be Contractor's responsibility to maintain adequate space and utilities at their designated base in and around Duliajan for storage of their Equipment, Tools etc. and workshop needs. All costs associated with establishing and running such facility will be to the Contractor's account.
- 1.17 "Operation Base" means "Duliajan"
- 1.18 "Inter-Location-Movement" of Contractor's item(s) means transfer of Contractor's item(s) (a) from one location to another location (irrespective of the status of location), (b) from one OIL designated area to another OIL designated area.

## **2.0 ASSOCIATION OF COMPANY'S PERSONNEL:**

- 2.1 Company may depute one or more than one representative(s)/ engineer(s) to act on its behalf for overall co-ordination and operational management at location. Company's representative will be vested with the authority to order any changes in the scope of work to the extent so authorized and notified by the Company in writing. He shall liaise with the Contractor and monitor progress to ensure timely completion of the jobs. He shall also have the authority to oversee the execution of jobs by the Contractor and to ensure compliance of provisions of the Contract.
- 2.2 Company's representatives shall have free access to all the equipment of the Contractor during operations as well as idle time for the purpose of observing / inspecting the operations performed by the Contractor in order to judge whether, in Company's opinion, the Contractor is complying with the provisions of the Contract.
- 2.3 The monitoring and overseeing of the jobs under the Contract by the Company's personnel/representative shall not absolve or reduce the obligations of the Contractor under the Contract in any manner.



**3.0 PROVISION OF PERSONNEL AND FACILITIES:**

3.1 The Contractor will provide competent, qualified and adequately experienced personnel for carrying out the requisite operations correctly and efficiently throughout the Contract period. Personnel provided by the Contractor must observe all safety and statutory norms applicable to the Company. Their performance must be to the satisfaction of the Company and the Contractor must be willing and ready to replace, at their own expenses, any of their personnel who are not found suitable by the Company.

3.2 The detailed bio-data of the service engineer/specialist and other operators and the number of additional personnel planned to be deployed must be submitted to Company before engaging them for Company's approval.

Note: Any replacement with equivalent qualification/ experience needs OIL's prior approval.

3.3 All the personnel deployed should be fluent either in English or Hindi or Assamese language.

3.4 The Contractor shall be responsible for and shall provide for all requirements of his personnel, and of their Sub-Contractor(s), if any. These provisions will include but not be limited to their insurance, housing, medical services, messing, transportation (both air and land transportation), vacation, salaries and all amenities, termination payments, all immigration requirements and taxes, if any, payable in India or outside at no extra charges to the Company. Boarding and local transportation of Contractor's personnel during the entire duration of the Contract shall be arranged by Contractor at their cost.

3.5 The Contractor's representative shall have the entire power requisite for performance of the work. He shall liaise with the Company's representative for the proper co-ordination and timely completion of the job and on any other matters pertaining to the job.

**4.0 INTERIM DEMOBILIZATION AND REMOBILIZATION OF TOOLS, EQUIPMENT AND PERSONNEL AND TEMPORARY PAUSE OF OPERATION:**

4.1 In case of lean period, Contractor's tools, equipment and personnel belonging to any one or both the KITs shall have to be temporarily demobilized on interim basis after completion of job in a particular well on receiving Company's notification within 24 (twenty four) hours.

4.2 Contractor shall re-mobilize their tools, equipment and personnel for a particular KIT within 45 (forty-five) days from the date of interim remobilization notice for that KIT.

4.3 In such a situation, Contractor shall be paid Interim Demobilization/ Remobilization charges including all relevant costs as per their quote. However, no other charges will be payable after interim demobilization notice has been issued for the particular KIT.

5.0 **CONTRACTOR'S OBLIGATIONS:**

- 5.1 **Reporting:** Contractor shall perform the work described under scope of work and prepare the 24 (twenty four) hours comprehensive daily job report as per the scope of work and submit this to the Company's Representative based in Duliajan, both in soft and hard copy format. Additionally, after completion of each job a detailed job completion report should be prepared and Contractor should submit the same to the Company's Representative based in Duliajan, both in soft and hard copy format.
- 5.2 **Well Site Communication facility:** Contractor should arrange on their own the necessary communication system (Internet facility & telephone) at site for reporting purposes to OIL.
- 5.3 **Well-site Accommodation:** Contractor has to provide accommodation bunk house(s) at well site(s) for their personnel. All electrical apparatus and accessories including Air Conditioner of all bunk houses to be deployed in the well site(s)/location(s), must be of FLP type. The electrical apparatus and accessories need to be DGMS approved for placement of the same in DGMS classified hazardous area. The bunk house(s) should come with minimum 150m of 3 Phase Power cable each. Dimensions of Bunk house to be used should be of LXBXH (8.5m x 2.5m x 2.5m) or less as per road transportation norms. Bunk house with larger dimensions than specified is not acceptable.

6.0 **COMPANY'S OBLIGATIONS:**

- 6.1 **Entry Permits:** Company shall assist Contractor for arranging necessary entry permits, if required, for personnel belonging to Contractor and their sub-Contractors engaged with the consent of Company, provided Contractor gives full particulars of such personnel in advance. However, the primary obligation in this regard shall be on Contractor and Company shall provide necessary documents only.
- 6.2 **Security:** Company shall organize all possible help from local government/administration to Contractor personnel and equipment in case of natural disasters, civil disturbances and epidemics. The security of the Camp including Contractor's equipment and personnel and deployment of security personnel etc., at the Camp, shall however, be the responsibility of the Contractor.
- 6.3 **Crane service/Transport vehicles:** OIL will provide crane and transportation (for Inter-location movement) of the Contractor's equipment and also for transfer/handling of Contractor's material, equipment at well site "free of charge". The loading, unloading and transportation shall be done at Contractor's supervision and risk. OIL shall not be responsible for any damage during handling & transit.
- 6.4 **Well-site Accommodation:** Company shall not provide bunk house for accommodation of Contractor's personnel at wellsite under normal

circumstances. However, OIL may provide 01(one) number of 4(four) bedded accommodation bunk house for Contractor's personnel at well site in case of urgency/emergency, but subjected to availability.

- 6.5 **Well Site Communication facility:** Company shall not provide communication system at well site to the Contractor under normal circumstances. However, OIL may provide communication system (Internet facility & telephone) at well site to the Contractor for reporting purposes to OIL only in case of urgency/emergency, but subjected to availability.
- 6.6 **Medical Facilities:** Company will extend the medical facilities to Contractor's personnel to the extent available at its hospital at Duliajan on chargeable basis.
- 6.7 **Work Shop Facility:** Company will extend the in-house workshop facility for Contractor's Tools & Equipment without hampering Company's own work schedule. The workshop facility will be chargeable depending on quantum of job involving man/material/time. The workshop facility may not be charged to Contractor in case of minor nature of repairing job requiring very nominal time. The decision of Company's representative in this regard shall be final and binding.

7.0 **OPERATING & STANDBY CHARGES:**

The Contractor is required to provide tools and equipment including personnel for the 2(two) KITs of Services of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, as per the terms and conditions specified earlier. At any stage of operation, the operating set/sets of tools and equipment including personnel pertaining to each of the two KITs will be paid as per the quoted operating charges only. During non-operating period, when the Contractor's tools & equipment belonging to any particular KIT, are not used by OIL, only standby charges as quoted will be payable for the Contractor's tools & equipment including personnel, provided the tools and equipment are in functional condition. However, detailed charges payable under different conditions will be guided as described under Section- IV (Schedule of Rates).

- 8.0 **PERFORMANCE OF WORK:** The Contractor shall submit daily reports to Company detailing progress of different operations as per the scope of the work every day at 7:00 AM. The Company, at its option may change the periodicity of such reports. In addition, Contractor shall submit the complete job report (with all pertinent details to serve as permanent record) within 15 (fifteen) days from the date of completion of each individual job. The manner and the speed of execution and maintenance of the operations are to be conducted in a manner to the satisfaction of the Company's representative. Should the rate of progress of the operations or any part of them be at any time too slow in the opinion of the Company's representative (to ensure completion of the operations within schedule), Company's representative may so notify the Contractor in writing. The Contractor shall reply to the written notice giving details of the measures, which he proposes to take to expedite the operations. If no satisfactory reply to Company's notice is received in seven days, Company shall be free to take necessary actions as deemed fit. Contractor to submit tangible KPI's in

consultation with OIL in the kick-off meeting prior to start of the Job under the Contract. Same shall be used for performance benchmarking during Contract execution.

- 9.0 **LABOUR:** The recruitment of the labor, if required, shall be met from the areas of operation and wages will be according to the rates prevalent at the time, which can be obtained from the District Authorities of the area. The facilities to be given to the laborers should conform to the provisions of labor laws as per Contract Labor (Regulation and Abolition) Act, 1970.

10.0 **PROTECTION OF PROPERTY AND EXISTING FACILITIES:**

The Contractor shall perform each work in such a manner as will prevent damage to the Company's property and conform to and be consistent with, and not to interfere in any way with continuous and safe operational practices for the well.

11.0 **CUSTOMS DUTY:**

- 11.1 Company shall use the Drilling units/tools & equipment with the Services under the Contract in the PEL/ML blocks or NELP/other eligible blocks. In terms of Sl. No. 404 of the Customs Notification No.50/2017-Cus dated 30.06.2017, imports of the items specified in List 33 of the Notification are subject to levy of concessional rate of customs duty @5% (Basic Customs Duty Nil & IGST @5%) subject to conditions specified therein (Condition No. 48). However, this is subject to change as per Government guidelines and the provisions ruling at the time of tender closing will be applicable. Similarly, the domestic supply of such goods would attract 5% GST (i.e. IGST or CGST & SGST/UTSGT) on submission of EC in terms of GST Notification No. 03/2017.
- 11.2 Bidder should provide the list of items to be imported by them under the Contract in the format specified in Proforma-A along with their bid for issuance of Recommendatory Letter to DGH. Contractor shall make written request to Company immediately after shipment of the goods indicated by them in Proforma-A, along with the Invoices and all shipping documents (with clear 15 working days' notice) requesting Company for issuance of the Recommendatory Letter. OIL shall issue the Recommendatory Letter provided all the documents submitted by the Contractor are found in order as per Contract. It shall be however, Contractor's responsibility to obtain EC from DGH and clear the goods through customs. OIL shall not be liable in whatsoever manner for the rejection of their claims for zero customs duty by any of the authorities including DGH. Contractor shall indemnify OIL from all liabilities of Customs Duty.
- 11.3 All imports and import clearances under the Contract shall be done by the Contractor and OIL shall not provide any assistance in this regard. Any demurrage charge, as may be levied by the custom authority on account of delayed clearance of the imported goods, shall be borne solely by the Contractor.
- 11.4 However, in the event customs duty becomes leviable during the course of Contract, but before the schedule date of mobilization, arising out of a change in

the policy of the Government, Company shall be liable for payment of the customs duties leviable in India on Contractor's items as provided in Proforma-A or the actual whichever is less, provided Contractor furnishes all necessary documents indicating the estimated customs duty at least 10 (ten) days in advance. Such payment of Customs Duty shall be arranged by Company and made available to the representatives of Contractor at Kolkata within 3 working days after Contractor submits the undisputed and clear necessary documents/ duty assessment papers at Company's office at Kolkata. Contractor would be responsible for passing such payment to customs authorities at the port of entry. Company's obligation for Customs Duty payment shall be limited / restricted to the tariff rates as assessed by the Customs on the day of clearance, or as on the last day of the stipulated mobilization period. In case of clearance thereafter, on the CIF value of items in Proforma-A will be frozen and any increase in Customs Duty on account of increase in value on these will be to the Contractor's account. Furthermore, in case the above CIF value is not acceptable to assessing Customs Officer and as a result if any excess Customs Duty becomes payable, it shall be to Contractor's account. Before filing Bill of lading, Bill of entry, the Contractor must consult the Company to avoid payment of excess Customs Duty. Notwithstanding above, custom duty leviable on account of change of policy of the Government after last day of scheduled mobilization period, shall be on Contractor's account and OIL shall not be liable to pay any custom duty thereafter.

- 11.5 Contractor shall, however, arrange for clearance of such items from Customs and port authorities in India and shall pay all requisite demurrages, if any, clearance fees/charges, port fees, clearing and forwarding agent fees/ charges, inland transport charges etc. Company shall provide all assistance by issuance of necessary letter of authority or other relevant documents and necessary help.
- 11.6 Contractor must ensure that the spares and consumables imported by them for providing the services under Contract are properly used in executing their job under the Contract in the PEL/ML or NELP/other eligible areas of Company for which EC has been obtained. Contractor shall furnish to Company a certificate as and when the spares and consumables are used/consumed certifying that the spares and the consumables imported by them have been consumed in those PEL/ML or NELP/other eligible areas under the Contract for which ECs were obtained by them. In order to avoid any misuse of the spares and consumables imported by the Contractor for providing the services under the Contract, Contractor shall furnish an Undertaking similar to that being furnished by Company to Customs of suitable amount before issue of the Recommendatory Letter.

## 12.0 **DEMOBILIZATION & RE-EXPORT:**

- 12.1 The Contractor shall arrange for and execute demobilization of their set(s) of Tools/ Equipment/ Spare/ Accessories/ Personnel etc., upon receipt of notice for demobilization from Company. Demobilization shall mean dismantling and removal of its tools/equipment and accessories, including personnel. In case of

final demobilization, the set(s) of tools/equipment and accessories including unutilized spares and consumables have to be re-exported at the cost of the Contractor. Final demobilization shall be completed by Contractor within 60 days of issue of demobilization notice by Company. Immediately after re-exporting of its accessories, equipment and the unused spares and consumables, Contractor shall submit the detail re-export documents to Company as documentary proof of re-exporting its tools, equipment, accessories, unused spares and consumables. In case of failure to re-export any of the items as above within the allotted time period of 60 days except under circumstances relating to Force Majeure, Company reserves the right to withhold the estimated amount equivalent to the Customs Duty and/or penalty leviable by customs on such default in re-export from Contractor's final settlement of bills and Performance Security.

- 12.2 In the event all/ part of the equipment etc. are transferred by Contractor within the country to an area where nil Customs Duty is not applicable and/or sold to a third party after obtaining permission from Company and other appropriate government clearances in India, then Contractor shall be fully liable for payment of the Customs Duty.
- 12.3 Contractor must furnish an undertaking that "the equipment imported and also spares & accessories which remained unutilized after the expiry of the Contract would be re-exported at their own cost after completion of Contractual obligation after observing all the formalities/rules as per Customs Act or any other relevant Act of Govt. of India applicable on the subject". In case of non-observance of formalities of any provisions of the Customs Act or any other Act of Govt. of India, the Contractor shall be held responsible for all the liabilities including the payment of Customs Duty and penalties to the Govt. on each issue. Non-compliance of these provisions will be treated as breach of Contract and their Performance Bank Guarantee will be forfeited.
- 12.4 In the event all / part of the equipment etc. are transferred by Contractor after expiry/termination of the Contract within the country to another operator for providing services, and/or sold to a third party, Contractor shall obtain all necessary Govt. of India clearances including the Customs formalities for transferring to another operator and/or sale of its accessories, equipment and the unused spares and consumables to a third party. Company will not be responsible for any non-compliance of these formalities by Contractor. Payment of Customs Duty and penalties (if any) imposed by Govt. of India or Customs authorities for transferring the items in part or in full to an area where Nil Customs Duty is not applicable or sale of the items shall be borne by the Contractor and Contractor indemnifies Company from all such liabilities.
- 13.0 **LOSS OR DAMAGE OF SUB-SURFACE EQUIPMENT:** Notwithstanding any provision under this Contract to the contrary, Company shall assume liability except in the event of wilful misconduct on the part of the Contractor for loss or damage to the Contractor's tool(s)/equipment in hole below rotary table. Company shall at its option either reimburse the Contractor for the value of

lost tool(s)/equipment as declared in the import invoices at the time of mobilization or subsequent replacement/addition of the same tool(s)/ equipment or CIF value whichever is lower for any such loss or damage, less depreciation @ 3% per month from the Effective date of the Contract up to a maximum depreciation equivalent to 50% of CIF value as indicated by the Contractor or at its option to replace similar tool(s)/ equipment and any transportation expenses incurred in connection herewith. All such cost shall be payable by Company only after Contractor furnishes notarized undertaking to the extent that the particular tool(s)/ equipment in question is not covered by Contractor's insurance. For claims of lost tools, Contractor must lodge provisional claim to the Company within one month of the declaration of lost tools by Company and final claim thereof must be made within six months of the incident or before expiry of the Contract, whichever is earlier. In case of damaged tool, the inspection of recovered tool(s)/equipment from downhole needs to be made by Company Representative before submission of the invoice by Contractor. The Contractor must intimate Company within 48 hours of recovering the damaged tool(s)/equipment and Company shall certify the damaged tools immediately upon receiving the intimation from the Contractor, so that replacement and claiming of damage tool can be done within the stipulated time. For claims of damaged tools, Contractor shall lodge provisional claim to the Company within one month of the certification by Company and final claim thereof must be made within six months of the incident or before expiry of the Contract, whichever is earlier.

**Note:** No Mobilization cost would be payable towards replacement of LIH tools.

#### 14.0 **DOCUMENTATION OF LOSS:**

Whenever any loss, damage or destruction to any of the Contractor's Equipment occurs, as stated in Clause-13.0 above, the Contractor shall immediately notify the same to OIL describing the loss/damage. Whenever the Contractor makes any claim pursuant to the provisions under the above Clause, the Contractor shall furnish in support thereof as noted below:

- a) List of the Equipment lost or damaged.
- b) Extent of the damage.
- c) Particulars of import, Customs assessed Bill of entry & invoices.
- d) Vouchers, invoices or any other documents indicating the date of first use of the Equipment in India.
- e) Costs of repairs, if any, supported by evidence of the same.
- f) Documentary evidence or self-declaration as per Format provided that the particular tool(s)/equipment in question is/are not covered by Contractor's insurance.

#### 15.0 **DATA INTERPRETATION:**

Since all data interpretations are based on inference from electrical or other measurements, Contractor cannot and does not guarantee the accuracy or correctness of any interpretation and Company agrees that Contractor shall not be liable or responsible except for the case of Wilful Misconduct on Contractor's or his Sub-Contractor(s)'s part, for any loss, cost, damage or expense incurred or sustained by Company resulting directly or indirectly from any interpretation made by Contractor or any of its agents, servants, officers or employees. Should any such interpretation or recommendation be relied upon as the sole basis for any drilling, completion, well treatment or production decision or any procedure involving any risk to the safety of any drilling ventures, drilling rig, or its crew or any other individual, Company agrees that under no circumstances shall Contractor be liable for any consequential loss or damages on this account except in case of Gross Negligence and Wilful Misconduct.

#### 16.0 **DATA HANDLING AND LIABILITY:**

Company warrants and represents that, it is the owner or licensee of any data that will be provided to Contractor and that it has the right to disclose data to Contractor. Company expressly agrees that Contractor shall only be provided with copies of data and agrees that Company shall retain all originals and/or backup copies of any data provided to Contractor. Contractor shall have no liability whatsoever for any loss or damage to the data.

#### 17.0 **CONFIDENTIALITY:**

- a) During this Contract, Contractors and its employees, agents, other Contractors, sub-Contractors (of any tier) and their employees etc., may be exposed to certain confidential information and data of the Company. Such information and data shall be held by the Contractors, its employees, agents, other Contractors, Sub-Contractors (of any tier) and their employees in the strictest Confidence and shall not be disclosed to any other party except on a need to know basis.
- b) However, the above obligation shall not extend to information which:
  - i) Is, at the time of disclosure, known to the public;
  - ii) Lawfully becomes at a later date known to the public through no fault of Contractor;
  - iii) Is lawfully possessed by Contractor before receipt thereof from Company;
  - iv) Is disclosed to Contractor in good faith by a third party who has an independent right to such information;
  - v) Is required to be produced by the Contractor before competent authorities or by court order.

**Note:** This clause shall survive beyond five years after expiry/termination of the contract.



## **18.0 FISHING:**

In the event of any of the Contractor's Tool(s)/Equipment is/are lost/stuck in the well or at Site, then the Company shall, at its expenses, attempt to recover or retrieve the same, irrespective of cause.

As and when the Company decides to fish for any of the Contractor's Tool(s)/Equipment, then the Company shall have full responsibility and liability for such Operations but the Contractor shall render assistance in an advisory capacity at all times in connection with such fishing operations.

It is expressly understood between the Parties that the Contractor's personnel are not authorized or entitled to do anything other than to advise the Company in connection with such fishing operations and about any fishing tools which may be furnished by the Contractor at the Company's request. Furnishing of such fishing tools is solely as accommodation to the Company and the Contractor shall not be responsible or liable for any loss or damage which may result with the use of such tools or by reason of any advice or assistance provided to the Company by the Contractor or its personnel regardless of the cause of such loss.

The Contractor would be required to provide retrieving fishing tools for their nonstandard size tubulars/tools/equipment if any, apart from the list of tubulars available with OIL as furnished in Annexure-B.

## **19.0 RADIO ACTIVE SOURCES:**

In accepting any order to perform or attempt to perform any service involving the use of radioactive material, Company agrees that Contractor shall not be liable or responsible for injury to or death of persons or damage to property (including, but not limited to, injury to the well), or any damages whatsoever irrespective of the cause, growing out of or in any way connected with Contractor's use of radioactive materials. Company shall absolve and hold Contractor harmless against all losses, cost, damages and expenses incurred or sustained by Company or any third party irrespective of the cause excluding wilful misconduct, criminal act and gross negligence by Contractor or its agents, servants, officers or employees, resulting from any such use of radioactive material. In case of radio-active source lost in hole during operation, action will be initiated as per AERB guidelines.

## **20.0 POLLUTION & CONTAMINATION:**

Notwithstanding anything to the contrary contained herein, it is understood and agreed by the Contractor and Company that the responsibility for pollution or contamination shall be as follows:

- i) The Contractor shall assume all responsibility for cleaning up and controlling pollution or contamination which originates from Contractor's equipment and facilities above the surface. Contractor shall protect, defend and save the Company harmless from and against all claims, demands and causes of action of every kind and character arising from all pollution, contamination, which may

occur from any cause, save and except pollution or contamination for which the Company assumes liability in terms of Sub-clause (ii) below.

- ii) The Company shall assume all responsibility for all other pollution and contamination (including control and removal of the pollutant involved) and shall protect, defend and save the Contractor harmless from and against all claims, demands and causes of action of every kind and character arising from all pollution, contamination, which may occur from any cause, save and except pollution or contamination for which the Contractor assumes liability in terms of Sub-clause (i) above.
- iii) In the event, a third party commits an act or omission which results in pollution or contamination for which either the Contractor or Company, for whom such party is performing work, is held to be legally liable, the responsibility therefore shall be considered as between the Contractor and Company, to be the same as if the party for whom the work was performed and all of the obligations respecting defence indemnity, holding harmless and limitations of responsibility and liability, shall be specifically applied.

#### **21.0 LIABILITY FOR THE WELL OR RESERVOIR:**

Notwithstanding anything else contained herein to the contrary, the Contractor shall not be liable or responsible for or in respect of:

- i) Any sub-surface damage (including but not limited to damages or loss of a well or reservoir or formation, the loss of any oil or gas there from), or any surface loss or damage or injury or death arising out of a sub-surface damage; and/or
- ii) Blowout, fire, explosion or any other uncontrolled well condition; and/or
- iii) Damage to, or loss of oil or gas from any pipelines, vessels or storage or production facilities; and/or
- iv) Any loss or damage or injury or death whatsoever, direct or consequential, including liability arising from pollution originating below the surface and any clean-up costs, whether caused by their personnel or Equipment or otherwise arising from or in any way connected with such sub-surface Operations or in performing or attempting to perform any such Operations;
- v) Third party liabilities arising out of the above irrespective of the cause and the Company agrees that it shall absolve the Contractor and protect, defend, indemnify and hold the Contractor and its Sub-Contractors, its agents and its parents, subsidiaries and affiliates, its other Contractors and/or its and their directors, officers, employees, consultants and invitees harmless from and against all claims, suits, demands and causes of actions, liabilities, expenses, costs and judgments of every kind and character (including without limitation for the loss or damage of any property, or the injury or death of any person), without limit, in favour of any person, party or entity, resulting from any of the above, including costs incurred by Company in this respect.

- Provided that such loss, damage etc. as stated in (i) to (iv) above is not caused on account of wilful misconduct or gross negligence of the Contractor or its personnel/sub-contractors of any tier/ agents/ invitees/ consultants or parties associated with the Contractor.

## 22.0 **SAFETY:**

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

ii) Every person deployed by the Contractor in a mine must wear safety gadgets to be provided by the Contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and Company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work.

All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

iii) The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the Contractor and how it is to be managed.

iv) The Contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the Contractor's work.

v) Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.

vi) The Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line.

- vii) The Contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold MVT Certificate, how many officers/work persons undergone IME and type of medical coverage given to the officers/work persons.
- viii) The return shall be submitted quarterly (by 10th of April, July, October & January) for Contracts of more than one year.
- ix) It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by Company's Installation Manager/Safety Officer/Engineer/Official/Supervisor/Junior Engineer for safe operation.
- x) 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.
- xi) Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor.
- xii) The Contractor shall have to report all incidents including near miss to Installation Manager/Departmental Representative of the concerned department of OIL.
- xiii) The Contractor has to keep a register of the persons employed by him/her. The Contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.
- xiv) If the Company arranges any safety class / training for the working personnel at site (Company employee, Contractor worker, etc) the Contractor will not have any objection to any such training.
- xv) The health check-up of Contractor's personnel is to be done by the Contractor in authorized Health Centres as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.
- xvi) Contractor to held daily tool box meeting and regular site safety meetings and maintain records.
- xvii) Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the Contractor.
- xviii) A Contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.

- xix) A Contractor employee must, while at work, cooperate with his or her employer or other persons so 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.
- xx) Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.
- xxi) In case Contractor is found non-compliant of HSE laws as required, Company will have the right for directing the Contractor to take action to comply with the requirements, and for further non-compliance, the Contractor will be penalized as per prevailing relevant Acts/Rules /Regulations.
- xxii) 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.
- xxiv) The Contractor should frame a mutually agreed bridging document between OIL & the Contractor with roles and responsibilities clearly defined.
- xxv) For any HSE matters not specified in the Contract document, the Contractor will abide by the relevant and prevailing Acts/rules/regulations pertaining to Health, Safety and Environment.

### 23.0 **LIMITATION OF LIABILITY:**

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

- (a) Neither the Contractor nor the Company (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided however that this exclusion shall not apply to any obligation of the Contractor to pay Liquidated Damages to the Company.
- (b) Notwithstanding any other provisions incorporated elsewhere in the Contract, the aggregate liability of the Contractor in respect of this Contract, whether under Contract, in tort or otherwise, shall not exceed 50% of the Annualized Contract Price, provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the Contractor, or to any obligation of the Contractor to indemnify the Company with respect to Intellectual Property Rights.
- (c) Company shall indemnify and keep indemnified Contractor harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

#### 24.0 **INTELLECTUAL PROPERTY:**

While performing the Work for the Company, Contractor may utilize expertise, know-how and other intellectual capital (including intellectual property) and develop additional expertise, know-how and other intellectual capital (including intellectual property) which are Contractor's exclusive property and which Contractor may freely utilize in providing services for its other customers. Except where expressly and specifically indicated in writing, and in exchange for appropriate agreed payment, Contractor does not develop any intellectual property for ownership by Company, Contractor retains sole ownership of any such intellectual capital (including intellectual property) created by Contractor during the course of providing the Services.

#### 25.0 **IP INFRINGEMENT:**

Contractor shall indemnify and hold the Company harmless from any third party claims arising on account of intellectual property infringement with respect to its services or products except where such infringement is caused due to:

- (a) Specific modification or design of Contractor equipment or Services to meet Company's specifications,
- (b) Combination of Contractor's equipment or Services in combination of other equipment and/ or services not recommended by Contractor,
- (c) Out of unauthorized additions or modifications of Contractor's equipment or services by Company, or
- (d) Company's use of Contractor's equipment or Services that does not correspond to Contractor's published standards or specifications; in which case, the Company shall indemnify and hold the Contractor harmless.

#### 26.0 **SECRECY:**

Contractor shall during the tenure of the Contract and at any time thereafter maintain in the strictest confidence all information relating to the work and shall not, unless so authorized in writing by Company, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Contractor or its personnel or authorized Sub-Contractors or agents. Contractor shall not avail of the information obtained in the course of work hereunder in any manner, whatsoever, nor shall Contractor divulge any information about the location of the work area of part thereof. Contractor shall not also destroy any report, note and technical data relating to the operation/work and not required by the OIL. The obligation is continuing one and shall survive after the completion/ termination of this agreement.

**END OF SECTION-III**

**PART-3**  
**SECTION-IV**  
**SCHEDULE OF RATES**

1.0 The bidders must quote the rates in their price bids as per the attached Price-Bid Format "**Proforma-B**". The payment shall be made for the actual work done. All Day Rate Charges shall be pro-rated to the nearest hour.

2.0 **MOBILIZATION/INTERIM REMOBILIZATION CHARGES OF EQUIPMENT AND PERSONNEL:**

2.1 Mobilization charges for both initial as well as interim, as lump sum amount against each KIT of tools & equipment including personnel for 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes will be payable when all the tools & equipment (free of defects/encumbrances) and OIL approved operating personnel for that particular KIT are positioned at Company's designated site and duly certified by the Company representative regarding readiness of the tools & equipment including personnel, to commence the work assigned under the Contract which shall be no later than 03 (three) working days from the date of arrival.

**Note:** OIL will certify within 03 (three) working days for each mobilization both initial and interim against each KIT of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes.

2.2 Mobilization charges should cover local and foreign costs to be incurred by the Contractors to mobilize the tools & equipment to the mobilization point as decided by OIL and should include all duties including all local and foreign taxes, port fees/charges including demurrage (if any) and inland transport to the mobilization point as decided by OIL etc., (on the items declared in Proforma-A), except customs duty, which will be to OIL's account, if applicable.

2.3 The services will be used in PEL/ML areas of OIL and Company will issue necessary Recommendatory Letter for EC as required for custom clearance on receipt of request from the Contractor. All such requests must be made by the Contractor well in advance, so that the Company can make necessary arrangements for providing the documents in time without causing any delay for the customs/port clearance.

2.4 Mobilization charges will not be released only on the basis of arrival of individual tool/equipment, although there will be individual mobilization charges (lump sum) for different tools/equipment. Mobilization will be considered to be completed only after following conditions from (a) to (e) (without any exception) are met with.

- a) All tools & equipment (surface & sub surface) as per Contractual obligation (technical Specification & quantity wise) arrive at OIL's designated site, unless specified otherwise by OIL.
- b) All tools & equipment arrive at OIL's designated site as per "General Terms and Conditions of Contract" in Section-I, Clause No. 2.2 for commencing operation.
- c) All relevant documents (technical specification, drawing, vintage, Make, Model etc.) of each & every tool & equipment are made available (as per Contractual obligation) by Contractor for scrutiny by OIL.

- d) All relevant documents are found to be technically acceptable by OIL on scrutiny.
- e) Company issues "acceptance/clearance certificate" for tools & equipment in writing. This "acceptance/clearance" certificate will be provisional in nature till performances of tool/equipment are established in operation.

**Note:** The above clause is to be read in conjunction with clause 2.5 below regarding acceptance of the KITs after passing the 1st test on the Rig against each KIT.

- 2.5 For the purpose of Liquidated damage (LD), the Mobilization would be deemed complete for a particular KIT of Tools & Equipment including personnel belonging to 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, on the scheduled date as per 2.4 above, only if, the particular KIT of Tools & equipment is able to commence work smoothly on the Rig as per Company's approved plan. Otherwise, Mobilization would be deemed complete only when the particular KIT of Tools & Equipment is able to commence work on the Rig after rectification of defects on a subsequent date. For the purpose of Payment, Mobilization for a particular KIT of Tools & Equipment including personnel belonging to any size, would be deemed complete after issuance of acceptance/clearance certificate from the Company, if it is able to commence work smoothly on the Rig. If it fails to commence work at the initial attempt, Mobilization will be considered complete only when the particular KIT of Tools & Equipment is able to commence work on the Rig after rectification of defects on a subsequent date.
- 2.6 The total Mobilization charges including both initial and interim for the 02 (two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, shall not exceed 1% of the total quoted cost in the Price Bid. However, the total Mobilization charges for the 02 (two) KITs, if quoted in excess of 1% of the total quoted cost in the Price Bid, then the excess amount shall be paid at the end of the Contract.
- 2.7 Each down hole tool/equipment should have sufficient number of back-up tools/equipment/spares/consumables for ensuring un-interrupted operation.
- 3.0 **DEMOBILIZATION/INTERIM DEMOBILIZATION CHARGES OF EQUIPMENT AND PERSONNEL:**
- 3.1 The Contractor shall arrange for and execute demobilization of their Tools/Equipment/Spares/Accessories etc. (either one or both KITs), upon receipt of notice from the Company. Contractor shall bear all such costs/charges, if any, towards demobilization of the same from drilling location to Contractor's base and the same will be guided by as per "General Terms and Conditions of Contract" in Section-I, Clause No. 2.2.
- 3.2 All rates on Tools/Equipment/Spares/Accessories etc. shall cease to exist, with effect from the day the Contractor is issued demobilization notice by the Company. No charges whatsoever will be payable with effect from the date of notice for demobilization.
- 3.3 Company shall give notice to the Contractor to commence demobilization. This shall be applicable with immediate effect. No other charges shall be payable after issuance of demobilization letter. However, after issuance of final demobilization notice by the Company, the Contractor shall ensure that demobilization is



completed and the Company's worksite is cleared-off of Contractor's property within 21 (twenty one) days from the date of issuance of demobilization notice by the Company, failing which, demobilization charges may be held up.

- 3.4 Demobilization charges will be payable on clearance of all the equipment from Indian Port/ Custom authorities for re-export of equipment to Contractor's base. However, OIL shall not be obliged to pay demobilization charges of tools and equipment, if on completion/termination of Contract, the Contractor does not remove their tools & equipment from the area of last operation of Company's designated Rig/Site within 21 (twenty one) days and also, if the Contractor commences operation against any other Contract(s) for other Operators. Additionally, all charges connected with demobilization including all fees, duties and taxes in relation thereto, insurance and freight within India or on export/re-export outside India will be to Contractor's account.
- 3.5 Upon completion of the total Contract duration, the Contractor shall submit their last invoice for payment along with any document(s) as required by the Indian laws and as asked for by the Company, to enable release of payment.
- 3.6 The services of each of the 02 (two) KITs, will be on callout basis per job. After initial mobilization, the Company will issue interim demobilization notice against each KIT, after completion of the assigned job in a particular well against each KIT. The Company will issue interim remobilization notice against each KIT, when the next well is made ready for another job for a particular KIT. A 45 (forty five) days period for remobilization shall be provided from date of remobilization notice against each KIT.
- 3.7 No other Charges on any account will be payable from the time the demobilization notice is issued till remobilization is completed as per Company's advice.
- 3.8 The total demobilization charges including both initial and interim for the 02 (two) KITs of 9<sup>5</sup>/<sub>8</sub>" and 13<sup>3</sup>/<sub>8</sub>" sizes, shall not be less than 1% of the total quoted cost in the Price Bid. However, the total demobilization charges is quoted in deficit or less than 1% of the total quoted cost in the Price Bid, then the deficit amount shall be withheld from the first invoice and shall be paid at the end of the Contract.

4.0 **OPERATIONAL CHARGES OF EQUIPMENT AND PERSONNEL:**

- 4.1 Under the Contract, the Contractor shall be entitled to Operational Charges as detailed below. These rates are inclusive of spares and consumables etc., if required for the successful completion of the work, but excluding the cost of Whipstocks.
- 4.2 Operational Charges shall be payable for all tools and equipment including personnel of the Contractor, for the period, the Contractor's BHA (consisting of downhole tools & equipment) are in operational mode after lowering it below rotary table (BRT) in the well subsequent to BHA making, and till the same is pulled out of hole. This period will be considered as operating period and shall be pro-rated to the nearest hour.

**DURING THE APPLICABLE OPERATING PERIOD AS MENTIONED ABOVE, ONLY OPERATING CHARGES SHALL BE PAYABLE AND NO OTHER CHARGES SHALL BE APPLICABLE. DURING NON-OPERATING PERIOD,**

**ONLY STANDBY CHARGES SHALL BE PAYABLE. BIDDER SHOULD TAKE THIS INTO CONSIDERATION AND QUOTE ACCORDINGLY.**

- 4.3 Operating Charges shall also be paid during stuck up/ fishing operation for the first 24 (twenty four) hours (per occurrence) beyond which only Standby Charges shall be payable. Standby Charges shall cease to be paid from the time OIL decides to call off the fishing operation to recover Contractor's tool/ equipment from hole and notifies Contractor accordingly.
- 4.4 Operating Charges shall be payable for the first 24 (twenty four) hours, per occurrence, in case drilling is stopped due to well activity and mud loss conditions, with the Contractor's tool(s)/equipment in hole. Standby Charges only shall be payable beyond 24 (twenty four) hours till normal operation is resumed.
- 4.5 In the event, the Contractor's operating crew is not available for operation at any point of time during the period of Contract, no payment shall be made for such period.
- 4.6 Operating Charges shall not be payable for any tool/equipment of the Contractor, if it fails to carry out its intended function(s) downhole after lowering it below Rotary Table.
- 4.7 Zero Rate will be applicable for entire Bottom Hole Assembly (BHA) of the Contractor, in case of discontinuation/suspension of normal operation (related to Whipstock Setting & Window Milling including gauge run & scrapper run) leading to pulling out of string due to malfunctioning of any one component of the Contractor's BHA. Operating rate for entire BHA will cease to be paid under this circumstance.
- 4.8 Under above circumstances, Zero rate will continue for entire Bottom Hole Assembly for the period starting with pulling out from particular depth through running in till normal (identical) operation is resumed at the same depth. However, any shut down period (such as crew shortage, machinery failure, rig repairing, local bandh etc.) owing to OIL or other reasons (not attributable to Contractor's fault) during the zero rate period, will be appropriately deducted from zero rate period.
- 4.9 Selective Zero rate will be applicable only for those malfunctioning components of Contractor's BHA, when normal operation (related to Whipstock Setting & Window Milling including gauge run & scrapper run) is continued with other functional components of Contractor's BHA. The Selective Zero rate for non-functional tool(s)/equipment will continue from the time of fault detection (down hole) till the drill string is pulled out of hole after completion of normal operation. The functional components of BHA will continue to be paid operating rate under such circumstances.
- 4.10 The Operating charges will be applicable as per "Special Terms and Conditions of Contract" in Section-III, Clause No. 7.0.

**5.0 STANDBY CHARGES OF EQUIPMENT AND PERSONNEL:**

- 5.1 Standby charges for all tools & equipment including personnel of the Contractor will be payable for the non-operating period of Contractor's tools & equipment.

Once the operating day rate is applicable, no standby charges will be payable for the Contractor's tools & equipment including personnel.

- 5.2 During standby period, the Contractor's tools & equipment has to be in fully operating condition, save repair and preventive maintenance with prior permission from the Company.
- 5.3 Standby charges shall not be payable once the demobilization notice (final/interim) is issued by the Company for any tool(s)/equipment including personnel.
- 5.4 Standby charges shall be applicable for any tool/equipment of Contractor's BHA including personnel during the period it lies on surface and during Contractor's BHA making prior to lowering it below rotary table.
- 5.5 Standby charges will be payable for full day or part thereof on pro-rata basis up to the nearest hour.
- 5.6 Standby charges for complete consignment of Contractor's Tools/Equipment will continue to be payable during "Dismantling of Contractor's facility in one location, Inter-Location movement, Re-Installation & Re-Commissioning of Contractor's facility in next location" in case, the Company decides to utilize the services in the next lined up location, immediately after completion of work in one location.
- 5.7 Standby charges includes supply of spares & consumables, replacement/maintenance cost and any other operational requirement if any during the Contractual period. The Contractor must maintain minimum stock of any such regularly required items at the drilling site under their possession to ensure uninterrupted service.
- 5.8 All other necessary equipment, tools and accessories etc., will be provided by the Contractor for due performance of the intended services without any additional charges to Company.
- 5.9 If the Contractor withdraws the whole or part of the equipment or any personnel resulting in breakdown of operation, zero Rate will be paid.
- 5.10 If, Contractor's tool(s)/equipment fails to perform, for any reason, attributable to the Contractor in the duration of operation, then no Standby charges for the down hole tool(s)/equipment including personnel shall become payable until the equipment/tool(s) is put back into operating condition or evidenced by demonstration of operation in actual tests or use to the satisfaction of the Company.
- 5.11 If a particular tool/equipment is found to be non-functional during operation in first well after successful completion of initial mobilization, thereby causing total shut down of operation, in that case, neither operating rate nor standby charges shall be applicable from the date of receipt of entire consignment of different tool(s)/equipment at the Company's designated site. Also, the Contractor shall commit themselves to replace the defective tool(s)/equipment (as per Contract) within a very short period.

- 5.12 Contractor can withdraw their personnel during non-operating period at their own cost, subjected to ensuring their availability once operation starts.
- 5.13 The Standby charges will be applicable as per "Special Terms and Conditions of Contract" in Section-III, Clause No.7.0.

**6.0 FORCE MAJEURE RATE:**

- 6.1 Force majeure conditions are defined in Clause 12.0 of Section-I, "General Terms and Conditions" of this Contract.
- 6.2 All rates shown in Schedule of Rates shall be restricted to 50% of Standby charges for the service being provided by the Contractor at the time of occurrence of 'force majeure' condition irrespective of the operation being carried out. This will be considered as FORCE MAJEURE RATE under all conditions.
- 6.3 The Force Majeure Rate shall be payable during the first 15 (fifteen) days period of force majeure situation in case of all operations. No payment shall apply after expiry of 15 (fifteen) days force majeure period, unless otherwise agreed to.

**7.0 ZERO RATE:**

Notwithstanding any provision in the Contract, no charges (standby or operating charges for Contractor's tools/equipment including personnel) shall be payable for the period, the job or activity assigned to the Contractor is halted/suspended due to default on the part of the Contractor as a result of break-down/non-availability of Contractor's tools/equipment, non-availability of spare parts/consumables for Contractor's tools/ equipment, non-availability of Contractor's key personnel or for any other reason whatsoever attributable to the Contractor.

**8.0 GENERAL NOTES:**

- 8.1 Bidders should indicate the name and address of their Indian agent if any and also should specify the percentage of commission if any involved and it should be included in the quoted rates. In case no Indian agent commission is involved then it should be shown as "NIL".
- 8.2 Bidder should submit the list of items with CIF value to be imported into India in connection with execution of this Contract as per **Proforma-A**.
- 8.3 From the **Proforma-A**, bidder should identify the items which are re-exportable in nature (i.e. items which will not be consumed during the execution of the Contract and required to be exported outside India after completion of the Contract). Total CIF value of such items should be shown in the "PRICE BID FORMAT" as CIF (RE-EX).
- 8.4 Similarly from the **Proforma-A**, bidder should identify the items which are consumable in nature (i.e. items which will be consumed during the execution of the Contract). Total CIF value of such items should be shown in the "PRICE BID FORMAT" as CIF (CONSUMABLES).
- 8.5 Operating rate for Contractor's tools & equipment including personnel, shall be applicable only after the tools & equipment are Below Rotary Table (BRT).

- 8.6 Contractor's BHA making including function testing time should be limited to 6(six) hours maximum. Beyond 6(six) hrs, zero rate will be applicable. However, in case of the delay beyond 6(six) hours on account of rig, the same will not be on the Contractor.

**END OF SECTION-IV**

**END OF PART-3**

**&&&&**

**Format of Undertaking for Personnel to be Deployed**  
(On the Letterhead of Company)

Date:

To  
The Chief General Manager – Contracts  
Oil India Limited, Duliajan.

Dear Sir,

Sub: Experience of Whipstock Engineers

We undertake as following:

1. To depute minimum 01(one) Whipstock Engineer per KIT of Whipstock Setting & Window Milling Tools and Equipment having minimum 03(three) years of experience in oriented whipstock setting and window milling jobs using single trip hydraulically set Whipstock and Gyro survey, for the complete duration of the Contract.
2. To depute Whipstock Engineers having competency in all aspects of oriented whipstock setting and window milling using single trip hydraulically set Whipstock and Gyro survey, including the capability to execute the job of oriented whipstock setting and window milling independently and having the experience of executing minimum 10(ten) numbers of such jobs independently, for the complete duration of the Contract.
3. To depute Whipstock Engineers having complete knowledge of all the tools and equipment to be supplied by us, for the complete duration of the Contract.

Thanking you,

For (Name of Bidder)

(Signature)  
Name & Designation of  
Authorized Signatory.

**Format of Undertaking for Personnel to be Deployed**  
(On the Letterhead of Company)

Date:

To  
The Chief General Manager – Contracts  
Oil India Limited, Duliajan.

Dear Sir,

Sub: Experience of Gyro Survey Engineers

We undertake as following:

1. To depute minimum 01(one) Gyro Survey Engineer per KIT of Whipstock Setting & Window Milling Tools and Equipment with Gyro having minimum 03(three) years of experience in Survey jobs for oriented whipstock setting jobs using Gyroscopic Survey tools, for the complete duration of the Contract.
2. To depute Gyro Survey Engineers having competency in all aspects of Gyroscopic Survey for whipstock orientation including the capability to execute the job of Gyroscopic Survey for whipstock orientation independently and having the experience of executing minimum 10(ten) numbers of such jobs independently, for the complete duration of the Contract.
3. To depute Gyro Survey Engineers having complete knowledge of all the tools and equipment to be supplied by us, for the complete duration of the Contract.

Thanking you,

For (Name of Bidder)

(Signature)  
Name & Designation of  
Authorized Signatory.

**OFFSET WELL DATA****1.0 GEOSCIENTIFIC INFORMATION OF UPPER ASSAM BASIN:**

The Upper Assam Basin is truly a Tertiary sub-basin of the Assam-Arakan geological province located in the north-eastern part of Indian subcontinent. The Upper Assam basin had received clastic sediments in varied shallow marine to paralic and non-marine (deltaic, fluvial) environmental conditions in different geological times during Tertiary period. In the present day configuration of the basin, the basement dips both towards south-east and north-west on the southern and northern flanks of the basement ridge, respectively. The sedimentary thickness, which is less than 4 km along the axis of the basement ridge, increases to more than 7km towards Naga-Patkai range and the Eastern Himalayan foothills region.

Commercial oil/gas accumulations discovered so far occurs mainly in the fault closures within a depth range of about 2200-3600metres in Miocene and Oligocene reservoirs and 3400-5400metres in the Paleocene/Lower Eocene reservoirs. Presently, substantial amount of the oil is produced by the Company from these Paleocene/Lower Eocene thin clastic reservoirs. The Paleocene Lower Eocene formations are over pressured while Oligocene and younger formation are nearly hydrostatic.

**2.0 EXPECTED FORMATIONS:**

FORMATION	AREAS/DEPTH(M) TVD						
	BARE-KURI	BAGH-JAN	TENGA-KHAT	CHABUA	HATIALI	NORTH CHAND-MARI	SHAL-MARI
GIRUJAN (Clay/ Sandstone)	Absent	Absent	1700	20	1820	20	1703
TIPAM (Sand stone/ Shale)	2003	2144	1780	1720	1850	2080	2326
BARAIL (Mud stone/ Shale)	2664	2401	2285	2165	2380	2650	3096
KOPILI (Splintery shale/ Sand stone)	3293	3178	2900	2820	2890	3320	3668
PRANG (Lime- stone / Shale)	3530	3541	3310	3250	3290	3560	4244



NARPUH (Sand- stone/ Shale/ Silt stone)	3587	3632	3390	3320	3360	3620	4316
LK+Th (Shale/ Sand stone/ Whitish Clay)	3720	3720	3460	3400	3440	3740	4386
LANGPAR (Shale/ Coal /Sand stone)	3878	3847		3520	3550	3910	4526
BASEMENT	3943	3898		3600	3600	3950	4594

Note: Formation depths are tentative and may have difference of about +/-100m in actual or vary from well to well.

### **3.0 SPECIAL NOTE ON BAREKURI-BAGHJAN FIELD:**

#### **3.1 BAREKURI FIELD**

The hydrocarbon prospects of the Barekuri field are confined to Palaeocene/Lower Eocene and average depth of the reservoir is around 3740m below MSL. So far, OIL has drilled nine wells in this structure of which 8 are oil producers and the current rate of production is approximately 1000m<sup>3</sup>/day with very negligible water cut. Some more wells are planned to be drilled to develop/delineate the pay sands. The initial reservoir pressure is 428.5kg/cm<sup>2</sup> and the current reservoir pressure is around 428.0 kg/cm<sup>2</sup>.

#### **3.2 BAGHJAN FIELD**

The main multi-stacked hydrocarbon bearing horizons are confined to the Palaeocene/ Lower Eocene sandstone reservoirs. So far, drilling has been completed in 12 wells in the Baghjan structure. The reservoir pressure was found to be around 422.6Ksc which is 50Ksc above hydrostatic. The depth to Basement in the Baghjan area is around 3910m below MSL and average depth of the reservoir is around 3700- 3800 m below MSL. The area has been covered by 3D seismic survey. Some more wells are planned to be drilled to delineate extremes of the pay sands which include directional wells.

### **4.0 GEOLOGY & RESERVOIR INFORMATION:**

Geological and reservoir information of the few fields where the proposed re-entry wells shall be drilled are furnished below. However, the Services may be deployed also in fields other than the below mentioned ones at the discretion of OIL.

#### **4.1 Makum and North-Hapjan Barail 4th+5th Sand:**

- a) Formation: Barail fluvio-deltaic clastic sediments of Oligocene age (Tertiary).
- b) Lithology: The reservoir is located in the arenaceous section of the Barail Formation which consists predominantly of sandstones with minor laterally impersistent shale inter beds and is overlain by an argillaceous section (about 100m).
- c) Reservoir pressure:
  - i) Initial: 265.5ksc at 2544.56m SS (2636mbd, Datum: 91.445masl).
  - ii) Current: 255ksc at 2544.56m SS (2636mbd, Datum: 91.445masl)

- d) Bottom hole temperature = 72-102° C
- e) Pore Pressure: In the sedimentary column above the target reservoir is hydrostatic.
- f) Average depth to reservoir = 2546.1m SS (2637.5mbd, Datum: 91.44 masl)
- g) Original oil-water contact = 2568.6m SS (2660.0m bd, Datum: 91.44 masl)
- h) Original gas-oil contact = 2523.6 m SS (2615.0 m bd, Datum: 91.44 masl)
- i) Net thickness of oil zone expected to be encountered: 25m (approx)
- j) Presence of gas cap encountered in the crestal part of the structure. (Not tested)
- k) Weighted average porosity = (Makum-25%, North Hapjan-20%).
- l) Average ground level elevation =125 masl.
- m) Stratigraphic column encountered in the area are as given below:

Sl	Horizon	Age	Lithology	Thickness (m)
1	Alluvium	Pleistocene to Recent	Medium to coarse grained unconsolidated sands with occasional bands of clay	1825
2	Girujan	Pliocene	Buff, red and green mottled clay with bands of fine-grained sandstone	150
3	Tipam	Miocene	Medium grained sandstone with bands of bluish-gray to bluish shale	550
4	Barail	Argillaceous Oligocene	Mainly mudstone and occasional fine grained argillaceous sandstone with thin bands of carbonaceous shale and coal	120
5	Barail	Arenaceous	Mainly consists of sandstone inter bedded with streaks of laterally impersistent shales	650

#### 4.2 Barekuri Field:

The hydrocarbon prospects of the Barekuri field are confined to Paleocene/Lower Eocene and average depth of the reservoir is around 3740 m below MSL. So far, majority of the wells drilled in this structure are oil producers and the current rate of production is approximately 1000 m<sup>3</sup>/day with very negligible water cut. The initial reservoir pressure is 428.5 kg/cm<sup>2</sup> and the current reservoir pressure is around 428.0 kg/cm<sup>2</sup>.

#### 4.3 Baghjan Field:

The main multi-stacked hydrocarbon bearing horizons are confined to the Palaeocene/Lower Eocene sandstone reservoirs. From the drilling wells completed so far in the Baghjan structure, the reservoir pressure was found to be around 422.6Ksc which is 50Ksc above hydrostatic. The depth to Basement in the Baghjan area is around 3910m below MSL and average depth of the reservoir is around 3700- 3800m below MSL. The area has been covered by 3D seismic survey.

#### **4.4 Deohal-Laholi Structure:**

The Deohal-Laholi structures at the Barail level is a composite faulted anticlinal structure which is compartmentalized into three fault blocks viz. Lohali, Deohal and East Deohal by two north-south trending faults and is bounded by a common major EW to ENE-WSW trending fault towards the south. The Deohal and the East Deohal blocks are the central and eastern fault blocks of the area with an aerial extent of around 19 sq km at Barail Third Sand level. The Barail Third Sand is the primary reservoir within the Barail formation of the area and has been established as NAG reservoir. The average depth of the reservoir is around 2600m below MSL. Few of the wells drilled in this area were completed as gas producers from Barail Third Sand. The initial reservoir pressure was  $250.7\text{kg/cm}^2$  and the current reservoir pressure is around  $240\text{kg/cm}^2$ .

#### **5.0 PROJECTION PARAMETERS:**

Reference spheroid for local projection = WGS 84

Projection system: Lambert Tangential.

&&&&

## ANNEXURE-BB

## BIO-DATA AND EXPERIENCE OF PERSONNEL

### Format for CV of Whipstock Engineer and Gyro Engineer

Name:

Educational Qualification:

Certifications:

PHOTO

### Experience in last three years

[illegible]

### Format for Other Personnel

- |    |  |   |
|----|--|---|
| 1  | CATEGORY OF JOB / POST                               | : |
| 2  | NAME OF INCUMBENT                                    | : |
| 3  | PRESENT ADDRESS                                      | : |
| 4  | HOME ADDRESS   | : |
| 5  | NATIONALITY  | : |
| 6  | DATE OF BIRTH  | : |
| 7  | ACADEMIC QUALIFICATION                               | : |
| 8  | TECHNICAL QUALIFICATION                              | : |
| 9  | TOTAL EXPERIENCE IN THE RELATED FIELDS<br>(IN YEARS) | : |
| 10 | JOB EXPERIENCE RESUME                                | : |

SL NO	WORK EXPERIENCE		TYPES OF JOBS EXECUTED	NAME OF COMPANY	PLACE OF WORK
	FROM	TO			

NOTE: TO ATTACH ALL SUPPLEMENTARY including present & previous Appointment letter and Client's approval DOCUMENTS.

### SIGNATURE OF THE BIDDER

ⓈⓈⓈⓈⓈⓈⓈⓈⓈⓈⓈⓈⓈⓈⓈ

**ANNEXURE-CC****DETAILS OF DRILL STRING & BHA COMPONENTS AVAILABLE WITH "OIL"**

<b>SL. NO.</b>	<b>ITEM</b>	<b>OD</b>	<b>ID</b>	<b>TOOL JOINT OD</b>	<b>UPSET TYPE</b>	<b>WEIGHT</b>	<b>CONNECTION</b>
1	Drill Pipe (Grade-S)	5"	4.27"	6 5/8"	IEU	19.5 PPF	4 1/2" IF (NC50)
2	Drill Pipe (Grade-G)	5"	4.27"	6 5/8"	IEU	19.5 PPF	4 1/2" IF (NC50)
3	Drill Pipe (Grade-G)	3 1/2"	2.76"	5"	EU	13.3 PPF	3 1/2" IF (NC38)
4	Heavy Weight Drill Pipe	5"	3.12"	6 1/2"	EU	49.3 PPF	4 1/2" IF (NC50)
5	Heavy Weight Drill Pipe	3 1/2"	2.06"	4 3/4"	EU	25.30 PPF	3 1/2" IF (NC38)
5	Drill Collar	9 1/2"	3"	NA	NA	216.6 PPF	7 5/8" REG
6	Drill Collar	8"	2.81"	NA	NA	150.5 PPF	6 5/8" REG
7	Drill Collar	6 1/2"	2.81"	NA	NA	92.5 PPF	4" IF (NC46)
8	Drill Collar	4 3/4"	2.25"	NA	NA	46.7 PPF	(NC35)
9	Drill Collar	3 1/2"	1.5"	NA	NA	26.7 PPF	2 3/8" IF (NC 26)
13	Cross Over Subs for above						
14	Bit Subs	9 1/2"	3"				7 5/8" REG
		8"	2.81"				6 5/8" REG
		6 1/2"	2.81"				4 1/2" IF x 4 1/2" REG

**&&&&**

**PROFORMA-A**

**LIST OF ITEMS (Equipment, Tools, Accessories, Spares & consumable)**  
**TO BE IMPORTED IN CONNECTION WITH EXECUTION**  
**OF THE CONTRACT SHOWING CIF VALUE**

Srl #	Item Description	Qty/ Unit	Rate	Total	Freight & Insurance	CIF Value	Port & other charge	Landed Cost	Is it re-exportable? YES or NO	Year of Mfg.	HSN Code
A	B	C	D	E = C x D	F	G = F + E	H	I = G+H	J	K	L

- (1) The items which are not of consumable in nature and required to be re-exported outside India after completion of the Contract should be indicated as "YES" in column "J".
- (2) The items, which are of consumable in nature should be indicated as "NO" in column "J".
- (3) For estimation of applicable customs duty, the bidders are required to indicate customs tariff code (i.e. HSN Code) of each item in column "L".

Authorised Person's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of the Bidder:

**PRICED ID FORMAT**

**(The Price Bid Format is available in “Notes and Attachments” tab in the e-Tender Portal)**

**BID FORM**

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

**Sub: IFB No. CDG1170P20**

*Gentlemen,*

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_\_\_ (Total Bid Amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence the work within (\_\_\_\_\_) days calculated from the date both parties have signed the Contract.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum not exceeding \_\_\_\_\_ for the due performance of the Contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Bidder:**



**STATEMENT OF NON-COMPLIANCE**  
**(Only exceptions/deviations to be rendered)**

1.0 The Bidder shall furnish detailed statement of **exceptions/deviations**, if any, to the tender stipulations, terms and conditions in respect of each Section of Bid Document in the following format:

<b>Section No.</b>	<b>Clause No. (Page No.)</b>	<b>Non-Compliance</b>	<b>Remarks</b>

2.0 In addition to the above the Bidder shall furnish detailed information pertaining to construction, operational requirements, velocity-pattern, added technical features, if any and limitations etc. of the Inspection Tool proposed to be deployed.

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Bidder:**

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids. If the **"Statement of Compliance"** in the above Proforma is left blank (or not submitted along with the technical bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

**FORM OF BID SECURITY (BANK GUARANTEE)**

To:

M/s. OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA, PIN - 786 602.

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company)'s Tender No. -----KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of (\*\_\_\_\_\_ ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents.

SEALED with the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

THE CONDITIONS of these obligations are:

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

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

This guarantee will remain in force up to and including the date (\*\*) and any demand in respect thereof should reach the Bank not later than the above date.

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:  
BANK EMAIL ID:  
BANK TELEPHONE NO.:  
IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:  
Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Name of Bank & Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

\*\* Date of expiry of Bank Guarantee should be as specified in the tender document.

**Note:**

The Bank Guarantee issuing bank branch must ensure the following:

(a) 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.

The above message/intimation indicating the Tender No. CDG1170P20 shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code – UTIB0001129, Branch address – AXIS Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District Dibrugarh, PIN – 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.

**FORM OF PERFORMANCE BANK GUARANTEE**

To:  
M/s. OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT  
DULIAJAN, ASSAM, INDIA, PIN - 786 602.

WHEREAS \_\_\_\_\_ (Name and address of 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 it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we 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 thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the -----day of -----

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:  
BANK EMAIL ID:  
BANK TELEPHONE NO.:  
IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:  
Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Designation: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Witness: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch must ensure the following:

- (a) 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.

The above message/intimation indicating the Contract No.-----shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code – UTIB0001129, Branch address – AXIS Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District Dibrugarh, PIN – 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.

**AGREEMENT FORM**

This Agreement is made on \_\_\_\_ day of \_\_\_\_\_ between Oil India Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the State of Assam, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s \_\_\_\_\_ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

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

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

WHEREAS, Company had issued a firm Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_ based on Offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted by the Contractor against Company's IFB No. **CDG1170P20**.

WHEREAS, Contractor accepted the above Letter of Award vide----- and submitted Performance Bank Guarantee No. ----- Dated----- valid till----- issued by -----(Bank's name with detailed address) for an amount of ----- . All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Intent and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

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

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

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

- (a) Section-I indicating the General Conditions of this Contract;
- (b) Section-II indicating the Terms of Reference;
- (c) Section-III indicating the Special Conditions of Contract;
- (d) Section-IV indicating the Schedule of Rates.

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

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

IN WITNESS thereof, each party has executed this contract at Duliajan, Assam as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

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

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

**PROFORMA LETTER OF AUTHORITY**

To:  
**CGM (CONTRACTS)**  
Oil India Ltd.,  
P.O. Duliajan - 786 602  
Assam, India

Sir,

**Sub: OIL's IFB No. CDG1170P20**

We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Tender Invitation No. \_\_\_\_\_ for hiring of services for \_\_\_\_\_.

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Yours Faithfully,

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Bidder:**

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



**AUTHORISATION FOR ATTENDING BID OPENING**

TO,  
**CGM (CONTRACTS)**  
Oil India Ltd.,  
P.O. Duliajan - 786 602  
Assam, India

Date: \_\_\_\_\_

Sir,

**Sub: OIL's IFB No. CDG1170P20**

We authorise Mr. /Mrs. \_\_\_\_\_ (Name and address) to be present at the time of opening of the above IFB due on \_\_\_\_\_ at Duliajan on our behalf.

Yours Faithfully,

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Bidder:**

**Note:** This letter of authority shall be on printed letter head of the Bidder and shall be signed by a person who signs the bid.

**&&&&&&&&**

## **INTEGRITY PACT**

Between

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

And

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

### **Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for **services under Tender No. CDG1170P20**. 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 and Contractor/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 and the execution of the contract 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:

1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the 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.
2. 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 or the contract execution.
3. 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 Page 2 of 6 substantive suspicions in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

### **Section: 2 -Commitments of the Bidder/Contractor**

**(1)** The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

1. The Bidder/Contractor 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 the execution of the contract.

2. The Bidder/Contractor 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.

3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor 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.

4. The Bidder/Contractor 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.

(2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(3) The Bidder/Contractor 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 credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

1. If the Bidder/Contractor 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/Contractor 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 3 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/Contractor 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 till the final completion of the contract **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 the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit / Performance Bank Guarantee.

3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor 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 or the contract, if already awarded, can be terminated 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 and contractors.

2. The Bidder / Contractor undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor 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 external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

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 Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor 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 Contractor. The parties offer to 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 / contractor 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.

### **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, i.e. New Delhi. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

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

3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.

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

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#### **For the Principal**

Place: Duliajan

Date: --.---.2019

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#### **For the Bidder/Contractor**

Witness1: .....

Witness 2: .....

(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).

**&&&&**

**ANNEXURE - B****CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

TO BE ISSUED BY PRACTISING **CHARTERED ACCOUNTANTS' FIRM** ON THEIR LETTER HEAD

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) for the last three (3) completed accounting years upto \_\_\_\_\_ are correct.

<b>YEAR</b>	<b>TURN OVER</b> In INR (Rs.) Crores or US \$ Million)	<b>NET WORTH</b> In INR (Rs.) Crores or US \$ Million)

Rate of Conversion (if used any): USD 1.00 = INR.....

Place:

Date:

Seal:

Membership Code:

Registration No. :

Signature

**Proforma of Bank Guarantee towards Purchase Preference – Local Content**

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

Bank Guarantee No. \_\_\_\_\_

Dated \_\_\_\_\_

To  
Oil India Limited

\_\_\_\_\_  
India

Dear Sirs,

1. In consideration of \_\_\_\_\_ (hereinafter referred to as OIL, which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and OIL having agreed that the CONTRACTOR shall furnish to OIL a Bank guarantee for India Rupees/US\$ \_\_\_\_\_ for the faithful fulfillment of conditions pertaining to Local Content in accordance with the value mentioned in the certificate of Local Content submitted by the contractor for claiming purchase preference under the Purchase Preference Policy (linked with Local Content).

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay to OIL immediately on first demand in writing any / all money to the extent of Indian Rs./US\$ (in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in words) \_\_\_\_\_) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by OIL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thin whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by OIL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operating against the bank.

3. The Bank also agrees that OIL at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that OIL may have in relation to the CONTRACTOR's liabilities.

4. The Bank further agrees the OIL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in OIL against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of OIL or any indulgence by OIL to the said



CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of OIL under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till OIL discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of OIL or that of the CONTRACTOR.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.

9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs./US\$(in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in words) \_\_\_\_\_) and our guarantee shall remain in force until \_\_\_\_\_(indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of OIL under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of OIL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

WITNESS NO.1

\_\_\_\_\_  
(Signature)  
Full name and official address  
(in legible letters)  
Stamp

\_\_\_\_\_  
(Signature)  
Full name, designation and address  
(in legible letters)  
With Bank

WITNESS NO.2

\_\_\_\_\_  
(Signature)  
Full name and official address  
(in legible letters)  
Stamp

Attorney as power of  
Attorney no.\_\_\_\_\_  
Dated\_\_\_\_\_

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

**SUB: SAFETY MEASURES FOR TENDER NO. CDG1170P20**

**DESCRIPTION OF WORK/ SERVICE:**

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 authorised persons who would be supervising the jobs on day to day basis from our end are the following:

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations, 1984 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be **rectified forthwith** or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.

f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)  
Date\_\_\_\_\_

Yours Faithfully

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

FOR & ON BEHALF OF CONTRACTOR

**ANNEXURE-E**

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

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

Date \_\_\_\_\_

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

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

**Ref: Your tender No.\_\_\_\_\_ Dated \_\_\_\_\_**

**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 (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**BEC-COMPLIANCE MATRIX**

Clause No.	Description	Bidders Remarks Complied / Not Complied /Deviation	Bidder to indicate Relevant Page No of their Bid to support the remarks/ compliance
<b>A.0</b>	<b>BID REJECTION CRITERIA (BRC): TECHNICAL CRITERIA:</b> BIDDER should meet the following minimum criteria:		
1.0	<b>Experience of the BIDDER:</b>		
1.1	The BIDDER should be a Manufacturer-cum-Service provider of Single trip hydraulically set Whipstocks and Window milling equipment as a COMPANY and should be engaged in the business of providing such services to E&P Companies including supply of Whipstocks since the last 5 (five) years (reckoned from the original bid closing date of this tender) for Whipstock setting and Window milling jobs to facilitate sidetrack or lateral drilling operations from cased hole sections. During the above 5(five) years (reckoned from the original bid closing date of this tender), the BIDDER should have successfully executed at least 5 (five) numbers of Single trip hydraulically set Whipstock Setting and Window Milling jobs including supply of 5 (five) numbers of Whipstocks of their own make, for sidetracking or lateral drilling through 9½" or higher sized casing sections, either in onshore or offshore wells, under service contracts with E&P Companies.		
1.2	The BIDDER should have successfully executed and completed at least 01 (one) contract of providing the services of Single trip hydraulically set Whipstock and Window Milling equipment including supply of Whipstocks of their own make for operation in 9½" or higher sized casing sections, either in onshore or offshore wells, during the last 3(three) years (reckoned from the original bid closing date of this tender).		
1.3	As documentary evidence, the BIDDER should submit copies of respective Contract(s)/Purchase order(s) executed, showing detailed address (es) of client(s), scope of work, work order(s), etc., along with any suitable combination of the following documentary evidences to substantiate their experiences as per clause 1.1 and 1.2 above:		

	<p>(i) Satisfactory Completion/ Performance report from client (indicating respective contract numbers, purchase orders, type of services, number of jobs, Size, type &amp; quantity of Whipstocks supplied, Casing sizes milled etc.).</p> <p>(ii) End of job report(s)/well completion report(s) along with payment certificate(s) issued by the client(s) (indicating respective contract number, type of services, number of jobs, sizes of Whipstocks set, sizes of casings milled etc.).</p> <p>(iii) Proof of release of performance security/PBG from client after satisfactory completion of contract(s).</p> <p>(iv) Proof of settlement/release of final payment against the contract(s) issued by the client(s).</p> <p>(v) Any other document(s) which substantiate their experience as per clause 1.1, and 1.2 above.</p>		
1.4	The single trip hydraulically set Whipstocks and Window milling equipment should not require any false bottom such as cement plug, bridge plug etc. for its functioning. BIDDER should forward relevant technical literature containing running, setting and milling procedure along with printed catalogues mentioning details of the equipment being offered.		
1.5	Oil India Limited (OIL) reserves the right to contact the Client(s)/ Operator(s) referred by the BIDDER for authentication of documents submitted by the BIDDER under intimation/copy to the respective BIDDER. OIL will not be responsible for Client(s)/Operator(s) not confirming or not replying to OIL's request for information. If OIL does not get an affirmative response within the stipulated time then such BIDDER's technical bid will be considered as non-responsive. It will be the responsibility of the BIDDER to take up the matter with their Client(s) and arrange for the confirmation as desired by OIL.		
1.6	A job executed by a BIDDER for its own organization/subsidiary will not be considered as experience for the purpose of meeting BEC.		
2.0	<p><b>Scope of Work:</b></p> <p>The BIDDER shall quote for full scope of work and shall categorically confirm to provide all the tools, equipment and services including consumables for execution of a total of 10 (ten) numbers of window milling jobs as per below:</p> <p>(i) Single trip hydraulically set Whipstock Setting and Window Milling Services along with equipment including Gyro and personnel for window milling through 9½" Casing: 1 (one) KIT.</p>		

	<p>(ii) Single trip hydraulically set Whipstock Setting and Window Milling Services along with equipment including Gyro and personnel for window milling through 13<math>\frac{3}{8}</math>" Casing: 1 (one) KIT.</p> <p>(iii) Supply of single trip hydraulically set permanent Whipstock with packer for 9<math>\frac{5}{8}</math>" Casing: 6 (six) numbers on firm basis + 2 (two) numbers on optional basis.</p> <p>(iv) Supply of single trip hydraulically set permanent Whipstock with packer for 13<math>\frac{3}{8}</math>" Casing: 1 (one) number on firm basis + 1 (one) number on optional basis.</p>		
2.1	In case, the BIDDER does not have the services of Gyroscopic survey of their own, they can have pre-tender tie-up with third party service providers for providing the Services of Gyro and Gyro Engineers only, on rental basis. However, the prime BIDDER has to have all of the other services of their own.		
2.2	In case of pre-tender tie-up, the BIDDER should execute a legally enforceable MOU/Agreement, valid for entire duration of the contract including extension, if any. Copies of the pre-tender tie-up for the third party service mentioned under clause 2.1 above, should be furnished along with the Technical Bid clearly referring to OIL's tender document number & indicating the scope of work for technical partner of the BIDDER. Notwithstanding the MOU, BIDDER shall clearly undertake the single point responsibility of completing the project as offered by the BIDDER and should categorically confirm the same.		
3.0	<p><b>Mobilization:</b> Time is the essence of this contract. The BIDDER must confirm unconditional acceptance to the mobilization schedule for tools and equipment including personnel as under in their technical bid. Offers indicating mobilization time more than the scheduled days from the date of issuance of mobilization notice will be rejected.</p> <p>(i) BIDDER to confirm mobilization of all the required equipment and services including personnel and consumables pertaining to 1(one) KIT for 9<math>\frac{5}{8}</math>" Casing section and 1(one) KIT for 13<math>\frac{3}{8}</math>" Casing section, within 90(ninety) days from the date of issuance of the first mobilization notice subsequent to the issuance of LOA. However, OIL reserves the right to mobilize each of the two KITS in a phased manner and in that case separate mobilization notice will be issued against each KIT.</p>		

	(ii) BIDDER to confirm re-mobilization of all the required equipment and services including personnel and consumables pertaining to 1(one) KIT for 9 $\frac{5}{8}$ " Casing section and 1(one) KIT for 13 $\frac{3}{8}$ " Casing section within 45(forty five) days from the date of issuance of interim re-mobilization notice against each KIT in the interim period as per the operational requirement of the COMPANY. However, OIL reserves the right to remobilize each of the two KITS in a phased manner and in that case separate mobilization notice will be issued against each KIT.		
4.0	<b>Experience of Personnel:</b>		
4.1	BIDDER should confirm to depute minimum 1(one) number of trained and experienced Whipstock Engineer, having minimum 3(three) years of experience in executing single trip hydraulically set Whipstock Setting and Window Milling jobs, including the experience of successfully executing at least 10 (ten) numbers of such jobs either in onshore or offshore wells. The Whipstock Engineer should have complete knowledge of the all the tools and equipment that will be supplied by the CONTRACTOR.		
4.2	BIDDER should confirm to depute minimum 1(one) number of trained and experienced Gyro Engineer, having minimum 3(three) years of experience in executing Gyroscopic Survey jobs for Whipstock orientation in connection with whipstock Setting and Window milling jobs, including the experience of successfully executing minimum 10 (ten) numbers of such jobs either in onshore or offshore wells. The Gyro-Service Engineer should have complete knowledge of the all the tools and equipment that will be supplied by the CONTRACTOR.		
4.3	BIDDER has to submit an undertaking to provide the required experienced personnel as per 4.1 and 4.2 in the <b>prescribed formats enclosed as Annexures-I &amp; II.</b>		
5.0	<b>Bids from 100% subsidiary:</b> Bids of those BIDDERS who themselves do not meet the experience criteria as stipulated in the tender, can also be considered provided the BIDDER is a 100% subsidiary COMPANY of the parent COMPANY which itself meets the experience criteria. In such case, as the subsidiary COMPANY is dependent upon the experience of the parent COMPANY with a view to ensure commitment and involvement of the parent COMPANY for successful execution of the contract, the participating BIDDER should enclose an agreement <b>(as per format enclosed)</b>		

	between the parent COMPANY and the subsidiary COMPANY and Corporate Guarantee <b>(as per format enclosed)</b> from the parent COMPANY to OIL for fulfilling the obligation under the contract, along with the technical bid.		
5.1	<p><b>In case Bid is submitted on the basis of the Technical Experience of Sister Subsidiary/Co-Subsidiary COMPANY:</b></p> <p>Offers of those BIDDERS who themselves do not meet the technical experience criteria stipulated in A.1.0 above, can also be considered based on the experience of their Sister Subsidiary/Co-Subsidiary COMPANY within the ultimate parent/holding COMPANY subject to meeting the following conditions:</p> <p>(a) Provided that the sister subsidiary/co-subsidiary COMPANY and the bidding COMPANY are both <b>either</b> directly owned 100% subsidiaries of an ultimate parent/holding COMPANY <b>or 100%</b> owned through intermediate 100% subsidiaries of an ultimate parent/holding COMPANY. The BIDDER must submit duly notarized valid document(s) establishing the legal relation amongst sister/co-subsidiary, BIDDER and the ultimate Parent COMPANY to the full satisfaction of the COMPANY with detail share holding pattern. The COMPANY reserves the right to reject a bid if the documents are not found sufficient or satisfactory or proper to establish the required criteria of 100% subsidiary.</p> <p>(b) Provided that the sister subsidiary/co-subsidiary COMPANY on its own meets the technical experience criteria laid down in Clause A.1.0 above, and not through any other arrangement like technical collaboration etc.</p> <p>(c) Provided that with a view to ensure commitment and involvement of the ultimate parent/holding COMPANY for successful execution of the contract, the participating BIDDER must submit an agreement, as per format furnished, between them, their ultimate parent/holding COMPANY, along with the technical bid.</p>		
5.2	<p>In both the situations mentioned in 5.0 and 5.1 above, following conditions are required to be fulfilled/documents to be submitted:</p> <p>(i) Undertaking by ultimate parent to provide a Performance Security <b>(as per format enclosed)</b>, equivalent to 50% of the value of the Performance Security which is to be submitted by the bidding COMPANY, in case the supported bidding COMPANY is the successful BIDDER. In</p>		



	<p>cases where foreign based ultimate parent does not have Permanent Establishment in India, the bidding COMPANY can furnish Performance Security for an amount which is sum of Performance Security amount to be submitted by the BIDDER and additional 50% Performance Security amount required to be submitted by the ultimate parent. In such case bidding COMPANY shall furnish an undertaking that their foreign based ultimate parent is not having any Permanent Establishment in India in terms of Income Tax Act of India.</p> <p>(ii) Undertaking from the ultimate parent to the effect that in addition to invoking the Performance Security submitted by the CONTRACTOR, the Performance Security provided by ultimate parent shall be invoked by OIL due to nonperformance of the CONTRACTOR.</p> <p><b>Note:</b> In case ultimate parent fails to submit Performance Bank Guarantee as per (i) above, Bid Security submitted by the BIDDER shall be forfeited.</p>		
6.0	<b>BIDS FROM CONSORTIUM:</b>		
6.1	<p>In view of the complexity of the nature of work involved, as covered by the Bidding Documents, it is anticipated that some of the intending BIDDERS may pool their resources and experiences to form Consortia. However, consortium can only be formed with sister subsidiary/co-subsidary companies having the same parent/holding COMPANY or within the same ultimate parent/holding COMPANY. In that case, the Leader of the consortium should satisfy the minimum experience requirement as per Para A.1.0 above.</p>		

6.2	<p>The leader of the Consortium can submit bid on behalf of consortium of BIDDERS. Memorandum of Understanding (MOU) between the Consortium members duly executed by the CEO/Authorized person and certified by the competent authority of the respective organization of the consortium members and notarized, must accompany the bid which should clearly define role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MOU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the Contract. However, the Leader of the Consortium must submit an undertaking along with the technical bid towards unconditional acceptance of full responsibility for executing the “Scope of Work” of this bid document. In case of award, such MOU shall be kept valid through the entire contract period, including extensions, if any. The following provisions should also be incorporated in the MOU executed by the members of the Consortium-</p> <p>i) Only the Leader of the consortium shall should register in the e-tender portal and submit bid on behalf of the Consortium. The other members of the Consortium shall ratify all the acts and decisions of the Leader of Consortium, which are taken in connection with and/or during the evaluation of the tender and execution of the contract.</p> <p>ii) The Bid Security shall be in the name of the Leader of the consortium on behalf of consortium with specific reference to consortium bid and with name(s) &amp; address(es) of Consortium members. Similarly, the Performance Security shall be in the name of the Leader on behalf of the Consortium.</p> <p>iii) The leader of the Consortium on behalf of the Consortium shall coordinate with OIL during the period the bid is under evaluation, as well as, during the execution of works, in the event contract is awarded and he shall also be responsible for resolving dispute/ misunderstanding/undefined activities, if any, amongst all the Consortium members.</p> <p>iv) Any correspondence exchanged with the leader of consortium shall be binding on all the consortium members.</p> <p>v) Payment shall be made by OIL only to the leader of the consortium towards fulfilment of contract obligations.</p>		
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	<p>vi) OIL may consider direct payment to individual consortium members, provided the consortium, so formed is complied with the terms of the Circular No.07 12016 dated 07th March, 2016 issued by the Central Board of Direct Taxes (CBDT). Besides, for direct payment required for their part of scope of works, the same should be clearly indicated in the bid as well as MOU along with member-wise details of price break-up.</p> <p>vii) In case of Consortium bids, the bid shall be digitally signed by the leader of Consortium. The Power of Attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the Bid offer.</p> <p>viii) Documents/details pertaining to qualification of the BIDDER must be furnished by each partner/ member of consortium complete in all respects along with the bid clearly bringing up their experience especially in the form of work in their scope.</p> <p>ix) <b>Constitution of Consortium:</b> If during evaluation of bid, a consortium leader proposes any alterations/ changes in the constitution or replacement or inclusion or expulsion of any partner(s)/ member(s) of the consortium which had originally submitted the bid, to drive some advantages/benefits based on any development(s) having come to his knowledge at any time, the bid of such a consortium shall be liable for rejection.</p> <p>x) <b>Signing of Contract:</b> In the event of award of contract to the consortium, the contract to be signed by the members of the consortium and the liability of each one of them shall be jointly and severally.</p> <p>xi) Members of the consortium are not allowed to quote separately/independently against this tender. All the bids received in such case will be summarily rejected. Further, all bids from parties with technical support from the same Principal will be rejected.</p>		
<b>B.0</b>	<b>BID REJECTION CRITERIA (BRC): FINANCIAL CRITERIA:</b>		
1.0	The BIDDER must have an “Annual Financial Turnover” of at least <b>Rs. 8.20 Crores or US\$ 1.16 Million</b> during any of the preceding 3 (three) financial/accounting years reckoned from the original bid closing date as per the Audited Annual Reports.		

2.0	<p>In case of Consortium of companies, at least one of the member of the Consortium shall have an annual financial turnover of minimum <b>Rs. 8.20 Crores or US\$ 1.16 Million</b> in any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date and other member(s) of the Consortium shall have an annual financial turnover of minimum <b>Rs.4.10 Crore or US\$ 0.58 Million</b> in any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date. Borrowing support from parent/supporting company is not allowed to meet the financial criteria.</p>		
3.0	<p>"Net Worth" of the BIDDER should be positive for the preceding financial/ accounting year. In case of consortium bidding net worth of individual consortium member should be positive for the preceding financial/ accounting year. 'Net worth' as defined in Section 2(57) of Companies Act 2013 shall be considered for above purpose.</p>		
4.0	<p>Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the BIDDER, then the financial turnover of the previous three financial/accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial/ accounting year excluding the preceding financial / accounting year will be considered.</p> <p>However, the BIDDER has to submit an affidavit/undertaking certifying that the balance sheet/Financial Statements for the financial year ..... (as the case may be) has actually not been audited as on the Original bid closing date as per format.</p>		
5.0	<p>(a) For proof of Annual Turnover &amp; Net worth any one of the following documents must be submitted along with the bid:-</p> <p>i) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover &amp; Net worth as per format prescribed in <b>ANNEXURE-B</b>.</p> <p>(OR)</p>		

	<p>ii) Audited Balance Sheet along with Profit &amp; Loss account. In case of foreign BIDDERS, self-attested/digitally signed printed published accounts are also acceptable.</p> <p>(b) In case the BIDDER is a Central Govt. Organization/PSU/State Govt. Organization/ Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, BIDDER to provide documentary evidence for the same.</p>		
6.0	<p>In case the bidder is a subsidiary company (should be a 100% subsidiary of the parent/ultimate parent/holding company) who does not meet financial criteria by itself and submits bid based on the financial strength of its parent/ultimate parent/holding company, then following documents need to be submitted along with the technical bid:</p> <p>(i) Audited Balance Sheet and Profit Loss Account of the parent/ultimate parent/holding company.</p> <p>(ii) Corporate Guarantee of parent/ultimate parent/Holding company (as per format enclosed) by the authorized officials.</p> <p>(iii) Documents to substantiate that the bidder is a 100% subsidiary company of the parent/ultimate/holding parent company.</p> <p>(iv) Documents proving that Net worth of the parent/ultimate parent company is positive for the accounting year preceding the bid closing date”.</p>		
7.0	<p>In case the Audited Balance sheet and Profit Loss Account submitted along with the bid are in currencies other than INR or US\$, the BIDDER shall have to convert the figures in equivalent INR or US\$ considering the prevailing conversion rate on the date on which the Audited Balance Sheet and Profit &amp; Loss Account is signed. A CA Certificate is to be submitted by the BIDDER regarding converted figures in equivalent INR or US\$. Else, the Audited Balance Sheet and Profit &amp; Loss Account shall be evaluated by considering the BC selling rate declared by State Bank of India (on the date on which the Audited Balance Sheet and Profit &amp; Loss Account is signed) for conversion to INR.</p>		

<b>C.0</b>	<b>BID REJECTION CRITERIA (BRC): COMMERCIAL CRITERIA:</b>		
1.0	Bids shall be submitted under single stage two Bid system i.e. Technical Bid and Priced Bid separately in the OIL's e-Tender portal. The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in "Technical RFx Response" Tab and Priced Bid as per Proforma-B uploaded in the "Notes & Attachments" Tab. Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this two bid system shall be rejected outright.		
2.0	BIDDER shall offer firm prices. Price quoted by the successful BIDDER must remain firm during the execution of the contract and not subject to variation on any account. Bids with adjustable price terms will be rejected.		
3.0	Validity of the bids should be 120 days. Bids with shorter validity will be rejected as being non-responsive.		
4.0	Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the office of CGM- Contracts, OIL at Duliajan on or before 12.45 Hrs (IST) on the bid closing date. A scanned copy of the bid security shall however be uploaded in OIL's E-Procurement portal along with the Technical Bid. The amount of Bid Security shall be <b>Rs. 47.13 Lakhs [or USD 67,300.00]</b> . Bid without proper & valid Bid Security will be rejected.		
5.0	The Integrity Pact must be uploaded in OIL's E-Procurement portal along with the Technical Bid digitally signed by the same signatory who digitally signed the Bid i.e. who is duly authorized to sign the Bid. If any BIDDER refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid will be rejected.		
6.0	Bids received through OIL's e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.		
7.0	The bid documents are non-transferable. Bid can only be submitted in the name of the BIDDER in whose name the User ID and Password have been issued. Unsolicited bids will not be considered and will be straightway rejected.		
8.0	Bid documents shall be typed or written in indelible ink and shall be digitally signed by the BIDDER or his authorized representative.		

9.0	Any physical documents wherever called for, submitted by BIDDERS shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the BIDDER, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.		
10.0	Any Bid containing false statement will be rejected.		
11.0	BIDDERS must quote clearly and strictly in accordance with the price schedule outlined in "Price Bid Format/Bidding Format" of Bid Document, otherwise the Bid will be summarily rejected.		
12.0	BIDDERS shall quote directly and not through their Agent/ Representative/ Retainer/ Associate in India. Bids submitted by Indian Agent/ Representative/ Retainer/ Associate on behalf of their foreign principals will not be considered and will be rejected straightway.		
13.0	<p>BIDDER must accept and comply with the following clauses as given in the Bid Document in toto failing which bid will be rejected –</p> <ul style="list-style-type: none"> <li>i) Performance Guarantee Clause</li> <li>ii) Force Majeure Clause</li> <li>iii) Tax Liabilities Clause</li> <li>iv) Arbitration Clause</li> <li>v) Acceptance of Jurisdiction and Applicable Law</li> <li>vi) Liquidated damage and penalty clause</li> <li>vii) Safety, Environment &amp; Labour Law</li> <li>viii) Termination Clause</li> <li>ix) Integrity Pact Clause</li> </ul>		
14.0	The Bids and all uploaded documents must be digitally signed using Class 3 digital certificate with Organizations name [e-commerce application (Certificate with Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India [except copies of the documents required in physical form] should invariably be submitted in the 'Technical Attachment Tab' through OIL's e-bidding portal, before the scheduled date and time for the tender closing. All the documents uploaded shall be digitally signed by the authorized signatory of the BIDDER.		

<b>D.0</b>	<b>BID EVALUATION CRITERIA:</b>  The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:		
1.0	If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.		
2.0	For conversion of foreign currency into Indian currency for evaluation of Bids, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of priced bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceeds 3(three) months, then B.C. Selling (Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.		
3.0	The BIDDERS must quote their charges / rates in the manner as called for vide "Schedule of Rates" under Section-IV and the summarized price schedule format vide enclosed Proforma-B.		
4.0	The quantities shown against each item in the "Price Bid Format" shall be considered for the purpose of Price Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the number of days/ parameters for various operations are only for the purpose of evaluation of the bid and the CONTRACTOR will be paid on the basis of the actual number of days/parameter, as the case may be.		
5.0	<b>BIDDER's to note the following:</b> i) The total Mobilization charges including both initial and interim for the 02 (two) KITs of 9 $\frac{5}{8}$ " and 13 $\frac{3}{8}$ " sizes, shall not exceed 1% of the total quoted cost in the Price Bid. However, the total Mobilization charges for the 02 (two) KITs, if quoted in excess of 1% of the total quoted cost in the Price Bid, then the excess amount shall be paid at the end of the Contract.  ii) The total demobilization charges including both initial and interim for the 02 (two) KITs of 9 $\frac{5}{8}$ " and 13 $\frac{3}{8}$ " sizes, shall not be less than 1% of the total quoted cost in the Price Bid. However, the total demobilization charges is quoted in deficit or less than 1% of the total quoted cost in		



	the Price Bid, then the deficit amount shall be withheld from the first invoice and shall be paid at the end of the Contract.		
6.0	<p><b>Price Bid Evaluation:</b> To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation on the total cost (T) as per the price bid format. Commercial Bids shall be evaluated taking into account the rates quoted in the PRICE BID FORMAT as per Proforma-B by taking into account the summation of the following:</p> <p>T = Total Estimated Contract Cost for 10(ten) Jobs Inclusive of All Taxes &amp; Duties [Including All Applicable GST Components] and Except Basic Customs Duty Which Shall Be Extra to OIL's Account.</p> <p><b>NOTES:</b> i) The items mentioned in above clause 6.0 are to be read in conjunction with (Schedule of Rates).  ii) The quantities mentioned against each item in Schedule of Rate/Price Bid Format are for evaluation purposes only and payment will be made at actual consumption.</p>		
<b>E.0</b>	<b>GENERAL:</b>		
1.0	In case BIDDER takes exception to any clause of bid 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.		
2.0	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 BRC also and such clarifications fulfilling the BRC clauses in toto must be received on or before the deadline given by the COMPANY, failing which the offer will be summarily rejected.		
3.0	If any of the clauses in the BRC contradict with other clauses of the Bid Document elsewhere, then the clauses in the BRC shall prevail.		
4.0	<p><b>CUSTOMS DUTY:</b> In terms of Sl. No. 404 of the Customs Notification No.50/2017-Cus dated 30.06.2017, imports of the items specified in List 33 of the Notification are subject to levy of concessional rate of customs duty @5% (Basic Customs Duty Nil &amp; IGST @5%) subject to conditions specified</p>		

	<p>therein (Condition No. 48). However, this is subject to change as per Government guidelines and the provisions ruling at the time of tender closing will be applicable.</p> <p>Similarly, the domestic supply of such goods would attract 5% GST (i.e. IGST or CGST &amp; SGST/UTSGT) on submission of EC in terms of GST Notification No. 03/2017.</p>		
5.0	<p><b>PURCHASE PREFERENCE CLAUSE:</b></p> <p>Purchase Preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME.</p>		
5.1	<p>In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.</p>		
5.2	<p>In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.</p>		
5.3	<p>In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions then the CONTRACTOR shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid registration certificate etc.) of the SUB-CONTRACTOR to OIL.</p>		
5.4	<p><b>Documentation required to be submitted by MSEs:</b></p> <p>Copy of valid Registration Certificate, if BIDDER is a Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which BIDDER are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the BIDDER as MSE owned by SC/ST entrepreneur should also be enclosed.</p>		

5.5	<b>Purchase preference Policy (linked with Local Content) (PP-LC):</b>		
5.5.1	Purchase preference policy-linked with Local Content (PP-LC) notified vide letter no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG shall be applicable in this tender.		
5.5.2	BIDDERS seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified at clause No. 37.0 of ITB and shall have to submit all undertakings/ documents applicable for this policy.		
5.6	<b>General Note on Purchase preference [PP] Policy:</b>		
5.6.1	Where both MSE and PPLC BIDDER(s) are entitled to Purchase Preference and neither of them is L-1, eligible MSE(s) (in order of ranking among MSEs) shall get preference over eligible PPLC BIDDER(s) to match its rates with that of L-1.		
5.6.2	Where MSE is already L-1 in the tender evaluation, contract shall be straightway awarded to MSE, without considering any Purchase Preference for PPLC BIDDER.		
5.6.3	In case L-1 BIDDER is a PP-LC BIDDER, purchase preference shall be resorted to MSE BIDDER as per 'PPP for MSE-Order 2012'.		
6.0	<b>COMPLIANCE OF THE COMPETITION ACT, 2002:</b> The BIDDER shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation of the provisions of the Act shall attract penal action under the Act.		

**&&&&**

## **Appendix-I**

### **FORMAT OF AGREEMENT BETWEEN BIDDER AND THEIR PARENT COMPANY / 100% SUBSIDIARY COMPANY (As the case may be)**

(IN CASE OF INDIAN BIDDER TO BE EXECUTED ON STAMP PAPER  
OF REQUISITE VALUE AND NOTORISED)

This agreement made this \_\_\_\_ day of \_\_\_\_ month \_\_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in the Bidder's full name, constitution and registered office address) hereinafter referred to as bidder on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Parent Company/Subsidiary Company, as the case may be) hereinafter referred to as "Parent Company/Subsidiary Company (Delete whichever not applicable)" of the other part:

#### **WHEREAS**

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ (Bidder) intends to bid against the said tender and desires to have technical support of M/s. \_\_\_\_\_ [Parent Company/Subsidiary Company (Delete whichever not applicable)] and whereas Parent Company/Subsidiary Company (Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the bidder for successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed to by and between the parties as follows:

1. M/s. \_\_\_\_\_ (Bidder) will submit an offer to OIL for the full scope of work as envisaged in the tender document as a main bidder and liaise with OIL directly for any clarifications etc. in this context.
2. M/s. \_\_\_\_\_ (Parent Company/Subsidiary Company (Delete whichever not applicable)) undertakes to provide technical support and expertise, expert manpower and procurement assistance and project management to support the bidder to discharge its obligations as per the Scope of work of the tender / Contract for which offer has been made by the Parent Company/Subsidiary Company (Delete whichever not applicable) and accepted by the bidder.
3. This agreement will remain valid till validity of bidder's offer to OIL including extension if any and till satisfactory performance of the contract in the event the contract is awarded by OIL to the bidder.
4. It is further agreed that for the performance of work during contract period, bidder and Parent Company/Subsidiary Company (Delete whichever not applicable) shall be jointly and severally responsible to OIL for satisfactory execution of the contract.
5. However, the bidder shall have the overall responsibility of satisfactory execution of the contract awarded by OIL.

In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Bidder)

For and on behalf of  
(Parent Company/Subsidiary Company  
(Delete whichever not applicable))

M/s.  
Witness:  
1)  
2)

M/s.  
Witness:  
1)  
2)

**PARENT COMPANY/ SUBSIDIARY COMPANY GUARANTEE**

**(Delete whichever not applicable)**

(IN CASE OF INDIAN BIDDER TO BE EXECUTED ON STAMP PAPER  
OF REQUISITE VALUE AND NOTORISED)

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called “the Guarantor” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s Oil India Limited, a company duly registered under the Companies Act 1956, having its Registered Office at Duliajan in the State of Assam, India, hereinafter called “OIL” which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assigns, invited tender number ..... for ..... on .....

M/s ..... (mention complete name), a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... (give complete address) hereinafter called “the Company” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successor and permitted assigns, have, in response to the above mentioned tender invited by OIL, submitted their bid number ..... to OIL with one of the condition that the Company shall arrange a guarantee from its parent company guaranteeing due and satisfactory performance of the work covered under the said tender including any change therein as may be deemed appropriate by OIL at any stage.

The Guarantor represents that they have gone through and understood the requirement of the above said tender and are capable of and committed to provide technical and such other supports as may be required by the Company for successful execution of the same.

The Company and the Guarantor have entered into an agreement dated ..... as per which the Guarantor shall be providing technical and such other supports as may be necessary for performance of the work relating to the said tender.

Accordingly, at the request of the Company and in consideration of and as a requirement for OIL to enter into agreement(s) with the Company, the Guarantor hereby agrees to give this guarantee and undertakes as follows:

1. The Guarantor (Parent Company / **100% Subsidiary Company (Delete whichever not applicable)**) unconditionally agrees that in case of non-performance by the Company of any of its obligations in any respect, the

Guarantor shall, immediately on receipt of notice of demand by OIL, take up the job without any demur or objection, in continuation and without loss of time and without any cost to OIL and duly perform the obligations of the Company to the satisfaction of OIL.

2. The Guarantor agrees that the Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Company.
3. The Guarantor shall be jointly with the Company and also severally responsible for satisfactory performance of the contract entered between the Company and OIL.
4. The liability of the Guarantor, under the Guarantee, is limited to the 50% of the annualized contract price entered between the Company and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Company.
5. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations hereunder.
6. The Guarantor also agrees that this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of ....., India.
7. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
8. The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For & on behalf of (Parent Company/Subsidiary Company  
(Delete whichever not applicable))

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

Witness:

1. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Common seal of the  
Company\_\_\_\_\_

Witness:

2. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

**PARENT/ULTIMATE PARENT/HOLDING COMPANY'S CORPORATE GUARANTEE  
TOWARDS FINANCIAL STANDING**

**(Delete whichever not applicable)**

**(TO BE EXECUTED ON COMPANY'S LETTER HEAD)**

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called "the Guarantor" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their Tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ (Bidder) intends to bid against the said tender and desires to have Financial support of M/s \_\_\_\_\_ [Parent/Ultimate Parent/Holding Company (Delete whichever not applicable)] and whereas Parent/Ultimate Parent/Holding Company (Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the Financial support as required by the bidder for qualifying and successful execution of the contract, if awarded to the bidder.

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

1. The Guarantor confirms that the Bidder is a 100% subsidiary of the Guarantor.
2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
3. The Guarantor have an annual financial turnover of minimum **Rs. 8.20 Crores or US\$ 1.16 Million** during any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
4. **Net worth** of the Guarantor is positive for preceding financial/ accounting year.
5. The Guarantor undertakes to provide financial support to the Bidder for executing the project/job, in case the same is awarded to the Bidder.
6. The Guarantor represents that:



(a) this Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.

(b) the liability of the Guarantor, under the Guarantee, is limited to the 50% of the annualized contract price entered between the Bidder and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.

(c) this Guarantee has been issued after due observance of the appropriate laws in force in India.

(d) this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of New Delhi, India.

(e) this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

(f) the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For and on behalf of

(Bidder)

For and on behalf of

(Parent/Ultimate Parent/Holding  
Company(Delete whichever not  
applicable))

Witness:

1.

2.

Witness:

1.

2.

**FORM OF PERFORMANCE BANK GUARANTEE FOR ULTIMATE  
PARENT/SUPPORTING COMPANY**

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

WHEREAS \_\_\_\_\_ (Name and address of Contractor) (hereinafter called "Contractor", which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) had undertaken, in pursuance of Contract No. \_\_\_\_\_ to execute ----- (Brief Description of the Work) (hereinafter called "the Contract").

Further, M/s \_\_\_\_\_ (Name of the "**Supporting Company/Ultimate Parent**") having its registered/head office at \_\_\_\_\_ is the "**Supporting Company/Ultimate Parent**" of M/s..... (Name of the Contractor with address) (hereinafter referred to as the "**Supporting Company/Ultimate Parent**", which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees). Based on the experience/technical strength of the "**Supporting Company**" / "**Ultimate Parent**" (whichever is applicable), the CONTRACTOR has qualified for award of contract and has agreed to provide complete technical and other support to the CONTRACTOR for successful completion of the contract as mentioned above, entered between OIL and the CONTRACTOR and OIL having agreed that the "**Supporting Company/Ultimate Parent**", shall furnish to OIL a performance guarantee for Indian Rupees/US\$ ..... towards providing complete technical and other support to the CONTRACTOR for successful completion of the contract as mentioned above,

AND WHEREAS we have agreed to give the "**Supporting Company/Ultimate Parent**", such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the "**Supporting Company/Ultimate Parent**", 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 / **Supporting Company/Ultimate Parent** before presenting us with the demand.

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_.

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Designation \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

- a. The Bank Guarantee issued by the bank shall 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.

The above message/intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code: UTIB0001129, Branch address: AXIS Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District Dibrugarh, PIN: 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.

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

**Certificate of Compliance of FINANCIAL CRITERIA:**

**Ref Clause No. B - Financial Criteria of the BRC/BEC – under Note No. C of the  
Tender**

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

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

Place: .....

Date: .....

Signature of the authorized signatory

Note: Please note that any declaration having date after the Bid Closing Date will not be considered and will be rejected. This certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date.