



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

*Conquering Newer Horizons*

**La Sablière, Immeuble FIDJI,  
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**Tender No& Date : OIL/GABON/ENQ/38/16 Dated 01.10.2016**

**Bid Closing on : 06.10.2016 AT 2: 30 PM ( GABON LOCAL TIME)**  
**Bid Opening on : 06.10.2016 AT 3 : 00 PM ( GABON LOCAL TIME)**

Dear Sirs,

A Consortium of M/s. OIL INDIA LIMITED (OIL), M/s. INDIAN OIL CORPORATION LIMITED (IOCL) in the name "OIL INDIA LIMITED, GABON" where OIL is the operator, is operating in the onshore Shakthi block, Gabon, under administrative guidelines of Gabon's Direction Generale des Hydrocarbures [DGH].

1.1 Both OIL and IOCL are independent "Schedule A" premier National oil companies of India, under the Ministry of Petroleum and Natural Gas, Government of India. OIL is engaged in the business of Exploration, Production and Transportation of crude oil and natural gas and IOCL is engaged in the business of refining & transportation of crude oil and marketing of petroleum products.

1.2 In connection with its operations, OIL intends to hire a service contractor for Liaising with Government Authorities to get Entry Permit, Work Permit, Resident Card & Labour Card for its expatriate officials.

**2.0 SCOPE OF WORK:**

- (i) Presently, OIL has 4 (four) expatriate officials.
- (ii) Services are required to "Liaise with Government Authorities for renewal of Resident card, Work Permit and Labor card for the existing expatriates and New Entry permit, Resident card, Work Permit and Labor card for the future incumbents as and when required."
- (iii) Contractor will apply and follow up with the Government authorities on regular basis to obtain the required Resident card / Work Permit/ Entry Permit/ Labour Card or their renewal, as the case may be, at the earliest possible.
- (iv) Contractor will deposit the application fee required to be paid to the concerned Government authority from his/their end. This amount will be reimbursed to the contractor on actual against submission of the receipt issued by the Government authority.
- (v) However, Government fee for Resident Card being very high, OIL may consider to deposit the same directly to the authority. Contractor will intimate OIL about date and time well in advance and help/guide OIL to deposit the said fee.

- (vi) OIL will provide all required documents to the Contractor to apply for the permits in the office of the concerned authority.
- (vii) Once applied, the Contractor will intimate OIL the status of its progress on regular basis.
- (viii) The Contractor will quote for the service charges only excluding the applicable Government fees.
- (ix) The rates quoted should be all inclusive charges, excluding the applicable Government fees, and no extra charge will be payable. Taxes and duties shall be borne by Contractor.
- (x) The quoted rate should remain firm throughout the contract period.
- (xi) All Payments, statutory benefits and compensations to the personnel deployed for service under the contract shall be the sole responsibility of the Contractor and Company shall have no liability in this regard.

3.0 **Period of contract:** 2 (Two) years.

4.0 **Eligibility:** The bidder should be a resident of Gabon or in case of firm should be a registered one in Gabon.

5.0 **Completion Time:** OIL will advise the successful bidder to arrange fresh issue or renewal of the permits, mentioned in Para 2 above, as and when required within the contractual period. Completion times of various permits are as under.

5.1 Completion time for Entry Permit, Resident Card and Labour Card is 2 (Two) months from the date of receipt of all the supporting documents, required to apply for the particular Permit, from OIL.

5.2 Completion time for Work Permit is 3 (Three) months from the date of receipt of all the supporting documents, required to apply for Work Permit, from OIL.

6.0 **Liquidated Damage (LD):** Any delay in arranging and submitting the required permit within the above specified time period, Liquidated Damage @0.5% of the contract rate for the job, per week or part thereof to a maximum ceiling of 7.5% of the contract rate for the job will be deducted from contractor's bill on each occasion of delay.

OIL may consider for extension of completion time without levying any LD amount based on the prevailing situation beyond the control of the contractor.

7.0 **TAX:**

7.1 Being in Exploration phase, OIL is exonerated from payment of TVA.

OIL shall provide Exemption Certificate for TVA against each Invoice.

7.2 All other Taxes and Levies **including withholding tax**, as applicable as per the provisions of Laws of Gabon and any other enactment/rules on income derived/payments received under the contract will be on Contractor's Account.

## 8.0 **TERMINATION:**

Contract arising out of this tender enquiry can be terminated by the Company with 7 days notice period.

## 9.0 **PAYMENT:**

9.1 Payment of the Government fee will be made within 7 days of receipt of the money receipt issued by the concerned Government authority. However, Government fee for Resident Card being very high, OIL may also deposit the same directly to the authority.

9.2 Payment of the Contractor's charges will be made within 15 days of receipt of the required Entry Permit/Work Permit/Resident Card/Labour Card, as the case may be, against invoice from the Contractor.

10.0 **PRICE FORMAT** : Bidder should submit their price under sealed envelope in the following price format:

SL NO.	PARTICULARS	RATE (FCFA)
I	Service charges for liaising with and getting Entry Permit (Authorisation D'entrée) from the concerned Government authority.	FCFA -----/No.
II	Service charges for liaising with and getting Work Permit (Authorisation D'emploi) or its renewal from the concerned Government authority.	FCFA -----/No.
III	Service charges for liaising with and getting Resident Card (Authorisation de sejour) or its renewal from the concerned Government authority.	FCFA -----/No.
IV	Service charges for liaising with and getting Labour Card (Card de Travailleur etranger) or its renewal from the concerned Government authority.	FCFA -----/No.
V	In case of rejection of application for work permit by the authority or due to any reason beyond control of the contractor OIL will pay the contractor their charges. Bidders to quote their charges in such case.	FCFA -----/No.

## 11.0 **PLEASE CONFIRM/INDICATE THE FOLLOWING:**

Validity of the offer (Minimum 30 days) : Confirmed / Not Confirmed

Payment Terms as per the tender : Confirmed / Not Confirmed

Please confirm if registered with TVA : Registered / Not Registered

If not registered with TVA, applicable withholding tax @ 9.5% will be deducted from each invoice.

If registered with TVA, no tax will be deducted. Being in Exploration phase, OIL is exonerated from payment of TVA. OIL shall provide Exemption Certificate for TVA against each Invoice.

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

Company (OIL) 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.

13.0 Offers received in response to this enquiry will be opened in our office on the date and time mentioned above.

14.0 OIL is looking forward for your active participation in the tender.

Yours faithfully,  
OIL INDIA LIMITED

(Nirupam Jyoti saikia)  
Head Contract  
For General Manager (Gabon Project)  
**OIL INDIA LIMITED,**  
**LIBREVILLE, P.O.BOX 23134, GABON**