



Tender Sl No:

Issued By : \_\_\_\_\_  
(Signature)

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati  
Assam

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

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

To,

\_\_\_\_\_

\_\_\_\_\_

**TENDER NOTICE NO. : GCO 0368 L16 Date: 26-02-2016**

OIL INDIA LIMITED invites SEALED TENDERS from experienced and approved Contractors/  
Firms for the under mentioned work:

Description of Work / Service.	Location	Contract Period	i) Bid Closing Date (BCD) / Opening date. ii) Earnest money deposit (EMD).
To provide "RoW Maintenance services" such as repair of pilferage point, repair of Expoxure, Jungle cutting, Installation of OIL Marker post & Barricade post, assistance to pipe locating and RoW demarcation etc. from Main line PLKM 74.0 to PLKM 171.0 for works at different locations on as and when required basis. under PLM Section, PS-3, Jorhat on Limited Tender basis	PLKM 74.0 to PLKM 171.0 Under PLM Section, PS-3, Jorhat	12 months	i) Bid Closing / Opening Date Jorhat : 12-04-2016, 13:30Hr Guwahati : 12-04-2016, 13:30Hr Bid opening: 18-04-2016, 14:00Hr at Guwahati ii) EMD : 14,000.00 (Rupees Fourteen Thousand only) iii) Tender Fee: NIL

- a) Earnest money deposited /Not deposited vide Bank Guarantee/ D. Draft/B. Cheque/Money Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ **(strike out which is not applicable).**
- b) Performance Security Deposit will be Non-interest bearing 2.5% of the total contract price.
- c) Conditional/Non Conditional offer as per letter attached.

2.0 SEALED ENVELOPES Containing the Tender shall be marked with the above Tender Number and description of work and addressed to the:

**CHIEF MANAGER (CONTRACTS),  
OIL INDIA LIMITED (A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati 781 171**

Contractor

Company

All tenderers shall deposit the requisite EARNEST MONEY along with the Tender in the form of Demand Draft/Banker's Cheque/Bank Guarantee in favour of M/s Oil India Limited and payable at Guwahati. This Earnest Money shall be refunded to all unsuccessful tenderers, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected. The bids is to be submitted original. A copy of the Bank Guarantee (EMD) format is enclosed as **Annexure –A.**

- 3.0 Tenders will be received upto **01:30 PM (IST)** on the date as mentioned above and opened on **18-04-2015** at **02:00 PM (IST)** at **CHIEF MANAGER(CONTRACTS), PHQ's** office before any attending tenderers. Tender box is placed at the office of Head (Contracts). However, if the above mentioned closing / opening day of the tender happens to be non-working day due to Bundh / Strike or any other reason, the tenders will be received and opened on the following working day at the same time except on Saturdays.
- 4.0 The rates shall be quoted per unit as specified in the Schedule of Work (Part II) and shall be in words as well as in figures. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word / figure and must be initialled. However, white fluid shall not be used for making correction. Any bid not meeting this requirement will be rejected. In case of discrepancy the unit rate quoted in words shall be considerate to be correct.
- 5.0 The Company reserves the right to reject any or all the tenders or accept any tender in full or in part, without assigning any reason.
- 6.0 (a) No Tenderer must withdraw the tender after its public opening. Any such withdrawal will make the tenderer liable of forfeit his/her/their Earnest Money in full and debarred from further tendering at the sole discretion of the company and the period of debarment will not be less than 6(six) months.
- (b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.
- 7.0 The tender must be valid for **180 (One hundred & eighty)** days from the date of opening of the tender.
- 8.0 Conditional tenders are liable to be rejected at the discretion of the Company.
- 9.0 Tenders can be dropped at the box placed at the office of Contract Department or can be sent by registered post addressed to

CHIEF MANAGER (CONTRACTS), PHQ  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati,  
Assam-781171

so as to reach his office before scheduled closing date and time. Company will not be responsible for any postal delay or non-receipt of the same.

**Alternatively tender can also be submitted at the office of the station In-Charge, Pump Station (PS) -3, Jorhat, Oil India Ltd, P.O.- Chengali Gaon, Dist- Jorhat Assam -785 010 before the respective scheduled bid closing date and time as mentioned above.**

- 10.0 The work may be split up amongst more than one contractor at the sole discretion of the Company.

Contractor

Company

- 11.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased/issued along with one or more of the following documentary evidences(which are applicable to the bidder) in support of the same.
01. In case of Sole Proprietorship Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.
  02. In case of HUF-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.
  03. In case of Partnership Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.
  04. In case of Co-Operative Societies-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.
  05. In case of Societies registered under the Societies Registration Act -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.
  06. In case of Joint Stock Companies registered under the Indian Companies Act - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.
  07. In case of Trusts registered under the Indian Trust Act - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.
- 12.0 The selected tenderer will be required to enter into a formal contract, which will be based on their tender i.e O.I.L's Standard Form of Contract.

## 13.0 PERFORMANCE SECURITY:

- 13.1 Successful bidder shall be required to furnish an amount equivalent to **2.5%** of the estimated total contract value as Performance Security Deposit within 30 days of notification of award of contract and before signing of the formal contract. In case of default the award of contract may be cancelled and Security deposit forfeited. The Performance Security Deposit may be in the form of Demand Draft / Banker's Cheque/ Bank Guarantee issued by a Nationalized Bank. A copy of the Bank Guarantee format is enclosed as **Annexure –B.**
- 13.2 **In addition to Performance Security Deposit, a retention money equivalent to 7.5% of each running account bill shall be deducted till final completion of the work.**
- 13.3 The performance security and retention money shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.
- 13.4 The performance security in the form of Bank Guarantee as specified above must be valid for **6 months** after the date of expiry of the tenure of the contract to cover the warranty obligations. The same will be discharged by company not later than 30 days following its expiry.
- 13.5 Failure of the successful Bidder to comply with the requirements of **clause 13.1 and /or 13.4** shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an event the Company may award the contract to the next evaluated Bidder or call for new bid or negotiate with the next lowest bidder as then case may be.
- 14.0 The amount of retention money shall be released after expiry of Contractor's performance obligation under this contract.
- 15.0 The work shall have to be started within **07 days** from the date of issue of work order.
- 16.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.
- 17.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.
- 18.0 DISCOUNTS / REBATES:
- 1.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.
- 1.2 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 discount/rebate, the contract shall be awarded after taking into consideration such discount / rebate. These provisions shall be incorporated suitably in the Bid Document.

**19.0 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 debarred for a period of 2(two) years from the date of withdrawal of bid.

**20.0 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 debarred for 2(two) years from the date of default.

**21.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

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

**22.0 RESPONSIVENESS OF THE BIDS:**

The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement under Bid Rejection criteria (BRC) will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected.

Thanking You,

Yours faithfully,  
OIL INDIA LIMITED

Chief Manager (Contracts)  
For Group General Manager (Pipelines)

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OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati, Assam  
WORKS CONTRACT  
**GCO 0368 L16**

## DESCRIPTION OF WORK/SERVICE:

To provide "RoW Maintenance services" such as repair of pilferage point, repair of Expoxure, Jungle cutting, Installation of OIL Marker post & Barricade post, assistance to pipe locating and RoW demarcation etc. from Main line PLKM 74.0 to PLKM 171.0 for works at different locations on as and when required basis. under PLM Section, PS-3, Jorhat on Limited Tender basis.

## GENERAL CONDITIONS OF CONTRACT (GCC):

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

## WITNESSETH :

1.
  - a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at **PLM Section, PS-3, Jorhat.**
  - b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.
  - c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.
2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not are necessary for its completion in a specifically mentioned in this contract sound and workman like manner.

Contractor

Company

3. The Company's Engineer shall have power to:
- a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not upto the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.
  - b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.
  - c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.
  - d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.
  - e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed. The rates to be applied for such Deviation Order shall be the same for those appearing in Company's Schedule of Rate in force on the date of issue of such Deviation Order, to which the contractor has no objection.
4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.
5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract upto the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.
6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:-
- i) The Mines Act.
  - ii) The Minimum Wages Act, 1948.
  - iii) The Workman's Compensation Act, 1923.
  - iv) The Payment of wages Act, 1963.
  - v) The Payment of Bonus Act, 1965.
  - vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.

**Contractor****Company**

- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952. x) AGST Act.
- xi) Service Tax Act.

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

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.
8. The Contractor must complete the work within **12 (Twelve) Months** of the written order to commence the work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c ) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost. The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

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

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

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots , or in any agitation prejudicial to the Company's interest and any such event taking shape or form at any place of the Company's works or and its neighbourhood.
10. The tendered all-inclusive Price (i.e. the Contract price) is Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only.) but the Company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract. On account payment may be made, not oftener than monthly, upto the amount of **92.5%** of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and



any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

11. The contractor employing 20 (twenty ) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.
12. Wages shall be paid by the Contractor to the workmen directly without any intervention of any Jamadars or Thekadars and that the Contractor shall ensure that no amount by way of commission or otherwise be deducted/ recovered by the Jamadar from the wages of the workmen.
13. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the **clause 5** here of shall prevail and the accounts between the parties will be in accordance therewith finalised.
14. The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.
15. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.
16. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount of the contract specified in the contract is inclusive of all tax liabilities.
17. The Contractor shall deploy local persons in all works.
18. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.
19. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act (Latest editions).
20. **SPECIAL CONDITIONS:**
  - a) Contractor shall be required to furnish an amount equivalent to 2.5% of the estimated total contract value as Performance Security Deposit. The Performance Security Deposit may be in the form of Demand Draft / Banker's Cheque/ Bank Guarantee issued by a Nationalized Bank.
  - b) In addition to Performance Security Deposit, a retention money equivalent to 7.5% of each running account bill shall be deducted till final completion of the work.
  - c) The performance security and retention money shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.

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- d) The performance security in the form of Bank Guarantee as specified above must be valid for 6 months (plus 3 months to lodge claim, if any) after the date of expiry of the tenure of the contract to cover the warranty obligations. The same will be discharged by company not later than 30 days following its expiry.
- e) The amount of retention money shall be released after 6(six) months from the date of issue of completion certificate from concerned department.
- f) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.
- g) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to 12% P.F. Contribution on wage component.
- h) In case P.F. is not included in the contract cost and later on required to be deposited by the Contractor, the same will be reimbursed on production of documentary evidence of depositing the same to the authority concerned. 12% P.F. will be applicable on the wage component of the contract cost. The following points are incorporated in the contract based on Contractor's declaration at the time of submission of offer against this contract.
  - i) 12% P.F. is included / not included in the contract cost.
  - ii) Wage component of the contract cost is \_\_\_\_\_%.

21. **ARBITRATION:**

Any dispute under this contract will be settled through Arbitration as per Indian Arbitration and Conciliation Act, 1996.

Place of Arbitration: **GUWAHATI, PHQ.**

22. **FORCE MAJEURE:**

Force Majeure (exemption) Clause of the International Chamber of Commerce (ICC Publication No. **421**) is hereby incorporated in this contract.

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

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

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

## 25. SET OFF CLAUSE:-

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

## 26. FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

## 27. LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/ OR COMPLETION OF WORKS AND SERVICES

27.1 In normal case of works /service contracts, liquidated damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in contract mobilization /completion date subject to a maximum ceiling of 7.5% of contract value .

IN WITNESS whereof the parties hereunto set their hands seals the day and year first written above :-

SIGNED & DELIVERED FOR AND ON  
BEHALF OF CONTRACTOR

(Signature of Contractor or his legal Attorney)

\_\_\_\_\_ by  
the hand of \_\_\_\_\_its  
Partner/Legal Attorney

\_\_\_\_\_  
(Full Name of Signatory)

\_\_\_\_\_  
(Seal of Contractor's Firm)

And in presence of

\_\_\_\_\_

\_\_\_\_\_  
(Signature of witness)

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

\_\_\_\_\_  
(Full Name of Signatory)

Address:

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

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

\_\_\_\_\_  
(Signature of Acceptor)

Designation \_\_\_\_\_

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati,  
Assam  
WORKS CONTRACT

**Tender No. GCO 0368 L16**

**SOQ - Schedule of Work, Unit, Quantities, Rates and Prices.**

Service Line No	Description of Work	Unit	Quantity	Rate per Unit Rs. ( In words and Figures)	Amount Rs.
10	Services of Unskilled Labour:  Support services for Misc. unskilled Jobs like ROW Survey & Demarcation, installation and grouting of marker post, locating the pipeline, Third party damages, loading/unloading, pipeline patrolling, security services, crude oil handling, servicing of Valves etc. The job shall be executed as per instruction of the Engineer-in charge.	MD	430.00		
20	Services of Skilled Labour:  Support services of skilled labour during field job such as fitter, technician, mechanic and supervisor etc.	MD	50.00		
30	Digging of Temporary Pit::  Earth work making pit for temporary storage of spilled crude oil or for the other purposes. The job shall be executed as per instruction of the engineer-in-charge. The Pit to be filled back after finish of repairs as per order.	M3	80.00		
40	Services of Dewatering Pumps::  The job of dewatering the working pit with the use of a pump and making it suitable for working purposes.	MD	5.00		

Contractor

Company

50	<p>Cutting/Cleaning of Wild growth, Jungle:</p> <p>Cutting wild growth/trees/grass etc. in the RoW &amp; RoU of Main crude pipeline or NSPL &amp; and cleaning the entire width of 18.2 m mtr. The job to be carried out as per instruction of the Engineer In Charge. 10 km x 18.2 m = 182,000 m2</p>	M2	1,82,000.00		
60	<p>Supply of Earth for Filling::</p> <p>Supply of Earth soil from any source beyond the RoW to mend the eroded RoW. The job includes providing manpower, equipment and transport.</p>	M3	30.00		
70	<p>White washing/Painting on RoW::</p> <p>White washing the RoW &amp; RoU Boundary marker posts with lime on all sides along with straightening the skewed marker post wherever necessary. Painting Block Valves, Valve boxes, KM post, TLP post, Vent pipe etc. The material will be provided by the company</p>	KM	97.00		
80	<p>Installation of Boundary Markers:</p> <p>Installation of Boundary Marker / baricade / KM post etc during yearly RoW Maintenance and as per direction of OIL. The job includes Loading / unloading, handling, manual carrying at the desired location etc. for installation.</p>	NO	130.00		
90	<p>Grouting of Boundary Markers::</p> <p>Installation of Marker / baricade / KM post etc by CC grouting (Size of 1ft x 1ft x 1.5ft approx) and as per direction of OIL. The job includes Loading / unloading , handling , manual carrying at the desired location for installation. Material like sand, chips and water shall be supplied by contractor. Transport and cement will be provided by OIL.</p>	NO	70.00		

Contractor

Company

100	Crude-oil Handling/Uplifting::  Crude oil/Petroleum Products collection from spillage to drums, loading to truck or tanker as per specification and unloading in pits at the near-by pump station.	KL	5.00		
110	Writing Notifications on the boards/box:  Writing notification, instruction etc. on the caution signboards /Valve boxes with paints. Tools and takels shall be supplied by the contractor. Sign board shall be supplied by the company. Unit is numbers of letter.	EA	12,000.00		
120	Installation of caution signboard:  Installation of caution signboard. The cost includes all consumables for flex print of 6 sq. feet banner and fixing on angle frame of sufficient strength and grouting it	NO	30.00		
130	Supply of Gunny Bags::  Supply of earth filled, stiched gunny bags to stop erosion of the RoW and to repair exposures of pipeline. The job involves filling,stiching,stacking & placing them at desired locations. The bags shall be of standard 50 kgs. Cement bags	NO	1,000.00		
140	Supply of Plastic sheet::  Providing plastic sheet in roll of full size which shall be used for laying inside the earthen pit to store spilled for minimizing the sippage. The material shall be suitable for the purpose intended for.	KG	5.00		
150	Services of Oil-Tanker::  Providing oil Tanker for collection and transportation of spilled oil from ROW to nearest Pumping Station, as on when required. Cost per trip of 12 KL tanker	NO	1.00		

Contractor

Company

160	Bamboo Piling Work:  Bamboo Piling Work of total height of 1.2 m with centre to centre of vertical Bamboo spacing of maximum 15 cm and provided with 2 horizontally split bamboos running horizontally fixed with binding wires and nails and including supply of all materials like jati bamboo, binding wire etc.to stop erosion of soil. The Job shall be as per instructions of the Engineer in Charge.	M	200.00		
170	Services of High Pr. Welder:  Providing Services of High pr. Welder qualified as per API 1104. Contractor to provide a copy of welder's qualification certificate.	MD	4.00		
180	Services of Welder Helper::  Services of Welder Helper: Semi skilled to assist the welder in his assigned job	MD	4.00		
190	Services of Driver:::  Providing services of a Truck Driver having a valid driving licence and as per day to day demand.	MD	10.00		
200	VAT on 30% of the sub-total @5%:  Vat as applicable on 30% of Subtotal@5%- Lumsum.	LSM	1.00		
<b>Total Amount Rs.</b>					

Total: Rupees \_\_\_\_\_

\_\_\_\_\_ (In Words)

Note :- Bidders must include all liabilities including statutory liabilities **but excluding Service Tax** in their quoted rates. Service Tax, if applicable shall be to the Company's account. However, Service tax portion payable directly by the service provider (if applicable) shall be reimbursed to the contractor on the basis of documentary evidence.

\*\*\*\*\*

Contractor

Company

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati,  
Assam

**WORKS CONTRACT**

**Tender No. GCO 0368 L16**

**Special Conditions of the Contract (SCC)**

THE WORK IS OF ANNUAL MAINTENANCE TYPE FOR REGULAR MAINTENANCE JOBS TO BE CARRIED OUT DURING DRY SEASON AND ANY EMERGENCY JOBS ALONG THE SECTION TO BE CARRIED OUT IMMEDIATELY AS PER ADVICE OF THE ENGINEER IN-CHARGE.

\*\*\*\*\*



OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Udyan Vihar, Narengi, Guwahati,  
Assam

**WORKS CONTRACT**

**Schedule of company's Plants, Materials and Equipments (SCPME)**

**Tender No. GCO 0368 L16**

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PRIMERS,PAINTS, PAINTING BRUSHES,CEMENT FOR GROUTING, SIGN BOARDS, CRUDE-OIL DRUMS AND TRANSPORT TO THE SITE SHALL BE PROVIDED BY THE COMPANY.

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To

CHIEF MANAGER (CONTRACTS), PHQ  
OIL INDIA LIMITED  
GUWAHTI, PHQ

**SUB: SAFETY MEASURES****Tender No. GCO 0368 L16**

Description of work/service:

To provide "RoW Maintenance services" such as repair of pilferage point, repair of Expoxure, Jungle cutting, Installation of OIL Marker post & Barricade post, assistance to pipe locating and RoW demarcation etc. from Main line PLKM 74.0 to PLKM 171.0 for works at different locations on as and when required basis. under PLM Section, PS-3, Jorhat on Limited Tender basis.

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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.

**Contractor****Company**

- 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)

Yours Faithfully

Date\_\_\_\_\_

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

CONTRACTOR FOR & ON BEHALF OF

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**ANNEXURE-A****BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT (EMD)**

To:  
M/s. OIL INDIA LIMITED,  
(**CHIEF MANAGER -CONTRACTS**)  
Oil India Ltd. Pipeline Headquarter  
Narangi, Guwahati-781171

WHEREAS \_\_\_\_\_ (Name and address of Bidder) (hereinafter called "Bidder") desires to participate against your Tender No. \_\_\_\_\_ to execute \_\_\_\_\_ ( Brief Description of the Work) (hereinafter called "the Tender").

AND WHEREAS it has been stipulated by you in the said Tender that the Bidder shall furnish you with a Bank Guarantee as security for compliance with bidder's obligations in accordance with the terms and conditions of the Tender.

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Bidder, up to a total of (Amount of Guarantee in figures) \_\_\_\_\_ (in words \_\_\_\_\_), such amount being payable in the types and proportions of currencies as desired by you 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 Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Tender or the work to be performed there under or of any of the terms of the Tender which may be additionally made by you 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 date \_\_\_\_\_ (calculated at 2 months after Bid Validity date).

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Date ..... \_\_\_\_\_

Place \_\_\_\_\_

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**ANNEXURE-B****FARMAT FOR PERFORMANCE BANK GUARANTEE**

To  
M/s. OIL INDIA LIMITED,  
(CHIEF MANAGER -CONTRACTS)  
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 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 date \_\_\_\_\_ (calculated at 6 months after Contract completion date).

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

Designation \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Witness \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_

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Contractor

Company

**VENDOR CODE NO.** ( If the bidders already have vendor code the form need not to be filled up.)

**APPLICATION FORM FOR VENDOR CODE**

**Please go through the following points before filling up the format. The form should be filled up in the given format only.**

- 1) Please indicate the vendor code as mentioned on top of the covering letter.
- 2) Please mention SSI or NSIC or PSU or DGS & D if you are a SSI or NSIC or PSU or DGS & D unit.
- 3) In the event PAN not allotted to you please enclose copy of application made by you for PAN allotment.
- 4) For Sales tax and service tax wherever applicable, provide the registration Number.
- 5) Please mention Company or non-Company in the field Corporate / Non-Corporate.
- 6) Please mention not applicable in case any of the data is not applicable.
- 7) Please put your signature, seal of your company at the bottom.

Required data	Your data to be filled up in this column
VENDOR CODE	
NAME	
ADDRESS	
DISTRICT	
POSTAL CODE	
CITY	
COUNTRY	
TELEPHONE NUMBER	
FAX NUMBER	
MOBILE NUMBER	
E-MAIL	
WEB SITE	
CONTACT PERSON	
TELEPHONE NUMBER OF CONTACT PERSON	
Whether SSI/NSIC/PSU/DGS & D UNIT	
CORPORATE/NON-CORPORATE	
TAX EXEMPTION CERITIFICATE NO.	
EXEMPTION FROM (Date)	
EXEMPTION TO (Date)	
CST REGISTRATION NO.	
LOCAL SALES TEX REGISTRATION NO	
ECC NO. (Excise Control Code)	
PAN	
VAT REGISTRATION NO. (TIN)	
SERVICE TAX REGISTRATION NO.	
PF CODE	
BANK A/C NUMBER	

Contractor

Company

BANK A/C TYPE (S/B, CC etc.)	
BANK NAME	
BANK BRANCH	
BANK ADDRESS	
BANK CITY	
SERVICE TAX REGISTRATION NO.	
PROVIDENT FUND CODE NO.	
NATURE OF BUSINESS	
CONSTITUTION OF THE FIRM	
SALES TAX REGISTRATION NO.	
VAT REGN. NO (TIN NO)	
EPF CODE NO.	
ESI CODE NO.	
TAN	

Signature of authorized person :

Name in block letter : \_\_\_\_\_

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

Seal of your company